

**MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, MARCH 28, 2017:**

*A meeting of the Personnel Committee of the Palmdale Water District was held Tuesday, March 28, 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 9:00 a.m.*

**1) Roll Call.**

**Attendance:**

Personnel Committee:  
Joe Estes, Chair  
Vincent Dino, Committee  
Member

**Others Present:**

Dennis LaMoreaux, General Manager  
Matt Knudson, Assistant General Manager  
Jennifer Emery, Human Resources Director  
Mike Williams, Finance Manager  
Dawn Deans, Executive Assistant  
0 members of the public

**2) Adoption of Agenda.**

It was moved by Committee Member Dino, seconded by Chair Estes, 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 January 9, 2017.**

It was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held January 9, 2017, as written.

**4.2) Consideration and Possible Action on Defunding the Vacant Senior Service Worker Position and Funding the Engineering Technician I Position. (Human Resources Director Emery)**

Human Resources Director Emery provided an overview of these positions, and after a brief discussion of the salary range and succession planning, it was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried by all members of the Committee present at the meeting to defund the vacant Senior Service Worker position and fund the Engineering Technician I position and to present this item to the full Board for consideration at the April 12, 2017 Regular Board meeting.

Assistant General Manager Knudson then reviewed staffing levels since 2011 indicating a decrease in the overall number of District positions after which Chair Estes requested the Board be provided with savings to the District from this decrease.

**5) Information Items:**

**5.1) Other.**

Human Resources Director Emery stated that the District's Employee Manual will be updated and presented to the Committee for consideration at a future meeting.

She then stated that she is working with Antelope Valley College and other water agencies to develop an internship program with certification of specific skills required for entry level California water agency positions.

She then stated that staff has developed employee committees to plan the District's 100<sup>th</sup> anniversary celebration in July, 2018; that potential plans include monthly historical displays in the lobby and at the library, a new logo, a video of past employees and directors, quarterly open houses including tours of Littlerock Dam and the Leslie O. Carter Water Treatment Plant, a 100 year anniversary book, and proclamations from local agencies and dignitaries; and that costs for the celebration will be brought to the full Board for consideration at a future meeting.

There were no further information items.

**6) Board Members' Requests for Future Agenda Items.**

Human Resources Director Emery stated that benefit rates will be available in June and that this information, along with a review of the cap on health benefits, will be brought to the Committee for consideration after that time.

General Manager LaMoreaux stated that the 2018 Budget will be a discussion topic at a future meeting.

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 9:18 a.m.

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Chair

