



PALMDALE WATER DISTRICT
A CENTURY OF SERVICE

September 25, 2025

BOARD OF DIRECTORS

W. SCOTT KELLERMAN
Division 1

DON WILSON
Division 2

CYNTHIA SANCHEZ
Division 3

KATHY MAC LAREN-GOMEZ
Division 4

DEBBIE DINO
Division 5

**AGENDA FOR A MEETING
OF THE PERSONNEL COMMITTEE
OF THE PALMDALE WATER DISTRICT
TO BE HELD AT 2029 EAST AVENUE Q, PALMDALE**
Committee Members: Scott Kellerman-Chair, Kathy Mac Laren-Gomez

**TUESDAY, SEPTEMBER 30, 2025
2:30 p.m.**

DENNIS D. LaMOREAUX
General Manager

ALESHIRE & WYNDR LLP
Attorneys

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Danielle Henry at 661-947-4111 x1059 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 or on the District's website at <https://www.palmdalewater.org/governance/committee-activity/2025-committee-agendas-and-minutes/> (Government Code Section 54957.5). Please call Danielle Henry at 661-947-4111 x1059 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 conduct 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 October 16, 2024.
- 4.2) Consideration on a Recommendation to Approve Update to Compensation Scale Structure. (No Budget Impact – Human Resources Director Garcia)
- 4.3) Consideration on a Recommendation to Approve Artificial Intelligence (AI) Policy. (No Budget Impact – Human Resources Director Garcia)
- 5) Reports.
 - 5.1) Human Resources Director Garcia:
 - a) Summary of Changes for 2026 Benefit Plan Year.
 - b) Update on Employee Events.
 - c) Other.
- 6) Board Members' Requests for Future Agenda Items.
- 7) Date of Next Committee Meeting.
- 8) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dh

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, OCTOBER 16, 2024:

A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, October 16, 2024, at 2029 East Avenue Q, Palmdale, CA 93550. Chair Kellerman called the meeting to order at 8:30 a.m.

1) Roll Call.

Attendance:

Committee:

Scott Kellerman, Chair

Kathy Mac Laren-Gomez,
Committee Member

Others Present:

Dennis LaMoreaux, General Manager

Scott Rogers, Assistant General Manager

Angelica Garcia, Human Resources Director

Dennis Hoffmeyer, Finance Manager

Judy Shay, Public Affairs Director

Vincent Dino, Alt. Committee Member

Danielle Henry, Executive Assistant

Trisha Guerrero, Management Analyst

2) Adoption of Agenda.

It was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, 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 August 6, 2024.

It was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held August 6, 2024, as written.

4.2) Consideration on a Recommendation to Approve Principal Engineer Position. (No Budget Impact – Human Resources Director Garcia)

Human Resources Director Garcia provided an overview of the current Engineering positions and staff's recommendation to add a Principal Engineer position as part of the engineer classifications to provide greater recruitment flexibility, and after clarification of the current and proposed salary ranges, it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the recommendation to approve a Principal Engineer position and that this item be presented to the full Board for consideration at the October 28, 2024 Regular Board Meeting.

4.3) Consideration on a Recommendation to Approve Changes to Associate Engineer and Senior Engineer Job Descriptions. (No Budget Impact – Human Resources Director Garcia)

Human Resources Director Garcia provided an overview of the proposed changes to the Associate and Senior Engineer positions, including certification requirements and years of experience, and after a brief discussion of internal succession opportunities and clarification of the engineering position levels and current vacancies, it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the recommendation to approve changes to the Associate Engineer and Senior Engineer job descriptions and that this item be presented to the full Board for consideration at the October 28, 2024 Regular Board Meeting.

Finance Manager Hoffmeyer then expressed his concerns regarding personnel costs related to Engineering positions after which General Manager LaMoreaux clarified that these recommendations are changes to existing positions.

5) Reports:

5.1) Human Resources Director Garcia:

a) Update on Employee Events.

Human Resources Director Garcia provided an update on employee events including the benefit fair held on October 15, open enrollment through the end of October, participation in the 2024 Great California ShakeOut on October 17, the

employee holiday event on December 20, and staff's pumpkin decorating contest to be judged by the Board of Directors before the October 28 Regular Board Meeting followed by a brief discussion of last year's pumpkin decorating contest and the judging categories.

b) Other.

There were no other reports.

6) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

7) Date of Next Committee Meeting.

There was no date set for the next Personnel Committee meeting.

8) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 8:46 a.m.

Chair



BOARD MEMORANDUM

DATE: September 30, 2025
TO: BOARD OF DIRECTORS
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***CONSIDERATION ON A RECOMMENDATION TO APPROVE UPDATE TO COMPENSATION SCALE STRUCTURE. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA)***

Recommendation:

Staff recommends that the Committee recommends that the full Board approves the update of the Compensation Scale structure.

Alternative Options:

The Personnel Committee can choose not to approve these updates, and the salary scale system will remain as is.

Impact of Taking No Action:

N/A

Background:

The District's current compensation structure assigns each position to a specified salary range number. Within each range, employees progress through 9 steps, with a 5% increase to every other step (step 1 to Step 3, Step 3 to Step 5).

As part of the transition to the new HRSIS and payroll system, adjustment to the salary system is being recommended. The system requires consistent and evenly distributed step increments to automate tracking and reporting. Currently there is a manual process of keeping track of employees' range and step, making this transition will minimize administrative work.

The recommended change updates the step progression from the current 5% to every other step model to 9 steps divided equally by 2.5% each. The new HRIS and payroll system will be able to keep track of increases in salary progression, eliminating manual tracking and reducing the risk of errors.

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.

September 30, 2025

Budget:

This item has no has no budget impact for 2025.

This change will increase the bandwidth for the salary ranges from 21.6% to 21.8%. The change will also increase some of the rates for steps within the compensation scale. The increase to the step varies, the largest being \$0.48. This change has a budget impact of \$18,835.12 per year, effective starting 2026 and will be incorporated into the 2026 Budget.

Supporting Documents:

- Current Hourly Compensation Scale
- Current Monthly Compensation Scale
- Proposed Hourly Compensation Scale
- Proposed Monthly Compensation Scale
- Difference between the Current and the Proposed Compensation Scale

