



# PALMDALE WATER DISTRICT

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## A CENTURY OF SERVICE

November 20, 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 & WYNDER 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, NOVEMBER 25, 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.
- 2) Roll Call.
- 3) Adoption of Agenda.

- 4) Public comments for non-agenda items.
- 5) Presentations:
  - 5.1) Presentation of the Palmdale Water District's hiring policy and procedures. (Human Resources Director Emery requested by Director Wilson)
- 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 November 12, 2019.
  - 6.2) Payment of bills for November 25, 2019.
  - 6.3) Reject claim received from Donald Driscoll, Driscoll & Omens, on behalf of Glenn Stanford and Claimant Class and refer to Joint Powers Insurance Authority. (No Budget Impact – Finance Manager Williams)
  - 6.4) Approval of revision to the Organizational Structure Chart to add one Operations Technician I/II position. (Budgeted (2020) – Facilities Manager Bligh/Personnel Committee)
  - 6.5) Approval of revisions to the Organizational Structure Chart regarding the Engineering Department. (No Budget Impact – Engineering/Grant Manager Rogers/Personnel 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 Change Order No. 5 to the contract with ASI Construction LLC for construction of the Littlerock Reservoir Sediment Removal Project – Phase 1: Grade Control Structure under Specification No. 1802. (Additional costs related to recovery of site to preflood condition and additional contract days due to red flag warnings – Project Manager Thompson)
  - 7.2) Consideration and possible action on Resolution No. 19-17 being a Resolution of the Board of Directors of the Palmdale Water District Establishing its Investment Policy. (No Budget Impact – Finance Manager Williams/Finance Committee)
  - 7.3) Consideration and possible action on updates and revisions to the Employee Handbook. (No Budget Impact – Human Resources Director Emery/Personnel 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) None at this time.
- 8) Information Items:
  - 8.1) Reports of Directors:
    - a) Meetings; Standing Committee/Assignment Reports; General Report.

- 8.2) Report of General Manager.
  - a) November 2019 written report of activities through October 2019.
- 8.3) Report of General Counsel.
- 9) Public comments on closed session agenda matters.
- 10) Closed session under:
  - 10.1) 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*.
- 11) Public report of any action taken in closed session.
- 12) Board members' requests for future agenda items.
- 13) Adjournment.



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DENNIS D. LaMOREAUX,  
General Manager

DDL/dd

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** November 20, 2019 **November 25, 2019**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** *AGENDA ITEM NO. 5.1 – PRESENTATION OF THE PALMDALE  
WATER DISTRICT’S HIRING POLICY AND PROCEDURES. (HUMAN  
RESOURCES DIRECTOR EMERY REQUESTED BY DIRECTOR  
WILSON)*

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Information for this item will be distributed at or before the Board meeting.

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

**DATE:** November 18, 2019 **November 25, 2019**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Chris Bligh, Facilities Manager  
**VIA:** Mr. Adam Ly, Assistant General Manager  
Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 6.4 – APPROVAL OF REVISION TO THE ORGANIZATIONAL STRUCTURE CHART TO ADD ONE OPERATIONS TECHNICIAN I/II POSITION. (BUDGETED (2020) – FACILITIES MANAGER BLIGH/PERSONNEL COMMITTEE)***

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**Recommendation:**

Staff and the Personnel Committee recommend that the Board approve the revision to the Organizational Structure Chart to add one Operations Technician I/II position.

**Alternative Options:**

The alternative is to not approve the position.

**Impact of Taking No Action:**

No additional position would be added.

**Background:**

The Facilities Department has been responsible for operations and maintenance of wells, boosters and reservoirs. The Department has been the source of recent promotions to fill retirement in the District. In addition, the District is planning an aggressive Capital Improvement Program that includes numerous well and booster rehabs, building repairs and facility upgrades. Staff conducted a needs assessment of the group, and their responsibilities warrant an extra staff member. Attached is the explanation of tasks and responsibility of the group.

**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:**

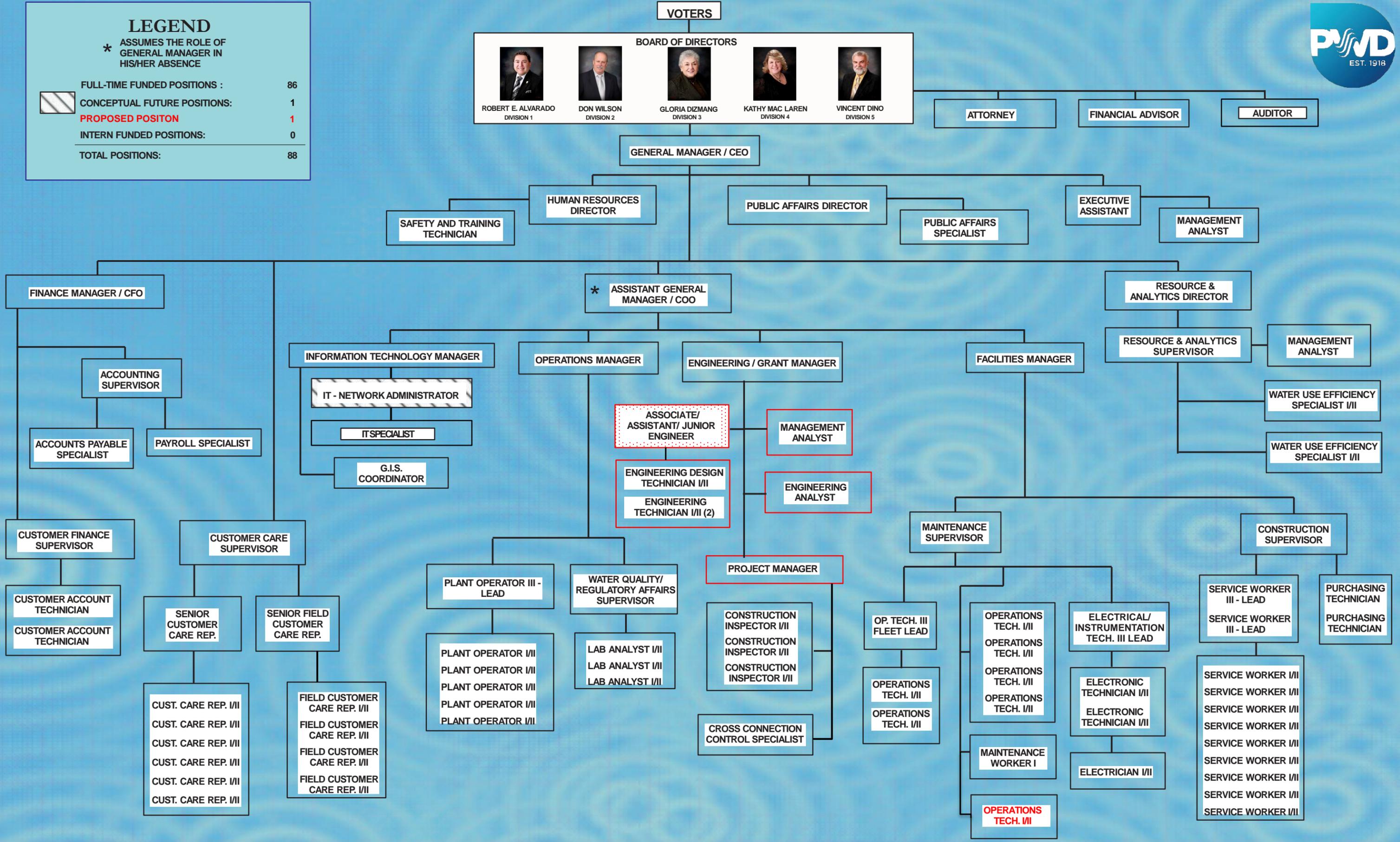
The addition of this position will be included in the 2020 Budget. Through the succession planning process, this position will have net-zero impact to the budget.

**Supporting Documents:**

- Revised Organizational Structure Chart
- Job description for Operations Technician I/II position
- Operations Technician Annual Hours spreadsheet



LEGEND	
* ASSUMES THE ROLE OF GENERAL MANAGER IN HIS/HER ABSENCE	
FULL-TIME FUNDED POSITIONS :	86
CONCEPTUAL FUTURE POSITIONS:	1
<b>PROPOSED POSITION</b>	<b>1</b>
INTERN FUNDED POSITIONS:	0
<b>TOTAL POSITIONS:</b>	<b>88</b>



# PALMDALE WATER DISTRICT ORGANIZATIONAL STRUCTURE

**PROPOSED NOV. 14, 2019**

PALMDALE WATER DISTRICT

OPERATIONS TECHNICIAN 1  
OPERATIONS TECHNICIAN 2  
OPERATIONS TECHNICIAN 3 (LEAD MECHANICAL AND FLEET)

FLSA Status: Non-Exempt

DEFINITION

Individuals within the Operations Technician series can expect to perform semi-skilled and skilled duties related to the construction, repair, maintenance and operations of District water facilities, equipment and fleet.

The performance of this team is essential to providing quick and efficient response to ensure reliability in water delivery and therefore must be available for call back. District employees are expected to work overtime, weekends, evenings and holidays as required to accommodate the District needs, in addition to responding as a Disaster Services Emergency Worker.

Mechanical Team:

The Mechanical Team has primary responsibility for the installation, maintenance, and repair of wells, boosters, tanks, generators/engines, buildings and grounds, control valves, HVAC, PRV's, and Hypo-generation. Level III staff will be responsible for on call pump runs on weekends and holidays. Primary responsibility for maintenance, repair, operation, construction and inspection tasks in connection with operating and maintaining facilities and equipment associated with the District's Treatment Plant, Little Rock Dam, and Lake Palmdale.

Fleet Team:

The Fleet Team has primary responsibility for the maintenance and repair of the fleet, heavy equipment, small equipment, mobile generators, and fabrication.

DISTINGUISHING CHARACTERISTICS

Operations Technician 1 - This is the entry level class in the Operations Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Operations Technician 1 class is distinguished from the 2 level by the performance of less than the full range of duties assigned to the 2 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.

Operations Technician 2 - This is the journey level class in the Operation Technician series and is distinguished from the 1 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 1 level.

Operations Technician 3 – This is the advanced journey level class in the Operation Technician series and is distinguished from the 2 level by the assignment of task coordination responsibilities in addition to the duties of levels 1 and 2. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are responsible for timelines, efficient workflow and the implementation of operating procedures and policies within the work unit. Must assess and prioritize all work within their respective units.

#### SUPERVISION RECEIVED AND EXERCISED

##### Operations Technician 1

###### Mechanical Team:

Receives immediate task supervision from the Operations Technician 3; may receive technical and functional supervision from an Operations Technician 2, as appropriate. Receives general supervision from the Maintenance Supervisor

###### Equipment Mechanics Team:

Receives immediate task supervision from the Operations Technician 3; may receive technical and functional supervision from an Operations Technician 2, as appropriate. Receives general supervision from the Maintenance Supervisor.

##### Operations Technician 2

###### Mechanical Team:

Receives immediate task supervision from the Operation Technician 3. Receives general supervision from the Maintenance Supervisor.

###### Fleet Team:

Receives immediate task supervision from the Operations Technician 3. Receives general supervision from the Maintenance Supervisor.

### Operations Technician 3

#### Mechanical Team:

Receives immediate supervision from the Systems Supervisor.

#### Fleet Team:

Receives immediate supervision from the Systems Supervisor.

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

The Operations Technicians are responsible for ensuring Title 17, 22, and AWWA standards are upheld.

Perform preventive maintenance and priority repair on a variety of treatment/distribution mechanical equipment.

Inspect and monitor well sites, reservoirs, and tanks; check pumps/pump structures and motor operations, and make adjustments/repairs as needed; check well levels and measure tank and reservoir levels, including collection of water production and related data.

Inspect, service, and maintain oil and air filters, magnetic starters, fuses, circuit breakers, probes, circuits, time delays, coils, switches, bearings, mechanical packing's, seals, oil lines, drippers, and gages.

Perform a variety of preventive maintenance on pump engines, gas engines, generators and equipment; perform maintenance and repair related to a variety of water distribution/treatment facilities and systems, and pump buildings.

Transport and install temporary generators as needed due to electrical power outages; shut down wells as necessary according to District procedures.

