



PALMDALE WATER DISTRICT
A CENTURY OF SERVICE

August 1, 2024

BOARD OF DIRECTORS

W. SCOTT KELLERMAN
Division 1

DON WILSON
Division 2

CYNTHIA SANCHEZ
Division 3

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Division 4

VINCENT 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, AUGUST 6, 2024

8:30 a.m.

DENNIS D. LaMOREAUX
General Manager

ALESHIRE & WYNDER LLP
Attorneys

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact 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/2023-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 June 19, 2024.
- 4.2) Consideration on a Recommendation to Approve Reclassification of the Plant Operator III Position to Operations Supervisor. (No Budgeted Impact – Human Resources Director Garcia)
- 4.3) Consideration on a Recommendation to Approve a New Method of Calculating the District's Coverage of Benefit Premiums. (No Budget Impact – Human Resources Director Garcia)
- 5) Reports.
 - 5.1) Human Resources Director Garcia:
 - a) Update on Employee Events.
 - b) Other.
- 6) Board Members' Requests for Future Agenda Items.
- 7) Date of Next Committee Meeting.
- 8) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dh



COMMITTEE MEMORANDUM

DATE: August 6, 2024
TO: PERSONNEL COMMITTEE
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: *CONSIDERATION ON A RECOMMENDATION TO APPROVE RECLASSIFICATION OF THE PLANT OPERATOR III POSITION TO OPERATIONS SUPERVISOR. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA)*

Recommendation:

Staff recommends that the Committee recommend that the full Board approves the reclassification of the Plant Operator III position to Operations Supervisor, and that this item be presented to the full Board for consideration at the August 26, 2024 Regular Board Meeting.

Alternative Options:

The Committee can choose not to approve this recommendation.

Impact of Taking No Action:

The organizational structure will remain limited in its effectiveness and will not fully leverage the potential of current talent.

Background:

The District currently has eight Water Treatment Plant Operator positions running the Leslie O. Carter Water Treatment Plant 24/7. Five Plant Operators at level I/II, one Plant Operator-in-Training I/II, one vacant Plant Operator-in-Training I/II, and one Plant Operator III.

Reclassifying the Plant Operator III position to an Operations Supervisor position would add flexibility on managing the treatment plant. The individual in this position would retain most of the Plant Operator III responsibilities, with the addition of having direct supervision over the Plant Operators and the designation of Chief Plant Operator. The reclassification would change the exemption status from non-exempt to exempt. Staff is recommending Salary Range 35 for the Operations Supervisor-Water Treatment Plant position to align with the salary range for the current supervisor roles.

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:

No budget impact.

PERSONNEL COMMITTEE
PALMDALE WATER DISTRICT
VIA: Dennis D. LaMoreaux, General Manager
RE: Plant Operator III Reclassification

August 6, 2024

Supporting Documents:

- Proposed Organizational Chart
- Draft Job Description
- Salary Survey Report



LEGEND

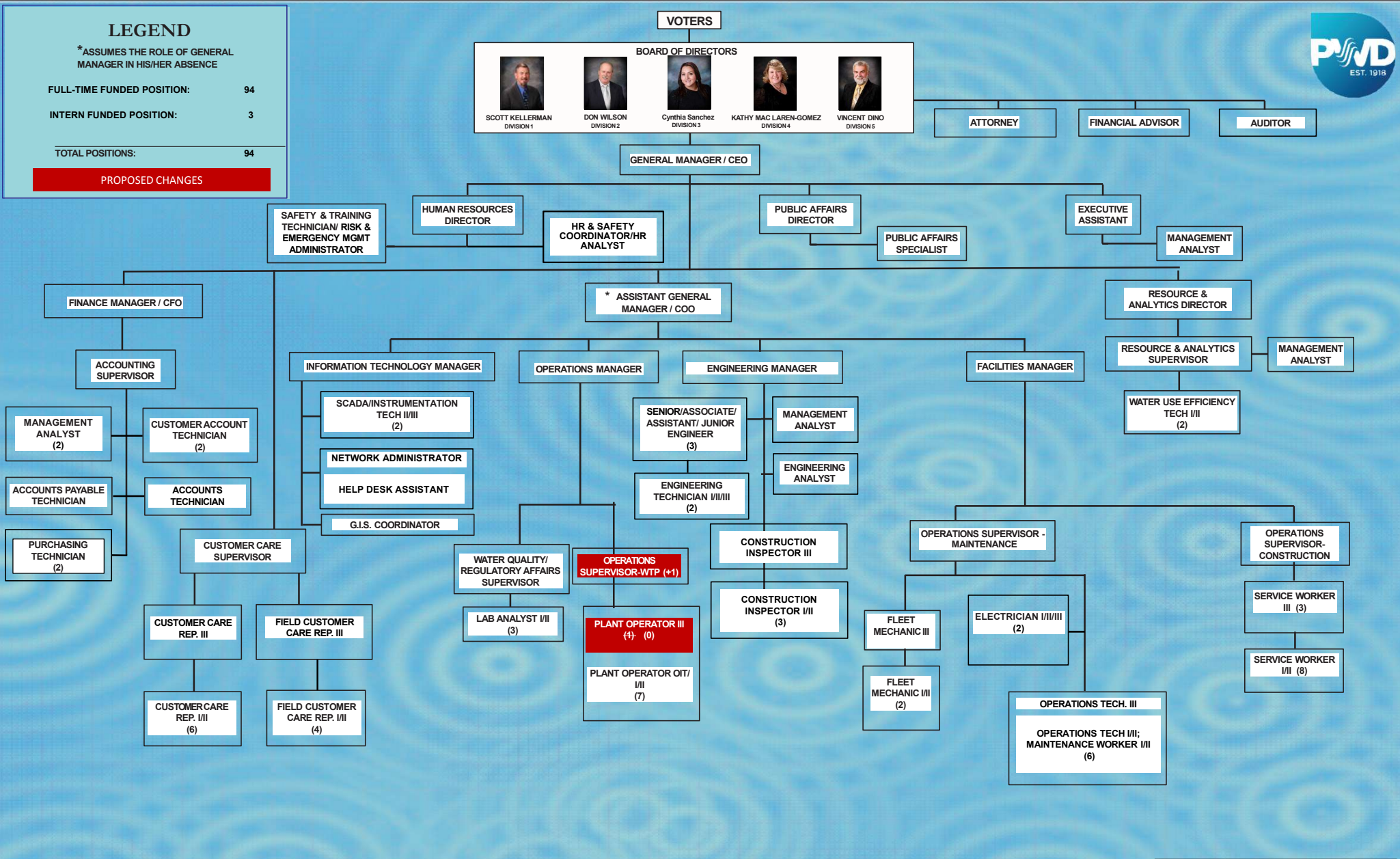
* ASSUMES THE ROLE OF GENERAL MANAGER IN HIS/HER ABSENCE

FULL-TIME FUNDED POSITION: 94

INTERN FUNDED POSITION: 3

TOTAL POSITIONS: 94

PROPOSED CHANGES



PALMDALE WATER DISTRICT ORGANIZATIONAL STRUCTURE

APPROVED: August 26, 2024

OPERATIONS SUPERVISOR

FLSA Status: Exempt

JOB SUMMARY

Under general direction supervises, assigns, reviews, and participates in the work of staff responsible for performing a variety of tasks associated with the operation and maintenance of the district's water treatment and operation of the distribution system. Oversees water quality and related technical treatment processes; oversees and participates in operating, maintaining and troubleshooting the Leslie O. Carter Water Treatment Plant; operating, maintaining and troubleshooting and related water distribution system facilities. Assists in developing and operating ongoing programs in water treatment evaluation and plant optimization; thorough understanding and troubleshooting ability on distribution system hydraulic issues; ensures work quality and water quality compliance with applicable regulations and standards; maintain adherence to established policies and procedures; performs technical and complex tasks relative to assigned area of responsibility; conducts work safely and in compliance with Cal OSHA requirements.