Current Hourly Compensation Scale

RANGE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
19	\$28.7779	\$29.4973	\$30.2168	\$30.9722	\$31.7276	\$32.5208	\$33.3140	\$34.1469	\$34.9797
20	\$30.2168	\$30.9722	\$31.7276	\$32.5208	\$33.3140	\$34.1469	\$34.9797	\$35.8542	\$36.7287
21	\$31.7276	\$32.5208	\$33.3140	\$34.1469	\$34.9797	\$35.8542	\$36.7287	\$37.6469	\$38.5651
22	\$33.3140	\$34.1469	\$34.9797	\$35.8542	\$36.7287	\$37.6469	\$38.5651	\$39.5292	\$40.4934
23	\$34.9797	\$35.8542	\$36.7287	\$37.6469	\$38.5651	\$39.5292	\$40.4934	\$41.5057	\$42.5181
24	\$36.7287	\$37.6469	\$38.5651	\$39.5292	\$40.4934	\$41.5057	\$42.5181	\$43.5811	\$44.6440
25	\$38.5651	\$39.5292	\$40.4934	\$41.5057	\$42.5181	\$43.5811	\$44.6440	\$45.7601	\$46.8762
26	\$40.4934	\$41.5057	\$42.5181	\$43.5811	\$44.6440	\$45.7601	\$46.8762	\$48.0481	\$49.2200
27	\$42.5181	\$43.5811	\$44.6440	\$45.7601	\$46.8762	\$48.0481	\$49.2200	\$50.4505	\$51.6810
28	\$44.6440	\$45.7601	\$46.8762	\$48.0481	\$49.2200	\$50.4505	\$51.6810	\$52.9730	\$54.2651
29	\$46.8762	\$48.0481	\$49.2200	\$50.4505	\$51.6810	\$52.9730	\$54.2651	\$55.6217	\$56.9784
30	\$49.2200	\$50.4505	\$51.6810	\$52.9730	\$54.2651	\$55.6217	\$56.9784	\$58.4029	\$59.8273
31	\$51.6810	\$52.9730	\$54.2651	\$55.6217	\$56.9784	\$58.4029	\$59.8273	\$61.3230	\$62.8187
32	\$54.2651	\$55.6217	\$56.9784	\$58.4029	\$59.8273	\$61.3230	\$62.8187	\$64.3892	\$65.9596
33	\$56.9784	\$58.4029	\$59.8273	\$61.3230	\$62.8187	\$64.3892	\$65.9596	\$67.6086	\$69.2576
34	\$59.8273	\$61.3230	\$62.8187	\$64.3892	\$65.9596	\$67.6086	\$69.2576	\$70.9890	\$72.7205
35	\$62.8187	\$64.3892	\$65.9596	\$67.6086	\$69.2576	\$70.9890	\$72.7205	\$74.5385	\$76.3565
36	\$65.9596	\$67.6086	\$69.2576	\$70.9890	\$72.7205	\$74.5385	\$76.3565	\$78.2654	\$80.1743
37	\$69.2576	\$70.9890	\$72.7205	\$74.5385	\$76.3565	\$78.2654	\$80.1743	\$82.1787	\$84.1830
38	\$72.7205	\$74.5385	\$76.3565	\$78.2654	\$80.1743	\$82.1787	\$84.1830	\$86.2876	\$88.3922
39	\$76.3565	\$78.2654	\$80.1743	\$82.1787	\$84.1830	\$86.2876	\$88.3922	\$90.6020	\$92.8118
40	\$80.1743	\$82.1787	\$84.1830	\$86.2876	\$88.3922	\$90.6020	\$92.8118	\$95.1321	\$97.4524
41	\$84.1830	\$86.2876	\$88.3922	\$90.6020	\$92.8118	\$95.1321	\$97.4524	\$99.8887	\$102.3250
42	\$88.3922	\$90.6020	\$92.8118	\$95.1321	\$97.4524	\$99.8887	\$102.3250	\$104.8831	\$107.4413
43	\$92.8118	\$95.1321	\$97.4524	\$99.8887	\$102.3250	\$104.8831	\$107.4413	\$110.1273	\$112.8134
44	\$97.4524	\$99.8887	\$102.3250	\$104.8831	\$107.4413	\$110.1273	\$112.8134	\$115.6337	\$118.4541
45	\$102.3250	\$104.8831	\$107.4413	\$110.1273	\$112.8134	\$115.6337	\$118.4541	\$121.4155	\$124.3768
46	\$107.4413	\$110.1273	\$112.8134	\$115.6337	\$118.4541	\$121.4155	\$124.3768	\$127.4862	\$130.5956
47	\$112.8134	\$115.6337	\$118.4541	\$121.4155	\$124.3768	\$127.4862	\$130.5956	\$133.8605	\$137.1254
48	\$118.4541	\$121.4155	\$124.3768	\$127.4862	\$130.5956	\$133.8605	\$137.1254	\$140.5535	\$143.9817
49	\$124.3768	\$127.4862	\$130.5956	\$133.8605	\$137.1254	\$140.5535	\$143.9817	\$147.5812	\$151.1808
50	\$130.5956	\$133.8605	\$137.1254	\$140.5535	\$143.9817	\$147.5812	\$151.1808	\$154.9603	\$158.7398
51	\$137.1254	\$140.5535	\$143.9817	\$147.5812	\$151.1808	\$154.9603	\$158.7398	\$162.7083	\$166.6768
52	\$143.9817	\$147.5812	\$151.1808	\$154.9603	\$158.7398	\$162.7083	\$166.6768	\$170.8437	\$175.0106
53	\$151.1808	\$154.9603	\$158.7398	\$162.7083	\$166.6768	\$170.8437	\$175.0106	\$179.3859	\$183.7611
54	\$158.7398	\$162.7083	\$166.6768	\$170.8437	\$175.0106	\$179.3859	\$183.7611	\$188.3551	\$192.9492
55	\$166.6768	\$170.8437	\$175.0106	\$179.3859	\$183.7611	\$188.3551	\$192.9492	\$197.7729	\$202.5967

= 5% Base Steps

Current Monthly Compensation Scale

RANGE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
19	\$4,988.17	\$5,112.87	\$5,237.58	\$5,368.51	\$5,499.45	\$5,636.94	\$5,774.43	\$5,918.80	\$6,063.15
20	\$5,237.58	\$5,368.51	\$5,499.45	\$5,636.94	\$5,774.43	\$5,918.80	\$6,063.15	\$6,214.73	\$6,366.31
21	\$5,499.45	\$5,636.94	\$5,774.43	\$5,918.80	\$6,063.15	\$6,214.73	\$6,366.31	\$6,525.46	\$6,684.62
22	\$5,774.43	\$5,918.80	\$6,063.15	\$6,214.73	\$6,366.31	\$6,525.46	\$6,684.62	\$6,851.73	\$7,018.86
23	\$6,063.15	\$6,214.73	\$6,366.31	\$6,525.46	\$6,684.62	\$6,851.73	\$7,018.86	\$7,194.32	\$7,369.80
24	\$6,366.31	\$6,525.46	\$6,684.62	\$6,851.73	\$7,018.86	\$7,194.32	\$7,369.80	\$7,554.06	\$7,738.29
25	\$6,684.62	\$6,851.73	\$7,018.86	\$7,194.32	\$7,369.80	\$7,554.06	\$7,738.29	\$7,931.75	\$8,125.21
26	\$7,018.86	\$7,194.32	\$7,369.80	\$7,554.06	\$7,738.29	\$7,931.75	\$8,125.21	\$8,328.34	\$8,531.47
27	\$7,369.80	\$7,554.06	\$7,738.29	\$7,931.75	\$8,125.21	\$8,328.34	\$8,531.47	\$8,744.75	\$8,958.04
28	\$7,738.29	\$7,931.75	\$8,125.21	\$8,328.34	\$8,531.47	\$8,744.75	\$8,958.04	\$9,181.99	\$9,405.95
29	\$8,125.21	\$8,328.34	\$8,531.47	\$8,744.75	\$8,958.04	\$9,181.99	\$9,405.95	\$9,641.09	\$9,876.26
30	\$8,531.47	\$8,744.75	\$8,958.04	\$9,181.99	\$9,405.95	\$9,641.09	\$9,876.26	\$10,123.17	\$10,370.07
31	\$8,958.04	\$9,181.99	\$9,405.95	\$9,641.09	\$9,876.26	\$10,123.17	\$10,370.07	\$10,629.32	\$10,888.57
32	\$9,405.95	\$9,641.09	\$9,876.26	\$10,123.17	\$10,370.07	\$10,629.32	\$10,888.57	\$11,160.79	\$11,433.00
33	\$9,876.26	\$10,123.17	\$10,370.07	\$10,629.32	\$10,888.57	\$11,160.79	\$11,433.00	\$11,718.82	\$12,004.65
34	\$10,370.07	\$10,629.32	\$10,888.57	\$11,160.79	\$11,433.00	\$11,718.82	\$12,004.65	\$12,304.76	\$12,604.89
35	\$10,888.57	\$11,160.79	\$11,433.00	\$11,718.82	\$12,004.65	\$12,304.76	\$12,604.89	\$12,920.01	\$13,235.13
36	\$11,433.00	\$11,718.82	\$12,004.65	\$12,304.76	\$12,604.89	\$12,920.01	\$13,235.13	\$13,566.00	\$13,896.88
37	\$12,004.65	\$12,304.76	\$12,604.89	\$12,920.01	\$13,235.13	\$13,566.00	\$13,896.88	\$14,244.31	\$14,591.72
38	\$12,604.89	\$12,920.01	\$13,235.13	\$13,566.00	\$13,896.88	\$14,244.31	\$14,591.72	\$14,956.52	\$15,321.31
39	\$13,235.13	\$13,566.00	\$13,896.88	\$14,244.31	\$14,591.72	\$14,956.52	\$15,321.31	\$15,704.35	\$16,087.38
40	\$13,896.88	\$14,244.31	\$14,591.72	\$14,956.52	\$15,321.31	\$15,704.35	\$16,087.38	\$16,489.56	\$16,891.75
41	\$14,591.72	\$14,956.52	\$15,321.31	\$15,704.35	\$16,087.38	\$16,489.56	\$16,891.75	\$17,314.04	\$17,736.33
42	\$15,321.31	\$15,704.35	\$16,087.38	\$16,489.56	\$16,891.75	\$17,314.04	\$17,736.33	\$18,179.74	\$18,623.16
43	\$16,087.38	\$16,489.56	\$16,891.75	\$17,314.04	\$17,736.33	\$18,179.74	\$18,623.16	\$19,088.73	\$19,554.32
44	\$16,891.75	\$17,314.04	\$17,736.33	\$18,179.74	\$18,623.16	\$19,088.73	\$19,554.32	\$20,043.17	\$20,532.04
45	\$17,736.33	\$18,179.74	\$18,623.16	\$19,088.73	\$19,554.32	\$20,043.17	\$20,532.04	\$21,045.35	\$21,558.65
46	\$18,623.16	\$19,088.73	\$19,554.32	\$20,043.17	\$20,532.04	\$21,045.35	\$21,558.65	\$22,097.61	\$22,636.57
47	\$19,554.32	\$20,043.17	\$20,532.04	\$21,045.35	\$21,558.65	\$22,097.61	\$22,636.57	\$23,202.49	\$23,768.40
48	\$20,532.04	\$21,045.35	\$21,558.65	\$22,097.61	\$22,636.57	\$23,202.49	\$23,768.40	\$24,362.61	\$24,956.83
49	\$21,558.65	\$22,097.61	\$22,636.57	\$23,202.49	\$23,768.40	\$24,362.61	\$24,956.83	\$25,580.74	\$26,204.67
50	\$22,636.57	\$23,202.49	\$23,768.40	\$24,362.61	\$24,956.83	\$25,580.74	\$26,204.67	\$26,859.79	\$27,514.90
51	\$23,768.40	\$24,362.61	\$24,956.83	\$25,580.74	\$26,204.67	\$26,859.79	\$27,514.90	\$28,202.77	\$28,890.65
52	\$24,956.83	\$25,580.74	\$26,204.67	\$26,859.79	\$27,514.90	\$28,202.77	\$28,890.65	\$29,612.91	\$30,335.17
53	\$26,204.67	\$26,859.79	\$27,514.90	\$28,202.77	\$28,890.65	\$29,612.91	\$30,335.17	\$31,093.56	\$31,851.92
54	\$27,514.90	\$28,202.77	\$28,890.65	\$29,612.91	\$30,335.17	\$31,093.56	\$31,851.92	\$32,648.22	\$33,444.53
55	\$28,890.65	\$29,612.91	\$30,335.17	\$31,093.56	\$31,851.92	\$32,648.22	\$33,444.53	\$34,280.64	\$35,116.76

