



PALMDALE WATER DISTRICT
A CENTURY OF SERVICE

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

DENNIS LaMOREAUX
General Manager

ALESHIRE & WYNDER LLP
Attorneys



February 8, 2018

**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, FEBRUARY 14, 2018
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) Lake Palmdale biological research regarding bird species. (Dr. Callyn D. Yorke, Ph.D./Public Affairs Director Shay)
- 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 regular meeting held January 24, 2018.
 - 6.2) Payment of bills for February 14, 2018.
 - 6.3) Receive and file semi-annual Employee Reimbursement Report for the period covering July 1, 2017 through December 31, 2017. (Finance Manager Williams)
 - 6.4) Approval of Resolution No. 18-2 being a Resolution of the Board of Directors of the Palmdale Water District Authorizing Specified Individuals to Transact Business With Citizens Business Bank. (No Budget Impact – Finance Manager Williams)
- 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 engagement letter with Nigro & Nigro for the preparation of the annual audit for 2017 and 2018. (\$18,500.00 for 2017, \$19,000.00 for 2018 – Budgeted – Finance Manager Williams)
 - 7.2) Consideration and possible action on participation through the Antelope Valley State Water Contractors Association in the 2018 Home Show and Water Expo to be held March 17 – 18, 2018 in Lancaster. (\$4,739.00 – Budgeted – Deputy Water and Energy Resources Director Thompson II)
 - 7.3) Consideration and possible action on changing the meeting days for Regular Board meetings. (Director Mac Laren)
 - 7.4) 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) Water Education for Latino Leaders (WELL) 2018 Annual Conference to be held March 22 – 23, 2018 in Sacramento. (Director Henriquez)
- 8) Information Items:
 - 8.1) Reports of Directors:
 - a) Meetings/General Report.
 - b) Standing Committee/Assignment Reports (Chair):
 - 1) Palmdale Recycled Water Authority.

- 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



PALMDALE WATER DISTRICT
A CENTURY OF SERVICE

AGENDA ITEM NO. 5.1

December 20, 2017

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

DENNIS LaMOREAUX
General Manager

ALESHIRE & WYNDER LLP
Attorneys

Callyn D. Yorke, Ph.D.
c/o Antelope Valley College
3041 West Avenue K
Lancaster, CA 93536-5426

RE: ACCESS TO LAKE PALMDALE FOR BIOLOGICAL RESEARCH

Dear Dr. Yorke:

Thank you for your work over the last several years at Lake Palmdale. The District is supportive of the work that has been conducted and its continuation and therefore authorizes your access to Lake Palmdale for Biological Research and under the terms set forth in this letter. Please review the proposed terms and waiver. If acceptable, please acknowledge with your signature.

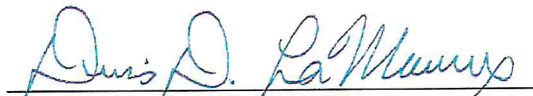
Terms for Lake Palmdale Access

1. The undersigned, Dr. Callyn Yorke (Yorke), desires to voluntarily access property owned by Palmdale Water District ("District") containing Lake Palmdale to conduct biological research.
2. The District authorizes access for Dr. Yorke and an assistant for the stated purposes and under the terms of this letter;
3. Access covered in this document is strictly for biological research related to bird species, populations, and fluctuations over time that will be used in relation to educational activities at the Antelope Valley College and does not constitute a membership to the Fin & Feather Club;
4. Foot access on Palmdale Dam is authorized for the purposes described in this document. This document in no way **requires** District to allow foot access to the Palmdale Dam and District reserves the right to deny Yorke access to the Palmdale Dam without prior written notice;
5. All access to Lake Palmdale shall be through the main entrance of the Leslie O. Carter Water Treatment Plant, during regular business hours, using the following procedure:
 - a. Pull up to the front gate of the Plant and press the "Call" button. The Duty Operator will answer and open the gate.



