



# PALMDALE WATER DISTRICT

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## A CENTURY OF SERVICE

September 4, 2019

**BOARD OF DIRECTORS**

**ROBERT E. ALVARADO**

Division 1

**DON WILSON**

Division 2

**GLORIA DIZMANG**

Division 3

**KATHY MAC LAREN**

Division 4

**VINCENT DINO**

Division 5

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**DENNIS D. LaMOREAUX**

General Manager

**ALESHIRE & WYNDRER LLP**

Attorneys



### **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 MONDAY, September 9, 2019**

**6:00 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 in memory of former Palmdale Water District Director Wayne Hoffmeyer.
- 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 special meeting held August 15, 2019.
  - 6.2) Approval of minutes of regular meeting held August 26, 2019.
  - 6.3) Payment of bills for September 9, 2019.
  - 6.4) Approval to rename the position of Water and Energy Resources Director to Resource and Analytics Director and approval of job description for this position. (Human Resources Director Emery/Deputy Water and Energy Resources Director Thompson II/Organizational Excellence Committee)
  - 6.5) Approval to replace the position of Deputy Water and Energy Resources Director to Resource and Analytics Supervisor and approval of job description and salary range for this position. (Human Resources Director Emery/Deputy Water and Energy Resources Director Thompson II/Organizational Excellence Committee)
  - 6.6) Approval to revise job description for Water Use Efficiency Specialist I/II. (Human Resources Director Emery/Deputy Water and Energy Resources Director Thompson II/Organizational Excellence Committee)
  - 6.7) Approval to create salary range for Construction Inspector I position. (Human Resources Director Emery/Organizational Excellence Committee)
- 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 California Quitclaim Deed for APN No. 3015-004-029 and 3015-004-030, East Avenue Holdings LLC. (No Budget Impact – Assistant General Manager Ly)
  - 7.2) Consideration and possible action to add step and merit changes for District staff effective October 1, 2019. (Finance Manager Williams/Financial Health and Stability Committee)
  - 7.3) Consideration and possible action on system for high-quality reporting from Committees to the full Board. (General Manager LaMoreaux/Organizational Excellence Committee)
  - 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 2019 Budget:
    - a) Iron Utility Week 2019: The Power of Community to be held October 11 – 18, 2019 in Marco Island, Florida.

- 8) Information Items:
  - 8.1) Reports of Directors:
    - a) Meetings; Standing Committee/Assignment Reports; General Report.
  - 8.2) Report of General Manager.
  - 8.3) Report of General Counsel.
- 9) Board members' requests for future agenda items.
- 10) Adjournment.



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DENNIS D. LaMOREAUX,  
General Manager

DDL/dd

**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:** September 3, 2019 **September 9, 2019**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Peter Thompson II, Deputy Water and Energy  
Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 6.4 – APPROVAL TO RENAME THE POSITION  
OF WATER AND ENERGY RESOURCES DIRECTOR TO RESOURCE  
AND ANALYTICS DIRECTOR AND APPROVAL OF JOB  
DESCRIPTION FOR THIS POSITION.***  
***AGENDA ITEM NO. 6.5 – APPROVAL TO REPLACE THE POSITION  
OF DEPUTY WATER AND ENERGY RESOURCES DIRECTOR TO  
RESOURCE AND ANALYTICS SUPERVISOR AND APPROVAL OF  
JOB DESCRIPTION AND SALARY RANGE FOR THIS POSITION.***  
***AGENDA ITEM NO. 6.6 – APPROVAL TO REVISE JOB DESCRIPTION  
FOR WATER USE EFFICIENCY SPECIALIST I/II. (HUMAN  
RESOURCES DIRECTOR EMERY/DEPUTY WATER AND ENERGY  
RESOURCES DIRECTOR THOMPSON II/ORGANIZATIONAL  
EXCELLENCE COMMITTEE)***

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**Recommendation:**

Staff and the Organizational Committee recommend renaming the Water and Energy Resources Director position to Resource and Analytics Director, the dissolution of the Deputy Water and Energy Resources Director position and creation of the Resource and Analytics Supervisor position, and updating the job descriptions for the Resource and Analytics Director, Resource and Analytics Supervisor, and Water Use Efficiency Specialist I/II.

**Background:**

The Resource and Analytics Division of the District has been responsible for ensuring effective management of the District’s raw water supply, water use efficiency programs, and energy rates and programs. The District has a diverse supply of water resources as well as a complex and multi-layered system of energy rates and programs. Data analysis plays a critical role in the effective management and evaluation of these resources.

The suggested changes would have the following effects:

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BOARD OF DIRECTORS

VIA: Mr. Dennis D. LaMoreaux, General Manager

September 3, 2019

- Treating data as a resource. The District collects a vast amount of data but often does not have an easy way to access it for analysis. Staff within the Resource and Analytics Division have been working on the implementation of a data analytics software called Info 360. The first priority with data analytics is to develop tools to more deeply analyze energy costs to give direction on energy program participation and cost-conscious distribution system operation. As these tools are developed, it would be the goal of this division to facilitate the access and analysis of data to all departments in the District. We believe that an intentful and effective use of the District's data resource will play a critical role in helping the District adapt to changes in regulations and technology in an efficient and cost-conscious way.
- Designating the Resource and Analytics Director as having the outward facing and long-range planning responsibility for these resources.
- Designating the Resource and Analytics Supervisor as having the inward facing and short-range planning responsibility of these resources. They would be responsible for evaluating and coordinating the implementation of energy rate adjustments, energy programs and water resource scheduling with the Facilities and Operations Departments. They would also be responsible for working with all departments to prioritize and develop data analytics tools to the benefit of the District.
- Designating the responsibility levels between the Water Use Efficiency Specialist I and II positions. The key differentiation is the designation of the administrative responsibilities of the II position for effective implementation and documentation of water use efficiency programs and events.

Resources and Analytics Vision:

- Water
  - Develop drought resilient surface water supply.
  - Maximize the value of the District's water rights through banking, transfer, and exchange opportunities.
  - Develop new supplies of water for long range planning purposes.
  - Develop innovative and impactful education and rebate programs to help District customers use their water more efficiently.
- Energy
  - Evaluate energy rate structures annually to ensure the most economical rates are being utilized.
  - Evaluate special energy programs and technologies.
  -

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VIA: Mr. Dennis D. LaMoreaux, General Manager

September 3, 2019

- Coordinate education on and implementation of beneficial energy programs and rate structures.
- Evaluate energy costs to ensure the effectiveness of energy rates, programs and strategies.
  
- Data
  - Develop the Info360 (SCADAWatch) data analytics tool.
  - Improve District wide access to data analytics.
  - Improve and centralize data gathering through the addition of sensors and the importation of 3<sup>rd</sup> party software data sources.
  - Streamline reporting and data entry efforts in all departments.

**Strategic Plan Initiative/Mission Statement:**

This work is part of Strategic Initiative No. 1 – Water Resource Reliability, No. 3 Systems Efficiency, and No. 6 Customer Care, Advocacy and Outreach.

This item directly relates to the District’s Mission Statement.

**Budget:**

This item will have no budgetary impact and adds no positions to the Organizational Structure Chart. The salary range for the Resource and Analytics Supervisor is proposed at Range 35 - \$8,815.51 to \$10,715.31.

**Supporting Documents:**

Job Descriptions:

- Resource and Analytics Director
  
- Resource and Analytics Supervisor
  
- Water Use Efficiency Specialist I/II

RESOURCE AND ANALYTICS DIRECTOR

FLSA Status: Exempt

DEFINITION

To plan, organize, oversee, and manage acquisition of water and energy resources for the District; to provide highly complex technical and professional support to the General Manager/CEO or Assistant General Manager/COO, in the absence of the General Manager/CEO.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager/CEO or Assistant General Manager/COO, in the absence of the General Manager/COO.

Exercises direct supervision over assigned staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Secure adequate water and energy resource supplies to meet the District's current and future demands; acquire short-term and long-term water supplies to provide reliable sources; participate in long-term planning activities.

Schedule and maintain water deliveries and various State Water Project resource programs; negotiate water and energy supply contracts for the District; prepare and update the District's water production and energy resource plans.

