

BOARD OF DIRECTORS
INDIAN WELLS VALLEY WATER DISTRICT

ADMINISTRATION/EXECUTIVE COMMITTEE
REGULAR MEETING MINUTES

WEDNESDAY, JUNE 5, 2024 – 2:00 P.M.

BOARD ROOM
500 W. RIDGECREST BLVD., RIDGECREST

Attendees: Mallory Boyd, David Saint-Amand, George Croll, Ty Staheli, Renee Morquecho, and Jason Lillion

1. Call to Order

The meeting was called to order at 2:00 p.m.

2. Committee/Public Comments

None.

3. Organizational Chart Revisions

The Committee reviewed the proposed organizational chart revisions. The revisions include changing the title of the Executive Secretary to Executive Assistant and moving the position under the management of the Chief Financial Officer. The other suggested revision is a title change to the Administrative Assistant title to HR Specialist/Clerk of the Board.

The Committee recommended the Board approve the proposed changes.

4. Job Descriptions Revisions

The Committee reviewed the proposed changes to the job descriptions for the Associate Engineer, Warehouse Administrator, and the SCADA/IT Administrator. The Associate Engineer and SCADA/IT Administrator job descriptions included random drug screening; however, non-DOT (Department of Transportation) employees are not legally allowed to be subjected to random screenings without probable cause. The Warehouse Administrator is a DOT employee and requires random drug screening per the FMCSA (Federal Motor Carrier Safety Administration).

The Committee recommended approving proposed revisions to the presented job descriptions.

5. Workplace Violence Prevention Plan (WVPP)

Per Senate Bill (SB) 553, employers under the California Division of Occupational Safety and Health's (Cal/OSHA) jurisdiction must develop and implement a Workplace Violence Prevention Plan (WVPP) by July 1, 2024.

The Committee reviewed the WVPP and recommended the Board approve as presented.

6. Draft Agenda for the Regular Board Meeting of June 10, 2024

The Committee reviewed the agenda and made no changes.

7. Future Agenda Items

None.

8. Adjournment

The meeting adjourned at 2:12 p.m.