Keep and maintain computerized and written work-related records.

Inspect, repair, maintain, and test various pumps, motors, and engines used in water treatment processes and distribution systems; remove such equipment as needed from site; re-install and follow procedures for disinfection/safety to the District's water supply. Assists in servicing, maintaining, troubleshooting, and repairing varied and complex plant equipment and structures.

Plan and/or perform rigging and crane operations for moving and/or placing heavy machinery or equipment. Operate a variety of construction equipment, compressors, hand and power tools in a safe and effective manner.

Coordinate with distribution and treatment plant staff regarding maintenance/repair to wells, booster stations, or treatment plant operations to ensure limited interruption/continued service to customers.

Perform repairs and maintenance to buildings and grounds such as well sites, fences, doors and roofs, as necessary; report breaches of security to supervisory and management staff.

Perform welding and fabrication work.

Perform building maintenance and grounds work as directed.

Maintain accurate and regular records of work performed with detailed task reports, as-builds and documentation.

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.

Intermittently, walk, stand, kneel climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 50 pounds.

Work outdoors in a variety of weather conditions.

Mechanical Team Specialized Job Duties:

Primary responsibility for the repair and maintenance of wells, boosters, tanks, generators/engines, buildings/grounds, HVAC and control valves.

Maintain and repair pumps and related control systems related to liquid level controls, and a variety of automatic, check, globe, gate, and pressure relief valves; check and maintain seismic valves.

Conduct periodic inspection and perform maintenance work at reservoirs, including checking inlet control valves; conduct inspection and perform repair and maintenance on pressure relief stations and altitude valves.

Adjust and maintain chlorine feed rates at reservoirs and wells, as needed; maintain sodium hypochlorite generators; collect samples for water quality analysis; flush and disinfect wells, pumps, and tanks.

Performs preventative and corrective maintenance of plant equipment and facilities.

Inspects, maintains, repairs, and operates aqueduct valves, dams, outlet structure, and other lake facilities.

Installs, maintains, and repairs fences, gates, sprinkler systems, sprays, cuts, mulches, and burns brush and weeds; removes debris, maintains poisons and pest controls.

Perform a variety of lake management tasks; including but not limited to; application of herbicides and algaecides.

#### Equipment Mechanic Team Specialized Job Duties:

Primary responsibility for the repair and maintenance of vehicles, heavy equipment, small equipment, mobile generators and fabrication.

Perform preventive maintenance and priority repair on a variety of automotive and construction equipment.

Inspect and diagnose problems with automobiles, light and heavy trucks, construction vehicles and other mechanical equipment; determine needed repairs, estimate time, materials, and equipment needed to perform the work.

Repair, clean, adjust, and install fuel, ignition, electrical, electronic, steering, suspension, cooling, braking, hydraulic, air conditioning, signaling and other systems.

Maintain, adjust, and repair transmission; road test vehicles/construction equipment for performance and safety; install, adjust, and balance tires; install, adjust and maintain smog devices, headlamps, and brakes to meet State-mandated inspection requirements.

#### MINIMUM QUALIFICATIONS

##### Operations Technician 1

##### Knowledge of:

Practices, methods, techniques, and tools/equipment used in the installation, service, maintenance, repair and adjustment of mechanical equipment, gas and diesel powered equipment, including automobiles, light/heavy trucks, mechanical pumps, motors, engines, and construction equipment.

Machine shop procedures and practices.

Basic practices relating to buildings and grounds maintenance techniques and methods.

Basic computer usage to enter and retrieve data and maintain records.

Safe work practices.

Ability to:

Perform semi-skilled work in the installation, maintenance, and repair of pumps, engines, motors, automotive, heavy/light construction vehicles, equipment, and related water facilities.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports or driving vehicles or equipment; bend, squat, climb, kneel and twist when performing installation, maintenance or repair activities; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight up to 50 pounds.

Learn to diagnose and troubleshoot operating problems on pumps, electric motors, engines, valves, automatic controls systems, vehicles, and related equipment.

Learn operational characteristics of hydraulic systems and treatment plant equipment; learn to use various chemicals and disinfecting agents in the field.

Learn and understand the treatment plant process and characteristics to aid in maintenance and repairs.

Learn to use welding equipment to perform repairs and fabricate parts.

Learn to operate a variety of mechanized equipment such as forklifts, backhoes, loaders, cranes, and heavy equipment and trailers.

Disassemble and reassemble pumps, motors, and valves.

Use hand and power tools and equipment.

Read and interpret pump charts, reservoir charts, gauges, shop drawings and plans; prepare rough sketches as needed.

Perform arithmetical calculations to determine chlorine dosages, reservoir volumes, well production, and related data.

Keep and maintain records related to work activities, including well sounding, production, flows and volume; available capacity of storage tanks and reservoirs, and chemical usage.

Learn to use computer applications such as word processing and spreadsheet programs to complete required reports related to work activities.

Work outdoors in a variety of weather conditions.

Perform building and grounds maintenance work.

Work assigned shift schedules; be available for after-hours or call back emergencies.

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:

One year of responsible experience repairing and maintaining pumps, motors, and engines.

One year of semi-skilled work in mechanical repair, installation, or maintenance of automotive equipment and various pumps, motors, and engines.

#### Training:

Equivalent to the completion of the twelfth grade.

### License and Certificate

Possession of, or ability to obtain within one year, a valid California Driver's License Class A.

Possession of, or ability to obtain within one year, a Distribution Operator Grade 1 Certificate as issued by the State Water Resources Control Board.

Possession of a Water Treatment Operator Grade 1 Certificate as issued by the State Water Resources Control Board is desired.

### Operations Technician 2

In addition to the qualifications for the Operations Technician 1:

#### Knowledge of:

Motors, pumps, compressors, electrical panels, automatic controls, valves, and timers used in operating and controlling a water distribution system.

Methods and techniques of troubleshooting and diagnosing mechanical equipment problems.

Operational characteristics of hydraulic systems and treatment plant processes.

#### Ability to:

Independently perform semi-skilled work in the installation, maintenance, and repair of pumps, engines, motors, automotive, heavy/light construction vehicles, equipment, buildings, grounds, landscaping, and related water facilities.

Operate a variety of mechanized equipment including, but not limited to, backhoes, forklifts, cranes, loaders, skid steers, sprayers, and heavy equipment and trailers.

Weld and fit water tight pipelines and assemblies.

Keep records and make reports; use a personal computer to enter and retrieve data; track work status and communicate electronically.

Communicate clearly and concisely, both orally and in writing.

Exercise resourcefulness in the field and work without immediate supervision.

#### Fleet Team additional requirements:

Weld and fabricate various types of water related tools and framework for fleet equipment.

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 an Operations Technician 1 with the Palmdale Water District.

Training:

Equivalent to the completion of the twelfth grade.

Adequate training which ensures the ability to weld and fit water tight pipelines and assemblies.

Completed and passed 40 hour beginning/intermediate Arc Welding Course

License and Certificate

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

Possession of a Distribution Operator Grade 2 Certificate as issued by the State Water Resources Control Board is required.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State Water Resources Control Board is required.

Possession of a Service Truck Crane 10,000 Lb. Capacity Certification is required.

Fleet Team Additional Certification

Possession of certification from the National Institute for Automotive Service Excellence (ASE) is desired.

Operations Technician 3

In addition to the qualifications for the Operations Technician 2:

Knowledge of:

Principles and practices of technical and functional supervision and training, including safety practices and related record-keeping.

Pertinent water utility industry standards and regulations.

Pertinent consumer information rights related to the California Emergency Planning and Community Right-to-Know Act (EPCRA)

Methods, techniques, tools and equipment and materials used in construction, installation, maintenance, and repair of components for a water service distribution system.

Computer usage applications such as word processing and spreadsheet programs to complete required reports related to work activities.

Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff.

Perform the most complex duties related to the construction, installation, maintenance, and repair of a water service distribution system.

On a continuous basis, know and understand operations and observe safety rules; intermittently analyze problem situations and/or equipment; identify and interpret technical and numerical information observe and problem solve operational and technical policies and procedures; identify and locate site locations, interpret work orders, remember equipment locations and explain job to others.

Use pipe fitting and welding equipment, including fabrication of parts as necessary

Read and understand distribution system maps and related blue prints, drawings, and sketches.

Exercise resourcefulness in the field and work without immediate supervision.

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 an Operations Technician 2 with the Palmdale Water District.

Training:

Equivalent to the completion of the twelfth grade.

Adequate training which ensures the ability to weld and fit water tight pipelines and assemblies.

Completed and passed 40 hour beginning/intermediate Arc Welding Course

License and Certificate

Possession a valid California Driver's License Class A.

Possession of or ability to obtain within one year, a Distribution Operator Grade 3 Certificate as issued by the State Water Resources Control Board is required.

Possession of or ability to obtain within one year, a Water Treatment Operator Grade 2 Certificate as issued by the State Water Resources Control Board is required.

Possession of a Service Truck Crane 10,000 Lb. Capacity Certification is required.

Fleet Team Additional Certification

Possession of certification from the National Institute for Automotive Service Excellence (ASE) is desired.

Approved:

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

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

\_\_\_\_\_  
Date

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Supervisor Signature

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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.

## Operations Technician Annual Hours

Regular Maintenance	Frequency	Tasks	Days	Hours	Total
	2X Weekly	Site Inspections <sup>1</sup>	104	16	1,664
	Quarterly	PRV's & Altitude Valve Maintenance <sup>2</sup>	32	24	768
	Monthly	Seismic Valve Maintenance	3	20	60
	Monthly	Engine Inspections <sup>3</sup>	52	3	156
	Quarterly	Engine Services <sup>4</sup>	4	80	320
	Quarterly	Emissions Testing <sup>5</sup>	6	40	240
	Daily	Engine Maintenance & Repairs <sup>6</sup>	208	10	2,080
	Weekly	Preventative Maintenance <sup>7</sup>	48	20	960
	Weekly	Hypo-generators <sup>8</sup>	56	20	1,120
	Monthly	Well Sounding (Aquifer Levels)	208	8	1,664

ANNUAL HOURS NEEDED
11,212

Projects	Tasks	Days	Hours	Total
	Remote Site and Facility Re-habs	16	10	320
	WTP Maintenance and Facility Upgrades <sup>9</sup>	12	10	240
	Booster Pump/Motor Assembly Re-habs	24	10	480
	Well Site Re-habs	12	10	240
	Natural Gas Engine Compliance Upgrades	5	10	100
Distribution System and Facilities Safety Compliance and or Upgrades.		40	20	800

Staff Hours	Full Time Employee (currently 4)	832	10	8,320
	Vacation/Sick/FMLA/Holidays	35	40	1,400
				6,920
<b>Total Hours available</b>				<b>1,730</b>

ANNUAL WORK HRS AVAIL.
1,730 / PER EMP
EMPLOYEES REQUIRED
6.4

<sup>1</sup> Site inspection includes weekly calibration of chlorine analyzers, security check, tank levels, leaks and overall site operations.

<sup>2</sup> Large and small pressure reducing valves and altitude valves.

<sup>3</sup> Engine inspections include running and testing of safety shutdowns.

<sup>4</sup> Engine service includes changing oil and filters, spark plugs, O2 sensors, checking all fluids, lubricating driveline, and cleaning of site.

<sup>5</sup> Emissions testing is required for AVAQMD. Includes testing of natural gas engines.

<sup>6</sup> Engine maintenance and repairs requires one person full time.

<sup>7</sup> Preventative maintenance includes remove and replace of complete assemblies, repairs of split-case horizontal pumps and motors, skid and grout repair.

<sup>8</sup> Hypo-generator maintenance includes acid washing, troubleshooting cell failures, salt silos, injection quills, and dose pumps.

<sup>9</sup> WTP brine tank install includes anchors, ladder assembly, and hatch modifications.

<sup>10</sup> Booster pump skid assembly re-hab @ T-8 & 45th Street.

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** November 18, 2019 **November 25, 2019**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Scott Rogers, Engineering/Grant Manager  
**VIA:** Mr. Adam Ly, Assistant General Manager  
Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 6.5 – APPROVAL OF REVISIONS TO THE ORGANIZATIONAL STRUCTURE CHART REGARDING THE ENGINEERING DEPARTMENT. (NO BUDGET IMPACT – ENGINEERING/GRANT MANAGER ROGERS/PERSONNEL COMMITTEE)***

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**Recommendation:**

Staff and the Personnel Committee recommend that the Board approve the changes to the Organizational Chart for the Engineering Department.

