

PALMDALE WATER DISTRICT

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Board of Directors

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KATHY MAC LAREN
Division 4

VINCENT DINO
Division 5

November 20, 2014

***Agenda for Regular Meeting
of the Board of Directors of the Palmdale Water District
to be held at the District's office at 2029 East Avenue Q, Palmdale
Wednesday, November 26, 2014
7:00 p.m.***

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. 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.

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Pledge of Allegiance.
- 2) Roll Call.
- 3) Adoption of Agenda.
- 4) Public comments for non-agenda items.
- 5) Presentations:
 - 5.1) Cash for Grass Rebate Program. (PIO/Water Conservation Director McNutt)

- 6) Action Items - Consent 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.)
 - 6.1) Approval of minutes of regular meeting held November 12, 2014.
 - 6.2) Payment of bills for November 26, 2014.
 - 6.3) Approval of Resolution No. 14-19 Amending the Conflict of Interest and Disclosure Code for the Palmdale Water District. (General Manager LaMoreaux)
- 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 cancelling second regular Board meeting in December. (General Manager LaMoreaux)
 - 7.2) Consideration and possible action on continuation of the District’s Internship Program. (Human Resources Director Emery/Personnel Committee)
 - 7.3) Consideration and possible action on 2015 Budget. (General Manager LaMoreaux)
 - 7.4) Consideration and possible action on Board and staff attendance at conferences, seminars, and training sessions as follows: None at this time.
- 8) Information Items:
 - 8.1) Reports of Directors:
 - a) Meetings/General Report.
 - b) Standing Committee/Assignment Reports (Chair):
 - 1) Personnel Committee
 - 2) Water Supply & Reliability Committee
 - 3) Palmdale Recycled Water Authority
 - 8.2) Report of General Manager.
 - 8.3) Report of Attorney.
- 9) Public comments on closed session agenda matters.
- 10) Closed session under:
 - 10.1) Conference with Legal Counsel – Existing Litigation: A closed session will be held, pursuant to Government Code §54956.9 (d)(1), to confer with legal counsel regarding pending litigation to which the District is a party. The title of such litigation is as follows: *Antelope Valley Ground Water Cases*.
 - 10.2) Conference with Legal Counsel – Existing Litigation: A closed session will be held, pursuant to Government Code §54956.9 (d)(1), to confer with legal counsel regarding pending litigation to which the District is a party. The title of such litigation is as follows: *Central Delta Water Agency vs. Department of Water Resources; Sacramento Superior Court Case No. 34-2010-80000561*.

- 10.3) Conference with Legal Counsel – Personnel: A closed session will be held pursuant to Government Code §54957 to conduct an employee evaluation for the position of General Manager.
- 10.4) Conference with Legal Counsel – Employment Contract Negotiations: A closed session will be held pursuant to Government Code §54957.6 with District General Counsel regarding employment contract negotiations with District General Manager.
- 11) Public report of any action taken in closed session.
- 12) Board members' requests for future agenda items.
- 13) Adjournment.


DENNIS D. LaMOREAUX,
General Manager

DDL/dd

PALMDALE WATER DISTRICT

BOARD MEMORANDUM

DATE: November 20, 2014

November 26, 2014

TO: BOARD OF DIRECTORS

Regular Board Meeting

FROM: Mr. Dennis D. LaMoreaux, General Manager

RE: ***AGENDA ITEM NO. 6.3 – APPROVAL OF RESOLUTION NO. 14-19 AMENDING THE CONFLICT OF INTEREST AND DISCLOSURE CODE FOR THE PALMDALE WATER DISTRICT***

Recommendation:

Staff recommends approving Resolution No. 14-19 Amending the Conflict of Interest and Disclosure Code for the Palmdale Water District.

Alternative Option:

There is no alternative option due to position title revisions.

Background:

State law directs agencies to amend their Conflict of Interest and Disclosure Code due to changed circumstances. Several amendments to the District's Conflict of Interest and Disclosure Code have been made and approved by the Los Angeles County Board of Supervisors due to several title changes on the District's Organization Chart. These changes are as follows and are outlined in Resolution No. 14-19:

Title changes: General Manager to General Manager/CEO; Assistant General Manager to Assistant General Manager/COO; Water and Energy Resources Manager to Water and Energy Resources Director; Engineering Manager to Engineering/Grant Manager; Human Resources Manager to Human Resources Director; Community & Government Affairs Coordinator to Public Information Officer/Conservation Director

Delete: Water Conservation Supervisor

Strategic Plan Initiative:

This work is part of Strategic Initiative 4 – Regional Leadership.