Supervision Received and Exercised

- Receives direct supervision from the Operations Manager
- Exercises direct supervision to the Plant Operators and Operator in Training

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Assign, evaluate and supervise the work of the water treatment plant operators who are responsible for performing a variety of tasks associated with the operation and maintenance of the district's extensive water treatment and distribution system
- Oversee water quality duties; ensure completion of assigned duties for appropriate quality and timeliness
- Maintain records concerning operations and programs; prepare reports on operations and activities; perform the more technical and complex tasks of the work unit including identifying, planning, organizing and scheduling the daily and long-term water quality activities
- Write and conduct formal performance appraisals; participate in personnel actions including hiring, counseling, training, promotion, discipline, and termination
- Interrelate effectively and diplomatically in all areas of employee relations, always projecting a professional image in keeping with the district's goals and objectives while exercising the highest degree of confidentiality
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in water treatment and distribution; direct the incorporation of new developments into program areas, as appropriate

Operations Supervisor

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- Assist and participate in the development and administration of the Operations Division's annual budget
- Read, understand, and ensure compliance with the OSHA Safety standards; attend safety meetings; reports accidents, violations, or infractions to HR & Op's Manager
- Assist in the administration of reactive and preventative maintenance activities for the water treatment and distribution system
- Coordinate and schedule routine maintenance and daily work duties of the water treatment plant operators; maintain computerized records of maintenance scheduled and completed
- Assist in creating a preventative maintenance program for repair and to service plant operations machinery and equipment, including pumps, valves, motors, meters, tanks and reservoirs
- Evaluate job duties and determine personnel, equipment and material needs; requisitions needed materials and supplies; communicate with appropriate personnel regarding field conditions while work is in progress
- Be available to respond 24 hours a day, 7 days a week unless scheduled otherwise (District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the district's needs)
- Respond as necessary as a Disaster Emergency Service Worker
- Maintain regular attendance at the work site
- Participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures
- Supervise and oversee development of the Operations staff, forecast of additional funds needed for staffing, equipment, materials, supplies, and services
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department
- Ensure regulatory compliance with State and Federal agencies regarding water treatment quality testing, analysis, and production
- Oversee operation of the water distribution system relative to water availability, quality issues and monitor water quantity (production) from a variety of sources, including groundwater, surface water, and the State Water Project surface water
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Functions as Chief Plant Operator and fills in for the Operations Manager when assigned.
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of water utility operations and related facilities, including water treatment and distribution systems

Operations Supervisor

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- Principles and practices of water quality assurance and testing and analysis
- Principles and practices of leadership, motivation, team building and conflict resolution
- Pertinent and applicable local, State and Federal laws, rules and regulations
- Organizational management practices as applied to an evaluation of programs
- Principles and practices of organization, administration, and personnel management
- Principles and practices of budget preparation and administration
- Operational characteristics of mechanical equipment and tools used in routine work
- District service area and locations of water facilities and equipment
- Relevant local, state and federal laws, regulations and guidelines
- Principles and practices of effective leadership and employee supervision, including training and performance evaluation
- Safety methods and regulations pertaining to all facets of Treatment Operator work

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Communicate clearly and concisely, both orally and in writing
- Supervise, assign, inspect and evaluate the work of others
- Make independent technical decisions to maintain proper treatment processes
- Diagnose complex operating problems and take effective courses of action
- Motivate and evaluate staff and provide for their training and development
- Develop and implement work standards
- Prepares and concise records, reports, and other written materials.
- Exercise independent judgment and initiative within established guidelines
- Positively and constructively interact with water treatment plant operators and others encountered in the course of the work
- Establish and prioritize action items and multitask effectively
- Use creative thought to problem solve, including the use of new and innovative technologies and techniques
- Participate in groups and committees that affect District operations, policies, and procedures
- Use Microsoft Outlook, including accessing forms within public folders, send and receive email and use
- the calendar and scheduling functions effectively
- Properly and safely operate a variety of light-, medium- and heavy-duty construction equipment
- Perform all related tasks with an advanced journey-level skill

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities is listed below:

Experience

Seven years of increasingly responsible experience in Treatment Plant, including three years of administrative and management responsibility.

Training:

Equivalent to an Associate's degree from an accredited college or university with course work in water treatment, distribution, civil engineering, chemistry, biology or related field.

License and Certificate

- Possession of a valid California Driver's License.
- Possession of a Water Treatment Operator Grade 5 Certificate as issued by the State Water Resources Control Board (SWRCB)
- Possession of a Water Distribution Operator Grade 5 Certificate as issued by the State Water Resources Control Board (SWRCB)

PHYSICAL REQUIREMENTS

On a continuous basis, sit at desk and in meetings for long period of time; Intermittently, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 35 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved: August 26, 2024

I have reviewed this job description and agree with its contents. I will ask my supervisor any questions I may have regarding the job description.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.