**Impact of Taking No Action:**

Palmdale Water District’s Organizational Chart will remain as is.

**Background:**

The Palmdale Water District has gone through a few iterations of structure in our Engineering Department. This revision would allow for the Department to have a strong succession plan along with a current structure that will accommodate our project heavy schedule for 2020-24. We would like to create a two track Engineering Department which will support both external communications with outside contractors and an internal design function for internal projects.

**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:**

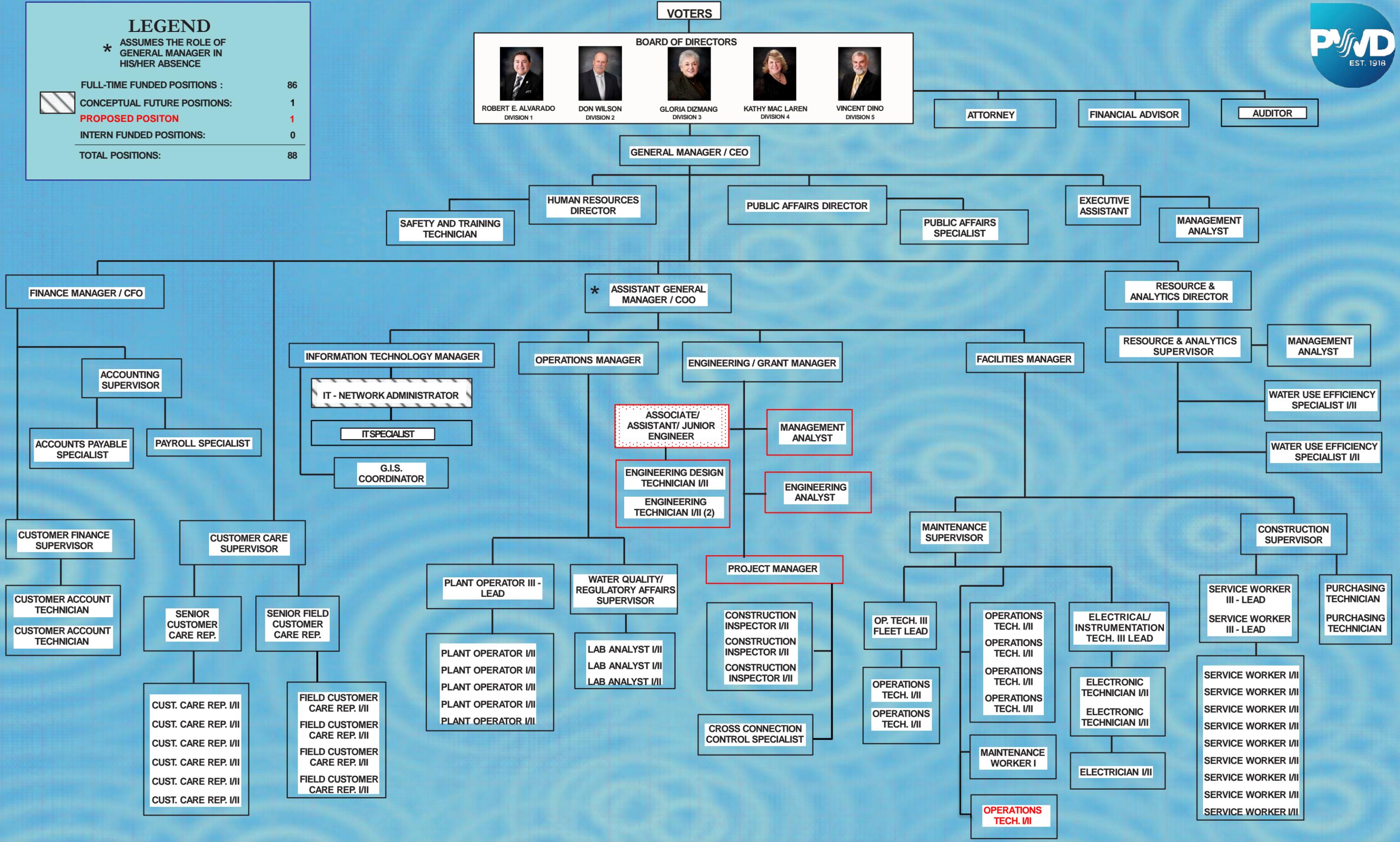
No additional cost to budget.

**Supporting Documents:**

- Projected Organizational Chart



LEGEND	
* ASSUMES THE ROLE OF GENERAL MANAGER IN HIS/HER ABSENCE	
FULL-TIME FUNDED POSITIONS :	86
CONCEPTUAL FUTURE POSITIONS:	1
<b>PROPOSED POSITION</b>	<b>1</b>
INTERN FUNDED POSITIONS:	0
<b>TOTAL POSITIONS:</b>	<b>88</b>



# PALMDALE WATER DISTRICT ORGANIZATIONAL STRUCTURE

**PROPOSED NOV. 14, 2019**

**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:** November 18, 2019 **November 25, 2019**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Peter Thompson, Project Manager  
**VIA:** Mr. Scott Rogers, Engineering Manager  
Mr. Adam Ly, Assistant General Manager  
Mr. Dennis LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO.7.1 – CONSIDERATION AND POSSIBLE ACTION ON CHANGE ORDER NO. 5 TO THE CONTRACT WITH ASI CONSTRUCTION LLC FOR CONSTRUCTION OF THE LITTLEROCK RESERVOIR SEDIMENT REMOVAL PROJECT – PHASE 1: GRADE CONTROL STRUCTURE UNDER SPECIFICATION NO. 1802. (ADDITIONAL COSTS RELATED TO RECOVERY OF SITE TO PREFLOOD CONDITION AND ADDITIONAL CONTRACT DAYS DUE TO RED FLAG WARNINGS – PROJECT MANAGER THOMPSON)***

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**Recommendation:**

Staff recommends that the Board approve Change Order No. 5.

**Alternative Options:**

There is no alternative option.

**Impact of Taking No Action:**

Financial harm to the contractor would result from taking no action.

**Background:**

Following the flood related work suspension period, ASI remobilized on July 15, 2019 and worked until September 10, 2019 to restore the site to pre-flood condition. Time and material costs related to the work (\$1,265,058.25 ) was offset by builder's risk insurance credit (\$1,000,000.00) resulting in a total additional cost of \$265,058.25. Additionally, ASI lost contract days due to red flag warnings, which amounted to 13 days, and should be added to the contract duration.

**Strategic Plan Initiative/Mission Statement:**

This item is under Strategic Initiative No. 1- Water Resource Reliability.  
This item directly relates to the District's Mission Statement.

**Budget:**

Water Revenue Bonds, Series 2018A.

**Supporting Documents:**

- ASI Time and Material Summary
- ASI Contract Extension Request
- Change Order No. 5

**TIME AND MATERIALS**  
**SUMMARY (7/15/19 – 9/10/19)**

Supervision	\$ 145,003.20
Craft Labor	\$ 300,801.60
Materials	\$ 65,350.49
Subcontractors	\$ 108,612.98
Dewatering Pumps	\$ 45,462.24
Owned Equipment	\$ 70,529.34
Rented Equipment – Rental	\$ 214,663.64
Rented Equipment – Operated	\$ 149,627.17
Subtotal:	\$1,100,050.66
<u>15% Markup:</u>	<u>\$ 165,007.60</u>
Total:	\$1,265,058.25
Credit (Builder's Risk Policy):	(1,000,000.00)
<b>Balance:</b>	<b>\$ 265,058.25</b>

## Peter K. Thompson Sr

---

**From:** Erik States <estates@asidams.com>  
**Sent:** Tuesday, October 29, 2019 4:14 PM  
**To:** Peter K. Thompson Sr; Loren Dykes  
**Cc:** Antonino Legeza; Dean Dibert  
**Subject:** Littlerock Project - Contract Extension Request (Red Flag Days)

Pete,

As you are aware, the Red Flag days continue to delay construction activities. Although we do not anticipate that these days will impede construction from finishing this year, we still want to memorialize the Red Flag days in a contract extension request.

As such, I am sending this email to formally request a contract extension of 13 calendar days due to the following Red Flag Days:

October 24th thru October 31st

October 10th thru October 14th

\*Please note that October 14th was not a Red Flag Day; however, the Forest Service did not lift Red Flag Status until the day was nearly over and we were unable to work.

Thank you

**Erik States, PE | Project Manager**

**ASI Construction LLC** | | 1880 Office Club Pointe Suite 2000, Colorado Springs, CO 80920

Mobile: +1 (719) 248-5545 | Office +1 (661) 285-2950 | Fax +1 (719) 647-2890



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# CHANGE ORDER

No. 5

PROJECT Construction of the Littlerock Reservoir Sediment Removal Project – Phase 1: Grade Control Structure

DATE OF ISSUANCE November 13, 2019

EFFECTIVE DATE November 25, 2019

OWNER Palmdale Water District

OWNER's Contract No. Specification No. 1802

CONTRACTOR ASI Construction LLC

ENGINEER P.W.D.

**You are directed to make the following changes in the Contract Documents.**

**Description:** Additional Costs (\$265,058.25) and Contract Days (13)

**Reason for Change Order:** Additional Costs for Recovery of Site to preflood condition (\$1,265,058.25) less Builder's Risk Insurance Credit (\$1,000,000.00) as well as Additional Contract Days due to Red Flag Warnings.

**Attachments:** ASI T&M Summary and Contract Extension Request

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price  \$ <u>10,675,808.00</u>	Original Contract Times  Completion: <u>170 Days – March 19, 2019</u>
Net Changes from previous Change Orders No. <u>0</u> to No. <u>4</u> \$ <u>-56,207.46</u>	Net Changes from previous Change Orders No. <u>0</u> to No. <u>4</u> <u>257 – Day Extension</u> Days
Contract Price prior to this Change Order  \$ <u>10,619,600.54</u>	Contract Times prior to this Change order  Completion: <u>427 Days – December 2, 2019</u> Days
Net Increase (decrease of this Change Order) \$ <u>265,058.25</u>	Net Increase (decrease of this Change Order) <u>13 – Day Extension</u> Days
Contract Price with all approved Change Orders  \$ <u>10,884,658.79</u>	Contract Times with all approved Change Orders  Completion: <u>440 Days – December 15, 2019</u>

RECOMMENDED:

APPROVED:

ACCEPTED:

By: \_\_\_\_\_  
PWD, Engineering Manager

By: \_\_\_\_\_  
PWD, General Manager

By: \_\_\_\_\_  
Contractor (Authorized Signature)

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

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

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:** November 19, 2019 **November 25, 2019**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Bob Egan, Financial Advisor  
**RE:** *AGENDA ITEM NO. 7.2 – CONSIDERATION AND POSSIBLE ACTION ON RESOLUTION NO. 19-17 BEING A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT ESTABLISHING ITS INVESTMENT POLICY. (NO BUDGET IMPACT – FINANCIAL ADVISOR EGAN/FINANCE MANAGER WILLIAMS/FINANCE COMMITTEE)*

---

**Recommendation:**

Staff and the Finance Committee recommend that the Board approve Resolution No. 19-17 Establishing the Palmdale Water District’s Investment Policy.

**Alternative Options:**

There is no alternative option.

**Impact of Taking No Action:**

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

**Background:**

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

**Strategic Plan Initiative/Mission Statement:**

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

**Budget:**

There is no budget impact from this item.

**Supporting Documents:**

- Resolution No. 19-17 – A Resolution of the Board of Directors of the Palmdale Water District Establishing its Investment Policy.

## **RESOLUTION NO. 19-17**

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

#### **1.0 POLICY**

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

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

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

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

#### **2.0 SCOPE**

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

#### **3.0 PRUDENCE**

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

#### **4.0 OBJECTIVES**

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

1. Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, [MS1]the District will diversify its investments by investing funds among a variety of securities with independent returns.

