



PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

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

DENNIS D. LaMOREAUX
General Manager

ALESHIRE & WYNDER LLP
Attorneys

April 22, 2020

**AGENDA FOR REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE PALMDALE WATER DISTRICT
TO BE HELD VIA TELECONFERENCE ONLY**
DIAL-IN NUMBER: 571-748-4021 ATTENDEE PIN: 640-936-021#
Submit Public Comments at: <https://www.gomeet.com/640-936-021>

MONDAY, APRIL 27, 2020

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) None at this time.
- 6) Action Items - Consent Calendar (The public shall have an opportunity to comment on any action item on the Consent Calendar as the Consent Calendar is considered collectively by the Board of Directors prior to action being taken.)
 - 6.1) Approval of minutes of regular meeting held April 13, 2020.
 - 6.2) Payment of bills for April 27, 2020.
 - 6.3) Approval to revise project funding source for the construction of the Palmdale Regional Groundwater Recharge and Recovery Project Test Well No. 1 under Specification No. 1701A from 2018A Water Revenue Bonds to Water Supply. (No Budget Impact – Finance Manager Williams)
- 7) Action Items – Action Calendar (The public shall have an opportunity to comment on any action item as each item is considered by the Board of Directors prior to action being taken.)
 - 7.1) Consideration and possible action on adoption of Palmdale Water District Coronavirus Disease (COVID-19) Pandemic Response Plan. (No Budget Impact – General Manager LaMoreaux)
 - 7.2) Consideration and possible action on adoption of Resolution No. 20-6 being a Resolution of the Board of Directors of the Palmdale Water District Authorizing Application for Covid-19 Public Assistance and Designating Agents to Act on the District’s Behalf (Designation of Applicant’s Agents). (No Budget Impact – Human Resources Director Emery)
 - 7.3) Consideration and possible action on rescheduling second Regular Board Meeting in May from May 25, 2020 to May 26, 2020 due to the Memorial Day holiday. (No Budget Impact – General Manager LaMoreaux)
- 8) Information Items:
 - 8.1) Finance Reports:
 - a) Status report on Cash Flow Statement and Current Cash Balances as of March 2020. (Financial Advisor Egan/Finance Committee)
 - b) Status report on Financial Statements, Revenue, and Expense and Departmental Budget Reports for March 2020. (Finance Manager Williams/Finance Committee)
 - c) Status report on committed contracts issued. (Finance Manager Williams/Finance Committee)
 - d) Other financial reports. (Finance Manager Williams/Finance Committee)
 - 1) The effect of COVID-19 event
 - 2) Rate Assistance Program status

- 3) Billing and collection statistics
 - 4) Revenue projections
 - 5) Accounts receivable aging report
 - 6) Payment transactions by type.
- 8.2) Reports of Directors:
- a) Meetings; Standing Committee/Assignment Reports; General Report.
- 8.3) Report of General Manager.
- a) April 2020 written report of activities through March 2020.
- 8.4) Report of General Counsel.
- 9) Board members' requests for future agenda items.
- 10) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

PALMDALE WATER DISTRICT

BOARD MEMORANDUM

DATE: April 20, 2020 **April 27, 2020**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Mike Williams, Finance Manager
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: *AGENDA ITEM NO. 6.3 – APPROVAL TO REVISE PROJECT FUNDING SOURCE FOR THE CONSTRUCTION OF THE PALMDALE REGIONAL GROUNDWATER RECHARGE AND RECOVERY PROJECT TEST WELL NO. 1 UNDER SPECIFICATION NO. 1701A FROM 2018A WATER REVENUE BONDS TO WATER SUPPLY. (NO BUDGET IMPACT – FINANCE MANAGER WILLIAMS)*

Recommendation:

Staff recommends that the Board approve revising the project funding source for the construction of the Palmdale Regional Groundwater Recharge and Recovery Project Test Well No. 1 under Specification No. 1701A from 2018A Water Revenue Bonds to Water Supply under Project No. 12-400.

Alternative Options:

There are no alternative options.

Impact of Taking No Action:

Construction of the Palmdale Regional Groundwater Recharge and Recovery Project Test Well No. 1 under Specification No. 1701A will be charged to the wrong funding source.

Background:

At the April 13, 2020 Regular Board Meeting, the Board of Directors awarded a contract for the construction of Test Well No. 1 for the Palmdale Regional Groundwater Recharge and Recovery Project to Cascade Drilling, L.P. in the not-to-exceed amount of \$468,634.00 funded from the 2018A Water Revenue Bonds. The correct funding source is Water Supply.

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:

There is no budget impact from this funding source revision.

Supporting Documents:

- There are no supporting documents.

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: April 20, 2020 **April 27, 2020**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.2 – CONSIDERATION AND POSSIBLE ACTION ON
ADOPTION OF PALMDALE WATER DISTRICT CORONAVIRUS DISEASE
(COVID-19) PANDEMIC RESPONSE PLAN. (NO BUDGET IMPACT –
GENERAL MANAGER LaMOREAUX)***

Recommendation:

Staff recommends that the Board approve the Palmdale Water District Coronavirus Disease (COVID-19) Pandemic Response Plan dated March 18, 2020.

Alternative Options:

The Board can choose to not approve the Coronavirus Disease (COVID-19) Pandemic Response Plan.

Impact of Taking No Action:

The District will not have an approved and adopted Coronavirus Disease (COVID-19) Pandemic Response Plan.

Background:

On March 4, 2020 in response to COVID-19 events, District staff developed and implemented a Coronavirus Disease (COVID-19) Pandemic Response Plan (Plan) to ensure continuity of water services in the event of a pandemic and to protect the health and safety of District employees. Recommendations from the Center for Disease Control (CDC) have been incorporated into the Plan, as well as Los Angeles County emergency declarations. The Plan includes protocols for employees who become ill, infection control and employee protection, disinfection procedures, a communications plan, and critical job functions and was subsequently updated on March 18, 2020 incorporating input from the District's Safety Committee. The District's operations have continued to date based on the March 18, 2020 Plan.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 3 – Systems Efficiency.
This item directly relates to the District's Mission Statement.

Budget:

This item does not affect the Budget.

Supporting Documents:

- Palmdale Water District Coronavirus Disease (COVID-19) Pandemic Response Plan dated March 18, 2020

PALMDALE WATER DISTRICT

Coronavirus Disease (COVID-19) Pandemic Response Plan

The District's coronavirus disease pandemic response plan has been developed to ensure continuity of water services in the event of a pandemic and to protect the health and safety of District employees. Recommendations from the Center for Disease Control (CDC) have been incorporated into this plan. The plan will be implemented when the World Health Organization (WHO) declares a level 6 pandemic level, Los Angeles County declares a state of emergency due to the pandemic or at the discretion of the General Manager.

Definitions

Symptoms - respiratory symptoms, measured fever, cough, shortness of breath and breathing difficulties.

Section 1 - Protocols for Employees Who Become Ill

Maintaining adequate staffing levels during a pandemic is accomplished in part by reducing the spread of disease in the workplace. The primary method recommended to achieve this objective is for ill employees to stay home. The reasons for employees reporting to work when they do not feel well are varied. Some employees feel they will be penalized if they do not report to work; others attempt to save their sick time; and some have low sick leave balances. This section will address these issues and provide guidance in managing the human infrastructure as recommended by the CDC, WHO, and the District's policy. Employees are asked to act responsibly, not only for themselves, but for others in the workplace. Employees shall be informed of the following:

- Employees will not be reprimanded if they are acting responsibly by staying home when they are symptomatic or must care for a person in their immediate family who has become ill. In fact, the emphasis will be on the importance for employees to stay home, particularly if they are exhibiting pandemic illness symptoms. Employees who have symptoms are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants)¹. Employees should notify their supervisor and stay home if they are sick.
- Employees who exhibit symptoms will use their sick leave. If sick leave becomes exhausted, employees can then use admin leave and/or vacation and floating holidays, if available. Once all leave has been used, employees can accrue a

¹ <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>

negative sick leave balance in order to continue to receive a full paycheck while recovering from the coronavirus. An employee may also take leave without pay if approved by the General Manager.

- Employees who become ill shall complete the recommended isolation period and return only when they are no longer infectious. To assist with determining the appropriate range of days, the CDC guidelines state that “people with acute respiratory illness should stay home and not go back to school or work until at least 72 hours after they are free of a fever of 100 degrees Fahrenheit or more, without using fever-reducing medicines or cough suppressants.” Expect employees to be out from two weeks (mild cases) to six weeks (critical cases).
- Employees who have already recovered from the coronavirus should be encouraged to report to work. If a supervisor suspects that an employee is well but fearful of coming to work, the supervisor should consult with Human Resources Director for advice.
- CDC recommends that employees who appear to have symptoms upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- Employees who come to work and are obviously symptomatic will be asked by their supervisor to go home. Supervisors and department heads have the discretion to ask employees to go home when, in the judgment of the supervisor or department head, the presence of the employee at work would endanger the health and welfare of other employees or when the illness or injury of the employee interferes with the performance of such employee's duties.
- When possible and if they can tolerate it, workers with symptoms should be given a mask to wear before they go home if they cannot be isolated.
- The usual requirement for a doctor's note after four consecutive days of absence can be waived or extended by the General Manager. If this requirement is waived, employees would be required to call Human Resources or individual supervisors with an update on their condition each day after four consecutive days have elapsed. Doctor's offices may be extremely busy, and employees may not be able to get a note or see a doctor in a timely manner.
- The protocol for a person who begins to feel ill while at work or has observed another person exhibiting coronavirus symptoms at work is to contact their supervisor. The supervisor will notify the department head. The department head will contact either the Human Resources Director or the Safety and Training Technician, who will document the illness using the form located in Appendix A. If they are not available, one of the department heads will document the illness and determine if the employee should be sent home. If an employee becomes ill and must go home immediately, the employee can go home and personnel from Human Resources or Safety will contact the supervisor as soon as possible.

Duties of designated Human Resources and Safety personnel:

- Discuss the symptoms the employee is experiencing. Document illness using assessment form located in Appendix A.
- Notify department head of evaluation results and if employee will be sent home.
- Offer the use of a disposable mask to the employee during the time they are gathering their belongings and preparing to leave the workplace.
- Encourage the employee to keep in contact and let them know about phone-in and follow-up procedures.
- Encourage employees to return to work upon recovery.
- If an employee calls in sick with coronavirus-like illness or if the reason for the employee's illness is unknown, personnel from Human Resources or Safety will contact the employee to document the illness.
- If an employee leaves work due to the onset of coronavirus symptoms, the protocol also includes the disinfection of the employee's workstation. Department heads or supervisors will be responsible for assigning personnel for disinfection of work areas.
- Human Resources will be responsible for tracking employee absenteeism due to coronavirus. Severe levels of absenteeism will be reported to the General Manager.
- If coronavirus severity increases, all employees shall be asked about symptoms consistent with the coronavirus illness at the beginning of each workday.

Section 2 - Infection Control & Employee Protection

Safeguarding the health of employees and customers during a coronavirus pandemic is a key objective for the District. A variety of infection control measures, including heightened hygiene practices, social distancing, closing the District lobby to customers, and disinfection procedures may be utilized to slow the spread of disease. One of the best strategies to reduce the risk of becoming ill with coronavirus is to avoid crowded settings and other situations that increase the risk of exposure to someone who may be infected. Some basic hygiene and social distancing precautions that can be used include the following:

- Stay home if you are sick.
- Wash your hands frequently with soap and water for 20 seconds or use a hand sanitizer if soap and water are not available.
- Avoid touching your nose, mouth, and eyes.
- Cover your coughs and sneezes with a tissue, or cough and sneeze into your elbow or upper sleeve (avoid sneezing or coughing into the hands).

- Dispose of tissues in no-touch trash receptacles.
- Wash your hands or use a hand sanitizer after coughing, sneezing, or blowing your nose.
- Avoid close contact (within 6 feet) with coworkers and customers.
- Avoid shaking hands, the high-five, and the knuckle bump as these can still spread germs. If you do have physical contact with others, always wash your hands immediately afterward.
- If wearing gloves, wash your hands after removing them.
- Keep frequently touched common surfaces (telephones, computer equipment, etc.) clean.
- When possible, do not use other employees' phones, desks, offices, or other work tools and equipment.
- Employees who are well but have a sick family member at home with coronavirus should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.²
- Minimize group meetings; use e-mails and phones when possible. If meetings are absolutely necessary, avoid close contact (within 6 feet) with others and ensure that the meeting room is well ventilated.
- During times of moderate to severe levels of illness, telephone communications is the preferred method of contact.
- Consider removing magazines and other frequently touched materials from common areas.
- Front desk, engineering services and finance personnel have been instructed to use hand sanitizer after handling mail and after each customer transaction.
- Additional hand sanitizer, disinfecting wipes, and tissues have been placed in commonly used areas.
- Customer hand sanitizing stations have been placed by the front door and at customer service counters. Tissues and CDC educational posters have been posted at various locations in the District offices.
- At all times, all District policies and requirements regarding smoking and vaping will be strictly adhered to, including not smoking or using vaping products inside any District buildings. Smoking areas are identified in the Employee Manual.
- Adopting severe levels of coronavirus and protocol will follow emergency declarations by the U.S. President, California Governor, City of Palmdale, and the Los Angeles County Board of Supervisors, and measures may include, but not be limited to:
 1. At severe levels of coronavirus, the workplace will be closed and be available to appointment-only customers, and where possible, appointments will be conducted virtually or by phone.

2. At severe levels of coronavirus, vendor contacts with District personnel will be conducted virtually or by phone.
3. At severe levels of coronavirus, notices will be posted at facility entry points indicating that the facility is open to the public by appointment only with customers being advised to use online, drop-box, or other drop off payment locations. And that staff and visitors are not to enter if they have coronavirus symptoms.
4. At severe levels of coronavirus, customer contact will be limited by encouraging telephone contact only, dropping off payments in drop-box, mailing payments and online payments. In addition, customers will be advised that front counter staff are only accepting credit card payments and/or processing water service applications.
5. At severe levels of coronavirus, employees with higher risk of influenza complications will be sent home if age 65 or older or if they have other health complications leading to a compromised immune system, including, but not limited to, lung issues, insulin dependent diabetes, or heart disease.
6. At severe levels of coronavirus, the District office will close to the public if sanitation supplies are depleted.
7. At severe levels of coronavirus, the District will implement levels of half-staffing and 40-hour/week work-from-home accommodations.
8. At severe levels of coronavirus, the District will implement shelter-in-place requirements.
9. At severe levels of coronavirus, entry into the Water Treatment Plant Operator's room will be minimized.

