

**MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, APRIL 15, 2021:**

*A meeting of the Personnel Committee of the Palmdale Water District was held Thursday, April 15, 2021, at 2029 East Avenue Q, Palmdale, CA 93550 and via teleconference. Chair Mac Laren called the meeting to order at 10:00 a.m.*

**1) Roll Call.**

**Attendance:**

Committee:

Kathy Mac Laren-Gomez, Chair  
Amberrose Merino,  
Committee Member

**Others Present:**

Dennis LaMoreaux, General Manager  
Adam Ly, Assistant General Manager  
Mike Williams, Finance Manager  
Jennifer Emery, Human Resources Director  
Judy Shay, Public Affairs Director  
Scott Rogers, Engineering/Grant Manager  
Dawn Deans, Executive Assistant  
0 members of the public

**2) Adoption of Agenda.**

It was moved by Committee Member Merino, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting to adopt the agenda, as written.

**3) Public Comments for Non-Agenda Items.**

There were no public comments for non-agenda items.

**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 February 17, 2021.**

It was moved by Committee Member Merino, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held February 17, 2021, as written.

**4.2) Consideration and Possible Action on a Recommendation on Updated Job Descriptions for the Engineering Department. (No Budget Impact – Human Resources Director Emery)**

Human Resources Director Emery provided an overview of updating all job descriptions and the revised job descriptions for the Engineering Department, and after a brief discussion of the job descriptions and of succession planning, it was moved by Committee Member Merino, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to approve the updated job descriptions for the Engineering Department and that they be presented to the full Board for consideration at the April 26, 2021 Regular Board Meeting.

**4.3) Consideration and Possible Action on a Recommendation on Director Compensation. (No Budget Impact – Human Resources Director Emery)**

Human Resources Director Emery provided an overview of the 2021 Board Compensation and Benefit Survey, and after a brief discussion of the District's position in this survey, the process for revising Board compensation, the current cap on Directors' budgets, and the overall budget for Directors, it was moved by Committee Member Merino, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to remove the cap on Directors' budgets; that this be presented to the full Board for consideration at the April 26, 2021 Regular Board Meeting; that the Committee also concurs with staff's recommendation regarding compensation for Directors; and that this be presented to the full Board for consideration at the May 10, 2021 Regular Board Meeting.

**5) Reports:**

**5.1) Human Resources Director Emery:**

**a) Personnel Policy Effects of COVID-19 Event.**

Human Resources Director Emery provided an overview of staff's efforts regarding COVID-19, including quarantine requirements, return-to-work procedures, vaccinations, and COVID-19 sick time.

**6) Board Members' Requests for Future Agenda Items.**

Committee Member Merino recommended a future agenda item for "Consideration and possible action on hosting a public workshop regarding saving water prior to the time of drought and water conservation methods."

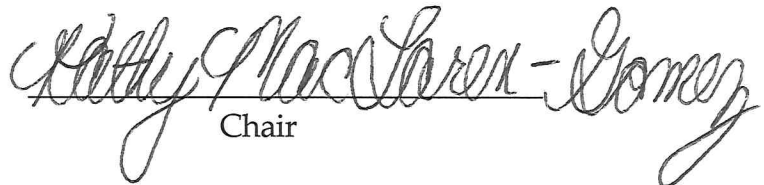
There were no further requests for future agenda items.

**7) Date of Next Committee Meeting.**

It was stated that the next Personnel Committee meeting will be held May 20, 2021 at 10:00 a.m.

**8) Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 10:59 p.m.

  
Chair