Represent the District on various State Water Contract committees; oversee administration of the District's agreement relative to the State Water Contract; prepare reports and updates regarding water supply and acquisition.

Evaluate contracts, projects, and procedures related to resource acquisitions; identify and respond to current and future water supply demands.

Monitor current and proposed energy and water resource programs; manage the District's energy accounts relative to ensuring adequate energy resources to convey, treat, and distribute water to District customers; evaluate the District's rate structure and make recommendations related to recovering water purchase and energy costs.

Provide strategic planning and oversight for the development of data analytics tools to help drive data driven decisions for the efficient use of water and energy resources.

Work with the Resource and Analytics Supervisor to expand and centralize the District's data resource; and to make data analytics tools available to all departments.

Prepare and present information to the District Board regarding water resource and energy supply issues; attend Board meetings, various planning meetings and conferences as appropriate.

Prepare, and administer the District's water resource budget; prepare cost estimates for budget recommendations; submit justifications for water purchases and related energy costs; monitor and control expenditure.

Represent the District at various community organization and outside agency meetings; serve on staff subcommittees as necessary; and coordinate water and energy resource activities with District departments and outside agencies.

Advocate on behalf of the District to governmental and regulatory authorities as directed.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of water and energy resource management and planning, including contract negotiation and administration, and related rate structures.

Operational characteristics of water production facilities and related energy needs.

Principles and practices of budget preparation and administration, and technical reporting writing.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Plan, organize, oversee, and manage acquisition of water and energy resources for the District.

On a continuous basis, analyze technical, operational, and budget reports; interpret and evaluate various technical reports and data; know and interpret laws, regulations, codes and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight up to 20 pounds.

Interpret and explain pertinent District policies and procedures. Prepare and administer a budget; prepare and present technical reports to a variety of audiences.

Use sophisticated computer software related to engineering and resource analysis.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

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

Experience:

Four years of increasingly responsible experience in water and energy resource management and planning in a public or private sector environment.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering, resource management, land use planning or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License.

Required use of cell phone with data plan.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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

RESOURCE AND ANALYTICS SUPERVISOR

FLSA Status: Exempt

DEFINITION

Under general supervision, assigns, and reviews the work of water use efficiency personnel who plan, administer and execute water conservation programs and outreach. Under general supervision, assigns, and reviews the work of management analyst(s) who enter and review data, operate analytics programs, and provide analytic services to District staff as needed. Develop and coordinate plans for efficient use of the District's water and energy resources; Develops and coordinates data analytics strategies to provide staff with better information and backup for decisions; handles difficult, complex analytics problems; prioritizes and reviews tasks relative to assigned area of responsibility.

This is the first-line supervisor level classification in the Resource and Analytics Department. The Resource and Analytics Supervisor provides direction to the Resource and Analytics Department by assigning, directing and reviewing work of staff. Supervisory duties include training, writing, conducting performance appraisals, and assisting in department budget preparation. Incumbents provide coaching and guidance to representatives.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Resource and Analytics Director.

Exercises supervision over Water Use Efficiency staff and Management Analyst(s).

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provides day-to-day leadership to ensure a high performance, analysis-oriented work environment that supports achieving the Department's and the District's mission, objectives and values.

Prioritize, assign, evaluate and supervise the work of all Water Use Efficiency staff and Management Analyst(s). Provides coaching and guidance for performance improvement and development; directs and oversees the training of new staff.

Plans and implements data management and data analytics plans modifies departmental procedures and processes; creates quality assurance tools to ensure completion, quality and timeliness.

## Resource and Analytics Supervisor

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Provides oversight and evaluation of water use efficiency programs; provides support and prioritization in evaluating and modifying rebate, outreach and education plans; creates quality assurance tools to ensure completion, quality and timeliness.

Write and conduct formal performance appraisals: participates in a variety of personnel actions including hiring, counseling, training, promotion, discipline, and termination.

Interacts effectively and diplomatically in all areas of employee relations, always projecting a professional image in keeping with the District's goals and objectives while exercising the highest degree of confidentiality.

Assumes difficult and specialized data analysis needs, including one off special requests from District Management; short- and long-term reporting assistance such as monthly conservation reporting to SWRCB; long term reporting assistance such as Urban Water Management Plan; and primary responsibility for completing the annual Water Loss Audit.

Attends and participates in professional group meeting; stays abreast of new trends and innovations in utility billing and customer service; directs and participates in the incorporation of new developments into program areas, as appropriate.

Reviews, analyzes, and recommends participation in emerging energy programs and technologies; changes Edison rates schedules, and adjustments in production strategies for energy efficiency purposes.

Works with Resource and Analytics Director to develop and update water resource production plan and coordinates with Operations to facilitate the plan.

Assists and participates in the development and administration of the Water Use Efficiency budget.

Assists the Resource and Analytics Director in administration of Antelope Valley State Water Contractors Association and Antelope Valley Water Master as needed.

Provides presentations and training as needed on energy, production, data and water use efficiency programs to District staff.

Reads, understands, and ensures compliance with the PWD's Safety Policies; attends safety, meetings, as required; reports all accidents, violations, or infractions to manager.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

Data base and data analysis software, tools, reporting and practices.

Water use efficiency programs and reporting.

District personnel rules and policies.

Energy rate structures, specialized energy programs such as: Demand Response and Over-Gen.

Water resource planning and components.

Principles and methods of business correspondence, recordkeeping and filing.

Principles and practices of sound business communications and correct English use, including spelling, grammar and punctuation.

Appropriate safety precautions, procedures, practices and regulations related to maintain a department safety program, safe working conditions, and operating equipment.

Modern office equipment, software programs, and computerized record keeping and filing methods.

Business mathematics, calculations and statistical analysis.

Principles and practices of effective leadership and employee supervision, including training and performance evaluation.

Principles and practices of budget monitoring.

Pertinent local, State and Federal laws, ordinances and rules.

### Ability to:

Supervise, assign, inspect and evaluate the work of others.

Communicate effectively, both verbally and in written formats.

Motivate and evaluate staff and provide for their training and development.

## Resource and Analytics Supervisor

- 4 -

Develop and implement work standards.

Plan and organize work to meet changing priorities and deadlines.

Analyze and resolve complex analysis and reporting problems.

Exercise independent judgment and initiative.

Train and orient new and existing employees.

Maintains and directs the daily activities such as: analysis projects, water use efficiency tasks, energy and water resource plan coordination, and any departmental duties.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Establish and prioritize action items and multitask effectively.

Prepares concise records, reports and other written materials.

Use creative thought to problem solve including the use of new and innovative technologies and techniques.

Participate in groups and committees that affect District operations, policies and procedures.

Use Microsoft Outlook including accessing forms within public folders, send and receive email and use the calendar and scheduling functions effectively.

Make sound decisions and demonstrate analytical capabilities.

Make observations, communicating with others, reading, writing, and operating assigned equipment.

Assist in the development and monitoring of an assigned program budget.

### Experience and Training

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

Experience:

Three years of increasingly responsible experience in data analysis, water and energy resource planning, credit operations, or utility billing.

Training:

Bachelor's degree or equivalent experience in data analytics or business administration.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License.

Complete Water Use Efficiency 1 and Water Distribution Operator 2 Certifications within 18 months.

PHYSICAL DEMANDS AND WORKING CONDITIONS

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*

Environmental Conditions:

On a continuous basis employees are required to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight up to 20 pounds.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills, read and interpret complex data and information; use math and mathematical reasoning; analyze and solve problems; observe and interpret people and situations; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions; interact with District managers and staff, customers and the public.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

Resource and Analytics Supervisor

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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

WATER USE EFFICIENCY SPECIALIST I/II

FLSA Status: Non-Exempt

DEFINITION

To assist with the planning, implementation and coordination of education, public information and community outreach activities for the District; to perform a variety of tasks related to water awareness in the community; and to assist in the implementation of conservation programs, rebates and documentation.

DISTINGUISHING CHARACTERISTICS

Water Use Efficiency Specialist I - This is the entry level class in the Water Use Efficiency series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Water Use Efficiency Specialist I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Water Use Efficiency Specialist II - This is the journey level class in the Water Use Efficiency series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Water Use Efficiency Specialist I

Receives general supervision from the Resource and Analytics Supervisor; receives technical and functional supervision from a Water Use Efficiency Specialist II.