² <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

Section 3 - Disinfection Procedures

The District is currently using germicidal wipes for general clean up and disinfectant spray when it is necessary to disinfect offices or other commonly used areas. Routine approaches for cleaning and disinfection are adequate in these areas, but areas of high traffic should be disinfected twice a day. Personnel cleaning the areas should wear gloves and a mask and should discard them when finished. Hands must be washed or sanitized at the completion of the procedure.

When a person with suspected virus is identified and has left the workplace, the supervisor will assign personnel to conduct a thorough cleaning of the workplace where the sick individual was present. Included in the cleaning will be auxiliary places they conduct work or they have been in contact with, such as counter tops, vaults, common office equipment, locker room areas, District vehicles and equipment. Special attention should be paid to telephones, computer keyboards, the mouse, desktop, steering wheels, and District radios. Doorknobs, sinks, drawer handles, light switches, etc. in

the vicinity should also be disinfected. If possible, do not disturb the person's clothing or other fabrics during the cleaning process. Areas that cannot be disinfected, such as electrical equipment, employees will wear masks and gloves while working in the area, or the area will be isolated.

Section 4 – Communications Plan

The District will provide ongoing information and guidance to employees, customers, and vendors throughout the pandemic phases. Important communication information includes:

Prepare	<ul style="list-style-type: none">○ General information such as how to develop a personal/family preparedness kit, where to get information during a pandemic (websites, telephone numbers)
Respond with an emphasis on the continued safety of PWD water	<ul style="list-style-type: none">○ Updates on the status of the pandemic○ Components of the District's pandemic plan such as:<ul style="list-style-type: none">○ Infection measures to be utilized at work○ Illness reporting○ Job reassignments○ Services available to customers○ Office closures
Recover	<ul style="list-style-type: none">○ Updates on the status of the pandemic○ Restoration of normal business practices○ Update plan if necessary

Modes of Dissemination: Information will be disseminated to employees using the modes of communication described below. Multiple strategies will be used to create redundancy and ensure that employees and customers receive messages.

Electronic Systems: Mass e-mail message, website posting, intranet posting

Hard Copy: Mailing, interoffice mail, notice board postings, paycheck mailing

In Person: Meetings, presentations, and, as necessary, training (not during a severe pandemic)

Media- TV, Radio, Newspaper: Issue press releases to keep the public fully informed.

Section 5 – Critical Job Functions

Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection may reach 40% during the peak weeks of an outbreak.

Using these estimates as a guideline, the General Manager and department heads identified the personnel responsible for performing critical tasks and a sufficient number of temporary alternates to ensure that each critical task is given the appropriate priority during a reduction in normal staffing levels. The General Manager and department heads will direct personnel to respond to more pressing issues and priorities based on pandemic severity. Additionally, during a severe pandemic, regulatory requirements may be impacted by a reduction in staffing levels, causing delinquency in reporting.

DEPARTMENT/DIVISION	CRITICAL JOB FUNCTION
Administration	<ul style="list-style-type: none">• Communications with employees, Board of Directors, media and customers• Provide analytics to department managers• Ensure the availability of water resources
Finance	<ul style="list-style-type: none">• Processing payroll• Generating water bills• Accounts payable (During a severe pandemic, this may be limited if there are personnel shortages.)• Processing payments received from customers• Shut offs may be suspended during a severe pandemic to ensure customers have water for hygiene purposes
Information Systems	<ul style="list-style-type: none">• System Backup• User Support• District website updates• Work-at-home equipment
Engineering	<ul style="list-style-type: none">• Engineering customer services• Mark outs• Inspections – inspect construction of facilities to District standards (During a severe pandemic, this may be suspended if there are personnel shortages.)• Inspect dam after rapidly changing lake levels or earthquake
Customer Care	<ul style="list-style-type: none">• Fielding customer calls• Cashiering• New customer applications

Field Customer Care	<ul style="list-style-type: none"> • Reading water meters • Respond to service leaks • Respond to customer service orders
Facilities	<ul style="list-style-type: none"> • Respond to electrical, SCADA and pump problems • Respond to pipeline failure leaks, critical easement damage and fire hydrant damage • Ordering of parts/supplies necessary for day-to-day operations • Well runs, system maintenance
Operations	<ul style="list-style-type: none"> • Water quality compliance reporting • Water quality monitoring (sampling & analyses) • System monitoring (flows, reservoir level, pressures, water orders, water quality, etc) • Filing regulatory agency reports or notifications of delay • Inspect dam after rapidly changing lake levels or earthquake
Human Resources	<ul style="list-style-type: none"> • Employee benefits • Processing, tracking & reporting injury/illness • Health education and other employee training • Stocking supplies critical for emergency response

The following steps have been taken to ensure that adequate personnel levels are maintained to perform critical job functions.

- Finance personnel are cross-trained in performing critical finance functions.
- Field personnel have been extensively cross-trained to ensure continuation of water service.
- N-95 masks, hand sanitizers and surface sanitizing wipes will be kept in stock, if possible.
- Equipment, such as District telephones and laptops/iPads, will be provided to the extent possible in the event the District implements half-staffing. If this becomes extended, limited ergonomic systems will be implemented for home use.

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: April 21, 2020 **April 27, 2020**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.2 – CONSIDERATION AND POSSIBLE ACTION ON ADOPTION OF RESOLUTION NO. 20-6 BEING A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT AUTHORIZING APPLICATION FOR COVID-19 PUBLIC ASSISTANCE AND DESIGNATING AGENTS TO ACT ON THE DISTRICT’S BEHALF (DESIGNATION OF APPLICANT’S AGENTS). (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR EMERY)***

Recommendation:

Staff recommends that the Board adopt Resolution No. 20-6 being a Resolution of the Board of Directors of the Palmdale Water District Designating Authorized Agents to Act on the District’s Behalf for Disaster Financial Assistance.

Alternative Options:

The alternative is to not adopt Resolution No. 20-6.

Impact of Taking No Action:

The District could lose potential disaster financial assistance.

Background:

Resolution No. 20-6 designates authorized District agents to act on the District’s behalf to apply and seek reimbursement for disaster-related expenditures under the Federal Emergency Management Agency (FEMA) and the California Governor’s Office of Emergency Services (Cal OES) disaster assistance programs. It is a universal Resolution and is effective for all open and future disasters up to three (3) years following the date of approval.

Strategic Plan Initiative/Mission Statement:

This work is part of Strategic Plan Initiative No. 3 – Systems Efficiency
This item directly relates to the District’s Mission Statement.

Budget:

The adoption of Resolution No. 20-6 will not impact the Budget.

Supporting Documents:

- Resolution No. 20-6 being a Resolution of the Board of Directors of the Palmdale Water District Designating Authorized Agents to Act on the District’s Behalf for Disaster Financial Assistance

RESOLUTION NO. 20-6

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT AUTHORIZING APPLICATION FOR COVID-19 PUBLIC ASSISTANCE AND DESIGNATING AGENTS TO ACT ON THE DISTRICT'S BEHALF (DESIGNATION OF APPLICANT'S AGENTS)

WHEREAS, on March 13, 2020, the President declared the ongoing coronavirus ("COVID-19") pandemic of sufficient severity and magnitude to warrant a nationwide emergency declaration. As a result of this declaration, local government entities, including the Palmdale Water District ("District"), are eligible to seek reimbursement from the Federal Emergency Management Agency ("FEMA") for the cost of eligible emergency protective measures taken to respond to the COVID-19 emergency. This reimbursement is called "Public Assistance." Public Assistance is distributed to California local government entities through the California Governor's Office of Emergency Services ("Cal OES"); and

WHEREAS, in order to apply for Public Assistance, the District must submit a "Request for Public Assistance" ("RPA") to Cal OES. As part of the RPA, the District must submit a Designation of Applicant's Agents Resolution. This Resolution designates District employees who are authorized to submit the RPA to Cal OES on behalf of the District; and

WHEREAS, additional actions must be taken to complete the RPA; and

WHEREAS, additional reimbursement for COVID-19-related costs may be available from other federal agencies, the State of California, or Los Angeles County; and

WHEREAS, the Board of Directors of the Palmdale Water District ("Board of Directors") desire to appoint and authorize agents of the District to apply and seek reimbursement for disaster-related expenditures under FEMA, Cal OES, the federal government, the California government, Los Angeles County, and any agency or department thereof.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT DO HEREBY RESOLVE THAT:

Section 1. The above recitals are all true and correct and hereby adopted as findings.

Section 2. The Designation of Applicant's Agent Resolution for Non-State Agencies, attached as Exhibit A, is adopted.

Section 3. The General Manager, Assistant General Manager, Finance Manager, or Human Resources Director, are authorized to take all necessary actions and execute all necessary documents to apply for reimbursement of eligible District costs resulting from the COVID-19 pandemic, from FEMA, Cal OES, the federal government, the California government, Los Angeles County, and any agency or department thereof.

Section 4. If any provision in this Resolution, or the application thereof to any person or circumstances, is for any reason held invalid, the validity of the remainder of this Resolution, or the application of such provisions to other persons or circumstances shall not be affected thereby. The Board of Directors hereby declares that it would have passed this Resolution, and each provision thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof to any person or circumstance be held invalid.

Section 5. This Resolution is effective on the day of its adoption, and effective for all open and future disasters up to three (3) years following the effective date.

PASSED, APPROVED AND ADOPTED this 27^h day of April, 2020.

VINCENT DINO, PRESIDENT

ATTEST:

DON WILSON, SECRETARY

APPROVED AS TO FORM:

ERIC DUNN, GENERAL COUNSEL

EXHIBIT "A"

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130

Cal OES ID No: _____

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE Board of Directors OF THE Palmdale Water District
(Governing Body) (Name of Applicant)

THAT General Manager, OR
(Title of Authorized Agent)

Assistant General Manager, OR
(Title of Authorized Agent)

Finance Manager or Human Resources Director
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Palmdale Water District, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Palmdale Water District, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☒ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 27th day of April, 2020

Vincent Dino, President

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, Don Wilson, duly appointed and Secretary of
(Name) (Title)

the Palmdale Water District, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the Board of Directors of the Palmdale Water District
(Governing Body) (Name of Applicant)

on the 27th day of April, 2020.

Secretary

(Signature)

(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."

PALMDALE WATER DISTRICT

BOARD MEMORANDUM

DATE: April 20, 2020 **April 27, 2020**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: *AGENDA ITEM NO. 7.3 – CONSIDERATION AND POSSIBLE ACTION ON RESCHEDULING SECOND REGULAR BOARD MEETING IN MAY FROM MAY 25, 2020 TO MAY 26, 2020 DUE TO THE MEMORIAL DAY HOLIDAY. (NO BUDGET IMPACT – GENERAL MANAGER LaMOREAUX)*

Recommendation:

Staff recommends the second Regular Board Meeting in May be rescheduled from May 25, 2020 to May 26, 2020 due to the Memorial Day holiday.

Alternative Options:

The Board could choose a different date rather than May 26, 2020.

Impact of Taking No Action:

The second Regular Board Meeting in May will be cancelled.

Background:

The second Regular Board Meeting in May is scheduled for Monday, May 25, 2020, which is Memorial Day, creating the need to reschedule this meeting as the District office will be closed in observance of the Memorial Day holiday.

Strategic Plan Initiative/Mission Statement:

This item is part of Strategic Initiative No. 2 – Organizational Excellence.
This item directly relates to the District's Mission Statement.

Budget:

This item will not impact the Budget.

Supporting Documents:

None.

**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

DATE:	April 20, 2020	April 27, 2020
TO:	BOARD OF DIRECTORS	Board Meeting
FROM:	Mr. Bob Egan, Financial Advisor	
RE:	<i>AGENDA ITEM NO. 8.1.a – STATUS REPORT ON CASH FLOW STATEMENT AND CURRENT CASH BALANCES AS OF MARCH 2020. (FINANCIAL ADVISOR EGAN/FINANCE COMMITTEE)</i>	

Attached are the Cash Notes, the Investment Funds Report, and the Cash Flow Report as of March 2020. The reports will be reviewed in detail at the Board meeting.