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

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

#### **5.0 DELEGATION OF AUTHORITY**

Pursuant to California Government Code 53607, the authority to invest public funds of the District is expressly delegated to the Board of Directors of the District (the "Board"). The Board re-delegates the investment function to the Board President or Vice President. The Board President or Vice President, with the concurrence of the Board Finance Committee, designate the District's Financial Advisor as the Deputy Treasurer who shall have the authority to act on behalf of the District and shall assume full responsibility for those transactions until the delegation is revoked or expires. The Board President or Vice President shall delegate the day-to-day operations of investing to the Deputy Treasurer, but not the responsibility for the overall investment program. All transactions will be reviewed by the Finance Committee on a monthly basis to assure compliance with this Investment Policy.

#### **6.0 ETHICS AND CONFLICTS OF INTEREST**

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

#### **7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

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

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

Before engaging in investment transactions with a broker/dealer, the Deputy Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the District's account with that firm has reviewed the District's Investment Policy and that the firm understands this policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of this Investment Policy. A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the District invests.

Further, all financial institutions and broker/dealers who desire to conduct investment transactions with the District must supply the Deputy Treasurer with a Certification Form and other documents as the Deputy Treasurer may reasonably deem necessary to make a determination that such financial institution or broker/dealer is reputable and trustworthy.

## **8.0 AUTHORIZED AND SUITABLE INVESTMENTS**

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

- a. Bonds issued by the District.
- b. United States Treasury Bills, Notes and Bonds.
- c. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by, or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- d. Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), or by a state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 40% of the District's money which may be invested pursuant to this policy.
- e. Monies held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.

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

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

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

## **9.0 COLLATERALIZATION**

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

## **10.0 SAFEKEEPING AND CUSTODY**

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

## **11.0 DIVERSIFICATION**

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

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

- a. Portfolio maturity dates shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- b. Maturities selected shall provide for stability of income and liquidity.
- c. Disbursement and payroll dates shall be covered through maturities of investments, marketable United States Treasury bills or other cash equivalent instruments such as money market mutual funds.

**12.0 REPORTING**

The Deputy Treasurer, after review by the Finance Committee, shall submit to each member of the Board an investment report at least quarterly. Pursuant to California Government Code 53646, the report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for District by third party contracted managers. The report will also include the source of the portfolio valuation. For funds which are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy, and (2) the District will meet its expenditure obligations for the next six months. The Deputy Treasurer shall maintain a complete and timely record of all investment transactions.

**13.0 INVESTMENT POLICY ADOPTION**

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

**PASSED, APPROVED, AND ADOPTED** at a Regular Meeting of the Board of Directors of Palmdale Water District held on November 25, 2019. Resolution No. 19-17 was adopted by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

\_\_\_\_\_  
President, Board of Directors  
Palmdale Water District

ATTEST:

\_\_\_\_\_  
Secretary of the Board of Directors

APPROVED AS TO FORM:

\_\_\_\_\_  
Aleshire & Wynder, General Counsel

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

I, Don Wilson, Secretary of the Palmdale Water District, DO HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 19-17 of the Board of Directors of Palmdale Water District adopted at a Regular Meeting held on November 25, 2019 and that the same has not been amended or repealed.

\_\_\_\_\_  
Secretary, Board of Directors  
Palmdale Water District

DATED: November 25, 2019

( S E A L )



UBS Financial Services Inc.

515 S Flower St Suite 50

Los Angeles, CA 90071

www.ubs.com/fs

Tel: 213-972-1457

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

November 14, 2019

Dear Sirs:

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

Sincerely,

Michael Giordano, CIMA ®  
Associate Director - Senior Wealth Strategy Associate

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

Steven Crawford, CRPS ®  
First Vice President - Wealth Management

Ruby Marduena  
Sr. Registered Client Service Associate

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** November 18, 2019 **November 25, 2019**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Jennifer Emery, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.3 – CONSIDERATION AND POSSIBLE ACTION ON UPDATES AND REVISIONS TO THE EMPLOYEE HANDBOOK. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR EMERY/PERSONNEL COMMITTEE)***

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**Recommendation:**

Staff and the Personnel Committee recommend that the Committee approve the changes to the Employee Handbook for 2020.

**Impact of Taking No Action:**

Palmdale Water District’s Employee Handbook would remain as is.

**Background:**

The Palmdale Water District updates its Employee Handbook every three years. The last update was in 2018, which went into effect January of 2019. This year’s revisions will be an addendum to the handbook. The revisions were derived from an Employee Handbook Committee where each department was asked to send representatives.

**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:**

- Proposed changes to Handbook
- Proposed Social Media Policy

## Changes to Employee Handbook

### Addition to Equal Employment Opportunity, page 8 Section B –

It is the continuing policy of Palmdale Water District to provide equal employment opportunities to all employees and applicants for employment, and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Palmdale Water District's employment policy is to conduct an objective process to recruit the most qualified candidate for each position based on assessing the skills, work experience, education, certificates and licenses, and interview performance. The focus of the hiring process will be assessing the hard and soft skills necessary to be successful at the essential functions of the job as defined in the job description.

All employee decisions will be based upon policies and practices that further the principles of equal employment opportunity. Please see the District's Prohibition of Discrimination in section (V) H of this handbook. Every member of management is responsible for assuring non-discrimination in employment opportunities. In addition, all staff members, regardless of position, share in the responsibility of maintaining a discrimination- and harassment-free work environment.

Addition to Education Reimbursement, page 41 Section I – If the Educational Reimbursement is for college tuition reimbursement in pursuit of a bachelor's or higher degree, the maximum reimbursement is \$5,250 per year subject to all other conditions. The employee agrees they will not resign from the District for two years following receipt of their degree.

Change to Education Reimbursement, page 42 Section I – Delete sentence "However, upon a passing grade, an employee who obtains job related certifications will receive four (4) hours of straight pay to be included on the employees' next payroll check as incentive pay for passing." This will be replaced by the attached Certification Bonus Request schedule/form.

Addition to Paid Leave Policy, page 42 item J – An employee must have paid time off available at the time of the paid time off request in order for the manager to approve the request. Any exceptions to this require the General Manager's approval.

Change to Paid Leave Policy, page 42 item 1 – Vacation time is cumulative from year to year with a maximum accumulation of 320 hours. Terminating employees will be paid all accumulated vacation according to District procedures, up to the maximum allowed accumulation of 320 hours.

Change to Sick Leave, page 47 item 10 – The District provides employees 8 hours of paid Sick Leave per month.

Addition to Unpaid Time Off, page 51 item I – All monies for voluntary benefits which were not properly paid during an unpaid leave, will be deducted on the first payroll after the employee's return.

Addition to Outside Relations/Media Contact, page 81 item G – If a Freedom of Information Act request is related to an employee, that employee will be notified.

Addition to Lodging, page 108 Item G – Hotels may be utilized if training is over one-hour commute or 60 miles from the Palmdale Water District. This applies to both District sponsored training and education reimbursement eligible training. For educational reimbursement eligible training, the cost of meals and lodging will be deducted from the employee’s educational reimbursement allowance.

Change Social Media Appendix to attached social media policy.

## **SOCIAL MEDIA.**

The Palmdale Water District has a business need to enhance traditional communication methods with the use of social media. The District operates and maintains its social media sites as a public service to provide information about District programs services, projects, issues, events, highlights and activities.

The District views social media, such as web-based discussion or conversation pages, and other forms of social networking, such as Facebook, LinkedIn, Nextdoor, Twitter, blogs etc., as significant forms of public communication. As such, all District employees, interns and temporary staff who engage in social networking are held to the same standards that apply to any public communications. Therefore, all employees have an obligation to the District to ensure that any public communication they make, including social networking communications, must not negatively impact the reputation of the District or bring disrepute in any way to the District, fellow employees, its partners, customers, suppliers, etc. Further, only a select group of employees are authorized to publicly speak on behalf of the District such as the Public Affairs Department, General Manager and Assistant General Manager. Violations of this policy will result in discipline, which may include termination, depending on the severity of the situation and its impact on the District.

Employment with the District is public record. Employees should be mindful that whenever District business is discussed online, whether in a personal or professional capacity, one's comments could be tied back to employment with the District. This policy, however, is not meant to prevent an employee from exercising his or her right to freedom of expression.

Employees, interns and temporary staff may not engage in social networking during work hours unless authorized in advance by the Public Affairs Department. Employees should not use District email address when using social media in personal capacities. For example, do not create a personal Facebook or Twitter account using your .org email address. Identified below are general guidelines and examples of prohibited communications.

Please note that this list shows examples only and is not intended to be, nor is it, an exhaustive list of prohibited communications. *The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.* Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with the Public Affairs staff if you

have any questions.

**a. GENERAL GUIDELINES AND EXAMPLES OF PROHIBITED COMMUNICATIONS**

- Should an employee identify themselves as a Palmdale Water District (PWD) employee when conducting personal social media activities, employee shall state in their personal profile that one's comments are not representative of the District. Make your writing clear that you are not speaking on behalf of the District.
- Do not mention District employees or customers without their expressed consent. Information published on social networks or blogs should be approved by the District's Public Affairs Department.
- You may not use the District's logo on your posts unless given written consent by the General Manager. Respect copyright laws, and reference or cite sources appropriately.
- You are responsible for what you write or present on social media. You can be sued by other employees, competitors, members, and any individual that views your social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.
- Do not link to the District's website or post District material on social media sites without written permission.
- All policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, non-competition, protecting confidential and/or proprietary information. Violation of this policy may lead to discipline up to and including termination.

Attached hereto as an Appendix and incorporated herein by this reference, are Operational Directives established by the District's Public Affairs Department to govern the use of the District's information technology.

**PALMDALE RECYCLED WATER AUTHORITY (PRWA)**

**MINUTES OF AUGUST 19, 2019  
REGULAR MEETING AGENDA NO. 50  
PALMDALE RECYCLED WATER AUTHORITY (PRWA)  
HELD AT CITY OF PALMDALE  
CITY HALL COUNCIL CHAMBER  
38300 SIERRA HIGHWAY, SUITE B  
PALMDALE, CALIFORNIA  
www.cityofpalmdale.org  
www.palmdalewater.org.**

**1. CALL TO ORDER.**

Vice Chair Dino called the meeting to order at 7:00 p.m.

**2. PLEDGE OF ALLEGIANCE.**

**3. ROLL CALL: CHAIR JUAN CARRILLO, DIRECTORS VINCENT DINO,  
KATHY MAC LAREN, AUSTIN BISHOP AND HELEN  
VELADOR**

Director Bettencourt served as alternate in place of Chair Carrillo who was not present and Director Alvarado served as alternate in place of Director Mac Laren who was not present.

**PRESENT:** Vice Chair Dino, Directors Bishop, Bettencourt, Alvarado and Velador

**ABSENT:** Chair Carrillo and Director Mac Laren

**4. CONSENT CALENDAR – PUBLIC COMMENTS ONLY:**

Public Comments: None.

**5. CONSENT CALENDAR:**

5.1 Approve receipt and filing of the Treasurer's Report for the six months ending June 30, 2019. (Staff Reference: Treasurer-Auditor Williams)

5.2 Approve receipt and filing of the Investment Report for the quarter ending June 30, 2019. (Staff Reference: Treasurer-Auditor Williams)

- 5.3 Approve receipt and filing of the annual basic financial statements with independent auditors' report for year ended December 31, 2018. (Staff Reference: Treasurer-Auditor Williams)

Treasurer-Auditor Williams provided the Board with the final Audit Report for the year ending December 31, 2018.

- 5.4 Approve the Minutes from the previous meeting held on June 17, 2019. (Staff Reference: Secretary Smith)

**Motion:** Move to approve the recommendations and findings on all items listed under this Consent Calendar by one vote.

Moved by Director Bishop, seconded by Director Bettencourt.

**Vote:** Motion Carried (5-0)

**Yes:** Vice Chair Dino, Directors Bishop, Bettencourt, Alvarado, and Velador

## 6. ACTION CALENDAR:

- 6.1 Discussion and possible action regarding direction on Phase II financing options. (Staff Reference: Executive Director LaMoreaux)

Treasurer-Auditor Williams provided background regarding issues with IBank financing and presented the following financing recommendations: 1) Private placement 18 years; or 2) Bond issue for 20 years.

The Board asked questions of Treasurer-Auditor Williams regarding interest rate options, next move, etc. and he responded.

Public Comments: None.

Treasurer-Auditor Williams stated that no vote was needed on this item.