Water Use Efficiency Specialist II

Receives general supervision from the Resource and Analytics Supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

## Water Use Efficiency Specialist I/II

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Assist with planning, implementation and coordination of District water awareness programs, public information, and community outreach activities.

Assist in the coordination and execution of special events.

Assist in maintaining inventory for water use efficiency supplies and giveaways.

Make presentations to classrooms and organized tours.

Assist in preparing the annual report on Water Use Efficiency events.

Assist other District personnel in all phases of activities and operations as needed, including after-hours, on-call and other unusual times.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

Performs and documents meter testing duties.

### Additional Duties of the Water Use Efficiency Specialist II:

Prepares annual report on water use efficiency programs and activities.

Evaluates all water use efficiency programs for effectiveness and presents suggested changes to supervisor on as needed basis and at a minimum of annually.

Assist in the completion of the annual water loss audit.

Assist in budget preparation.

Orders supplies for events and programs.

Plans and coordinates water use efficiency outreach for the year including: school visits and tours, landscape workshops, Water Smart Expo, and contests.

Coordinates messaging and events with Public Relations staff for updating the water use efficiency messaging on all sources of District media.

Maintains records of all water use efficiency programs and activities.

Assist in the preparation and submission of grants to appropriate agencies.

Trains Water Use Efficiency Specialist I's and other support staff

Performs all the duties of a Water Use Efficiency Specialist I.

Prepares and delivers water use efficiency related presentations to the District board of directors.

### MINIMUM QUALIFICATIONS

#### Water Use Efficiency Specialist I

##### Knowledge of:

Report preparation and analysis, including use of various personal computer applications such as word processing, spreadsheet, and database programs.

Modern office procedures, practices, and equipment, including use of a personal computer.

English usage, spelling, punctuation, and grammar.

Water use efficiency principals.

##### Ability to:

Assist with planning, implementation and coordination of a variety of public water use efficiency outreach activities.

Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 50 pounds or less.

Make educational presentations to groups of diverse customers, including varying ethnic groups, children, employees or other organizations.

Assist in developing and implementing sponsorship packages, including solicitation of sponsors for water conservation events.

Understand and communicate water waste and rebate policies both in the office and in the field to customers and staff.

Perform field work related to water waste complaints and rebate programs.

Analyze reports and special projects; prepare routine reports and correspondence.

Perform general clerical work, including maintenance of appropriate records and preparation of general reports; verify and check files and data.

Perform simple arithmetic calculations.

Operate a variety of office equipment, such as a calculator, computer and related software.

Type at a speed necessary for successful job performance.

Prioritize work and meet required deadlines.

Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

### Experience and Training

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

#### Experience:

Two years of customer service experience that required the understanding and communication of policies to customers is desirable.

#### Training:

Equivalent to the completion of the twelfth grade.

### License and Certificate

Possession of, or ability to obtain, a valid California Driver's License.

## Water Use Efficiency Specialist I/II

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Possession of, or ability to obtain, within one year of appointment, a Grade I Water Use Efficiency Certificate issued by the American Water Works Association (AWWA).

### Water Use Efficiency Specialist II

In addition to the qualifications for the Water Use Efficiency Specialist I:

#### Knowledge of:

Advanced knowledge of District Water Use Efficiency policies and programs.

Knowledge of water use efficiency regulations.

#### Ability to:

Independently interpret and apply District policy when administering Water Use Efficiency programs and water waste investigations.

Evaluate and suggest changes to Water Use efficiency policies and programs for effectiveness.

### Experience and Training

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

#### Experience:

Two years of responsible journey experience performing duties similar to a Water Use Efficiency Specialist I with the Palmdale Water District.

#### Training:

Equivalent to the completion of the twelfth grade. Additional Water Use Efficiency certification through AWWA is required.

### License and Certificate

Possession of, or ability to obtain, a valid California Driver's License.

Possession of a Grade II Water Use Efficiency Certificate issued by the AWWA is required.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** September 3, 2019 **September 9, 2019**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Jennifer Emery, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 6.7 – APPROVAL TO CREATE SALARY RANGE FOR CONSTRUCTION INSPECTOR I POSITION. (HUMAN RESOURCES DIRECTOR EMERY/ORGANIZATIONAL EXCELLENCE COMMITTEE)***

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**Recommendation:**

Staff and the Organizational Excellence Committee recommend that the Board approve the salary range for Construction Inspector I.

**Impact of Taking No Action:**

Palmdale Water District would not have a Construction Inspector I salary range.

**Background:**

The District has some retirements coming up and is in need of a salary range for the Construction Inspector I position. In the past, all of our inspectors were long term employees and fell into the Construction Inspector II position and range.

**Strategic Plan Initiative/Mission Statement:**

This work is part of Strategic Plan Initiative No. 2 – Organizational Excellence.

This item directly relates to the District’s Mission Statement.

**Budget:**

No additional cost to budget.

**Supporting Documents:**

- Salary Range for Construction Inspection I

|         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 19      | 20      | 21      | 22      | 23      | 24      | 25      | 26      | 27      | 28      | 29      | 30      | 31      | 32      | 33      | 34      | 35      | 36      | 37      |
| 22.4179 | 23.5388 | 24.7157 | 25.9515 | 27.2491 | 28.6115 | 30.0421 | 31.5442 | 33.1214 | 34.7775 | 36.5163 | 38.3422 | 40.2593 | 42.2722 | 44.3858 | 46.6051 | 48.9354 | 51.3822 | 53.9513 |

Construction Inspector I



**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:** September 3, 2019 **September 9, 2019**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Adam Ly, Assistant General Manager  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION ON CALIFORNIA QUITCLAIM DEED FOR APN NO. 3015-004-029 AND 3015-004-030, EAST AVENUE HOLDINGS LLC. (NO BUDGET IMPACT – ASSISTANT GENERAL MANAGER LY)***

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**Recommendation:**

Staff recommends that the Board approve the California Quitclaim Deed for APN No. 3015-004-029 and 3015-004-030, East Avenue Holdings LLC and authorize General Manager LaMoreaux to execute said California Quitclaim Deed.

**Alternative Options:**

The Board can choose not to approve the California Quitclaim Deed.

**Impact of Taking No Action:**

The development of the property affected by the District's easements cannot move forward.

**Background:**

The District maintains easements on properties in the event repairs or replacements to water mains are needed. The owner/developer of the property in question has requested the easements be confined on parcels 3015-004-029 and 3015-004-030. Staff responded to East Avenue Holdings LLC on July 18, 2019 citing the requirements to confine District easements or quitclaim the property (copy attached). The easements in question are no longer needed by the District, and it is recommended that a California Quitclaim Deed be executed for this request.

**Strategic Plan Initiative/Mission Statement:**

This item is under Strategic Initiative No. 6 – Customer Care, Advocacy & Outreach.  
This item directly relates to the District's Mission Statement.

**Budget:**

Action on this item will not impact the budget.

**Supporting Documents:**

- July 18, 2019 letter to East Avenue Holdings LLC
- California Quitclaim Deed



**PALMDALE WATER DISTRICT**

A CENTURY OF SERVICE

July 18, 2019

**BOARD OF DIRECTORS**

**ROBERT E. ALVARADO**  
Division 1

**DON WILSON**  
Division 2

**GLORIA DIZMANG**  
Division 3

**KATHY MAC LAREN**  
Division 4

**VINCENT DINO**  
Division 5

East Avenue Holdings LLC  
ATTN: Karapet Boyadjian  
14821 Runnymede Street  
Van Nuys, CA 91405

**RE: CONFINEMENT OF EASEMENTS- APN NO. 3015-004-038,  
PREVIOUSLY APN NO. 3015-004-029 & 030 –  
W.S.M. NO. 52-54**

Dear Mr. Karapet:

Per written request received for Confinement of Easements for Assessor’s Parcel Number 3015-004-038, previously Assessor’s Parcel Numbers 3015-004-029 and 3015-004-030, the Confinement of Easements is outlined on the attached Section 12.05 and Appendix D of the Palmdale Water District’s Rules and Regulations. To successfully record and execute a Quitclaim Deed for the Confinement of Easements, the following need to be addressed:

- Provide a copy of the title report for subject property
- Provide legal description to subject property
- Submit payment of \$100.00 (Processing Fee per Appendix D)

Upon receipt of the requested above items, the District will complete the Quitclaim Deed for approval by the Board of Directors. Upon approval by the Board, it is the person/entity requesting such action’s responsibility to record the executed document within 30 days of receipt thereof.