			2020	
			1ST Quarter Major account Activity	
			acct 11469	
			Balance	3/31/2020
				3,886,142
			Balance	12/31/2019
				4,628,718
			Decrease	(742,576)
			3 mos activity	
			Taxes received	1,297,227
			Interest/Mkt value received	24,820
			Transfer from 11432.	1,812,013
				3,134,060
			Transfers to Checking	(2,000,000)
			2013 bonds interest	semi annual
				(905,113)
			2012 bonds prin	semi annual
				(607,583)
			2012 bonds int	semi annual
				(79,493)
			2018 interest	semi annual
				(284,447)
				(3,876,636)
				(742,576)
			Acct 11475	
			Balance	3/31/2020
				12,059
			Balance	12/31/2019
				528,841
			Decrease	(516,782)
			3 mos activity	
			Interest received	334
			Capital improvements received	228,172
			Transfer to 11432.	(745,288)
				(516,782)
			Acct 11432	
			Balance	3/31/2020
				4,606,157
			Balance	12/31/2019
				5,614,292
			Decrease	(1,008,134)
			3 mos activity	
			Interest/Mkt value received	58,590
			Transfer from 11475	745,288
			Transfer to 11469	(1,812,013)
				(1,008,134)
			Acct 24016.	
			Balance	3/31/2020
				372,840
			Balance	12/31/2019
				370,772
			Increase	2,068
			3 mos activity	
			Interest/Mkt value received	2,068
				2,068

PALMDALE WATER DISTRICT
INVESTMENT FUNDS REPORT
March 31, 2020

					March 2020	February 2020
CASH						
1-00-0103-100	Citizens - Checking				1,173,147.33	1,287,516.87
1-00-0103-200	Citizens - Refund				-	(8,633.64)
1-00-0103-300	Citizens - Merchant				201,413.88	125,178.23
				Bank Total	1,374,561.21	1,404,061.46
1-00-0110-000	PETTY CASH				300.00	300.00
1-00-0115-000	CASH ON HAND				5,400.00	5,400.00
				TOTAL CASH	1,380,261.21	1,409,761.46
INVESTMENTS						
1-00-0135-000	Local Agency Investment Fund			Acct. Total	12,505.78	12,505.78
1-00-0120-000	UBS Money Market Account General (SS 11469)					
	UBS RMA Government Portfolio				-	-
	UBS Bank USA Dep acct				51,450.45	97,966.83
	Accrued interest				14,198.38	10,530.15
					65,648.83	108,496.98
US Government Securities						
CUSIP #	Issuer	Maturity Date	Rate	PAR	Market Value	Market Value
					-	-
Certificates of Deposit						
	Issuer	Maturity Date	Rate	Face Value		
1	Meridian Corp	03/18/2020	1.800	240,000	-	240,033.60
2	UBS Bank	04/24/2020	3.000	238,000	238,326.06	238,542.64
3	Merchant Bank	04/24/2020	1.650	250,000	250,130.00	250,060.00
4	NY Community Bank	05/11/2020	1.550	240,000	240,163.20	240,021.60
5	Texas Cap Bank	05/11/2020	1.800	240,000	240,204.00	240,093.60
6	Investors Bank	07/15/2020	1.600	250,000	250,432.50	250,092.50
7	US Bank NA OH	07/15/2020	1.600	210,000	210,363.30	210,077.70
8	Hancock Whitney Bank	07/16/2020	1.650	250,000	250,472.50	250,140.00
9	Safra National Bank	08/24/2020	1.650	250,000	250,622.50	250,180.00
10	Pinnacle Bank	10/21/2020	1.650	250,000	250,822.50	250,290.00
11	Truist Bank-Charlotte	10/22/2020	1.650	250,000	250,825.00	250,292.50
12	TBK Bank-SSB TX	10/29/2020	1.650	200,000	200,678.00	200,246.00
13	Goldman Sachs	11/18/2020	2.300	240,000	250,907.50	250,350.00
14	Bank of India	11/18/2020	1.650	250,000	241,843.20	241,452.00
15	Customers Bank PA	11/27/2020	1.600	200,000	200,678.00	200,216.00
16	Ally Bank	01/19/2021	2.700	240,000	242,997.60	-
17	Bank of Washington MO	01/02/2021	1.650	250,000	251,027.50	250,457.50
				4,048,000	3,820,493.36	3,812,545.64
				Acct. Total	3,886,142.19	3,921,042.62
1-00-1110-000	UBS Money Market Account Capital (SS 11475)					
	UBS Bank USA Dep acct				12,059.01	12,058.15
	UBS RMA Government Portfolio				-	-
				Acct. Total	12,059.01	12,058.15
1-00-0125-000	UBS Access Account General (SS 11432)					
	UBS Bank USA Dep acct				-	36,241.01
	UBS RMA Government Portfolio				16,087.50	-
	Accrued interest				6,140.82	17,545.95
					22,228.32	53,786.96
US Government Securities						
CUSIP #	Issuer	Maturity Date	Rate	PAR	Market Value	Market Value
912796TM1	US Treasury Bill	04/02/2020	0.000	1,000,000	-	998,800.00
912796TR0	US Treasury Bill	04/16/2020	0.000	775,000	-	773,682.50
912828C57	US Treasury Note	03/21/2021	2.250	1,430,000	1,460,273.10	1,448,103.80
912796WY1	US Treasury Bill	07/30/2020	0.000	1,750,000	1,749,492.50	1,741,565.00
				4,955,000	3,209,765.60	4,962,151.30
Certificates of Deposit						
	Issuer	Maturity Date	Rate	Face Value		
1	Synchrony Bank	04/14/2020	1.850	240,000	240,117.60	240,158.40
2	JP Morgan Chase Bank	11/18/2020	1.600	240,000	240,110.40	239,702.40
3	Wells Fargo	12/14/2020	3.100	240,000	243,384.00	243,115.20
4	Comenity Cap Bank	01/19/2021	1.900	163,000	164,582.73	164,297.48
5	Bank of America	02/08/2021	2.550	240,000	242,832.00	242,481.60
6	Sallie Mae Bank	05/10/2021	2.450	240,000	243,136.80	242,841.60
				1,363,000	1,374,163.53	1,372,596.68
				Acct. Total	4,606,157.45	6,388,534.94
				Total Managed Accounts	8,516,864.43	10,334,141.49
1-00-1121-000	UBS Rate Stabilization Fund (SS 24016) - District Restricted					
	UBS Bank USA Dep acct				1,026.80	960.62
	UBS RMA Government Portfolio				-	-
	Accrued interest				2,424.28	1,920.16
					3,451.08	2,880.78
Certificates of Deposit						
	Issuer	Maturity Date	Rate	Face Value		
1	State Bank India	04/21/2020	1.850	240,000	240,124.80	240,117.60
2	Bank OZK AR	10/23/2020	1.600	52,000	52,156.52	52,044.20
3	Bank of Baroda NY	11/23/2020	1.600	77,000	77,107.80	76,914.53
				369,000	369,389.12	369,076.33
				Acct. Total	372,840.20	371,957.11
				GRAND TOTAL CASH AND INVESTMENTS	10,269,965.84	12,115,860.06
				Increase (Decrease) in Funds	(1,845,894.22)	
1-00-1135-000	2018A Bonds - Project Funds (BNY Mellon)					
	Construction Funds				2,337,255.88	2,368,773.92
	Issuance Funds				12,500.76	12,485.82
					2,349,756.64	2,381,259.74

PALMDALE WATER DISTRICT

2020 Cash Flow Report (Based on Dec. 16, 2019 Approved Budget)

2020 Cash Flow Report (Based on Dec. 16, 2019 Approved Budget)														Budget 2020 Carryover Information
	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
Total Cash Beginning Balance (BUDGET)	12,176,691	12,015,065	11,932,116	9,751,094	11,187,683	10,449,122	9,647,959	8,919,381	8,465,838	6,085,389	5,993,553	5,965,518		
Total Cash Beginning Balance	12,176,691	12,059,367	12,115,860	10,269,966	11,856,500	11,117,885	10,101,263	9,538,440	9,084,843	6,704,339	6,612,448	6,584,358		
Budgeted Water Receipts	1,969,871	1,909,953	1,821,402	2,023,426	2,135,309	2,306,049	2,574,884	2,642,226	2,798,119	2,613,062	2,257,796	2,243,479	27,295,578	
Water Receipts	1,976,977	1,810,940	1,886,002	2,023,426	2,135,309	2,306,049	2,574,884	2,642,226	2,798,119	2,613,062	2,257,796	2,243,479	27,268,270	
DWR Refund (Operational Related)													-	
Other													-	
Total Operating Revenue (BUDGET)													-	
Total Operating Revenue (ACTUAL)	1,976,977	1,810,940	1,886,002	2,023,426	2,135,309	2,306,049	2,574,884	2,642,226	2,798,119	2,613,062	2,257,796	2,243,479	27,268,270	
Total Operating Expenses excl GAC (BUDGET)	(1,955,491)	(1,679,071)	(1,646,539)	(1,776,681)	(1,979,583)	(2,030,457)	(2,102,626)	(2,239,867)	(2,196,092)	(2,114,457)	(1,953,554)	(1,697,292)	(23,371,709)	
GAC (BUDGET)							(151,004)			(151,004)	(151,004)	(151,004)	(604,016)	
Operating Expenses excl GAC (ACTUAL)	(1,824,217)	(1,712,608)	(1,665,413)	(1,776,681)	(1,979,583)	(2,030,457)	(2,037,626)	(2,205,367)	(2,196,092)	(1,952,457)	(1,953,554)	(1,555,292)	(22,889,347)	
GAC							(151,004)			(151,004)	(151,004)	(151,004)	(604,016)	
Prepaid Insurance (paid)/refunded							(65,000)	(34,500)		(162,000)		(142,000)	(403,500)	
Total Operating Expense (ACTUAL)	(1,824,217)	(1,712,608)	(1,665,413)	(1,776,681)	(1,979,583)	(2,030,457)	(2,253,630)	(2,239,867)	(2,196,092)	(2,265,461)	(2,104,558)	(1,848,296)	(23,896,863)	
Non-Operating Revenue:														
Assessments, net (BUDGET)	669,610	258,264	18,203	2,115,842	727,923	13,006	84,159	131,277	-	-	134,205	2,557,762	6,710,250	
Actual/Projected Assessments, net	673,482	316,839	18,711	2,115,842	727,923	13,006	84,159	131,277	-	-	134,205	2,557,762	6,773,205	
Asset Sale/Unencumbered Money (Taxes)													-	
RDA Pass-through (Successor Agency)	288,194						473,725						761,919	
Interest	21,808	17,238	15,707	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	167,252	
Market Adjustment	2,953	15,273	29,363										47,590	
Grant Re-imbursement						50,000				50,000			100,000	
Capital Improvement Fees - Infrastructure		12,028		8,333				8,333				8,333	37,028	
Capital Improvement Fees - Water Supply				16,667				16,667				16,667	50,000	
DWR Refund (Capital Related)						58,333			58,333		58,333		175,000	
Other	(18)	100	(30)	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	37,552	
Total Non-Operating Revenues (BUDGET)													-	
Total Non-Operating Revenues (ACTUAL)	986,420	361,479	63,751	2,157,509	744,590	138,006	574,551	172,944	75,000	66,667	209,205	2,599,429	8,149,548	
Non-Operating Expenses:														
Budgeted Capital Expenditures	(220,738)	(387,519)	(352,940)	(466,422)	(537,633)	(318,360)	(343,159)	(827,604)	(420,469)	(304,862)	(189,236)	(660,500)	(5,029,442)	
Budgeted Capital Expenditures (Committed During Year)													-	
Actual/Projected Capital Expenditures	(361,787)	(202,019)	(31,987)	(316,422)	(537,633)	(533,765)	(343,159)	(827,604)	(420,469)	(304,862)	(189,236)	(660,500)	(4,729,442)	
WRB Capital Expenditures (COP - Amargosa Recharge Proj)					(900,000)		(220,785)						(1,120,785)	
Const. of Monitoring Wells/Test Basin (Water Supply)													-	
Grade Control Structure (Water Supply)													-	
SWP Capitalized	(795,653)	(191,742)	(209,679)	(191,742)	(191,742)	(191,741)	(795,650)	(191,741)	(215,871)	(191,741)	(191,741)	(191,741)	(3,550,784)	
Investment in PRWA				(300,000)									(300,000)	
Butte County Water Transfer						(695,158)						(695,158)	(1,390,316)	
Bond Payments - Interest			(1,269,053)						(1,259,635)				(2,528,688)	
Principal			(607,583)						(1,152,000)				(1,759,583)	
Capital leases - Holman Capital (2017 Lease)	(89,477)						(89,477)						(178,953)	
Capital leases - Enterprise FM Trust (Vehicles)	(5,563)	(5,563)	(7,940)	(5,563)	(5,563)	(5,563)	(5,563)	(5,563)	(5,563)	(5,563)	(5,563)	(5,563)	(69,131)	
Capital leases - Wells Fargo (Printers)	(4,025)	(3,993)	(3,993)	(3,993)	(3,993)	(3,993)	(3,993)	(3,993)	(3,993)	(3,993)	(3,993)	(3,993)	(47,948)	
Total Non-Operating Expenses (ACTUAL)	(1,256,504)	(403,317)	(2,130,235)	(817,720)	(1,638,931)	(1,430,220)	(1,458,627)	(1,028,901)	(3,057,531)	(506,158)	(390,533)	(1,556,955)	(15,675,630)	
Total Cash Ending Balance (BUDGET)	12,015,065	11,932,116	9,751,094	11,187,683	10,449,122	9,647,959	8,919,381	8,465,838	6,085,389	5,993,553	5,965,518	7,403,230		
Total Cash Ending Balance (ACTUAL)	12,059,367	12,115,860	10,269,966	11,856,500	11,117,885	10,101,263	9,538,440	9,084,843	6,704,339	6,612,448	6,584,358	8,022,016		
											Budget	7,403,230	Carryover	
											Difference	618,786	Adj. Difference	
													-	
2019 Cash Ending Balance (ACTUAL)	11,738,165	12,039,792	9,623,377	10,972,277	10,978,197	10,966,272	10,689,934	11,059,239	9,551,922	8,941,037	9,735,558	12,176,691	618,786	

Indicates actual expenditures/revenues:

Indicates anticipated expenditures/revenues:

PALMDALE WATER DISTRICT BOARD MEMORANDUM

DATE: April 20, 2020 **April 27, 2020**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Michael Williams, Finance Manager/CFO
VIA: Mr. Dennis LaMoreaux, General Manager
RE: *AGENDA ITEM 8.1.b – STATUS REPORT ON FINANCIAL STATEMENTS, REVENUE, AND EXPENSE AND DEPARTMENTAL BUDGET REPORTS FOR MARCH 2020. (FINANCE MANAGER WILLIAMS/FINANCE COMMITTEE)*

Discussion:

Presented here are the Balance Sheet and Profit/Loss Statement for the period ending March 31, 2020. Also included are Quarter-To-Quarter Comparisons and the Year-to-Date Revenue and Expense Analysis. Finally, I have provided individual departmental budget reports through the month of March 2020.

This is the 3rd month/1st quarter of the District's Budget Year 2020. The target percentage is 25%. Revenues ideally are at or above, and expenditures ideally are below.

Balance Sheet:

- Pages 1 and 2 is our balance sheet trending for the 3-month period and a graphic presentation of Assets, Liabilities, and Net Position at March 31, 2020.
- The significant change is the decrease in investments. Funds were used for bond and loan payments.

Profit/Loss Statement:

- Page 3 is our profit/loss statement trending for the 3-month period.
- Operating revenue is at 20% of budget.
- Cash operating expense is at 20.6% of budget.
- All departmental budgets are at or below the target percentage, except for the following:
 - Information Technology is over target due to beginning of the year software licensing renewals. This spike in target percentage will level out as the year progresses.
- Revenues have exceeded expenses for the month by \$417K, and year-to-date revenues have exceeded expenditures by \$330K.
- Pages 4 through 6 is showing the P&L in various graphic forms using major report category totals.
- Page 7 is showing the operating expense distributed between personnel and operation costs. Labor costs are at 64% of total expenses with salaries making up 42% of that.

