



# PALMDALE WATER DISTRICT

2029 East Avenue Q • Palmdale, California 93550 • Telephone (661) 947-4111



Since 1918

## Board of Directors

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Division 4

VINCENT DINO  
Division 5

ALESHIRE & WYNDER LLP  
Attorneys



November 16, 2017

*Agenda for a Meeting  
of the Personnel Committee of the Palmdale Water District  
Committee Members: Joe Estes-Chair, Vincent Dino  
to be held at the District's office at 2029 East Avenue Q, Palmdale  
Tuesday, November 21, 2017  
10:00 a.m.*

**NOTE:** To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

**PUBLIC COMMENT GUIDELINES:** The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted and offenders will be requested to leave the meeting. (PWD Rules and Regulations, Appendix DD, Sec. IV.A.)

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Roll call.
- 2) Adoption of agenda.
- 3) Public comments for non-agenda items.
- 4) Action Items: (The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken.)

- 4.1) Consideration and possible action on approval of minutes of meeting held March 28, 2017.
- 4.2) Consideration and possible action on approval of minutes of informational meeting held August 16, 2017.
- 4.3) Consideration and possible action on posting the Facilities Manager position. (Human Resources Director Emery)
- 4.4) Consideration and possible action on revisions to Employee Manual. (Human Resources Director Emery)
- 4.5) Discussion of direction and compensation for Assistant General Manager position. (Human Resources Director Emery/General Manager LaMoreaux)
- 5) Information items.
  - 5.1) Other.
- 6) Board members' requests for future agenda items.
- 7) Adjournment.



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DENNIS D. LaMOREAUX,  
General Manager

DDL/dd

**P A L M D A L E   W A T E R   D I S T R I C T**  
**B O A R D   M E M O R A N D U M**

**DATE:** November 16, 2017 **November 21, 2017**  
**TO:** PERSONNEL COMMITTEE **Personnel Committee Meeting**  
**FROM:** Jennifer Emery, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 4.3 – CONSIDERATION AND POSSIBLE ACTION ON POSTING THE FACILITIES MANAGER POSITION. (HUMAN RESOURCES DIRECTOR EMERY)***

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**Recommendation:**

Staff recommends that the District post the Facilities Manager position in either January or February upon our current manager's notification of retirement.

**Alternative Options:**

The alternative is to not fill this position.

**Background:**

Our current Facilities Manager will be retiring after 28 years with the District. We would like to fill this position as a part of our Succession Planning Program so that much of that 28 years' worth of knowledge can be passed on prior to retirement.

**Strategic Plan Initiative:**

This work is part of Strategic Plan Initiative No. 2: Organizational Excellence

**Budget:**

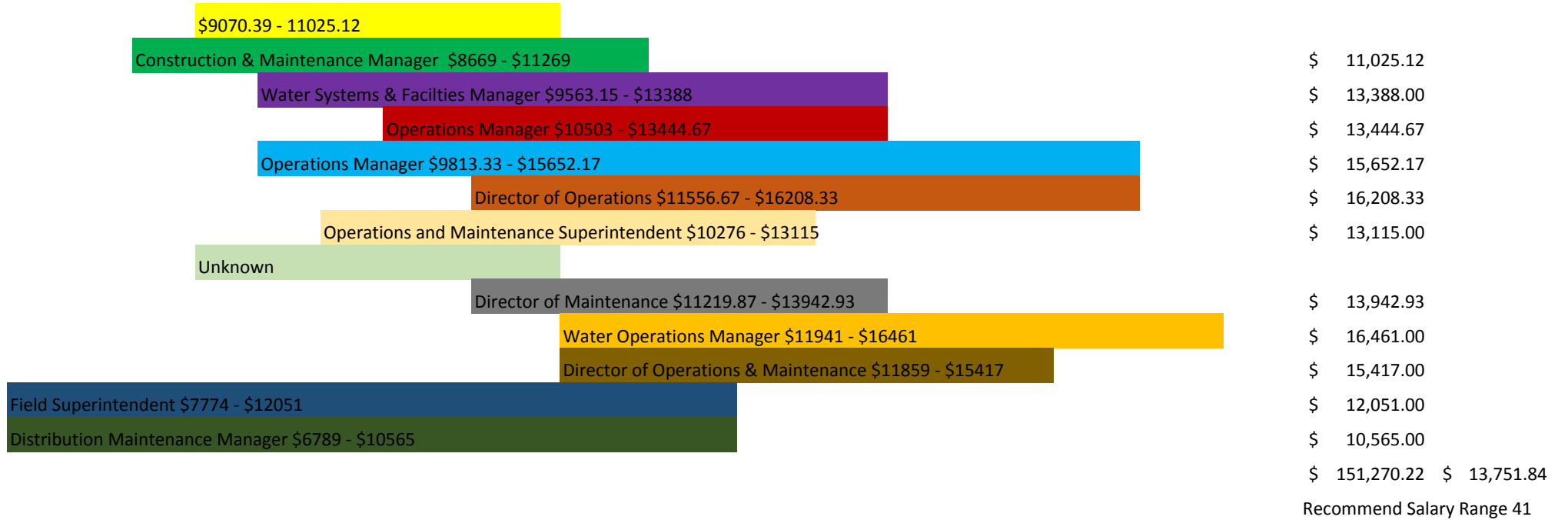
This is included in our 2018 budget.

**Supporting Documents:**

- Salary Survey

30	31	32	33	34	35	36	37	38	39	40	41	42	43	44
7835	8227	8638	9070	9524	1000	10500.11	11025.12	11576.38	12155.19	12763	13401	14071.2	14774.71	15513.45

Facilities Manager 37



**P A L M D A L E   W A T E R   D I S T R I C T**  
**B O A R D   M E M O R A N D U M**

**DATE:** November 16, 2017 **November 21, 2017**  
**TO:** PERSONNEL COMMITTEE **Personnel Committee Meeting**  
**FROM:** Jennifer Emery, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 4.4 – CONSIDERATION AND POSSIBLE ACTION ON REVISIONS TO EMPLOYEE MANUAL. (HUMAN RESOURCES DIRECTOR EMERY)***

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**Recommendation:**

Staff recommends that the Board adopt revisions to the Employee Handbook.

**Alternative Options:**

The alternative is to leave the Employee Handbook with its current provisions.

**Background:**

The District has adopted best practices of amending our handbook annually and revising our handbook every three years. The last handbook was revised in 2014.

**Strategic Plan Initiative:**

This work is part of Strategic Plan Initiative No. 2: Organizational Excellence

**Budget:**

The updates will not have an effect on budget.

**Supporting Documents:**

A list of changes will be reviewed at the Personnel Committee meeting.