Please feel free to contact me at (661) 441-5904 if you have any questions.

Very truly yours,

  
DANIEL A. MALDONADO,  
Engineering Technician I

DAM/dam

Enclosures

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**DENNIS D. LaMOREAUX**  
General Manager

**ALESHIRE & WYNDER LLP**  
Attorneys





## **RULES AND REGULATIONS**

Secured by Deed of Trust, executed by the buyer in favor of the District, and shall bear interest at current market rates.

**12.05: DISTRICT EASEMENTS**

Upon written application to the District and upon approval by the Board, the Board shall execute the necessary Quitclaim Deed or Affidavit required to confine or eliminate easements owned by the District. The person requesting such action shall pay a processing fee as set forth in Appendix D and must record the executed document within 30 days of receipt thereof.

**12.06: RELOCATION ASSISTANCE LAW**

The District has adopted Rules and Regulations implementing payments and administering relocation assistance as mandated by state law and incorporates those Rules and Regulations herein. The District Rules and Regulations Implementing the Relocation Assistance Law are attached hereto as Appendix J.

**12.07: ACCEPTANCE OF GRANT DEEDS AND EASEMENTS**

The Manager is authorized and directed by the Board to accept and consent to the recording of grant deeds and grants of easements to the District.

**12.08: SALE OF DISTRICT PERSONAL PROPERTY (Revised 11-7-05)**

**A. Surplus Property:** Upon the determination by the Board that personal property belonging to the District is no longer necessary for District purposes, such property shall be designated surplus property. Surplus personal property with insufficient value to warrant sale of such property to the public may be disposed of at the General Manager's discretion. The District may dispose of surplus personal property which has a residual value sufficient to warrant sale of such property to the public by sealed bid as set forth in 12.04.B. or by public auction utilizing a commercially available auction service.

**APPENDIX D**

**MISCELLANEOUS CHARGES**

## APPENDIX D

### MISCELLANEOUS CHARGES

|  |    |                      |
|--|----|----------------------|
| 1. Shutoff Fee per Article 8.03 C(1) and C(9):   |    |                      |
| - During regular working hours-on shut off list but service not yet physically off (8 a.m. to 6 p.m.)  | \$ | 0.00                 |
| - During regular working hours-service physically shut off (8 a.m. to 6 p.m.)  | \$ | 30.00                |
| - After regular working hours, Fridays-Sundays, and Holidays (emergencies only)  | \$ | 80.00                |
| 2. Returned Check Charge per Article 8.03C(2)  | \$ | 25.00                |
| 3. Meter Test Charge per Article 8.03C(3)-(per test/invoiced)  | \$ | 65.00                |
| 4. Pulled Meter Charge per Article 8.03C(4).   | \$ | 60.00                |
| 5. Unauthorized Water Use Fine per Article 8.03C(5) and 9.03   | \$ | 1,000.00             |
| 6. Walk-thru and Cleaning Water Service per Article 8.03C(8) – maximum of five working days:   |    |                      |
| -5 units or less   | \$ | 55.00 Service Charge |
| -6 units or more   | \$ | 55.00 Service Charge |
| 7. Disconnection Charge for Waste or Misuse of Water per Article 8.05B(2) and Appendix O   | \$ | 1,000.00             |
| 8. Late Charge per Article 8.04E and Article 8.04G(2) – <b>10% of the balance due for the first 30 days and 1-1/2% for each 30 days thereafter</b> |    |                      |
| 9. Meter and Project Water System Deposit Fee per Article 11.04 – (per project unit)   | \$ | 400.00               |
| 10. Fee for Confinement or Quitclaim of Easements per Article 12.05  | \$ | 100.00               |
| 11. Non-emergency Service Calls After Regular Working Hours (8 a.m. to 6 p.m.) on Weekdays, Fridays-Sundays, and Holidays per Article 8.03C(9).    | \$ | 80.00                |
| 12. Turn-on/off Fee per Article 8.03C(9)   | \$ | 15.00                |
| 13. 48-Hour Disconnect Notice Fee per Article 8.03C(10)  | \$ | 20.00                |

Recording requested by (name):

\_\_\_\_\_

And when recorded, mail this deed and tax statements to (name and address):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# CALIFORNIA QUITCLAIM DEED

DOCUMENTARY TRANSFER TAX \$ \_\_\_\_\_  
EXEMPTION (R&T CODE) \_\_\_\_\_  
EXPLANATION \_\_\_\_\_

APN: 3015-004-029 and 3015-004-030

\_\_\_\_\_  
Signature of Declarant or Agent determining tax

For a valuable consideration, receipt of which is hereby acknowledged,

Palmdale Water District, who acquired title as Palmdale Irrigation  
(Disclaiming Party(ies))

District, a District organized and existing under the California  
Irrigation Act

hereby quitclaim(s) to East Avenue Holdings LLC  
(Property Owner(s))

the following real property in the City of Palmdale, County of  
Los Angeles, California: (insert legal description)

Respective owners of the property hereinafter described, all right,  
title and interest of Palmdale Water District arising under provisions  
contained in those certain deeds recorded June 12, 1945 in Book  
22066, Page 158 and 159 and on April 25, 1946 in Book 23144, Page  
57 and 58, of Official Records as shown on Exhibit B attached  
hereto and made a part hereof

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of declarant)

\_\_\_\_\_  
(Typed or written name of declarant)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of declarant)

\_\_\_\_\_  
(Typed or written name of declarant)

**This form must be signed in front of a notary.**

## ACKNOWLEDGMENT

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_)

On \_\_\_\_\_ before me, \_\_\_\_\_  
(insert name and title of the officer)

personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

## EXHIBIT "A"

### Parcel 1

APN: 3015-004-029

That portion of Section 25, Township 6 North, Range 12 West, S.B.B. & M. which is included within the following described boundaries:

Beginning at a point on the Westerly line of 12<sup>th</sup> Street East, (formerly Buchanan Street) distant Northerly thereon 1038.09 feet from the Northerly line of Avenue Q-8, Pearblossom Highway (formerly Palmdale Llano Road), so said street and road are shown of Map of Tract No. 7682, as per map recorded in Book 120, Page 74 of Maps, in the office of the County Recorder of said County, thence Northerly 148.30 along said Westerly line, thence Westerly 293.73 feet parallel with the Northerly line of Avenue Q-8, thence Southerly 148.30 feet parallel with said Westerly line, thence Easterly 293.73 feet parallel with the Northerly line of Avenue Q-8 to the point of beginning.

### Parcel 2

APN: 3015-004-030

That portion of Section 25, Township 6 North, Range 12 West, S.B.B. & M. which is included within the following described boundaries:

Beginning at a point on a line parallel with the Westerly line of 12<sup>th</sup> Street East (formerly Buchanan Street) Westerly therefrom a distance of 587.46 feet and Northerly a distance of 1038.09 feet from the Northerly line of Avenue Q-8, Pearblossom Highway (Formerly Palmdale Llano Road) as said street and road are shown on Map of Tract No. 7682, recorded in Book 120, Pages 74 and 75 of Maps, Records of Los Angeles County, thence Northerly 148.30 feet parallel with the West line of 12<sup>th</sup> Street East, thence Easterly 203.73 feet parallel with the Northerly line of Avenue Q-8; thence Southerly 148.30 feet parallel with the West line of 12<sup>th</sup> Street East; thence Westerly 293.73 feet parallel with the North line of Avenue Q-8 to the point of beginning.







