

**MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712
11:00 A.M., WEDNESDAY, OCTOBER 25, 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 MINUTES**
Staff Recommendation: Approve the minutes as submitted.
- 4. ADMINISTRATIVE CODE**
Staff Recommendation: For discussion and possible action.
- 5. AUTHORIZE RELEASE OF REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES**
Staff Recommendation: The Administrative Committee recommends the Board of Directors authorize the preparation and issuance of a Request for Proposals for Professional Janitorial Services for the District.
- 6. TELECOMMUNICATIONS DESIGN FOR GROUNDWATER RELIABILITY IMPROVEMENT PROJECT FACILITY**
Staff Recommendation: The Administrative Committee recommends the Board of Directors approve payment of design fees to Frontier Communications in an amount not to exceed \$12,800.
- 7. DIRECTORS' COMPENSATION**
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 November 22, 2017 at 11:00 a.m.

Agenda posted Tracey Burke, Senior Administrative Specialist, October 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: OCTOBER 25, 2017

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: APPROVAL OF MINUTES

**MINUTES OF SEPTEMBER 27, 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 September 27, 2017 at 11:10 a.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: Director John Allen, Interim General Counsel H. Francisco Leal, Ana Maria Quintana

2. PUBLIC COMMENT

Pursuant to Government Code Section 54954.3

None.

4. CLASSIFICATION AND COMPENSATION STUDY

This item was taken out of order.

Assistant General Manager Ken Ortega presented the Committee with information requested at a previous meeting. Discussion followed regarding identification of demographics of all full-time positions, including ethnicity and gender, as well as merit increases and promotions for the past 10 years. Discussion followed.

Chair Calderon thanked staff for the information and reiterated that he requested this item come before the Committee to ensure that all employees are being treated equitably and have the same opportunities to excel at the District.

The Administrative Committee authorized staff to prepare and release a Request for Qualifications (RFQ) for consultants to perform a Comprehensive Classification and Compensation Survey, inclusive of management. Staff was directed to return to the Committee upon completion of the RFQ process.

3. ADMINISTRATIVE CODE

This item was taken out of order.

Chair Calderon was excused from the meeting due to a prior commitment. Director Murray assumed the Chair position, and Director Allen stepped in as Alternate.

Interim General Counsel H. Francisco Leal introduced his colleague, Ana Maria Quintana, who had been working on updating the Administrative Code. Mr. Leal recommended that he and staff go over the Administrative Code updates with General Manager Robb Whitaker and Assistant General Manager Ken Ortega, then bring the Administrative Code back to the Committee for its approval, and then, to the Board of Directors for final approval.

Ms. Quintana provided the Committee members with a draft of what she'd accomplished so far, inclusive of changes made from 2013 to the present. She suggested the Committee do further analysis of the content of the document to determine what actually belongs in the Administrative Code, and what may be better suited to a separate document, such as an Employee Manual.

The Committee directed staff and General Counsel to complete work on the Administrative Code and return to the Committee with the draft document for review.

5. DEPARTMENT REPORT

Mr. Ortega introduced Brandon Mims, the new Manager of Internal Services. He explained that Mr. Mims will assume the role of lead for Administrative Committee meetings. Mr. Mims went over the core functions of the new Internal Services Department, and shared a few of his immediate goals. Discussion followed.

Director Allen addressed the topic of a transportation and communications allowance increase for Directors. He directed staff to research Directors' compensation at comparable water districts, using the number of acre feet of water dealt with and annual budgets to determine which districts are comparable to WRD. He then directed staff to return to the next Administrative Committee meeting with the comparison, as well as findings as to whether or not the item in question had already been approved by the Board of Directors at some point since being introduced by the Committee in late 2014. Mr. Ortega told the Committee that this item would be addressed with a separate agenda item at its October, 2017 meeting.

6. ADJOURNMENT

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

RESOLVED: There being no further business to come before the Committee, the meeting was adjourned at 11:57 A.M.

STAFF RECOMMENDATION

Approve the minutes as submitted.



MEMORANDUM

ITEM NO. 4

DATE: OCTOBER 25, 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. 5

DATE: OCTOBER 25, 2017

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

**SUBJECT: AUTHORIZE RELEASE OF A REQUEST FOR PROPOSALS FOR
JANITORIAL SERVICES**

SUMMARY

The District approved a contract for janitorial services with Environment Control Building Services, commencing on February 2, 2017 with a contract end date of January 31, 2020. However, the performance of the vendor has been unsatisfactory. Staff has provided Environment Control with feedback on their performance on more than one occasion. While Environment Control is attempting to correct their shortfalls, staff would like to issue a Request for Proposals (RFP) for janitorial services to obtain additional bids and options for possibly changing the current vendor.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

The Administrative Committee recommends the Board of Directors authorize the preparation and issuance of a Request for Proposals for Professional Janitorial Services for the District.



MEMORANDUM

ITEM NO. 6

DATE: OCTOBER 25, 2017

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: TELECOMMUNICATIONS DESIGN FOR GROUNDWATER RELIABILITY IMPROVEMENT PROJECT FACILITY

SUMMARY

Frontier Communications recently completed design of the telecommunications systems for the Groundwater Reliability Improvement Project Facility.

FISCAL IMPACT

\$12,800. This amount is included in the Groundwater Reliability Improvement Project budget for fiscal year 2017/2018.

STAFF RECOMMENDATION

The Administrative Committee recommends the Board of Directors approve payment of design fees to Frontier Communications in an amount not to exceed \$12,800.



MEMORANDUM

ITEM NO. 7

DATE: OCTOBER 25, 2017

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: DIRECTORS' COMPENSATION

SUMMARY

Staff will present information and findings related to Directors' Compensation, as directed by the Committee at its September, 2017 meeting.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion and possible action