- 6.2 Discussion and possible action regarding legal opinion on changing PRWA boundaries. (Staff Reference: Executive Director LaMoreaux)

Executive Director LaMoreaux spoke in regards to this item.

Authority Counsel Ditzhazy spoke regarding the legal issues related to expanding the boundaries of the Palmdale Recycled Water Authority and stated that a 5-party reallocation agreement would need to be completed first.

Authority Counsel Ditzhazy also stated that in addition to getting the agreement signed off, the following issues need to be addressed: 1) Getting the City officially onboard with expanding the boundaries (he will look into what is needed, a resolution, etc.); 2) Amending the Joint Powers Agreement to allow for changes in the Authority's boundaries; 3) Palmdale Water District would need to change their operating agreement to allow

workers to work outside PWD jurisdiction; 4) The Sanitation District and LA County Waterworks would need to get out of the recycled water business; and 5) The possibility that environmental documents might need to be prepared. Authority Counsel Ditzhazy would like direction from the Board in regards to this item. There was further discussion among the Board.

Assistant Executive Director Heffernan spoke regarding the need to move forward with this item now. He discussed reclaimed water currently being used and wanting those lines to be under the Palmdale Recycled Water Authority. He also stated that the reallocation of water also needs to be considered.

Authority Counsel Ditzhazy clarified that the direction from the Authority is to move forward with the Reallocation Agreement and then come back to the Board after all approvals have been received from the other parties. There was consensus from the Board to move forward.

- 6.3 Discussion and possible action regarding the status of the Grant Application and the need to update the Environmental Document. (Staff Reference: Executive Director LaMoreaux)

Palmdale Water District Engineering/Grant Manager Riley spoke about two opportunities for grant funding. Executive Director LaMoreaux presented a handout to the Board.

Palmdale Water District Engineering/Grant Manager Riley stated that the Environmental document would need to be updated and that it is required every 5 years by mandate. He recommends using the same consultant, and stated the cost would be \$33,707. Mr. Riley recommends the Board update the Environmental document and approve the scope of work.

**Motion:** Move to approve updating the Environmental document and approve the scope of work.

Moved by Director Alvarado, seconded by Director Bishop.

**Vote:** Motion Carried (5-0)

**Yes:** Vice Chair Dino, Directors Bishop, Bettencourt, Alvarado, and Velador

## 7. SPECIAL REPORT

- 7.1 Report on Recycled Water Line Phase 2 Integrated Regional Water Management Meetings - California Division of Water Resources on July 30th and Stakeholders on August 7<sup>th</sup>. (Staff Reference: Executive Director LaMoreaux)

Palmdale Water District Engineering/Grant Manager Riley provided an overview of the meetings.

- 7.2 Update and discussion regarding the branding effort. (Staff Reference: Executive Director LaMoreaux)

Executive Director LaMoreaux stated that both staffs met and that they are moving forward with the branding. He stated that the scope of work was sent out and that proposals are due back by September 9, 2019.

**8. NON-AGENDA ITEMS - PUBLIC COMMENTS:**

Public Comments: None.

**9. REQUESTS FOR NEW AGENDA ITEMS:**

There were no requests for new agenda items.

**10. INFORMATIONAL REPORT OF THE BOARD OF DIRECTORS, EXECUTIVE DIRECTOR, AND ASSISTANT EXECUTIVE DIRECTOR.**

None.

**11. ADJOURNMENT.**

Vice Chair Dino adjourned the meeting at 7:40 p.m.

PASSED, APPROVED, and ADOPTED this 21<sup>st</sup> day of October 2019.

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Juan Carrillo  
Chair

ATTEST:

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Rebecca J. Smith,  
Secretary

**MINUTES OF MEETING OF THE REGIONAL LEADERSHIP AND OUTREACH COMMITTEE OF THE PALMDALE WATER DISTRICT, SEPTEMBER 17, 2019:**

*A meeting of the Regional Leadership and Outreach Committee of the Palmdale Water District was held Tuesday, September 17, 2019, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Acting Chair Alvarado called the meeting to order at 3:30 p.m.*

**1) Roll Call.**

**Attendance:**

Committee:

Robert Alvarado, Acting Chair

Vincent Dino, Alt. Committee  
Member

**Others Present:**

Dennis LaMoreaux, General Manager

Adam Ly, Assistant General Manager

Mike Williams, Finance Manager

Judy Shay, Public Affairs Director

Dawn Deans, Executive Assistant

0 members of the public

**2) Adoption of Agenda.**

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

**3) Public Comments.**

There were no public comments.

**4) Action Items: (The Public Shall Have an Opportunity to Comment on Any Action Item as Each Item is Considered by the Committee Prior to Action Being Taken.)**

**4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held July 31, 2019.**

It was moved by Alt. Committee Member Dino, seconded by Acting Chair Alvarado, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Regional Leadership and Outreach Committee meeting held July 31, 2019.

**4.2) Consideration and Possible Action on Adoption of Legislative Advocacy Policy. (Regional Leadership and Outreach Committee Goal/General Manager LaMoreaux).**

After a brief discussion of the Committee's goal of adopting a Legislative Advocacy Policy and of the purpose of the Policy, it was moved by Alt. Committee Member Dino, seconded by Acting Chair Alvarado, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to adopt the Legislative Advocacy Policy and that the full Board consider the Policy at the next Regular Board Meeting.

**4.3) Consideration and Possible Action on Outreach Activities for 2019. (Public Affairs Director Shay)**

**a) Outreach Report.**

Public Affairs Director Shay reviewed publications featuring the District to date and then provided an overview of outreach activities and events, including Proposition 218 notices to the public, press releases, successful Facebook postings, interviews of General Manager LaMoreaux by the Hispanic Chamber of Commerce for a promotional video and by the Antelope Valley Press for the Extreme Home Makeover story, donation of a raffle bag to the Childcare Resources Center for their event, various events for the Proposition 218 process, an appearance on the Café Con Leche radio program to promote the open house at the Leslie O. Carter Water Treatment Plant, submission of the District's 100<sup>th</sup> anniversary celebration to ACWA's Best in Blue competition, Coffee with Director Wilson, and representation at the Regency Palm Senior Living groundbreaking ceremony.

**b) Upcoming Events/2019 Plans.**

She then stated that upcoming events include a Rate Study Workshop on September 24, Annual Night at the Rural Museum on September 28, Café con Leche Radio Show on October 14, Coffee with Director Dizmang on October 19, Imagine a Day Without Water on October 23, the Greater Antelope Valley Water Emergency Coalition on October 30, the 3<sup>rd</sup> Annual Dia de Los Muertos Fiesta on November 2, and the 8<sup>th</sup> Annual Stem Conference for Girls also on November 2.

**c) Greater A.V. Water Emergency Coalition.**

She then stated that the Greater A.V. Water Emergency Coalition event is scheduled for October 30 at the Hellenic Center from 9 a.m. to 1:15 p.m.; that co-hosts include the City of Palmdale, the City of Lancaster, AVEK, Los Angeles County Waterworks, and the District; and that the tentative program includes presentations and discussions from local water agency General Managers, Emergency Coordinators from both cities, representatives from Edwards Air Force Base and the Sanitation Districts, an emcee from the Office of Emergency Services, Assemblyman Lackey, Senator Wilk, Supervisor Kathryn Barger, representatives from CalWARN and PWAG, local first responders, and a keynote luncheon speaker from Indian Wells Valley Water District regarding their experience with the recent earthquake.

General Manager LaMoreaux then stated that co-hosting the Greater A.V. Water Emergency Coalition in the amount of \$5,000.00 will be presented to the full Board for consideration at the next Regular Board Meeting.

**5) Information Items.**

**5.1) Update on Proposition 218 Process and Outreach Plans for 2019 Rate Study. (Regional Leadership and Outreach Committee Goal/Public Affairs Director Shay/Finance Manager Williams)**

Finance Manager Williams stated that 14 protests to the proposed water rate revenue increase have been received with two being invalid and that staff is scheduled to meet with representatives from the Antelope Valley Union High School District and the Palmdale School District to review the proposed water rate revenue increase.

Public Affairs Director Shay then stated that staff has received approximately 30 requests for Spanish translations of the Proposition 218 publication.

**5.2) Other.**

There were no additional information items.

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

There were no requests for future agenda items.

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

It was determined that the next Regional Leadership and Outreach Committee meeting will be held in November after the public hearing regarding the water rate revenue increase.

8) **Adjournment.**

There being no further business to come before the Regional Leadership and Outreach Committee, the meeting was adjourned at 4:04 p.m.



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Chair

**MINUTES OF MEETING OF THE ORGANIZATIONAL EXCELLENCE COMMITTEE OF THE PALMDALE WATER DISTRICT, SEPTEMBER 19, 2019:**

*A meeting of the Organizational Excellence Committee of the Palmdale Water District was held Thursday, September 19, 2019, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dizmang called the meeting to order at 4:30 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

Robert Alvarado, PWD Director

Don Wilson, PWD Director

Mike Williams, Finance Manager

Jennifer Emery, Human Resources Director

Judy Shay, Public Affairs Director

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: (The Public Shall Have an Opportunity to Comment on Any Action Item as Each Item is Considered by the Committee Prior to Action Being Taken.)**

**4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held August 29, 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 August 29, 2019, as written.

**4.2) Consideration and Possible Action on Diversity and Inclusion Training Scheduled for December 12, 2019. (\$7,000.00 – Budgeted – Human Resources Director Emery)**

After a brief discussion of this training and of the benefit to the District, 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 that the Committee concurs with staff's recommendation to conduct Diversity and Inclusion Training on December 12, 2019 in the not-to-exceed amount of \$7,000.00.

**4.3) Consideration and Possible Action on the District's Benefits Package. (Human Resources Director Emery/General Manager LaMoreaux)**

After a brief discussion of the District's benefits package and of the Kaiser health plan option, the Committee recommended that District policy be maintained to cover the cost of the District's lowest cost family plan that is available to all employees, which increases the employer health plan coverage cost from \$1,850.00 to \$1,875.00.

**5) Information Items:**

**5.1) Status on Ensuring the District of Distinction and Transparency Renewal is Filed in 2019. (Organizational Excellence Committee Goal)**

It was stated that the District has successfully completed the District Transparency Certificate of Excellence Program through the Special District Leadership Foundation.

**5.2) Other.**

Human Resources Director Emery stated that updated job descriptions will be presented to the Committee for consideration at a later date.

There were no other information items.

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

It was stated that an item for "Consideration and possible action on updates to the Employee Handbook" and "Consideration and possible action on updating the Community Workforce Agreement" will be placed on the next Committee agenda.

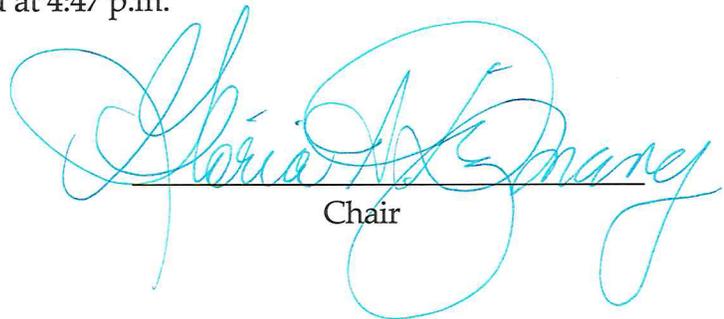
There were no further requests for future agenda items.

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

It was determined that the next Organizational Excellence Committee meeting will be held in November.

**8) Adjournment.**

There being no further business to come before the Organizational Excellence Committee, the meeting was adjourned at 4:47 p.m.



Chair

**MINUTES OF MEETING OF THE FINANCIAL HEALTH AND STABILITY COMMITTEE OF THE PALMDALE WATER DISTRICT, OCTOBER 22, 2019:**

*A meeting of the Financial Health and Stability Committee of the Palmdale Water District was held Tuesday, October 22, 2019, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dizmang called the meeting to order at 4:30 p.m.*

**1) Roll Call.**

**Attendance:**

Committee:

Gloria Dizmang, Chair

Don Wilson, Committee Member

**Others Present:**

Dennis LaMoreaux, General Manager

Robert Alvarado, PWD Director

Mike Williams, Finance Manager

Judy Shay, Public Affairs Director

Tara Rosati, Customer Care Supervisor

Dennis Hoffmeyer, Accounting Supervisor

Bob Egan, Financial Advisor

Dawn Deans, Executive Assistant

0 members 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: (The Public Shall Have an Opportunity to Comment on Any Action Item as Each Item is Considered by the Committee Prior to Action Being Taken.)**

**4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held August 27, 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 August 27, 2019.