BOARD OF DIRECTORS
PALMDALE WATER DISTRICT

VIA: Mr. Dennis LaMoreaux, General Manager

-2-

April 20, 2020

Quarter-To-Quarter Comparison P&L:

- Page 7-1 is our 1st quarter comparison, comparing 2020 to 2019.
- Total operating revenue increased \$269K, or 5%.
- Total operating expense decreased \$294K, or 5.5%.
- Units billed increased by 168K.
- Revenue per unit sold decreased \$0.50.
- Revenue per connection increased \$3.25.
- Units sold per connection increased 2.08.

Revenue Analysis Year-To-Date:

- Page 8 is our comparison of revenue, year-to-date.
- Operating revenue through March 2020 is up \$269K, or 5.3%.
- Retail water revenue from all areas are up by \$379K from last year. That's shown by the combined green highlighted area.
- Retail water sales, excluding meter fees, is up \$427K.
- Total revenue is up \$276K, or 4%.
- Operating revenue is at 20% of budget, last year was at 20% of budget.

Expense Analysis Year-To-Date:

- Page 9 is our comparison of expense, year-to-date.
- Cash Operating Expenses through March 2020 are down \$294K, or 6%, compared to 2019; Total Expenses are down \$366K, or 4%.

Departments:

- Pages 11 through 21 are detailed individual departmental budgets for your review.

Non-Cash Definitions:

Depreciation: This is the spreading of the total expense of a capital asset over the expected life of that asset.

OPEB Accrual Expense: Other Post-Employment Benefits (OPEB) is the recognized annual required contribution to the benefit. The amount is actuarially determined in accordance with the parameters of GASB 45. The amount represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year.

Bad Debt: The uncollectible accounts receivable that has been written off.

Service Cost Construction: The value of material, parts & supplies from inventory used to construct, repair and maintain our asset infrastructure.

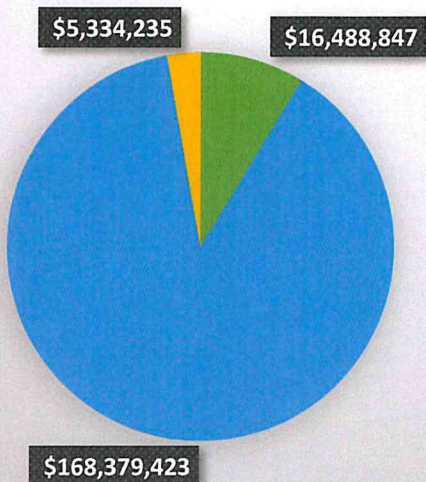
Capitalized Construction: The value of our labor force used to construct our asset infrastructure.

**Palmdale Water District
Balance Sheet Report**

	January 2020	February 2020	March 2020
ASSETS			
Current Assets:			
Cash and cash equivalents	\$ 715,172	\$ 1,423,090	\$ 1,380,261
Investments	11,350,106	10,706,099	8,889,705
Accrued interest receivable	-	-	-
Accounts receivable - water sales and services, net	1,462,140	1,503,605	1,560,002
Accounts receivable - property taxes and assessments	3,581,062	3,264,223	3,245,512
Accounts receivable - other	15,463	10,814	10,714
Materials and supplies inventory	1,008,422	1,016,258	1,029,547
Prepaid items and other deposits	425,987	396,526	373,106
Total Current Assets	\$ 18,558,352	\$ 18,320,615	\$ 16,488,847
Non-Current Assets:			
Restricted - cash and cash equivalents	\$ 2,973,074	\$ 2,381,260	\$ 2,349,757
Investment in Palmdale Recycled Water Authority	1,668,290	1,668,290	1,668,290
Capital assets - not being depreciated	21,531,554	22,359,494	22,571,729
Capital assets - being depreciated, net	142,727,742	142,246,733	141,789,647
Total Non-Current Assets	\$ 168,900,661	\$ 168,655,777	\$ 168,379,423
TOTAL ASSETS	\$ 187,459,012	\$ 186,976,392	\$ 184,868,270
DEFERRED OUTFLOWS OF RESOURCES:			
Deferred loss on debt defeasance, net	\$ 1,995,382	\$ 1,982,324	\$ 1,969,266
Deferred outflows of resources related to pensions	3,364,969	3,364,969	3,364,969
Total Deferred Outflows of Resources	\$ 5,360,351	\$ 5,347,293	\$ 5,334,235
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 192,819,363	\$ 192,323,685	\$ 190,202,505
LIABILITIES AND NET POSITION			
Current Liabilities:			
Accounts payable and accrued expenses	\$ 760,533	\$ 449,939	\$ 605,583
Customer deposits for water service	3,018,997	3,025,730	3,068,017
Construction and developer deposits	1,625,415	1,625,415	1,625,415
Accrued interest payable	846,704	1,057,878	-
Long-term liabilities - due in one year:			
Compensated absences	376,212	376,212	381,632
Capital lease payable	(83,509)	(83,509)	84,670
Loan payable	-	-	617,000
Revenue bonds payable	-	-	535,000
Total Current Liabilities	\$ 6,544,352	\$ 6,451,665	\$ 6,917,317
Non-Current Liabilities:			
Long-term liabilities - due in more than one year:			
Compensated absences	\$ 125,404	\$ 125,404	\$ 127,211
Capital lease payable	429,316	429,316	261,137
Loan payable	8,607,627	8,596,029	7,359,848
Revenue bonds payable	53,490,000	53,490,000	52,955,000
Net other post employment benefits payable	14,987,630	15,090,576	15,194,089
Aggregate net pension liability	9,809,458	9,809,458	9,809,458
Pension-related debt	-	-	-
Total Non-Current Liabilities	\$ 87,449,435	\$ 87,540,783	\$ 85,706,743
Total Liabilities	\$ 93,993,787	\$ 93,992,448	\$ 92,624,060
DEFERRED INFLOWS OF RESOURCES:			
Unearned property taxes and assessments	\$ 2,750,000	\$ 2,200,000	\$ 1,650,000
Deferred inflows of resources related to pensions	585,837	585,837	585,837
Total Deferred Inflows of Resources	\$ 3,335,837	\$ 2,785,837	\$ 2,235,837
NET POSITION:			
Profit/(Loss) from Operations	\$ (375,999)	\$ (320,338)	\$ (523,129)
Restricted for investment in Palmdale Recycled Water Authority	1,672,585	1,672,585	1,673,369
Unrestricted	94,193,153	94,193,153	94,192,369
Total Net Position	\$ 95,489,739	\$ 95,545,400	\$ 95,342,609
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	\$ 192,819,363	\$ 192,323,685	\$ 190,202,505

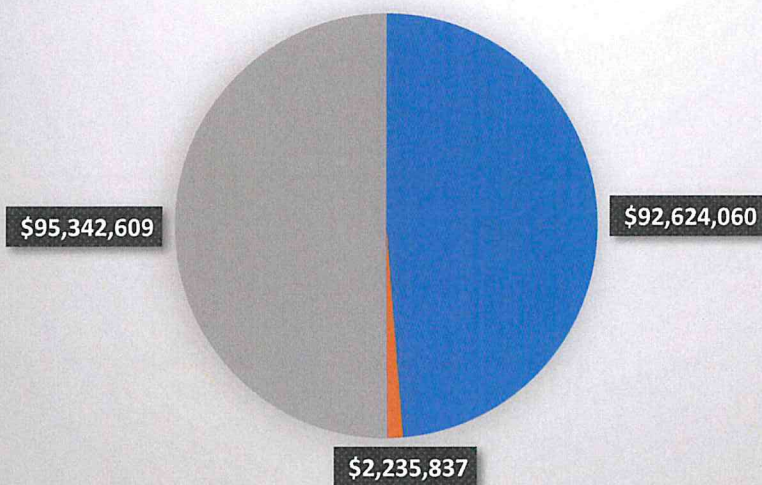
BALANCE SHEET AS OF MARCH 31, 2020

ASSETS \$190,202,505



- Current Assets
- Non-Current Assets
- Deferred Outflows

Liabilities & Net Position \$190,202,505

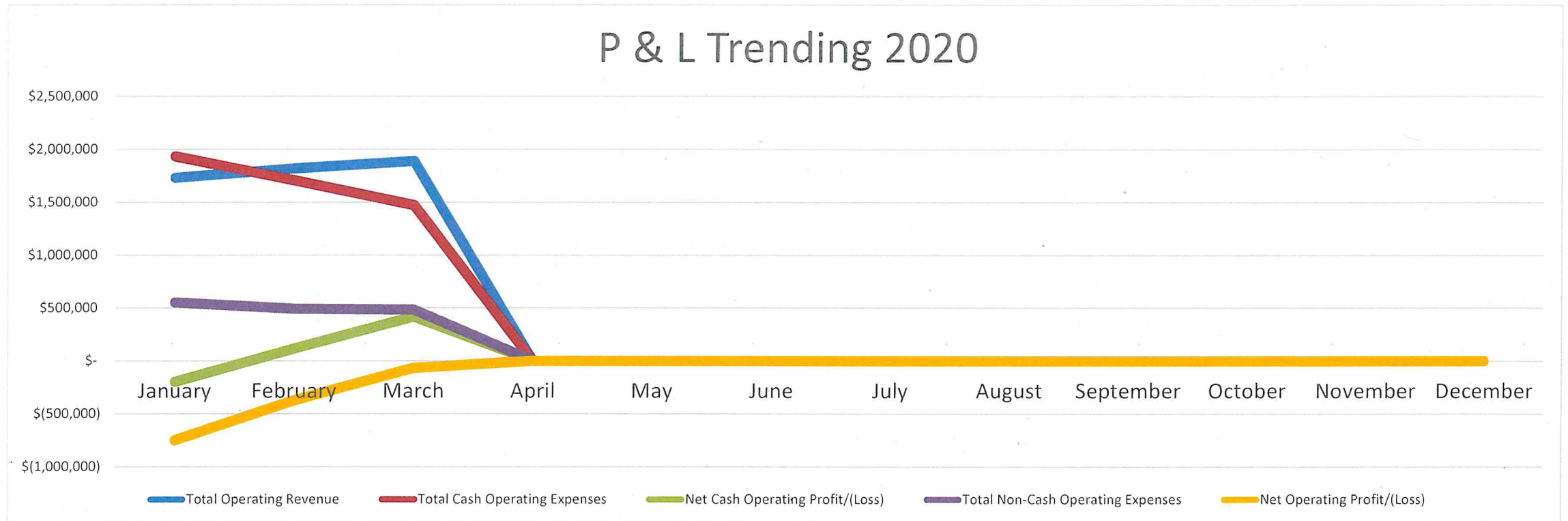


- Liabilities
- Deferred Inflows
- Net Position

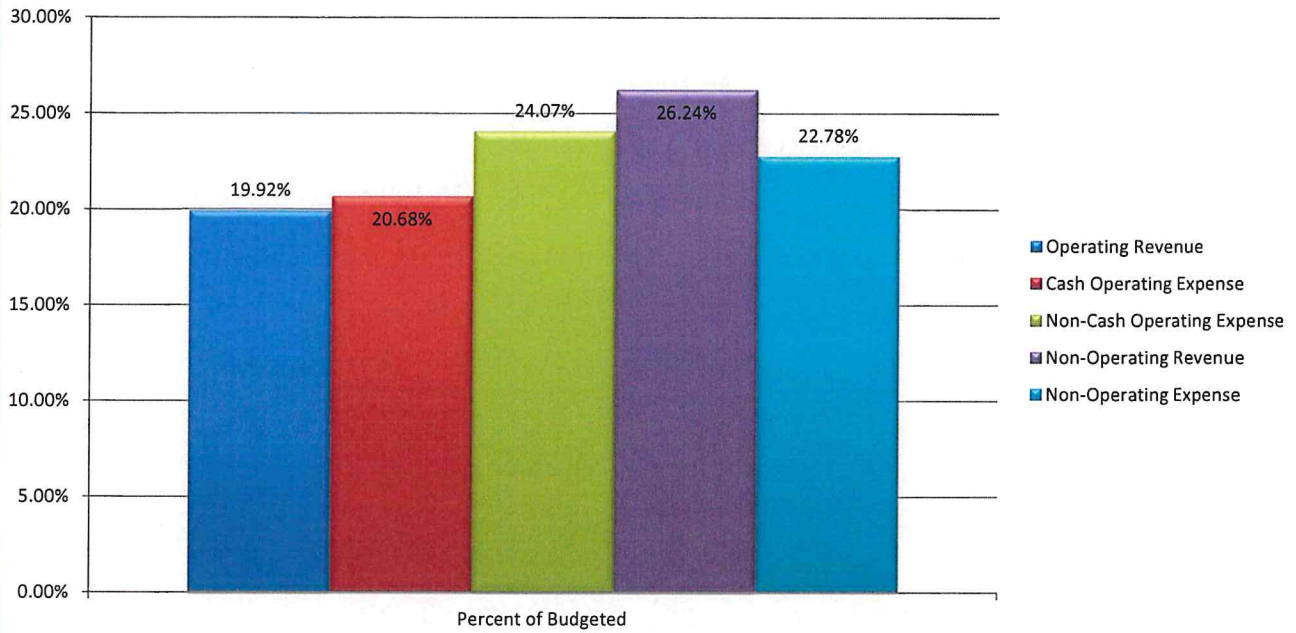
Palmdale Water District
Consolidated Profit and Loss Statement
For the Three Months Ending 3/31/2020

