MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, DECEMBER 18, 2012:

A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, December 18, 2012, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Mac Laren called the meeting to order.

1) Roll Call.

Attendance:	**Others Present:**
Personnel Committee:	Dennis LaMoreaux, General Manager
Kathy Mac Laren, Chair	Mike Williams, Finance Manager
Gloria Dizmang, Committee Member	Matt Knudson, Engineering Manager
	Claudette Beck, Water Conservation Spvsr.
	Kelly Jeters, Systems Supervisor
	Judith Hernandez, Asst. Customer Service Spvsr.
	Dawn Deans, Executive Assistant
	13 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to adopt the agenda, as written.

3) Public Comments.

There were no public comments.

4) Presentation: CalPERS OPEB Trust Program. (Matthew Goss, CERBT Program Analyst)

Mr. Matthew Goss, California Employers Retiree Benefit Trust (CERBT) Program Analyst, stated that CalPERS offers public agencies a solution for providing Other Post Employment Benefits (OPEB) through a CERBT and then reviewed prefunding OPEB, the advantages of establishing an OPEB fund, the benefits of participating in the CERBT program, the options available through a CERBT, the cost of their program and structure of contributions, investment and funding options, and the process for enrolling in the CERBT program followed by discussion of the CERBT program and the District's Investment Policy.

The Committee then thanked Mr. Goss for the presentation after which General Manager LaMoreaux recommended funding a CERBT be discussed at a Finance Committee meeting.

5) Action Items:

5.1) Consideration and Possible Action on Approval of Minutes of Meeting Held November 7, 2012.

It was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to approve the minutes of the Personnel Committee meeting held November 7, 2012, as written.

5.2) Discussion and Possible Action on Conducting an Organizational Assessment. (General Manager LaMoreaux)

General Manager LaMoreaux informed the Committee that he is working with the American Water Works Association (AWWA) and EMA Inc. to obtain materials and a quotation for an Organizational Assessment and that as an option, the Assessment can either be prepared by the consultant recommended by Chair Mac Laren or a Request for Proposals for the Assessment can be prepared for Committee review.

After a brief discussion of the options, the Committee recommended a Request for Proposals for conducting an Organizational Assessment be prepared for review at the next Committee meeting.

5.3) Discussion and Possible Action on Employee Contribution Towards CalPERS Retirement. (Chair Mac Laren)

Chair Mac Laren stated that this item is being discussed by the full Board at budget workshops.

5.4) Discussion and Possible Action on Minimal Employee Premium Contribution Towards Health Insurance Benefits. (Chair Mac Laren)

Committee Member Dizmang requested this item be tabled and additional information be prepared and then presented General Manager LaMoreaux with a request for information regarding layoffs, furloughs, cost of living increases, sacrifices made by employees to assist with budget issues, and the savings from each of these items.

5.5) Discussion and Possible Action on Optional ACWA Programs and Benefits. (Chair Mac Laren)

Chair Mac Laren stated that optional ACWA programs were discussed at the ACWA Conference and requested all ACWA programs be presented to the Committee for review after which General Manager LaMoreaux stated that he will work with Human Resources Consultant Burns regarding this information.

6) Information Items.

Committee Member Dizmang stated that she heard rumor that some employees are unhappy with the Board's decision to fill several vacant positions after which General Manager LaMoreaux stated that he has addressed this concern followed by discussion of filling vacant positions, the Board obtaining information prior to making decisions, hearing from employees, being honest, open, and transparent, the Board and staff working as a team, following chain of command, the need to raise water rates, remaining financially sound, streamlining operations, the importance of infrastructure, cuts to the 2013 draft budget, staff's efforts to keep expenses at 2006 levels, providing quality water, rising energy costs, and communication efforts.

There were no further information items.

6) Board Members' Requests for Future Agenda Items.

Committee Member Dizmang requested an item be placed on the next agenda for "Report on sacrifices by District employees."

There were no further requests for future agenda items.

It was determined that the next Personnel Committee meeting will be held January 22, 2013 at 6:30 p.m.

7) Adjournment.

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

Chair