 = 5% Base Steps

Proposed Hourly Compensation Scale

RANGE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
19	\$28.7779	\$29.4973	\$30.2347	\$30.9906	\$31.7654	\$32.5595	\$33.3735	\$34.2078	\$35.0630
20	\$30.2168	\$30.9722	\$31.7465	\$32.5402	\$33.3537	\$34.1875	\$35.0422	\$35.9183	\$36.8163
21	\$31.7276	\$32.5208	\$33.3338	\$34.1671	\$35.0213	\$35.8968	\$36.7942	\$37.7141	\$38.6570
22	\$33.3140	\$34.1469	\$35.0006	\$35.8756	\$36.7725	\$37.6918	\$38.6341	\$39.6000	\$40.5900
23	\$34.9797	\$35.8542	\$36.7506	\$37.6694	\$38.6111	\$39.5764	\$40.5658	\$41.5799	\$42.6194
24	\$36.7287	\$37.6469	\$38.5881	\$39.5528	\$40.5416	\$41.5551	\$42.5940	\$43.6589	\$44.7504
25	\$38.5651	\$39.5292	\$40.5174	\$41.5303	\$42.5686	\$43.6328	\$44.7236	\$45.8417	\$46.9877
26	\$40.4934	\$41.5057	\$42.5433	\$43.6069	\$44.6971	\$45.8145	\$46.9599	\$48.1339	\$49.3372
27	\$42.5181	\$43.5811	\$44.6706	\$45.7874	\$46.9321	\$48.1054	\$49.3080	\$50.5407	\$51.8042
28	\$44.6440	\$45.7601	\$46.9041	\$48.0767	\$49.2786	\$50.5106	\$51.7734	\$53.0677	\$54.3944
29	\$46.8762	\$48.0481	\$49.2493	\$50.4805	\$51.7425	\$53.0361	\$54.3620	\$55.7211	\$57.1141
30	\$49.2200	\$50.4505	\$51.7118	\$53.0046	\$54.3297	\$55.6879	\$57.0801	\$58.5071	\$59.9698
31	\$51.6810	\$52.9730	\$54.2973	\$55.6547	\$57.0461	\$58.4723	\$59.9341	\$61.4325	\$62.9683
32	\$54.2651	\$55.6217	\$57.0122	\$58.4375	\$59.8984	\$61.3959	\$62.9308	\$64.5041	\$66.1167
33	\$56.9784	\$58.4029	\$59.8630	\$61.3596	\$62.8936	\$64.4659	\$66.0775	\$67.7294	\$69.4226
34	\$59.8273	\$61.3230	\$62.8561	\$64.4275	\$66.0382	\$67.6892	\$69.3814	\$71.1159	\$72.8938
35	\$62.8187	\$64.3892	\$65.9989	\$67.6489	\$69.3401	\$71.0736	\$72.8504	\$74.6717	\$76.5385
36	\$65.9596	\$67.6086	\$69.2988	\$71.0313	\$72.8071	\$74.6273	\$76.4930	\$78.4053	\$80.3654
37	\$69.2576	\$70.9890	\$72.7637	\$74.5828	\$76.4474	\$78.3586	\$80.3176	\$82.3255	\$84.3836
38	\$72.7205	\$74.5385	\$76.4020	\$78.3121	\$80.2699	\$82.2766	\$84.3335	\$86.4418	\$88.6028
39	\$76.3565	\$78.2654	\$80.2220	\$82.2276	\$84.2833	\$86.3904	\$88.5502	\$90.7640	\$93.0331
40	\$80.1743	\$82.1787	\$84.2332	\$86.3390	\$88.4975	\$90.7099	\$92.9776	\$95.3020	\$97.6846
41	\$84.1830	\$86.2876	\$88.4448	\$90.6559	\$92.9223	\$95.2454	\$97.6265	\$100.0672	\$102.5689
42	\$88.3922	\$90.6020	\$92.8671	\$95.1888	\$97.5685	\$100.0077	\$102.5079	\$105.0706	\$107.6974
43	\$92.8118	\$95.1321	\$97.5104	\$99.9482	\$102.4469	\$105.0081	\$107.6333	\$110.3241	\$113.0822
44	\$97.4524	\$99.8887	\$102.3859	\$104.9455	\$107.5691	\$110.2583	\$113.0148	\$115.8402	\$118.7362
45	\$102.3250	\$104.8831	\$107.5052	\$110.1928	\$112.9476	\$115.7713	\$118.6656	\$121.6322	\$124.6730
46	\$107.4413	\$110.1273	\$112.8805	\$115.7025	\$118.5951	\$121.5600	\$124.5990	\$127.7140	\$130.9069
47	\$112.8134	\$115.6337	\$118.5245	\$121.4876	\$124.5248	\$127.6379	\$130.8288	\$134.0995	\$137.4520
48	\$118.4541	\$121.4155	\$124.4509	\$127.5622	\$130.7513	\$134.0201	\$137.3706	\$140.8049	\$144.3250
49	\$124.3768	\$127.4862	\$130.6734	\$133.9402	\$137.2887	\$140.7209	\$144.2389	\$147.8449	\$151.5410
50	\$130.5956	\$133.8605	\$137.2070	\$140.6372	\$144.1531	\$147.7569	\$151.4508	\$155.2371	\$159.1180
51	\$137.1254	\$140.5535	\$144.0673	\$147.6690	\$151.3607	\$155.1447	\$159.0233	\$162.9989	\$167.0739
52	\$143.9817	\$147.5812	\$151.2707	\$155.0525	\$158.9288	\$162.9020	\$166.9746	\$171.1490	\$175.4277
53	\$151.1808	\$154.9603	\$158.8343	\$162.8052	\$166.8753	\$171.0472	\$175.3234	\$179.7065	\$184.1992
54	\$158.7398	\$162.7083	\$166.7760	\$170.9454	\$175.2190	\$179.5995	\$184.0895	\$188.6917	\$193.4090
55	\$166.6768	\$170.8437	\$175.1148	\$179.4927	\$183.9800	\$188.5795	\$193.2940	\$198.1264	\$203.0796

