

**ADMINISTRATION AND FINANCE
COMMITTEE MEETING
AND
SPECIAL MEETING OF THE
BOARD OF DIRECTORS**

**Tuesday, September 03, 2024
4:30 P.M.**

Committee Members:

Jennifer Santana, Chair
Charles Treviño, Vice-Chair



248 E. Foothill Blvd, Room 103
Monrovia, CA 91016

(626) 443-2297
www.upperdistrict.org

*The Administration and Finance Committee meeting is noticed as a joint committee meeting with the Board of Directors for the purpose of compliance with the Brown Act. Members of the Board who are not assigned to the Administration and Finance Committee may attend and participate as members of the Board, whether or not a quorum of the Board is present. To preserve the function of the Committee as advisory to the Board, members of the Board who are not assigned to the Administration and Finance Committee will not vote on matters before the Committee.

Communications

1. Call to Order
2. Public Comment

Discussion/Action

3. List of Comparator Agencies for Compensation Surveys (*Staff memorandum enclosed.*)

Oral Reports

4. Update on Water Rates and Charges for CY 2025

Other Matters

- 5.

Adjournment

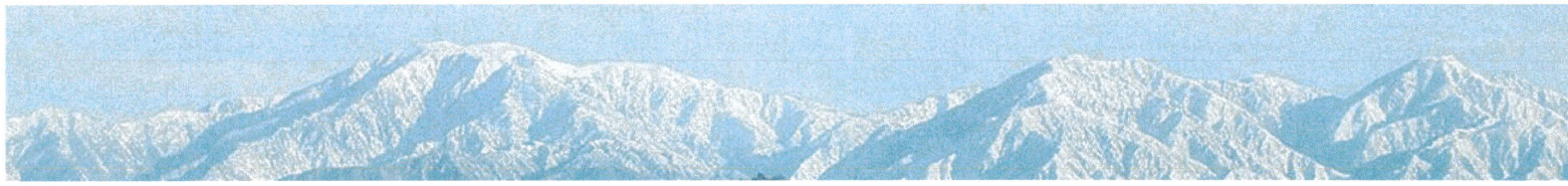
Next Meeting: Tuesday, October 01, 2024 at 4:30 p.m.



American Disabilities Act Compliance (*Government Code Section 54954.2(a)*)

To request special assistance to participate in this meeting, please contact the Upper District office at (626) 443-2297 or venessa@usgvmwd.org at least 24 hours prior to meeting.





MEMORANDUM



ITEM 3. ACTION

DATE: August 30, 2024
TO: Administration and Finance Committee and the Board of Directors
FROM: General Manager
SUBJECT: List of Comparator Agencies for Compensation Surveys

Recommendation

Staff recommends that the Board of Directors review the comparator agencies listed below for Upper District’s compensation surveys and provide direction to staff:

Agency Name	MWD Member Agency	Service Area		
		County	Size (sq. miles)	Population
Calleguas MWD	Y	Ventura	365	660,000
Central Basin MWD	Y	Los Angeles	227	1.6 million
Cucamonga Valley Water District	N	San Bernardino	47	190,000
Eastern Municipal Water District	Y	Riverside	555	825,000
Inland Empire Utilities Agency	Y	San Bernardino	242	875,000
Las Virgenes MWD	Y	Los Angeles	122	75,000
Main San Gabriel Basin Watermaster	N	Los Angeles	n/a	n/a
MWDOC	Y	Orange	690	3.2 million
San Gabriel Valley MWD	N	Los Angeles	27	200,000
Three Valleys MWD	Y	Los Angeles	133	515,000
Water Replenishment District	N	Los Angeles	420	4 million
West Basin MWD	Y	Los Angeles	185	885,000
Western MWD	Y	Riverside	527	880,000
Upper District	Y	Los Angeles	144	860,000

Background

Consistent with its strategic plan, Upper District strives to maintain competitive compensation and benefits to recruit and retain an exceptional workforce. To this end, Upper District conducts compensation surveys not only to stay up to date with market trends but also to develop fair and equitable compensation strategies across different roles and levels.

In 2020, the Board of Directors approved the results of a compensation survey conducted by staff using 13 comparator agencies located in Los Angeles and adjoining counties. The list covers a broad range of smaller and larger agencies deemed to have a similar purpose, operations and organizational structure as Upper District. The agencies are also seen as providing potential competing employment opportunities for current and future District employees.

Under the General Manager's authority, a human resource consultant has been retained to conduct an independent classification and market compensation assessment for Upper District. Staff is proposing to use the same comparator agencies the Administration and Finance Committee authorized in 2020.