- b. The Duty Operator will also open and lock the rear gate into Lake Palmdale until the visit is complete.
 - c. Call the Duty Operator at 661-816-3270 when leaving the Lake or if any problems are encountered.
6. Provide the District annual information on the findings by December 31st of each year.
7. Yorke knowingly waives any claims against the District arising out of the terms of this letter and agrees to indemnify and hold harmless the District from any claims arising out of the terms of this letter brought by third parties. Yorke hereby agrees that Yorke will not make a claim against District for injury or damage, including but not limited to personal injury or property damage, resulting from Yorke's access to or use of the Palmdale Dam or Lake Palmdale arising out of the terms of this letter. Yorke knowingly waives any rights of Yorke's employer, estate or heirs to file a claim against the District arising out of the terms of this letter and agrees to indemnify and hold harmless the District from any such claims. Yorke agrees to indemnify and hold harmless the District against any claim for injury or damages, including but not limited to personal injury or property damage, brought by Yorke's assistant resulting from Yorke or the assistant's access to or use of the Palmdale Dam or Lake Palmdale arising out of the terms of this letter.
8. This set of terms will be valid through December 31, 2019 and will be considered for a 12-month extension upon notice from Dr. Yorke submitted by November 30th of this and future years.

Very truly yours,



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

Dr. Callyn Yorke
Professor of Zoology
Antelope Valley College

Date

cc: Mr. Mynor Masaya, Operations Manager

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: February 7, 2018 **February 14, 2018**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Michael Williams, Finance Manager
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 6.3 – RECEIVE AND FILE SEMI-ANNUAL
EMPLOYEE REIMBURSEMENT REPORT FOR THE PERIOD
COVERING JULY 1, 2017 THROUGH DECEMBER 31, 2017. (FINANCE
MANAGER WILLIAMS)***

Recommendation:

Staff recommends the Board receive and file the Semi-Annual Employee Reimbursement Report for the period covering July 1, 2017 through December 31, 2017.

Background:

Staff reimbursements are based on the approved budget. It is required that the District report to the governing body Employee Reimbursements in excess of \$100.00 on a semi-annual basis.

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:

Receiving and filing the Employee Reimbursement Report will not affect the budget.

Supporting Documents:

- Semi-Annual Employee Reimbursement Report for the period covering July 1, 2017 through December 31, 2017.

PALMDALE WATER DISTRICT
Semi-Annual Employee Reimbursement Report
Period Covering Jul 1, 2017 through Dec 31, 2017

Employee ID	Employee Name	Pay Date	Item Description	Amount
2955	Peter Thompson Jr	07/12/17	Travel Expenses	241.29
1570	Tony Espinoza Sr	07/26/17	Reimbursement for Work Boots	161.69
1720	Richard Heinonen	07/26/17	Travel Expenses	2,151.25
1395	Loren Dykes	08/09/17	Reimbursement for Work Boots	169.32
2955	Peter Thompson Jr	08/09/17	Travel Expenses	462.24
4016	Jennifer Emery	09/06/17	Travel Expenses	111.40
4021	Carey Louey	09/20/17	Travel Expenses	192.60
2955	Peter Thompson Jr	10/18/17	Travel Expenses	387.34
4044	Curtis Anderson	11/01/17	Educational Reimbursement	145.00
1380	Richarg Doubenmier	11/29/17	Reimbursement for Work Boots	175.00
1790	Heather Oates	11/29/17	Travel Expenses	262.36
2955	Peter Thompson Jr	11/29/17	Travel Expenses	193.67
2600	Jonathan Pernula	12/13/17	Travel Expenses	104.04
4047	Claudia Bolanos	12/13/17	Educational Reimbursement	164.53
1790	Heather Oates	12/13/17	Reimbursement for Work Boots	103.90
2520	Boris Paspolof	12/21/17	Reimbursement for Work Boots	168.94
4029	Laura Gallegos	12/21/17	Educational Reimbursement	1,500.00
1790	Heather Oates	12/21/17	Travel Expenses	110.21

6,804.78

**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

DATE: February 7, 2018 **February 14, 2018**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Michael Williams, Finance Manager
VIA: Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 6.4 – APPROVAL OF RESOLUTION NO. 18-2 BEING A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT AUTHORIZING SPECIFIED INDIVIDUALS TO TRANSACT BUSINESS WITH CITIZENS BUSINESS BANK***

Recommendation:

Staff recommends approval of Resolution No. 18-2 Authorizing Specified Individuals to Transact Business with Citizens Business Bank.