2.5% between each step

Proposed Monthly Compensation Scale

RANGE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
19	\$4,988.17	\$5,112.87	\$5,240.68	\$5,371.70	\$5,506.00	\$5,643.65	\$5,784.74	\$5,929.35	\$6,077.59
20	\$5,237.58	\$5,368.51	\$5,502.73	\$5,640.30	\$5,781.31	\$5,925.83	\$6,073.98	\$6,225.84	\$6,381.49
21	\$5,499.45	\$5,636.94	\$5,777.86	\$5,922.30	\$6,070.36	\$6,222.11	\$6,377.66	\$6,537.11	\$6,700.55
22	\$5,774.43	\$5,918.80	\$6,066.77	\$6,218.44	\$6,373.90	\$6,533.25	\$6,696.58	\$6,864.00	\$7,035.60
23	\$6,063.15	\$6,214.73	\$6,370.10	\$6,529.36	\$6,692.59	\$6,859.91	\$7,031.41	\$7,207.18	\$7,387.36
24	\$6,366.31	\$6,525.46	\$6,688.60	\$6,855.82	\$7,027.21	\$7,202.88	\$7,382.96	\$7,567.54	\$7,756.74
25	\$6,684.62	\$6,851.73	\$7,023.02	\$7,198.59	\$7,378.56	\$7,563.02	\$7,752.09	\$7,945.89	\$8,144.53
26	\$7,018.86	\$7,194.32	\$7,374.17	\$7,558.53	\$7,747.50	\$7,941.18	\$8,139.72	\$8,343.21	\$8,551.78
27	\$7,369.80	\$7,554.06	\$7,742.90	\$7,936.48	\$8,134.90	\$8,338.27	\$8,546.72	\$8,760.39	\$8,979.39
28	\$7,738.29	\$7,931.75	\$8,130.04	\$8,333.29	\$8,541.62	\$8,755.17	\$8,974.06	\$9,198.40	\$9,428.36
29	\$8,125.21	\$8,328.34	\$8,536.55	\$8,749.95	\$8,968.70	\$9,192.92	\$9,422.75	\$9,658.32	\$9,899.78
30	\$8,531.47	\$8,744.75	\$8,963.38	\$9,187.46	\$9,417.15	\$9,652.57	\$9,893.88	\$10,141.23	\$10,394.77
31	\$8,958.04	\$9,181.99	\$9,411.53	\$9,646.81	\$9,887.99	\$10,135.20	\$10,388.58	\$10,648.30	\$10,914.51
32	\$9,405.95	\$9,641.09	\$9,882.11	\$10,129.17	\$10,382.39	\$10,641.96	\$10,908.01	\$11,180.71	\$11,460.23
33	\$9,876.26	\$10,123.17	\$10,376.25	\$10,635.66	\$10,901.56	\$11,174.09	\$11,453.43	\$11,739.76	\$12,033.25
34	\$10,370.07	\$10,629.32	\$10,895.06	\$11,167.43	\$11,446.62	\$11,732.79	\$12,026.11	\$12,326.76	\$12,634.93
35	\$10,888.57	\$11,160.79	\$11,439.81	\$11,725.81	\$12,018.95	\$12,319.42	\$12,627.40	\$12,943.09	\$13,266.67
36	\$11,433.00	\$11,718.82	\$12,011.79	\$12,312.09	\$12,619.90	\$12,935.40	\$13,258.79	\$13,590.25	\$13,930.00
37	\$12,004.65	\$12,304.76	\$12,612.37	\$12,927.69	\$13,250.88	\$13,582.16	\$13,921.72	\$14,269.75	\$14,626.49
38	\$12,604.89	\$12,920.01	\$13,243.01	\$13,574.10	\$13,913.45	\$14,261.28	\$14,617.81	\$14,983.25	\$15,357.82
39	\$13,235.13	\$13,566.00	\$13,905.15	\$14,252.78	\$14,609.11	\$14,974.34	\$15,348.70	\$15,732.43	\$16,125.74
40	\$13,896.88	\$14,244.31	\$14,600.42	\$14,965.43	\$15,339.57	\$15,723.05	\$16,116.12	\$16,519.01	\$16,932.00
41	\$14,591.72	\$14,956.52	\$15,330.43	\$15,713.69	\$16,106.53	\$16,509.20	\$16,921.93	\$17,344.98	\$17,778.61
42	\$15,321.31	\$15,704.35	\$16,096.96	\$16,499.39	\$16,911.87	\$17,334.67	\$17,768.04	\$18,212.24	\$18,667.55
43	\$16,087.38	\$16,489.56	\$16,901.80	\$17,324.35	\$17,757.46	\$18,201.40	\$18,656.44	\$19,122.84	\$19,600.91
44	\$16,891.75	\$17,314.04	\$17,746.89	\$18,190.55	\$18,645.31	\$19,111.44	\$19,589.23	\$20,078.97	\$20,580.94
45	\$17,736.33	\$18,179.74	\$18,634.23	\$19,100.09	\$19,577.58	\$20,067.03	\$20,568.70	\$21,082.91	\$21,609.99
46	\$18,623.16	\$19,088.73	\$19,565.95	\$20,055.10	\$20,556.48	\$21,070.40	\$21,597.16	\$22,137.09	\$22,690.53
47	\$19,554.32	\$20,043.17	\$20,544.25	\$21,057.85	\$21,584.30	\$22,123.90	\$22,676.99	\$23,243.91	\$23,825.01
48	\$20,532.04	\$21,045.35	\$21,571.49	\$22,110.78	\$22,663.56	\$23,230.15	\$23,810.90	\$24,406.18	\$25,016.33
49	\$21,558.65	\$22,097.61	\$22,650.06	\$23,216.30	\$23,796.71	\$24,391.62	\$25,001.41	\$25,626.45	\$26,267.11
50	\$22,636.57	\$23,202.49	\$23,782.55	\$24,377.11	\$24,986.54	\$25,611.20	\$26,251.47	\$26,907.76	\$27,580.45
51	\$23,768.40	\$24,362.61	\$24,971.67	\$25,595.96	\$26,235.85	\$26,891.75	\$27,564.04	\$28,253.14	\$28,959.48
52	\$24,956.83	\$25,580.74	\$26,220.25	\$26,875.77	\$27,547.66	\$28,236.35	\$28,942.26	\$29,665.83	\$30,407.47
53	\$26,204.67	\$26,859.79	\$27,531.28	\$28,219.57	\$28,925.05	\$29,648.18	\$30,389.39	\$31,149.13	\$31,927.86
54	\$27,514.90	\$28,202.77	\$28,907.84	\$29,630.54	\$30,371.29	\$31,130.58	\$31,908.85	\$32,706.56	\$33,524.23
55	\$28,890.65	\$29,612.91	\$30,353.23	\$31,112.07	\$31,889.87	\$32,687.11	\$33,504.29	\$34,341.91	\$35,200.46

