

## **MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT, SEPTEMBER 9, 2019:**

*A regular meeting of the Board of Directors of the Palmdale Water District was held Monday, September 9, 2019, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. President, Vincent Dino, called the meeting to order at 6:00 p.m.*

### **1) Pledge of Allegiance/Moment of Silence in Memory of Former Palmdale Water District Director Wayne Hoffmeyer.**

At the request of President Dino, Director Alvarado led the pledge of allegiance followed by a moment of silence in memory of former Palmdale Water District Director Wayne Hoffmeyer.

### **2) Roll Call.**

#### **Attendance:**

Vincent Dino, President  
Kathy Mac Laren, Vice President  
Gloria Dizmang, Treasurer  
Don Wilson, Secretary  
Robert Alvarado, Assistant  
Secretary

#### **Others Present:**

Dennis LaMoreaux, General Manager  
Eric Dunn, General Counsel  
Adam Ly, Assistant General Manager  
Mike Williams, Finance Manager  
Judy Shay, Public Affairs Director  
Jennifer Emery, Human Resources Director  
Peter Thompson II, Deputy Water & Energy Res. Dir.  
Tara Rosati, Customer Care Supervisor  
Dennis Hoffmeyer, Accounting Supervisor  
Dawn Deans, Executive Assistant  
2 members of the public

### **3) Adoption of Agenda.**

It was moved by Director Mac Laren, seconded by Director Alvarado, and unanimously carried by all members of the Board of Directors present at the meeting to adopt the agenda, as written.

### **4) Public Comments for Non-Agenda Items.**

There were no public comments.

### **5) Presentations:**

**5.1) None at This Time.**

There were no presentations.

**6) Action Items – Consent Calendar: (The Public Shall Have an Opportunity to Comment on Any Action Item on the Consent Calendar as the Consent Calendar is Considered Collectively by the Board of Directors Prior to Action Being Taken.)**

**6.1) Approval of Minutes of Special Meeting Held August 15, 2019.**

**6.2) Approval of Minutes of Regular Meeting Held August 26, 2019.**

**6.3) Payment of Bills for September 9, 2019.**

**6.4) Approval to Rename the Position of Water and Energy Resources Director to Resource and Analytics Director and Approval of Job Description for This Position. (Human Resources Director Emery/Deputy Water and Energy Resources Director Thompson II/Organizational Excellence Committee)**

**6.5) Approval to Replace the Position of Deputy Water and Energy Resources Director to Resource and Analytics Supervisor and Approval of Job Description and Salary Range for This Position. (Human Resources Director Emery/Deputy Water and Energy Resources Director Thompson II/Organizational Excellence Committee)**

**6.6) Approval to Revise Job Description for Water Use Efficiency Specialist I/II. (Human Resources Director Emery/Deputy Water and Energy Resources Director Thompson II/Organizational Excellence Committee)**

**6.7) Approval to Create Salary Range for Construction Inspector I Position. (Human Resources Director Emery/Organizational Excellence Committee)**

President Dino announced the items included in the Consent Calendar after which it was moved by Director Alvarado, seconded by Director Mac Laren, and unanimously carried by all members of the Board of Directors present at the meeting to approve those items included in the Consent Calendar.

**7) Action Items - Action Calendar (The Public Shall Have an Opportunity to Comment on Any Action Item as Each Item is Considered by the Board of Directors Prior to Action Being Taken.)**



**7.1) Consideration and Possible Action on California Quitclaim Deed for APN No. 3015-004-029 and 3015-004-030, East Avenue Holdings LLC. (No Budget Impact – Assistant General Manager Ly)**

After a brief discussion of the requested easement to be confined and of clarification of the District's potential future need for the easement, it was moved by Director Alvarado, seconded by Director Wilson, and unanimously carried by all members of the Board of Directors present at the meeting to approve the California Quitclaim Deed for APN No. 3015-004-029 and 3015-004-030, East Avenue Holdings LLC.

**7.2) Consideration and Possible Action to Add Step and Merit Changes for District Staff Effective October 1, 2019. (Finance Manager Williams/Financial Health and Stability Committee)**

Finance Manager Williams reviewed staff's and the Financial Health and Stability Committee's recommendation to provide step and merit changes for District staff based on annual performance evaluations beginning October 1, and after a brief discussion of the Committee's review of this option and the option of offering the sellback of sick and/or vacation leave, of setting future water rates as needed to allow annual step and merit changes for employees, and of staff foregoing step and merit changes for most of the year, it was moved by Director Mac Laren, seconded by Director Dizmang, and unanimously carried by all members of the Board of Directors present at the meeting to approve adding step and merit changes, with a 2.5% maximum, for District staff effective October 1, 2019.