Alternative Options:

There are no alternative options.

Background:

New officers for the Board of Directors were approved at the January 24, 2018 Board meeting. As a result, an updated resolution and updated signature cards are required by Citizens Business Bank.

Strategic Plan Initiative/Mission Statement:

This work is part of Strategic Initiative No. 4 – Financial Health and Stability. This item directly relates to the District’s Mission Statement.

Budget:

There is no financial impact from the approval of Resolution No. 18-2.

Supporting Documents:

- Resolution No. 18-2

RESOLUTION NO. 18-2

**A RESOLUTION OF THE
PALMDALE WATER DISTRICT
AUTHORIZING SPECIFIED INDIVIDUALS TO
TRANSACTION BUSINESS WITH CITIZENS BUSINESS BANK**

WHEREAS, the Board of Directors of the Palmdale Water District (the "District") has authorized certain public funds to be deposited with Citizens Business Bank for the purpose of protecting public funds; and

WHEREAS, from time to time the Palmdale Water District has cause to withdraw, deposit, reinvest, or otherwise change the disposition of those invested assets to fulfill the mission of the District; and

WHEREAS, the Board of Directors of the District, at their regular meeting of January 13, 2016, did authorize the President and/or Secretary to execute agreements with respect to accounts of the District held by Citizens Business Bank; and

WHEREAS, the Board of Directors of the District, at their meeting of January 13, 2016, did hereby approve the above described agreements authorizing certain individuals to act on the District's behalf with respect to the certain specified accounts of the District with Citizens Business Bank; and

WHEREAS, the Board of Directors of the district intends and requires two Directors acting together or at least one Director acting with another director or designated staff member to execute authority over designated Treasury Management Agreement.

NOW, THEREFORE, BE IT RESOLVED, that Vincent Dino and Marco Henriquez, acting together, are hereby authorized and directed to open an account with Citizens Business Bank in the District's name and on its behalf, for the purpose of securing services, and that Citizens Business Bank is hereby authorized to act upon any orders and instructions with respect to such accounts listed below and/or the delivery of securities or money therefrom when received from any of the two said individuals, acting together, who are each likewise hereby authorized to sign and deliver in the District's name and in its behalf, receipts for securities and/or funds so delivered or paid.

BE IT FURTHER RESOLVED, that any two of Joe Estes, Marco Henriquez, Kathy Mac Laren, Robert Alvarado, or Vincent Dino acting together are hereby authorized to withdraw funds or to act on behalf of the District with respect to the General Account No. 047031559; Merchant Account No. 047031567; Customer Refund Account No. 047031575.

ADOPTED THIS 14TH DAY OF FEBRUARY, 2018.

President, Board of Directors

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: February 7, 2018 **February 14, 2018**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Michael Williams, Finance Manager/CFO
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION ON
ENGAGEMENT LETTER FROM NIGRO & NIGRO FOR THE PREPARATION
OF THE ANNUAL AUDIT FOR 2017 AND 2018. (\$18,500.00 FOR 2017,
\$19,000.00 FOR 2018 – BUDGETED – FINANCE MANAGER WILLIAMS)***

Recommendation:

Staff recommends that the Board approve the engagement of Nigro & Nigro for the preparation of the District's annual audit for calendar years 2017 and 2018.

Alternative Options:

The Board can not approve.

Impact of Taking No Action:

The impact of taking no action will result in the audit not being completed in a timely manner.

Background:

The District had a 3-year agreement with The Pun Group and 2017 & 2018 would have been the 2nd and 3rd year of the agreement. However, the engagement auditor, Mr. Paul Kaymark, is no longer with the firm, and under the terms of the proposal if the engagement auditor is not available to perform the audit, the agreement is no longer enforceable.