2.5% between each step

Difference between Current and Proposed Scale

RANGE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
19	\$0.0000	\$0.0000	\$0.0179	\$0.0184	\$0.0378	\$0.0387	\$0.0595	\$0.0609	\$0.0833
20	\$0.0000	\$0.0000	\$0.0189	\$0.0194	\$0.0397	\$0.0406	\$0.0625	\$0.0641	\$0.0876
21	\$0.0000	\$0.0000	\$0.0198	\$0.0202	\$0.0416	\$0.0426	\$0.0655	\$0.0672	\$0.0919
22	\$0.0000	\$0.0000	\$0.0209	\$0.0214	\$0.0438	\$0.0449	\$0.0690	\$0.0708	\$0.0966
23	\$0.0000	\$0.0000	\$0.0219	\$0.0225	\$0.0460	\$0.0472	\$0.0724	\$0.0742	\$0.1013
24	\$0.0000	\$0.0000	\$0.0230	\$0.0236	\$0.0482	\$0.0494	\$0.0759	\$0.0778	\$0.1064
25	\$0.0000	\$0.0000	\$0.0240	\$0.0246	\$0.0505	\$0.0517	\$0.0796	\$0.0816	\$0.1115
26	\$0.0000	\$0.0000	\$0.0252	\$0.0258	\$0.0531	\$0.0544	\$0.0837	\$0.0858	\$0.1172
27	\$0.0000	\$0.0000	\$0.0266	\$0.0273	\$0.0559	\$0.0573	\$0.0880	\$0.0902	\$0.1232
28	\$0.0000	\$0.0000	\$0.0279	\$0.0286	\$0.0586	\$0.0601	\$0.0924	\$0.0947	\$0.1293
29	\$0.0000	\$0.0000	\$0.0293	\$0.0300	\$0.0615	\$0.0631	\$0.0969	\$0.0994	\$0.1357
30	\$0.0000	\$0.0000	\$0.0308	\$0.0316	\$0.0646	\$0.0662	\$0.1017	\$0.1042	\$0.1425
31	\$0.0000	\$0.0000	\$0.0322	\$0.0330	\$0.0677	\$0.0694	\$0.1068	\$0.1095	\$0.1496
32	\$0.0000	\$0.0000	\$0.0338	\$0.0346	\$0.0711	\$0.0729	\$0.1121	\$0.1149	\$0.1571
33	\$0.0000	\$0.0000	\$0.0357	\$0.0366	\$0.0749	\$0.0767	\$0.1179	\$0.1208	\$0.1650
34	\$0.0000	\$0.0000	\$0.0374	\$0.0383	\$0.0786	\$0.0806	\$0.1238	\$0.1269	\$0.1733
35	\$0.0000	\$0.0000	\$0.0393	\$0.0403	\$0.0825	\$0.0846	\$0.1299	\$0.1332	\$0.1820
36	\$0.0000	\$0.0000	\$0.0412	\$0.0423	\$0.0866	\$0.0888	\$0.1365	\$0.1399	\$0.1911
37	\$0.0000	\$0.0000	\$0.0432	\$0.0443	\$0.0909	\$0.0932	\$0.1433	\$0.1468	\$0.2006
38	\$0.0000	\$0.0000	\$0.0455	\$0.0467	\$0.0956	\$0.0979	\$0.1505	\$0.1542	\$0.2106
39	\$0.0000	\$0.0000	\$0.0477	\$0.0489	\$0.1003	\$0.1028	\$0.1580	\$0.1620	\$0.2213
40	\$0.0000	\$0.0000	\$0.0502	\$0.0514	\$0.1053	\$0.1079	\$0.1658	\$0.1699	\$0.2322
41	\$0.0000	\$0.0000	\$0.0526	\$0.0539	\$0.1105	\$0.1133	\$0.1741	\$0.1785	\$0.2439
42	\$0.0000	\$0.0000	\$0.0553	\$0.0567	\$0.1161	\$0.1190	\$0.1829	\$0.1875	\$0.2561
43	\$0.0000	\$0.0000	\$0.0580	\$0.0595	\$0.1219	\$0.1250	\$0.1920	\$0.1968	\$0.2688
44	\$0.0000	\$0.0000	\$0.0609	\$0.0624	\$0.1278	\$0.1310	\$0.2014	\$0.2065	\$0.2821
45	\$0.0000	\$0.0000	\$0.0639	\$0.0655	\$0.1342	\$0.1376	\$0.2115	\$0.2167	\$0.2962
46	\$0.0000	\$0.0000	\$0.0671	\$0.0688	\$0.1410	\$0.1445	\$0.2222	\$0.2278	\$0.3113
47	\$0.0000	\$0.0000	\$0.0704	\$0.0721	\$0.1480	\$0.1517	\$0.2332	\$0.2390	\$0.3266
48	\$0.0000	\$0.0000	\$0.0741	\$0.0760	\$0.1557	\$0.1596	\$0.2452	\$0.2514	\$0.3433
49	\$0.0000	\$0.0000	\$0.0778	\$0.0797	\$0.1633	\$0.1674	\$0.2572	\$0.2637	\$0.3602
50	\$0.0000	\$0.0000	\$0.0816	\$0.0837	\$0.1714	\$0.1757	\$0.2700	\$0.2768	\$0.3782
51	\$0.0000	\$0.0000	\$0.0856	\$0.0878	\$0.1799	\$0.1844	\$0.2835	\$0.2906	\$0.3971
52	\$0.0000	\$0.0000	\$0.0899	\$0.0922	\$0.1890	\$0.1937	\$0.2978	\$0.3053	\$0.4171
53	\$0.0000	\$0.0000	\$0.0945	\$0.0969	\$0.1985	\$0.2035	\$0.3128	\$0.3206	\$0.4381
54	\$0.0000	\$0.0000	\$0.0992	\$0.1017	\$0.2084	\$0.2136	\$0.3284	\$0.3366	\$0.4598
55	\$0.0000	\$0.0000	\$0.1042	\$0.1068	\$0.2189	\$0.2244	\$0.3448	\$0.3535	\$0.4829



COMMITTEE MEMORANDUM

DATE: September 30, 2025
TO: PERSONNEL COMMITTEE
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: *CONSIDERATION ON A RECOMMENDATION TO APPROVE ARTIFICIAL INTELLIGENCE (AI) POLICY. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA)*

Recommendation:

Staff recommends that the Committee recommends that the full Board approve the proposed Artificial Intelligence (AI) Policy.

Alternative Options:

The Committee may choose not to recommend approval of this policy.

Impact of Taking No Action:

Without adoption of the AI policy, the District will continue to lack formal guidance on the proper and responsible use of AI.

Background:

The use of Artificial Intelligence (AI) has increased significantly in recent years. The proposed AI policy will provide direction for District staff regarding appropriate and ethical use of AI in job-related tasks when conducting work and/or business for the District.

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 has no has no budget impact.

Supporting Documents:

- Draft AI Policy

Artificial Intelligence (AI) Policy

Palmdale Water District

I. PURPOSE

The purpose of this policy is to define the scope in which Artificial Intelligence (“AI”) may be utilized by Palmdale Water District (“District”) employees and others performing work on behalf of the District. This policy enables the District to use AI systems for the benefit of the community while safeguarding against potential harms.

This policy provides rules and guidance for District staff to support responsible use of AI tools. The District will collaborate with other government and local agencies in the region and beyond to maximize the benefits of AI and to reduce its risks such as security, privacy and content issues.

AI is an evolving technology and, while it may be used to perform a variety of functions and/or tasks, it is essential that this policy be followed to ensure compliance with existing laws, regulations, and policies related to data protections, security and proper usage.