**7.3) Consideration and Possible Action on System for High-Quality Reporting From Committees to the Full Board. (General Manager LaMoreaux/Organizational Excellence Committee)**

General Manager LaMoreaux provided an overview of the development of a reporting form from Committees to the full Board, and after a brief discussion, it was moved by Director Mac Laren, seconded by Director Alvarado, and unanimously carried by all members of the Board of Directors present at the meeting to approve the 'Reporting Form for PWD Standing Committees and Appointments' as a system for high-quality reporting from Committees to the full Board.

**7.4) Consideration and Possible Action on Authorization of the Following Conferences, Seminars, and Training Sessions for Board and Staff Attendance Within Budget Amounts Previously Approved in the 2019 Budget:**

**a) Itron Utility Week 2019: The Power of Community to be Held October 11 – 18, 2019 in Marco Island, Florida.**

After a brief discussion of these conferences, seminars, and training sessions, it was moved by Director Mac Laren, seconded by Director Dizmang, and unanimously carried by all members of the Board of Directors present at the meeting to approve the following conferences, seminars, and training sessions for Board and staff attendance within budget amounts previously approved in the 2019 Budget: Itron Utility Week 2019: The Power of Community to be Held October 11 – 18, 2019 in Marco Island, Florida.

**8) Information Items:**

**8.1) Reports of Directors:**

**a) Meetings; Standing Committee/Assignment Reports; General Report.**

Director Wilson reported that on August 27, he attended the Financial Health and Stability Committee meeting and that on September 7, he attended the Open House at the Leslie O. Carter Water Treatment Plant regarding the 2019 Water Rate Study.

Director Dizmang reported that on August 27, she attended the Financial Health and Stability Committee meeting where they discussed the step and merit changes considered earlier this evening and that on August 29, she attended the Organizational Excellence Committee meeting where they discussed the items considered earlier this evening in addition to the District's benefits and the forward thinking of the Resource and Analytics Department.

Director Mac Laren reported that on August 28, she attended the Watermaster Meeting; that also on August 28, she attended the Community Workshop regarding the 2019 Water Rate Study at the Palmdale Learning Plaza; that on August 29, she attended the Organizational Excellence Committee meeting; and that on September 3, she and President Dino accepted a Certificate of Appreciation from the Palmdale School District for donating bottled water to their backpack event.



Director Alvarado reported that on August 13, he attended a Board briefing with General Manager LaMoreaux, Assistant General Manager Ly, Finance Manager Williams, and Public Affairs Director Shay regarding the August 15 Special Board Meeting; that on August 15, he attended the Special Board Meeting; that on August 19, he attended the Palmdale Recycled Water Authority meeting; that on August 21, he attended a Board briefing with General Manager LaMoreaux and Assistant General Manager Ly regarding tonight's Board Meeting; that on August 22, he attended the Workshop for Elected Officials, Community Leaders, and Water Ambassadors; that on August 25, he attended the Palmdale Fin and Feather Club Barbecue; that on August 28, he attended the Community Workshop regarding the 2019 Water Rate Study at the Palmdale Learning Plaza; that also on August 28, he toured the Extreme Home Makeover site; that on August 29, he attended the Organizational Excellence Committee meeting; that on September 10, he attended required AB 1825 sexual harassment training but needs to complete the test portion of the training; that on September 4, he attended a Board briefing with General Manager LaMoreaux and Assistant General Manager Ly regarding tonight's Board Meeting; and that on September 7, he attended the Open House at the Leslie O. Carter Water Treatment Plant regarding the 2019 Water Rate Study.

He then reported that the non-District related meetings he attended are two City of Palmdale General Plan Community Workshops, one on August 24 and one on August 27.

President Dino reported that on August 13, he attended an AVEK Board Meeting; that on August 27, he attended an AVEK Board Meeting; that on August 28, he attended the Community Workshop regarding the 2019 Water Rate Study at the Palmdale Learning Plaza; that on August 29, he attended an agenda review and approval meeting; that on September 3, he and Director Mac Laren accepted a Certificate of Appreciation from the Palmdale School District for donating bottled water to their backpack event; that on September 5, he attended a Board briefing with General Manager LaMoreaux and Assistant General Manager Ly regarding tonight's Board Meeting; and that on September 9, he is attending the Palmdale Water District Board Meeting.

## **8.2) Report of General Manager.**

General Manager LaMoreaux reported that staff is working to ensure the developer completes the plans and entire water system for the development where the Extreme Home Makeover homes were built.

Public Affairs Director Shay reported that the District has been approved for the Transparency Certificate, which will be presented at a future Board meeting, and that the next step is to submit the District of Distinction application.

**8.3) Report of General Counsel.**

General Counsel Dunn provided an overview of a recent case involving ADA accessibility for websites followed by discussion of the District's website.

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

Director Dizmang commended District staff on the recent repair of a water main on 25<sup>th</sup> Street East and stated that this needs to be shared to make the public aware of the extent of the District's efforts to provide water.

There were no requests for future agenda items.

**10) Adjournment.**

There being no further business to come before the Board, the meeting was adjourned at 6:34 p.m.

  
Secretary