Mr. Kaymark contacted our financial advisor, Mr. Robert Egan, and recommended the District request an engagement from Nigro & Nigro. I contacted the firm and requested their proposal, and they will prepare the annual audit at the same rate as The Pun Group, \$18,500.00 and \$19,000.00 for 2017 and 2018, respectively.

The Finance Committee was briefed on this matter at their January 22, 2018 meeting by Mr. Egan and myself, and because time is of the essence, we will not issue a Request for Proposal (RFP) at this time but will do so after the completion of the 2018 audit.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 4, Financial Health and Stability
This item does not relate directly to the District's Mission Statement.

Budget:

This project is under Budget Item No. 1-02-4150-000

Supporting Documents:

- Engagement letter from Nigro & Nigro



January 25, 2018

Michael Williams
Palmdale Water District
2029 East Avenue Q
Palmdale, CA 93550

We are pleased to confirm our understanding of the services we are to provide Palmdale Water District for the fiscal years ending December 31, 2017 and 2018. We will audit the financial statements of the enterprise activities, including the related notes to the financial statements, which collectively comprise the basic financial statements of Palmdale Water District as of and for the fiscal years ending December 31, 2017 and 2018. Accounting standards generally accepted in the United States of America call for certain required supplementary information (RSI) to accompany the basic financial statements. The Governmental Accounting Standards Board also considers this information a necessary part of financial reporting as it provides perspective to the basic financial statements. Therefore, as part of this engagement, we will apply limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will primarily consist of inquiries of management regarding their methods of measurement and presentation. However, we will not express an opinion or provide any assurance on this RSI as our limited procedures do not provide us with sufficient evidence to do so under our professional standards. Consequently, the financial statements we present to you will include the following required RSI that will not be audited and, as such, our report will disclaim an opinion on this RSI:

- Management's Discussion and Analysis
- Ten-Year Schedule of Proportionate Share of Net Pension Liability
- Ten-Year Schedule of Pension Plan Contributions
- Schedule of Funding Progress – Other Post-Employment Benefits Plan

Audit Objectives

The objective of our audit is the expression of opinions about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grants agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions. Our reports will be addressed to the governing board of Palmdale Water District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add

emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged

with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Palmdale Water District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Palmdale Water District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We will provide copies of our reports to the governing board of the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Nigro & Nigro and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the State Controller's Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Nigro & Nigro personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

The maximum fee for auditing services under the terms of this agreement shall be as follows:

2017 Annual Audit:	\$18,500
2018 Annual Audit:	\$19,000

Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before incurring additional costs.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.), by third parties arise against the District or its officers subsequent to this engagement, which results in the subpoena of documents from Nigro & Nigro and/or requires additional assistance from us to provide information, depositions or testimony, Palmdale Water District hereby agrees to compensate

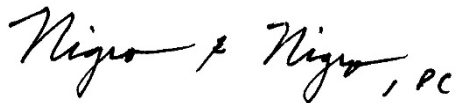
Nigro & Nigro (at our standard hourly rates) for additional time charges and other costs (copies, travel, etc.), and to indemnify us for any attorney's fees to represent Nigro & Nigro.

If a dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

We appreciate the opportunity to be of service to Palmdale Water District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the below and return it to us.

Very truly yours,

A handwritten signature in black ink that reads "Nigro & Nigro, PC". The signature is written in a cursive, flowing style.

Nigro & Nigro, PC

RESPONSE:

This letter correctly sets forth the understanding of Palmdale Water District.

APPROVED:

Palmdale Water District

Date

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: February 7, 2018 **February 14, 2018**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Peter Thompson II, Deputy Water and Energy Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
Mr. Jon Pernula, Water and Energy Resources Director
RE: ***AGENDA ITEM NO. 7.2 – CONSIDERATION AND POSSIBLE ACTION
ON PARTICIPATION THROUGH THE ANTELOPE VALLEY STATE
WATER CONTRACTORS ASSOCIATION IN THE 2018 HOME SHOW
AND WATER EXPO TO BE HELD MARCH 17 – 18, 2018 IN
LANCASTER.***

Recommendation:

Staff recommends the approval of participation through the Antelope Valley State Water Contractors Association in the Home Show and Water Expo to be held March 17-18, 2018 in Lancaster.

