

**SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712
4:00 P.M., THURSDAY, JUNE 29, 2017**

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 54953.3
- 3. ADMINISTRATIVE CODE**
Staff Recommendation: For discussion and possible action.
- 4. RESOLUTION NO. 17-1055: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA REGARDING PROCEDURE FOR DISPOSAL OF SURPLUS PERSONAL PROPERTY**
Staff Recommendation: That the Board of Directors adopt Resolution No. 17-1055 Regarding Procedure for Disposal of Surplus Personal Property.
- 5. PROCUREMENT OF BOARD ROOM DISPLAY**
Staff Recommendation: That the Board of Directors authorize the General Manager to purchase the 98-inch HD display manufactured by Christie from CDWG for an amount not to exceed \$17,058.63.
- 6. ADOPTION OF DISTRICT ORGANIZATIONAL STRUCTURE**
Staff Recommendation: That the Board of Directors adopt the organizational structure and associated WRD Managers Salary Schedule.
- 7. CLASSIFICATION AND COMPENSATION STUDY**
Staff Recommendation: For discussion and possible action.
- 8. DEPARTMENT REPORT**
Staff Recommendation: For information.

9. **ADJOURNMENT**

The Administrative Committee will adjourn to the regular meeting currently scheduled for July 26, 2017 at 3:00 p.m.

Agenda posted Tracey Burke, Senior Administrative Specialist, June 28, 2017. 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 Board meeting, please contact Senior Administrative Tracey Burke 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.

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 Chief Financial Officer 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: JUNE 29, 2017

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: ADMINISTRATIVE CODE

SUMMARY

Discuss any Administrative Code policy overviews / revisions with the Committee for possible recommendation to the Board of Directors.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion and possible action



MEMORANDUM

ITEM NO. 4

DATE: JUNE 29, 2017

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: RESOLUTION NO. 17-1055 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA REGARDING PROCEDURE FOR DISPOSAL OF SURPLUS PERSONAL PROPERTY

SUMMARY

In order to sell surplus District property, the District needs to establish procedures for the disposition, disposal and sale of District surplus property. The attached resolution establishes guidelines and procedures for the same.

FISCAL IMPACT

The fiscal impact is positive. The attached resolution establishes a procedure for the disposition, disposal and sale of District surplus property that will result in potential revenue from the sale of surplus property no longer needed by the District.

STAFF RECOMMENDATION

That the Board of Directors adopt Resolution No. 17-1055 establishing Procedure for Disposal of Surplus Personal Property.

RESOLUTION NO. 17-1055

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA REGARDING PROCEDURE FOR DISPOSAL OF SURPLUS PERSONAL PROPERTY

WHEREAS, pursuant to California Water Code section 71690, the Water Replenishment District of Southern California (“District”) is authorized to hold, use and enjoy, and to lease, convey or dispose of, real and personal property of every kind; and

WHEREAS, from time to time personal property, such as equipment, formerly necessary for District operations becomes outdated, worn-out, unnecessary, or otherwise surplus to the District needs; and

WHEREAS, the Board of Directors desires to adopt this Resolution in order to establish procedures under which the District may dispose of surplus District personal property.

NOW, THEREFORE, BE IT RESOLVED AND DECLARED BY THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA AS FOLLOWS:

1. Authority to Determine and Dispose of Surplus Personal Property. The authority and powers set forth herein shall be exercised by the General Manager or his or her designee (collectively referred to herein as “General Manager”) to determine whether personal property is surplus and to sell such personal property, such as equipment, at prices, terms and conditions that are determined to be the most efficient and economical means. Items that may be designated as surplus personal property may include any items of District property including, but not limited to, machinery, motor vehicles, furniture, supplies, or other equipment owned by the District. Surplus personal property may be sold pursuant to the following procedures:

a. Public Auction. The procedure for conducting a sale by means of public auction shall be determined by the General Manager. In conducting an auction, the General Manager may contract for professional auction services. The following shall be included in the procedure:

i. At least one notice, three days before the sale, shall be posted in three public places in the District, containing a general description of the type of property to be sold and the time and place of such auction.