Budget:

Approval of Resolution No. 14-19 will have no financial impact.

Supporting Documents:

- Resolution No. 14-19 Amending the Conflict of Interest and Disclosure Code for the Palmdale Water District.

RESOLUTION NO. 14-19

RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT AMENDING THE CONFLICT OF INTEREST AND DISCLOSURE CODE FOR THE PALMDALE WATER DISTRICT

WHEREAS, the Political Reform Act (“Act”), Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, under the Act, the District must periodically review its internal organization to determine: (i) whether any position that has been added to the District constitutes a designated position under the District’s Conflict of Interest and Disclosure Code (“Code”); or (2) whether the duties of any existing position that is currently not a designated position have changed such that the position now constitutes a designated position under the District’s Code; and

WHEREAS, Exhibit A of the District’s Code is hereby modified with the deletion of obsolete language regarding disclosure and with the definition for income to include ‘receipt of gifts, loans and travel payments’ wherever the word ‘income’ appears; and

WHEREAS, Exhibit B of the District’s Code is hereby modified with the inclusion of an expanded definition for Consultants and New Positions under Government Code Section 81008 and is further modified to revise titles and delete one position for the following designated positions as reflected on the Palmdale Water District Organization Chart attached hereto as “Exhibit 1” and incorporated herein by reference:

- a) General Manager is now General Manager/CEO
- b) Assistant General Manager is now Assistant General Manager/COO
- c) Water and Energy Resources Manager is now Water and Energy Resources Director
- d) Engineering Manager is now Engineering/Grant Manager
- e) Human Resources Manager is now Human Resources Director
- f) Community & Government Affairs Coordinator is now Public Information Officer/Conservation Director
- g) Water Conservation Supervisor deleted

There are no changes in job duties and, therefore, no changes in the level of disclosure is required; and

WHEREAS, the District's Code adopted by the County of Los Angeles Board of Supervisors effective October 15, 2014 is attached hereto as "Exhibit 2" and incorporated herein by reference; and

WHEREAS, to meet the requirements of the Act, the District must amend its Conflict of Interest and Disclosure Code to reflect these changes.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Palmdale Water District does hereby amend Exhibit A and Exhibit B of its Conflict of Interest and Disclosure Code, setting forth the designated positions within the District and their disclosure obligations, as set forth on the attached "Exhibit 2."

BE IT FURTHER RESOLVED, that individuals holding newly-designated positions shall file Statements of Economic – Assuming Office Statements with the District General Manager or his designee, as required under the District's Code. All other individuals holding designated positions shall file Statements of Economic Interests as required by law and the District's Code. Within five days of receipt of the Statements filed by the Directors and by the General Manager, the District shall make and retain copies and forward the originals of these statements to the Los Angeles County Board of Supervisors. Statements for all other designated individuals will be retained by the District.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Palmdale Water District held on November _____, 2014.

Kathy Mac Laren, President

ATTEST:

Joe Estes, Secretary

APPROVED AS TO FORM:

BY: _____
Aleshire & Wynder, LLP, General Counsel

[illegible]

"EXHIBIT 2"

Conflict of Interest Code of the

PALMDALE WATER DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board of Directors, General Manager, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

PALMDALE WATER DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose, in accordance with this Code, all interest in real property within the District, except personal residences or property used primarily for personal recreational purposes. Real property shall be deemed to be within the jurisdiction of the District if the property or any part of it is located within or not more than two miles outside the boundaries of the District or within two miles of any land owned or used by the District.

CATEGORY 2

Persons in this category shall disclose in accordance with this Code, all income (including receipt of gifts, loans and travel payments) from, investments in, and business positions with in businesses that produce products or provide services of a type utilized by the District, including the following areas:

- Office equipment and supplies
- Banks and savings and loans institutions
- Securities dealers and underwriters
- Real property
- Public utilities
- Financial audit services
- Insurance services
- Computer equipment, services, and supplies
- Printing, reproduction, or photographic equipment, services and supplies
- Periodicals, books, newspapers
- Chemicals
- Motor vehicles and specialty vehicles, parts and supplies
- Construction and maintenance equipment, services and supplies and building materials
- Petroleum products
- Transportation and lodging services
- Safety equipment and supplies
- Security services
- Food services and supplies
- Communication services
- Water quality testing equipment, supplies and services
- Cathodic protection equipment, services and supplies
- Engineering services
- Employment / temporary help agencies
- Educational equipment, services and supplies

