MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, NOVEMBER 21, 2017:

A meeting of the Personnel Committee of the Palmdale Water District was held Tuesday, November 21, 2017, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Estes called the meeting to order at 10:06 a.m.

1) Roll Call.

Attendance:	**Others Present:**
Personnel Committee:	Dennis LaMoreaux, General Manager
Joe Estes, Chair	Tim Moore, Facilities Manager
Vincent Dino, Committee Member	Laura Gallegos, Public Affairs Specialist
	Dawn Deans, Executive Assistant
	0 members of the public

2) Adoption of Agenda.

General Manager LaMoreaux recommended Agenda Item No. 4.4 be removed from the agenda as Human Resources Director Emery is absent after which it was moved by Director Dino, seconded by Director Estes, and unanimously carried by all members of the Committee present at the meeting to adopt the agenda, as amended, removing Agenda Item No. 4.4.

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 March 28, 2017.

It was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held March 28, 2017, as written.

4.2) Consideration and Possible Action on Approval of Minutes of Informational Meeting Held August 16, 2017.

It was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the informational Personnel Committee meeting held August 16, 2017, as written.

4.3) Consideration and Possible Action on Posting the Facilities Manager Position. (Human Resources Director Emery)

General Manager LaMoreaux stated that Facilities Manager Moore has given notice of his retirement in 2018 and that staff recommends the position be advertised and filled six months prior to his retirement date for succession planning, and after a brief discussion of the salary range, it was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to post the Facilities Manager position six months prior to the retirement of Facilities Manager Moore, to adjust the salary range to Range 41, and to present this item to the full Board for consideration at the December 13, 2017 Regular Board meeting.

4.5) Discussion of Direction and Compensation for Assistant General Manager Position. (Human Resources Director Emery/General Manager LaMoreaux)

General Manager LaMoreaux stated that staff recommends the Assistant General Manager position be advertised after January 1, 2018, and after a brief discussion of the salary range, of providing a vehicle for this position, and of Organization Chart reporting modifications, it was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to post the Assistant General Manager position after January 1, 2018, to adjust the salary range to Range 47 and provide a leased vehicle for this position, and to present this item to the full Board for consideration at the December 13, 2017 Regular Board meeting.

General Manager LaMoreaux then stated that market value salary for the Assistant General Manager position will require a policy change to adjust the salary range between the General Manager and Assistant General Manager positions and recommended this be discussed at the December 13, 2017 Regular Board meeting.

5) Information Items:

5.1) Other.

General Manager LaMoreaux stated that the District has filled the four college intern positions of Treatment Plant Operator, Lab Analyst, Field Customer Care, and Field Service Worker.

Public Affairs Specialist Gallegos stated that the next public tour of the Leslie O. Carter Water Treatment Plant is scheduled for January 18, 2018, and the public can sign up for the tours through the District's website.

There were no further information items.

6) Board Members' Requests for Future Agenda Items.

It was stated that "Consideration and possible action on revisions to Employee Manual" will be placed on the agenda for the next Personnel Committee meeting.

There were no further requests for future agenda items.

7) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 10:30 a.m.

Chair