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

Financial Advisor Egan provided an overview of the Investment Funds Report through September 2019, including the decrease in cash due to transfers, bond payments, assessments, and interest income, and then reviewed the cash flow statement, including the projected year-end balance, capital improvement fees received, and significant disbursements followed by discussion of delaying capital projects in 2020 and the debt owed the General Fund from Capital Improvement Fees.

**4.3) Discussion and Overview of Financial Statements, Revenue, and Expense and Departmental Budget Reports for September 2019. (Finance Manager Williams)**

Finance Manager Williams reviewed in detail the balance sheet, profit and loss statement and trends, and revenue and expense analysis reports for the period ending September 2019 and stated that most departments are operating at or below the targeted expenditure percentage of 75%, with the exception of several departments previously reviewed, followed by discussion of the improved format of staff's financial reports, budget line items, and the overall budget.

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

Finance Manager Williams provided an overview 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 through September, 2019.

**4.5) Discussion of the Detail Included in Staff's Financial Reports. (Financial Health and Stability Committee Goal)**

The Committee concurred with the improvements to staff's financial reports and thanked staff for this effort.

**4.6) Consideration and Possible Action on a Recommendation Regarding Resolution No. 19-15 Being a Resolution of the Board of Directors of the Palmdale**

**Water District Adopting a Water Rate Adjustment of 8.1% for Each Calendar Year 2020, 2021, 2022, 2023, and 2024, Amending Appendix C to the Rules and Regulations of the Palmdale Water District, and Establishing Prudent Parameters to Consider Future Water Rate Adjustment Reductions. (Finance Manager Williams)**

Finance Manager Williams stated that Resolution No. 19-15 will be presented to the Board for consideration at the October 28, 2019 Regular Board Meeting and then provided a detailed overview of the Resolution including parameters in the Resolution for potential water rate adjustment reductions followed by a detailed discussion of these parameters, the reserve balance projected for 2024, and capital projects for the next five years.

It was then moved by Director Wilson, seconded by Chair Dizmang, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to approve Resolution No. 19-15 being a Resolution of the Board of Directors of the Palmdale Water District Adopting a Water Rate Adjustment of 8.1% for Each Calendar Year 2020, 2021, 2022, 2023, and 2024, Amending Appendix C to the Rules and Regulations of the Palmdale Water District, and Establishing Prudent Parameters to Consider Future Water Rate Adjustment Reductions and that this Resolution be presented to the full Board for approval at the October 28, 2019 Regular Board Meeting.

**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 October 2018 through September 2019 is 1.70.

He then recommended that \$250,000.00, or the maximum available, be transferred to the Rate Stabilization Fund by December 31, 2019 provided the funds are available, and after a brief discussion, the Committee concurred with Financial Advisor Egan's recommendation.

**5.2) Status of Proposition 218 Process. (Finance Manager Williams)**

Finance Manager Williams stated that 57 protest letters have been received, and 6 of these are not valid followed by discussion of the number of protests received during the previous Proposition 218 process.

**5.3) Other.**

Finance Manager Williams provided an overview of Payment Transactions by Types for the period January – September 2019, which indicates a continued increase in the number of electronic payments and reduction in mail.

He then stated that staff has started the 2020 Budget process utilizing the rate model as the basis; that department manager budgets will be distributed after Monday's Regular Board Meeting; and that staff anticipates adoption of the 2020 Budget at the last Regular Board Meeting in November or at the Regular Board Meeting in December.

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

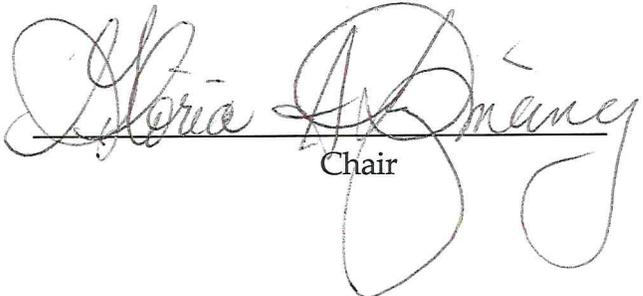
There were no requests for future agenda items.

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

It was determined that the next Financial Health and Stability Committee meeting will be held November 19, 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 5:40 p.m.

  
Chair

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** November 20, 2019 **November 25, 2019**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** *AGENDA ITEM NO. 8.2.a – NOVEMBER 2019 GENERAL MANAGER REPORT*

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The following is the November 2019 report to the Board of activities through October 2019. It is organized to follow the District's six strategic initiatives and is intended to provide a general update on the month's activities. A summary of the initiatives is as follows:



**Water Resource Reliability**

- Complete the 2018 phase of the Upper Amargosa Creek Recharge Project
- Ensure Palmdale Recycled Water Authority (PRWA) to be fully operational by year 2020
- Adopt new state-of-the-art water treatment technologies
- Implement the Antelope Valley Groundwater Adjudication agreement
- Complete the grade-control structure for the Littlerock Reservoir Sediment Removal Project
- Continue the next phase towards the completion of Palmdale Regional Groundwater Recharge and Recovery Project
- Identify and pursue opportunities to increase the reliability of water supply



**Organizational Excellence**

- Offer competitive compensation and benefits package to promote employee retention
- Focus Succession Planning Program on ensuring an overlap of training for key positions
- Continue providing transparency to our ratepayers
- Promote and support leadership training and professional development programs to enhance the District's customers' experience



**Systems Efficiency**

- Implement 2016 Water System Master Plan
- Develop a five-year Infrastructure Revitalization Plan to continue the reinvestment and preventative maintenance for aging infrastructure
- Explore energy independence
- Continue being the industry's leader on the use of Granular Activated Carbon (GAC)
- Research and test new technologies to increase efficiencies
- Improve safety and training for Directors, employees and customers
- Develop a crisis communications plan



### **Financial Health and Stability**

- Pursue additional grant funding for all District projects**
- Adopt a sustainable and balanced rate structure to meet short and long-term needs**
- Create a five-year financial plan in conjunction with the 2019 Water Rate Plan**
- Maintain adequate reserve levels, high-level bond rating, and financial stability**



### **Regional Leadership**

- Enhance relationships with Antelope Valley partnerships, including local water agencies, Antelope Valley State Water Contractors Association and the Palmdale Recycled Water Authority**
- Expand school water education programs**
- Engage elected officials in water-related issues**
- Continue offering career opportunities through the Internship Program**
- Provide opportunities for local businesses to contract with the District**



### **Customer Care, Advocacy and Outreach**

- Increase Customer Care accessibility through communication and feedback to enhance customers' experience**
- Evaluate, develop, and market additional payment options**
- Be point of communication for customers' water-related public health concerns**
- Develop the District's Public Outreach Plan**
- Increase public awareness of the District's history and promote centennial anniversary**

This report also includes charts that show the effects of the District's efforts in several areas. They are organized within each strategic initiative and include status of the State Water Resources Control Board's (SWRCB) long-term conservation orders, 20 x 2020 status, the District's total per capita water use trends, 2019 water production and customer use graph, mainline leaks, and the water loss trends for both 12- and 24-month running averages.



### **Water Resource Reliability**

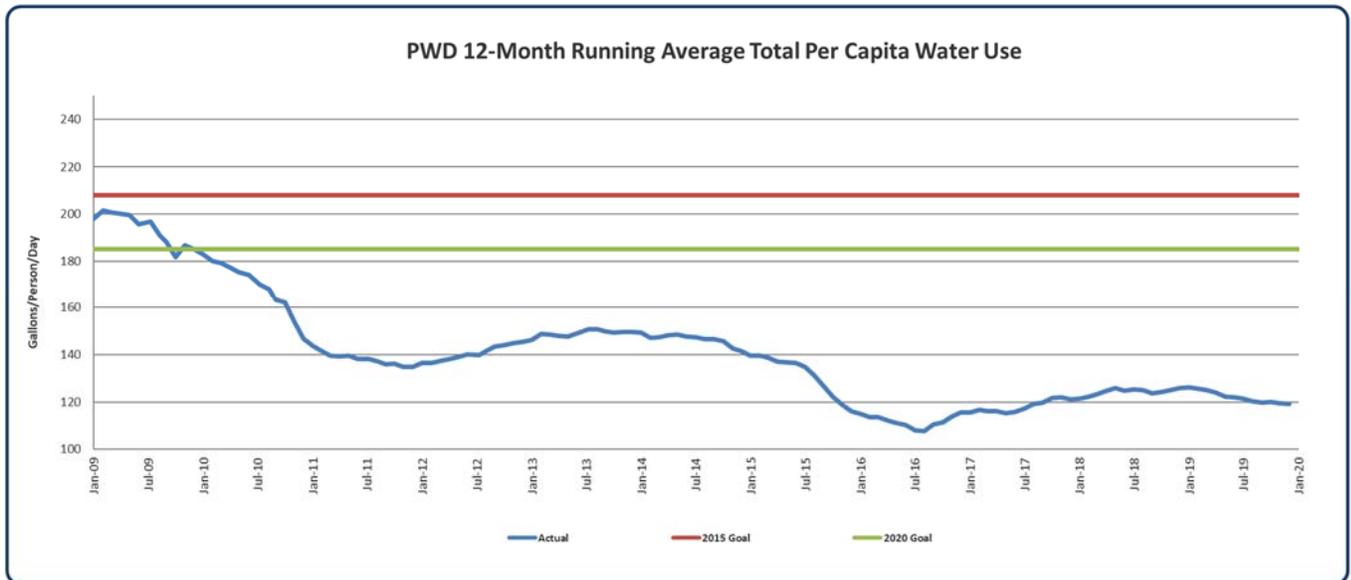
This initiative includes conservation efforts, water supply projects, and water planning. Recent highlights are as follows:

#### **State Water Resources Control Board (SWRCB) Activities**

- The 20 x 2020 per capita reduction goals passed by the legislature in 2009 with new long-term water budgeting requirements have now been replaced with new requirements and water agency water budgets. These follow through on the "Making Water Conservation

a California Way of Life” plan. The District expects to easily comply with the new requirements as they are based on the same philosophy as the District’s water budget rate structure.