	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date	Adjustments	Adjusted Budget	% of Budget
Operating Revenue:																
Wholesale Water	\$ 8,681	\$ 9,898	\$ -										\$ 18,579		\$ 295,000	6.30%
Water Sales	463,268	536,723	587,686										1,587,677		10,028,794	15.83%
Meter Fees	1,140,012	1,142,830	1,149,976										3,432,818		14,956,694	22.95%
Water Quality Fees	37,737	44,102	48,042										129,881		783,015	16.59%
Elevation Fees	14,637	16,135	20,855										51,627		354,450	14.57%
Other	65,781	70,441	81,332										217,554		877,625	24.79%
Total Operating Revenue	\$ 1,730,116	\$ 1,820,129	\$ 1,887,891	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,438,135	\$ -	\$ 27,295,578	19.92%
Cash Operating Expenses:																
Directors	\$ 1,318	\$ 11,128	\$ 7,121										\$ 19,567		\$ 144,150	13.57%
Administration-Services	175,967	159,045	149,530										484,541		2,056,121	23.57%
Administration-District	62,232	168,857	162,256										393,346		2,128,988	18.48%
Engineering	158,307	121,461	125,384										405,152		1,635,725	24.77%
Facilities	564,490	465,876	372,011										1,402,377		6,449,794	21.74%
Operations	236,104	248,610	327,250										811,964		3,248,390	25.00%
Finance	135,392	96,629	102,335										334,355		1,346,687	24.83%
Water Use Efficiency	28,280	20,300	17,817										66,396		358,682	18.51%
Human Resources	44,516	37,037	22,950										104,502		492,512	21.22%
Information Technology	237,717	72,791	68,094										378,601		1,229,489	30.79%
Customer Care	143,331	98,345	112,135										353,812		1,292,548	27.37%
Source of Supply-Purchased Water	93,089	205,796	3,536										302,421		2,321,476	13.03%
Plant Expenditures	50,350	-	-										50,350		610,556	8.25%
Sediment Removal Project	-	-	-										-		600,000	
GAC Filter Media Replacement	-	-	-										-		783,015	0.00%
Total Cash Operating Expenses	\$ 1,931,093	\$ 1,705,875	\$ 1,470,418	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,107,386	\$ -	\$ 24,698,133	20.68%
Net Cash Operating Profit/(Loss)	\$ (200,977)	\$ 114,254	\$ 417,473	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 330,750	\$ -	\$ 2,597,445	12.73%
Non-Cash Operating Expenses:																
Depreciation	\$ 438,268	\$ 434,996	\$ 429,011										\$ 1,302,275		\$ 5,050,000	25.79%
OPEB Accrual Expense	127,710	127,710	127,710										383,130		1,750,000	21.89%
Bad Debts	5,112	(650)	1,193										5,655		35,000	16.16%
Service Costs Construction	19,033	14,395	20,928										54,356		100,000	54.36%
Capitalized Construction	(39,830)	(86,127)	(94,537)										(220,494)		(600,000)	36.75%
Total Non-Cash Operating Expenses	\$ 550,293	\$ 490,325	\$ 484,305	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,524,923	\$ -	\$ 6,335,000	24.07%
Net Operating Profit/(Loss)	\$ (751,271)	\$ (376,071)	\$ (66,832)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,194,173)	\$ -	\$ (3,737,555)	31.95%
Non-Operating Revenues:																
Assessments (Debt Service)	\$ 416,845	\$ 416,845	\$ 416,845										\$ 1,250,535		\$ 4,925,250	25.39%
Assessments (1%)	421,349	133,155	133,155										687,659		2,346,000	29.31%
DWR Fixed Charge Recovery	-	-	-										-		175,000	0.00%
Interest	24,761	32,511	45,071										102,343		150,000	68.23%
CIF - Infrastructure	-	12,028	-										12,028		18,750	64.15%
CIF - Water Supply	-	-	-										-		56,250	0.00%
Grants - State and Federal	-	-	-										-		100,000	0.00%
Other	(18)	100	(30)										52		50,000	0.10%
Total Non-Operating Revenues	\$ 862,937	\$ 594,640	\$ 595,040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,052,617	\$ -	\$ 7,821,250	26.24%
Non-Operating Expenses:																
Interest on Long-Term Debt	\$ 219,425	\$ 213,457	\$ 213,457										\$ 646,339		\$ 2,648,000	24.41%
Amortization of SWP	237,754	237,754	237,754										713,262		2,881,000	24.76%
Change in Investments in PRWA	4,295	784	-										5,079		300,000	1.69%
Water Conservation Programs	2,640	7,555	6,698										16,892		236,500	7.14%
Total Non-Operating Expenses	\$ 464,114	\$ 459,550	\$ 457,909	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,381,573	\$ -	\$ 6,065,500	22.78%
Net Earnings	\$ (352,447)	\$ (240,981)	\$ 70,299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (523,129)	\$ -	\$ (1,981,805)	26.40%

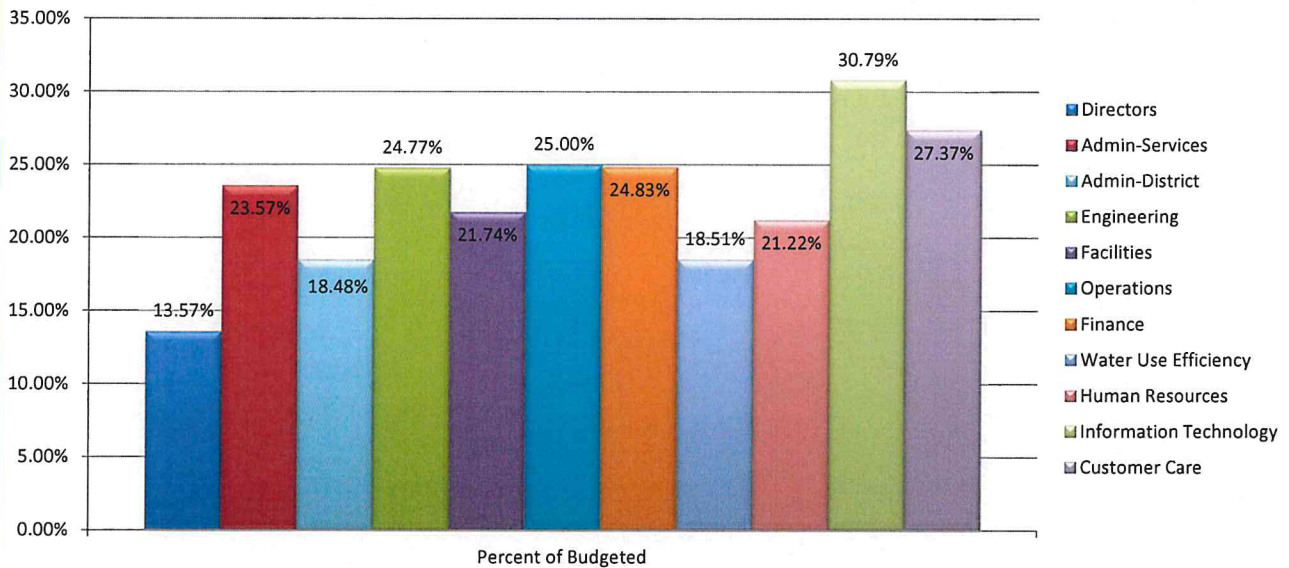
	January	February	March	April	May	June	July	August	September	October	November	December
Total Operating Revenue	\$ 1,730,116	\$ 1,820,129	\$ 1,887,891	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cash Operating Expenses	\$ 1,931,093	\$ 1,705,875	\$ 1,470,418	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cash Operating Profit/(Loss)	\$ (200,977)	\$ 114,254	\$ 417,473	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Cash Operating Expenses	\$ 550,293	\$ 490,325	\$ 484,305	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Operating Profit/(Loss)	\$ (751,271)	\$ (376,071)	\$ (66,832)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