Alternative Options:

The alternative option is for the District to have its own booth at the event separate from the Antelope Valley State Water Contractors Association.

Impact of Taking No Action:

The District would not participate in this event.

Background:

Antelope Valley State Water Contractors have a history of collaborative efforts to hold public water awareness expos. This expo would be held in conjunction with the Antelope Valley Home Show at the Antelope Valley Fair Grounds. It would highlight water conservation rebate programs from the participating agencies, give a forum to publicly share information on the agencies and their projects, include water related vendors and provide speakers with presentations on water related topics.

Participation would involve both staff time and financial contribution towards Fair Event sponsorship, sound system set up and radio advertising. The total expected cost for this event including staff time is \$36,713.00. Palmdale Water District's portion would be \$4,739.00.

BOARD OF DIRECTORS
PALMDALE WATER DISTRICT

VIA: Mr. Dennis D. LaMoreaux, General Manager
Mr. Jon Pernula, Water and Energy Resources Director

February 7, 2018

Strategic Plan Initiative/Mission Statement:

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

Budget:

This \$4,739.00 cost is covered under the Conservation and Outreach budgets.

Supporting Documents:

- SMART Expo Cost Comparison

SMART Expo Costs Comparison

2/7/2018

Facilities	Ref only Nov-16	Est 2018 Mar-18	Notes
AV Fair Building Rental	\$ -	\$ -	
AV Fair Building Staff	\$ 720	\$ -	
Sound System/Staff Rental	\$ 2,413	\$ 2,413	Indep. Sound co. req'd by AVF.
Concessions/Staff Rental	\$ -	\$ -	
AV Fair Bldg/Vendor Insurance	\$ 425	\$ -	
	\$ 3,558	\$ 2,413	See below sponsorship note.
Printed Marketing			
AV Press Value Coupon sect.	\$ 250	\$ -	
AV Press Express	\$ -	\$ -	
AV Press Lifestyles	\$ 1,490	\$ -	
AV Press Showcase	\$ 900	\$ -	
Joyce Media Newspapers	\$ 1,250	\$ -	
Program	\$ 200	\$ -	
Fence Banners (2) Parking Entrance	\$ 234	\$ -	
Event Hand Out, 1k	\$ -	\$ -	
Press Release	\$ -	\$ -	
AV TIMES on-line newspaper ad	\$ 200	\$ -	
Poster Billboard	\$ 3,100	\$ -	
Digital Billboard	\$ 2,000	\$ -	
Graphic Design	\$ 4,000	\$ -	
Postcards AVWD	\$ 450	\$ -	
Misc AVSWCA Promo	\$ 300	\$ 300	
	\$ 14,374	\$ 300	See below sponsorship note.
Online/TV/Radio Marketing			
Web Banner Ad	\$ -	\$ -	
Social Media	\$ 500	\$ -	
TV Commercials	\$ 3,077	\$ -	
Videographer	\$ 300	\$ -	
Radio	\$ 3,000	\$ -	
	\$ 6,877	\$ -	See below sponsorship note.
Sponsorship of AV Fair Event			
	\$ -	\$ 10,000	2018: Incl. Van Dam Bldg, vendor booths (N/C to vendors), all media advertising (e.g. print, radio, billboards, web site).
Sub Total Costs	\$ 24,809	\$ 12,713	

AVSWCA Members' Staff (Est)

AVEK	\$	11,000	\$	9,000
PWD	\$	4,000	\$	10,000
LCID	\$	4,000	\$	5,000
		\$	19,000	\$ 24,000

Total Costs (incl. Staff)	\$	43,809	\$	36,713
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AVSWCA Members' Breakdown (Est)

AVSWCA Share

AVEK	\$	37,543	\$	31,462	85.7%
PWD	\$	5,655	\$	4,739	12.9%
LCID	\$	611	\$	512	1.4%

Total Costs (incl. Staff)	\$	43,809	\$	36,713	100.0%
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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: February 7, 2018 **February 14, 2018**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.3 – CONSIDERATION AND POSSIBLE ACTION ON
CHANGING THE MEETING DAYS FOR REGULAR BOARD MEETINGS.
(DIRECTOR MAC LAREN)***

Recommendation:

Staff has no recommendation on this item.