PALMDALE WATER DISTRICT

EXHIBIT "A" (Cont'd)

CATEGORY 2 (Cont'd)

Medical supplies, services and informational materials

Landscape services and supplies

Typographical services

4-color separations

General and specialty equipment rentals

Consulting Services: legal, energy and power, engineering, soils testing, water treatment, advertising, communications, design, art work, audio/visual, movie productions, planning, water pricing and demand, economists, desalting, environmental, appraisers, real estate sales, and investment services.

CATEGORY 3

Consultants performing the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, consultants who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the District, or which could affect financial interests, and those consultants who, under contract, exercise primary responsibility for the management of public investments, shall be required to file Statements of Economic Interests disclosing reportable interests as determined by the General Manager of the District. (See footnote for clarification*)

PALMDALE WATER DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members of Board of Directors	1, 2
General Manager/CEO	2
Assistant General Manager/COO	2
Water and Energy Resources Director	2
Operations Manager	2
Facilities Manager	2
Finance Manager/CFO	2
Engineering/Grant Manager	2
Human Resources Director	2
Information Technology Manager	2
Public Information Officer/Conservation Director	2
Consultants/New Positions*	3

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The General Manager/CEO or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager/CEO or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

EFFECTIVE: 10/15/14

P A L M D A L E W A T E R D I S T R I C T
B O A R D M E M O R A N D U M

DATE: November 20, 2014 **November 26, 2014**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION
ON CANCELLING SECOND REGULAR BOARD MEETING IN
DECEMBER.***

The second regular Board meeting in December is scheduled for December 24. The District will be closed beginning December 22 through December 26 as a cost saving measure; however, a skeleton crew will be available during this time to respond to emergencies and to process payments.

P A L M D A L E W A T E R D I S T R I C T
B O A R D M E M O R A N D U M

DATE: November 20, 2014 **November 26, 2014**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.2 - CONSIDERATION AND POSSIBLE ACTION
ON CONTINUATION OF THE DISTRICT'S INTERNSHIP PROGRAM***

Recommendation:

Staff and the Personnel Committee recommend that the Board approve extending the Internship Program for an additional semester.

Alternative Options:

The alternative is to allow our Internship Program to expire.

Background:

The District's first semester of internships began in August, 2014 when the District hosted three interns. These positions consisted of a Service Worker Internship, an IT Internship, and a Customer Service Internship. Our recommendation is to offer Level 2 internships to our three current interns which would allow them to receive further instruction in their respective areas along with allowing the District to receive the benefit of their training. We are also recommending two Level 1 internships to open up for the spring semester/summer semester. The first in the Engineering Department and the second in the Lab at the Plant. Level 1 interns would receive \$10/hr. through August 17, 2015, and Level 2 interns would receive \$10.50/hr. through August 17, 2015.

Strategic Plan Initiative:

This work is part of Strategic Plan Initiative 2: Increased Efficiency.

Budget:

The additional cost for the new plan would be \$32,220.

Supporting Documents:

None

This item has been placed on the agenda in the event the 2015 Budget is not approved at the November 21, 2014 Workshop.

MINUTES OF MEETING OF THE FACILITIES COMMITTEE OF THE PALMDALE WATER DISTRICT, OCTOBER 9, 2014:

A meeting of the Facilities Committee of the Palmdale Water District was held Thursday, October 9, 2014, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Estes called the meeting to order.

1) Roll Call.

Attendance:

Facilities Committee:

Joe Estes, Chair

Vincent Dino, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager

Matt Knudson, Assistant General Manager

Tim Moore, Facilities Manager

Mike Williams, Finance Manager

Kelly Jeters, Systems Supervisor

Dawn Deans, Executive Assistant

0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried to adopt the agenda, as written.

3) Public Comments.

There were no public comments.

4) Action Items:

4.1) Consideration and Possible Action on Approval of Minutes of Regular Meeting Held September 9, 2014.

It was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried to approve the minutes of the Facilities Committee meeting held September 9, 2014, as written.

