



# PALMDALE WATER DISTRICT

2029 East Avenue Q • Palmdale, California 93550 •

Telephone (661) 947-4111

Fax (661) 947-8604

[www.palmdalewater.org](http://www.palmdalewater.org)

LAGERLOF, SENECA, GOSNEY & KRUSE LLP  
Attorneys



## Board of Directors

ROBERT E. ALVARADO  
Division 1

GORDON G. DEXTER  
Division 2

GLORIA DIZMANG  
Division 3

KATHY MAC LAREN  
Division 4

STEVE R. CORDOVA  
Division 5

August 9, 2012

***Agenda for a Meeting  
of the Personnel Committee of the Palmdale Water District  
Committee Members: Kathy Mac Laren-Chair, Gloria Dizmang  
to be held at the District's office at 2029 East Avenue Q, Palmdale  
Thursday, August 16, 2012***

***6:30 p.m.***

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x103 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale. Please call Dawn Deans at 661-947-4111 x103 for public review of materials.

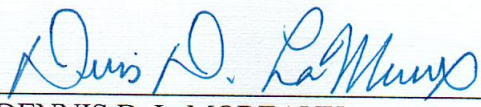
PUBLIC COMMENT GUIDELINES: The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Roll call.
- 2) Adoption of agenda.
- 3) Public comments.
- 4) Action Items: (The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken.)



- 4.1) Consideration and possible action on approval of minutes of meeting held July 18, 2012.
- 4.2) Presentation on Information Technology Department operations and staffing. (Information Technology Manager Stanton)
- 4.3) Discussion and possible action on Human Resources Manager position. (Chair Mac Laren)
- 4.4) Discussion and possible action on conducting a manpower or workforce planning study. (General Manager LaMoreaux)
- 4.5) Discussion and possible action on cost of living allowance in accordance with the U.S. Department of Labor. (Budgeted – General Manager LaMoreaux)
- 4.6) Discussion and possible action on employee contribution towards CalPERS retirement. (Chair Mac Laren)
- 4.7) Discussion and possible action on minimal employee premium contribution towards health insurance benefits. (Chair Mac Laren)
- 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. (General Manager LaMoreaux)
  - 5.2) Update on CalPERS Two-Year Service Credit Retirement Program. (General Manager LaMoreaux)
  - 5.3) Update on employee benefit cost savings measures. (General Manager LaMoreaux)
    - 5.3.1) Dual Medical Coverage.
    - 5.3.2) Vacation/Personal Day Purchase Program.
- 6) Board members' requests for future agenda items.
- 7) Adjournment.

  
DENNIS D. LAMOREAUX,  
General Manager

DDL/dd



# Information Technology (IT)

Providing technology today and into tomorrow





## **IT Mission Statement**

- The Palmdale Water District Information Technology (IT) department provides IT support for the District's computer network, including the operation, maintenance, upgrade, and repair of network hardware and District employee workstations.



## **IT Mission Statement – Cont.**

- The primary responsibility of the IT Department is providing a safe and secure networking environment.



## **IT Mission Statement – Cont.**

- Additional responsibilities include the day-to-day operation of the network datacenter and servers, the District phone system, office machines, and software applications.



## **Staff – consists of 2 individuals**

- IT Manager – Jim Stanton, over 30 years in the IT field.
- IT Specialist – Tyrone Jones, over 16 years in the IT field.



## IT Staff







## PWD's own version of the dynamic duo





## **Core Responsibilities by Position – IT Manager**

- Manage the IT Department.
- Manage existing and new technologies at the District.
- Manage core infrastructure consisting of numerous switches, routers, email filters, web filters and VLAN's.
- Assist all departments with technology acquisitions.



## **IT Manager - Continued**

- Manage physical and virtual servers, desktops, printers, and laptops.
- Manage over 14 Terabytes of data storage.
- Manage numerous desktop and server based applications.
- Manage VoIP telephone system.
- Provide superior customer service to District employees and customers.





## **Key Roles – IT Manager**

- Department Manager
- Network Manager
- Database Manager
- Application Manager
- Security Manager
- VMWare Manager
- VoIP Administrator
- Email Administrator
- Web Administrator
- Help Desk Support
- PC Technician
- Technology Consultant



## **Core Responsibilities by Position – IT Specialist**

- Provide superior customer service to District employees and customers.
- Administer District backup procedures.
- Troubleshoot, diagnose, and repair hardware and software issues with servers, desktops, laptops, and printers.



## **Core Responsibilities by Position – IT Specialist**

- Prepare, stage, and deliver new or replacement servers, desktops, laptops, and printers to District employees.
- Assist District employees in using the technology available to them to better perform in their position with the District.





## **Key Roles – IT Specialist**

- Network Administrator
- Backup Administrator
- Application Administrator
- Email Administrator
- Web Administrator
- Help Desk Support
- PC Technician
- Printer Support Technician



## **IT Challenges**

- Protecting the District data network from spyware/malware/viruses.
- Meeting future, unknown, regulatory requirements.
- IT's always changing – keeping skills current and relevant are always a challenge.
- Future proofing District IT acquisitions.
- Budget constraints.



## **Accomplishments**

- Upgraded data network.
- Upgraded network and desktop security.
- Implementation of redundant data and storage area networks to prevent data loss in a catastrophic event.
- Implementation of VoIP system.





## **Accomplishments – Cont.**

- Implementation of virtual server environment that will save the District in power and A/C costs.
- Implementation of desktop power saving software that will save the District approximately \$10,000.00 over 5 years.



## **Future Proof**

- The IT staff are dedicated to “future proofing” all technology brought into the District. Simply stated “future proofing” means the District should not have to spend any additional monies on the project for at least 3 years and the project life span must be at least 5 years.



## Questions