Background:

Section 4.03.1 of the District’s Rules and Regulations states in part “Regular meetings of the Board are held on the second and fourth Wednesday of each calendar month at 7:00 p.m. or the time and dates set on the agenda when necessary.”

If the Board chooses to change the day and/or time of Regular Board Meetings, Section 4.03.1 will be updated with the next Rules and Regulations quarterly update.

An updated February 2018 Board Events Calendar is attached to assist the Board with discussion on this item. For the month of February, the Antelope Valley State Water Contractor Association (AVSWCA) and Palmdale Recycled Water Authority (PRWA) meetings were changed. AVSWCA meetings are typically held the 2nd Thursday of each month, and PRWA meetings are typically held the 3rd Monday of each month.

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:

This item will have no impact on the budget. However, if the Board changes the time of meetings closer to the time of close of business or to normal business hours, there will be a reduction in staff overtime charges.

Supporting Documents:

- February 2018 Board Events Calendar

FEBRUARY 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1 PCC BUSINESS BREAKFAST @ 7 a.m. (Please RSVP)	2	3
4	5	6 AVHCC LUNCHEON @ 11 a.m. (Please RSVP) CITY @ 7 p.m. RCSD @ 7 p.m. PSD @ 7:30 p.m.	7	8 PLNG CMSN @ 7 p.m.	9 AVAACC LUNCHEON @ 11:30 a.m. (Please RSVP) PCC 77 TH ANNUAL INSTALLATION GALA @ 6 p.m. (TICKET REQUIRED)	10
11	12 PRWA @ 7 p.m. (COP)	13 AVEK @ 6:30 p.m.	14 PWD @ 7 p.m.	15 PWD, AVEK & LCID SPECIAL WORKSHOP @ 5:30 p.m. (PWD) AVSWCA @ 7 p.m. QHWD @ 7p.m. **100 th ANNIVERSARY PUBLIC TOUR @ 9 a.m. - 12 p.m.	16	17
18	19 DISTRICT OFFICE CLOSED FOR PRESIDENTS DAY	20 AVBOT @ 7:30 a.m. RCSD @ 7 p.m. PSD @ 7:30 p.m.	21 PCC LUNCHEON @ 11 a.m. LCID @ 7 p.m.	22	23	24
25	26 FINANCE COMMITTEE @ 4:30 p.m.	27 AVEK @ 6:30 p.m.	28 AVWB @ 10 a.m. (AVEK) AVSWCA AD HOC @ 12 p.m. (AVEK) PWD @ 7 p.m.	1	2	3

***PWD MEETINGS SHOWN IN RED.**

****PLEASE NOTE THAT ONLY TWO (2) DIRECTORS MAY PARTICIPATE IN ANY PWD TOUR.**

PWD COMMITTEES (Dates/Times may vary):

Facilities: Shown on calendar

Finance: Shown on calendar

Personnel: Shown on calendar

OTHER:

(AVAACC) A.V. African American Chamber of Commerce Luncheon *661-272-5807*

(AVAACC – Mixer)

(AVBOT) Antelope Valley Board of Trade 661-947-9033

(AVEK) Antelope Valley East Kern Water Agency 661-943-3201

(AVHCC) A.V. Hispanic Chamber of Commerce Luncheon *661-538-0607*

(AVHCC – Mixer)

(AVSWCA) Antelope Valley State Valley Water Contractors Association

(AVWB) Antelope Valley Watermaster Board at Lancaster City Hall 661-456-1017

(AVWCC) Antelope Valley Water Conservation Coalition

(CITY) Palmdale City Council 661-267-5151

(ERAB) Plant 42 Environmental Restoration Advisory Board 571-527-1223

(LCID) Littlerock Creek Irrigation District 661-944-2015

(PCC) Palmdale Chamber of Commerce Luncheon 661-273-3232

(PCC) Palmdale Chamber of Commerce Business Breakfast

(PCC – Mixer)

(PRWA) Palmdale Recycled Water Authority

(PSD) Palmdale School District 661-947-7191

(PWD) Palmdale Water District 661-947-4111

(PLNGCMSN) Palmdale Planning Commission 661-267-5100

(QHWD) Quartz Hill Water District 661-943-3170

(RCSD) Rosamond Community Services District 661-256-3411

2nd Friday @ 11:30 a.m.