4.2) Discussion of Automobile Charging Station. (Assistant General Manager Knudson)

Assistant General Manager Knudson reviewed the details and grants available for installing an automobile charging station at the District's office, and after a brief discussion of the cost, available options, security issues, grants available through the Antelope Valley Air Quality Management District, and potential rebates through Southern California Edison Company, it was determined that this item be tabled until the Antelope Valley Air Quality Management District has funding available, and staff was directed to provide monthly updates on this status.

5) Information Items.

5.1) Status Report on 2014 Engineering, Facilities, and Operations Department Goals, Projects, and Functions. (Assistant General Manager Knudson)

Assistant General Manager Knudson stated that a bidding portal through the District's new website has been launched; that bids were opened for the water main replacement project east of 30th Street East south of Avenue Q with a bid range of \$1.1 million to \$2 million, and staff anticipates a recommendation for an award of contract will be presented at the next regular Board meeting; that this project will be partially funded through the EPA grant; and that the meter installation project will be bid under a Project Labor Agreement.

Facilities Manager Moore then provided a status report on the in-house water main replacement project in 15th Street East between Avenues P and Q.

Assistant General Manager Knudson then provided a status report on the water main replacement project in 10th Street East between Avenue P and Palmdale Boulevard and the 20th Street East water main replacement project.

Systems Supervisor Jeters then provided a status report on the operation of the wells and abandonment of Well No. 20.

5.2) Status Report on SCADA System Upgrades. (Systems Supervisor Jeters)

Systems Supervisor Jeters provided a detailed overview of the District's SCADA system upgrades including the SCADA radios, the radio tower bases, the equipment monitored through the SCADA system and detail the SCADA system provides for this equipment, and the significant cost-savings realized by programming the SCADA system in-house followed by an overview of operations projects planned for 2014.

5.2) Other.

Assistant General Manager Knudson stated that repairs to Palmdale Ditch to reduce water losses will be presented for consideration through the 2015 budget process and that the slide gate for the Palmdale Lake dredging project is anticipated to be installed late November during the annual plant shutdown.

General Manager LaMoreaux then stated that an architect toured the District's lobby, customer service area, and Board room for potential improvements to these areas; that they propose improvements be completed in phases; that a proposal for the first phase will be presented to the Board for consideration; and that if EPA funds are received, remaining bond funds can be used for office building construction improvements recommended by the consultant as this construction is considered as a long-term infrastructure improvement.

There were no additional information items.

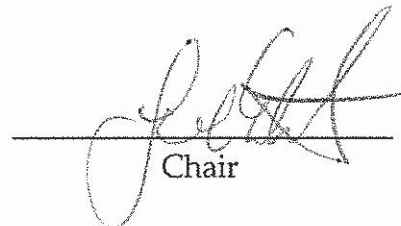
6) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

It was stated that the next Facilities Committee meeting will be held November 6, 2014 at 8:15 a.m.

7) Adjournment.

There being no further business to come before the Facilities Committee, the meeting was adjourned.


Chair

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, OCTOBER 23, 2014:

A meeting of the Personnel Committee of the Palmdale Water District was held Thursday, October 23, 2014, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Mac Laren called the meeting to order.

1) Roll Call.

Attendance:

Personnel Committee:
Kathy Mac Laren, Chair
Joe Estes, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager
Matt Knudson, Assistant General Manager
Jennifer Emery, Human Resources Director
Mike Williams, Finance Manager
Mynor Masaya, Operations Manager
Gene Taylor, Customer Service Supervisor
Judith Hernandez, Asst. Customer Service Spvsr.
Dennis Hoffmeyer, Senior Accountant
Dawn Deans, Executive Assistant
0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried to adopt the agenda, as written.

3) Public Comments.

There were no public comments.

4) Action Items:

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held September 4, 2014.

It was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried to approve the minutes of the Personnel Committee meeting held September 4, 2014, as written.

4.2) Consideration and Possible Action on Electronic Time Cards. (Finance Manager Williams)

Senior Accountant Hoffmeyer reviewed staff's research and recommendation to accept the proposal received from Sierra Workforce Solutions for the implementation of an advanced timesheet entry system in the not-to-exceed amount of \$16,595.40 for the first year and \$2,864.00 for each of the next four years, and after a brief discussion of the proposals, of compliance issues, and of efficiency and outsourcing payroll, it was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried that the Committee concurs with staff's recommendation to accept the proposal received from Sierra Workforce Solutions for the implementation of an advanced timesheet entry system in the not-to-exceed amount of \$16,595.40 for the first year and \$2,864.00 for each of the next four years and that this item be presented to the full Board for consideration at the October 27, 2014 Special Board meeting.

