



PALMDALE WATER DISTRICT

2029 East Avenue Q • Palmdale, California 93550 • Telephone (661) 947-4111



Since 1918

Board of Directors

ROBERT E. ALVARADO
Division 1

JOE ESTES
Division 2

MARCO HENRIQUEZ
Division 3

KATHY MAC LAREN
Division 4

VINCENT DINO
Division 5

ALESHIRE & WYNDER LLP
Attorneys



December 7, 2017

***Agenda for Regular Meeting
of the Board of Directors of the Palmdale Water District
to be held at the District's office at 2029 East Avenue Q, Palmdale***

Wednesday, December 13, 2017

7:00 p.m.

NOTES: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Additionally, an interpreter will be made available to assist the public in making **comments** under Agenda Item No. 4 and any action items where public input is offered during the meeting if requested at least 48 hours before the meeting. Please call Dawn Deans at 661-947-4111 x1003 with your request. (PWD Rules and Regulations Section 4.03.1 (c))

Adicionalmente, un intérprete estará disponible para ayudar al público a hacer **comentarios** bajo la sección No. 4 en la agenda y cualquier elemento de acción donde se ofrece comentarios al público durante la reunión, siempre y cuando se solicite con 48 horas de anticipación de la junta directiva. Por favor de llamar Dawn Deans al 661-947-4111 x1003 con su solicitud. (PWD reglas y reglamentos sección 4.03.1 (c))

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 (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x1003 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 carry out 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) Pledge of Allegiance/Moment of Silence.
- 2) Roll Call.
- 3) Adoption of Agenda.
- 4) Public comments for non-agenda items.

- 5) Presentations:
 - 5.1) None at this time.
- 6) Action Items - Consent Calendar (The public shall have an opportunity to comment on any action item on the Consent Calendar as the Consent Calendar is considered collectively by the Board of Directors prior to action being taken.)
 - 6.1) Approval of minutes of Strategic Plan workshop held November 14, 2017.
 - 6.2) Approval of minutes of special meeting held November 20, 2017.
 - 6.3) Payment of bills for December 13, 2017.
 - 6.4) Approve absence of Director Estes due to a work commitment from November 20, 2017 meeting. (General Manager LaMoreaux)
- 7) Action Items - Action Calendar (The public shall have an opportunity to comment on any action item as each item is considered by the Board of Directors prior to action being taken.)
 - 7.1) Consideration and possible action on appeal of Linda Ross of water use and bill for account no. 52921055-1041451. (General Manager LaMoreaux)
 - 7.2) Consideration and possible action on reorganization of the Board of Directors effective January 1, 2018. (Director Mac Laren)
 - 7.3) Consideration and possible action on Resolution No. 17-26 being a Resolution of the Board of Directors of the Palmdale Water District Establishing its Investment Policy. (Financial Advisor Egan/Finance Manager Williams/Finance Committee)
 - 7.4) Consideration and possible action on compensation for the Facilities Manager position. (Human Resources Director Emery/Personnel Committee)
 - 7.5) Consideration and possible action on compensation for the Assistant General Manager position. (Human Resources Director Emery/Personnel Committee)
 - 7.6) Consideration and possible action on policy to adjust the salary range between the General Manager and Assistant General Manager positions. (Human Resources Director Emery/Personnel Committee)
 - 7.7) Consideration and possible action on authorization of the following conferences, seminars, and training sessions for Board and staff attendance within budget amounts previously approved in the 2018 Budget:
 - a) Antelope Valley Board of Trade Business Outlook Conference 2018 to be held March 2, 2018 in Lancaster.
 - b) AWWA CA/NV Section Operator Symposium to be held March 27 – 28, 2018 in South San Francisco.
 - c) AWWA Annual Conference and Exposition “Innovating the Future of Water” to be held June 11 – 14, 2018 in Las Vegas, Nevada.

- 8) Information Items:
 - 8.1) Reports of Directors:
 - a) Meetings/General Report.
 - b) Standing Committee/Assignment Reports (Chair):
 - 1) Personnel Committee.
 - 2) Finance Committee.
 - 8.2) Report of General Manager.
 - 8.3) Report of General Counsel.
- 9) Public comments on closed session agenda matters.
- 10) Break prior to closed session.
- 11) Closed session under:
 - 11.1) Conference with Legal Counsel – Existing Litigation: A closed session will be held, pursuant to Government Code §54956.9 (d)(1), to confer with Special Litigation Counsel regarding existing litigation to which the District is a party. The title of such litigation is as follows: *Antelope Valley Ground Water Cases*.
- 12) Public report of any action taken in closed session.
- 13) Board members' requests for future agenda items.
- 14) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

Director Estes was absent from the November 20, 2017 Special Board Meeting. Agenda Item No. 6.4 has been placed on the Consent Calendar to excuse this absence pursuant to Section 4.07.2 of the District's Rules and Regulations which states, "The Board shall excuse absences by approving such absences pursuant to the Consent Calendar at the next regular Board meeting."

P A L M D A L E W A T E R D I S T R I C T
B O A R D M E M O R A N D U M

DATE: December 6, 2017 **December 13, 2017**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION
ON APPEAL OF LINDA ROSS OF WATER USE AND BILL FOR
ACCOUNT NO. 52921055-1041451. (GENERAL MANAGER
LaMOREAUX)***

Recommendation:

Staff recommends the denial of Ms. Ross' appeal.

Impact of Taking No Action:

The determination November 13, 2017 upholding the validity of the water meter reads, bill calculations, and Courtesy Leak Adjustments totaling \$676.44 will stand.

Background:

Finance Department staff requested a reread on the above-referenced account on September 25, 2017 due to an unusually high amount of usage. The meter read was confirmed and the account's bill was processed. The Tier 1 and Tier 2 total allocation for the billing period was 27.35 units. The usage was 155 units. This caused a bill amount of \$859.82.

The customer contacted Customer Care staff. They helped her prepare and submit a Courtesy Leak Adjustment form related to this bill and set up a payment arrangement while the form was being processed. The form was processed and a credit of \$611.99 was placed on the account on October 18, 2017.

The following billing period also had a higher usage than historically. This resulted in a bill amount of \$181.74. Customer Care staff again helped the customer prepare a Courtesy Leak Adjustment form and set up payment arrangements. A credit of \$64.45 was approved and applied to the account on October 31, 2017.

A letter from the customer was received on November 7, 2017 requesting a review of the situation and expressing concern amount the amount of reported water usage and the possibility of a leak in the street affecting the water meter reading and account billing. I reviewed the situation and issued a letter with the details of the review on November 13,

2017. The review showed the water meter was working properly, all calculations were completed correctly, all credits were applied to the account correctly, and the valve leak in the street had no effect on the account's water use.

Summary:

The unusually high amount of water registered through the water meter could be from a number of causes, but was most likely from a leak of some kind. The District's Courtesy Leak Adjustment policy provided a total of \$676.44 of credit to the customer for the total amount of \$1,041.56 for the two bills. This is because the policy credits the high-tier water amounts and then bills the water use at the Tier 2 water rate. The remaining amount has been paid by the customer. The latest bill for water usage between October 25 and November 22, 2017 shows an unusually low amount of water use, 2 units, for the billing period.

Strategic Plan Initiative/Mission Statement:

This is part of Strategic Initiative 6, Customer Care and Advocacy.
This item directly relates to the District's Mission Statement.

Budget:

No substantial effect.

Supporting Documents:

- Ms. Ross letter dated November 29, 2017 requesting a Board hearing
- District letter dated November 13, 2017 and following attachments:

Ms. Ross letter dated November 4, 2017

Water System Schematic in Paddington Drive

Account Transaction Summary on November 9, 2017

Section 8.04 H – Disputed Bills from the Palmdale Water District Rules and Regulations

RECEIVED

DEC 04 2017

Y: _____

Linda Ross
5802 Paddington Dr
Palmdale, Ca 93552

November 29, 2017

The Board of Directors
Palmdale Water District
2029 E. Avenue Q
Palmdale, Ca 93550

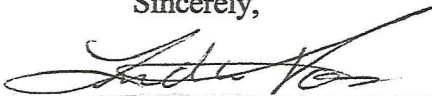
Dear Members of The Board of Directors of Palmdale Water District:

Re: Account Number 529210555-1041451

I am writing to request an appeal hearing in response to Mr. Dennis LaMOREAUX, Palmdale Water District's (PWD) General Manager's decision. I am requesting that the PWD Board of Directors allow me to provide further information to corroborate my claim of the water meter being misread, which resulted in an incorrect excessive water usage reading.

I would like to Appear before the Board of Directors at your next Board Meeting on December 13, 2017. Thank you for taking the time to hear my request. I look forward to resolving this problem. I may be contacted at the address above or home phone number at (661) 285-6042.

Sincerely,

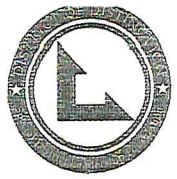


Linda Ross
Residential Customer



PALMDALE WATER DISTRICT

2029 East Avenue Q • Palmdale, California 93550 • Telephone (661) 947-4111



Since 1918

Board of Directors

ROBERT E. ALVARADO
Division 1

JOE ESTES
Division 2

MARCO HENRIQUEZ
Division 3

KATHY MAC LAREN
Division 4

VINCENT DINO
Division 5

ALESHIRE & WYNDER LLP
Attorneys

November 13, 2017

Ms. Linda Ross
5802 Paddington Drive
Palmdale, CA 93552

RE: WATER SERVICE ACCOUNT AT 5802 PADDINGTON DRIVE

Dear Ms. Ross:

This letter is in response to your letter dated November 4, 2017 received on November 7, 2017, copy enclosed. Thank you for taking the time to write out and submit your concerns. The main concern expressed in the letter is the accuracy of the water meter reading during the period of August 24, 2017 to September 25, 2017 and the resulting water service bill.

Background

The water service account review included reviewing the meter reads over the subject time, the calculation of water bills, the service orders completed by Field Customer Care Representatives, the account's water use history, the calculation and application of requested Courtesy Leak Adjustments, and the repair of a water system valve in Paddington Drive.

The timeline of meter reading and reads is as follows:

May 7, 2015	Meter Read: 0	New meter and equipment installed.
August 24, 2017:	Meter Read: 359	Billing meter read.
September 25, 2017:	Meter Read: 513	Reread meter due to unusually high usage. Meter and equipment found to be working properly and no leaks were apparent.
October 2, 2017:	Meter Read: 556	Read by Customer.
October 3, 2017:	Meter Read: 556	Leak Check – Customer told staff there was a leaking sprinkler valve.

Providing high quality water to our current and future customers at a reasonable cost.

Facebook: palmdalewaterdistrict • www.palmdalewater.org • Twitter: @palmdaleH2O

October 16, 2017: Meter Read: 559 Leak Check – No apparent leak.

October 24, 2017: Meter Read: 560 Billing meter read.

October 26, 2017: Meter Read: 560 Leak Check – No visible leak. Staff created work order to repair valve in Paddington Drive.

October 31, 2017: Meter Read: n/a District construction staff repaired valve and water main in Paddington Drive.

November 8, 2017: Meter Read: 561 Meter read requested as part of this review.

The meter reads and their timing show an unusually high amount of water use, averaging 4.6 units per day, occurred between August 24, 2017 and September 25, 2017. They also show a lower amount of high water use, averaging 2.5 units per day, between September 25, 2017 and October 2, 2017. This water service account's usual water use average is less than 1.0 unit of water per day in August and September. This shows that there was a leak, or possibly leaks, in the property's water system between August 24, 2017 and October 2, 2017.

The following is a summary of the water service account's water use history over the last few years.

Water Usage History for Account No. 52921055-1041451 at 5802 Paddington Drive				
Month	Water Usage (Units)			
	2014	2015	2016	2017
January	7	7	7	9
February	11	9	7	7
March	10	8	7	17
April	14	9	8	17
May	14	7	7	17
June	16	10	10	27
July	15	11	27	25
August	11	10	26	154
September	11	9	23	47
October	12	9	17	-
November	9	9	15	-
December	9	6	4	-
Totals:	139	104	158	

The water usage resulted in two large water bills. The first of \$859.82 was due October 25, 2017. The total allocation for the account during this billing period was 27.35 units of water. The usage of 154 units caused most of the water to be billed in the highest tiers of the water rate structure. My review of the calculation showed it was correct. The second bill of \$181.74 is due November 25, 2017. The total allocation for the account during this billing period was 21.23 units of water. The usage of 47 units caused water to be billed in the highest tiers of the water rate structure. My review of the calculation showed it was correct.

The Customer Care staff discussed the bills with you and assisted you in completing two Courtesy Leak Adjustment forms. They were both processed and resulted in a \$611.99 credit for the \$859.82 bill and a credit of \$64.45 for the \$181.74 bill. Both credits have been placed on the account. My review of both calculations showed they were done and applied correctly.

The letter also expressed a concern about the leaking valve in Paddington Drive. Enclosed please find a schematic of the water system in Paddington Drive highlighted in blue. The valve, fire hydrant, and the account's water meter are also labeled. The valve in front of 5802 Paddington Drive is part of the fire hydrant assembly for the fire hydrant across the street. The water that leaked from it could not pass through the water meter for the water service account in question. The street markings referenced in the letter are required before digging and are done within a few days of the actual work. They help show any other utilities where the digging is planned to avoid damaging them.