ii. The terms of all such sales shall be cash; and

- iii. The sale by auction shall be to the highest responsible bidder.
 - b. Sale in open market. For sale of surplus personal property in the open market, the General Manager shall make an investigation of the market conditions of personal property of the type declared surplus and determine the fair market value for all surplus property. The General Manager may then sell the surplus property by advertising in the most appropriate means which, in his/her opinion, will bring the greatest number of potential purchasers. The following shall be included in the sale procedure:
 - i. A notice of sale shall be posted in three public places in the District, at least three days before the sale.
 - ii. The notice shall set forth the day and time it shall begin; the number of days it is to be continued if it is to last more than a day; the place where the surplus personal property may be examined; the place where the purchase price is to be paid and delivered; and a general description of the type of property being sold.
 - iii. The terms of all such sales shall be by cash in the amount of the full purchase price.
- 2. Trade-In Surplus Personal Property. Notwithstanding any provisions of this Resolution for the sale of surplus personal property by auction or in the open market, the General Manager may trade in surplus personal property with an amount determined to be reasonable, to be allowed toward the purchase of a similar type of personal property. The purchase of a similar type of personal property must be approved by the Board of Directors or made pursuant to authority previously granted to the General Manager by the Board of Directors. Typical situations where this might apply include the disposal of used motor vehicles and other machinery and equipment for which trade-ins are commonly permitted by the manufacturer.
- 3. Sale of Unserviceable Junk or Scrap Personal Property. When any surplus property is deemed to be unserviceable, junk or scrap, or otherwise no longer suitable for its original purpose, the General Manager shall dispose of such surplus property by destruction, or by disposal at a recycling facility, or by trade or sale of the property at the best competitive price available in the open market without regard to the other provisions of this Resolution.

4. Prohibited Participation. In order to avoid conflict of interest issues, as well as the appearance of any conflict of interest issues, no sale of surplus personal property shall be made to District Directors, employees, consultants, or to any member of the immediate family of any such person.

[RECORD OF THE VOTE AND SIGNATURES ON FOLLOWING PAGE]

PASSED, APPROVED AND ADOPTED THIS ____th day of _____ 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA

Rob Katherman, President

ATTEST:

Sergio Calderon, Secretary

DATE

APPROVED AS TO FORM:

Leal Trejo APC
Interim District Counsel



MEMORANDUM

ITEM NO. 5

DATE: JUNE 29, 2017
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: PROCUREMENT OF BOARD ROOM DISPLAY

SUMMARY

The primary video display in the board room was installed in 2007 and utilizes standard definition (SD) rear projection technology. The original projector stopped functioning and the manufacturer was unable to repair it due to its age. A lower resolution rear projector was installed as a temporary replacement until a permanent solution could be identified and implemented. Staff researched several possible options and proposes that a 98-inch high definition (HD) display, manufactured by Christie, provides the best replacement alternative. This solution is a professional quality display that will provide a bright and legible display for the board room audience, and is able to integrate with the existing Audio/Visual control system.

Staff obtained three quotes for the proposed display and has chosen to go with CDW Government, Inc. (CDWG) as they provided the lowest cost alternative.

Vendor Name	Purchasing Cost of Display
CDWG	\$17,058.63
GovGroup.com	\$17,903.36
B&H	\$22,995.00

FISCAL IMPACT

The costs associated with the purchase and delivery of the 98-inch HD display is \$17,058.63 which will be paid for from the 2015 revenue bond proceeds.

ADMINISTRATIVE COMMITTEE RECOMMENDATION

The Administrative Committee recommends that the Board of Directors authorize the General Manager to purchase the 98-inch HD display, manufactured by Christie, from CDWG for an amount not to exceed \$17,058.63.



MEMORANDUM

ITEM NO. 6

DATE: JUNE 29, 2017

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: ADOPTION OF DISTRICT ORGANIZATIONAL STRUCTURE

SUMMARY

WRD's organizational structure adjusts from time to time to make changes to operations and organizational structures in an effort to improve service levels and perform at higher and more efficient capacities. The organizational structure also changes in response to employee turnover and attrition. As WRD operations evolve, so do the workforce needs of the individual and collective departments providing the aforementioned services.

There is a total of 39 authorized Full Time Equivalent (FTE) positions at WRD, as depicted in the attached Draft July 2017 WRD Organizational Chart.

Simply put, the organizational chart is a diagram showing graphically the relationship of one staff member to another, or others, and so on. It is also used to show the relationship of one department to another, or others, or of one function of an organization to another, or others. This chart is valuable in that it enables one to visualize a complete organization, by means of the picture it presents. Of the total currently authorized 39 FTEs, 36 FTEs are supported by WRD's Replenishment Assessment. The remaining three FTEs are supported by Watermaster operating funds, which are independent of the replenishment assessment.

This draft WRD organizational chart differs from the previously adopted chart by converting an existing Senior Engineer position to a District Engineer position. This change will be accompanied by an updated WRD Managers Salary Schedule, which includes the addition of a District Engineer category as well as other updates to be discussed with the Committee.

FISCAL IMPACT

There is no fiscal impact associated with the adoption of the subject organizational structure as all of the existing Full Time Equivalent positions are included in the adopted operating budget for the 2017-2018 Fiscal Year.