Dates vary

3rd Tuesday @ 7:30 a.m.

2nd and 4th Tuesday @ 6:30 p.m.

1st Tuesday @ 11 a.m.

Last Wednesday of each month @ 5:30 p.m.

2nd Thursday @ 7 p.m.

4th Wednesday @ 10:00 a.m.

Dates Vary

1st Tuesday @ 7 p.m.

Dates Vary

4th Wednesday @ 7 p.m.

3rd Wednesday @ 11 a.m.

1st Thursday @ 7 a.m.

Mixer 4th Thursday @ 5:30 p.m.

3rd Monday @ 7 p.m.

1st and 3rd Tuesday @ 7:30 p.m.

2nd and 4th Wednesday @ 7 p.m.

2nd Thursday @ 7 p.m.

3rd Thursday @ 7 p.m.

1st and 3rd Tuesday @ 7 p.m.



AGENDA ITEM NO. 7.4
Hotel and Travel
Accommodations

Event Name/Date:

Water Education for Latino Leaders (WELL) 2018 Annual Conference/March 22-23, 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



Well

Water Education for Latino Leaders

CONFERENCE 2018

Register at: www.latinosforwater.org

Sponsored by PG&E and the Water Foundation



YOU'RE INVITED

Water, Weather and Warning!

Is your community prepared for extreme weather events?

MARCH 22 - 23, 2018
HOLIDAY INN SACRAMENTO DOWNTOWN-ARENA
300 J STREET
SACRAMENTO, CALIFORNIA



WELL 2018 Annual Conference



WELL is convening a state-wide educational water conference on March 22-23rd, 2018 in Sacramento for California local elected officials. Local elected officials can make a difference for all Californians by taking the necessary steps to understand the dynamic of California water to assure adequate clean water for our communities, protect our natural resources and our local economies. Our hope is to facilitate understanding towards comprehensive long-term water policies that will sustain California's economy and quality of life. We invite you to participate!

Limited Scholarships available for:
City Council Members, Mayors, County Supervisors, and School Board Members.

Discounted Hotel Rates are available for Water Board Officials, Sponsors, and Other.

Call us more more info!
323-349-0661

Sponsored by PG&E and the Water Foundation (https://latinosforwater.nationbuilder.com/event_03_22_2018)

WHEN

March 22, 2018 at 11am - March 23, 2018

WHERE

Holiday Inn
300 J St
Sacramento, CA 91030
United States
Google map and directions
(<http://maps.google.com/maps?q=300+J+St%2C+Sacramento%2C+CA+91030%2C+United+States>)

CONTACT

Victor Griego · victor@latinosforwater.org
(<mailto:victor@latinosforwater.org>) ·
3233490661

Will you come?

First Name

Last Name

and further details. Please do call me or reply to this email if you have any questions as well as to let me know if you will be attending and registering to the conference.

Thank you in advance, Elsa (323)349-0661

Water Education for Latino Leaders (WELL) is excited to invite you to our annual conference, March 22-23, 2018, in Sacramento. WELL's history stems from the need to educate California's local elected officials on water policy. As we enter our 6th year, WELL continues to provide the tools necessary to help leaders make a lasting impact on California water policy.

The 2018 annual conference will focus on extreme weather events and their impact on the Human Right to Water. As you know, communities are being challenged by extreme conditions such as fires, earthquakes, and flooding. Elected officials need to know how to prepare their communities for a changing environment. At the conference you can expect to engage with world-class leaders on California water through panel discussions, presentations, and a reception.

http://latinosforwater.nationbuilder.com/well_2018_annual_conference

Because you are an elected official, we hope you use this conference as another opportunity to make a difference for all Californians by taking the necessary steps to understand the dynamic of California water, ensure clean and affordable water for our residents and children in our schools, and prepare for the changing future of our natural resources and local economies.