Discussion

The water use in August and September of 154 units, or 115,192 gallons, is very high. The water use in late September was also high at 47 units or 35,156 gallons. The letter is correct in stating a surface leak of that size would be very easy to see. However, there can be other potential leaks that do not show on the ground. Internal plumbing leaks, such as toilets, can let a substantial amount of water drain into the sewer system without any sign.

The District cannot identify what happens to water after it passes through the water meter. We can only check the water meter and that the reads are correct. Both were done in this situation. This is shown by the multiple trips to the property. The water meter and equipment are also relatively new, installed in May 2015, and are functioning properly.

Conclusion


Based on the review described above, the water service account's water meter readings, water usage, and billing calculations were all done correctly. The Customer Care staff also correctly applied the available Courtesy Leak Adjustments for the two bills. The staff also reversed a Late Fee of \$10.45. These credits, and other payments made for the water service

account, leave a current balance of \$221.82 that is due by November 25, 2017. A printout of the account's transactions since July, 2017 is enclosed for your information.

Palmdale Water District Rules and Regulations Section 8.04.H – Disputed Bills, copy enclosed of pages 39 through 42, states the process for disputing a water bill. The first step is a timely voicing of complaint. I appreciate the timeliness of the letter and requesting this review. You have the right to appeal this decision to the Board of Directors as stated in Section 8.04.H.2.d on page 41 of the enclosure. The next available meeting for an appeal hearing is December 13, 2017. A letter requesting an appeal hearing on December 13, 2017 must be submitted to the office no later than the close of business on December 4, 2017. Please remember to have the water service account current by the due date of November 25, 2017. A credit will be issued to the account if the Board makes a determination in the account's favor at the appeal hearing.

Please feel free to contact me at 456-1017 or dlamoreaux@palmdalewater.org if you have any questions about this review.

Very truly yours,


DENNIS D. LaMOREAUX,
General Manager

DDL/dd

cc: Tara Peuse, Customer Care Supervisor
File

5802 Paddington Dr
Palmdale, Ca 93552

November 4, 2017

Mr. Dennis Lamorex
General Manager
2029 E. Avenue Q
Palmdale, Ca 93550

RECEIVED

NOV 07 2017

Dear: Mr. Dennis Lamorex

Re: Account Number 529210555-1041451

I am very disturbed that Palmdale Water District (PWD) have over excessively charged me for water usage during the billing cycle 08/24/17-09/25/17. I am disputing the water meter reading, the large amount of water usage, and the excessive charges on my bill that have been posed upon me for the billing cycle mention above.

I received an e-mail on 09/29/17 from PWD with a billing date of 09/28/17, showing a balance of \$859.82 for the billing cycle 08/24/17-09/25/17. My bill for the past several years have ranged from \$40-\$70 a month and no excessive water usage.

After receiving the increased bill, I requested the PWD representative to come out and check my water meter reading. They never gave calculations for the extreme water usage in the August-September billing cycle. On 09/28/17 I observed one sprinkle valve needing to be repaired. I had the necessary repair done to replace my sprinkler valve on 10/13/17. When the PWD representative came out he explained to me how to read my meter. I took pictures and videos of my water meter on 10/2/17 reading 055669, 10/11/17 055674, after use of sprinkler 055875, 10/16/17 055962, and 10/31/17 056090, to calculate the amount of water used which included a small increase in water usage. The above calculations are not showing an excessive water usage for the September-October billing cycle.

However, during the month of August-September, there was an excessive and continuous flow of water coming from the Palmdale City water meter located feet's away from my drive way and my water meter flowing down the streets. Repairs were to be done because months earlier markings were placed in the streets and in front of my property. When I received this high increased bill, I called PWD on 10/01/17 and 10/11/17 regarding the Palmdale City water over flowing in the street and that this flow of water has caused an increase in my water bill. On 10/03/17 and 10/31/17 PWD came and repaired the City water flow.

On 10/31/17, in a telephone call with Ms Judith Hernandez, assistant supervisor, of PWD stated that by getting the repair done and submitting the repair documents to PWD for a leak adjustment, I was admitting to the water usage and charges of \$859.82. I have been very precise in saying to Ms. Hernandez and the PWD representatives, that it is **not** possible for me to have used so much water to generate such a large bill. I do not have a

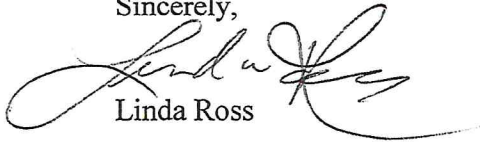
pool, no lawn in the back yard, I have not seen any flooded areas around my property, I am very water conscious, and PWD representative stated no leaks when reading my meter.

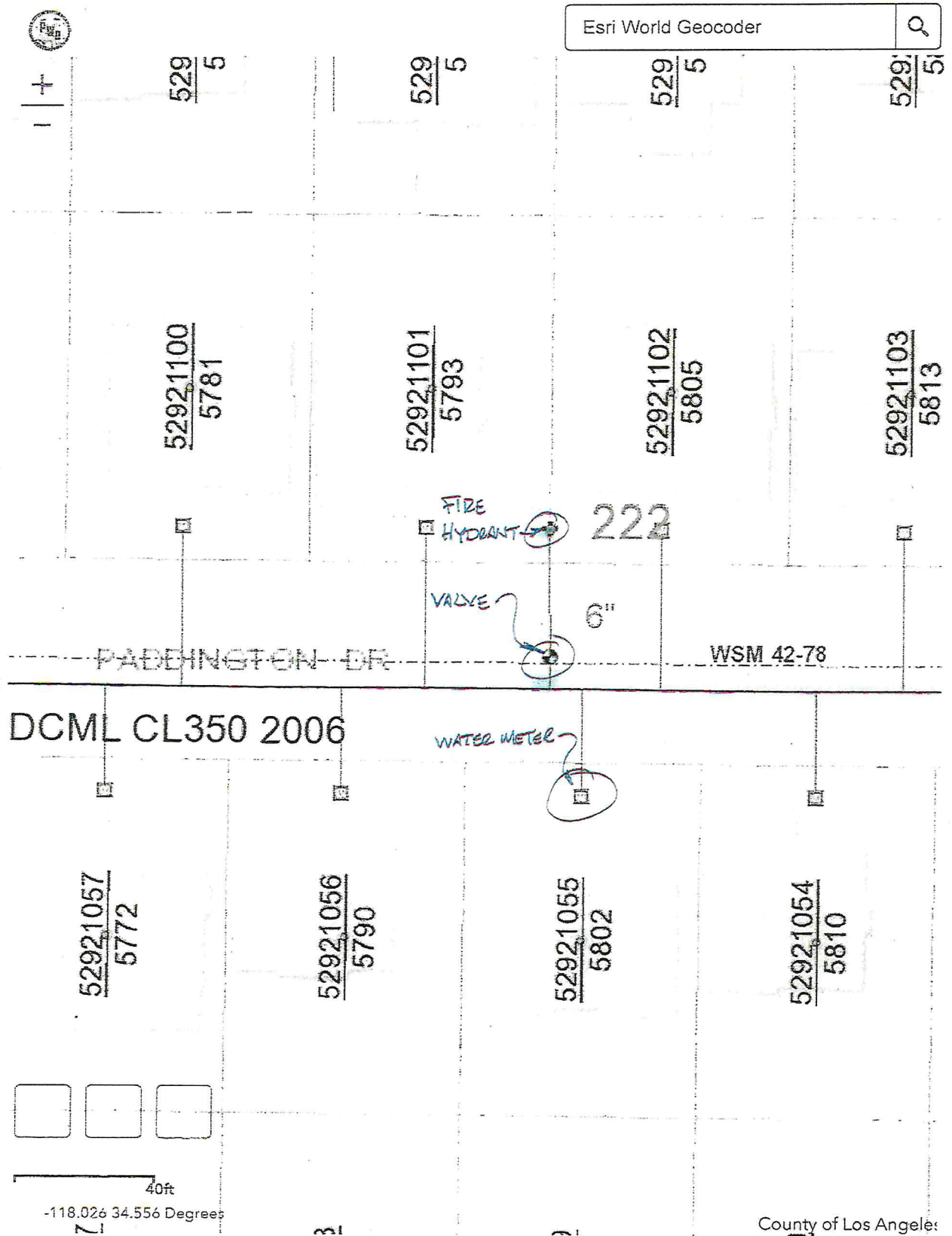
After submitting the courtesy leak adjustment application I did receive an adjustment of \$611.99 which left a balance of \$247.83. Although an adjustment has been made to the bill, it still remain that the bill show in my records excessive water usage, and a \$859.83 bill. I have **not** used \$859.83 of water in a one month period.



I would appreciate a review of my water bill, a recalculation of my water usage for the August-September billing cycle. Also, a credit or an adjustment to be applied from the \$247.83 which includes my payment of \$143.30 I made on 10/23/17 to reflect the amount of my September-October water bill of \$77.21 which included the small increase of water usage calculated in this billing cycle.

I look forward to your reply and a resolution to this problem. Please contact me at the address above or home phone number at (661) 285-6042.

Sincerely,


Linda Ross



Result View Activities Balance View Months 6 Months 

Journal Listing 13 Items						
Posted Date	Item	Action	Description	Debit	Credit	Balance
05/01/2017 12:00am	Previous Balance					0.00
07/30/2017 12:00am	Bill #26681		0-30 Days - Balance Forward	64.13		64.13
08/08/2017 07:52am	Payment #12187		Check		64.13	0.00
08/30/2017 01:19pm	Bill #69697		August 2017 Bill - Due 09/25/2017	61.98		61.98
09/21/2017 08:13am	Payment #48015		Check		61.98	0.00
09/28/2017 11:00am	Bill #136225		September 2017 Bill - Due 10/25/2017	859.82		859.82
10/18/2017 04:40pm	Credit Memo #13237		Leak Credit Adjustment		611.99	247.83
10/23/2017 06:42pm	Payment #74268		Cash		100.30	147.53
10/23/2017 06:42pm	Payment #74269		Check		43.00	104.53
10/30/2017 12:00am	Penalty (Batch #1083)		Late Fee	10.45		114.98
10/30/2017 11:00am	Bill #183215		October 2017 Bill - Due 11/25/2017	181.74		296.72
10/31/2017 04:15pm	Penalty (Batch #1083)	Voided	Late Fee		10.45	286.27
10/31/2017 05:21pm	Credit Memo #14071		Leak Credit Adjustment		64.45	221.82

6. Waiver of Mailed Shut-Off Notice to Public Agencies.

Because of usual sound financial base and variations in warrant payment procedures, public agencies will not be sent a 48-Hour Delinquent Notice for delinquent payment of current accounts.

7. Notification of Rejected Payment Disposition.

Upon receipt of a rejected payment taken as remittance of water service or other charges, the District will consider the account not paid. The District will make a reasonable, good-faith effort to notify the Consumer of the rejected payment. Water service will be disconnected if the amount of the rejected payment, the rejected payment charge, and a deposit if required, are not paid within 48 hours of the date of notice. All amounts paid must be cash or certified funds.

In the event a consumer's payment is rejected for any reason and the rejected payment was tendered for water service disconnected for non-payment, and as a result the District restores the service, the District may again promptly disconnect service without providing further notice. No additional notices will be given in the case of a rejected payment tendered for payment of water charges that were subject to discontinuance.

8. Rejected Payment-Issued to Restore Service. Any Consumer whose payment is rejected for any reason and the payment was submitted to restore service turned off for non-payment, will be required to pay, for one year, cash or certified funds to have service restored if turned off again within this time period for non-payment.

8.04:

H. Disputed Bills: The procedure to be used to contest the accuracy of water charges upon receipt of a bill for water service is as follows:

1. Up to five (5) calendar days prior to the Payment Due Date on the bill for water service, the Consumer has a right to initiate a complaint or request an investigation regarding any bill tendered by the District. Such protest shall be made in writing and delivered to the District at its office, along with all evidence and data the Consumer wishes to be considered by the District.
2. Following receipt of a complaint or a request for an investigation, the Manager shall review and evaluate the evidence provided by the Consumer and the information on file with the District concerning the water charges in question, and shall render a decision as to the accuracy of the water charges and shall also render a brief written summary of the decision.
 - a. If water charges are determined to be incorrect, a corrected invoice will be provided and the revised charges will be due within ten (10) calendar days after the date of invoice for revised charges. If the revised charges remain unpaid after the prescribed period of time, water service will be terminated on the working day following the period allowed for payment, subject to the right of appeal to the Board of Directors. Water service will be restored only after outstanding water charges and any and all applicable Non-Payment Shutoff Fees and other charges are paid in full.
 - b. If the water charges in question are determined to be correct, the water charges are due and payable at the time the decision of the Manager is rendered.

