

**MEETING OF THE ADMINISTRATIVE COMMITTEE
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BLVD., LAKEWOOD, CA., 90712
10:30 A.M., WEDNESDAY, OCTOBER 23, 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 AUGUST 28, 2019

Staff Recommendation: The Administrative Committee approve the minutes as submitted.

4. APPROVE THE MINUTES OF SEPTEMBER 25, 2019

Staff Recommendation: The Administrative Committee approve the minutes as submitted.

AUTHORIZATION TO PAY ADVANCED DOCUMENT SOLUTIONS (ADOCS) FOR FY 19-20 BUDGETED ITEMS

Staff Recommendation: The Administrative Committee recommends that the Board of Directors authorize payment of the annual maintenance and support invoice for \$17,196.24.

ADMINISTRATIVE CODE 83107

Staff Recommendation: For discussion and possible action.

U3107 ON THE MANAGERS' CLASSIFICATION AND COMPENSATION STUDY

Staff Recommendation: For discussion and possible action.

DEPARTMENT REPORT

Staff Recommendation: For discussion and possible action.

DIRECTORS' REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF

ADJOURNMENT

The Committee will adjourn to the next meeting currently scheduled on November 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 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.

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: OCTOBER 23, 2019
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: APPROVE THE MINUTES OF AUGUST 28, 2019

SUMMARY

A meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District was held on August 28, 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.

**MINUTES OF AUGUST 28, 2019
MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712**

A meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District was held on August 28, 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; Director John D.S. Allen
Staff: Ted Johnson; Evan Lue; Brett Glasscock; Monica Sijder; Maribel S. Medina; Esther Rojas; Tenisha Simeon; H. Francisco Leal
Public: Bill Minasian

2. PUBLIC COMMENT

None.

3. APPROVE THE MINUTES OF MARCH 27, 2019

First:	Allen
Second:	Calderon
Discussion:	None
Vote:	Calderon, yes; Allen, yes
Result:	The Administrative Committee approved the minutes as submitted.

4. APPROVE THE MINUTES OF APRIL 16, 2019

First:	Allen
Second:	Calderon
Discussion:	None
Vote:	Calderon, yes; Allen, yes
Result:	The Administrative Committee approved the minutes as submitted.

5. APPROVE THE MINUTES OF JUNE 26, 2019

First:	Allen
Second:	Calderon
Discussion:	None
Vote:	Calderon, yes; Allen, yes
Result:	The Administrative Committee approved the minutes as submitted.

6. CONSIDERATION OF SARAH PALMER FOR ACWA VICE PRESIDENT

First:	Allen
Second:	Calderon
Discussion:	None
Vote:	Calderon, yes; Allen, yes
Result:	The Administrative Committee endorsed Sarah Palmer for ACWA Vice President.

This will be a consent item for review and approval on the Board of Directors meeting agenda for September 5, 2019.

Assistant General Manager/Chief Administrative Officer Ted Johnson will draft a letter for Board President Allen.

7. REQUEST TO ISSUE A PURCHASE ORDER TO CDWG FOR FY 19-20 BUDGETED INFORMATION TECHNOLOGY PURCHASES

Network Administrator Brett Glasscock provided a brief overview on the item; stating that maintenance for software and hardware was necessary.

First:	Calderon
Second:	Allen
Discussion:	None
Vote:	Calderon, yes; Allen, yes
Result:	The Administrative Committee recommended that the Board of Directors authorize staff to issue a purchase order to CDWG in the amount \$215,000.

This will be a regular item for review and approval on the Board of Directors meeting agenda.

8. ADOPT RESOLUTION NO. 19-1112 NEGOTIATED TAX EXCHANGE RESOLUTION ANNEXATION OF PROJECT L 076-2018 TO COUNTY LIGHTING MAINTENANCE DISTRICT 1687

First:	Allen
Second:	Calderon
Discussion:	None
Vote:	Calderon, yes; Allen, yes
Result:	The Administrative Committee recommended that the Board of Directors adopt Resolution No. 19-1112 approving and accepting the negotiated tax exchange resolution annexation of project L 076-2018 to County Lighting Maintenance District 1687.