STAFF RECOMMENDATION

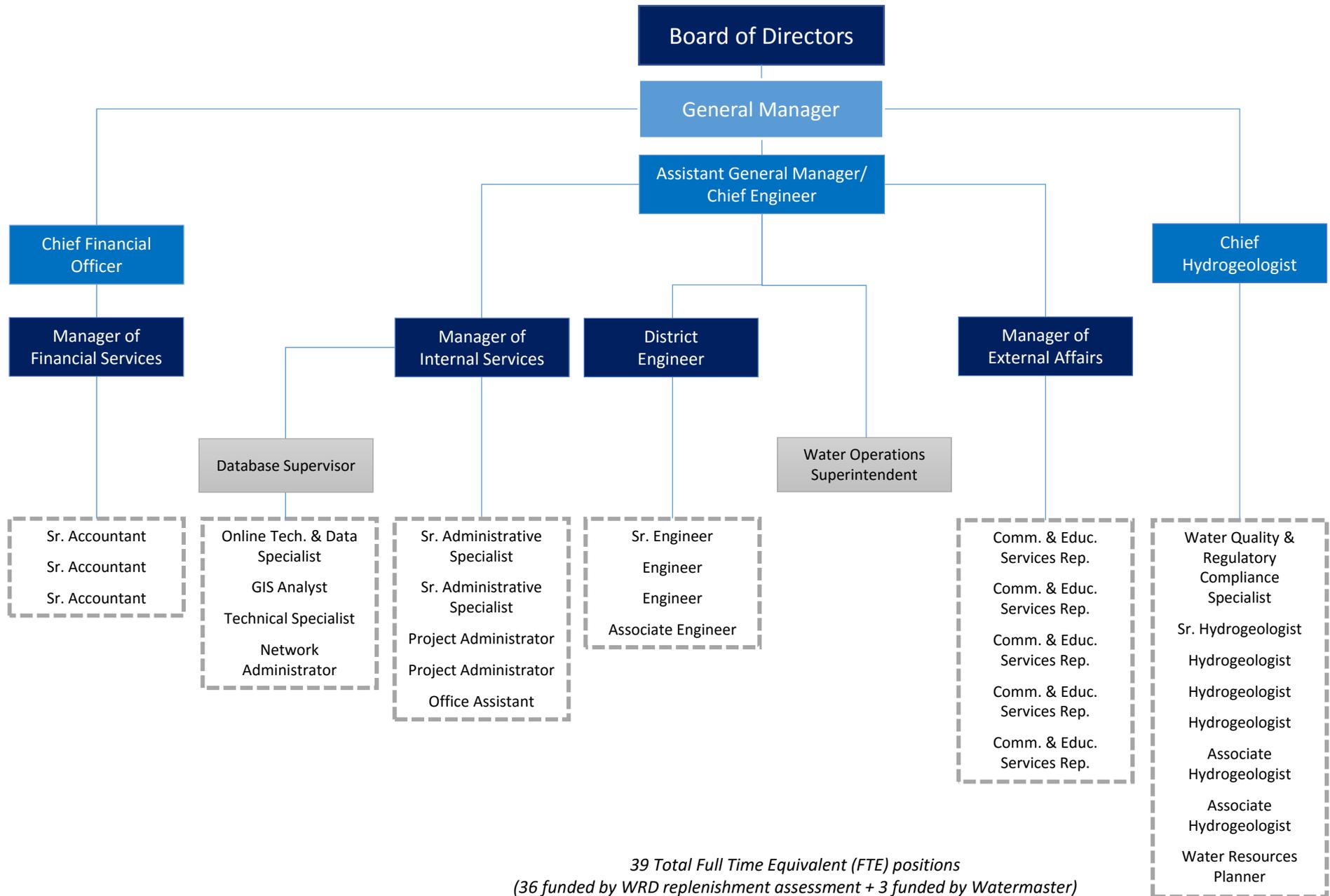
The Administrative Committee recommends that the Board of Directors adopt the organizational structure and associated WRD Managers Salary Schedule.

Attachment

#1 –DRAFT July 2017 WRD Organizational Chart



DRAFT Organization Chart (July 2017)





MEMORANDUM

ITEM NO. 7

DATE: JUNE 29, 2017

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: CLASSIFICATION AND COMPENSATION STUDY

SUMMARY

The Committee Chair has requested a discussion of classification and compensation within the District.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion and possible action



MEMORANDUM

ITEM NO. 8

DATE: JUNE 29, 2016

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: DEPARTMENT REPORT

SUMMARY

Staff will report any significant department activities that are not agendaized and require no action on the part of the Committee.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information.