

**SPECIAL 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, JULY 26, 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 May 24, 2017

4. ADMINISTRATIVE CODE

Staff Recommendation: For discussion and possible action.

5. DEPARTMENT REPORT

Staff Recommendation: For information.

6. ADJOURNMENT

The Administrative Committee will adjourn to the regular meeting currently scheduled for August 23, 2017 at 3:00 p.m.

Agenda posted Tracey Burke, Senior Administrative Specialist, July 20, 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: JULY 26, 2017

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: APPROVAL OF MEETING MINUTES

**MINUTES OF MAY 24, 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 May 24, 2017 at 3:25 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; Member/Vice Chair Director Willard H. Murray, Jr.

Staff: Assistant General Manager Ken Ortega

Public: Interim General Counsel H. Francisco Leal

Assistant General Manager Ken Ortega introduced two subsequent need items for the consideration of the Committee, both of which arose subsequent to the posting of the agenda.

Upon a motion duly made by Chair Calderon, seconded by Vice Chair Murray, and unanimously approved, it was

RESOLVED: The Administrative Committee adds Subsequent Need items 4.A and 4.B to the agenda.

2. PUBLIC COMMENT

Pursuant to Government Code Section 54954.3

None.

3. APPROVAL OF MEETING MINUTES

The Committee approved the minutes of the Administrative Committee meeting of April 26, 2017 as submitted.

4. COMPENSATION STUDY

Chair Calderon directed Mr. Ortega to oversee performance of an internal assessment of the titles, qualifications, and salaries of staff and managers in order to ensure equity and equality for all. Discussion followed. Mr. Ortega told the Committee that an initial survey will be performed and presented at the next Administrative Committee meeting.

4.A SUBSEQUENT NEED - AUTHORIZE PAYMENT TO WEST COAST CABLE

Mr. Ortega presented this housekeeping item, explaining that it is for payment for cabling services previously rendered at the Lakewood office. Discussion followed.

Upon a motion duly made by Chair Calderon, seconded by Vice Chair Murray, and unanimously approved, it was

RESOLVED: The Administrative Committee recommends that the Board of Directors authorize the General Manager to approve payment to West Coast Cable in the amount of \$11,179.83, for services rendered.

4.B SUBSEQUENT NEED - INTERNET CONNECTION SERVICES FOR THE GOLDSWORTHY DESALTER

Mr. Ortega presented this item, explaining that it is for a 5-year contract. Discussion followed.

Upon a motion duly made by Vice Chair Murray, seconded by Chair Calderon, and unanimously approved, it was

RESOLVED: The Administrative Committee recommends that the Board of Directors authorize the General Manager to enter into a contract with Spectrum Communications for Internet connection services at the Goldsworthy Desalter, for an amount not to exceed \$108,000.

5. ADMINISTRATIVE CODE

The Committee discussed transportation and communications allowances. Discussion followed.

6. DEPARTMENT REPORT

Vice Chair Murray discussed his continuing interest in organizational excellence. Chair Calderon asked about the status of the Asset Management project, Mr. Ortega provided a verbal update.

7. ADJOURNMENT

Upon a motion duly made by Vice Chair Murray, seconded by Chair Calderon, and unanimously approved, it was

RESOLVED: There being no further business to come before the Committee, the meeting was adjourned at 4:09 P.M.



MEMORANDUM

ITEM NO. 4

DATE: JULY 26, 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