

MINUTES OF ORGANIZATION CHART WORKSHOP OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT JUNE 16, 2014:

A Workshop meeting of the Board of Directors of the Palmdale Water District was held Monday, June 16, 2014, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. President, Kathy Mac Laren, called the meeting to order.

1) Pledge of Allegiance.

At the request of President Mac Laren, Director Estes led the pledge of allegiance.

2) Roll Call.

Attendance:

Kathy Mac Laren, President
Robert Alvarado, Vice President
Gloria Dizmang, Treasurer
Joe Estes, Secretary
Vincent Dino, Director

Others Present:

Dennis LaMoreaux, General Manager
Patty Quilizapa, Attorney
Matt Knudson, Assistant General Manager
Tim Moore, Facilities Manager
Jennifer Emery, Human Resources Manager
Mike Williams, Finance Manager
Judith Hernandez, Asst. Customer Service Spvrs.
Dawn Deans, Executive Assistant
Dr. Bill Mathis, Consultant
3 members of the public

3) Adoption of Agenda.

It was moved by Director Dizmang, seconded by Director Dino, and unanimously carried to adopt the agenda, as written.

4) Workshop to Review Palmdale Water District's Organization Chart. (General Manager LaMoreaux/Dr. Bill Mathis, The Mathis Group)

Dr. Bill Mathis, of The Mathis Group, introduced the top two candidates for the PIO/Conservation Director position followed by staff's review of the proposed Organization Chart and a detailed discussion of the Board's proposed changes to the Organization Chart, each Board member's specific concerns regarding certain positions and departments, and receiving agenda item materials prior to meetings.

5) **Action Items – Action Calendar:** (The Public Shall Have an Opportunity to Comment on Any Action Item as Each Item is Considered by the Board of Directors Prior to Action Being Taken.)

5.1) **Consideration and Possible Action on Adoption of Palmdale Water District's 2014 Organization Chart.** (General Manager LaMoreaux/Dr. Bill Mathis, The Mathis Group)

Director Estes then moved to revise the proposed Organization Chart moving the Assistant General Manager position under the Water & Energy Resources Director position with all other positions reporting to the Assistant General Manager, separating the Customer Service and Finance Departments into two departments with the Finance Manager position over Finance and the Customer Service Supervisor position over Customer Service, and moving all Field Customer Service Tech. positions under Facilities.

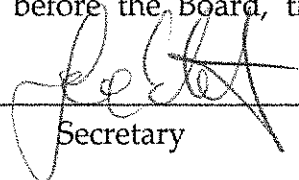
After a further detailed discussion of these proposed revisions, of staff's recommendations to approve the Organization Chart as presented, of retitling certain positions to better reflect their duties, of defining the Board's specific Customer Service Department concerns and expectations for this Department, of the proposed intern positions, and of developing a Customer Service Improvement Plan, Director Estes rescinded his motion.

It was then moved by Director Dizmang, seconded by Director Dino, and unanimously carried to approve the Organization Chart, as presented, with the exception of changing the title of Field Service Technicians to Field Customer Service Representatives and that the Board conduct a six-month evaluation of the General Manager in the first part of August, which will include a progress report on the evaluation of the Customer Service Department.

It was then determined that the proposal received from The Mathis Group for recruitment of the Engineering/Grant Writer Manager position be placed on the next agenda for consideration.

6) **Adjournment.**

There being no further business to come before the Board, the meeting was adjourned.



Secretary