

PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

BOARD OF DIRECTORS

W. SCOTT KELLERMAN

Division 1

DON WILSON

Division 2

GLORIA DIZMANG

Division 3

KATHY MAC LAREN-GOMEZ

Division 4

VINCENT DINO

Division 5

DENNIS D. LaMOREAUX

General Manager

ALESHIRE & WYNDER LLP

Attorneys





May 19, 2022

AGENDA FOR A MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT TO BE HELD AT 2029 EAST AVENUE Q, PALMDALE OR VIA TELECONFERENCE

Committee Members: Kathy Mac Laren-Gomez-Chair, Vincent Dino

FOR THE PUBLIC: VIA TELECONFERENCE ONLY
DIAL-IN NUMBER: 571-748-4021 ATTENDEE PIN: 117-596-168#
Submit Public Comments at: https://www.gomeet.com/117-596-168

WEDNESDAY, MAY 25, 2022 4:00 p.m.

<u>NOTE:</u> 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.

<u>PUBLIC COMMENT GUIDELINES:</u> 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 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 March 29, 2022.
- 4.2) Consideration and possible action on matching the Joint Powers Insurance Authority Wellness Program Grant. (Up to \$2,000.00 Budgeted Budget Item No. 1-08-4070-000 General Manager LaMoreaux)
- 4.3) Consideration and possible action on a recommendation for the 2022 Internship Program. (Amount to be Determined Non-Budgeted Human Resources Director Barragan-Garcia)
- 4.4) Consideration and possible action on a recommendation to update Organization Chart to move the Maintenance Workers position into the Operations Technician family. (No Budget Impact Assistant General Manager Ly)
- 4.5) Discussion of employee events. (Director Mac Laren-Gomez)
- 5) Reports.
 - 5.1) Human Resources Director Barragan-Garcia:
 - a) Other.
- 6) Board members' requests for future agenda items.
- 7) Date of next Committee meeting.
- 8) Adjournment.

DENNIS D. LaMOREAUX,

General Manager

DDL/dd

PALMDALE WATER DISTRICT BOARD MEMORANDUM

DATE: May 19, 2022 May 25, 2022

TO: PERSONNEL COMMITTEE Committee Meeting

FROM: Angelica Barragan-Garcia, Human Resources Director

VIA: Dennis D. LaMoreaux, General Manager

RE: AGENDA ITEM NO. 4.2 - CONSIDERATION AND POSSIBLE ACTION ON

MATCHING THE JOINT POWERS INSURANCE AUTHORITY WELLNESS PROGRAM GRANT. (UP TO \$2,000.00 – BUDGETED – BUDGET ITEM

NO. 1-08-4070-000 – GENERAL MANAGER LaMOREAUX)

Recommendation:

Staff recommends the District match the Joint Powers Insurance Authority (JPIA) Wellness Program Grant with funds received from the JPIA Workers Compensation Insurance refund.

Alternative Options:

The Committee can choose to not approve to allocate a portion of the JPIA Workers Compensation Insurance Refund to match the Grant.

Impact of Taking No Action:

The Wellness Grant amount distributed to employees will remain as is.

Background:

The District is currently and has previously participated in the Wellness Grant Program offered through JPIA. For 2021/22, the District was approved for \$1,700. The Wellness Program Grant amount fluctuates based on headcount and participation rate with the lowest being \$200 and the highest being \$2,000. The grant period normally runs from July 1 - June 30. The 2022/23 wellness grant solicitation will commence in late May.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 2 – Organizational Excellence. This item directly relates to the District's Mission Statement.

Budget:

This item is budgeted under Budget Item No. 1-08-4070-000.

Supporting Documents:

None.

PALMDALE WATER DISTRICT BOARD MEMORANDUM

DATE: May 18, 2022 **May 25, 2022**

TO: PERSONNEL COMMITTEE Committee Meeting

FROM: Angelica Barragan-Garcia, Human Resources Director

VIA: Dennis D. LaMoreaux, General Manager

RE: AGENDA ITEM NO. 4.3 – CONSIDERATION AND POSSIBLE ACTION ON A

RECOMMENDATION FOR THE 2022 INTERNSHIP PROGRAM. (AMOUNT TO BE DETERMINED - NON-BUDGETED - HUMAN RESOURCES

DIRECTOR BARRAGAN-GARCIA)

Recommendation:

Staff recommends that the Committee recommend to the full Board the approval of a paid Internship Program within a pay range of \$16 - \$18/hour.

Alternative Options:

The Board can choose to not approve paid internships, and unpaid internships will continue to be pursued.

Impact of Taking No Action:

There will be a higher difficulty of gaining interested applicants and a lower chance of participation.

Background:

As part of re-establishing an Internship Program, there were meetings held with Antelope Valley College, College of the Canyons, and feedback attained from other agencies. Outlined are the practices of other agencies who shared hosting interns:

Agency	Internship	Pay
Cucamonga Valley Water District	Unpaid Internship	
Yorba Linda Water District	Paid Internship	\$16 - \$18
Desert Water Agency	Paid Internship	\$16.00
Eastern Municipal Water District	Paid Internship	\$16.96
Mesa Consolidated Water District	Paid Internship	\$18.88

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 2 – Organizational Excellence.