**REPORTING FORM FOR  
PWD STANDING COMMITTEES AND APPOINTMENTS**

COMMITTEE: \_\_\_\_\_

\_\_\_\_\_

MEETING DATE: \_\_\_\_\_

MEMBERS ATTENDING/GUESTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AGENDA ITEM NO. \_\_\_\_\_

ITEM CONSIDERED: \_\_\_\_\_

\_\_\_\_\_

ISSUES DISCUSSED (PROS/CONS): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RECOMMENDATION TO THE BOARD: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AGENDA ITEM NO. \_\_\_\_\_

ITEM CONSIDERED: \_\_\_\_\_

ISSUES DISCUSSED (PROS/CONS): \_\_\_\_\_

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RECOMMENDATION TO THE BOARD: \_\_\_\_\_

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AGENDA ITEM NO. \_\_\_\_\_

ITEM CONSIDERED: \_\_\_\_\_

ISSUES DISCUSSED (PROS/CONS): \_\_\_\_\_

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RECOMMENDATION TO THE BOARD: \_\_\_\_\_

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AGENDA ITEM NO. \_\_\_\_\_

ITEM CONSIDERED: \_\_\_\_\_

ISSUES DISCUSSED (PROS/CONS): \_\_\_\_\_

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RECOMMENDATION TO THE BOARD: \_\_\_\_\_

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AGENDA ITEM NO. \_\_\_\_\_

ITEM CONSIDERED: \_\_\_\_\_

ISSUES DISCUSSED (PROS/CONS): \_\_\_\_\_

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RECOMMENDATION TO THE BOARD: \_\_\_\_\_

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**AGENDA ITEM NO. 7.4**  
*Hotel and Travel*  
**Accommodations**

**Event Name/Date:**

Itron Utility Week 2019: The Power of Community/October 11 - 18, 2019

**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



# IUW 2019 Pre & Post Conference Training

Pre-Conference Training: Oct. 11-13, 2019

Post-Conference Training: Oct. 16-18, 2019

[IUW Home](#)

[Networking  
Events](#)

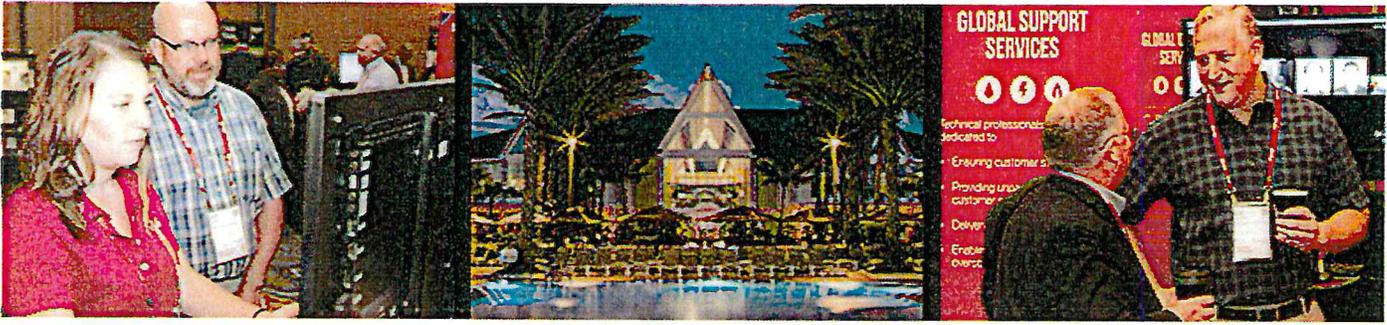
[Tracks &  
Sessions](#)

[Pre & Post  
Training](#)

[Advisory  
Board](#)

[Sponsors &  
Exhibitors](#)

[FAQ](#)



## Join Us On Marco Island!

### Itron Utility Week 2019: The Power of Community

Reimagined business models. Changing customer expectations. Aging infrastructure. Integrating new and rapidly evolving technologies. Resiliency and reliability. Security. The challenges facing our industry are enormous.

At Itron, we believe that to address these challenges today and tomorrow, we need to work together. Our ability to transform the industry lies in community—in an ecosystem of like-minded companies banded together to bring lasting, positive change in the way energy and water are managed, all around the world.

And at Itron Utility Week, we bring the best of our community together to share ideas, learn lessons and design the future we want—and need—and need—for ourselves, our businesses and our communities. Because together, we know we can create a more resourceful world.

Register for this event today. Don't miss this opportunity to connect, learn and take of advantage of The Power of Community.

#### Itron Utility Week

JW Marriott Marco Island Beach Resort  
400 South Collier Boulevard  
Marco Island, Florida 34145  
Oct. 11-18, 2019

Oct. 11-13: Pre-Conference Training  
Oct. 13-15: Knowledge Conference  
Oct. 16-18: Post-Conference Training

#### Registration Information

Early Bird Registration: \$1,195 (before Sept. 5)  
After Sept. 5: \$1,395

##### Multiple Attendee 10 Percent Discount

We offer a 10 percent discount to those customers that send two or more attendees from their organization. The third registrant and all thereafter will qualify for the discount. If you have questions please contact Daro Johnson.

#### Hotel Room Rate

\$269 per night

The hotel rate cannot be guaranteed after Sept. 5.

*Please note:* This does not guarantee rooms will be available until Sept. 5. We highly recommend that you book your lodging as soon as possible as rooms sell out quickly. Reservations received after Sept. 5, 2019 may be subject to market rate and availability.

Included in your room rate:

- Hotel fitness center is included in your room rate.\*
- WiFi is offered at a discounted rate or free with your Marriott Rewards Number.
- \*The Spa BY JW® Athletic Club is not included in your guest room rate.

#### Parking

- Valet: \$18.75
- Daily Self-Parking: \$15.00

#### Ground Transportation

Simplify your travel to the JW Marriott Marco Island by booking ground transportation to and from the Ft. Myers / Southwest Florida International (RSW) airport using our discount shuttle service. (\$79 each way) This non-stop service is used exclusively by Itron Utility Week attendees. Look for the Destination & Conference Services (DCS) host holding an Itron sign in the airport baggage claim area. [Click here](#) to make your reservation for transportation.

Additional Transportation Options:

- Uber X - \$60 - \$75
- Uber XL - \$87 - \$108

*Please note:* Itron is providing ground transportation only to and from the Fort Myers/Southwest Florida International (RSW) airport. If you attend via another airport, you will have to organize your own transportation.

Ft. Myers / Southwest Florida International (RSW) airport: 48 miles, 1 hour

Additional Airport Options:

- Ft. Lauderdale / Hollywood International (FLL) airport: 117 miles, 2.5 hours
- Miami International (MIA) airport: 102 miles, 2.5 hours
- Punta Gorda Public (PGD) airport: 83 miles, 1.5 hours

#### Monday Night Event: Beach Block Party!

Flip flops, sun tans and endless white sands—our annual Monday night signature event takes place on the beautiful beaches of Marco Island at sunset. Wear your best beach attire and join us for dinner, drinks, live music and dancing along the shores of the Gulf.

This event is included in your Itron Utility Week registration fee. If you intend to bring a guest, sign them up using the guest program registration.

*Please note:* Due to liquor law requirements, no guests under the age of 21 are permitted to attend evening social events.

We look forward to welcoming you on Marco Island this fall!



JW Marriott Marco Island Beach Resort  
Marco Island, Florida

## 2019 Itron Utility Week Training Sessions

### PRE-CONFERENCE TRAINING

#### *MV-90 xi Training for the IT Professional, Oct. 11-13*

*Early Bird Training Cost: \$1,545.00*

*After September 5, 2019 - Training Cost: \$1,745.00*

This certified, three-day course is designed for IT professionals or anyone who is responsible for installing and maintaining the MV-90 xi system. It will cover topics such as pervasive settings, operating system compatibility, user rights and special considerations for virtual environments.

#### *UtilityIQ Use and Administration Jump Start, Oct. 11-13*

*Early Bird Training Cost: \$1,545.00*

*After September 5, 2019 - Training Cost: \$1,745.00*

This three-day hands-on course is designed for anyone new to the UIQ solution. We'll start with the very basics of system components and mesh networking and then use the various UIQ software components (AMM, FWU, MPC, NC, ODS and SIQ) to manage and troubleshoot electric meters and other devices in the network. Jump start your work with UIQ and the Advanced Metering Infrastructure (AMI) network with this course.

