MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, SEPTEMBER 16, 2013:

A meeting of the Personnel Committee of the Palmdale Water District was held Monday, September 16, 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	Robert Alvarado, PWD Director
Gloria Dizmang, Committee Member	Matt Knudson, Engineering Manager
	Dennis Hoffmeyer, Senior Accountant
	Dawn Deans, Executive Assistant
	1 member 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 August 7, 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 August 7, 2013, as written.

4.2) Discussion and Possible Action on Removing Freeze on Merit and Bonus Incentives and Review of Performance Evaluation Process. (General Manager LaMoreaux)

General Manager LaMoreaux provided an overview of the District's policy governing merit and bonus incentives, the Performance Evaluation Form, the nine-step salary schedule and performance-based merit process to move through these steps, and the performance-based one-time bonus process for employees on step 9 of the salary schedule, and after a brief discussion of the benefit of the merit and bonus incentives, of the District's budget, and of the $103,000 on hold in the 2013 budget for merit and bonus incentives being $45,000 for merit incentives and $58,000 for bonus incentives, it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to present this item to the full Board for further discussion and consideration.

The Board's Committees were then discussed.

4.3) Discussion and Review of the District's Grievance Policy. (Committee Member Dizmang/General Manager LaMoreaux)

After a brief discussion of revisions to the District's Grievance Policy, it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to finalize the Grievance Policy and present the Grievance Policy to the full Board for consideration.

5) Project Updates.

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

General Manager LaMoreaux stated that The Mathis Group will be at the District this Friday for the Ad Hoc Legal Committee meeting; that a meeting with the Directors-elect will also be held Friday; that the Human Resources Manager ad is still open; that there are enough solid candidates to schedule interviews; and that he has invited the Human Resources Manager from the City of Palmdale to sit on that interview panel.

6) Information Items.

General Manager LaMoreaux stated that based on 2014 insurance rates, the added Blue Cross Advantage Plan no longer falls under the $1,600 cap; that the amount is still close to the cap; that letters will be reissued informing District staff of the 2014 rates so there is an opportunity to make changes during open enrollment in October; that the

District's Benefits Fair is scheduled for October 14; and that ACWA/JPIA will have a representative at the Benefits Fair to answer any questions.

There were no further information items.

7) Board Members' Requests for Future Agenda Items.

Committee Member Dizmang requested "Discussion and possible action on development of an intern program including funding" be included on the next agenda.

There were no further requests for future agenda items.

The next Personnel Committee meeting was then scheduled for October 2, 2013 at 6:30 p.m.

8) Adjournment.

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

Chair