

Since 1918



PALMDALE WATER DISTRICT

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Division 3

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Division 4

VINCENT DINO
Division 5

ALESHIRE & WYNDER LLP
Attorneys

November 3, 2016

***Agenda for a Meeting
of the Personnel Committee of the Palmdale Water District
Committee Members: Kathy Mac Laren-Chair, Vincent Dino
to be held at the District's office at 2029 East Avenue Q, Palmdale***

Monday, November 7, 2016

8:00 a.m.

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 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 (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x1003 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. (PWD Rules and Regulations, Appendix DD, Sec. IV.A.)

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.)



Providing high quality water to our current and future customers at a reasonable cost.



- 4.1) Consideration and possible action on approval of minutes of special meeting held August 2, 2016.
- 4.2) Consideration and possible action on CalPERS industrial disability. (Human Resources Director Emery)
- 4.3) Consideration and possible action on the position of Engineering Technician I. (Human Resources Director Emery)
- 4.4) Consideration and possible action on converting the position of Public Affairs Specialist from part-time to full-time. (Public Affairs & Sustainability Director McNutt)
- 4.5) Consideration and possible action on intern positions for Human Resources, the Water Treatment Plant Lab, Operations Technician, and Service Worker. (Human Resources Director Emery)
- 5) Project Updates:
 - 5.1) Other.
- 6) Information items.
- 7) Board members' requests for future agenda items.
- 8) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: November 3, 2016 **November 7, 2016**
TO: PERSONNEL COMMITTEE **Personnel Committee Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.3 – CONSIDERATION AND POSSIBLE ACTION
ON THE POSITION OF ENGINEERING TECHNICIAN I.***

Recommendation:

Staff recommends that the Board approve the full time position of Engineering Technician I.

Alternative Options:

The alternative is to maintain status quo.

Background:

The District hired an Engineering Technician as a part time position in April of 2015. This position would be upgraded to a full time position in our Engineering Department as a part of our succession planning.

Strategic Plan Initiative:

This work is part of Strategic Plan Initiative No. 2 – Organizational Excellence.

Budget:

The cost of this will be incorporated into the 2017 budget proposal.

Supporting Documents:

- Salary Survey

		4719.61	4837.6	4955.59	5079.48	5203.37	5333.45	5463.53	5600.12	5736.71			
Engineering Tech I	No current employees	\$5423.43 - \$6592.21											
		Engineering Technician I \$4126 - \$5363									\$	5,363.00	
		No equivalent position											
		Engineering Technician I \$4492.80 - \$5749.47									\$	5,749.47	
		No Equivalent Position											
		Engineering Technician I \$4720.33 - \$6221.42									\$	6,221.42	
		Engineering Technician I \$4525 - \$5500									\$	5,500.00	
		No equivalent position											
		Engineering Technician I \$4392.27 - \$5470.40									\$	5,470.40	
		No Equivalent Position											
		Engineering Technician I \$4603.56 - \$5606.64									\$	5,606.64	
		Engineering Tech I \$4073 - \$6358									\$	6,358.00	
		Engineering Technician I \$4042.13 - \$6290.27									\$	6,290.27	
											\$ 46,559.20	\$ 5,819.90	Salary Rang

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: November 2, 2016 **November 7, 2016**
TO: PERSONNEL COMMITTEE **Personnel Committee Meeting**
FROM: Mike McNutt, Public Affairs & Sustainability Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.4 – CONSIDERATION AND POSSIBLE ACTION
ON CONVERTING THE POSITION OF PUBLIC AFFAIRS
SPECIALIST FROM PART-TIME TO FULL-TIME.***

Recommendation:

Staff recommends that the Palmdale Water District embrace and approve the hiring of Laura Gallegos into a full-time Public Affairs Specialist position. She currently serves a part-time role but as our company brand continues to grow, our image and partnerships will continue to need assistance in managing and creation.

Outreach to the community is an essential function of this organization, and because of the diversity of our rate payers, the continued need for water education, and the immense development of materials needed to effectively message PWD information to the community, a full-time Public Affairs Specialist is necessary for continued success in this area.

Alternative Options:

Not supporting this initiative and staying with the status quo which is counterproductive to the current positive momentum that PWD enjoys.

Impact of Taking No Action:

Not adhering to our Strategic Plan initiatives of regional leadership and innovation. Continuing to be mundane, ordinary, and commonplace while not supporting our mission statement and the vision of the District by engaging our rate payers through education, outreach, and the development of materials that are specifically focused to, written to a specific educational scale, and distributed in both traditional and non-traditional platforms to ensure a blanket effort to reach our community.

November 2, 2016

Background:

Public information, outreach, education, branding, and message development are all essential functions for this Agency and its current and future successes. Because the PWD and its product is a vital component to future growth in the City of Palmdale, further integration into the community to establish trust, grow partnerships, and educate our residents regarding operations, water conservation, and water rates is crucial to the future stability of the organization.

The Public Affairs Specialist position assists the Public Affairs & Sustainability Director with in-house graphic design work which includes paper newsletters to be distributed quarterly, innovative social media and video production for education, Spanish language translation, community relations, attendance at local meetings to show a presence, and provides a long-term solution to succession planning for the position of Public Affairs & Sustainability Director.

Strategic Plan Initiative:

This work is part of Strategic Initiative #2 through demonstrating our commitment to the development of innovative ideas and awards, Strategic Initiative #5 showcasing regional leadership, and lastly, highlighting Initiative #1, which is water resource reliability.

Budget:

The cost of this will be incorporated into the 2017 budget proposal.

Supporting Documents:

There are no supporting documents.

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: November 2, 2016 **November 7, 2016**
TO: PERSONNEL COMMITTEE **Personnel Committee Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.5 – CONSIDERATION AND POSSIBLE ACTION
ON INTERN POSITIONS FOR HUMAN RESOURCES, THE WATER
TREATMENT PLANT LAB, OPERATIONS TECHNICIAN, AND
SERVICE WORKER.***

Recommendation:

Staff recommends that the Board consider extending the Internship Program for an additional semester.

Alternative Options:

The alternative is to allow our internship program to expire.

Background:

The District has had eight student interns. Two have found employment at other Districts after their internship with PWD. One has been accepted into an elite program at UCSF in their Chemistry Department. Two have filled positions here at the Palmdale Water District and another is on this agenda to move from an internship to an Engineering Technician position. We would like to continue the student internship program for 2017 with spring internships in the area of Human Resources, Laboratory Analyst, Operations Technician and Service Worker. We will also be pursuing return to work interns for our Customer Care Department.

Strategic Plan Initiative:

This work is part of Strategic Initiative No. 2 - Organizational Excellence.

Budget:

The cost of this will be incorporated into our 2017 budget proposal. Our first semester internship will begin at \$11.50/hr. for 20 hours per week.