

**MINUTES OF MEETING OF THE ORGANIZATIONAL EXCELLENCE COMMITTEE
OF THE PALMDALE WATER DISTRICT, JULY 24, 2019:**

A meeting of the Organizational Excellence Committee of the Palmdale Water District was held Wednesday, July 24, 2019, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dizmang called the meeting to order at 2:02 p.m.

1) Roll Call.

Attendance:

Committee:

Gloria Dizmang, Chair

Kathy Mac Laren, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager

Adam Ly, Assistant General Manager

Mike Williams, Finance Manager

Jennifer Emery, Human Resources Director

Judy Shay, Public Affairs Director

Jim Stanton, Information Technology Manager

Chris Bligh, Facilities Manager

Tara Rosati, Customer Care Supervisor

Dawn Deans, Executive Assistant

0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Mac Laren, seconded by Chair Dizmang, 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:

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held March 7, 2019.

It was moved by Committee Member Mac Laren, seconded by Chair Dizmang, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held March 7, 2019, as written.

4.2) Presentation of Proposition 218 Process and Timeline. (Finance Manager Williams)

Finance Manager Williams provided an overview of the 2019 Rate Study Schedule, which includes upcoming Board Standing Committee meetings, workshops, an open house, and a potential date for a public hearing regarding the 2019 Rate Study.

4.3) Presentation on 2019 Rate Study Information Relative to the Organizational Excellence Committee. (Assistant General Manager Ly)

Assistant General Manager Ly provided an overview of projects proposed to be included in the 2019 Rate Study for completion in the next five years related to the Organizational Excellence Committee and stated that there are \$29 million in total projects necessary over the next five years for the District to maintain operations followed by discussion of the amount of projects over the last five years, bond issues, the need to match depreciation to maintain the value of the District's system and remain safe and reliable, how deferred maintenance has been pushed aside for many years, potential grants for new electric or natural gas vehicles, and the intern program.

4.4) Establishment of 2019 Organizational Excellence Committee Goals. (General Manager LaMoreaux)

After a brief discussion, the Committee developed 2019 goals as follows:

- 1) Review and evaluation of job descriptions;
- 2) Ensure that Organizational Excellence Strategic Plan components are included in the 2019 Rate Study Plan and are approved this year;
- 3) Ensure the District of Distinction and transparency renewal is filed in 2019;
- 4) Continue Leadership Programs for District staff;
- 5) Development of an Intern Program; and
- 6) Update the Project Labor Agreement, now referred to as a Community Workforce Agreement, prior to its expiration in November 2019.

4.5) Development of System for High-Quality Reporting From Committees to the Full Board. (General Manager LaMoreaux)

After a brief discussion of Committee reporting to the full Board, Chair Dizmang stated that she will draft a Committee Reporting Form for consideration at the next Committee meeting.

5) Information Items:

5.1) Annual Review of Benefits Package. (Human Resources Director Emery/General Manager LaMoreaux)

Human Resources Director Emery stated that this item will be reviewed at the next Committee meeting.

5.2) Other.

There were no other information items.

6) Board Members' Requests for Future Agenda Items.

It was stated that items for "Consideration and possible action on updating the Community Workforce Agreement" and "Development of system for high-quality reporting from Committees to the full Board" and "Annual review of benefits package" will be placed on future Committee agendas.

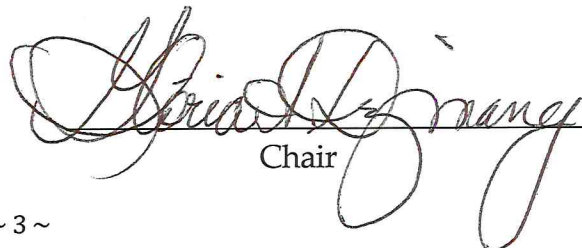
There were no further requests for future agenda items.

7) Date of Next Committee Meeting.

It was determined that the next Organizational Excellence Committee meeting will be held August 29, 2019 at 2:00 p.m.

8) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 2:50 p.m.


Chair