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

A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, July 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	Matt Knudson, Engineering Manager
Gloria Dizmang, Committee Member	Peter Thompson, Operations Manager
	Tim Moore, Facilities Manager
	Kelly Jeters, Systems Supervisor
	Joe Kerschner, Water Quality Supervisor
	Randy Hardenbrook, Equipment Mechanic Spvsr.
	Dawn Deans, Executive Assistant
	6 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) Action Items:

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held June 20, 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 June 20, 2012, as written.

4.3) Presentation on Engineering Department Operations and Staffing. (Engineering Manager Knudson)

Engineering Manager Knudson informed the Committee of the primary responsibilities of Engineering Department staff including planning, project development and management, and quality control in addition to oversight of CEQA compliance, permit maintenance, plan checking, construction inspection, updating facility maps, maintaining standard construction specifications, and reporting water production to maintain water rights and then reviewed previous staff reductions, individual staff responsibilities, the Engineering Department's support role to other Departments and support received from other Departments, and stated that all Departments operate together to achieve the overall goals and function of the District.

It was determined that the Information Technology Department will be presented at the next Personnel Committee meeting.

4.3) Discussion and Possible Action on Human Resources Manager Position. (Chair Mac Laren)

General Manager LaMoreaux distributed a breakdown of the functions and responsibilities of the Human Resources Manager position.

Chair Mac Laren then suggested the Assistant General Manager position be filled to assist General Manager LaMoreaux and to assume some duties of the Human Resources Manager position after which General Manager LaMoreaux provided clarification of the role of the Assistant General Manager position.

The CalPERS Two-Year Service Credit Retirement Program, the upcoming Financial Information Workshop, filling the Human Resources Manager position as a part-time or full-time position, part-time assistance from Human Resources Manager Burns, PERS requirements for part-time work, and recruiting in-house to fill the Human Resources Manager position on a full-time basis with the existing job description were then discussed after which it was moved by Director Dizmang, seconded by Chair Mac Laren, and unanimously carried to readdress the Human Resources Manager position after the August 1 Financial Information Workshop.

4.4) Discussion and Possible Action on Conducting a Manpower or Workforce Planning Study. (Chair Mac Laren)

General Manager LaMoreaux reviewed the draft Workforce Plan prepared by Human Resources Manager Burns, and the Committee concurred with the draft Workforce Plan.

Having an outside source conduct a Manpower Study, developing a Succession Plan, current employees eligible for retirement and encouragement for employees to take advantage of the CalPERS Two-Year Service Credit Retirement Program, and increasing or lowering the retirement age were then discussed after which it was moved by Director Dizmang, seconded by Chair Mac Laren, and unanimously carried to direct staff to continue working on the development of the Succession Plan and investigate outside sources for conducting a Workforce or Manpower Workforce Planning Study.

5) Information Items.

5.1) Update on Changing the District's Medical Coverage From the Association of California Water Agencies/Health Benefits Authority (ACWA/HBA) Plans to the CalPERS Medical Plan. (Human Resources Manager Burns)

General Manager LaMoreaux informed the Committee that CalPERS' rates increased approximately 10%; that rate changes have not yet been received from ACWA/JPIA or from Kaiser; and that eliminating the District's independent Kaiser plan and converting to ACWA/JPIA's Kaiser plan will create discounts in all programs after which the Committee requested specific savings on this option and then discussed employees contributing a small amount towards health care costs if costs continue to rise and the outcome on healthcare from the Supreme Court decision.

5.2) Update on CalPERS Two-Year Service Credit Retirement Program. (General Manager LaMoreaux)

General Manager LaMoreaux informed the Committee that four employees have submitted their intent to take advantage of the CalPERS Two-Year Service Credit Retirement Program and that three or four other employees have expressed serious interest in the Program.

5.3) Update on Employee Benefit Cost Savings Measures. (Human Resources Manager Burns)

5.3.1) Dual Medical Coverage.

5.3.2) Vacation/Personal Day Purchase Program.

General Manager LaMoreaux informed the Committee that these options are under review by legal counsel for inclusion in the Employee Manual and that the Vacation/Personal Day Purchase Program may be presented to the Committee for further review and discussion.

There were no additional information items to discuss.

6) Board Members' Requests for Future Agenda Items.

It was determined that "Presentation on Information Technology Department operations and staffing" and "Discussion and possible action on Human Resources Manager position" and "Discussion and possible action on conducting a Manpower or Workforce Planning Study" will be placed on the next agenda for consideration.

It was then determined that the next Personnel Committee meeting will be held August 15, 2012 at 6:30 p.m.

7) Adjournment.

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

Chair