

**MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712
3:00 P.M., WEDNESDAY, MAY 24, 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. APPROVAL OF MEETING MINUTES**
Staff Recommendation: Approve the minutes of the Administrative Committee meeting of April 26, 2017
- 4. COMPENSATION STUDY**
Staff Recommendation: For discussion and possible action.
- 5. ADMINISTRATIVE CODE**
Staff Recommendation: For discussion and possible action.
- 6. DEPARTMENT REPORT**
Staff Recommendation: For information.
- 7. ADJOURNMENT**
The Administrative Committee will adjourn to its next regular meeting, currently scheduled for June 28, 2017 at 3:00 p.m.

Agenda posted Tracey Burke, Senior Administrative Specialist, May 19, 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 the Chief Financial Officer 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 Chief Financial Officer before the District's final action on a matter will become a part of the administrative record.



MEMORANDUM

ITEM NO. 3

DATE: MAY 24, 2017

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: APPROVAL OF MEETING MINUTES

**MINUTES OF APRIL 26, 2017
MEETING OF THE ADMINISTRATIVE COMMITTEE OF
THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**

A meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California (WRD) was held on April 26, 2017 at 3:40 p.m., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Director Sergio Calderon called the meeting to order and presided thereafter. Senior Administrative Specialist Tracey Burke recorded the minutes.

1. DETERMINATION OF A QUORUM

A quorum was present, which included:

Committee: Chair – Director Sergio Calderon; Director Allen

Staff: Assistant General Manager Ken Ortega

2. PUBLIC COMMENT

Pursuant to Government Code Section 54954.3

None.

3. APPROVAL OF MINUTES OF JANUARY 17, 2017

The Committee approved the minutes as submitted.

4. ADMINISTRATIVE CODE

The Committee discussed transportation and communications allowances. Staff was instructed to place the item on the Board agenda for May 4, 2017. Discussion followed. After further discussion, the Committee asked that the item be deferred to its next meeting. Mr. Ortega said that Interim General Counsel H. Francisco Leal will present information and comparisons at the May Administrative Committee meeting. Discussion followed.

5. DEPARTMENT REPORT

Mr. Ortega provided the Committee with a verbal update on recent and current Administrative activities, including progress on the agenda automation project.

6. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 3:55 P.M.

STAFF RECOMMENDATION

Approve the minutes of the Administrative Committee meeting of April 26, 2017.



MEMORANDUM

ITEM NO. 4

DATE: MAY 24, 2017

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: COMPENSATION STUDY

SUMMARY

Director Calderon requested that a compensation study be conducted for identified positions at the District.

FISCAL IMPACT

None at this time, projected cost would be based on consultant fees for completion of the study.

STAFF RECOMMENDATION

For discussion and possible action.



MEMORANDUM

ITEM NO. 5

DATE: MAY 24, 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