

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, JANUARY 9, 2017:

A meeting of the Personnel Committee of the Palmdale Water District was held Monday, January 9, 2017 at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Mac Laren called the meeting to order at 9:02 a.m.

1) Roll Call.

Attendance:

Personnel Committee:
Kathy Mac Laren, Chair
Vincent Dino, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager
Matt Knudson, Assistant General Manager
Jennifer Emery, Human Resources Director
Danielle Henry, Administrative Assistant
0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried by all members of the Committee present at the meeting to adopt the agenda, as written.

3) Public Comments for Non-Agenda Items.

There were no public comments for non-agenda items.

4) Action Items:

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held November 7, 2016.

It was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held November 7, 2016, as written.

4.2) Ratification to Increase Safety Boot Allowance Under the District's Safety Footwear Policy From \$125.00 to \$175.00. (Human Resources Director Emery)

Human Resources Director Emery provided an overview of staff's recommendation to increase the safety boot allowance due to increased pricing, and after a brief discussion, it was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried by all members of the Committee present at the meeting to ratify the increase in the safety boot allowance under the District's Safety Footwear Policy from \$125.00 to \$175.00.

4.3) Consideration and Possible Action on Updating Section IV.K Unpaid Time Off Policy of the District's Employee Handbook. (Human Resources Director Emery)

Human Resources Director Emery provided an overview of the District's current Unpaid Time Off Policy and staff and General Counsel's recommendation to revise the Policy to limit benefit coverage and define and focus the needs of the District and an employee's responsibilities as an employee, and after a brief discussion of the need to revise the Policy, it was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried by all members of the Committee present at the meeting to update Section IV.K Unpaid Time Off Policy of the District's Employee Handbook and to present this item to the full Board for consideration at the January 11, 2017 Regular Board meeting.

4.4) Consideration and Possible Action on Job Description and Recruitment of Public Affairs and Sustainability Director Position and Revise Title to Public Affairs Director.

Human Resources Director Emery provided an overview of recommended revisions to the Public Affairs & Sustainability Director job description and title change to Public Affairs Director, and after a brief description of the recruitment process, outreach, and relationships with outside agencies, it was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried by all members of the Committee present at the meeting to approve the job description and recruitment of the Public Affairs and Sustainability Director position, to revise the title to Public Affairs Director, and to present this item to the full Board for consideration at the January 25, 2017 Regular Board meeting.

5) Project Updates:

5.1) Other.

Human Resources Director Emery stated that a Resolution is included on the agenda for the January 11, 2017 Regular Board meeting to create a benefits open enrollment period for Directors through January 20, 2017; that work continues on the Internship Program; and that the Employee Handbook will be updated in 2017.

6) Information Items.

6.1) Engineering Intern Status. (Human Resources Director Emery)

Human Resources Director Emery stated that additional funds are available in the 2017 Budget due to a vacancy; that as a result, staff will be continuing the Engineering Intern position; and that an April retirement will create the Budget to fill the Engineering position on a full time basis by May, 2017.

General Manager LaMoreaux then stated that the State Water Project origination point is at almost 200% of normal and that the State Water Resources Control Board will conduct a hearing on January 18 to determine drought restrictions for the next nine months followed by discussion of potential flooding of the Delta due to anticipated heavy rains and run-off in the San Joaquin Valley and the need to continue conservation efforts.

There were no further information items for discussion.

7) Board Members' Requests for Future Agenda Items.

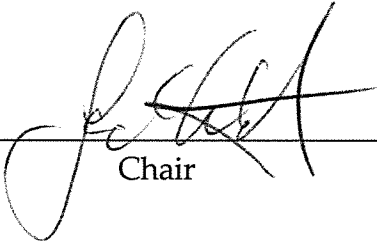
Chair Mac Laren requested a future agenda item for "Consideration and possible action on the impact to the District from repealing the Affordable Care Act" followed by discussion of the postponement of the Cadillac Tax and the effects of repealing the Affordable Care Act.

She then requested staff review not designating the annual cost of living increase towards the employees' portion of CalPERS and consider raising the \$1,600 cap on benefits for the next budgetary period followed by discussion of the CalPERS downgrade in investments and staff preparing a recommendation on these items by August, 2017.

There were no further requests for future agenda items.

7) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 9:30 a.m.



Chair