- c. At the time the decision of the Manager is rendered, the Consumer will be advised of the right to further appeal before the Board.
 - d. If the decision of the Manager is not to the satisfaction of the Consumer, the Consumer may request a hearing before the Board at a regular meeting. A request for hearing must be submitted in writing to the District at least ten calendar days prior to the next regular meeting of the Board.
 - e. Water service may not be terminated until the investigation is completed and the Consumer has been notified of the District's decision.
3. When a hearing before the Board is requested, such request shall also be made in writing and delivered to the District at its office and the Consumer shall appear at the hearing and present evidence and reasons as to why the water charges in question are not accurate. The Board shall evaluate evidence presented by the Consumer, as well as information on file with the District concerning the water charges in question, and render a decision as to the accuracy of said charges.
- a. If the Board finds the water charges in question are incorrect, the Consumer will be invoiced for any additional charges and payment of the invoice is due within ten (10) calendar days from the date of said invoice. Any overcharges will be reflected as a credit on the next regular bill to the Consumer, or refunded directly to the Consumer, in the sole discretion of the Board. If the revised charges remain unpaid after the

prescribed period of time, water service will be terminated on the working day following the period allowed for payment. Service will be restored only after outstanding water charges and any and all applicable Non-Payment Shutoff Fees and other charges are paid in full.

- b. If the Board finds that the water charges in question are correct, the Board's decision is final and binding.

I. Adjustment of Bills for Meter Error: (Revised 2-23-98) The Consumer may request an adjustment of the bill on the basis of meter error. Such a request must be made in writing and the rules set forth in Article 8.03(C) (3), Meter Test Charge, will apply. The District will, within one week, proceed to test the Consumer's meter; the meter will be tested in an "as found" condition, in order to determine the average meter error. If the average meter error is found to exceed 3 percent, that is if quantities of water recorded by the meter are outside of a range between 97 percent and 103 percent of the actual quantities of water passed through the meter during the test, the following billing adjustments will be made.

1. Fast Meters

The District will refund to the Consumer the amount of the overcharge based on corrected meter readings of the period the meter was in use and determined to be incorrect, but not to exceed a period of six months.

2. Slow Meters

The District may bill the Consumer, at its option, for the amount of the undercharge based upon corrected meter

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: December 5, 2017 **December 13, 2017**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.2 – CONSIDERATION AND POSSIBLE ACTION ON
REORGANIZATION OF THE BOARD OF DIRECTORS EFFECTIVE
JANUARY 1, 2018. (DIRECTOR MAC LAREN)***

Recommendation:

There is no staff recommendation on this item.

Alternative Options:

Board officers can remain as is.

Impact of Taking No Action:

Board officers will remain the same if there is no action taken on this item.

Background:

Article 4 of the District's Rules and Regulations, Section 4.05: Officers of the Board – states that "...The Board shall reorganize every two years, following an election, unless by a 3/5 majority vote the Board approves a reorganization at any other time." Section 4.06: Duties and Obligations of the Officers of the Board – identifies Officer duties and titles.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 5 – Regional Leadership.
This item directly relates to the District's Mission Statement.

Budget:

There is no budget impact from this item.

Supporting Documents:

- Rules and Regulations Article 4 Section 4.05
- Rules and Regulations Article 4 Section 4.06

4.04: BOARD ACTION

The Board may take action by motion, resolution, or ordinance. The affirmative vote of at least three Directors is necessary for the Board to take action. Motions and resolutions may be adopted on voice and/or mechanical vote: roll call shall be taken if requested by any Director. Ordinances shall be adopted on roll call vote.

4.04.1 ORDINANCES

Where an ordinance is required by statute, but the procedure for such ordinance is not specified, the Board shall adopt the ordinance as follows:

1. The ordinance shall be noticed as an agenda item for two consecutive Board meetings.
2. The ordinance shall be introduced and read at two consecutive regular Board meetings, unless a motion is made and passed by a majority of the Board to waive the full reading of the ordinance. The ordinance may then be passed.
3. The ordinance shall become effective thirty (30) days after adoption and shall be published, within ten (10) days after its adoption, at least once for one week in a newspaper of general circulation within the boundaries of the District.

4.05: OFFICERS OF THE BOARD

The officers of the Board shall be:

President, Vice President, Treasurer and Secretary.

Officers shall be elected by a 3/5 majority vote of the Board. The Board shall reorganize every two years, following an election, unless by a 3/5 majority vote the Board approves a reorganization at any other time.

4.06: DUTIES AND OBLIGATIONS OF THE OFFICERS OF THE BOARD

Other than the duties and obligations specified herein, Officers have no rights or authority different from any other Director. In addition to such duties and

obligations imposed by law or by action of the Board of Directors, the duties of each Officer of the District are as follows:

4.06.1 PRESIDENT

Preside over and conduct all meetings of the Board, including maintaining the order pursuant to the Rules of Procedure adopted by the Board and attached hereto as Appendix DD, to ensure constructive and democratic meetings and help, not hinder, the business and discussion of the Board. Carry out the resolutions and orders of the Board. Exercise other powers and perform other duties as prescribed by the Board in these Rules and Regulations and by other actions of the Board. Approve Board meeting agendas. Form or disband standing and ad hoc committees. Appoint committee members and the Chair of said committees. Sign all agreements to which the District is a party. Write and/or sign correspondence on behalf of the Board and PWD. In the event of an early vacancy in the office of the Presidency, the Vice President shall become the President.

4.06.2 VICE PRESIDENT

Exercise the duties of the President in the absence of, when the President stands down, or when the President is unable to continue in his/her duties due to any other reason. In the event of an early vacancy in the position of Vice-President, the Board shall elect a new Vice-President in accordance with Section 4.04.

4.06.3 TREASURER

Sign financial instruments as required and serve as the Finance Committee Chair. The Treasurer acts on behalf of the President in the event the President and Vice President are unable to do so. In the event of an early vacancy in the position of Vice-President, the Board shall elect a new Vice-President in accordance with Section 4.04.

4.06.4 SECRETARY

Certify or attest to the actions taken by the Board. Sign the minutes of the Board meeting following their approval. In the absence of the Secretary from any meeting at which the Board approved meeting minutes, the Vice President, if present, shall sign the meeting minutes. In the event of an early vacancy in the position of Vice-President, the Board shall elect a new Vice-President in accordance with Section 4.04.

4.07: DUTIES AND OBLIGATIONS OF ALL DIRECTORS

4.07.1 RULES OF CONDUCT

The Board of Directors shall at all times conduct itself in accordance with all applicable Federal laws, State laws, Local laws, and the District's Rules and Regulations. Any violations by any Director of these Rules and Regulations, including this Article IV, may be addressed by the Board in the manner provided in the Rules of Procedure, attached hereto as Appendix DD at Section IV.B.

4.07.2 PARTICIPATION IN OFFICIAL BUSINESS OF THE DISTRICT

Directors shall attend all regular and special meetings of the Board, including committee meetings, and other functions as approved in advance by the Board of Directors, including those listed in Appendix V. In the event a Director is unable to attend a meeting, or other official business of the District, the Director shall notify the President and General Manager with as much advance notice as reasonably practical, or as soon thereafter as reasonably practical. Failure to attend four consecutive regular meetings of the Board, without the prior approval of the Board, will result in loss of committee assignments. The Board shall excuse absences by approving such absences pursuant to the Consent Calendar at the next regular Board meeting.

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: December 5, 2017 **December 13, 2017**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Bob Egan, Financial Advisor
RE: ***AGENDA ITEM NO. 7.3 – CONSIDERATION AND POSSIBLE ACTION ON RESOLUTION NO. 17-26 BEING A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT ESTABLISHING ITS INVESTMENT POLICY. (FINANCIAL ADVISOR EGAN/FINANCE MANAGER WILLIAMS/FINANCE COMMITTEE)***

Recommendation:

It is recommended that the Board of Directors approve Resolution No. 17-26 Establishing the Palmdale Water District's Investment Policy.

Resolution No. 17-26 will be presented to the Finance Committee for consideration at their December 11, 2017 meeting.

Alternative Options:

There is no alternative option.

Impact of Taking No Action:

The District will not have a current Investment Policy in effect.

Background:

It is required by law for the District to adopt an annual Investment Policy. The Policy is to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of District funds with the primary objectives of the investment activities being safety, liquidity, and return on investments.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 4 – Financial Health and Stability.
This item directly relates to the District's Mission Statement.

Budget:

There is no budget impact from this item.

Supporting Documents:

- Resolution No. 17-26 – A Resolution of the Board of Directors of the Palmdale Water District Establishing its Investment Policy.

RESOLUTION NO. 17-26

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT ESTABLISHING ITS INVESTMENT POLICY

1.0 POLICY

WHEREAS; the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern; and

WHEREAS; the legislative body of a local agency may invest monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 5922 and 53601 et seq.; and

WHEREAS; the Deputy Treasurer of the Palmdale Water District ("District") shall annually prepare and submit a statement of investment policy and such policy, and any changes thereto, and report same to the Finance Committee, and it shall be considered by the Board of Directors at a public meeting;

NOW THEREFORE; it shall be the policy of the District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of District funds.

2.0 SCOPE

This investment policy applies to all financial assets of the District. These funds are accounted for in the annual district audit.

3.0 PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 OBJECTIVES

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

2. Liquidity: The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.

3. Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

5.0 DELEGATION OF AUTHORITY

The authority to invest public funds is expressly delegated to the Board of Directors. The Board re-delegates the investment function to the Board President or Vice President and the Deputy Treasurer. The Board President or Vice President designate the District's Financial Advisor as the Deputy Treasurer who shall have the authority to act on behalf of the District with the concurrence of the Board Finance Committee.

The investment of the District's monies is annually delegated by the Board of Directors to the Board President or Vice President and Deputy Treasurer (District Financial Advisor) who shall thereafter assume full responsibility for those transactions until the delegation is revoked or expires. The Board President or Vice President shall delegate the day-to-day operations of investing to the Deputy Treasurer, but not the responsibility for the overall investment program. All transactions will be reviewed by the Finance Committee on a monthly basis to assure compliance with the Investment Policy. (California Government Code Section 53607.)

6.0 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Deputy Treasurer will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the District shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the Financial Industry Regulatory Authority (FINRA) or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Deputy Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the District's account with that firm has reviewed the District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of the Investment Policy.

8.0 AUTHORIZED AND SUITABLE INVESTMENTS

The District is empowered by California Government Code 53601 et seq. to invest in the following:

- a. Bonds issued by the District.
- b. United States Treasury Bills, Notes and Bonds.
- c. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by, or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- d. Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), or by a state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 40% of the District's money which may be invested pursuant to this policy.
- e. Monies held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease

installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.

- f. Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Treasurers, other local agencies or Joint Powers Agencies.

Such investments shall be limited to securities that at the time of the investment have a term remaining to maturity of five years or less, or as provided above.

The District shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

9.0 COLLATERALIZATION

All certificates of deposit must be collateralized by United States Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralizations on repurchase and reverse agreements will adhere to the amount required under California Government Code 53601(j)(2).

10.0 SAFEKEEPING AND CUSTODY

All security transactions entered into by the District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement.

11.0 DIVERSIFICATION

The District will diversify its investments by security type and institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities.

Diversification strategies shall be reviewed and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- a. Portfolio maturity dates shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- b. Maturities selected shall provide for stability of income and liquidity.

- c. Disbursement and payroll dates shall be covered through maturities of investments, marketable United States Treasury bills or other cash equivalent instruments such as money market mutual funds.

12.0 REPORTING

The Deputy Treasurer, after review by the Finance Committee, shall submit to each member of the Board of Directors an investment report at least quarterly. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for District by third party contracted managers. The report will also include the source of the portfolio valuation. For funds which are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy, and (2) the District will meet its expenditure obligations for the next six months. The Deputy Treasurer shall maintain a complete and timely record of all investment transactions.

13.0 INVESTMENT POLICY ADOPTION

The Investment Policy shall be adopted by resolution of the District. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Directors.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Directors of Palmdale Water District held on December 13, 2017. Resolution No. 17-26 was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

President, Board of Directors
Palmdale Water District

ATTEST:

Secretary of the Board of Directors

APPROVED AS TO FORM:

Aleshire & Wynder, General Counsel

STATE OF CALIFORNIA)
)
COUNTY OF LOS ANGELES) ss.

I, Joe Estes, Secretary of the Palmdale Water District, DO HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 17-26 of the Board of Directors of Palmdale Water District adopted at a Regular Meeting held on December 13, 2017 and that the same has not been amended or repealed.

Secretary, Board of Directors
Palmdale Water District

DATED: December 13, 2017

(S E A L)



UBS Financial Services Inc.
515 S Flower St Suite 50
Los Angeles, CA 90071
www.ubs.com/fs

Tel: 213-972-1457

Finance Committee
Palmdale Water District
2029 East Avenue Q
Palmdale, CA 93550

November 28, 2017

Dear Sirs:

This letter certifies that I have read and understand the Palmdale Water District Investment Policy. I will present investment recommendations and transactions that are appropriate under its terms and conditions.

Sincerely,

A handwritten signature in dark ink, reading "Michael N. Giordano".

Michael Giordano, CIMA ®
Senior Wealth Strategy Associate

A handwritten signature in dark ink, reading "James Giordano".

