

**MINUTES OF MEETING OF THE ORGANIZATIONAL EXCELLENCE COMMITTEE
OF THE PALMDALE WATER DISTRICT, AUGUST 29, 2019:**

A meeting of the Organizational Excellence Committee of the Palmdale Water District was held Thursday, August 29, 2019, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dizmang called the meeting to order at 2:00 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

Robert Alvarado, PWD Director

Mike Williams, Finance Manager

Jennifer Emery, Human Resources Director

Judy Shay, Public Affairs Director

Peter Thompson II, Deputy Water & Energy Res. Dir.

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 July 24, 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 July 24, 2019, as written.

**4.2) Overview of Vision for Water and Energy Resources Department.
(Deputy Water and Energy Resources Director Thompson II)**

Deputy Water and Energy Resources Director Thompson II provided an overview of the vision of the proposed Water-Energy-Data Resources Department, including additional duties for the Department, updated job titles and job descriptions, and the direction of the Department followed by discussion of the District's involvement with pilot programs to help reduce energy rates, the District's Organizational Structure chart, and the educational role of this Department for the District's customers.

4.3) Consideration and Possible Action to Rename the Position of Water and Energy Resources Director to Water-Energy-Data Resources Director and Approval of Job Description for This Position. (Human Resources Director Emery/Deputy Water and Energy Resources Director Thompson II)

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 that the Committee concurs with staff's recommendation to rename the position of Water and Energy Resources Director to Water-Energy-Data Resources Director, to approve the job description for this position, and that the full Board consider this recommendation at the next Regular Board Meeting.

4.4) Consideration and Possible Action to Rename the Position of Deputy Water and Energy Resources Director to Water-Energy-Data Resources Supervisor and Approval of Job Description for This Position. (Human Resources Director Emery/Deputy Water and Energy Resources Director Thompson II)

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 that the Committee concurs with staff's recommendation to rename the position of Deputy Water and Energy Resources Director to Water-Energy-Data Resources Supervisor, to approve the job description for this position, to approve the salary range for this position, and that the full Board consider this recommendation at the next Regular Board Meeting.

4.5) Consideration and Possible Action on Revised Job Description for Water Use Efficiency Specialist I/II. (Human Resources Director Emery/Deputy Water and Energy Resources Director Thompson II)

It was moved by Chair Dizmang, seconded by Committee Member Mac Laren, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to revise the job description for the Water Use Efficiency Specialist I/II position and that the full Board consider this recommendation at the next Regular Board Meeting.

4.6) Consideration and Possible Action on Creation of Salary Range for Construction Inspector I Position. (Human Resources Director Emery)

After a brief discussion of this position, it was moved by Chair Dizmang, seconded by Committee Member Mac Laren, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to create a salary range for the Construction Inspector I position and that the full Board consider this recommendation at the next Regular Board Meeting.

4.7) Consideration and Possible Action on Updating Community Workforce Agreement. (Organizational Excellence Committee Goal)

General Manager LaMoreaux reviewed the current Project Labor Agreement and its expiration date, and after a brief discussion of this Agreement being renamed as a Community Workforce Agreement and of this update being an Organizational Excellence Committee goal, staff was directed to work with the appropriate parties on an updated Community Workforce Agreement and present same at a future Committee meeting for consideration.

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

After a brief discussion of reporting from Committees to the full Board, 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 that the Committee concurs with staff's recommendation to approve a system for high-quality reporting from Committees to the full Board and that the full Board consider this recommendation at the next Regular Board Meeting.

5) Information Items:

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

Human Resources Director Emery provided an overview of the benefits package for 2020, along with the District's policy to cover the cost of the lowest priced family plan that all employees qualify for, followed by discussion of Kaiser health plans

5.2) Status on Ensuring Organizational Excellence Strategic Plan Components are Included in the 2019 Rate Study Plan and Are Approved in 2019. (Organizational Excellence Committee Goal)

General Manager LaMoreaux stated that the Board approved a rate package, which includes all projects for the Organizational Excellence Committee.

5.3) Status on Ensuring the District of Distinction and Transparency Renewal is Filed in 2019. (Organizational Excellence Committee Goal)

Public Affairs Director Shay stated that the District's Transparency application has been submitted and that several trainings need to be completed for the Distinction application.

5.4) Other.

There were no other information items.

6) Board Members' Requests for Future Agenda Items.

It was stated that an item for "Consideration and possible action on the District's benefits package" will be placed on the next Committee agenda and "Consideration and possible action on updating the Community Workforce Agreement" will be placed on a future Committee agenda.

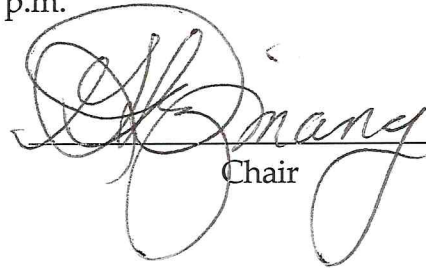
There were no further requests for future agenda items.

7) Date of Next Committee Meeting.

It was determined that the next Organizational Excellence Committee meeting will be held September 19, 2019 at 4:30 p.m.

8) **Adjournment.**

There being no further business to come before the Organizational Excellence Committee, the meeting was adjourned at 2:52 p.m.



Chair