The District will regularly review and update this policy to keep it aligned with ethical and legal standards and technological advancements in AI as frequently as needed.

II. SCOPE

This policy applies to all use of AI by a District staff member, contractor, volunteer, or other person while performing a role for the District. This policy does not apply to users of AI for personal purposes or business purposes unassociated with the District.

III. RESPONSIBLE AI TOOLS USE

Staff should be open to responsibly incorporating AI into their work where it can be beneficial for making services better, more just, and more efficient. Each employee is responsible for using AI tools in a manner that ensures the security of sensitive information and aligns with District policies and state law. Here are key principles to follow:

- A. Data Privacy and Security:** Comply with all data privacy and security standards such as Health Insurance Portability and Accountability Act (“HIPAA”), Criminal Justice Information Systems (“CJIS”), Internal Revenue Service (“IRS”), and the California Consumer Privacy Act (“CCPA”) to protect Personally Identifiable Information (“PII”), Protected Health Information (“PHI”), or any sensitive data in AI prompts. Employees are to treat AI prompts as if they were publicly visible online to anyone; and treat AI prompts, data inputs, and outputs as if they are subject to the California Public Records Act (“CPRA”).
- B. Informed Consent:** As part of the District’s commitment to transparency and privacy, all individuals speaking or participating in District Board meetings, public hearings, or other public meetings will be informed when AI tools are being used to generate meeting minutes. The Ralph M. Brown Act (“Brown Act”) also imposes requirements regarding open meetings, public notice, and access to meeting materials. AI-based transcription or summarization must fit within the Brown Act parameters, including for live and transcribed records.

- C. **Responsible Use:** AI tools and systems shall only be used in an ethical manner, which encompasses a broad range of considerations, including fairness, transparency, accountability, privacy, security, and the potential societal impacts.
- D. **Continuous Learning:** When District provided AI training becomes available, employees should participate to ensure appropriate use of AI, data handling, and adherence to District policies on a continuing basis. Employees using AI tools are encouraged to educate themselves on effective and appropriate AI usage for their work and consult with the District's Information Technology ("IT") specialists on any new uses.
- E. **Equity:** AI tools can create biased outputs. AI system responses are based on patterns and relationships learned from large datasets derived from existing human knowledge, which may contain errors and which may reflect inherent historical data across race, sex, gender identity, ability, and other factors. When using AI tools, develop AI usage practices that minimize bias and regularly review outputs to ensure fairness and accuracy, as you do for all content. Any usage of AI outputs must be monitored for discriminatory or harassing language and corrected immediately. Staff shall consult with Human Resources if AI-driven processes intersect with federal and state legally protected categories (race, gender, disability, etc.) and/or potentially violate the District's anti-discrimination policies.
- F. **Decision Making:** Do not delegate decisions to AI tools or only use AI to help analyze issues related to impactful decisions; always make such decisions using human judgement. Be conscientious about how AI tools are used to inform decision making processes.
- G. **Accuracy:** AI tools can generate inaccurate and false information. Take time to review and verify AI-generated content to ensure quality, accuracy, and compliance with District guidelines and policies. Review and fact check all outputs received from a Generative AI.
- H. **Accountability:** Employees are solely responsible for ensuring the quality, accuracy, and regulatory compliance of all AI generated content utilized by them in the scope of their employment. It is the responsibility of staff to ensure that the guidelines are followed, and that the usage of AI meets District standards for excellence. Staff must personally verify that all generated content, including translations, are accurate and aligned with the District's overall mission. Users must ensure that all usage of AI for District business must be on a District e-mail account and that District retention policies for such emails are followed. Employees must verify that AI-generated content does not violate copyright or trademark protections. Employees must also comply with the terms of service of any AI provider. All AI prompts and outputs used in official District work shall be preserved in accordance with the District's standard records retention schedule. Employees must store such records on approved District servers or cloud storage solutions, retaining them for the same period required for analogous non-AI documents.
- I. **Use of District Email Address:** When creating accounts with AI providers for AI tools, District staff should use their official District email address for security

purposes.

J. Transparency: The use of AI systems should be explainable to those who use and are affected by their use. Commonly understood explanations of how AI features work will be maintained and available to convey a concrete sense of how or why a particular result has been arrived at based on inputs.

1. To ensure transparency when using this rapidly evolving technology, indicate when AI contributed substantially to the development of a work product.
2. Use good judgment when considering citing use of AI tools. When attributing AI usage in work product indicate the product and version used.
3. All official publications drafted in part by AI must include a clear disclaimer that the document was partially AI-generated and subsequently reviewed and approved by District staff. This disclaimer ensures transparency and prevents confusion regarding official District positions.

IV. PROHIBITED USES BY DISTRICT:

- A. Unauthorized Access:** Do not use AI tools to access data or systems you are not authorized to use. If there is any question regarding such use, you are directed to contact the District's IT specialists to receive advice and direction.
- B. Personally Identifiable Information:** Do not enter personally identifiable information into AI prompts. Do not enter any information that cannot be fully released to the public. This information can be viewed by the companies that make the tools and sometimes other members of the public.
- C. Unlawful Activities:** AI tools must not be used for any illegal, harmful, or malicious activities. This includes activities that perpetuate unlawful bias, automate unlawful discrimination, and produce other harmful outcomes.
- D. Hiring Decisions:** Do not use AI to make consequential decisions regarding hiring, benefits or other sensitive matters in which bias could play a role.
- E. Data Entry:** You may not enter internal, sensitive, or restrictive data into any AI tool or service. No AI tool currently meets the District's security, privacy, and compliance standards for handling anything besides public data.

V. PERMITTED USES BY DISTRICT:

- A. Any Use:** Any adoption of AI generated material must be carefully reviewed, fact-checked, edited and approved by a human author. Used within the guidelines, AI tools may assist with:
1. Creation of first drafts of documents, outlines, plans, memos, & briefs;
 2. Translating text such as rewriting an informal email into a draft memo, summarizing documents, & turning thoughts into summaries;
 3. Generating diagrams or other explanatory images;
 4. Analyzing different types of data; or

5. Learning about and exploring a variety of topics.

B. AI Generated Meeting Minutes:

1. The District recognizes that AI technology, including speech-to-text and natural language processing tools, can be a useful tool to enhance efficiency in the documentation of District Board meetings. AI may be used to transcribe and generate draft meeting minutes for District Board meetings, including public hearings and committee meetings. The AI tools will assist District staff in producing initial drafts of meeting minutes, which will then be reviewed, edited, and finalized by authorized District personnel before being published.
2. The District may use AI transcription tools (e.g. speech-to-text software) and AI summarization tools to automatically generate a draft of meeting minutes based on recordings of District Board meetings. AI generated meeting minutes will always undergo human review.
3. AI generated meeting minutes will not include or transcribe confidential or closed-session discussions unless explicitly authorized by the District Board. Any confidential, sensitive, or proprietary information should be redacted before AI transcription or summarization occurs.
4. The District will retain District Board meeting minutes according to the District's retention policy and California state law.
5. AI generated meeting minutes are considered drafts and will not be published or made available until they are reviewed and approved by the Clerk of the Board or other designated authority. Once finalized and approved, the generated meeting minutes will be made available to the public in accordance with the California Public Records Act and/or Brown Act.

VI. PUBLIC RECORDS

District is subject to the California Public Records Act. District staff must follow all current procedures for records retention and disclosure. Information entered into AI systems could be subject to a CPRA request. Do not submit any information to an AI platform that should not be available to the general public (such as confidential or personally identifiable information). Any prompts, outputs, or other information used in relation to an AI tool may be released publicly. Do not use any prompts that may include information not meant for public release.

VII. POLICY ENFORCEMENT

All employees and agents of the District, whether permanent or temporary, interns, volunteers, contractors, consultants, vendors, and other third parties operating AI systems on behalf of the District are required to abide by this policy and any associated District rules and procedures.