James Giordano, CFP ®, CRPS ®
Senior Vice President – Wealth Management

P A L M D A L E W A T E R D I S T R I C T
B O A R D M E M O R A N D U M

DATE: December 7, 2017 **December 13, 2017**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.4 – CONSIDERATION AND POSSIBLE ACTION ON
COMPENSATION FOR THE FACILITIES MANAGER POSITION. (HUMAN
RESOURCES DIRECTOR EMERY/PERSONNEL COMMITTEE)***

Recommendation:

Staff recommends that the Board approve the recruitment of a Facilities Manager at Salary Range 41. Staff recommends a six month overlap with the current Facilities Manager.

Alternative Options:

The Board can leave the position open or recruit at current salary range.

Impact of Taking No Action:

The impact of taking no action would be that the District would not have a manager for our Facilities Department or would recruit at a below market salary range.

Background:

The District has received notification that our current Facilities Manager will be retiring in 2018. The Board has approved a budget for succession planning in order to transfer knowledge from retiring employees to onboarding employees.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 2
This item directly relates to the District's Mission Statement.

Budget:

This project is under Budget Item No. 1-08-4080-000

Supporting Documents:

- Salary Survey

30	31	32	33	34	35	36	37	38	39	40	41	42	43	44
\$ 7,835	8,227	8,638	9,070	9,524	1,000	10,500	11,025	11,576	12,155	12,763	13,401	14,071	14,775	\$ 15,513

Water District	Job Title	Salary Range	Salary
Palmdale Water District	EXISTING		
Palmdale Water District	PROPOSED		
Cucamonga Valley Water District	Construction & Maintenance Manager	\$8669 - \$11269	\$ 11,269.00
Las Virgenes Municipal Water District	Water Systems & Facilities Manager	\$9563.15 - \$13388	\$ 13,388.00
Yorba Linda Water District	Operations Manager	\$10503 - \$13444.67	\$ 13,444.67
Olivenhain Municipal Water District	Operations Manager	\$9813.33 - \$15652.17	\$ 15,652.17
Western Municipal Water District	Director of Operations	\$11556.67 - \$16208.33	\$ 16,208.33
Castaic Lake Water Agency	Operations and Maintenance Superintendent	\$10276 - \$13115	\$ 13,115.00
Desert Water Agency	Unknown		
Eastern Municipal Water District	Director of Maintenance	\$11219.87 - \$13942.93	\$ 13,942.93
Mesa Consolidated Water District	Water Operations Manager	\$11941 - \$16461	\$ 16,461.00
Rancho California Water District	Director of Operations & Maintenance	\$11859 - \$15417	\$ 15,417.00
Walnut Valley Water District	Field Superintendent	\$7774 - \$12051	\$ 12,051.00
Padre Dam Municipal Water District	Distribution Maintenance Manager	\$6789 - \$10565	\$ 10,565.00
			\$ 151,514.10 \$ 13,774.01
			Recommend Salary Range 41

P A L M D A L E W A T E R D I S T R I C T
B O A R D M E M O R A N D U M

DATE: December 7, 2017 **December 13, 2017**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.5 – CONSIDERATION AND POSSIBLE ACTION ON
COMPENSATION FOR THE ASSISTANT GENERAL MANAGER POSITION.
(HUMAN RESOURCES DIRECTOR EMERY/PERSONNEL COMMITTEE)***

Recommendation:

Staff recommends that the Board approve the recruitment of an Assistant General Manager. This position will be recruited at Salary Range 47 and will have the same benefits as District staff currently receives with the addition of use of a District vehicle.

Alternative Options:

The Board could leave the salary range as is below market or leave this position unfilled.

Impact of Taking No Action:

The impact from no action is that the District will continue with no Assistant General Manager or recruit for the position with a range below market.

Background:

The District's Assistant General Manager resigned in June of 2017. This position will lead our Facilities, Operations, IT, and Engineering Departments along with our upcoming sediment removal and recharge projects.

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 project is under Budget Item No. 1-02-4000-000

Supporting Documents:

- Salary Survey

40	41	42	43	44	45	46	47	48	49	50	51	52
\$ 12,763	13,401	14,071	14,775	15,513	16,289	17,104	17,959	18,857	19,800	20,790	21,829	\$ 22,920

Palmdale Water District EXISTING	AGM \$12762 - 15513.45											
Palmdale Water District PROPOSED			AGM \$14774.71 - \$17958.76									
Cucamonga Valley Water District		AGM \$13943 - \$18127										\$ 18,127.00
Las Virgenes Municipal Water District	No Equivalent Position however senior executives range is to \$17741.53											
Yorba Linda Water District	AGM \$12158.5 - 15563.92											\$ 15,563.92
Olivenhain Municipal Water District	AGM \$ 12749 - \$17850											\$ 17,850.00
Western Municipal Water District		AGM \$13985 - \$19614.17										\$ 19,614.17
Castaic Lake Water Agency			AGM \$15182 - \$18454									\$ 18,454.00
Desert Water Agency		Unknown										
Eastern Municipal Water District						AGM \$16753 - \$19264						\$ 19,264.00
Mesa Consolidated Water District		AGM \$14194 - \$19567										\$ 19,567.00
Rancho California Water District		AGM \$13943 - \$18127										\$ 18,127.00
Walnut Valley Water District	AGM \$11469 - \$17848											\$ 17,848.00
Padre Dam Municipal Water District	No Equivalent Position											
												\$ 164,415.09
												\$ 18,268.34
												Recommend Salary Range 47

Districts surveyed also give either a car allowance or use of a District Vehicle.

P A L M D A L E W A T E R D I S T R I C T
B O A R D M E M O R A N D U M

DATE: December 7, 2017 **December 13, 2017**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.6 – CONSIDERATION AND POSSIBLE ACTION ON
POLICY TO ADJUST THE SALARY RANGE BETWEEN THE GENERAL
MANAGER AND ASSISTANT GENERAL MANAGER POSITIONS. (HUMAN
RESOURCES DIRECTOR EMERY/PERSONNEL COMMITTEE)***

Recommendation:

Staff recommends that the Board approve a policy that sets the General Manager's salary range at 15% higher than the current range for the Assistant General Manager.

Alternative Options:

The Board can remain without a policy.

Impact of Taking No Action:

The impact of taking no action is that the pay ranges for staff are market based which can result in the Assistant General Manager's top of range being higher than the General Manager's contracted pay.

Background:

The District is currently looking to recruit a quality candidate for our Assistant General Manager position. In order to recruit and retain quality candidates, the District strives to provide a market competitive compensation and benefit package. Currently the market for the Assistant General Manager puts this position at Salary Range 47. At this range, the top of the Assistant General Manager range is higher than our contracted General Manager compensation package. For both of these positions to remain competitive, it is recommended that a policy is adopted to maintain a competitive stance for both positions.

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:

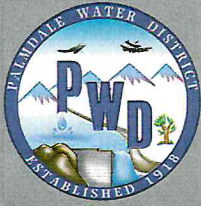
This project is under Budget Item No. 1-02-4000-000

Supporting Documents:

- Salary Survey

		Percentage above AGM top step
Palmdale Water District *	\$ 213,969	-0.71%
Cucamonga Valley Water District	\$ 282,816	30.02%
Las Virgenes Municipal Water District	\$ 260,000	
Yorba Linda Water District	\$ 216,900	16.13%
Olivenhain Municipal Water District	\$ 236,163	10.25%
Western Municipal Water District	\$ 294,310	25.04%
Castaic Lake Water Agency	\$ 233,448	5.42%
Desert Water Agency	\$ 256,908	
Eastern Municipal Water District	\$ 284,253	22.96%
Mesa Consolidated Water District	\$ 284,700	21.25%
Rancho California Water District	\$ 282,816	30.02%
Walnut Valley Water District	\$ 252,252	17.78%
Padre Dam Municipal Water District	\$ 227,635	
Average	\$ 259,350	19.87%

*** The current contracted rate is below Step 9 of the Assistant General Manager's Range**



AGENDA ITEM NO. 7.7
Hotel and Travel
Accommodations

Event Name/Date:

Antelope Valley Board of Trade Business Outlook Conference 2018/March 2, 2018

CONTACT INFORMATION

First Name

Last Name

Date

ACCOMMODATION INFORMATION

Rooms and rates are subject to availability. Complete and submit this form as soon as possible to guarantee a room at the host hotel. In the event that the host hotel is booked, every effort will be made to secure a room at the closest hotel within comparable rates to the event discounted rate.

Arrival Date

Departure Date

No. of guests

Room Type

Do you require a smoking room?

☐ Yes ☐ No

Do you need transportation from the airport to the hotel?

☐ Yes ☐ No

Flight Number

Time

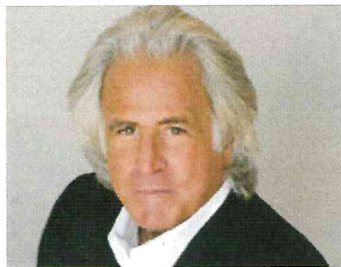
ADDITIONAL INFORMATION/REQUESTS

Staff Representative

ANTELOPE VALLEY BOARD OF TRADE
Business Outlook Conference 2018

— SMALL BUSINESS —
BIG RESULTS

ANTELOPE VALLEY BOARD OF TRADE'S 46th Annual Business Outlook Conference to Celebrate Small Businesses in the Antelope Valley with Exceptional Speakers on March 2, 2018! This all-day event is filled with informative and engaging presentations from a diverse cross-section of industry thriving in the Antelope Valley! More than 40 exhibitors will welcome visitors, teach and inform about the best this region has to offer. The event begins at 8:00 AM.



Bob Massi, Real Estate Expert, Fox News Channel – Property Man – A high-profile analyst for Fox News, Bob Massi is one of the country's leading experts on the law.

What would you do if you were accused and arrested for a crime that you didn't commit? How about if you realized that you'd just been scammed for thousands of dollars? What about if, due to a circumstance as unavoidable as having the same name as a criminal, your credit rating kept you from buying a house or a car, or getting a loan for college? Most people trust that everything will work out and assume that the government will help them if trouble arises. However, Robert Massi reveals what the government doesn't want you to know—daily life and decisions are fraught with potential danger, and government mismanagement often has disastrous consequences for innocent, law-abiding citizens.

This indispensable guide covers the spheres of life that matter most: Identity, Love, Family, and Relationships, Money, Finances and Debt, Your Home, Cars, Work and Business Relationships, Final Affairs. Suggesting small steps that can be taken today, *People Get Screwed All the Time* helps you to avert catastrophe tomorrow. Calling for action and awareness, this is a vital and eye-opening handbook that proves that ignorance is anything but bliss.

Massi & Massi Attorneys at Law
105 N. Pecos Road Suite 100
Henderson, NV 89074
702.870.1100, info@bobmassi.com, massiandmassi.com

With more than three decades of courtroom experience, Bob Massi joined Fox News Channel (FNC) in 1996 as a legal analyst reporting to millions of Americans on some of the most high-profile cases and significant events of our time.

In 2004, Massi's career as an analyst soared when he went on location to cover the Scott Peterson trial. His work on that trial quickly led him to cover and report on more notable cases such as the Michael Jackson trial, the Robert Blake trial, the Unabomber and the Casey Anthony trial. This work positioned him as one of the nation's most esteemed experts on the law.

Deeply relatable with an undeniable candor, Massi added additional appearances to his already noteworthy television and media roster. In 2009, along with covering trials on location, Massi expanded his analyst role with a weekly segment on Fox and Friends called "Shattered Dreams." The segment covered real-time issues relating to the real estate crisis in America. As the crisis subsided, the segment was eventually renamed to "Rebuilding Your Dreams" which was designed to help millions of viewers surpass the real estate turmoil.

In 2014, Fox News premiered Massi's show entitled "The Property Man." The show highlights real estate news, trends and developments. In its third season on location in Arizona, Massi continues to provide viewers with invaluable insight and expertise on the trends of a constantly shifting real estate market. The show airs every Friday at 8:30 p.m. EST on the FOX Business Network and on FOX Network's weekend lineup.

Currently, Massi is on "Fox & Friends" every Thursday covering real-time legal and real estate issues facing America. However, Massi is not limited to discussing just real estate. Besides covering all of the major trials in the last 20 years for Fox News, he has also analyzed and opined on political issues and speaks to a wide range of topics and current events.

A 20-year cable news veteran, Massi has a natural talent of skillfully deconstructing a case and its events. He masterfully recounts and communicates in a clear and concise way effectively relating to television viewing audiences. Massi has built a reputation for being informative, charismatic and passionate about issues and rights.

Massi runs his own law firm, Massi & Massi, in Nevada, where he has been practicing civil litigation since 1980. He hosts the weekly "Inside the Law" segment on KVVU-TV (FOX) in Las Vegas. He is also the author of "People Get Screwed All the Time: Protecting Yourself from Scams, Fraud, Identity Theft, Fine Print and More."

Massi graduated from Mount Saint Mary's College and St. Mary's University School of Law.

A high-profile analyst for Fox News, Bob Massi is one of the country's leading experts on the law.