#### *Know Before You Go-Field Collection System, Oct. 11*

*Early Bird Training Cost: \$575.00*

*After September 5, 2019 - Training Cost: \$675*

This one-day class is designed specifically for those who are still using MV-RS and have not installed FCS. Alleviate the apprehension of moving to FCS by understanding the basic processes of both applications, providing a hands-on, side-by-side comparison. This class is strongly recommended as a prerequisite to the FCS Basics Class if still using MV-RS.

#### *Fixed Network Basic Operations, Oct. 12*

*Early Bird Training Cost: \$575.00*

*After September 5, 2019 - Training Cost: \$675*

Are you implementing a fixed network? Do you want to see how it works? The format of this hands-on class is based upon a day in the life of a Fixed Network 100 user. We begin by discussing the benefits of using Fixed Network 100 at water, gas and electric utilities. After learning the benefits, you will learn how to operate the system and what types of tasks an operator might do on a daily, weekly or monthly basis. In addition to operator training, attendees will review network management, care and feeding techniques to improve system performance. This course covers both office and field activities.

#### *Revenue Assurance, Oct. 12*

*Early Bird Training Cost: \$575.00*

*After September 5, 2019 - Training Cost: \$675*

This class introduces Itron Operations Optimizer's Revenue Assurance, AMI program. Operations Optimizer is an analytics solution designed to visualize data, use analytics to identify leads, offer a framework for gathering ad-hoc lists and provide workflow to manage efforts. Revenue Assurance provides a framework for finding and preventing theft and other metering issues within a short timeframe. Operations Optimizer supports data from your head-end AMI system and can be supplemented with additional data from service order, CIS systems or other sources. Training is targeted for Revenue Assurance and Revenue Protection groups. Itron product experts will provide training on the product's benefits, operations and common operator tasks.



JW Marriott Marco Island Beach Resort  
Marco Island, Florida

## 2019 Itron Utility Week Training Sessions

### PRE-CONFERENCE TRAINING

#### *Field Collection System Basic Class, Oct. 12-13*

*Early Bird Training Cost: \$945.00*

*After September 5, 2019 - Training Cost: \$1,045.00*

Designed for the FCS operator. This class covers the FCS process and life of the route between import and export. We will share some tips and tricks for using FCS including user interface features that will make you more efficient. Get hands-on experience with FCS 4.0 and the new Itron Mobile App.

#### *Choice Connect Deployment and Best Practices, Oct. 13*

*(100 Series and 500 Series Endpoints)*

*Early Bird Training Cost: \$575.00*

*After September 5, 2019 - Training Cost: \$675*

This one-day hands-on class focuses on best practices for deployment, troubleshooting and maintenance of 100 series and 500 series water and gas endpoints in Choice Connect mode using Field Deployment Manager Tools (FDM.)

#### *Fixed Network Advanced Operations, Oct. 13*

*Early Bird Training Cost: \$575.00*

*After September 5, 2019 - Training Cost: \$675*

Do you have a Fixed Network 100 System? Do you want to learn more in-depth troubleshooting techniques? The format of this hands-on class shows different methods for troubleshooting various components of the Fixed Network System. You will learn how to troubleshoot collectors and repeaters using the diagnostic portal and database. Attendees will learn how to troubleshoot why reads are not getting posted to the Fixed Network System and how to verify certificates and the certificate renewal process. You will also understand and troubleshoot time synchronization alarms, event notifications and report subscriptions. In addition, we will review system maintenance, Fixed Network errors posted to system logs and look at some useful SQL queries.



JW Marriott Marco Island Beach Resort  
Marco Island, Florida

## 2019 Itron Utility Week Training Sessions

### POST-CONFERENCE TRAINING

#### *MV-90 xi Certified Basic Class, Oct. 16-18*

*Early Bird Training Cost: \$1,545.00*

*After September 5, 2019 - Training Cost: \$1,745.00*

This certified, three-day operator course is designed for operators, data analysts, load research personnel, or anyone new to MV-90 xi or who needs to know basic operational applications of MV-90 xi. This class is geared toward day-to-day users with zero to one year of experience operating an MV-90 xi system. This class does not cover any automation, but instead focuses on the logic behind the processes and steps for running an MV-90 xi system.

#### *MV-90 xi Certified Advanced Class, Oct. 16-18*

*Early Bird Training Cost: \$1,545.00*

*After September 5, 2019 - Training Cost: \$1,745.00*

This certified, three-day course is designed for experienced operators, data analysts and load research personnel who have solid operational experience and would like to know advanced and administrative operational applications. This class is geared toward day-to-day operations with at least one year of experience operating an MV-90 xi system. This course concentrates heavily on the processes for automating an MV-90 xi system and assumes that the user understands the manual basic operations and processes.

#### *MV-90 xi Seminar, Oct. 16*

*Early Bird Training Cost: \$575.00*

*After September 5, 2019 - Training Cost: \$675*

This one-day presentation will give participants a chance to learn from support personnel about the newest features available in MV-90 xi. In addition, you will have the chance to learn some of the latest tips and tricks to troubleshoot, maintain and operate your system.

#### *Distribution Automation and Gridscape, Oct. 16*

*Early Bird Training Cost: \$575.00*

*After September 5, 2019 - Training Cost: \$675*

In this one-day course we'll introduce you to the hardware and software components of the INSI Distribution Automation (DA) solution. You will get hands-on experience using Gridscape to manage and troubleshoot devices and a chance to see the tools used by field engineers for configuring and troubleshooting the network.

#### *Field Collection System Administration Class, Oct. 16-17*

*Early Bird Training Cost: \$945.00*

*After September 5, 2019 - Training Cost: \$1,045.00*

This is a two-day class designed for the FCS super-user. Learn about advanced AMR functionality such as Centron Bridge, datalogging and Itron Security Manager. Explore the possibilities of FCS and remote connect and disconnect with the Intelis Gas Meter. Additional topics will include set up and maintenance of the unattended scheduler and how to utilize troubleshooting tools supplied by Itron.

#### *Streetlight Vision, Oct. 17*

*Early Bird Training Cost: \$575.00*

*After September 5, 2019 - Training Cost: \$675*

This one-day hands-on course will prepare you to use the SLV software to monitor and manage your smart city. By the end of the day you will be ready to setup new devices, create dimming schedules on lights and monitor for issues and failures.

## PRE-CONFERENCE TRAINING SCHEDULE

### **MV-90 xi Training for the IT Professional, Oct. 11-13**

*Early Bird Training Cost: \$1,545.00*

*After September 5, 2019 - Training Cost: \$1,745.00*

This certified, three-day course is designed for IT professionals or anyone who is responsible for installing and maintaining the MV-90 xi system. It will cover topics such as pervasive settings, operating system compatibility, user rights and special considerations for virtual environments.

### **UtilityIQ Use and Administration Jump Start, Oct. 11-13**

*Early Bird Training Cost: \$1,545.00*

*After September 5, 2019 - Training Cost: \$1,745.00*

This three-day hands-on course is designed for anyone new to the UIQ solution. We'll start with the very basics of system components and mesh networking and then use the various UIQ software components (AMM, FWU, MPC, NC, ODS and SIQ) to manage and troubleshoot electric meters and other devices in the network. Jump start your work with UIQ and the Advanced Metering Infrastructure (AMI) network with this course.

### **Know Before You Go-Field Collection System, Oct. 11**

*Early Bird Training Cost: \$575.00*

*After September 5, 2019 - Training Cost: \$675.00*

This one-day class is designed specifically for those who are still using MV-RS and have not installed FCS. Alleviate the apprehension of moving to FCS by understanding the basic processes of both applications, providing a hands-on, side by-side comparison. This class is strongly recommended as a prerequisite to the **FCS Basics Class** if still using MV-RS.

### **Fixed Network Basic Operations, Oct. 12**

*Early Bird Training Cost: \$575.00*

*After September 5, 2019 - Training Cost: \$675.00*

Are you implementing a fixed network? Do you want to see how it works? The format of this hands-on class is based upon a day in the life of a Fixed Network 100 user. We begin by discussing the benefits of using Fixed Network 100 at water, gas and electric utilities. After learning the benefits, you will learn how to operate the system and what types of tasks an operator might do on a daily, weekly or monthly basis. In addition to operator training, attendees will review network management, care and feeding techniques to improve system performance. This course covers both office and field activities.

