



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

August 25, 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, Scott Kellerman

FOR THE PUBLIC: VIA TELECONFERENCE ONLY
DIAL-IN NUMBER: 571-748-4021 ATTENDEE PIN: 123-879-580#
Submit Public Comments at: <https://www.gomeet.com/123-879-580>

**WEDNESDAY, AUGUST 31, 2022
2:00 p.m.**

DENNIS D. LaMOREAUX
General Manager

ALESHIRE & WYNDER LLP
Attorneys

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 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 May 25, 2022.
- 4.2) Consideration and possible action on a recommendation to update the Executive Assistant job description. (No Budget Impact – Human Resources Director Barragan-Garcia)
- 4.3) Consideration and possible action on a recommendation to update the Engineering Analyst job description. (No Budget Impact – Human Resources Director Barragan-Garcia)
- 4.4) Consideration and possible action on a recommendation to update the Customer Care Representative job description. (No Budget Impact – Human Resources Director Barragan-Garcia)
- 4.5) Discussion of employee events. (Director Mac Laren-Gomez)
- 5) Reports.
 - 5.1) Human Resources Director Barragan-Garcia:
 - a) Update on 2023 benefits premium.
 - b) Update on salary survey.
- 6) Board members' requests for future agenda items.
- 7) Date of next Committee meeting.
- 8) Adjournment.



DENNIS J. HOFFMEYER,
Finance Manager

DDL/DJH/dd