

**MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE
WATER DISTRICT, JUNE 20, 2012:**

A meeting of the Personnel Committee of the Palmdale Water District was held Monday, June 20, 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:

Personnel Committee:

Kathy Mac Laren, Chair

Gloria Dizmang, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager

Tim Moore, Facilities Manager

Matt Knudson, Engineering Manager

Peter Thompson, Operations Manager

Kelly Jeters, Systems Supervisor

Ed Boka, Treatment Plant Supervisor

Joe Kerschner, Water Quality Supervisor

Randy Hardenbrook, Equipment Mechanic Spvrsr.

Dawn Deans, Executive Assistant

4 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 4, 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 4, 2012, as written.

4.2) Reconsideration and Possible Action on Approval of Minutes of Meeting Held April 23, 2012 to Add Director Alvarado's Attendance.

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 April 23, 2012 to add Director Alvarado's attendance.

**4.3) Presentation on Facilities Department Operations and Staffing.
(Facilities Manager Moore)**

Facilities Manager Moore informed the Committee of the miles of pipeline and number of valves, wells, booster station sites, and reservoir sites in the District's system and then reviewed how Facilities staff responds to customer needs and concerns, the duties of the Construction Crew, the Mechanic Crew, and a typical work day for these crews, the number of leaks over the years and number of vehicles in the District's fleet, the Facilities Department's role in safety, and how the Department meets on a regular basis to review expenses to ensure cost savings and efficiency.

It was then determined that the Engineering Department will be presented at the next Personnel Committee meeting.

**4.4) Review and Possible Action on Palmdale Water District Grievance Policy.
(Chair Mac Laren)**

After a brief discussion of the Grievance Policy, it was moved by Director Dizmang, seconded by Director Mac Laren, and unanimously carried to approve the Palmdale Water District's Grievance Policy and that this item be presented to the full Board for consideration.

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

General Manager LaMoreaux reviewed the "Human Resources Duty and Staffing Comparison" chart regarding the need and justification for filling the District's Human Resources Manager position, and after discussion of the comparison of job description duties rather than titles included in the chart, of reducing the duties of the District's Human Resources Manager, of the District's budget, of cutting costs in areas that could potentially increase risk to the District, and of the Board's previous action to consider this

matter at the June 27, 2012 Board meeting, it was moved by Director Dizmang, seconded by Director Mac Laren, and unanimously carried to table this item to the next Committee meeting with the Board providing guidance at the June 27, 2012 Board meeting.

Director Mac Laren then requested the background information from Finance Manager Williams' Comparative Personnel Expenses presentation.

5) Information Items.

5.1) Update on ACWA/JPIA Review of Palmdale Water District Fraternization Policy. (Human Resources Manager Burns)

General Manager LaMoreaux informed the Committee that ACWA/JPIA has reviewed and concurs with the District's Fraternization Policy and that this policy is being formatted as an amendment to the Employee Handbook.

5.2) 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 any rate changes that may result from ACWA/JPIA's health benefits merger are unknown at this time; that the Supreme Court healthcare decision is expected any time; that staff is reviewing eliminating the District's independent Kaiser plan and converting to ACWA/JPIA's Kaiser program or modifying the District's independent Kaiser plan to reduce costs; and that a cafeteria plan may also be reviewed, and after a brief discussion, the Committee determined that staff provide an update on this item at the next Committee meeting.

5.3) 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 other employees may be contemplating the Program.

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

General Manager LaMoreaux informed the Committee that the two Employee Benefit Cost Savings Measures previously approved by the Committee, being the Dual Medical Coverage and Vacation/Personal Day Purchase Program, are under legal review and format as amendments to the Employee Handbook prior to presentation to the full Board for consideration.

There were no additional information items to discuss.

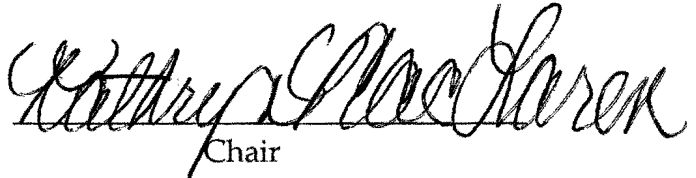
6) Board Members' Requests for Future Agenda Items.

It was determined that "Presentation on Engineering Department operations and staffing" and "Discussion and possible action on Human Resources Manager position" will be placed on the next agenda for consideration.

It was then determined that the next Personnel Committee meeting will be held July 18, 2012 at 6:30 p.m.

7) Adjournment.

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


Chair