4.3) Consideration and Possible Action on Cost of Living Adjustment for 2015 Budget. (\$115,045.00 – Estimated – Human Resources Director Emery)

Human Resources Director Emery stated that the cost of living adjustment for 2015 is 1.67% at a cost of \$106,787.00, and after a brief discussion of the budget, it was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried that the Committee concurs with staff's recommendation to include a 1.67% Cost of Living Adjustment in the 2015 budget and that this be presented to the full Board for discussion during the 2015 Budget process.

4.4) Discussion of District Overtime Practices. (Human Resources Director Emery)

Human Resources Director Emery reviewed staff's discussions regarding overtime practices, eliminating scheduled overtime in the Operations and Facilities Departments, monitoring overtime, modifying the on-call schedule, and creating a Leadership Program, which would include staff training to serve as back-up to positions rather than having to call in staff on an overtime basis and stated that staff is continuing discussions in this area.

4.5) Discussion and Review of Human Resources Calendar. (Human Resources Director Emery)

Human Resources Director Emery provided a status report on items included on the Human Resources Calendar for the months of November and December including Employee Handbook Training for each department, internships for next semester, the Employee Appreciation Christmas party, and open enrollment with the added items of the salary survey and succession planning in January and then requested the Committee inform her of any items they would like added to the Human Resources Calendar.

**4.6) Discussion and Clarification of Customer Service 2014 Campaign.
(Finance Manager Williams)**

Finance Manager Williams stated that the Customer Service Satisfaction Survey will be conducted in November with three methods offered for customer response being mail, phone, and the website and reviewed the notifications to customers regarding the survey.

Assistant Customer Service Supervisor Hernandez then provided a detailed overview of the items to be included in the District's Welcome Packet, which will be provided in English or Spanish.

Customer Service Supervisor Taylor then provided an update on the Customer Service Campaign with the slogan of "Serving You is Our Priority" including the Customer Appreciation Education Class scheduled for Saturday, December 20, where the new rate structure will be reviewed in detail along with information on how to read a meter, how to check for leaks, and how to increase the number of residents in a household, and Santa will be present to take family pictures.

He then stated that discussions continue on the development of a Customer Appreciation Raffle, Customer Service Staff will begin attending Landscape Workshops to address any billing questions or concerns, and the customer service slogan will be included on the District's float entry in the Palmdale Chamber of Commerce parade.

5) Project Updates.

5.1) Status on Organizational Assessment. (Assistant General Manager Knudson)

General Manager LaMoreaux stated that items remaining under The Mathis Group original contracts include the completion of Board Norms, recruitment of the

Engineer/Grant Writer position for which interviews are scheduled next week, two or three Assistant Training sessions, and a few Management Action Team training sessions.

5.2) Status on Internship Program. (Human Resources Director Emery)

Human Resources Director Emery stated that the current Internship Program will be complete mid-December with the new semester beginning February; that an item will be placed on the next agenda to begin discussions for the next Internship Program; that current interns are in the areas of I.T., Service Worker, and Customer Service, and other departments expressing an interest are Engineering and the Lab; and that long-term goals for the Internship Program need to be considered.

5.3) Other.

There were no other project updates.

6) Information Items.

There were no further information items.

7) Board Members' Requests for Future Agenda Items.

It was stated that "Discussion and possible action on Internship Programs" will be placed on the next agenda for consideration.

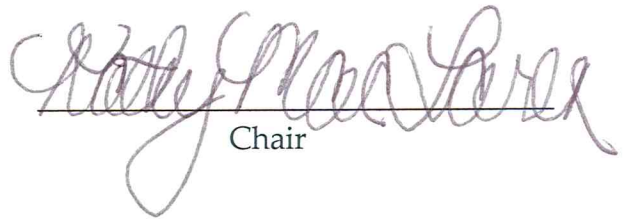
President Mac Laren requested mediation for addressing Director concerns followed by discussion of Directors meeting with Human Resources Director Emery as a mediator with staff then assigned to find and present solutions to the concerns similar to the angle stop issue and the customer service campaign, and it was stated that an item will be placed on the next agenda for "Discussion and possible action on development of a Board mediator."

There were no further requests for future agenda items.

It was then stated that the next Personnel Committee meeting will be held November 20, 2014 at 10:00 a.m.

8) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned.


Chair