The District’s compliance with the former 20 x 2020 law is evident from the chart titled “PWD 12-Month Running Average Total Per Capita Water Use.”:

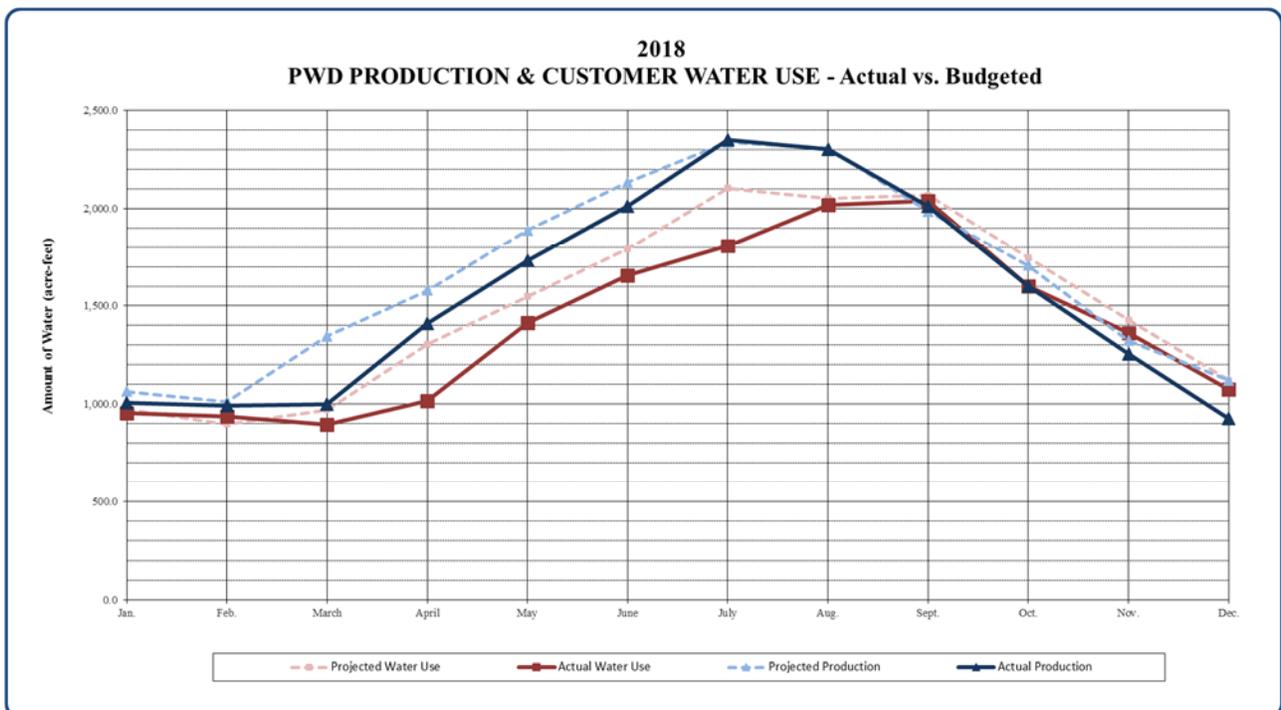
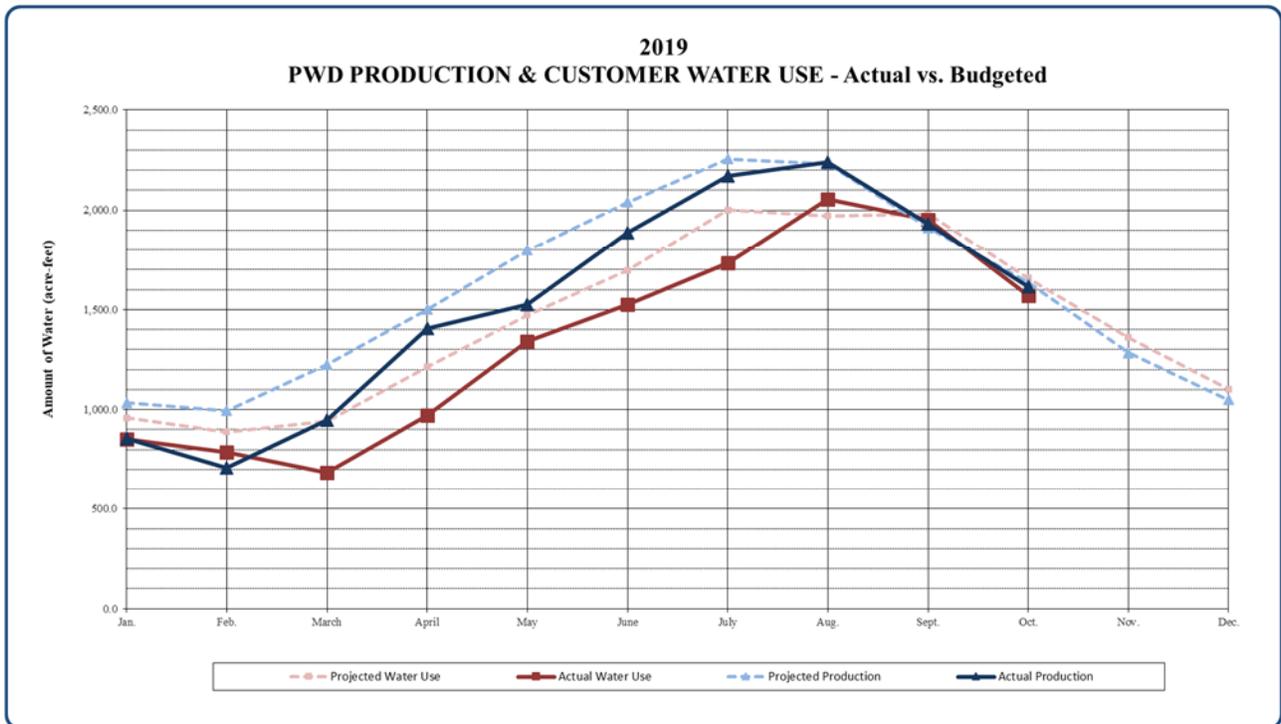


The District’s customers have cut their water use by **48.5%** from the baseline number of 231 established in the 2015 Urban Water Management Plan and met the 2020 Goal in early 2010. The current Total-GPCD is 119.

Water Supply Information

- The AV Adjudication is now in its fourth year, and the reduction to the native safe yield is in its second year. The District’s native groundwater right is 2,769.63 AF. Other groundwater rights for 2018 were 1,452.27 AF of unused Federal Reserve Rights, 3,828.41 AF of Return Flow Rights, and 3,911.94 AF of Carryover Rights. These groundwater rights total 11,962.55 AF. The District used approximately 6,073 AF. This leaves a total **carryover amount of 5,904.19 AF for 2019**. The District’s **2019 groundwater rights total 7,986.67 AF without the Carryover Rights**. A more detailed description of the District’s adjudicated groundwater production rights is provided below.
- The 2019 water resources plan is finalized. The precipitation index for the area contributing to the State Water Project (SWP) leveled off at 136% of average, a significantly wet year. The 2019 SWP allocation is 75% and provides 23,475 AF. The District will be using a higher amount of surface water than normal due to the SWP and

Littlerock Reservoir supplies. SWP supplies beyond our customers' needs will be banked or exchanged to help provide water during dry years. The following graph shows actual amounts through October 2019 and monthly projections for both production and consumption, based on the prior five years of actual monthly information, for the entire year. Water use is 8.9% less than anticipated this year due to the rainy winter earlier in the year. The 2018 chart is added in this report for comparison.



Groundwater Production Rights Summary

Director Wilson requested an overview of the District's adjudicated groundwater rights. A native safe yield of 82,300 acre-feet per year (AFY) was established by the Court for the Antelope Valley Area of Adjudication, and the adjudication Parties were divided into various classes to establish respective water rights among groundwater producers.

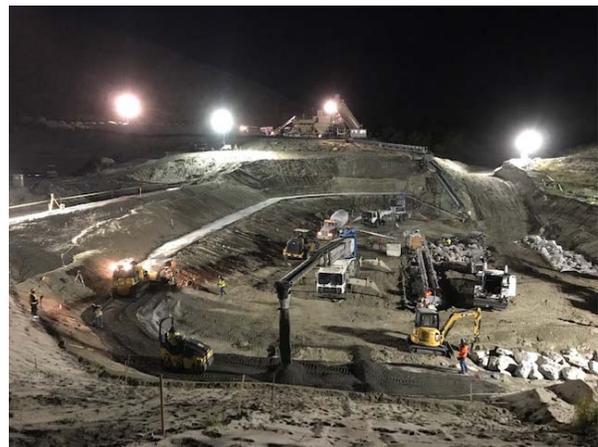
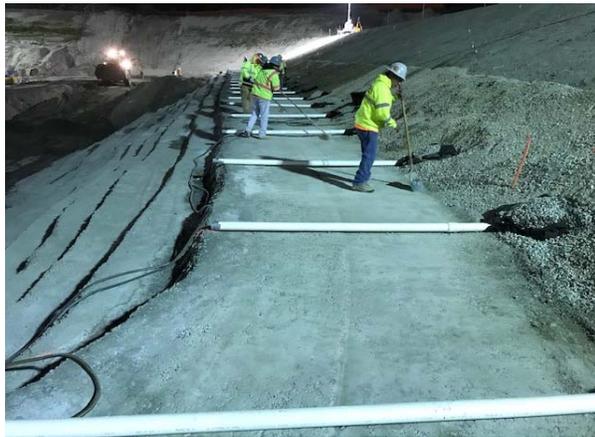
- The Production Right is the portion of the Native Safe Yield assigned to each Party. Production Rights for specific Parties are defined in the Judgment in Exhibit 3 (Non-Overlying Production Rights), Exhibit 4 (Overlying Production Rights), and in Paragraphs 5.1.3, 5.1.4, and 5.1.5 for the Small Pumper Class, Federal Reserved Water Rights, and State of California, respectively. **The District's Production Right is 2,769.63 AFY.**
- Unused Federal Reserved Water Rights are the portion of water rights, 7,600 AF/Y, left unused by the Federal government. This amount has been approximately 6,000 AF/Y and is divided amongst the Non-Overlying Producers (Public Water Suppliers). **The District's share of Unused Federal Reserve Water Right for 2019 is 1,418.99 AF.**
- Imported Water Return Flows represent water brought into the basin from outside of the watershed that provides a net increase in groundwater supply (i.e., does not include consumed or evaporated imported water). Return flows for agriculture were established in the Judgment at 34 percent of imported water use and at 39 percent for municipal and industrial uses. Each year's amount is determined based on an average of the five (5) prior years of imported water. **The District's typical Imported Water Return Flow Right is approximately 4,000 AFY, 3,798.05 for 2019.**
- Carry Over Water is the right to an unused portion of an annual Production Right or a right to Imported Water Return Flows in a year after the year in which the right was originally available. **The District is building Carry Over Rights for years when surface water supplies are low. The District's Carryover Right going into 2019 is 5,904.19.**
- Stored Water is water held in storage in the basin as a result of direct spreading or other methods for subsequent withdrawal and use pursuant to an agreement with the Watermaster. It does not include Imported Water Return Flows. **The District currently has approximately 1,500 AF stored in the Antelope Valley and is participating in projects (Upper Amargosa, Big Rock Creek, and Palmdale Regional Groundwater Recharge and Recovery Project) for more storage in the future.**

Other Items

- The Litterock Reservoir Sediment Removal Project Environmental Impact Report/Environmental Impact Statement (EIR/EIS) was fully approved in 2017. All required permits are in place, and a construction contract for the Grade Control Structure was awarded in July 2018 to ASI Construction, LLC (ASI) of Colorado Springs.

ASI installed dewatering wells around the construction area and began pumping out water in early November. Dewatering, excavation, and constructing a water bypass continued through December and early January. A series of storms during the week of January 14<sup>th</sup> overwhelmed the partially completed water bypass and flooded the construction site.

ASI returned to the site in mid-July and began working. The first activities were re-establishing the dewatering network so excavation can be done, rebuilding the upstream berm to protect the construction site, and reinstalling the bypass pipe to allow storm water to go around the site. RCC placement began in late September and is expected to be complete by December. The following pictures show the latest RCC activities.



A citizen's committee, Friends of Littlerock Dam (FOLD), was formed in the Littlerock, Pearblossom, and Juniper Hills area to find a way to reopen the Littlerock Reservoir Recreation area. They worked with the District and the USFS on this issue. The USFS has issued an eviction notice to the former operator living at the Reservoir. They also plan to issue a request for proposals for a recreational operator. This process is expected to take over a year.

The fifth anniversary of establishing the San Gabriel Mountains National Monument and was held on October 10, 2019 at the Angeles National Forest headquarters in Arcadia. The Monument includes Littlerock Dam and Reservoir. The completion of a plan for the Monument was also celebrated. The District participated on the San Gabriel Community Collaborative that developed the plan. Being within the Monument is potentially helpful to the Littlerock Recreation area. It allows for designated private donations. These could help refurbish the recreational facilities around Littlerock Reservoir.

- The public review of the Draft California Environmental Quality Act (CEQA) EIR for the Palmdale Regional Groundwater Recharge and Recovery Project is complete. The Final EIR was certified by the Board on July 13, 2016, and the Notice of Determination was filed on July 14, 2016. The comments from the SWRCB Recycled Water Division on the Title 22 Engineering Report were addressed and returned for further review. Another set of comments was received in 2018 and information is being collected to address them.

The soil column tests were completed and reported on late last year. The District reviewed additional geotechnical work done to verify the proposed location is suitable. The result is a recommendation to drill an additional well to better understand the aquifer in the area. The well design and construction documents are nearly complete.