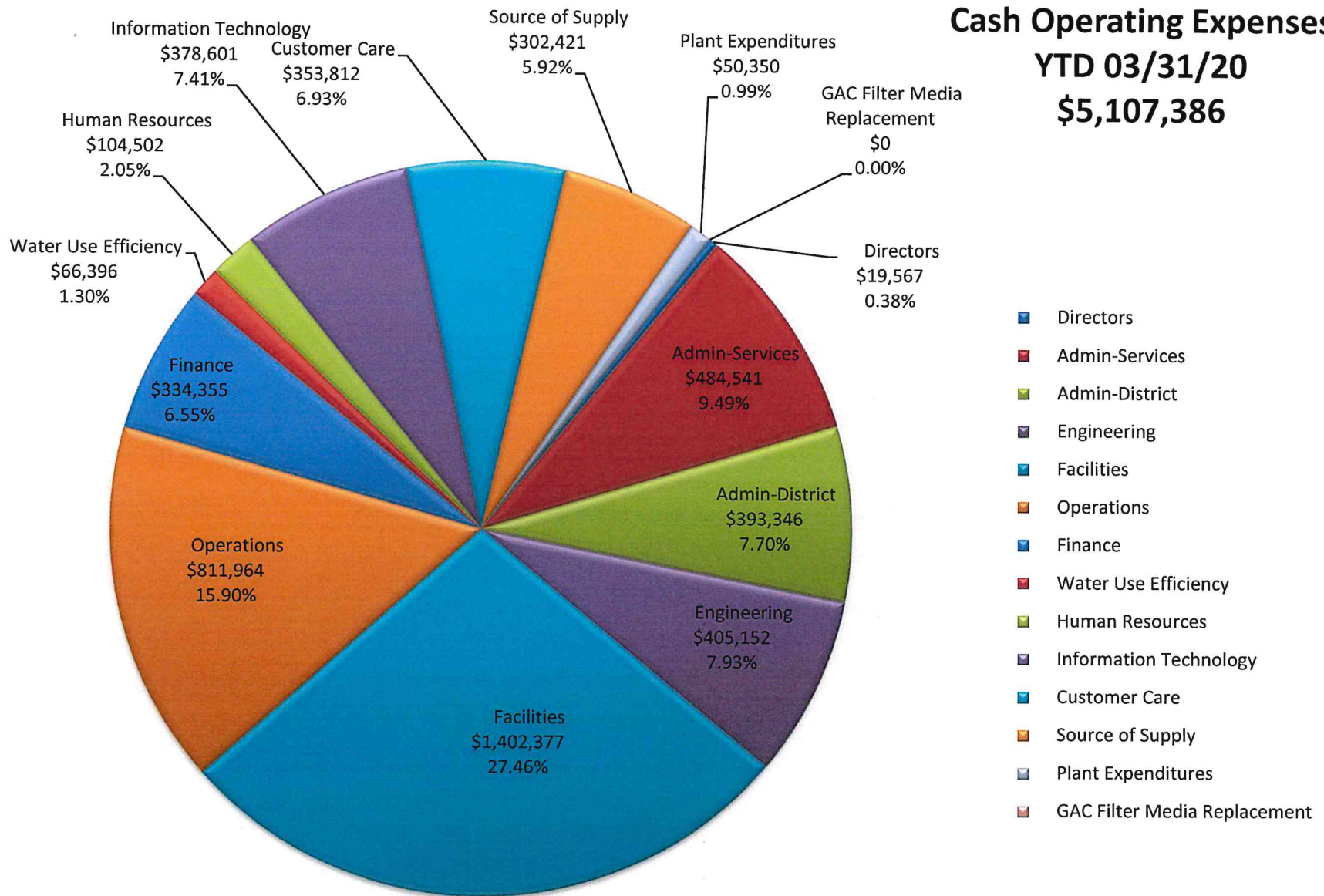
P & L BUDGET vs. ACTUAL



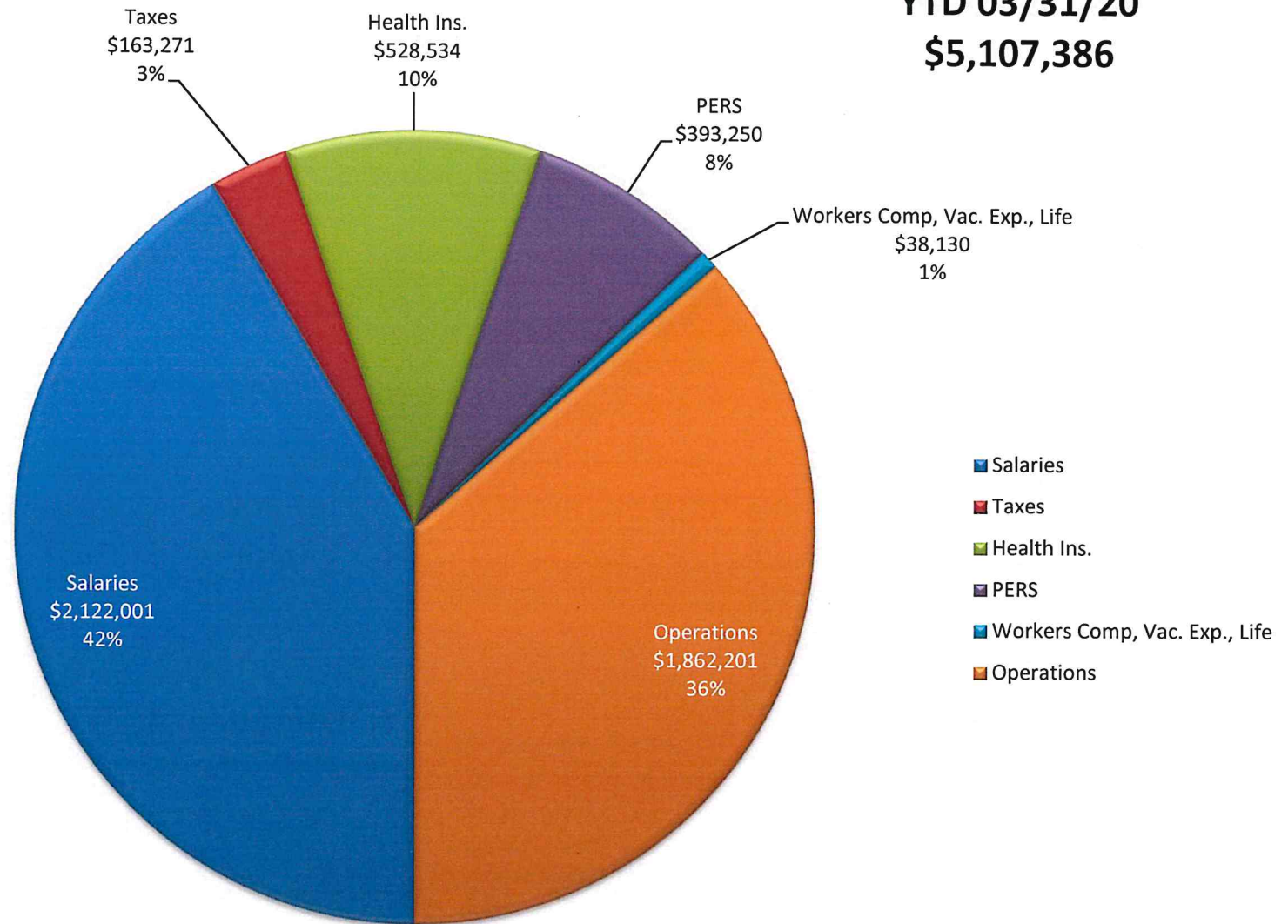
DEPARTMENTAL - BUDGET vs. ACTUAL



Cash Operating Expenses **YTD 03/31/20** **\$5,107,386**



Personnel to Operations Exp
YTD 03/31/20
\$5,107,386



Palmdale Water District
Profit and Loss Statement
Quarterly Comparison

	1st Qtr 2019	1st Qtr 2020	Change	% Change		Consumption Comparison		
					Units Billed	2019	2020	
Operating Revenue:								
Wholesale Water	\$ 74,512	\$ 18,579	\$ (55,933)	-75.07%	Active	80,083	80,215	
Water Sales	1,189,044	1,587,677	398,633	33.53%	Vacant	2,141	2,156	
Meter Fees	3,480,418	3,432,818	(47,600)	-1.37%				
Water Quality Fees	111,373	129,881	18,508	16.62%				
Elevation Fees	41,404	51,627	10,223	24.69%	Rev/unit	\$ 5.10	\$ 4.60	
Other	271,630	217,554	(54,076)	-19.91%	Rev/con	\$ 64.54	\$ 67.79	
Total Operating Revenue	\$ 5,168,381	\$ 5,438,135	\$ 269,754	5.22%	Unit/con	12.64	14.72	
Cash Operating Expenses:								
Directors	\$ 23,278	\$ 19,567	\$ (3,711)	-15.94%				
Administration-Services	509,944	484,541	(25,403)	-4.98%				
Administration-District	498,865	393,346	(105,519)	-21.15%				
Engineering	418,191	405,152	(13,039)	-3.12%				
Facilities	1,432,248	1,402,377	(29,871)	-2.09%				
Operations	674,576	811,964	137,388	20.37%				
Finance	309,647	334,355	24,709	7.98%				
Water Conservation	56,424	66,396	9,972	17.67%				
Human Resources	130,181	104,502	(25,679)	-19.73%				
Information Technology	248,491	378,601	130,110	52.36%				
Customer Care	351,601	353,812	2,211	0.63%				
Source of Supply-Purchased Water	499,251	302,421	(196,830)	-39.42%				
Plant Expenditures	125,429	50,350	(75,079)	-59.86%				
Sediment Removal Project	-	-	-	-				
GAC Filter Media Replacement	123,876	-	(123,876)	-100.00%				
Total Cash Operating Expenses	\$ 5,402,003	\$ 5,107,386	\$ (294,617)	-5.45%				
Non-Cash Operating Expenses:								
Depreciation	\$ 1,320,940	\$ 1,302,275	\$ (18,665)	-1.41%				
OPEB Accrual Expense	383,130	383,130	-	0.00%				
Bad Debts	17,269	5,655	(11,614)	-67.25%				
Service Costs Construction	1,734	54,356	52,623	3035.62%				
Capitalized Construction	(131,105)	(220,494)	(89,389)	68.18%				
Total Non-Cash Operating Expenses	\$ 1,591,968	\$ 1,524,923	\$ (67,045)	-4.21%				
Net Operating Profit/(Loss)	\$ (1,825,590)	\$ (1,194,173)	\$ 631,417	-34.59%				
Non-Operating Revenues:								
Assessments (Debt Service)	\$ 1,188,000	\$ 1,250,535	\$ 62,535	5.26%				
Assessments (1%)	716,124	687,659	(28,465)	-3.97%				
DWR Fixed Charge Recovery	-	-	-	-				
Interest	126,780	102,343	(24,438)	-19.28%				
CIF - Infrastructure	1,963	12,028	10,065	512.67%				
CIF - Water Supply	-	-	-	-				
Grants - State and Federal	9,185	-	(9,185)	-100.00%				
Other	4,173	52	(4,120)	-98.74%				
Total Non-Operating Revenues	\$ 2,046,226	\$ 2,052,617	\$ 6,392	0.31%				
Non-Operating Expenses:								
Interest on Long-Term Debt	\$ 662,712	\$ 646,339	\$ (16,373)	-2.47%				
Amortization of SWP	713,262	713,262	-	0.00%				
Change in Investments in PRWA	6,618	5,079	(1,539)	-23.26%				
Water Conservation Programs	3,887	16,892	13,005	334.59%				
Total Non-Operating Expenses	\$ 1,386,480	\$ 1,381,573	\$ (4,907)	-0.35%				
Net Earnings	\$ (1,165,844)	\$ (523,129)	\$ 642,715	-55.13%				

Palmdale Water District
Revenue Analysis
For the Three Months Ending 3/31/2020
2020

2019 to 2020 Comparison

	Thru February	March	Year-to-Date	Adjusted Budget	% of Budget	March	Year-to-Date	% Change
Operating Revenue:								
Wholesale Water	\$ 18,579	\$ -	\$ 18,579	\$ 295,000	6.30%	\$ (4,431)	\$ (55,933)	-75.07%
Water Sales	999,990	587,686	1,587,677	10,028,794	15.83%	267,989	398,633	33.53%
Meter Fees	2,282,842	1,149,976	3,432,818	14,956,694	22.95%	(12,755)	(47,600)	-1.37%
Water Quality Fees	81,839	48,042	129,881	783,015	16.59%	15,178	18,508	16.62%
Elevation Fees	30,772	20,855	51,627	354,450	14.57%	8,773	10,223	24.69%
Other	136,222	81,332	217,554	877,625	24.79%	(33,599)	(54,076)	-19.91%
Total Water Sales	\$ 3,550,244	\$ 1,887,891	\$ 5,438,135	\$ 27,295,578	19.92%	\$ 241,156	\$ 269,754	5.30%
Non-Operating Revenues:								
Assessments (Debt Service)	\$ 833,690	\$ 416,845	\$ 1,250,535	\$ 4,925,250	25.39%	\$ 20,845	\$ 62,535	5.26%
Assessments (1%)	554,504	133,155	687,659	2,346,000	29.31%	(20,845)	(28,465)	-3.97%
DWR Fixed Charge Recovery	-	-	-	175,000	0.00%	-	-	
Interest	57,272	45,071	102,343	150,000	68.23%	6,239	(24,438)	-19.28%
CIF - Infrastructure	12,028	-	12,028	18,750	64.15%	-	10,065	512.67%
CIF - Water Supply	-	-	-	56,250	0.00%	-	-	
Grants - State and Federal	-	-	-	100,000	0.00%	-	(9,185)	-100.00%
Other	82	(30)	52	50,000	0.10%	(11)	(4,120)	-98.74%
Total Non-Operating Revenues	\$ 1,457,577	\$ 595,040	\$ 2,052,617	\$ 7,821,250	26.24%	\$ 6,229	\$ 6,392	0.31%
Total Revenue	\$ 5,007,821	\$ 2,482,931	\$ 7,490,753	\$ 35,116,828	21.33%	\$ 247,384	\$ 276,146	3.87%

	Thru February	March	Year-to-Date	Adjusted Budget	% of Budget
Operating Revenue:					
Wholesale Water	\$ 70,081	\$ 4,431	\$ 74,512	\$ 295,000	25.26%
Water Sales	869,347	319,697	1,189,044	9,653,000	12.32%
Meter Fees	2,317,687	1,162,732	3,480,418	13,719,000	25.37%
Water Quality Fees	78,509	32,863	111,373	826,500	13.48%
Elevation Fees	29,322	12,081	41,404	370,000	11.19%
Other	156,699	114,931	271,630	875,000	31.04%
Total Water Sales	\$ 3,451,565	\$ 1,642,304	\$ 5,093,869	\$ 25,738,500	19.79%
Non-Operating Revenues:					
Assessments (Debt Service)	\$ 792,000	\$ 396,000	\$ 1,188,000	\$ 5,125,000	23.18%
Assessments (1%)	562,124	154,000	716,124	2,300,000	31.14%
DWR Fixed Charge Recovery	-	-	-	175,000	0.00%
Interest	87,949	38,831	126,780	150,000	84.52%
CIF - Infrastructure	1,963	-	1,963	18,750	10.47%
CIF - Water Supply	-	-	-	56,250	0.00%
Grants - State and Federal	9,185	-	9,185	100,000	9.19%
Other	4,192	(19)	4,173	50,000	8.35%
Total Non-Operating Revenues	\$ 1,457,414	\$ 588,812	\$ 2,046,226	\$ 7,975,000	25.66%
Total Revenue	\$ 4,908,978	\$ 2,231,116	\$ 7,140,094	\$ 33,713,500	21.18%

Palmdale Water District
Operating Expense Analysis
For the Three Months Ending 3/31/2020
2020

2019 to 2020 Comparison

	Thru February	March	Year-to-Date	Adjusted Budget	% of Budget	March	Year-to-Date	% Change
Cash Operating Expenses:								
Directors	\$ 12,446	\$ 7,121	\$ 19,567	\$ 144,150	13.57%	\$ (2,027)	\$ (3,711)	-15.94%
Administration-Services	335,012	149,530	484,541	2,056,121	23.57%	(15,226)	(25,403)	-4.98%
Administration-District	231,089	162,256	393,346	2,128,988	18.48%	(109,413)	(105,519)	-21.15%
Engineering	279,768	125,384	405,152	1,635,725	24.77%	(7,916)	(13,039)	-3.12%
Facilities	1,030,366	372,011	1,402,377	6,449,794	21.74%	(12,794)	(29,871)	-2.09%
Operations	484,715	327,250	811,964	3,248,390	25.00%	93,841	137,388	20.37%
Finance	232,020	102,335	334,355	1,346,687	24.83%	11,575	24,709	7.98%
Water Conservation	48,579	17,817	66,396	358,682	18.51%	(1,855)	9,972	17.67%
Human Resources	81,553	22,950	104,502	492,512	21.22%	(6,402)	(25,679)	-19.73%
Information Technology	310,507	68,094	378,601	1,229,489	30.79%	20,412	130,110	52.36%
Customer Care	241,677	112,135	353,812	1,292,548	27.37%	4,915	2,211	0.63%
Source of Supply-Purchased Water	298,885	3,536	302,421	2,321,476	13.03%	(188,291)	(196,830)	-39.42%
Plant Expenditures	50,350	-	50,350	610,556	8.25%	(8,701)	(75,079)	-59.86%
Sediment Removal Project	-	-	-	600,000	0.00%	-	-	-
GAC Filter Media Replacement	-	-	-	783,015	0.00%	(123,876)	(123,876)	-100.00%
Total Cash Operating Expenses	\$ 3,636,968	\$ 1,470,418	\$ 5,107,386	\$ 24,698,133	20.68%	\$ (345,759)	\$ (294,617)	-5.77%
Non-Cash Operating Expenses:								
Depreciation	\$ 873,264	\$ 429,011	\$ 1,302,275	\$ 5,050,000	25.79%	\$ (10,335)	\$ (18,665)	-1.41%
OPEB Accrual Expense	255,420	127,710	383,130	1,750,000	21.89%	-	-	0.00%
Bad Debts	4,462	1,193	5,655	35,000	16.16%	(8,856)	(11,614)	-67.25%
Service Costs Construction	33,428	20,928	54,356	100,000	54.36%	19,492	52,623	3035.62%
Capitalized Construction	(125,957)	(94,537)	(220,494)	(600,000)	36.75%	(72,303)	(89,389)	68.18%
Total Non-Cash Operating Expenses	\$ 1,040,618	\$ 484,305	\$ 1,524,923	\$ 6,335,000	24.07%	\$ (72,002)	\$ (67,045)	-4.40%
Non-Operating Expenses:								
Interest on Long-Term Debt	\$ 432,882	\$ 213,457	\$ 646,339	\$ 2,648,000	24.41%	\$ (4,700)	\$ (16,373)	-2.47%
Amortization of SWP	475,508	237,754	713,262	2,881,000	24.76%	-	-	0.00%
Change in Investments in PRWA	5,079	-	5,079	300,000	1.69%	-	(1,539)	-23.26%
Water Conservation Programs	10,195	6,698	16,892	236,500	7.14%	3,768	13,005	334.59%
Total Non-Operating Expenses	\$ 923,664	\$ 457,909	\$ 1,381,573	\$ 6,065,500	22.78%	\$ (931)	\$ (4,907)	-0.35%
Total Expenses	\$ 5,601,250	\$ 2,412,632	\$ 8,013,882	\$ 37,098,633	21.60%	\$ (418,693)	\$ (366,569)	-4.37%

Palmdale Water District
Operating Expense Analysis
For the Three Months Ending 3/31/2020
2019