### **Revenue Assurance, Oct. 12**

*Early Bird Training Cost: \$575.00*

*After September 5, 2019 - Training Cost: \$675.00*

This class introduces Itron Operations Optimizer's Revenue Assurance, AMI program. Operations Optimizer is an analytics solution designed to visualize data, use analytics to identify leads, offer a framework for gathering ad-hoc lists and provide workflow to manage efforts. Revenue Assurance provides a framework for finding and preventing theft and other metering issues within a short timeframe. Operations Optimizer supports data from your head-end AMI system and can be supplemented with additional data from service order, CIS systems or other sources. Training is targeted for Revenue Assurance and Revenue Protection groups. Itron product experts will provide

training on the product's benefits, operations and common operator tasks.

### **Field Collection System Basic Class, Oct. 12-13**

*Early Bird Training Cost: \$945.00*

*After September 5, 2019 - Training Cost: \$1,045.00*

Designed for the FCS operator. This class covers the FCS process and life of the route between import and export. We will share some tips and tricks for using FCS including user interface features that will make you more efficient. Get hands-on experience with FCS 4.0 and the new Itron Mobile App.

### **Choice Connect Deployment and Best Practices, Oct. 13**

*(100 Series and 500 Series Endpoints) Early Bird Training Cost: \$575.00*

*After September 5, 2019 - Training Cost: \$675.00*

This one-day hands-on class focuses on best practices for deployment, troubleshooting and maintenance of 100 series and 500 series water and gas endpoints in Choice Connect mode using Field Deployment Manager Tools (FDM.)

### **Fixed Network Advanced Operations, Oct. 13**

*Early Bird Training Cost: \$575.00*

*After September 5, 2019 - Training Cost: \$675.00*

Do you have a Fixed Network 100 System? Do you want to learn more in-depth troubleshooting techniques? The format of this hands-on class shows different methods for troubleshooting various components of the Fixed Network System. You will learn how to troubleshoot collectors and repeaters using the diagnostic portal and database. Attendees will learn how to troubleshoot why reads are not getting posted to the Fixed Network System and how to verify certificates and the certificate renewal process. You will also understand and troubleshoot time synchronization alarms, event notifications and report subscriptions. In addition, we will review system maintenance, Fixed Network errors posted to system logs and look at some useful SQL queries.

### **IEE MDM Users' Forum, Oct. 13**

*Moderator: Paul Hesby*

The Itron Enterprise Edition Meter Data Management Users' Forum enables current IEE users, managers and IT support employees to meet with counterparts from other utilities as well as the Itron product team. We will discuss recent product changes, the IEE roadmap, how we are investing in the future of meter data management, and open the floor for the exchange of best practices on operating and managing IEE.

\*Attendance is restricted to current IEE MDM customers only. Although there is no cost for the forum, if you are attending the Knowledge Conference, registration is required to ensure adequate space.

## **POST-CONFERENCE TRAINING SCHEDULE**

### **MV-90 xi Certified Basic Class, Oct. 16-18**

*Early Bird Training Cost: \$1,545.00*

*After September 5, 2019 - Training Cost: \$1,745.00*

This certified, three-day operator course is designed for operators, data analysts, load research personnel, or anyone new to MV-90 xi or who needs to know basic operational applications of MV-

90 xi. This class is geared toward day-to-day users with zero to one year of experience operating an MV-90 xi system. This class does not cover any automation, but instead focuses on the logic behind the processes and steps for running an MV-90 xi system.

### **MV-90 xi Certified Advanced Class, Oct. 16-18**

*Early Bird Training Cost: \$1,545.00*

*After September 5, 2019 - Training Cost: \$1,745.00*

This certified, three-day course is designed for experienced operators, data analysts and load research personnel who have solid operational experience and would like to know advanced and administrative operational applications. This class is geared toward day-to-day operations with at least one year of experience operating an MV-90 xi system. This course concentrates heavily on the processes for automating an MV-90 xi system and assumes that the user understands the manual basic operations and processes.

### **MV-90 xi Seminar, Oct. 16**

*Early Bird Training Cost: \$575.00*

*After September 5, 2019 - Training Cost: \$675.00*

This one-day presentation will give participants a chance to learn from support personnel about the newest features available in MV-90 xi. In addition, you will have the chance to learn some of the latest tips and tricks to troubleshoot, maintain and operate your system.

### **Distribution Automation and Gridscape, Oct. 16**

*Early Bird Training Cost: \$575.00*

*After September 5, 2019 - Training Cost: \$675.00*

In this one-day course we'll introduce you to the hardware and software components of the INSI Distribution Automation (DA) solution. You will get hands-on experience using Gridscape to manage and troubleshoot devices and a chance to see the tools used by field engineers for configuring and troubleshooting the network.

### **Field Collection System Users' Forum, Oct. 16**

*Moderator: Rich Layton*

This forum is an opportunity for FCS users and FCS product team members to meet, ask questions and share knowledge. Updates will be provided on recent FCS and Itron Mobile product developments and future plans. This event also allows the users to discuss important topics and provide feedback directly to Itron and influence the future direction of the Field Collection System and Itron Mobile for FCS.

\*Attendance is restricted to current **FCS customers** only. Although there is no cost for the forum, if you are attending the Knowledge Conference, registration is required to ensure adequate space. Lunch will be available.

### **Electricity Analytics Users' Forum, Oct. 16**

*Moderators: Jeff McCracken and Tim Driscoll*

This forum provides an opportunity for Operations Optimizer, Itron Analytics, and other electricity analytics users as well as Itron product team members to meet each other, ask questions and share knowledge. Updates will be provided on recent product developments and future plans. This event allows users to discuss important topics and provide feedback directly to Itron product managers and influence the future direction of our solutions. Hear how current customers are using electricity analytics-based solutions to extract value and achieve innovative outcomes to further streamline business operations.

\*Open to all electric utilities interested in analytics. Although there is no cost for the forum, if you are

attending the Knowledge Conference, registration is required and limited to 60 attendees.

## **Water Analytics Users' Forum, Oct. 16**

*Moderators: Sheila Kee and Jeff McCracken*

This forum provides an opportunity for Operations Optimizer, Itron Analytics, and other water analytics users as well as Itron product team members to meet each other, ask questions and share knowledge. Updates will be provided on recent product developments and future plans. This event allows users to discuss important topics and provide feedback directly to Itron product managers and influence the future direction of our solutions. Hear how current customers are using water analytics-based solutions to extract value and achieve innovative outcomes to further streamline business operations.

\*Open to all water utilities interested in analytics. Although there is no cost for the forum, if you are attending the Knowledge Conference, registration is required and limited to 60 attendees.

## **Field Collection System Administration Class, Oct. 16-17**

*Early Bird Training Cost: \$945.00*

*After September 5, 2019 - Training Cost: \$1,045.00*

This is a two-day class designed for the FCS super-user. Learn about advanced AMR functionality such as Centron Bridge, datalogging and Itron Security Manager. Explore the possibilities of FCS and remote connect and disconnect with the Intelis Gas Meter. Additional topics will include set up and maintenance of the unattended scheduler and how to utilize troubleshooting tools supplied by Itron.

## **Streetlight Vision, Oct. 17**

*Early Bird Training Cost: \$575.00*

*After September 5, 2019 - Training Cost: \$675.00*

This one-day hands-on course will prepare you to use the SLV software to monitor and manage your smart city. By the end of the day you will be ready to setup new devices, create dimming schedules on lights and monitor for issues and failures.