Jane Mosbacher Morris, E-Commerce Expert, Founder and CEO of TO THE MARKET

Jane Mosbacher Morris is the Founder and CEO of TO THE MARKET | Survivor-made Goods. She previously served as the Director of Humanitarian Action for the McCain Institute for International Leadership, where she managed the Institute's anti-human trafficking program. She currently serves on the Institute's Human Trafficking Advisory Council. Prior to joining the Institute, she worked in the U.S. Department of State's Bureau of Counterterrorism and in the Secretary's Office of Global Women's Issues. She has also worked at the Millennium Challenge Corporation, the Center for Strategic and International Studies, and has served as an investment consultant to Barbara Corcoran of ABC's Shark Tank. Morris is a member of VF Corporation's Advisory Council on Responsible Sourcing. She has traveled, spoken, and written broadly on peace and security. She regularly blogs for the Huffington Post. In 2016, Jane was selected as a term member of the Council on Foreign Relations.

Morris has received numerous awards from the Department of State, as well as has been named one of the "Top 99 Under 33 Most Influential Young Professionals" by The Diplomatic Courier in 2011. She serves on the Advisory Boards of the; Afghanistan's ARZU: Studio of Hope; Texas-based 360 DEGREES Vanishing, and WH20: The Journal on Gender and Water. She serves on the Boards of Women LEAD and USA Cares. She is honored to be a mentor at the University of Kentucky's Gatton School of Business's Women Business Leaders. She holds a Bachelor of Science in Foreign Service from Georgetown University and a MBA from Columbia Business School. She is proud to be married to fellow entrepreneur, Nate Morris of Kentucky.



Jill Donovan – Retail Marketing Expert, Owner and CEO of Rustic Cuff Jewelry

Jill Donovan's childhood ambition was to be a news broadcaster but I didn't want to read from a teleprompter, she noted. . . I just wanted to make it up. . .

Jill Donovan's childhood ambition was to be a news broadcaster but I didn't want to read from a teleprompter, she noted. . . I just wanted to make it up. . . I learned that you couldn't get very far in that career if you made up the news. Instead of broadcasting, Donovan turned her sights to law.

It was her obsession with cuff bracelets that led this creative woman to teach herself leather-making and metal design in her guest bedroom late at night, and within three years, Donovan went from being a practicing attorney and adjunct professor at TU law school to a nationally known jewelry designer, turning her part-time hobby into a full-time business. Today, Rustic Cuff jewelry is sold in more than 250 stores across the country. The brand has been featured on many national TV shows including Good Morning America, The Today Show, E! News and The View.

In the past year, Jill has opened her sixth Rustic Cuff retail store in Oklahoma, Texas and most recently on Chicago's famed Michigan Mile. Plans for store seven are slated for early 2018. Because Jill's imagination knows no bounds, she continues to create. She has launched several successful lines featuring semi-precious and custom necklaces as well as a high-end sterling silver cuff line. She's even continued expanding the fun into other areas including sunglasses, handbags, leisure-ware, tumblers and most recently, candles.

Is it any wonder that people describe Donovan as Busy . . . Crazy. . . and crazy-busy. . .but overall, loving and happy? When asked what makes her brand such a success, she says it is her loyal Rustic Cuff fan base, both locally and across the country. She especially loves the fact that almost as often as her customers buy cuffs to keep, they buy them to give away. It's about the connection that is made between two people, sometimes even strangers, when these women are moved to gift the cuff off their own wrists, she noted. You can change your world one act of kindness (or one cuff) at a time.

When not working, Donovan enjoys spending time with her daughter's, Ireland 13, and Peanut, 9. Jill has always had an affinity for spontaneous adventures. She loves break dancing, tennis and attending Barry Manilow and Michael Buble concerts. My husband Terry, who I met in school at ORU, is my real life hero, she noted. He is the most unselfish person I know. He is also the test model for her men's line.

While growing up, Jill's childhood hero was Mary Lou Retton. She was a shining example she didn't let obstacles stand in the way of her dream, she noted.

Please welcome a woman who didn't let obstacles get in her way and who has changed the world one cuff at a time . . . Jill Donovan.



Richard J. Simmons – Labor Law Expert, Partner at Sheppard, Mullin, Richter & Hampton, LLP

One of the Best Recognized Labor Law Attorneys in California.

Richard J. Simmons is a graduate of the University of California Law School at Berkeley where he was the Editor-in-Chief of the Berkeley Journal of Employment Law.

Mr. Simmons is a Partner in the law firm of Sheppard, Mullin, Richter and Hampton LLP. He specializes in a wide range of employment law matters and is well known for his publications, energetic presentation style and litigation successes. He is one of the most recognized employment lawyers in California.

Mr. Simmons' publications are used by HR and payroll professionals, attorneys, and consultants throughout the country. They have also been cited by government agencies and courts and are considered the very best resources available in their respective fields. Many employers refer to the Wage and Hour Manual as the bible on California law.

We are pleased to announce that Mr. Simmons' 2017 publications are now available in electronic as well as print format. All of the print publications can be viewed at the Castle Publications table. We have also arranged for a seminar discount today. If you are interested in any of the publications, you can simply complete an order form, take the publications with you, and be billed by Castle Publications.

Brigadier General Carl E. Schaefer, 412th Test Wing Commander leads a wing of 7,847 personnel in the developmental test and evaluation of the F-35, KC-46, F-22, F-16, B-1, B-2, B-52, C-17, C-130, KC-135, Global Hawk, joint remotely piloted aircraft and emerging technologies. Additionally, BGen Schaefer is responsible for the operation of Edwards AFB, which supports more than 12,000 active duty, reserve, civil service and defense contractors. It is the second largest base in the U.S. Air Force. Edwards AFB is the largest employer in the Antelope Valley. Prior to his current assignment, he served as the Special Assistant to the Secretary of the Air Force and Chief of Staff of the Air Force for F-35 Integration.

Mark Troth, of Berkshire Hathaway Home Services Troth Realtors, originally delivered his regional Real Estate Report at the 2015 AV Business Outlook Conference, and is back by popular demand! Mark will again deliver the kind of information that is always so well-received due to its clarity, scope and insights on the regional real estate market.

The Cities of Lancaster and Palmdale will be represented. The subjects they will discuss will be included when they are available.

U.S. House of Representatives Majority Leader Congressman Kevin McCarthy cannot always attend the Outlook Conference, due to his busy schedule in Washington DC. It is a treat when he can make time to spend the day with us, and we are hopeful that this will be one of those years. Congressman Kevin McCarthy proudly serves California's 23rd district and is currently the Majority Leader in the U.S. House of Representatives. McCarthy was first elected to Congress in 2006 and is a native of Bakersfield and a fourth-generation Kern County resident.

Bill Allen, Los Angeles County Economic Development Corporation

The Conference is supported this year by Premier Sponsors:

- **Los Angeles County**
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ANTELOPE VALLEY BOARD OF TRADE

Business Outlook Conference 2018

— SMALL BUSINESS — BIG RESULTS

Small Business Big Results

March 2, 2018 8:00 AM - March 2, 2018 5:00 PM (PST

((GMT-08:00) Pacific Time - Tijuana))

Description

A Conference to Equip Small Businesses with the Tools for Success

The 2018 Antelope Valley Board of Trade Business Outlook Conference is going to be an event like no other. Please mark your calendar and save the date! Contact the Antelope Valley Board of Trade office at 661.947.9033 or administration@avbot.org (<mailto:administration@avbot.org>).

For more information about the conference and speakers, [click here](http://www.avbot.org/events/business-outlook-conference/2018-business-outlook-conference/) (<http://www.avbot.org/events/business-outlook-conference/2018-business-outlook-conference/>).

Location

AV Fairgrounds

2551 W Avenue H, Lancaster, CA, 93536, UnitedStates

Antelope Valley Fairgrounds 2551 W Avenue H Lancaster, CA 93536

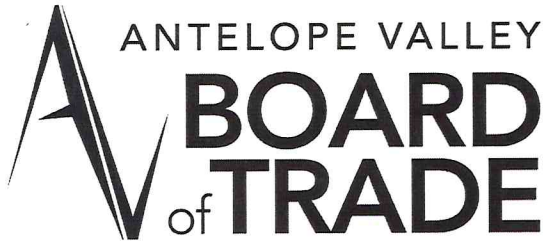
Pricing

Early Bird Member Tickets: \$100.00*

Early Bird Non-Member Tickets: \$150.00 *

Regular Member Tickets: \$125

Non-Member Tickets: \$175



TICKETS

Early Bird Member Tickets: \$100.00*

Early Bird Non-Member Tickets: \$150.00 *

Regular Member Tickets: \$125

Non-Member Tickets: \$175

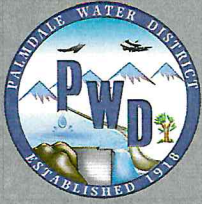
- Priority seating is given to the earliest reservations when accompanied by full payment.
- Ticket price includes admission to the conference, all content presented, breakout sessions, luncheon, refreshments, and goodie bag.
- *To become a sponsor and/or order tickets, contact the Antelope Valley Board of Trade at (661) 947-9033 or administration@avbot.org*

Early Bird Ticket Price available now through February 16, 2018

ANTELOPE VALLEY BOARD OF TRADE

Business Outlook Conference 2018

— SMALL BUSINESS —
BIG RESULTS



Hotel and Travel Accommodations

Event Name/Date:

AWWA CA/NV Section Operator Symposium/March 27 - 28, 2018

CONTACT INFORMATION

First Name

Last Name

Date

ACCOMMODATION INFORMATION

Rooms and rates are subject to availability. Complete and submit this form as soon as possible to guarantee a room at the host hotel. In the event that the host hotel is booked, every effort will be made to secure a room at the closest hotel within comparable rates to the event discounted rate.

Arrival Date

Departure Date

No. of guests

Room Type

Do you require a smoking room?

☐ Yes ☐ No

Do you need transportation from the airport to the hotel?

☐ Yes ☐ No

Flight Number

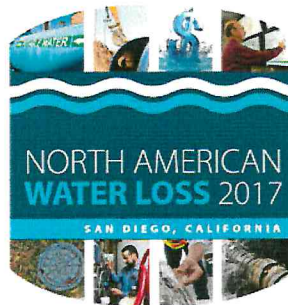
Time

ADDITIONAL INFORMATION/REQUESTS

Staff Representative



2017 Major Events & Conferences



[NORTH AMERICAN WATER LOSS CONFERENCE](#)

DECEMBER 4-5, 2017
Paradise Point Resort
San Diego, CA



2018 Major Events & Conferences

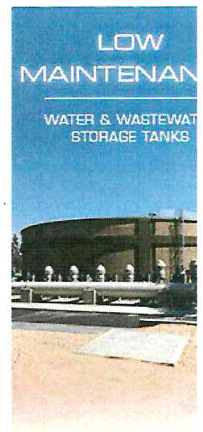


OPERATOR SYMPOSIUM
MARCH 27-28, 2018
South San Francisco, CA



[ACE 2018 \(In Partnership with AWWA\)](#)

JUNE 11-14, 2018
Mandalay Bay Resort
Las Vegas, NV



WATER EDUCATION SEMINAR
AUGUST 22, 2018
Santiago Canyon College
Orange, CA



ANNUAL FALL CONFERENCE
OCTOBER 22-25, 2018
The Westin Mission Hills
Palm Springs, CA



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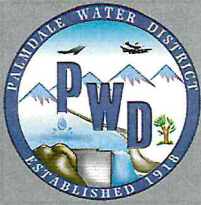
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Hotel and Travel Accommodations

Event Name/Date:

AWWA Annual Conference and Exposition "Innovating the Future of Water"/June 11-14, 2018

CONTACT INFORMATION

First Name

Last Name

Date

ACCOMMODATION INFORMATION

Rooms and rates are subject to availability. Complete and submit this form as soon as possible to guarantee a room at the host hotel. In the event that the host hotel is booked, every effort will be made to secure a room at the closest hotel within comparable rates to the event discounted rate.

Arrival Date

Departure Date

No. of guests

Room Type

Do you require a smoking room?

☐ Yes ☐ No

Do you need transportation from the airport to the hotel?

☐ Yes ☐ No

Flight Number

Time

ADDITIONAL INFORMATION/REQUESTS

Staff Representative

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ANNUAL CONFERENCE & EXPOSITION INNOVATING THE FUTURE OF WATER

JUNE 11-14 | EXPOSITION: JUNE 12-14 | MANDALAY BAY CONVENTION CENTER | LAS VEGAS | USA



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sources
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ACE18 is set to inspire and connect the water sector with innovative solutions and new insights to help solve our global water challenges. This year AWWA is co-partnering with the California/Nevada Section to produce an outstanding conference. Don't miss your chance to soak up the knowledge of hundreds of water industry thought leaders providing guidance on the future of our water.



