MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, NOVEMBER 8, 2018:

A meeting of the Personnel Committee of the Palmdale Water District was held Thursday, November 8, 2018, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Mac Laren called the meeting to order at 4:35 p.m.

1) Roll Call.

Attendance:	**Others Present:**
Personnel Committee:	Dennis LaMoreaux, General Manager
Kathy Mac Laren, Chair	Adam Ly, Assistant General Manager
Vincent Dino, Committee Member	Don Wilson, PWD Director-elect
	Jennifer Emery, Human Resources Director
	Laura Gallegos, Public Affairs Specialist
	Dawn Deans, Executive Assistant
	0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Dino, seconded by Chair Mac Laren, 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 August 28, 2018.

It was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held August 28, 2018, as written.

4.2) Consideration and Possible Action on 2018 Salary Survey. (Included in 2019 Budget – Human Resources Director Emery/General Manager LaMoreaux)

Human Resources Director Emery provided an overview of the 2018 Salary Survey, which is performed every three years, including staff's current salary range, market salaries, and recommended staff salary ranges, and after a brief discussion of the survey and of succession planning, it was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to approve the 2018 Salary Survey and that this item be presented to the full Board for consideration at the November 13, 2018 Regular Board meeting.

4.3) Consideration and Possible Action on Personnel-Related Changes for 2019. (Included in 2019 Budget – Human Resources Director Emery/General Manager LaMoreaux)

Human Resources Director Emery reviewed recommended 2019 personnel-related changes for the Information Technology and Water Conservation Departments and the title change for the Finance Department, and after a brief discussion of these changes, it was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to approve personnel-related changes for 2019 for the I.T., Water Conservation, and Finance Departments, and that this item be presented to the full Board for consideration at the November 13, 2018 Regular Board meeting.

General Manager LaMoreaux then reviewed personnel items affected by the 2019 Annual Budget and after a brief discussion of these changes, of insurance coverages, of Directors' insurance, of meeting the District's debt service coverage, and of the upcoming Water Rate Study, it was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendations regarding personnel-related changes included in the 2019 Budget and that this item be presented to the full Board for consideration at the November 13, 2018 Regular Board meeting.

5) Information Items:

5.1) Other.

Human Resources Director Emery stated that the District's Holiday Party is scheduled for December 15, 2018 at the Antelope Valley Country Club; that the

Communications Committee will move forward with items included in the cultural survey; that the District's values will be incorporated into the updated Strategic Plan; and that staff will be conducting a toy drive in honor of former employee Frank Collett and a food drive for SAVES.

There were no further information items.

6) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

7) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 5:20 p.m.

Chair