VIII. VIOLATIONS OF THIS AI POLICY

Violations of any section of this AI Policy, including failure to comply with the District's rules and procedures, may be subject to disciplinary action, up to and including termination. Violations

made by a third party while operating an AI system on behalf of the District may result in a breach of contract and/or pursuit of damages. Infractions that violate local, state, federal or international law may be remanded to the proper authorities.

IX. UNDERSTAND THE TERMS AND CONDITIONS

The District does not currently have agreements in place for common AI systems, for example such as ChatGPT or Bing AI. If you choose to use AI for District work and agree to the terms and conditions of a system without a District agreement in place, you are responsible for complying with those terms and conditions. Any new AI platform or software must undergo a formal approval process by the District's purchasing and legal departments. A vendor agreement that specifies data protection, privacy, and indemnification obligations must be in place before AI systems are used to process or store District-related data beyond publicly available information. In the event that the District forms an agreement with an AI service, this section will list those services.

X. TERMS & DEFINITIONS

- A. Algorithm:** A set of steps, such as mathematical operations (e.g., addition) or logical rules.
- B. Artificial Intelligence (AI):** "Artificial intelligence" or "AI" is the simulation of human intelligence processes by machines, especially computer systems that are used to perform tasks that could act and learn in such a way that could replace human intelligence.
- C. Generative Artificial Intelligence (AI):** A technology that can create content, including text, images, audio, or video, when prompted by a user. Generative AI systems learn patterns and relationships from amounts of data, which enables them to generate new content that may be similar to the original data. The systems generally require a user to submit prompts that guide the generation of new content. Generative AI tools are computer programs capable of many activities, including but not limited to completing general administrative office tasks, data analysis, programming, and image creation. While these tools can improve productivity, it is crucial to use them responsibly to comply with various laws, maintain data privacy and security, and uphold District values.
- D. Machine Learning:** A type of AI in which computers use data to learn tasks through algorithms.

XI. EFFECTIVE DATE

This Policy is valid as of October 13, 2025 unless otherwise communicated.



COMMITTEE MEMORANDUM

DATE: September 30, 2025
TO: PERSONNEL COMMITTEE
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: *SUMMARY OF CHANGES FOR 2026 BENEFIT PLAN YEAR.*

Change Highlights for 2026 Benefits

Out-of-Pocket Maximums:

- The Out-of-Pocket Maximums on the Anthem CDHP are unchanged.
- The Out-of-Pocket Maximums on the Kaiser CDHP are currently \$3,300 (single coverage), and \$5,800 (family coverage). In 2026, these contributions will increase to \$3,400.00 (single coverage), and \$6,000.00 (family coverage).

Benefit Plan Enhancements:

- The fully insured Anthem and Kaiser HMO plans will now include infertility benefits in compliance with California SB 729. Details on these benefits should be available from the carriers before October 1, 2025. There are no changes to the infertility benefits offered on the Anthem PPO plans through Progyny.
- VSP Vision Plans: The contact lens allowance and frame allowance are both increasing to \$170 from \$150 with no change in rates.

District Process Updates:

- The District will hold open enrollment from October 13, 2025 - October 30, 2025. American Fidelity is scheduled to come to the District on October 23rd, 27th, and 28th. The District will hold JPIA informational sessions and a benefit fair on October 22, 2025.
- For those employees selecting a CDHP plan, the District will continue to contribute the out-of-pocket maximum amount based on the CDHP plan and tier of the employee. Starting in 2026, the District's contribution amount will be divided evenly across the District's payroll cycle and will deposit the employee's health savings contribution in alignment with the District's payroll cycle.

A breakdown of the District's contribution to employee benefit premiums:

- The District's contribution to employee benefit premiums was calculated using the methodology that was approved in 2024. The methodology approved was as follows:
 1. Cover the full cost of Dental and Vision for the lowest tier family plan.
 2. Add the monetary amount calculated by the following formula:

September 30, 2025

- The blended average changes among the District's offered medical plans, not-to-exceed 10% added to the prior year's medical benefit coverage. Only increases in medical premiums will be used to calculate the average; decreases will not be considered.
- The blended average percentage changes for 2026 is 7.26%. The current benefit contribution medical amount is \$2,240.10. The 2026 District contribution to employee medical benefit will increase by \$162.63 bringing the maximum District contribution for employee benefit premiums to \$2,585.87.

Supporting Documents:

- Monthly Benefit Premiums Cost Comparison Sheet 2026

Employee Insurance Monthly Cost 2025								
w/ PPO Dental				2025 % change	w/ HMO Dental			
	EE	EE+1	EE+Fam			EE	EE+1	EE+Fam
Anthem Classic PPO	\$888.44	\$1,776.88	\$2,354.37	10%	Anthem Classic PPO	\$888.44	\$1,776.88	\$2,354.37
Delta Dental PPO (DeltaNV3002/5002)	\$35.36	\$69.99	\$128.10		Delta Care HMO	\$29.19	\$45.36	\$64.72
Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85		Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85
Total Cost	\$950.65	\$1,873.72	\$2,509.32		Total Cost	\$944.48	\$1,849.09	\$2,445.94
District	\$2,331.67	\$2,331.67	\$2,331.67		District	\$2,331.67	\$2,331.67	\$2,331.67
Employee	\$0.00	\$0.00	\$177.65		Employee	\$0.00	\$0.00	\$114.27
	EE	EE+1	EE+Fam	10%		EE	EE+1	EE+Fam
Anthem Advantage PPO	\$781.81	\$1,563.62	\$2,071.80		Anthem Advantage PPO	\$781.81	\$1,563.62	\$2,071.80
Delta Dental PPO (DeltaNV3002/5002)	\$35.36	\$69.99	\$128.10		Delta Care HMO	\$29.19	\$45.36	\$64.72
Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85		Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85
Total Cost	\$844.02	\$1,660.46	\$2,226.75		Total Cost	\$837.85	\$1,635.83	\$2,163.37
District	\$2,331.67	\$2,331.67	\$2,331.67		District	\$2,331.67	\$2,331.67	\$2,331.67
Employee	\$0.00	\$0.00	\$0.00		Employee	\$0.00	\$0.00	\$0.00
	EE	EE+1	EE+Fam	5%		EE	EE+1	EE+Fam
Anthem Cal Care-HMO	\$1,043.50	\$2,087.00	\$2,765.28		Anthem Cal Care-HMO	\$1,043.50	\$2,087.00	\$2,765.28
Delta Dental PPO (DeltaNV3002/5002)	\$35.36	\$69.99	\$128.10		Delta Care HMO	\$29.19	\$45.36	\$64.72
Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85		Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85
Total Cost	\$1,105.71	\$2,183.84	\$2,920.23		Total Cost	\$1,099.54	\$2,159.21	\$2,856.85
District	\$2,331.67	\$2,331.67	\$2,331.67		District	\$2,331.67	\$2,331.67	\$2,331.67
Employee	\$0.00	\$0.00	\$588.56		Employee	\$0.00	\$0.00	\$525.18
	EE	EE+1	EE+Fam	10%		EE	EE+1	EE+Fam
Anthem Consumer Driven Health (CDHP)	\$710.74	\$1,421.48	\$1,883.46		Anthem Consumer Driven Health (CDHP)	\$710.74	\$1,421.48	\$1,883.46
Delta Dental PPO (DeltaNV3002/5002)	\$35.36	\$69.99	\$128.10		Delta Care HMO	\$29.19	\$45.36	\$64.72
Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85		Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85
Health Sav	\$208.33	\$333.33	\$333.33		Health Sav	\$208.33	\$333.33	\$333.33
Total Cost	\$981.28	\$1,851.65	\$2,371.74		Total Cost	\$975.11	\$1,827.02	\$2,308.36
District	\$2,331.67	\$2,331.67	\$2,331.67		District	\$2,331.67	\$2,331.67	\$2,331.67
Employee	\$0.00	\$0.00	\$40.07		Employee	\$0.00	\$0.00	\$0.00
	EE	EE+1	EE+Fam	5.46%		EE	EE+1	EE+Fam
Kaiser S. HMO	\$812.70	\$1,625.40	\$2,259.31		Kaiser S. HMO	\$812.70	\$1,625.40	\$2,259.31
Delta Dental PPO (DeltaNV3002/5002)	\$35.36	\$69.99	\$128.10		Delta Care HMO	\$29.19	\$45.36	\$64.72
Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85		Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85
Total Cost	\$874.91	\$1,722.24	\$2,414.26		Total Cost	\$868.74	\$1,697.61	\$2,350.88
District	\$2,331.67	\$2,331.67	\$2,331.67		District	\$2,331.67	\$2,331.67	\$2,331.67
Employee	\$0.00	\$0.00	\$82.59		Employee	\$0.00	\$0.00	\$19.21
	EE	EE+1	EE+Fam	5.46%		EE	EE+1	EE+Fam
Kaiser S. Consumer Driven Health (CDHP)	\$588.04	\$1,176.08	\$1,634.75		Kaiser S. Consumer Driven Health (CDHP)	\$588.04	\$1,176.08	\$1,634.75
Delta Dental PPO (DeltaNV3002/5002)	\$35.36	\$69.99	\$128.10		Delta Care HMO	\$29.19	\$45.36	\$64.72
Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85		Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85
Health Sav	\$275.00	\$483.33	\$483.33		Health Sav	\$275.00	\$483.33	\$483.33
Total Cost	\$925.25	\$1,756.25	\$2,273.03		Total Cost	\$919.08	\$1,731.62	\$2,209.65
District	\$2,331.67	\$2,331.67	\$2,331.67		District	\$2,331.67	\$2,331.67	\$2,331.67
Employee	\$0.00	\$0.00	\$0.00		Employee	\$0.00	\$0.00	\$0.00