This item directly relates to the District's Mission Statement.

Budget:

This item is not budgeted.

Supporting Documents:

None.

PALMDALE WATER DISTRICT BOARD MEMORANDUM

DATE: May 19, 2022 May 25, 2022

TO: BOARD OF DIRECTORS Board Meeting

FROM: Adam Ly, Assistant General Manager

VIA: Mr. Dennis D. LaMoreaux, General Manager

Ms. Angelica Barragan-Garcia, Human Resources Director

RE: AGENDA ITEM NO. 4.4 – CONSIDERATION AND POSSIBLE ACTION ON A

RECOMMENDATION TO UPDATE ORGANIZATION CHART TO MOVE THE MAINTENANCE WORKERS POSITION INTO THE OPERATIONS TECHNICIAN FAMILY. (NO BUDGET IMPACT – ASSISTANT GENERAL

MANAGER LY)

Recommendation:

Staff recommends that the Board approve the changes in the Organization Chart to move the Maintenance Workers position into the Operations Technician family.

Alternative Options:

The District can leave the Organization Chart as-is.

Impact of Taking No Action:

The District will not have the flexibility to fill the position as needed when there is a vacancy.

Background:

Currently, the District's Organization Chart has the Maintenance Workers family separated from the Operations Technician family. Position is allocated by the Board into each job family.

The District wants to retain our personnel and to train them for job progression. Our Maintenance Worker provides many task supports to our Operations Tech. During this process, the Maintenance Worker attains his/her experiences and certifications. When the person is qualified and there is a need, we want to be able to promote the Maintenance Worker to Operations Technician. The Operations Technician can continue to support the necessary maintenance required by the District.

This change will not affect the number of active personnel positions.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 2 – Organization Excellence.

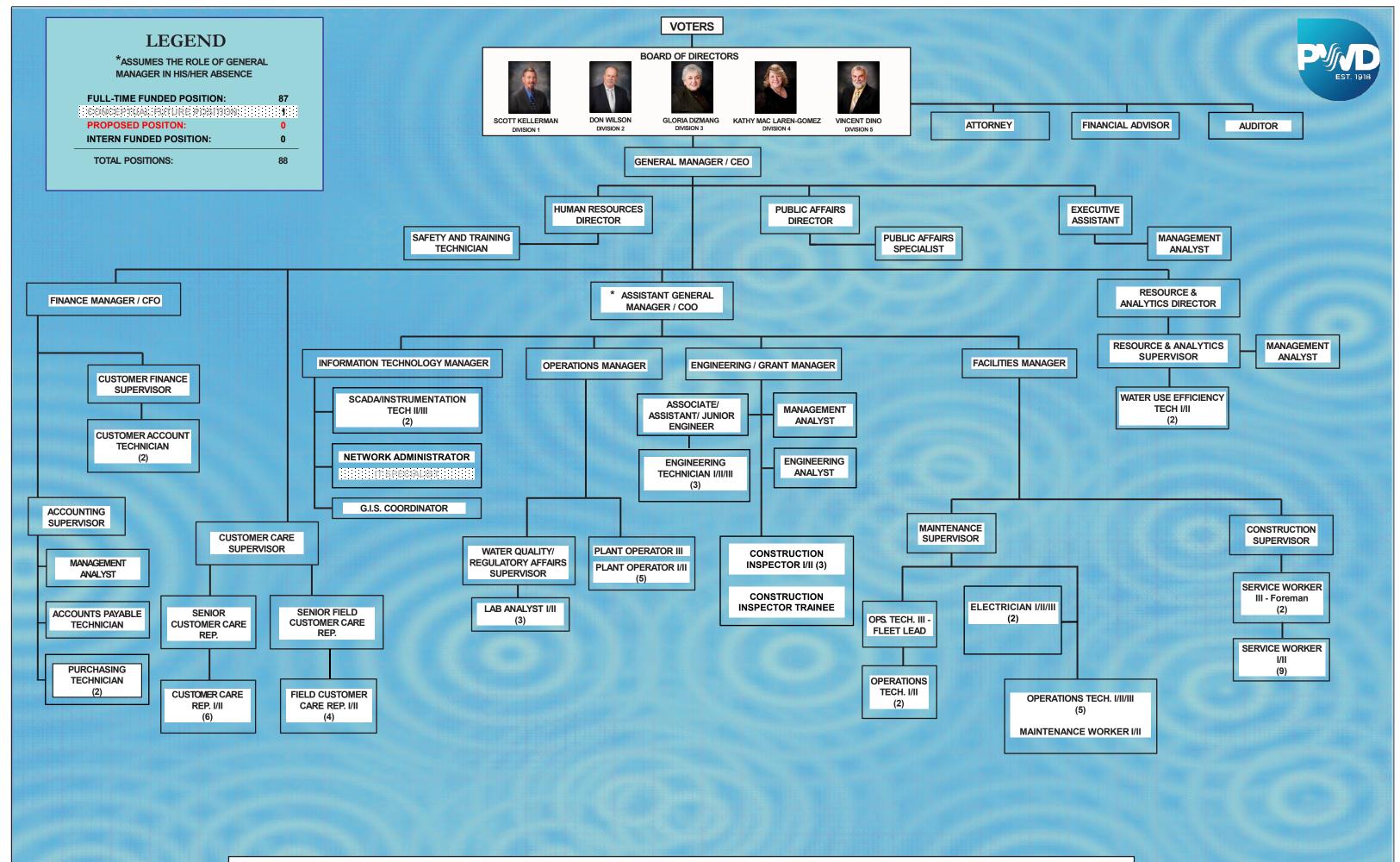
This item directly relates to the District's Mission Statement.

