

**MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, OCTOBER 12, 2022:**

*A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, October 12, 2022, at 2029 East Avenue Q, Palmdale, CA 93550 and via teleconference. Chair Mac Laren-Gomez called the meeting to order at 1:00 p.m.*

**1) Roll Call.**

**Attendance:**

Committee:

Kathy Mac Laren-Gomez, Chair  
Scott Kellerman,  
Committee Member

**Others Present:**

Dennis LaMoreaux, General Manager  
Adam Ly, Assistant General Manager  
Dennis Hoffmeyer, Finance Manager  
Angelica Barragan-Garcia, Human Resources Director  
Judy Shay, Public Affairs Director  
Dawn Deans, Executive Assistant  
0 members of the public

**2) Adoption of Agenda.**

General Manager LaMoreaux requested Agenda Item No. 4.4 be revised to "Update and discussion on 2022 Salary Survey" after which it was moved by Committee Member Kellerman, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting to adopt the agenda, as amended, revising Agenda Item No. 4.4.

**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 September 13, 2022.**

It was moved by Committee Member Kellerman, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the

meeting to approve the minutes of the Personnel Committee meeting held September 13, 2022, as written.

**4.2) Consideration and Possible Action on a Recommendation to Add a Senior/Associate Engineer, an Operations Technician, and a Human Resources Analyst to the Organization Chart. (\$527,518.00 Maximum Salary Impact – Human Resources Director Barragan-Garcia)**

Human Resources Director Barragan-Garcia provided an overview of the need to add these positions to the Organization Chart, and after a brief discussion of temporary staff, it was moved by Committee Member Kellerman, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to add a Senior/Associate Engineer, an Operations Technician, and a Human Resources Analyst to the Organization Chart at a maximum salary impact of \$527,518.00 and that this item be presented to the full Board for consideration at the October 24, 2022 Regular Board Meeting.

**4.3) Consideration and Possible Action on a Recommendation to Approve a Part-Time I.T. Technician to the I.T. Department. (\$35,800.00 – Potential Budget Impact – Human Resources Director Barragan-Garcia)**

Human Resources Director Barragan-Garcia provided an overview of the need to add this position to the I.T. Department after which it was moved by Committee Member Kellerman, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to add a part-time I.T. Technician to the I.T. Department at a potential budget impact of \$35,800.00 and that this item be presented to the full Board for consideration at the October 24, 2022 Regular Board Meeting.

**4.4) Update and Discussion on 2022 Salary Survey. (Budget Impact – To Be Determined – Human Resources Director Barragan-Garcia)**

Human Resources Director Barragan-Garcia stated that work continues on the 2022 Salary Survey; that data comparisons to date indicate the District is aligned on its salaries; and that the survey data will be presented to staff prior to being presented to the Committee for consideration.

**4.5) Discussion of 2023 Budget Items. (Finance Manager Hoffmeyer/Human Resources Director Barragan-Garcia)**

Finance Manager Hoffmeyer provided an overview of 2023 Budget items regarding personnel matters, including salaries, the cost-of-living adjustment, benefits, and healthcare and CalPERS expenses.

**5) Reports:**

**5.1) Human Resources Director Barragan-Garcia:**

**a) Update on Employee Events.**

Human Resources Director Barragan-Garcia stated that last week was Water Professionals Appreciation Week, and the District planned activities for employees; that next week is open enrollment, and ACWA/JPIA representatives will be at the District on October 18 presenting changes and information regarding 2023 benefits; and that this year's holiday dinner event will be at Vincent Hill Station.

**b) Update on Human Resources/Payroll Program.**

She then stated that staff continues to meet with vendors to transition to a new Human Resources/Payroll Program; that three companies are being considered; and that a final vendor will be presented to the Finance Committee for consideration.

**c) Other.**

She then stated that there are no other items to report.

**6) Board Members' Requests for Future Agenda Items.**

There were no requests for future agenda items.

**7) Date of Next Committee Meeting.**

After a brief discussion, it was determined that the next Personnel Committee meeting will be held November 9, 2022 at 3:00 p.m.

8) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 1:26 p.m.

  
Chair