COMMITTEE MEMORANDUM

DATE: August 6, 2024
TO: PERSONNEL COMMITTEE
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: *CONSIDERATION ON A RECOMMENDATION TO APPROVE A NEW METHOD OF CALCULATING THE DISTRICT'S COVERAGE OF BENEFIT PREMIUMS. (NO-BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA)*

Recommendation:

Staff recommends that the Committee recommend that the full Board approves a new method for calculating the District's coverage of benefit premiums for staff, and that this item be presented to the full Board for consideration at the August 26, 2024 Regular Board Meeting.

Alternative Options:

The Committee can choose not to approve this recommendation.

Impact of Taking No Action:

The current policy for the amount that Palmdale Water District contributes towards employees' benefits is based on the combined lowest tier family plan (dental, vision, medical) for which all employees qualify for (excluding high-deductible medical plans) will continue to be utilized.

Background:

Due to the volatility of premium increases over the past two years, an exception to the current policy has been requested and approved. The recommended method below for calculating the amount of premiums the District will cover for staff allows for flexibility in making informed decisions based on premium increases, while also offering a standardized yet adaptable approach.

The District recommends changing the methodology to the following combined monetary amount:

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:
 - The blended average changes among the District's offered medical plans, not-to-exceed 10% added to the prior year's benefit coverage. Only increases in medical premiums will be used to calculate the average; decreases will not be considered.

August 6, 2024

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 had no impact to the budget.

Supporting Documents:

- Benefit Premium historical report
- Summary report of 2023 benefit premium survey

Benefit Premium Historical Report
10 Year Span (2014-2024)

Updated 08/24/2023

**BENEFITS COMPARISON
MEDICAL**

	ACWA/JPIA 2024	ACWA/JPIA 2023	ACWA/JPIA 2022	ACWA/JPIA 2021	ACWA/JPIA 2020	ACWA/JPIA 2019	ACWA/JPIA 2018	ACWA/JPIA 2017	ACWA/JPIA 2016	ACWA/JPIA 2015	ACWA/JPIA 2014
Anthem Classic PPO (Rates Set in January)											
Employee	807.67	721.13	801.25	843.42	845.14	844.07	836.61	801.01	716.25	695.68	674.78
Employee + 1	1,615.33	1,442.26	1,602.51	1,686.85	1,690.28	1,719.97	1,704.69	1,631.70	1,457.94	1,415.76	1,437.99
Employee + 2 or More	2,140.31	1,910.99	2,123.32	2,235.07	2,239.62	2,220.48	2,291.67	2,193.41	1,959.46	1,902.68	1,845.07
AVG % CHANGE	12.00%	-10.00%	-5.00%	-0.20%	-0.20%	-1.00%	4.47%	11.91%	2.98%	1.42%	4.46%
Anthem Advantage PPO (Rates Set in January)											
Employee	710.75	634.59	705.10	742.21	726.82	710.60	704.34	674.43	603.23	585.96	545.41
Employee + 1	1,421.49	1,269.18	1,410.21	1,484.43	1,453.64	1,446.35	1,433.52	1,372.21	1,226.25	1,190.82	1,284.45
Employee + 2 or More	1,883.48	1,681.66	1,868.52	1,966.87	1,926.07	1,866.78	1,926.58	1,844.04	1,647.53	1,599.83	1,487.93
AVG % CHANGE	12.00%	-10.00%	-5.00%	2.12%	2.06%	-1.00%	4.47%	11.90%	2.97%	1.77%	8.52%
Anthem California Care HMO (Rates Set in January)											
Employee	994.49	942.86	893.57	857.69	797.09	732.32	732.32	677.20	605.70	657.52	611.99
Employee + 1	1,988.98	1,885.72	1,787.14	1,715.38	1,594.18	1,454.78	1,454.78	1,344.54	1,201.54	1,305.16	1,214.11
Employee + 2 or More	2,635.40	2,498.58	2,367.96	2,272.88	2,112.29	1,951.02	1,951.02	1,802.92	1,610.81	1,750.02	1,627.69
AVG % CHANGE	5.48%	5.52%	4.18%	7.60%	8.83%	0.00%	8.20%	11.90%	-7.94%	7.50%	-1.43%
Anthem Account Based Health Plan (Rates Set in January)											
Employee	646.13	576.90	641.00	674.74	676.11	677.23	671.27	642.79	574.98	572.23	N/A
Employee + 1	1,292.26	1,153.80	1,282.00	1,349.48	1,352.22	1,377.95	1,365.73	1,307.34	1,168.33	1,162.70	N/A
Employee + 2 or More	1,712.25	1,528.79	1,698.66	1,788.06	1,791.70	1,778.36	1,835.31	1,756.70	1,569.54	1,561.97	N/A
AVG % CHANGE	12.00%	-10.00%	-5.00%	-0.20%	-0.35%	-1.00%	4.46%	11.89%	0.48%		
Kaiser (Rates Set in January)											
Employee	770.97	701.24	681.82	697.92	640.65	623.16	607.42	538.43	526.05	515.29	524.11
Employee + 1	1,541.94	1,402.48	1,346.64	1,378.84	1,264.30	1,236.43	1,204.96	1,066.97	1,042.22	1,020.70	1,038.33
Employee + 2 or More	2,143.30	1,949.45	1,898.45	1,944.00	1,781.93	1,745.45	1,700.90	1,505.65	1,470.64	1,440.19	1,465.14
AVG % CHANGE	9.94%	3.22%	-2.33%	9.06%	2.27%	2.61%	12.93%	2.37%	2.11%	-1.70%	-4.77%
Kaiser Account Based Health Plan (Rates Set in January)											
Employee	557.84	511.65	497.48	500.08	459.31	444.83	433.60	384.72	418.87	407.64	N/A
Employee + 1	1,115.68	1,023.30	977.96	983.16	901.62	879.78	857.32	759.57	827.86	805.41	N/A
Employee + 2 or More	1,550.80	1,422.39	1,376.76	1,384.12	1,268.74	1,240.79	1,209.00	1,070.68	1,167.32	1,135.55	N/A
AVG % CHANGE	9.03%	3.69%	-0.53%	9.04%	2.51%	2.62%	12.86%	-8.25%	2.79%		
Blended AVG %	10.07%	-2.93%	-2.28%	4.57%	2.52%	0.37%	7.90%	6.95%	0.57%	2.25%	1.69%