ACE18: Innovating the Future of Water in Las Vegas

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Register by April 25
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ACE17 proceedings
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REGISTRATION FORM

Individual Membership # _____ or Company Membership # _____
First Name _____ MI _____ Last Name _____
Company/Organization _____ Title _____
Mailing _____ City _____
State/Province _____ Country _____ ZIP/Postal Code _____
Primary Phone _____ ☐ Home ☐ Work E-mail (required) _____
Is this a change of address for your AWWA Membership? ☐ YES ☐ NO
If you require any special ADA accommodations to fully participate, provide phone # or email address. _____

Registration Category *Eligibility will be verified		Super Saver Rate On or before April 25, 2018 After April 25, increased rates will apply	
Please Circle One		Member	Nonmember
A	Full-Conference	\$850	\$1,050
I	Field Operator (Full-Conference)*	\$495	\$695
U	Small Utilities Full-Conference (under 3500 customers)*	\$495	\$695
G	Exhibits-Only (nonexhibitors)	\$155	\$155
GF	Water/Wastewater Utility Employee Exhibits Only (after April 25, a registration fee will apply)*	\$0	\$0
H	Full-Conference Student (Full-time Student)*	\$35	\$35

Pre-Conference Workshops These are optional and an additional cost. You must be registered in one of the above categories to purchase workshops.				
Please Circle One		Member	Nonmember	Student
MON01	Aging Infrastructure Management—Hydraulic Analysis of Criticality and Component Failures in Water Distribution Systems (9:00am–12:00pm)	\$110	\$210	\$30
MON02	Understanding and Using the ANSI/AWWA G520, Wastewater Collection System Operations and Management Standard (9:00am–12:00pm)	\$110	\$210	\$30
MON03	Condition Assessment of Water Mains (9:00am–4:00pm)	\$155	\$255	\$60
MON04	AWWA Manual M5—Water Utility Management: What You Don't Know That You Probably Should (9:00am–4:00pm)	\$155	\$255	\$60
MON05	Water Main Rehabilitation & Utility Representation Case Studies (9:00am–4:00pm)	\$155	\$255	\$60
MON06	Beyond the Spec Book: Learn What, How & When to Use Various Equipment in the Water Treatment Process (1:00–4:00pm)	\$110	\$210	\$30
MON07	Implementation of AWWA Utility Management Standards to Optimize Utility Operations: ANSI/AWWA G100, Water Treatment Plant; ANSI/AWWA G200, Distribution System; ANSI/AWWA G300, Source Water Protection (1:00–4:00pm)	\$110	\$210	\$30
MON08	Role of Groundwater Models in Sustainable Groundwater Management (1:00–4:00pm)	\$110	\$210	\$30
Public Officials Courses These are optional and an additional cost. You must be registered for the conference in one of the above categories to purchase courses. Public Officials Only.				
CRT1	Introduction to Water and Sewer Operating Environments	\$95	\$195	N/A
CRT2	Water and Sewer Infrastructure, Operations, and Maintenance	\$95	\$195	N/A
CRT3	Leadership, Risk, and Sustaining Your Water and Sewer Utility for the Future	\$95	\$195	N/A
CRT4	All Three Courses: Attendees earn an AWWA Public Officials Certificate	\$285	\$585	N/A

Facility Tours These are optional and an additional cost. Limited capacity. You must be registered for the conference in one of the above categories to purchase tours.		
T1 (WED)	Hoover Dam—Wednesday Tour (7:45am–12:30pm)	\$70
T2 (WED)	Bellagio - Behind the Scenes of the Fountain System (8:00am–12:00pm)	\$55
T3 (WED)	MGM Sustainability Program at the MGM Grand Hotel (8:30am–12:00pm)	\$55
T4 (WED)	Mirage Dolphin Habitat & Mandalay Shark Reef (8:30am–12:00pm)	\$55
T5 (THU)	River Mountains Water Treatment Facility (7:30am–12:00pm)	\$55
T6 (THU)	Hoover Dam—Thursday Tour (7:45am–12:30pm)	\$70
T7 (THU)	Las Vegas Wash Tour & Clark County Wetlands Park (8:00am–12:30pm)	\$55
T8 (THU)	Springs Preserve Behind the Scenes Tours (8:30am–12:00pm)	\$70
T9 (THU)	Desert Princess Boat Tour at Lake Mead Cruises (10:30am–4:00pm)	\$75

Ticketed Events These are optional and an additional cost (if indicated).		Qty	Price	Total
T10 (TUE)	First-time Attendee Program (First-Time ACE attendees ONLY please)		NC	
T11 (TUE)	Student/Young Professionals Scavenger Hunt		NC	
T12 (WED)	Public Officials Breakfast and Caucus (Must be a Public Official to attend)		NC	
T13 (WED)	Water Industry Luncheon		\$60	
T14 (THU)	Fuller Breakfast		\$45	
T15 (THU)	AAEES/AIDIS/AWWA Luncheon		\$50	

(Please complete both sides) →

Spouse/Guest Registration		Qty	Price	Total
SA	Spouse/Guest (non-industry - will be verified)		\$25	
Name: _____		Name: _____		

What one business activity best describes your company? (Please circle only one—Required.)

- | | | |
|--|--|--|
| A. Public Water Supply Utility—Municipally Owned | F. Private Industrial System or Water Wholesaler | K. Research Lab, Libraries and other related organizations |
| B. Public Water Supply Utility—Investor Owned | G. Manufacturer of Equipment & Supplies | L. Public Official |
| C. Government—Federal, State, Local | H. Distributor of Equipment & Supplies | M. Other (please specify) _____ |
| D. Consulting Firm | I. Educational Institutions (Faculty & Students) | |
| E. Contractor | J. Fully Retired | |

What one category best describes your job function? (Please circle only one—Required.)

- | | | |
|---------------------|----------------------------|------------------------------------|
| A. Administrative | I. Information Technology | Q. Quality Assurance/inspections |
| B. Communications | J. Legal | R. Retired |
| C. Customer Service | K. Legislative/Regulatory | S. Safety |
| D. Education | L. Management | T. Sales & Marketing |
| E. Engineering | M. Operations - Operator | U. Scientific/Research |
| F. Executive | N. Operations - Other | V. Security/Emergency Preparedness |
| G. Finance | O. Public/Elected Official | W. Other (please specify) _____ |
| H. Human Resources | P. Purchasing | |

What category best describes your field served/principal activity? (Select all that apply—Required.)

- | | | |
|------------------------------|--------------------|---------------------------------|
| A. Potable Water Supply Only | C. Stormwater Only | E. Other (please specify) _____ |
| B. Wastewater Only | D. Reuse | |

Which of the following best describes your responsibility for purchasing decisions? (Please circle only one—Required.)

- | | |
|---------------------------------------|--|
| A. I have sole responsibility | D. I do not provide input or make purchasing decisions |
| B. I provide input to decision makers | E. Other (please specify) _____ |
| C. I share responsibility | |

What type of products or services are you coming to our Exhibit Hall to see? (Select all that apply—Required.)

- | | | |
|---|-----------------------------------|---|
| A. Aerators/Equipment | O. Groundwater | CC. Pumps |
| B. Aquifer/Watershed | P. Hazardous Waste | DD. Safety/Equipment |
| C. Biosolids Handling | Q. Hydrants | EE. Sewer Inspection/Equipment |
| D. Certification | R. Instrumentation | FF. Software |
| E. Chemicals/Equipment | S. Laboratory Services/Equipment | GG. Tanks/Equipment |
| F. Conservation | T. Leak/Backflow Prevention | HH. Trench Systems/Equipment |
| G. Construction/Equipment | U. Management/Consultant/Services | II. Valves/Gates |
| H. Contractors | V. Manhole | JJ. Water Supply/Wastewater/Treatment/Equipment |
| I. Corrosion | W. Membrane Systems/Equipment | KK. Well Design/Equipment |
| J. Distribution System Analysis/Equipment | X. Meters/Flowmeters | LL. All of the Above |
| K. Electrical | Y. Modeling | MM. Other (please specify) _____ |
| L. Filter Equipment/Material | Z. Monitoring/Equipment | |
| M. Gas Detection/Equipment | AA. Parts/Tools | |
| N. GIS | BB. Pipe/Equipment | |

Are you a first-time attendee? ☐ YES ☐ NOWould you like to be involved with AWWA Committees? ☐ YES ☐ NO ☐ Already Involved**Total/Method of Payment:**

AWWA Federal Tax ID# 13-5660277

Total Amount Due: \$ _____

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Card #: _____ Security Code _____ Exp. Date: _____

Signature: _____

By registering for this event, your contact information may be shared with exhibitors and/or sponsors.

Fax this form to 303.347.0804

Cancellation Policy: AWWA must receive cancellations in writing. Phone cancellations are not accepted. All cancellations dated by 04/25/18 will receive a refund, minus a 25% administrative fee. Beginning 04/26/18, cancellations will not be refunded; however, substitute registrants are welcome. Email requests for substitutions or cancellations to service@awwa.org or fax requests to 303.347.0804.

This form is not valid for on-site registration or exhibitor registration.

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ACE18 HOUSING IS OPEN

Pay close attention to the dates as the pattern is shifting by a day: Workshops will be on Monday, Opening General Session on Tuesday, Professional Sessions and the Exposition Tuesday - Thursday and Water Industry Luncheon will be Wednesday.

ACE18 shuttle bus service will be provided between the Mandalay Bay Convention Center, MGM, Excalibur, and Luxor. [Mandalay Bay Tram](#) service is also available between Mandalay Bay, Excalibur, and Luxor.

BOOK A ROOM

VIEW HOTEL MAP

For attendee assistance with reservation changes or to make a new reservation, please contact our official housing company, [Par Avion](#) or call 866.364.9515.

For exhibitor assistance, contact [AWWA lodging](#) to book your room block.

Hotel Fraud Warning! AWWA has been made aware of outside travel companies contacting our members in an effort to solicit hotel rooms. Please be advised that AWWA and Par Avion do not solicit rooms via phone.

Reservations made through any other housing services company will not be guaranteed by AWWA and could result in hidden charges, unusual restrictions, or incorrect hotel placement for AWWA participants. If you are contacted by an agency other than Par Avion, please email [AWWA Conferences](#).

RESERVATION AND CANCELLATION POLICY

Reservations are processed on a first-come, first-served basis and must be made by **May 15, 2018**, to receive the AWWA discounted room rate. Room rates do not include local taxes, currently 18%, subject to change.

All reservations require a credit card deposit in the amount of one night's lodging, plus tax. The deposit will be credited to your hotel bill on the date that the deposit is posted by the hotel (approximately 3 to 4 weeks prior to your arrival for those reserving rooms by the **May 15, 2018**, deadline).

One night's lodging deposit is nonrefundable if you are a no-show. Refunds of deposits will be made only on cancellation requests received 72 hours prior to the day of scheduled arrival.

All cancellations/changes must be made in writing and emailed to the [AWWA Housing Bureau](#) or faxed to 310.649.3554.

CO-HOST



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ACE17 proceedings are available for six months.

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Opening Session



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For all cancellations made after **April 20, 2018**, a \$50 processing fee will be charged directly to your credit card. An additional room and tax cancellation fee will also be charged to your credit card by the hotel if your reservation is not cancelled 72 hours prior to your scheduled arrival date.

No checks will be accepted per hotel policy.

VISA REQUESTS

Do you need a letter of invitation from AWWA? Submit the [request form](#). *Requests will be honored for attendees and presenters with the intent to register.*

ACE17 full-conference attendees & AWWA members can enjoy 30 hours of pre-recorded content for FREE. Learn more about [ACE Online](#).



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INNOVATING THE FUTURE OF WATER

JUNE 11-14 | EXPOSITION: JUNE 12-14 | MANDALAY BAY CONVENTION CENTER | LAS VEGAS | USA

All events will be held at the Mandalay Bay Convention Center unless otherwise noted below. Information is subject to change.

Please note: The conference dates are shifting by a day: Workshops will be on Monday, Opening General Session will be on Tuesday, Professional Sessions and the Exposition will be on Tuesday - Thursday and the Water Industry Luncheon will be Wednesday.

Sunday, June 10

8:00 a.m. - 5:00 p.m.

Registration Open

Monday, June 11

7:30 a.m. - 5:00 p.m.
9:00 a.m. - 4:00 p.m.
1:00 - 5:00 p.m.

Registration Open
Workshops
Public Officials—CRT 1 Intro to Water & Sewer Operating Environments

Tuesday, June 12

7:00 a.m. - 5:00 p.m.
7:30 - 8:15 a.m.
8:30 - 10:00 a.m.
10:00 a.m. - 5:00 p.m.
10:00 a.m. - noon
10:00 a.m. - 5:00 p.m.
10:00 a.m. - 5:00 p.m.
10:00 a.m. - 1:00 p.m.
11:30 a.m. - 12:15 p.m.
11:45 a.m. - 1:15 p.m.
11:45 a.m. - 1:00 p.m.
12:30 p.m. - 2:30 p.m.
1:00 - 1:45 p.m.
2:00 - 5:00 p.m.
1:00 - 5:00 p.m.