This will be a regular item for review and approval on the Board of Directors meeting agenda.

9. ADOPT RESOLUTION NO. 19-1113 NEGOTIATED TAX EXCHANGE RESOLUTION ANNEXATION OF PETITION NO. 72-1016 TO COUNTY LIGHTING MAINTENANCE DISTRICT 1687

First:	Allen
Second:	Calderon
Discussion:	None
Vote:	Calderon, yes; Allen, yes
Result:	The Administrative Committee recommended that the Board of Directors adopt Resolution NO. 19-1113 approving and accepting the negotiated tax exchange resolution annexation of petition NO. 72-1016 to County Lighting Maintenance District 1687.

This will be a regular item for review and approval on the Board of Directors meeting agenda.

10. WRD JOB CLASSIFICATIONS AND ORGANIZATIONAL CHART

Mr. Johnson presented the new District Organizational structure. Discussion and comments followed.

Director Allen requested that all non-positions be removed from the Job Classification table.

First:	Allen
Second:	Calderon
Discussion:	None
Vote:	Calderon, yes; Allen, yes
Result:	The Administrative Committee recommended that the Board of Directors adopt the new District Organizational structure, along with the draft Job Classification Table and draft Organizational Chart.

This will be a regular item for review and approval on the Board of Directors agenda.

11. ADMINISTRATIVE CODE UPDATE

Mr. Johnson provided an overview on this item. He stated that the Administrative Code will cover directors' activities and District policies. The Employee handbook would cover employee activities and there will be a separate Procurement manual. Discussion followed.

A records retention policy was added to log how long the District will retain various documents. Discussion followed.

First:	Allen
Second:	Calderon
Discussion:	None
Vote:	Calderon, yes; Allen, yes

Result: The Administrative Committee recommended that the Board of Directors adopt the Administrative Code.

A resolution will be drafted for the Board of Directors meeting.

This will be a regular item for review and approval on the Board of Directors meeting agenda.

12. EMPLOYEE HANDBOOK

Mr. Johnson stated that the Employee handbook was the result of an extraction of the Administrative Code. He then stressed the importance of having an employee handbook that lists employee benefits. Discussion followed before Attorney for WRD Maribel Medina requested that Senior Public Affairs Representative Monica Sijder look at the Memorandum of Understanding Section 17.

First: Allen
Second: Calderon
Discussion: None
Vote: Calderon, yes; Allen, yes
Result: The Administrative Committee recommended that the Board of Directors adopt the Employee Handbook.

This will be a regular item for review and approval on the Board of Directors meeting agenda.

13. DEPARTMENT REPORT

There was no department report.

14. DIRECTORS' REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF

None.

15. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 11:56 a.m.

Chair

ATTEST:

MEMBER

Approved in minutes of:



MEMORANDUM
ITEM NO. 4

DATE: OCTOBER 23, 2019
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: APPROVE THE MINUTES OF SEPTEMBER 25, 2019

SUMMARY

A meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District was held on September 25, 2019 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.

**MINUTES OF SEPTEMBER 25, 2019
MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712**

A meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District was held on September 25, 2019 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 John D.S. Allen
Staff: Ted Johnson; Esther Rojas; Tenisha Simeon; Monica Sijder
Public: None

2. PUBLIC COMMENT

None.

3. APPROVE THE MINUTES OF FEBRUARY 27, 2019

First:	Allen
Second:	Calderon
Discussion:	None
Vote:	Calderon, yes; Allen, yes
Result:	The Administrative Committee approved the minutes as submitted.

4. APPROVE THE MINUTES OF APRIL 24, 2019

First:	Allen
Second:	Calderon
Discussion:	None
Vote:	Calderon, yes; Allen, yes
Result:	The Administrative Committee approved the minutes as submitted.

5. APPROVE THE MINUTES OF JULY 24, 2019

First:	Allen
Second:	Calderon
Discussion:	None
Vote:	Calderon, yes; Allen, yes
Result:	The Administrative Committee approved the minutes as submitted.

6. CLASS AND COMPENSATION STUDY FOR DISTRICT MANAGEMENT

Assistant General Manager/Chief Administrative Officer Ted Johnson provided a brief overview on this item.