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### WHO WE SERVE

Electric Utilities

Gas Utilities

Water Utilities

Smart Cities

### WHAT WE ENABLE

Advanced Metering Infrastructure

Automated Meter Reading

**MINUTES OF MEETING OF THE FINANCIAL HEALTH AND STABILITY COMMITTEE OF THE PALMDALE WATER DISTRICT, JULY 17, 2019:**

*A meeting of the Financial Health and Stability Committee of the Palmdale Water District was held Wednesday, July 17, 2019, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dizmang called the meeting to order at 4:00 p.m.*

**1) Roll Call.**

**Attendance:**

Committee:

Gloria Dizmang, Chair

Don Wilson, Committee Member

**Others Present:**

Dennis LaMoreaux, General Manager

Mike Williams, Finance Manager

Judy Shay, Public Affairs Director

Dennis Hoffmeyer, Accounting Supervisor

Bob Egan, Financial Advisor (via teleconference)

Dawn Deans, Executive Assistant

1 member of the public

**2) Adoption of Agenda.**

It was moved by Committee Member Wilson, seconded by Chair Dizmang, 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 June 11, 2019.**

It was moved by Committee Member Wilson, seconded by Chair Dizmang, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Financial Health and Stability Committee meeting held June 11, 2019.

**4.2) Presentation, Consideration and Possible Action on Receiving and Filing of 2018 Annual Financial Report. (Nigro & Nigro/Finance Manager Williams)**

Finance Manager Williams provided an overview of the positive highlights of the District's 2018 Annual Financial Report, including the increased net position, operating revenue, operating expense, and cash and cash equivalents, followed by discussion of GASB No. 75, commodity charges, capital improvement fees, and Other Post Employment Benefits.

Mr. Paul Kaymark, Nigro & Nigro, then provided a detailed overview of the District's Statements of Revenues, Expenses, and Changes in Net Position comparing 2018 to 2017 after which it was moved by Committee Member Wilson, seconded by Chair Dizmang, and unanimously carried by all members of the Committee present at the meeting to recommend that the full Board receive and file the 2018 Annual Financial Report as presented at their July 22, 2019 Regular Board Meeting.

**4.3) Discussion and Overview of Cash Flow Statement and Current Cash Balances as of June 2019. (Financial Advisor Egan)**

Financial Advisor Egan provided an overview of the Investment Funds Report through June 2019, including the increase in cash due to assessments received, interest income, and transfers, and then reviewed total cash and the cash flow statement, including the projected year-end balance and delayed capital expenditure projects, followed by discussion of the importance of maintenance.

Chair Dizmang stated that Agenda Item No. 5.1 will now be considered.

**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 July 2018 through June 2019 is 1.31 and that this will change as 2019 progresses.

**4.4) Discussion and Overview of Financial Statements, Revenue, and Expense and Departmental Budget Reports for June 2019. (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 June 2019

and stated that most departments are operating at or below the targeted expenditure percentage of 50%, with the exception of Engineering and Human Resources, followed by discussion of the detail included in the financial reports, total expenditures, SCADA expenditures, and overtime.

**4.5) Discussion and Overview of Committed Contracts Issued. (Finance Manager Williams)**

Finance Manager Williams provided an overview of the development of the Contractual Commitments and Needs Report for new and replacement capital projects, consulting and engineering support projects, new and replacement equipment, water quality fee funded projects, committed and projected capital expenditures, and the summary of Water Revenue Bond Series 2018A payouts to date followed by discussion of contracted projects, the status of the Littlerock Sediment Removal Project, and potential bonds and grants.

**4.6) Presentation of Proposition 218 Process and Timeline. (Finance Manager Williams)**

Finance Manager Williams provided an overview of the 2019 Rate Study Schedule, which includes upcoming Board Standing Committee meetings, workshops, an open house, and a potential date for a public hearing regarding the 2019 Rate Study.

**4.7) Establishment of 2019 Financial Health and Stability Committee Goals. (General Manager LaMoreaux)**

After a brief discussion, the Committee developed 2019 goals as follows:

- 1) Complete the Rate Study and Proposition 218 process as planned;
- 2) Refine staff's financial reports to be more efficient and concise; and
- 3) Develop and complete 2020 Budget in a timely manner.

**4.8) Review Structure of Directors' O&M Budgeting and Make Recommendation to the Full Board. (General Manager LaMoreaux)**

After a brief discussion of the Directors' budgets, it was determined that budgets for the Directors remain as they are with each Director having a specific budget amount for the year.

5) **Information Items.**

5.2) **Other.**

Finance Manager Williams provided an overview of Payment Transactions by Type for the period January – June; Billing and collection statistics; the Accounts receivable aging report for June 30, 2019; Revenue projections; and statistics for the Rate Assistance Program.

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

It was requested that items be included on the next agenda for "Discussion of the detail included in staff's financial reports" and "Update on grant funding options."

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

It was determined that the next Financial Health and Stability Committee meeting will be held August 27, 2019 at 4:30 p.m.

8) **Adjournment.**

There being no further business to come before the Financial Health and Stability Committee, the meeting was adjourned at 5:55 p.m.

  
Chair

**MINUTES OF MEETING OF THE ORGANIZATIONAL EXCELLENCE COMMITTEE  
OF THE PALMDALE WATER DISTRICT, JULY 24, 2019:**

*A meeting of the Organizational Excellence Committee of the Palmdale Water District was held Wednesday, July 24, 2019, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dizmang called the meeting to order at 2:02 p.m.*

**1) Roll Call.**

**Attendance:**

Committee:

Gloria Dizmang, Chair

Kathy Mac Laren, Committee  
Member

**Others Present:**

Dennis LaMoreaux, General Manager

Adam Ly, Assistant General Manager

Mike Williams, Finance Manager

Jennifer Emery, Human Resources Director

Judy Shay, Public Affairs Director

Jim Stanton, Information Technology Manager

Chris Bligh, Facilities Manager

Tara Rosati, Customer Care Supervisor

Dawn Deans, Executive Assistant

0 members of the public

**2) Adoption of Agenda.**

It was moved by Committee Member Mac Laren, seconded by Chair Dizmang, 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 March 7, 2019.**

It was moved by Committee Member Mac Laren, seconded by Chair Dizmang, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held March 7, 2019, as written.

**4.2) Presentation of Proposition 218 Process and Timeline. (Finance Manager Williams)**

Finance Manager Williams provided an overview of the 2019 Rate Study Schedule, which includes upcoming Board Standing Committee meetings, workshops, an open house, and a potential date for a public hearing regarding the 2019 Rate Study.

**4.3) Presentation on 2019 Rate Study Information Relative to the Organizational Excellence Committee. (Assistant General Manager Ly)**

Assistant General Manager Ly provided an overview of projects proposed to be included in the 2019 Rate Study for completion in the next five years related to the Organizational Excellence Committee and stated that there are \$29 million in total projects necessary over the next five years for the District to maintain operations followed by discussion of the amount of projects over the last five years, bond issues, the need to match depreciation to maintain the value of the District's system and remain safe and reliable, how deferred maintenance has been pushed aside for many years, potential grants for new electric or natural gas vehicles, and the intern program.

**4.4) Establishment of 2019 Organizational Excellence Committee Goals. (General Manager LaMoreaux)**

After a brief discussion, the Committee developed 2019 goals as follows:

- 1) Review and evaluation of job descriptions;
- 2) Ensure that Organizational Excellence Strategic Plan components are included in the 2019 Rate Study Plan and are approved this year;
- 3) Ensure the District of Distinction and transparency renewal is filed in 2019;
- 4) Continue Leadership Programs for District staff;
- 5) Development of an Intern Program; and
- 6) Update the Project Labor Agreement, now referred to as a Community Workforce Agreement, prior to its expiration in November 2019.

**4.5) Development of System for High-Quality Reporting From Committees to the Full Board. (General Manager LaMoreaux)**

After a brief discussion of Committee reporting to the full Board, Chair Dizmang stated that she will draft a Committee Reporting Form for consideration at the next Committee meeting.

**5) Information Items:**

**5.1) Annual Review of Benefits Package. (Human Resources Director Emery/General Manager LaMoreaux)**

Human Resources Director Emery stated that this item will be reviewed at the next Committee meeting.

**5.2) Other.**

There were no other information items.

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

It was stated that items for "Consideration and possible action on updating the Community Workforce Agreement" and "Development of system for high-quality reporting from Committees to the full Board" and "Annual review of benefits package" will be placed on future Committee agendas.

There were no further requests for future agenda items.

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

It was determined that the next Organizational Excellence Committee meeting will be held August 29, 2019 at 2:00 p.m.

**8) Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 2:50 p.m.

  
Chair