Registration Open
First-Time Attendee Program
Opening General Session
Exposition Open
Student & Young Professionals Scavenger Hunt
AWWA Pavilion and Publishing & Education
International Resource Center
World Water Cup
Association of Environmental Engineering & Science Professors Session
Kenneth J. Miller Founders' Award Luncheon
Student & Young Professionals Lunch Meetup
Meter Madness Competition Official Contest
Tuesday Keynote Address
Professional Sessions
Public Officials—CRT 2 Water & Sewer Infrastructure, Operations & Maintenance
Poster Sessions
Pipe Tapping Competition - Preliminaries
International Reception

Wednesday, June 13

7:30 a.m. - 6:00 p.m.
7:45 a.m. - 12:30 p.m.
8:00 - 11:30 a.m.
8:30 a.m. - 11:30 a.m.
10:00 a.m. - 6:00 p.m.
10:00 a.m. - 6:00 p.m.
10:00 a.m. - 6:00 p.m.
10:00 a.m. - noon
10:00 a.m. - 12:15 p.m.
10:30 a.m. - 12:30 p.m.
11:30 a.m. - 5:00 p.m.

Registration Open
Facility Tours
Public Officials Breakfast & Caucus
Professional Sessions
Exposition Open
AWWA Pavilion and Publishing & Education
International Resource Center
Fresh Ideas Competition and Display Poster Sessions
Pipe Tapping Competition—Preliminaries
People's Choice Water Taste Test
Hydrant Hysteria Preliminaries

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noon - 1:15 p.m.	Water Industry Luncheon
noon - 4:00 p.m.	Top Ops Preliminaries
1:00 - 5:00 p.m.	Public Officials—CRT 3 Leadership, Risk and Sustaining Your Water and Sewer Utility for the Future
1:30 - 4:30 p.m.	Professional Sessions & Posters
1:45 - 6:00 p.m.	Pipe Tapping Competition—Preliminaries
2:00 - 5:30 p.m.	AWWA's Career Center Job Fair
3:30 - 4:30 p.m.	"Best of the Best" Water Taste Test
4:30 - 6:00 p.m.	Networking Happy Hour inside the Exhibit Hall
6:00 - 7:30 p.m.	Future Leaders Reception

Thursday, June 14

7:30 a.m. - 4:00 p.m.	Registration Open
7:30 - 9:00 a.m.	Fuller Award Breakfast
7:30 a.m. - 4:00 p.m.	Facility Tours
8:30 - 11:00 a.m.	Professional Sessions
10:00 a.m. - 2:00 p.m.	Exposition Open
10:00 a.m. - 2:00 p.m.	AWWA Pavilion and Publishing & Education
10:00 a.m. - 2:00 p.m.	International Resource Center
10:00 a.m. - 1:00 p.m.	Poster Sessions
10:15 a.m. - 1:00 p.m.	Pipe Tapping Competition Finals
10:45 a.m. - 1:00 p.m.	Hydrant Hysteria Finals
10:00 a.m. - 2:00 p.m.	Top Ops—Preliminary, Semifinal, and Final Rounds
10:45 a.m. - 1:00 p.m.	Water Utilities Issues Forum
11:30 a.m.-12:30 p.m.	AAEES/AIDIS/AWWA Luncheon
12:30 p.m. - 2:00 p.m.	Expo Networking Event
1:00 - 2:00 p.m.	Hot Flare Demonstration
2:00 p.m.	Exhibit Hall closes
2:00 - 4:30 p.m.	Professional Sessions
5:00 - 6:30 p.m.	ACE Wrap Party

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Workshops offer fresh perspectives on relevant topics. Sign-up early before seats fill up. Additional fee is required.

MON01 | Aging Infrastructure Management: Hydraulic Analysis of Criticality and Component Failures in Water Distribution Systems

MON02 | Understanding and Using the ANSI/AWWA G520, Wastewater Collection System Operations and Management Standard

MON03 | Condition Assessment of Water Mains

MON04 | AWWA Manual M5 - Water Utility Management: What You Don't Know That You Probably Should

MON05 | Water Main Rehabilitation & Utility Representation Case Studies

MON06 | Beyond the Spec Book: Learn What, How & When to Use Various Equipment in the Water Treatment Process

MON07 | Implementation of AWWA Utility Management Standards to Optimize Utility Operations: ANSI/AWWA G100, Water Treatment Plant; ANSI/AWWA G200, Distribution System; ANSI/AWWA G300, Source Water Protection

MON08 | Role of Groundwater Models in Sustainable Groundwater Management

FACILITY TOURS

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An additional fee is required. Must be registered for a full-conference, one-day or exhibits-only and pre-registration is required. Name changes are not permitted after the cutoff date. Photo ID is required to board bus and waiver must be completed during the bus ride.

T1 Hoover Dam—Wednesday Tour
T2 Bellagio—Behind the Scenes of the Fountain System
T3 MGM Sustainability Program at the MGM Grand Hotel
T4 Aquatic Life Support Systems of Shark Reef and Mirage Dolphin Habitat
T5 River Mountains Water Treatment Facility
T6 Hoover Dam—Thursday Tour
T7 Las Vegas Wash Tour & Clark County Wetlands Park
T8 Springs Preserve Behind The Scenes Tour
T9 Desert Princess Boat Tour at Lake Mead Cruises

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EXHIBIT HALL HOURS

Remember to schedule time to visit more than 450 leading-edge exhibitors, showcasing the best in water industry products and services. Dedicated exhibit hall hours are on Tuesday, Wednesday and Thursday.

Tuesday, June 12
10:00 a.m. - 5:00 p.m.

Wednesday, June 13
10:00 a.m. - 6:00 p.m.

Thursday, June 14
10:00 a.m. - 2:00 p.m.

EXHIBIT HALL RESOURCES

EXHIBITOR LIST & FLOOR PLAN

[View Interactive Floor Plan](#)

View the [ACE17 Program - Exhibitor Section](#) (PDF, 5 MB)

SPOTLIGHT VIDEOS

[View the ACE17 Videos](#)

EXHIBITOR POCKET GUIDE

The handy pocket-sized guide of showcases all of the exhibit hall activities with an exhibit hall map and a listing of products and services by company.

[View the ACE17 pocket guide](#) (PDF, 5 MB)

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MAXIMIZE YOUR INTERACTION WITH EXHIBITORS

Expositions can be a bit overwhelming, but it's not difficult to start a conversation with a service provider, after all, they work in the same industry as you.

Make eye contact, say hello, and ask me how my time at the event has been. Not all conversations need to be product-related.

Have a plan, and know what you are interested in or have an existing need for. Make a list of who you want to see and make time to walk the floor.

As you talk with exhibitors, take notes. This will help you remember everything you take-in and what you want to learn more about.

Ask questions of the exhibitors; a brief overview of their product or service, new features, comparisons of a product you might already be aware of. If you are not interested in the product/service, be honest regarding your intentions (even if it's just that you want some booth swag to take home to your kids/staff/dog, etc).

Gather contact information, swap business cards (don't forget to bring plenty) or allow exhibitors to scan your badge.

Think beyond the immediate. As your career changes, so will your business needs. Conferences are a great place to start lasting business relationships.

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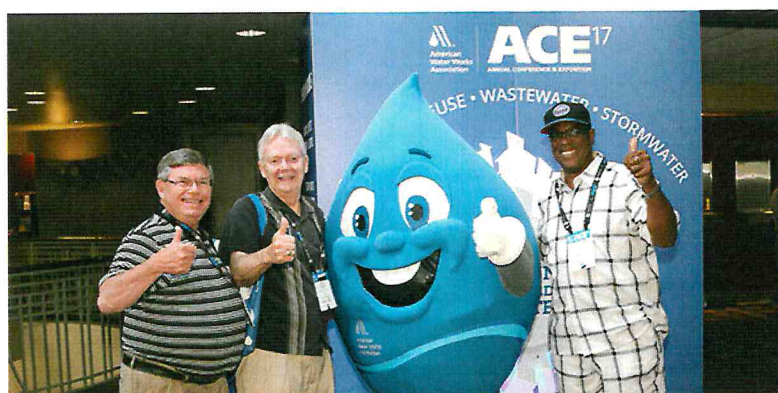
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INTERNATIONAL RECEPTION

Tuesday | 5:30-7:00 p.m.

Each year, AWWA takes great pleasure in hosting a reception specifically for our international visitors. This is an excellent opportunity to socialize with colleagues from around the world, renew old acquaintances, and make new friends. AWWA's leadership and International Council Members will be available to meet and discuss international issues in a relaxed, social atmosphere.

INTERNATIONAL RESOURCE CENTER

Welcome international attendees! We encourage you to visit the International Resource Center and take advantage of the many resources available to you, including an international attendee lounge, and the list of ACE attendees sorted by country. Staff and volunteers will also be available to answer your questions about the professional program, technical tours, local areas of interest, and all the activities at the conference.

Tuesday, June 12
10:00 a.m.-5:00 p.m.

Wednesday, June 13
10:00 a.m.-6:00 p.m.

Thursday, June 14
10:00 a.m.-2:00 p.m.

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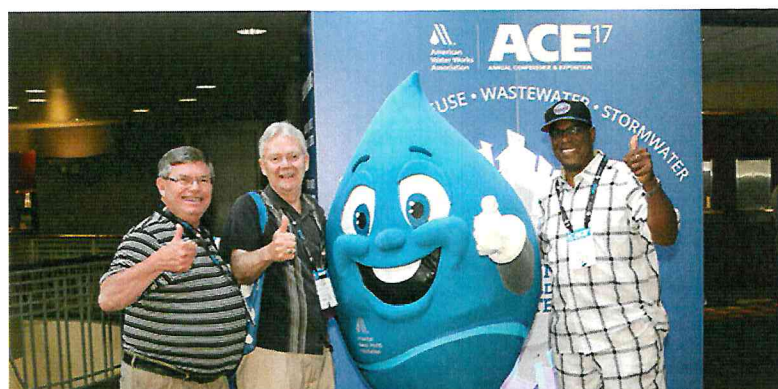
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TUESDAY, JUNE 12

FIRST-TIME ATTENDEE PROGRAM

FREE to first-time attendees | 7:30 a.m. – 8:15 a.m.

Stop by to learn how to maximize your conference experiences and develop lasting connections.

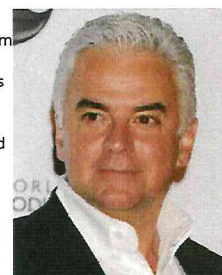
WEDNESDAY, JUNE 13

WATER INDUSTRY LUNCHEON

noon. – 1:15 p.m. | Featuring John O'Hurley

Need to reserve a table? [Download the form](#)

Award-winning actor John O'Hurley has catapulted into one of Hollywood's most versatile stars, with accomplishments ranging from Broadway star to game show host to New York Times bestselling author. O'Hurley is best known as "J. Peterman" on Seinfeld, which is now the No. 1 syndicated show in the world. John won a Screen Actors Guild Award for his work on Seinfeld and went on to earn multiple advertising and marketing industry awards when he helped finance the relaunch of The J. Peterman Company. His versatility as both an entertainer and businessman continues to be the focus of many features in magazines such as Business Week and Time Magazine.



As one of the most recognizable voices in entertainment, he is the voice of many animated characters, such as King Neptune, SpongeBob SquarePants and the Mayor on Disney's hit Phineas and Ferb. He is best known for his performances as King Arthur in Monty Python's Spamalot and his portrayal of slick lawyer Billy Flynn in the legendary Broadway production of Chicago. O'Hurley has been the regular host of NBC Sports "The National Dog Show presented by Purina." A self-taught pianist and classically trained vocalist, both of his albums "Secrets From The Lake" and "Peace Of Our Minds" have reached the Billboard charts.

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In 2012, he was awarded the Ellis Island Medal of Honor in recognition of his accomplishments in the Arts and Philanthropy.

THURSDAY, JUNE 14

FULLER AWARD BREAKFAST

7:30 - 9:00 a.m.

AWWA annually presents George Warren Fuller Awards to the AWWA Sections' selected members for their distinguished service to the water supply field in commemoration of the sound engineering skill, the brilliant diplomatic talent, and the constructive leadership that characterized the life of George Warren Fuller. Two complimentary tickets are available for Fuller Awardees and their guests only. Tickets are for purchase for everyone else.

AAEES, AIDIS, AND AWWA LUNCHEON

11:30 -2:00 p.m.

This annual luncheon celebrates the partnership among AWWA, the [American Academy of Environmental Engineers and Scientists \(AAEES\)](#), and the [Inter-American Society of Sanitary and Environmental Engineers \(AIDIS\)](#).

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Top Ops



AWWA Tap Water Taste Test

Meter Madness



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MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, MARCH 28, 2017:

A meeting of the Personnel Committee of the Palmdale Water District was held Tuesday, March 28, 2017 at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Mac Laren called the meeting to order at 9:00 a.m.

1) Roll Call.

Attendance:

Personnel Committee:
Joe Estes, Chair
Vincent Dino, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager
Matt Knudson, Assistant General Manager
Jennifer Emery, Human Resources Director
Mike Williams, Finance Manager
Dawn Deans, Executive Assistant
0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Dino, seconded by Chair Estes, 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 January 9, 2017.

It was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held January 9, 2017, as written.

4.2) Consideration and Possible Action on Defunding the Vacant Senior Service Worker Position and Funding the Engineering Technician I Position. (Human Resources Director Emery)

Human Resources Director Emery provided an overview of these positions, and after a brief discussion of the salary range and succession planning, it was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried by all members of the Committee present at the meeting to defund the vacant Senior Service Worker position and fund the Engineering Technician I position and to present this item to the full Board for consideration at the April 12, 2017 Regular Board meeting.