First:	Allen
Second:	Calderon
Discussion:	None
Vote:	Calderon, yes; Allen, yes
Result:	The Administrative Committee recommends that the Board of Directors enter into a Professional Services Agreement, subject to approval as to form by District Counsel, with Koff Associates for a Classification and Compensation Study for District Managers for an amount not to exceed \$38,000.

This will be an item for review and approval on the Board of Directors meeting agenda.

7. DEPARTMENT REPORT

None.

8. DIRECTORS' REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF

Director Allen inquired about the possibility of receiving twenty inches of rain per year.

9. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 10:53 a.m.

Chair

ATTEST:

MEMBER

Approved in minutes of:



MEMORANDUM
ITEM NO. 5

DATE: OCTOBER 23, 2019

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

**SUBJECT: AUTHORIZATION TO PAY ADVANCED DOCUMENT SOLUTIONS
(ADOCS) FOR FY 19-20 BUDGETED ITEMS**

SUMMARY

OnBase is the District's software solution for storing and cataloging important digital documents, enabling staff to scan and save files for later retrieval. Maintenance and support for the OnBase system is provided by Advanced Document Solutions, Inc. (ADOCS), an implementation partner of the software vendor Hyland. The District has received the annual invoice for this budgeted item and payment is now due. Annual maintenance for the OnBase content management system is included as part of the FY 19-20 approved budget.

FISCAL IMPACT

The total cost of the annual support and maintenance is \$17,196.24. Funds are available in the Administrative Department budget in GL Code 5681 (Materials & Equipment).

STAFF RECOMMENDATION

The Administrative Committee recommends that the Board of Directors authorize payment of the annual maintenance and support invoice for \$17,196.24.



Advanced Document Solutions, Inc.

24307 Magic Mountain Pkwy #37
 Valencia, CA 91355
 (818) 516-7612

Invoice

Date	Invoice #
9/20/2019	13645

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

Project / P.O. #	Terms	Due Date
OnBase	Renewal	10/21/2019

Quantity	Description	Rate	Amount
1	OnBase Annual Software Subscription Term Date: Nov. 1, 2019 to Oct. 31, 2020	14,294.24	14,294.24
1	ADocs Annual Phone Support 2 Hours/Month: Phone Support Term Date: Nov. 1, 2019 - Oct. 31, 2020	1,500.00	1,500.00
7	Panasonic scanner maintenance renewal, 1065, 1 Year Term Date: Nov. 1, 2019 - Oct. 31, 2020 Serial Numbers: %g1948rh1840 %g1938ra1075 %g1938ra1125 %g1938ra1137 %g1938ra1144 %g1938ra1151 %g1938ra1184	101.00	707.00
1	Panasonic scanner maintenance renewal, 5055, 1 Year Term Date: Nov. 1, 2019 - Oct. 31, 2020 S/N: %d3636rd1338	695.00	695.00
	Sales Tax	9.50%	0.00
<i>Thank you for using Advanced Document Solutions, Inc.</i>		Total	\$17,196.24



MEMORANDUM
ITEM NO. 6

DATE: OCTOBER 23, 2019
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: ADMINISTRATIVE CODE UPDATE

SUMMARY

District Counsel and staff have been working on updating the District's procurement policies which used to be part of the Administrative Code but will be a separate document once approved by the Committee and Board. Any updates to this draft procurement policy document, or Administrative Code in general, will be discussed at the Committee meeting.

FISCAL IMPACT

None

STAFF RECOMMENDATION

For Discussion and possible action.



MEMORANDUM
ITEM NO. 7

DATE: OCTOBER 23, 2019
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: UPDATE ON THE MANAGERS' CLASSIFICATION AND COMPENSATION STUDY

SUMMARY

On October 3, 2019, the Board of Directors approved entering into a contract with Koff Associates to perform a Classification and Compensation study for District Managers. A similar study was recently completed for District staff and this new study will be similar in nature. Updates will be provided to the Committee as the study progresses.

FISCAL IMPACT

None

STAFF RECOMMENDATION

For discussion and possible action.