MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, NOVEMBER 25, 2013:

A meeting of the Personnel Committee of the Palmdale Water District was held Monday, November 25, 2013, 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	Vincent Dino, PWD Director Elect
Gloria Dizmang, Committee Member	Jennifer Emery, Human Resources Manager
	Matt Knudson, Engineering Manager
	Tim Moore, Facilities Manager
	Mynor Masaya, Treatment Plant Supervisor
	Amanda Williams, Water Quality Supervisor
	Dennis Hoffmeyer, Senior Accountant
	Dawn Deans, Executive Assistant
	2 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 October 16, 2013.

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 October 16, 2013, as written.

4.2) Consideration and Possible Action on Removing Freeze on Merit Incentives. ($45,200.00 – Budgeted but Frozen – General Manager LaMoreaux)

Chair Mac Laren clarified the Committee's position on their review of the District's Compensation Policy after which General Manager LaMoreaux provided a summary of the Compensation Policy.

It was then moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to present removing the freeze on merit incentives to the full Board for consideration at the next regular Board meeting with the Committee's recommendation to remove the freeze on merit incentives.

General Manager LaMoreaux then clarified the District's hiring process and the frequency of conducting salary surveys.

4.3) Consideration and Possible Action on Removing Freeze on Bonus Incentives. ($58,000.00 – Budgeted but Frozen – General Manager LaMoreaux)

General Manager LaMoreaux recommended any earned bonus incentives for 2013 be awarded and the Compensation Policy be reviewed for revisions in 2014 followed by discussion of the Policy and the District's finances.

It was then moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to present removing the freeze on bonus incentives to the full Board for consideration at the next regular Board meeting with the Committee's recommendation to remove the freeze on bonus incentives.

4.4) Discussion and Possible Action on Compensation Plan Section of Employee Handbook. (Human Resources Manager Emery)

Human Resources Manager Emery recommended that the "Bonus Pay" section of the District's Compensation Plan section of the Employee Handbook be changed to a "Non-Cumulative Merit Award" to clarify the intent of this pay, and after a brief discussion of the purpose of this pay and of remaining competitive, it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried that the "Bonus Pay" section of the Compensation Plan section of the Employee Handbook be revised to a "Non-Cumulative Merit Award" and that this revision be

presented to the full Board for consideration with the Committee's recommendation for approval.

4.5) Discussion and Possible Action on Alcohol-Drug Free Workplace Section of Employee Handbook. (Human Resources Manager Emery)

Human Resources Manager Emery provided an overview of proposed revisions to the District's Alcohol-Drug Free Workplace Policy, and after a brief discussion of the revisions, it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried that the revised Alcohol-Drug Free Workplace Section of the Employee Handbook be presented to the full Board for consideration with the Committee's recommendation for approval.

4.6) Consideration and Possible Action on Recommending Filling Three Vacant District Positions as Follows: Service Worker I/II, Service Worker I/II, and Construction Inspector I/II. (Budgeted – General Manager LaMoreaux)

General Manager LaMoreaux provided an overview of the need for these positions, and after a brief discussion of advertising the positions in-house, it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to present filling three vacant District positions as follows: Service Worker I/II, Service Worker I/II, and Construction Inspector I/II to the full Board for consideration at the next regular Board meeting with the Committee's recommendation for approval and that the Construction Inspector I/II position be advertised in-house prior to being open to the public.

4.7) Consideration and Possible Action on Recommending Concurrently Funding the Assistant General Manager Position and Defunding the Engineering Manager Position. ($13,000.00 – General Manager LaMoreaux)

General Manager LaMoreaux stated that this item is a result of the Organization Assessment conducted by The Mathis Group, and after a brief discussion of the role of the Assistant General Manager position, it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to present concurrently funding the Assistant General Manager position and defunding the Engineering Manager position to the full Board for consideration at the next regular Board meeting with the Committee's recommendation for approval.

4.8) Discussion and Possible Action on Annual Cost of Living Adjustment as Part of 2014 Budget. ($36,000.00 – General Manager LaMoreaux)

After a brief discussion of the amount of the 2014 cost of living adjustment, it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried that staff include anticipated merit incentives, non-cumulative merit awards, and a cost of living amount of $36,000.00 in the draft 2014 budget, with the understanding that some items may be set aside during budget discussions, and that this be presented to the full Board for consideration with the Committee's recommendation for approval.

5) Project Updates.

5.1) Status on Organizational Assessment. (General Manager LaMoreaux)

General Manager LaMoreaux stated that five firms responded to the Legal Counsel Request for Proposals; that the number of firms to be included in full Board interviews may be reduced; and that these interviews are anticipated to be scheduled in January.

He then stated that a formal proposal will be received from The Mathis Group for completing the recommendations in the Organizational Assessment; that meetings with senior staff will be conducted prior to receipt of this proposal; and that the anticipated amount of the proposal will be included in the draft 2014 budget.

6) Information Items.

There were no further information items.

7) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

8) Adjournment.

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

Chair