2019 to 2020 Comparison

	Thru February	March	Year-to-Date	Adjusted Budget	% of Budget
Cash Operating Expenses:					
Directors	\$ 14,130	\$ 9,148	\$ 23,278	\$ 140,500	16.57%
Administration-Services	345,188	164,756	509,944	2,119,700	24.06%
Administration-District	227,195	271,670	498,865	2,166,500	23.03%
Engineering	284,892	133,299	418,191	1,596,550	26.19%
Facilities	1,047,443	384,805	1,432,248	6,598,000	21.71%
Operations	441,168	233,409	674,576	3,012,000	22.40%
Finance	218,887	90,760	309,647	1,289,750	24.01%
Water Conservation	36,752	19,672	56,424	374,150	15.08%
Human Resources	100,830	29,352	130,181	438,600	29.68%
Information Technology	200,809	47,682	248,491	956,050	25.99%
Customer Care	244,381	107,220	351,601	1,347,700	26.09%
Source of Supply-Purchased Water	307,424	191,827	499,251	1,905,000	26.21%
Plant Expenditures	116,728	8,701	125,429	212,000	59.16%
Sediment Removal Project	-	-	-	-	-
GAC Filter Media Replacement	-	123,876	123,876	800,000	15.48%
Total Cash Operating Expenses	\$ 3,585,826	\$ 1,816,177	\$ 5,402,003	\$ 22,956,500	23.53%
Non-Cash Operating Expenses:					
Depreciation	\$ 881,594	\$ 439,346	\$ 1,320,940	\$ 5,050,000	26.16%
OPEB Accrual Expense	255,420	127,710	383,130	1,750,000	21.89%
Bad Debts	7,220	10,049	17,269	50,000	34.54%
Service Costs Construction	297	1,436	1,734	100,000	1.73%
Capitalized Construction	(108,871)	(22,234)	(131,105)	(600,000)	21.85%
Total Non-Cash Operating Expenses	\$ 1,035,661	\$ 556,308	\$ 1,591,968	\$ 6,350,000	25.07%
Non-Operating Expenses:					
Interest on Long-Term Debt	\$ 444,555	\$ 218,157	\$ 662,712	\$ 2,648,000	25.03%
Amortization of SWP	475,508	237,754	713,262	2,881,000	24.76%
Change in Investments in PRWA	6,618	-	6,618	300,000	2.21%
Water Conservation Programs	957	2,930	3,887	236,500	1.64%
Total Non-Operating Expenses	\$ 927,639	\$ 458,840	\$ 1,386,480	\$ 6,065,500	22.86%
Total Expenses	\$ 5,549,126	\$ 2,831,325	\$ 8,380,451	\$ 35,372,000	23.69%

Palmdale Water District
2020 Directors Budget
For the Three Months Ending Tuesday, March 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-01-4000-000 Directors Pay	\$ -	\$ -	\$ -	\$ -	
Employee Benefits					
1-01-4005-000 Payroll Taxes	1,198	5,650		4,452	21.21%
Subtotal (Benefits)	1,198	5,650	-	4,452	21.21%
Total Personnel Expenses	<u>\$ 1,198</u>	<u>\$ 5,650</u>	<u>\$ -</u>	<u>\$ 4,452</u>	<u>21.21%</u>
OPERATING EXPENSES:					
1-01-xxxx-006 Director Share - Dizmang, Gloria	\$ 2,719	\$ 27,700		\$ 24,981	9.81%
1-01-xxxx-007 Director Share - Alvarado, Robert	3,610	27,700		24,090	13.03%
1-01-xxxx-008 Director Share - Mac Laren, Kathy	2,854	27,700		24,846	10.30%
1-01-xxxx-010 Director Share - Dino, Vincent	4,001	27,700		23,699	14.44%
1-01-xxxx-012 Director Share - Wilson, Don	5,185	27,700		22,515	18.72%
Subtotal Operating Expenses	18,369	138,500	-	120,131	13.26%
Total O & M Expenses	<u>\$ 19,567</u>	<u>\$ 144,150</u>	<u>\$ -</u>	<u>\$ 124,583</u>	<u>13.57%</u>

Palmdale Water District
2020 Administration Services Budget
For the Three Months Ending Tuesday, March 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-02-4000-000 Salaries	\$ 300,574	\$ 1,279,750		\$ 979,176	23.49%
1-02-4000-100 Overtime	731	13,500		12,769	5.41%
Subtotal (Salaries)	\$ 301,305	\$ 1,293,250	\$ -	\$ 991,945	23.30%
Employee Benefits					
1-02-4005-000 Payroll Taxes	\$ 22,930	\$ 91,000		68,070	25.20%
1-02-4010-000 Health Insurance	56,235	150,500		94,265	37.37%
1-02-4015-000 PERS	28,821	116,750		87,929	24.69%
Subtotal (Benefits)	\$ 107,986	\$ 358,250	\$ -	\$ 250,264	30.14%
Total Personnel Expenses	\$ 409,292	\$ 1,651,500	\$ -	\$ 1,242,208	24.78%
OPERATING EXPENSES:					
1-02-4050-000 Staff Travel	\$ 2,792	\$ 15,365	\$ -	\$ 12,574	18.17%
1-02-4050-100 General Manager Travel	-	5,122		5,122	0.00%
1-02-4060-000 Staff Conferences & Seminars	1,323	6,146		4,823	21.53%
1-02-4060-100 General Manager Conferences & Seminars	69	4,097		4,029	1.68%
1-02-4130-000 Bank Charges	53,661	185,000		131,339	29.01%
1-02-4150-000 Accounting Services	-	25,609		25,609	0.00%
1-02-4175-000 Permits	-	17,926		17,926	0.00%
1-02-4180-000 Postage	2,603	25,609		23,006	10.16%
1-02-4190-100 Public Relations - Publications	-	30,731		30,731	0.00%
1-02-4190-700 Public Affairs - Marketing/Outreach	8,589	40,000		31,411	21.47%
1-02-4190-710 Public Affairs -Advertising	450	5,000		4,550	9.00%
1-02-4190-720 Public Affairs - Equipment	-	2,500		2,500	0.00%
1-02-4190-730 Public Affairs -Conference/Seminar/Travel	235	3,000		2,765	7.83%
1-02-4190-740 Public Affairs - Consultants	-	3,000		3,000	0.00%
1-02-4190-750 Public Affairs - Membership	75	1,200		1,125	6.25%
1-02-4200-000 Advertising	51	4,097		4,046	1.24%
1-02-4205-000 Office Supplies	5,403	25,097		19,694	21.53%
1-02-4210-000 Office Furniture	-	5,122		5,122	0.00%
Subtotal Operating Expenses	\$ 75,250	\$ 404,621	\$ -	\$ 329,371	18.60%
Total Departmental Expenses	\$ 484,541	\$ 2,056,121	\$ -	\$ 1,571,580	23.57%

Palmdale Water District
2020 Administration Services Budget
For the Three Months Ending Tuesday, March 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-02-4000-000 Salaries	\$ 300,574	\$ 1,279,750		\$ 979,176	23.49%
1-02-4000-100 Overtime	731	13,500		12,769	5.41%
Subtotal (Salaries)	\$ 301,305	\$ 1,293,250	\$ -	\$ 991,945	23.30%
Employee Benefits					
1-02-4005-000 Payroll Taxes	\$ 22,930	\$ 91,000		68,070	25.20%
1-02-4010-000 Health Insurance	56,235	150,500		94,265	37.37%
1-02-4015-000 PERS	28,821	116,750		87,929	24.69%
Subtotal (Benefits)	\$ 107,986	\$ 358,250	\$ -	\$ 250,264	30.14%
Total Personnel Expenses	\$ 409,292	\$ 1,651,500	\$ -	\$ 1,242,208	24.78%
OPERATING EXPENSES:					
1-02-4050-000 Staff Travel	\$ 2,792	\$ 15,365	\$ -	\$ 12,574	18.17%
1-02-4050-100 General Manager Travel	-	5,122		5,122	0.00%
1-02-4060-000 Staff Conferences & Seminars	1,323	6,146		4,823	21.53%
1-02-4060-100 General Manager Conferences & Seminars	69	4,097		4,029	1.68%
1-02-4130-000 Bank Charges	53,661	185,000		131,339	29.01%
1-02-4150-000 Accounting Services	-	25,609		25,609	0.00%
1-02-4175-000 Permits	-	17,926		17,926	0.00%
1-02-4180-000 Postage	2,603	25,609		23,006	10.16%
1-02-4190-100 Public Relations - Publications	-	30,731		30,731	0.00%
1-02-4190-700 Public Affairs - Marketing/Outreach	8,589	40,000		31,411	21.47%
1-02-4190-710 Public Affairs -Advertising	450	5,000		4,550	9.00%
1-02-4190-720 Public Affairs - Equipment	-	2,500		2,500	0.00%
1-02-4190-730 Public Affairs -Conference/Seminar/Travel	235	3,000		2,765	7.83%
1-02-4190-740 Public Affairs - Consultants	-	3,000		3,000	0.00%
1-02-4190-750 Public Affairs - Membership	75	1,200		1,125	6.25%
1-02-4200-000 Advertising	51	4,097		4,046	1.24%
1-02-4205-000 Office Supplies	5,403	25,097		19,694	21.53%
1-02-4210-000 Office Furniture	-	5,122		5,122	0.00%
Subtotal Operating Expenses	\$ 75,250	\$ 404,621	\$ -	\$ 329,371	18.60%
Total Departmental Expenses	\$ 484,541	\$ 2,056,121	\$ -	\$ 1,571,580	23.57%

Palmdale Water District
2020 Engineering Budget
For the Three Months Ending Tuesday, March 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-03-4000-000 Salaries	\$ 283,596	\$ 1,171,500	\$ -	\$ 887,904	24.21%
1-03-4000-100 Overtime	2,902	12,000		9,098	24.19%
Subtotal (Salaries)	\$ 286,498	\$ 1,183,500	\$ -	\$ 897,002	24.21%
Employee Benefits					
1-03-4005-000 Payroll Taxes	21,759	88,000		66,241	24.73%
1-03-4010-000 Health Insurance	65,839	196,500		130,661	33.51%
1-03-4015-000 PERS	28,789	119,000		90,211	24.19%
Subtotal (Benefits)	\$ 116,388	\$ 403,500	\$ -	\$ 287,112	28.84%
Total Personnel Expenses	\$ 402,886	\$ 1,587,000	\$ -	\$ 1,184,114	25.39%
OPERATING EXPENSES:					
1-03-4050-000 Staff Travel	\$ 291	\$ 4,610		\$ 4,318	6.32%
1-03-4060-000 Staff Conferences & Seminars	1,074	4,917		3,843	21.84%
1-03-4060-001 Staff Training - Auto CAD Civil 3D	-	13,000		13,000	0.00%
1-03-4155-000 Contracted Services	-	2,049		2,049	0.00%
1-03-4165-000 Memberships/Subscriptions	725	2,561		1,836	28.30%
1-03-4250-000 General Materials & Supplies	176	10,589		10,413	1.66%
1-03-8100-100 Computer Software - Maint. & Support	-	11,000		11,000	0.00%
Subtotal Operating Expenses	\$ 2,266	\$ 48,725	\$ -	\$ 46,459	4.65%
Total Departmental Expenses	\$ 405,152	\$ 1,635,725	\$ -	\$ 1,230,573	24.77%

Palmdale Water District
2020 Facilities Budget
For the Three Months Ending Tuesday, March 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-04-4000-000 Salaries	\$ 568,356	\$ 2,493,500		\$ 1,925,144	22.79%
1-04-4000-100 Overtime	42,565	115,000		72,435	37.01%
Subtotal (Salaries)	\$ 610,921	\$ 2,608,500	\$ -	\$ 1,997,579	23.42%
Employee Benefits					
1-04-4005-000 Payroll Taxes	48,090	197,750		149,660	24.32%
1-04-4010-000 Health Insurance	185,096	473,750		288,654	39.07%
1-04-4015-000 PERS	57,120	238,500		181,380	23.95%
Subtotal (Benefits)	\$ 290,307	\$ 910,000	\$ -	\$ 619,693	31.90%
Total Personnel Expenses	\$ 901,228	\$ 3,518,500	\$ -	\$ 2,617,272	25.61%
OPERATING EXPENSES:					
1-04-4050-000 Staff Travel	\$ 271	\$ 6,146		\$ 5,875	4.41%
1-04-4060-000 Staff Conferences & Seminars	1,088	15,365		14,277	7.08%
1-04-4155-000 Contracted Services	35,668	276,918		241,250	12.88%
1-04-4175-000 Permits-Dams	280	40,974		40,694	0.68%
1-04-4215-100 Natural Gas - Wells & Boosters	27,806	218,350		190,544	12.73%
1-04-4215-200 Natural Gas - Buildings	2,903	9,371		6,467	30.98%
1-04-4220-100 Electricity - Wells & Boosters	187,004	827,487		640,483	22.60%
1-04-4220-200 Electricity - Buildings	13,049	91,624		78,576	14.24%
1-04-4225-000 Maint. & Repair - Vehicles	8,322	33,479		25,157	24.86%
1-04-4230-100 Maint. & Rep. Office Building	6,130	25,753		19,623	23.80%
1-04-4235-110 Maint. & Rep. Equipment	1,538	12,361		10,823	12.45%
1-04-4235-400 Maint. & Rep. Operations - Wells	10,940	82,297		71,357	13.29%
1-04-4235-405 Maint. & Rep. Operations - Boosters	12,491	51,435		38,944	24.29%
1-04-4235-410 Maint. & Rep. Operations - Shop Bldgs	1,978	25,753		23,775	7.68%
1-04-4235-415 Maint. & Rep. Operations - Facilities	18,402	51,506		33,104	35.73%
1-04-4235-420 Maint. & Rep. Operations - Water Lines	35,994	309,036		273,041	11.65%
1-04-4235-425 Maint. & Rep. Operations - Littlerock Dam	-	15,452		15,452	0.00%
1-04-4235-435 Maint. & Rep. Operations - Palmdale Canal	-	10,301		10,301	0.00%
1-04-4235-440 Maint. & Rep. Operations - Large Meters	1,392	15,452		14,060	9.01%
1-04-4235-445 Maint. & Rep. Operations - Telemetry	559	5,151		4,592	10.85%
1-04-4235-450 Maint. & Rep. Operations - Hypo Generators	-	7,726		7,726	0.00%
1-04-4235-455 Maint. & Rep. Operations - Heavy Equipment	5,730	43,780		38,050	13.09%
1-04-4235-460 Maint. & Rep. Operations - Storage Reservoirs	50	5,151		5,101	0.97%
1-04-4235-461 Maint. & Rep. Operations - Air Vac	1,835	5,151		3,316	35.62%
1-04-4235-470 Maint. & Rep. Operations - Meters Exchanges	20,550	154,518		133,968	13.30%
1-04-4270-300 Telecommunication - Other	1,837	5,122		3,285	35.86%
1-04-4300-100 Testing - Regulatory Compliance	-	20,487		20,487	0.00%
1-04-4300-200 Testing - Large Meters	4,230	12,804		8,574	33.04%
1-04-4300-300 Testing - Edison Testing	-	15,365		15,365	0.00%
1-04-6000-000 Waste Disposal	737	20,824		20,087	3.54%
1-04-6100-100 Fuel and Lube - Vehicle	31,236	138,809		107,573	22.50%
1-04-6100-200 Fuel and Lube - Machinery	11,138	25,897		14,759	43.01%
1-04-6200-000 Uniforms	5,175	28,237		23,062	18.33%
1-04-6300-100 Supplies - General	8,339	75,635		67,295	11.03%
1-04-6300-300 Supplies - Electrical	-	3,025		3,025	0.00%
1-04-6300-800 Supplies - Construction Materials	8,305	35,296		26,991	23.53%
1-04-6400-000 Tools	10,432	45,381		34,949	22.99%
1-04-6450-000 Equipment	-	7,563		7,563	0.00%
1-04-7000-100 Leases -Equipment	3,285	15,127		11,842	21.72%
1-04-7000-100 Leases -Vehicles	22,454	141,185		118,730	15.90%
Subtotal Operating Expenses	\$ 501,149	\$ 2,931,294	\$ -	\$ 2,430,144	17.10%
Total Departmental Expenses	\$ 1,402,377	\$ 6,449,794	\$ -	\$ 5,047,416	21.74%