Benefit Premium Survey
September 2023

Agency	HC	Method	Union
Palmdale Water District	95	Lowest combined cost family tier for dental, vision, and medical. Excluding high deductible plans	
Cucamonga Valley Water District	79	Medical, dental, and vision plans district pays 85%, Employees 15%	
Las Virgenes Municipal Water District	124	MOU: Effective January 1, 2023, and each January 1, thereafter, the District's contribution towards the employee's selected medical insurance plan shall be adjusted based on the average change among the District's offered plans (Anthem Blue Cross Classic PPO, Anthem Blue Cross Advantage PPO, Anthem Blue Cross California Care HMO, or Kaiser Permanente HMO Plans) from the prior year's monthly premium. The adjustment will not be less than 0% and will not exceed 5.0%. In the event that the average change in monthly premium exceeds 5.0%, the excess shall be paid by	Y
Yorba Linda Water District	51	100% of cost for both the employee coverage and dependent coverage for medical, dental and vision premiums	Y
Olivenhain Municipal Water District	95	100% Medical, dental and vision for employees and dependants	
Western Municipal Water District	33	Annually, the District will continue to use the existing calculation below: The average of the highest and lowest monthly medical premium for Employee + Family, plus The highest monthly dental premium, for Employee + 1, and The full monthly premium for vision	Y
Santa Clarita Valley Water	237	90% Medical; 100% dental and vision	
Desert Water Agency	80	DWA pays 100% for employee coverage of medical, dental, vision and pays 80% for dependant coverage	
Eastern Municipal Water District	250+	medical-premiums for the basic plan are fully paid by EMWD. Employees who elect the alternate plan will pay the difference	
Mesa Consolidated Water District	52	Looked at cost of current family medical coverage and provide flex credits to cover the majority of the plans.	Y
Rancho California Water District	169	100% dental and vision. Cost sharing for medical	
Walnut Valley Water District	57	The District offers the full payment of the combined least-cost medical, dental, and vision family plans, excluding the high-deductible medical plan.	
Padre Dam Municipal Water District	176	Medical: Employer contributes 90% of HMO for EE+1 and family, for EE only employer contributes 100%. Employee pays difference for PPO. Dental 100%	