Assistant General Manager Knudson then reviewed staffing levels since 2011 indicating a decrease in the overall number of District positions after which Chair Estes requested the Board be provided with savings to the District from this decrease.

5) Information Items:

5.1) Other.

Human Resources Director Emery stated that the District's Employee Manual will be updated and presented to the Committee for consideration at a future meeting.

She then stated that she is working with Antelope Valley College and other water agencies to develop an internship program with certification of specific skills required for entry level California water agency positions.

She then stated that staff has developed employee committees to plan the District's 100th anniversary celebration in July, 2018; that potential plans include monthly historical displays in the lobby and at the library, a new logo, a video of past employees and directors, quarterly open houses including tours of Littlerock Dam and the Leslie O. Carter Water Treatment Plant, a 100 year anniversary book, and proclamations from local agencies and dignitaries; and that costs for the celebration will be brought to the full Board for consideration at a future meeting.

There were no further information items.

6) Board Members' Requests for Future Agenda Items.

Human Resources Director Emery stated that benefit rates will be available in June and that this information, along with a review of the cap on health benefits, will be brought to the Committee for consideration after that time.

General Manager LaMoreaux stated that the 2018 Budget will be a discussion topic at a future meeting.

There were no further requests for future agenda items.

7) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 9:18 a.m.

Chair



**MINUTES OF INFORMATIONAL MEETING OF THE PERSONNEL COMMITTEE
OF THE PALMDALE WATER DISTRICT, AUGUST 16, 2017:**

An informational meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, August 16, 2017, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Committee Member Dino called the meeting to order at 10:02 a.m.

1) Roll Call.

Attendance:

Personnel Committee:

Vincent Dino, Committee
Member

Joe Estes, Chair --

EXCUSED ABSENCE

Others Present:

Dennis LaMoreaux, General Manager

Jennifer Emery, Human Resources Director

Dawn Deans, Executive Assistant

0 members of the public

2) Adoption of Agenda.

Committee Member Dino stated that there is a lack of a quorum for this meeting but that the agenda items will be reviewed for informational purposes.

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 28, 2017.**

The March 28, 2017 minutes were not considered.

**4.2) Consideration and Possible Action on Benefit Renewal Rates from JPIA.
(Human Resources Director Emery)**

Human Resources Director Emery stated that based on previous research and on the benefit renewal rates received from JPIA, staff recommends JPIA remain the District's insurance provider and the benefits package also remain the same. Committee Member Dino concurred with staff's recommendation.

4.3) Consideration and Possible Action on Increasing \$1,600.00 Cap for Employee Benefits. (Human Resources Director Emery)

Human Resources Director Emery stated that per District policy for employee benefits, the District covers the entire cost of the least expensive family benefit plan; that premiums have increased above this cap; and that staff recommends the \$1,600.00 cap for employee benefits be increased to \$1,800.00 to cover the cost of the least expensive family benefit plan followed by discussion of a future Cadillac tax. Committee Member Dino concurred with staff's recommendation.

4.4) Consideration and Possible Action on Not Designating Annual Cost of Living Adjustment Towards Employee's Portion of CalPERS Effective January 1, 2018. (Human Resources Director Emery)

Human Resources Director Emery stated that the District has two CalPERS programs being the Classic Plan at 2% at 55 and the PEPRA Plan at 2% at 62 for newer employees; that Classic Plan participants have had their cost of living increases designated towards the employee's portion of this benefit for the past three years although there is no requirement for this shift; that all employees also contribute 6.25% of their salary towards social security; and that staff recommends not designating the annual cost of living adjustment towards the employee's portion of CalPERS effective January 1, 2018 followed by discussion of the PEPRA Plan and the eventual shift towards all employees under this Plan. Committee Member Dino concurred with staff's recommendation.

4.5) Consideration and Possible Action on Safety and Training Technician Position at Salary Range 29. (\$22,000.00 for Remainder of 2017; Position Will be Included in 2018 Budget – Non-Budgeted – Human Resources Director Emery)

Human Resources Director Emery stated that staff recommends a Safety and Training Technician position be created with the person in this position spending half their time in the field observing processes and that it is hoped to hire within the District's workforce for this position followed by discussion of the salary range and need for filling this position. Committee Member Dino concurred with staff's recommendation.

4.6) Consideration and Possible Action on Internship Program With Antelope Valley College. (Human Resources Director Emery)

Human Resources Director Emery stated that she and Deputy Water & Energy Resources Director Thompson II have worked with the South Central Coast Region Colleges and secured a grant to fully fund four internships for the District; that internships would be for a Plant Operator, a Service Worker, a Lab Analyst, and a Field/Customer Care intern; and that staff recommends this grant be accepted for the Internship Program. Committee Member Dino concurred with staff's recommendation.

4.7) Consideration and Possible Action on Co-Hosting Leadership Training for Elected Officials. (Chair Estes/Human Resources Director Emery)

Human Resources Director Emery stated that Chair Estes requested staff research leadership training opportunities specialized for elected officials; that this training can be offered through the Water Utility Institute and made available to other elected officials meeting Strategic Initiative No. 5 – Regional Leadership of the District's Strategic Plan; and that staff recommends this training be pursued if the full Board is interested. Committee Member Dino concurred with staff's recommendation.

5) Information Items:

5.1) Discussion of Creating a Succession Planning Line Item for the 2018 Budget. (Human Resources Director Emery)

Human Resources Director Emery stated that employees in three key positions are retiring next year being a Construction Inspector, a Management Analyst, and the Facilities Manager; that staff is conducting an after-hours information session for the Management Analyst position with the hopes of filling this position in-house; and that staff recommends a line item be included in the 2018 Budget to overlap key positions. Committee Member Dino concurred with staff's recommendation.

5.2) Upcoming Priorities and Strategic Plan Update. (Human Resources Director Emery)

Human Resources Director Emery requested strategic input for Human Resources and stated that her strategy for Human Resources is to update job descriptions, the budget, benefits, and COLA with the salary survey, the Employee Handbook, and efficiency training for management and future leaders through Lean Six Sigma workflow processes on a rotating basis every three years. Committee Member Dino concurred with staff's recommendation.

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General Manager LaMoreaux then stated that all Committees will be discussing the Strategic Plan update and recommending initiatives based on the Committee's viewpoint; that Dr. Mathis has offered to meet with individual Directors to discuss initiatives; and that a workshop regarding the Strategic Plan will be scheduled in October with Dr. Mathis facilitating the workshop.

Human Resources Director Emery then stated that the District received a \$2,000.00 wellness grant from ACWA/JPIA and that this year's wellness challenge involves participating employees working out at least three times a week for thirty minutes and posting these workouts on the District's Intranet from August 1 through December 14.

General Manager LaMoreaux then stated that he will be providing the Board meeting security company 30 days' notice that their services are no longer required and that the items discussed today can be presented to the full Board for consideration at the September 13, 2017 Regular Board meeting followed by discussion of alternate Board Committee members.


There were no further information items.

6) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

7) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 10:35 a.m.


Chair

MINUTES OF MEETING OF THE FINANCE COMMITTEE OF THE PALMDALE WATER DISTRICT, OCTOBER 23, 2017:

A meeting of the Finance Committee of the Palmdale Water District was held Monday, October 23, 2017, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Henriquez called the meeting to order at 4:40 p.m.

1) Roll Call.

Attendance:

Finance Committee:
Marco Henriquez, Chair
Robert Alvarado, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager
Mike Williams, Finance Manager
Judy Shay, Public Affairs Director
Tim Moore, Facilities Manager
Bob Egan, Financial Advisor
Dawn Deans, Executive Assistant
0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Alvarado, seconded by Chair Henriquez, and unanimously carried by all members of the Committee present at the meeting to adopt the agenda, as written.

3) Public Comments on Non-Agenda Items.

There were no public comments on non-agenda items.

4) Action Items:

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held September 25, 2017.

It was moved by Committee Member Alvarado, seconded by Chair Henriquez, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Finance Committee meeting held September 25, 2017, as written.

4.2) Discussion and Overview of Cash Flow Statement and Current Cash Balances as of August, 2017. (Financial Advisor Egan)

Financial Advisor Egan reviewed the investment funds report as of August, 2017 including assessments and capital improvement fees received, a recommended transfer of \$1,260,000.00 to the long-term investment account, repayment of debt to the General Fund from the Capital Improvement Fund, and remaining 2013A Water Revenue Bond funds and then provided an overview of the cash flow statement, including actual and projected assessments and capital improvement fees received, the planned principal and interest payments, and projected 2017 year-end balance after which the Committee concurred with the recommended transfer to the long-term investment account.

4.3) Discussion and Overview of Financial Statements, Revenue, and Expense and Departmental Budget Reports for August, 2017. (Finance Manager Williams)

Finance Manager Williams reviewed in detail the balance sheet, profit and loss statement, year-to-year comparisons, month-to-month comparisons, consumption comparisons, and revenue and expense analysis reports for the period ending August, 2017 and stated that there has been little activity since July, 2017 and that most departments are operating at or below the targeted expenditure percentage of 66%.

4.4) Discussion and Overview of Committed Contracts Issued and Water Revenue Bond Projects. (Finance Manager Williams)

Finance Manager Williams provided an overview of the updated Contractual Commitments and Needs for 2017 Report for capital projects, consulting and engineering support projects, new and replacement equipment, water quality fee funded projects, committed and projected capital expenditures, available funding sources, and remaining Water Revenue Bond Series 2013A funds and payments to date and stated that the Report will be reformatted to better track projects by department followed by discussion of publicizing completed projects by year, annual departmental accomplishments included in the budgets, and upcoming and continuing projects.

4.5) Discussion of a Policy for Setting Energy Costs to Users of the Palmdale Water District's Electrical Vehicle Charging Stations. (Engineering/Grant Manager Riley)

General Manager LaMoreaux stated that the two electrical vehicle charging stations have been installed; that a press conference is scheduled for December 5 to announce the stations are active and ready for use; and that a policy needs to be

adopted establishing the rate, if any, to charge users of the stations, and after a brief discussion of the anticipated annual electricity cost to the District for use of the two stations, it was moved by Committee Member Alvarado, seconded by Chair Henriquez, and unanimously carried by all members of the Committee present at the meeting to recommend the adoption of a policy for providing energy through the Palmdale Water District's two electrical vehicle charging stations at no cost to users from December 5, 2017 to December 5, 2018 as a trial period and that this recommendation be presented to the full Board for consideration at the October 25, 2017 Regular Board Meeting.

4.6) Discussion and Evaluation of Key Points and Inclusion Items for 2018 Budget. (Chair Henriquez/Finance Manager Williams)

Finance Manager Williams stated that staff is able to determine budget projects based on known revenue and on the Strategic Plan thanks to the Board's adoption of water rate increases for the next few years and then provided a detailed review of the draft 2018 Budget, including an overall summary of anticipated revenue and expenses, cycled maintenance, 2017 carryover projects, and individual departmental expenses and anticipated increases after which Financial Advisor Egan stated that \$1.5 million is available in 2018 for projects and recommended a cautionary approach to committed projects to ensure revenue is available to complete the projects.

General Manager LaMoreaux then informed the Committee that an Infrastructure Plan to better determine projects to be constructed over the next five years and a five-year Water Rate Plan to determine revenue needed for construction of these projects will be developed and then recommended the November 8, 2017 Regular Board Meeting start at 6:00 p.m. to consider the 2018 Budget, and if not approved, the 2018 Budget presented at the November 20, 2017 Regular Board Meeting for approval.

After a brief discussion of the draft 2018 Budget, anticipated projects, and infrastructure maintenance, the Committee concurred with staff's recommended timeline for approval of the 2018 Budget and suggested Department Managers include a detailed written report on projects and expenses with the November 8, 2017 Board agenda packets.

5) Information Items.

5.1) Status of Debt Service Coverage. (Financial Advisor Egan)

Financial Advisor Egan stated that the Debt Service Coverage for the period of September, 2016 through August, 2017 is 1.47 and meets the required Debt Service Coverage.

**5.2) Capital Improvement Funds Owed to the District's General Fund.
(Financial Advisor Egan)**

Financial Advisor Egan stated that the amount of capital improvement funds owed to the District's General Fund since 2002 is \$19,632,000.00, which includes interest, after which General Manager LaMoreaux stated that Capital Improvement Fees are divided into infrastructure and water supply with the portion received for infrastructure applied to the debt owing the District's General Fund and the portion received for water supply applied to projects such as the Littlerock Sediment Removal Project and the Palmdale Regional Groundwater Recharge and Recovery Project.

5.3) Other.

There were no other information items.

6) Board Members' Requests for Future Agenda Items.

Committee Member Alvarado requested a future agenda item for "Discussion of publicizing completed 2017 Budget departmental projects and proposed projects for the 2018 Budget."

There were no further requests for future agenda items.

It was then determined that the next Finance Committee meeting will be held November 16, 2017 at 4:30 p.m.

7) Adjournment.

There being no further business to come before the Finance Committee, the meeting was adjourned at 6:15 p.m.


Chair