avg. 7.65%

Medical Plan Names	Employee	Employee + 1	Employee + Family	Grand Total
Anthem Advantage PPO	1	3	4	4
Anthem Classic PPO		3	1	4
Anthem Consumer Driven Health	5	8	12	25
Kaiser Consumer Driven Health	5	12	15	32
Kaiser South HMO	3	3	6	12
Grand Total	14	26	37	77

Employee Insurance Monthly Cost 2026								
w/ PPO Dental				2026 % change	w/ HMO Dental			
	EE	EE+1	EE+Fam			EE	EE+1	EE+Fam
Anthem Classic PPO	\$977.28	\$1,954.56	\$2,589.79	10%	Anthem Classic PPO	\$977.28	\$1,954.56	\$2,589.79
Delta Dental PPO (DeltaNV3002/5002)	\$36.29	\$71.95	\$131.81		Delta Care HMO	\$29.19	\$45.36	\$64.72
Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85		Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85
Total Cost	\$1,040.42	\$2,053.36	\$2,748.45		Total Cost	\$1,033.32	\$2,026.77	\$2,681.36
District	\$2,585.87	\$2,585.87	\$2,585.87		District	\$2,585.87	\$2,585.87	\$2,585.87
Employee	\$0.00	\$0.00	\$162.58		Employee	\$0.00	\$0.00	\$95.49
	EE	EE+1	EE+Fam	10%		EE	EE+1	EE+Fam
Anthem Advantage PPO	\$859.99	\$1,719.98	\$2,278.97		Anthem Advantage PPO	\$859.99	\$1,719.98	\$2,278.97
Delta Dental PPO (DeltaNV3002/5002)	\$36.29	\$71.95	\$131.81		Delta Care HMO	\$29.19	\$45.36	\$64.72
Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85		Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85
Total Cost	\$923.13	\$1,818.78	\$2,437.63		Total Cost	\$916.03	\$1,792.19	\$2,370.54
District	\$2,585.87	\$2,585.87	\$2,585.87		District	\$2,585.87	\$2,585.87	\$2,585.87
Employee	\$0.00	\$0.00	\$0.00		Employee	\$0.00	\$0.00	\$0.00
	EE	EE+1	EE+Fam	5%		EE	EE+1	EE+Fam
Anthem Cal Care-HMO	\$1,093.97	\$2,187.94	\$2,899.02		Anthem Cal Care-HMO	\$1,093.97	\$2,187.94	\$2,899.02
Delta Dental PPO (DeltaNV3002/5002)	\$36.29	\$71.95	\$131.81		Delta Care HMO	\$29.19	\$45.36	\$64.72
Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85		Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85
Total Cost	\$1,157.11	\$2,286.74	\$3,057.68		Total Cost	\$1,150.01	\$2,260.15	\$2,990.59
District	\$2,585.87	\$2,585.87	\$2,585.87		District	\$2,585.87	\$2,585.87	\$2,585.87
Employee	\$0.00	\$0.00	\$471.81		Employee	\$0.00	\$0.00	\$404.72
	EE	EE+1	EE+Fam	10%		EE	EE+1	EE+Fam
Anthem CDHP	\$781.81	\$1,563.62	\$2,071.80		Anthem CDHP	\$781.81	\$1,563.62	\$2,071.80
Delta Dental PPO (DeltaNV3002/5002)	\$36.29	\$71.95	\$131.81		Delta Care HMO	\$29.19	\$45.36	\$64.72
Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85		Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85
Health Sav	\$208.33	\$333.33	\$333.33		Health Sav	\$208.33	\$333.33	\$333.33
Total Cost	\$1,053.28	\$1,995.75	\$2,563.79		Total Cost	\$1,046.18	\$1,969.16	\$2,496.70
District	\$2,585.87	\$2,585.87	\$2,585.87		District	\$2,585.87	\$2,585.87	\$2,585.87
Employee	\$0.00	\$0.00	\$0.00		Employee	\$0.00	\$0.00	\$0.00
	EE	EE+1	EE+Fam	4.28%		EE	EE+1	EE+Fam
Kaiser S. HMO-traditional	\$846.30	\$1,692.60	\$2,352.71		Kaiser S. HMO-traditional	\$846.30	\$1,692.60	\$2,352.71
Delta Dental PPO (DeltaNV3002/5002)	\$36.29	\$71.95	\$131.81		Delta Care HMO	\$29.19	\$45.36	\$64.72
Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85		Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85
Total Cost	\$909.44	\$1,791.40	\$2,511.37		Total Cost	\$902.34	\$1,764.81	\$2,444.28
District	\$2,585.87	\$2,585.87	\$2,585.87		District	\$2,585.87	\$2,585.87	\$2,585.87
Employee	\$0.00	\$0.00	\$0.00		Employee	\$0.00	\$0.00	\$0.00
	EE	EE+1	EE+Fam	4.28%		EE	EE+1	EE+Fam
Kaiser CDHP	\$612.35	\$1,224.70	\$1,702.33		Kaiser CDHP	\$612.35	\$1,224.70	\$1,702.33
Delta Dental PPO (DeltaNV3002/5002)	\$36.29	\$71.95	\$131.81		Delta Care HMO	\$29.19	\$45.36	\$64.72
Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85		Vision Service Plan (VSP)	\$26.85	\$26.85	\$26.85
Health Sav	\$283.33	\$500.00	\$500.00		Health Sav	\$283.33	\$500.00	\$500.00
Total Cost	\$958.82	\$1,823.50	\$2,360.99		Total Cost	\$951.72	\$1,796.91	\$2,293.90
District	\$2,585.87	\$2,585.87	\$2,585.87		District	\$2,585.87	\$2,585.87	\$2,585.87
Employee	\$0.00	\$0.00	\$0.00		Employee	\$0.00	\$0.00	\$0.00

avg. 7.26%

		Current	Next Year
Medical:		\$2,240.10	
PWD change in medical premium coverage based on method:		N/A	\$162.63
Medical:			\$2,402.73
Dental HMO Family:		\$64.72	\$64.72
Vision Family:		\$26.85	\$26.85
medical, dental, vision PWD combined coverage		\$2,331.67	\$2,585.87