- The Upper Amargosa Creek Recharge Project is nearly complete. One contract is for the California Aqueduct turnout and transmission water main. The other is for the recharge basins. They are higher than original estimates and will result in a request from the City of Palmdale to the District, LA County Waterworks, and AVEK for additional funding. The turnout, pipeline and recharge basins have been tested and are functional. The park aspects of the project are expected to be finished early next year.
- California Water Fix: There have been recent regulatory approvals moving this project forward. However, the current Governor has only stated support for one of the proposed tunnels. The State Water Contractors and the Department of Water Resources are continuing discussions about the Project's financing and operations. These discussions will result in a clearer picture of the effect on individual contractors. Staff is directly involved in these discussions, the development of the Agreement in Principle, and will update the Board soon.



### **Organizational Excellence**

This initiative includes efforts to restructure staff duties and activities to more efficiently provide service to our customers. Recent highlights are as follows:

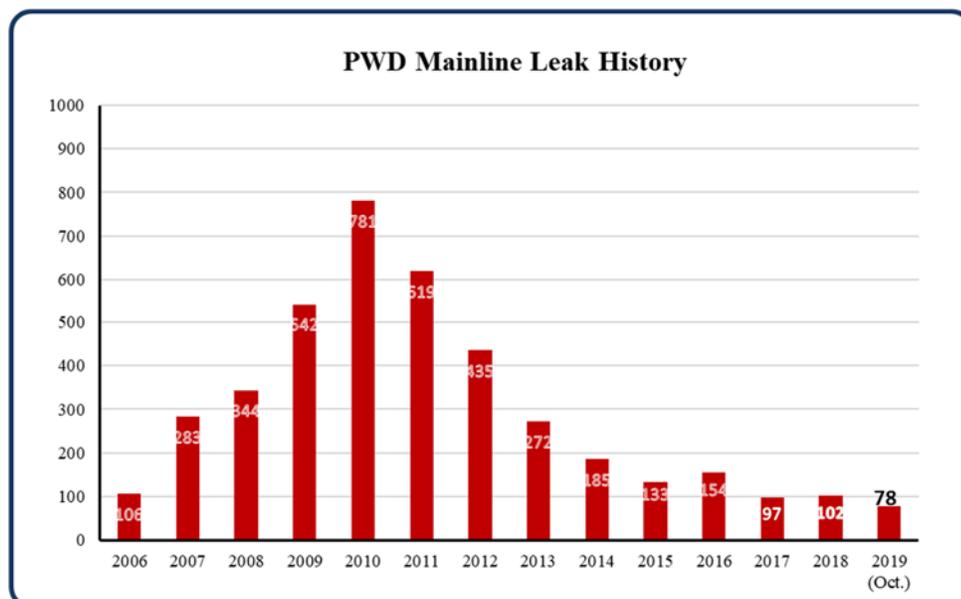
- Workshops were held to discuss the District’s direction and update the Strategic Plan for 2019. This process reset the District’s standing committees to align better with the Strategic Plan and give them clear direction.
- The District and other members of the Public Water Agencies Group (PWAG) have hired and share the services of an Emergency Preparedness Coordinator. This has already resulted in a successful training held at the District office. This approach also kept the District in a good position when responding to the July 4 and 5 earthquakes near Ridgecrest and compliance with the America’s Water Infrastructure Act of 2018.



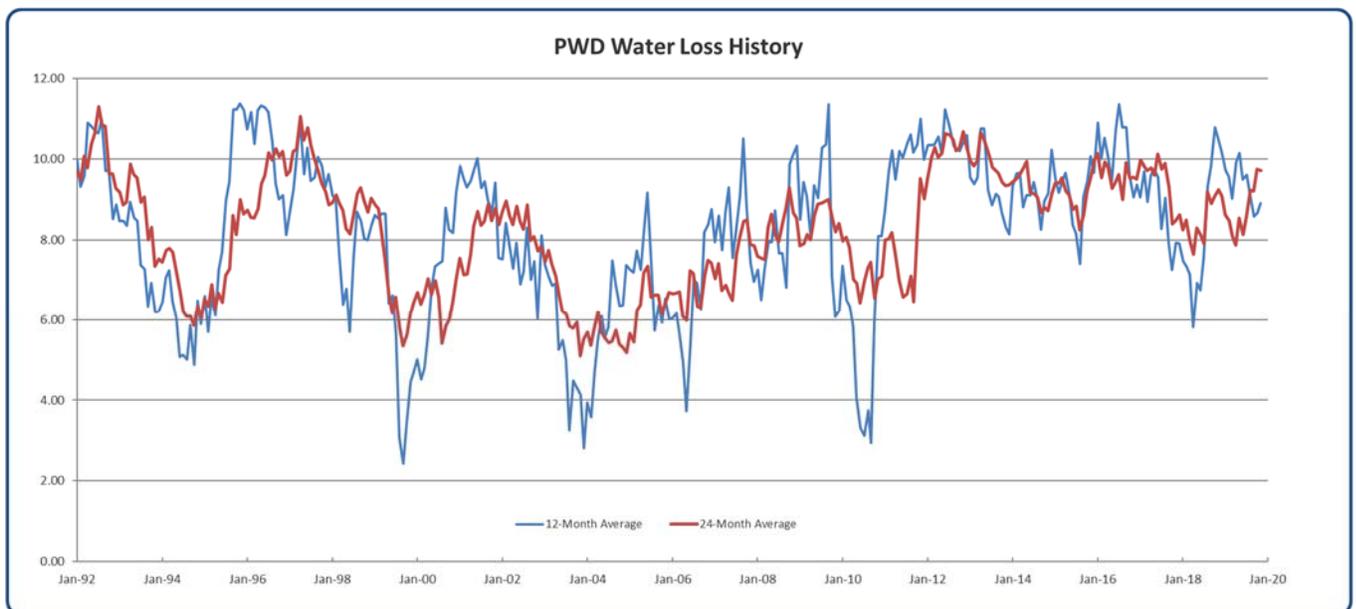
### **Systems Efficiency**

This initiative largely focuses on the state of the District’s infrastructure. Recent highlights are as follows:

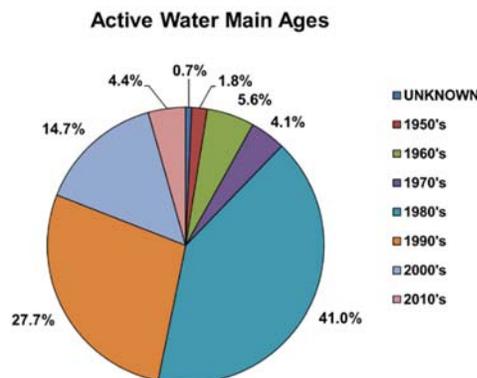
- The effects of the District’s past efforts in replacing failing water mains and meters can be seen in the reduced number of mainline leaks. This is illustrated in the chart titled “Mainline Leak History.” The mainline leaks through October 2019 are 78, and there were 75 service line leaks. The sharp increases in June and July were due to water main replacement work near old mains. Mainline leaks increased by four (4) in October.



- The 2019 Budget includes replacing approximately 2,800 meters. Staff completed this replacement project in October. This approach to replacing water meters worked well and is planned to continue in 2020.
- The District’s final replacement project for 2019 is Avenue P-8 from 20<sup>th</sup> Street East to 25<sup>th</sup> Street East. This project is expected to be completed in December.
- The positive effect of both water main and water meter replacement programs is shown on the chart titled “PWD Water Loss History.” The running average for water losses is under 10%.



- Director Alvarado asked for a summary of the District’s water main ages. This information has been included as additional information in annual budgets in the past in a tabular form. Staff used the information to create the following graph. This shows that 2.6%, 10.33 miles, of the water distribution system is nearly seventy years old or is of unknown age.



Summary of Data from Auxiliary DB:  
(MLpipeLab.mdb/MainLinePipe2019)

Decade Installed	Total Pipe Length	Percent of Total Pipe
Unknown	15,104	0.7%
1950's	39,233	1.8%
1960's	120,177	5.6%
1970's	89,234	4.1%
1980's	884,224	41.0%
1990's	598,566	27.7%
2000's	316,952	14.7%
2010's	94,247	4.4%
TOTAL	2,157,737	



**Financial Health and Stability**

- PWD and City of Palmdale staffs have worked together to obtain funding for the Palmdale Recycled Water Authority (PRWA). The use of State programs has been problematic. The State Revolving Fund (SRF) program has been difficult to work with. A number of concerns have been addressed. These include resolutions from the City and the District related to the PRWA Phase II funding application for compliance with their repayment requirements. An amendment to the JPA was also completed to tie these into PRWA.

However, the outstanding financing issue is the State’s approach to determining the District’s Debt Coverage Ratio. They continue to include non-operating expenses into the calculation. Staff and our financial advisor are still working on this issue. PRWA is also trying to obtain completed booster station plans being held by Los Angeles County Waterworks District 40 to complete the Phase II design plans and financing.

Staff also worked with the California Infrastructure Bank and Holman Capital and is considering a public bond issue for this project. Early discussions show this as a strong possibility to fund the work.

The AV Integrated Regional Water Management Plan (IRWMP) also provides an avenue for State funding assistance. The Littlerock Sediment Removal and PRWA Phase II Projects are the highest rated and are very likely to receive nearly \$900,000 each in the current round of funding.

- The 2019 Water Rate Study and Proposition 218 process is now complete. The Proposition 218 public hearing was held on October 28, 2019 for the 8.1% annual revenue increase. 101 protests were received of which 88 were valid. The Board then unanimously approved Resolution No. 19-15. This set the water rate structure and water rates for 2020-2024.

- Resolution No. 19-15 also includes criteria to evaluate the District's financial condition each year. It gives the Board the ability to reduce the water rates if the District's financial position meets four (4) of the criteria in an annual review while preparing the following year's budget.
- Former Engineering/Grant Manager Riley has worked with the Bureau of Reclamation for the acceptance of a Feasibility Report for the Palmdale Regional Groundwater Recharge and Recovery Project and having it eligible for funding. The 2017 competition effort did not result in an award of funds from the Bureau. However, lessons from this submittal were used in the current funding competition.
  - Water-Wise Landscape Conversion Program (Cash-for-Grass Program): The District received a \$75,000 Grant from the Bureau of Reclamation in 2017 to assist in funding the Program. The District has fully used the grant funds. The Board approved an application for additional funds in February. The District received a preliminary notice indicating a favorable review of the application.



### **Regional Leadership**

This initiative includes efforts to involve the community, be involved in regional activities, and be a resource for other agencies in the area. Recent highlights are as follows:

- Activities of the Palmdale Recycled Water Authority (PRWA), AV Integrated Regional Water Management Plan (IRWMP), and Antelope Valley State Water Contractors Association have continued.
- The District staff continues to share the administration of the Antelope Valley Watermaster Board (AVWB) with AVEK and related meetings.
- District staff is active in the local chambers, Greater Antelope Valley Economic Alliance (GAVEA), regional human resources, and public information organizations.
- The first "PWD Water Ambassador Academy" was conducted on September 19 and 26, October 3 and a tour/graduation on October 6, 2018. The response from them was overwhelmingly positive. The next Academy was successfully completed in March 2019. A high school version of the Academy was successfully held as a one-day event on May 16, 2019.

- The District has joined with other water districts to express concerns with the proposed Statewide water tax over the last two years. The State Senate also refused the water tax approach. Instead, the State has created a \$130M fund using Greenhouse Gas Funds.
- The District also joined with other water agencies, and the State Water Contractors, to oppose SB 1 due to its negative effects to operating the State Water Project. SB 1 was passed by the State Legislature. However, Governor Newsom vetoed it.
- The District, AVEK, City of Palmdale, and the City of Lancaster cohosted the Greater Antelope Valley Water Emergency Coalition on October 30<sup>th</sup>. The event was well-received and a success. A more formal move towards mutual assistance and coordination is planned from the participating organizations.



### **Customer Care and Advocacy**

This initiative includes efforts to better serve our customers. Recent highlights are as follows:

- The ability to make payments at 7-Eleven and Family Dollar Store is also continuing to grow.
- Customer Care office and field staff are crosstraining to better understand the other's interaction with customers and to improve communication.
- Customers are continuing to take advantage of the District's electronic payment options. 59% of all payments made by customers were done electronically in 2018.
- Truebill, the customer information system, is being updated to implement the new water rate structure and water rates for 2020.
- Staff is working with the attorney to develop revised policies related to SB 998. This bill requires additional procedures for dealing with delinquent customers. The District must be in compliance with it in early 2020.