Our hope is to facilitate understanding toward comprehensive, long-term water policies that will sustain California's economy and quality of life. We invite you to participate!

Click on [this link](#) to register! Do not hesitate to reach out with any questions (323) 349 -0661.

Regards,

Elsa

Elsa Risch

(323) 349-0661

930 Colorado Blvd., Bldg. 2

Los Angeles, CA 90041

<mime-attachment.png>

MINUTES OF MEETING OF THE FINANCE COMMITTEE OF THE PALMDALE WATER DISTRICT, DECEMBER 11, 2017:

A meeting of the Finance Committee of the Palmdale Water District was held Monday, December 11, 2017, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Henriquez called the meeting to order at 4:31 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
Dennis Hoffmeyer, Accounting Supervisor
Danielle Henry, Administrative 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 November 16, 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 November 16, 2017, as written.

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

Finance Manager Williams reviewed the investment funds report as of October, 2017, including interest earned, maturing CDs, treasury notes, and remaining 2013A Water Revenue Bond funds and then provided an overview of the cash flow statement, including water receipts, DWR refund, budgeted capital expenditures, the upcoming Butte payment, and the projected 2017 year-end balance.

4.3) Discussion and Overview of Financial Statements, Revenue, and Expense and Departmental Budget Reports for October, 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 October, 2017 and stated that most departments are operating at or below the targeted expenditure percentage of 83.3%.

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 followed by discussion of the status of the new billing software.

4.5) Discussion of Contribution to CalPERS California Employers Retiree Benefit Trust (OPEB) Account. (Chair Henriquez/Finance Manager Williams)

Finance Manager Williams reviewed the calculation for the OPEB account, the annual required contribution, the District's annual payment toward retirees, and staff's recommendation to not contribute towards the OPEB account at this time due to the State Revolving Loan for the Palmdale Recycled Water Authority, and after a brief discussion, the Committee concurred with staff's recommendation.

4.6) 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 Manager Williams reviewed Resolution No. 17-26, and after a brief discussion of the Investment Policy, it was moved by Committee Member Alvarado, seconded by Chair Henriquez, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to adopt Resolution No. 17-26 being a Resolution of the Board of Directors of the Palmdale Water District Establishing its Investment Policy and to present this item to the full Board for consideration at the December 13, 2017 Regular Board meeting.

General Counsel Dunn's recommended revisions to next year's Investment Policy were then briefly discussed.

5) Information Items.

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

Finance Manager Williams stated that the Debt Service Coverage for the period of November, 2016 through October, 2017 is 1.42 and meets the required Debt Service Coverage.

5.2) Update on June 26, 2017 Summary of Expenditures for Emergency Repairs for 2016 and 2017 to Date. (Committee Member Alvarado/Facilities Manager Moore/Project Manager Thompson)

Facilities Manager Moore reviewed emergency repairs to facilities from May 1, 2017 through December 5, 2017, the cumulative amount for emergency repairs for the period of January 1, 2016 through December 5, 2017, and leaks during this period and stated that unexpected repair items average \$1 million per year followed by discussion of presenting this information to the full Board and the need to have funds available through the Proposition 218 rate process for emergency items and repairs, and it was determined that two years of data on emergency repairs be analyzed and presented to the full Board by April, 2018.

5.3) Other.

Finance Manager Williams provided an update on payment types through September, 2017 and the increased use of the PayNearMe payment option and stated that electronic forms of payment are increasing and walk-in payments are decreasing.

Committee Member Alvarado stated that the District received the President's Award from ACWA/JPIA for low claims in the Property Insurance and Liability Insurance categories.

Chair Henriquez thanked staff for a job well done on managing the District's finances.

There were no other information items.


6) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

It was then determined that the next Finance Committee meeting will be held January 22, 2018 at 4:30 p.m.

7) Adjournment.

There being no further business to come before the Finance Committee, the meeting was adjourned at 5:32 p.m.


Chair