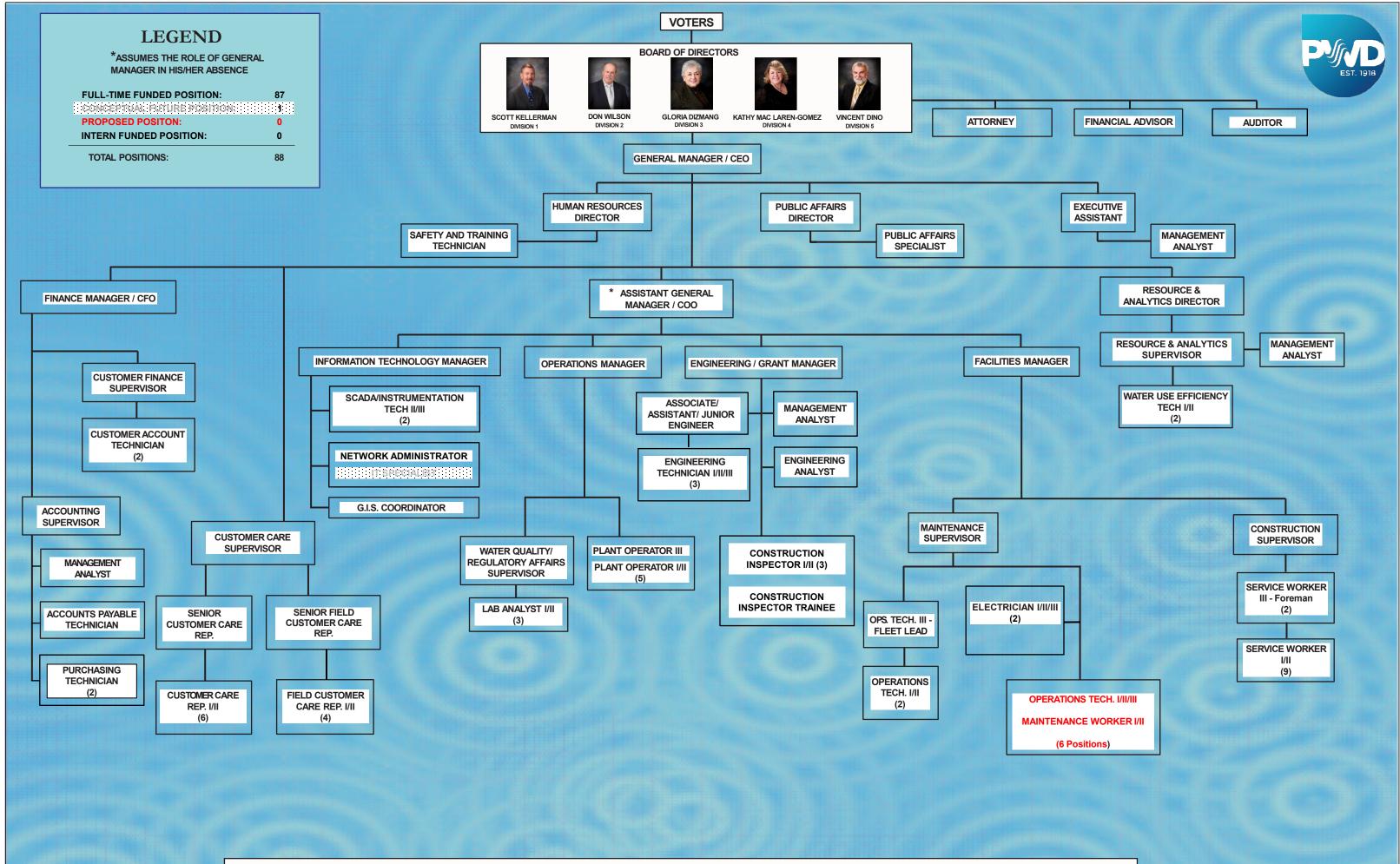
Budget:

No Impact.

Supporting Documents:

• Organization Charts





PALMDALE WATER DISTRICT ORGANIZATIONAL STRUCTURE

PROPOSE