Palmdale Water District
2020 Operation Budget
For the Three Months Ending Tuesday, March 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-05-4000-000 Salaries	\$ 283,365	\$ 1,090,000		\$ 806,635	26.00%
1-05-4000-100 Overtime	30,575	87,500		56,926	34.94%
Subtotal (Salaries)	\$ 313,940	\$ 1,177,500	\$ -	\$ 863,560	26.66%
Employee Benefits					
1-05-4005-000 Payroll Taxes	24,381	86,000		61,619	28.35%
1-05-4010-000 Health Insurance	61,007	153,500		92,493	39.74%
1-05-4015-000 PERS	27,902	111,250		83,348	25.08%
Subtotal (Benefits)	\$ 113,290	\$ 350,750	\$ -	\$ 237,460	32.30%
Total Personnel Expenses	\$ 427,229	\$ 1,528,250	\$ -	\$ 1,101,021	27.96%
OPERATING EXPENSES:					
1-05-4050-000 Staff Travel	\$ -	\$ 3,073		\$ 3,073	0.00%
1-05-4060-000 Staff Conferences & Seminars	-	3,073		3,073	0.00%
1-05-4120-100 Training - Lab Equipment	-	5,122		5,122	0.00%
1-05-4155-000 Contracted Services	21,173	99,362		78,190	21.31%
1-05-4175-000 Permits	930	69,656		68,726	1.33%
1-05-4215-200 Natural Gas - WTP	313	3,124		2,811	10.02%
1-05-4220-200 Electricity - WTP	20,567	208,237		187,671	9.88%
1-05-4230-110 Maint. & Rep. - Office Equipment	-	5,151		5,151	0.00%
1-05-4235-110 Maint. & Rep. Operations - Equipment	9,143	20,602		11,459	44.38%
1-05-4235-410 Maint. & Rep. Operations - Shop Bldgs	2,967	6,181		3,214	48.00%
1-05-4235-415 Maint. & Rep. Operations - Facilities	30,161	72,108		41,947	41.83%
1-05-4235-500 Maint. & Rep. Operations - Wind Turbine	4,750	10,301		5,552	46.11%
1-05-4236-000 Palmdale Lake Management	88,119	102,600		14,481	85.89%
1-05-6000-000 Waste Disposal	12,578	20,824		8,246	60.40%
1-05-6200-000 Uniforms	3,850	16,135		12,285	23.86%
1-05-6300-100 Supplies - Misc.	12,044	15,127		3,083	79.62%
1-05-6300-600 Supplies - Lab	26,171	62,471		36,300	41.89%
1-05-6300-700 Outside Lab Work	10,605	104,119		93,514	10.19%
1-05-6400-000 Tools	1,061	6,051		4,990	17.54%
1-05-6500-000 Chemicals	139,986	883,797		743,812	15.84%
1-05-7000-100 Leases -Equipment	318	3,025		2,707	10.52%
Subtotal Operating Expenses	\$ 384,735	\$ 1,720,140	\$ -	\$ 1,335,405	22.37%
Total Departmental Expenses	\$ 811,964	\$ 3,248,390	\$ -	\$ 2,436,426	25.00%

Palmdale Water District
2020 Finance Budget
For the Three Months Ending Tuesday, March 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-06-4000-000 Salaries	\$ 171,996	\$ 742,750		\$ 570,754	23.16%
1-06-4000-100 Overtime	631	3,000		2,369	21.03%
Subtotal (Salaries)	\$ 172,627	\$ 745,750	\$ -	\$ 573,123	23.15%
Employee Benefits					
1-06-4005-000 Payroll Taxes	12,957	57,250		44,293	22.63%
1-06-4010-000 Health Insurance	45,903	105,250		59,347	43.61%
1-06-4015-000 PERS	18,120	79,000		60,880	22.94%
Subtotal (Benefits)	\$ 76,980	\$ 241,500	\$ -	\$ 164,520	31.88%
Total Personnel Expenses	\$ 249,607	\$ 987,250	\$ -	\$ 737,643	25.28%
OPERATING EXPENSES:					
1-06-4050-000 Staff Travel	\$ -	\$ 2,049		\$ 2,049	0.00%
1-06-4060-000 Staff Conferences & Seminars	-	1,536.53		1,537	0.00%
1-06-4155-000 Contracted Services	2,940	17,395		14,455	16.90%
1-06-4155-100 Contracted Services - Infosend	66,346	276,576		210,230	23.99%
1-06-4165-000 Memberships/Subscriptions	110	512		402	21.48%
1-06-4230-110 Maintenance & Repair - Office Equipment	-	515		515	0.00%
1-06-4250-000 General Material & Supplies	-	3,025		3,025	0.00%
1-06-4260-000 Business Forms	314	4,097		3,784	7.66%
1-06-4270-100 Telecommunication - Office	8,292	25,609		17,317	32.38%
1-06-4270-200 Telecommunication - Cellular Stipend	6,030	25,097		19,067	24.03%
1-06-7000-100 Leases - Equipment	717	3,025		2,309	23.69%
Subtotal Operating Expenses	\$ 84,748	\$ 359,437	\$ -	\$ 274,688	23.58%
Total Departmental Expenses	\$ 334,355	\$ 1,346,687	\$ -	\$ 1,012,331	24.83%

Palmdale Water District
2020 Water Use Efficiency Budget
For the Three Months Ending Tuesday, March 31, 2020

YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
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Personnel Budget:

1-07-4000-000 Salaries	\$ 41,010	\$ 152,250	\$ 111,240	26.94%
1-07-4000-100 Overtime	845	5,000	4,155	16.90%
Subtotal (Salaries)	\$ 41,856	\$ 157,250	\$ 115,394	26.62%

Employee Benefits

1-07-4005-000 Payroll Taxes	3,441	12,000	8,559	28.67%
1-07-4010-000 Health Insurance	13,451	23,750	10,299	56.64%
1-07-4015-000 PERS	4,385	16,750	12,365	26.18%
Subtotal (Benefits)	\$ 21,278	\$ 52,500	\$ -	40.53%

Total Personnel Expenses

\$ 63,133	\$ 209,750	\$ -	\$ 142,462	30.10%
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OPERATING EXPENSES:

1-07-4050-000 Staff Travel	\$ 390	\$ 2,561	\$ 2,171	15.21%
1-07-4060-000 Staff Conferences & Seminar	-	3,073	3,073	0.00%
1-07-4190-300 Public Relations - Landscape Workshop/Training	458	5,122	4,664	8.94%
1-07-4190-400 Public Relations - Contests	-	3,073	3,073	0.00%
1-07-4190-500 Public Relations - Education Programs	2,364	122,923	120,559	1.92%
1-07-4190-900 Public Relations - Other	-	5,122	5,122	0.00%
1-07-6300-100 Supplies - Misc.	51	7,059	7,008	0.73%
Subtotal Operating Expenses	\$ 3,263	\$ 148,932	\$ -	2.19%

Total Departmental Expenses

\$ 66,396	\$ 358,682	\$ -	\$ 288,132	18.51%
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Palmdale Water District
2020 Human Resources Budget
For the Three Months Ending Tuesday, March 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-08-4000-000 Salaries	\$ 65,633	\$ 238,750		\$ 173,117	27.49%
1-08-4000-100 Salaries - Overtime	252	1,000		748	25.24%
Subtotal (Salaries)	\$ 65,886	\$ 239,750	\$ -	\$ 173,117	27.48%
Employee Benefits					
1-08-4005-000 Payroll Taxes	5,166	18,500		13,334	27.93%
1-08-4010-000 Health Insurance	6,554	18,500		11,946	35.43%
1-08-4015-000 PERS	5,291	20,750		15,459	25.50%
Subtotal (Benefits)	\$ 17,011	\$ 57,750	\$ -	\$ 40,739	29.46%
Total Personnel Expenses	\$ 82,897	\$ 297,500	\$ -	\$ 213,855	27.86%
OPERATING EXPENSES:					
1-08-4050-000 Staff Travel	\$ 582	\$ 1,537		\$ 954	37.89%
1-08-4060-000 Staff Conferences & Seminars	-	1,537		1,537	0.00%
1-08-4070-000 Employee Expense	11,726	95,000		83,274	12.34%
1-08-4090-000 Temporary Staffing	-	-		-	
1-08-4095-000 Employee Recruitment	790	3,073		2,283	25.71%
1-08-4100-000 Employee Retention	-	5,122		5,122	0.00%
1-08-4105-000 Employee Relations	-	3,585		3,585	0.00%
1-08-4120-100 Training-Safety	911	35,852		34,941	2.54%
1-08-4120-200 Training-Speciality	-	15,365		15,365	0.00%
1-08-4121-000 Safety Program	35	1,024		989	3.42%
1-08-4165-000 Membership/Subscriptions	724	1,639		915	44.17%
1-08-4165-100 HR/Safety Publications	300	1,024		725	29.26%
1-08-6300-500 Supplies - Safety	6,538	30,254		23,716	21.61%
Subtotal Operating Expenses	\$ 21,605	\$ 195,012	\$ -	\$ 173,407	11.08%
Total Departmental Expenses	\$ 104,502	\$ 492,512	\$ -	\$ 388,010	21.22%

Palmdale Water District
2020 Information Technology Budget
For the Three Months Ending Tuesday, March 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-09-4000-000 Salaries	\$ 77,715	\$ 303,250	\$ -	\$ 225,535	25.63%
1-09-4000-100 Overtime	153	3,000		2,847	5.09%
Subtotal (Salaries)	\$ 77,868	\$ 306,250	\$ -	\$ 228,382	25.43%
Employee Benefits					
1-09-4005-000 Payroll Taxes	5,958	26,000		20,042	22.92%
1-09-4010-000 Health Insurance	17,010	34,500		17,490	49.30%
1-09-4015-000 PERS	8,472	30,500		22,028	27.78%
Subtotal (Benefits)	\$ 31,440	\$ 91,000	\$ -	\$ 59,560	34.55%
Total Personnel Expenses	\$ 109,308	\$ 397,250	\$ -	\$ 287,942	27.52%
OPERATING EXPENSES:					
1-09-4050-000 Staff Travel	\$ 85	\$ 3,073		\$ 2,988	2.76%
1-09-4060-000 Staff Conferences & Seminars	298	10,244		9,946	2.90%
1-09-4155-000 Contracted/Cloud Services	78,881	220,790		141,909	35.73%
1-09-4165-000 Memberships/Subscriptions	200	2,561		2,361	7.81%
1-09-4270-000 Telecommunications	19,955	101,923		81,968	19.58%
1-09-7000-100 Leases - Equipment	11,979	56,000		44,021	21.39%
1-09-8000-100 Computer Equipment - Computers	11,074	45,381		34,306	24.40%
1-09-8000-200 Computer Equipment - Laptops	21,134	45,381		24,246	46.57%
1-09-8000-300 Computer Equipment - Monitors	-	2,017		2,017	0.00%
1-09-8000-500 Computer Equipment - Toner Cartridges	-	3,025		3,025	0.00%
1-09-8000-550 Computer Equipment - Telephony	-	3,025		3,025	0.00%
1-09-8000-600 Computer Equipment - Other	3,052	25,212		22,159	12.11%
1-09-8000-650 Computer Equipment - Warranty & Support	3,420	15,127		11,707	22.61%
1-09-8100-100 Computer Software - Maint. and Support	83,354	221,654		138,300	37.61%
1-09-8100-150 Computer Software - Dynamics GP Support	35,663	56,339		20,677	63.30%
1-09-8100-200 Computer Software - Software and Upgrades	199	20,487		20,288	0.97%
Subtotal Operating Expenses	\$ 269,294	\$ 832,239	\$ -	\$ 562,946	32.36%
Total Departmental Expenses	\$ 378,601	\$ 1,229,489	\$ -	\$ 850,888	30.79%

Palmdale Water District
2020 Customer Care Budget
For the Three Months Ending Tuesday, March 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-10-4000-000 Salaries	\$ 230,659	\$ 936,250		\$ 705,591	24.64%
1-10-4000-100 Overtime	1,644	7,500		5,856	21.92%
Subtotal (Salaries)	\$ 232,303	\$ 943,750	\$ -	\$ 711,447	24.61%
Employee Benefits					
1-10-4005-000 Payroll Taxes	17,390	74,750		57,360	23.26%
1-10-4010-000 Health Insurance	77,439	149,500		72,061	51.80%
1-10-4015-000 PERS	22,404	88,500		66,096	25.32%
Subtotal (Benefits)	\$ 117,233	\$ 312,750	\$ -	\$ 195,517	37.48%
Total Personnel Expenses	\$ 349,537	\$ 1,256,500	\$ -	\$ 906,963	27.82%
OPERATING EXPENSES:					
1-10-4050-000 Staff Travel	\$ (20)	\$ 2,049		\$ 2,068	-0.95%
1-10-4060-000 Staff Conferences & Seminars	-	3,073		3,073	0.00%
1-10-4155-000 Contracted Services	3,328	22,641		19,313	14.70%
1-10-4230-110 Maintenance & Repair-Office Equipment	-	202		202	0.00%
1-10-4250-000 General Material & Supplies	967	7,059		6,092	13.70%
1-10-4260-000 Business Forms	-	1,024		1,024	0.00%
Subtotal Operating Expenses	\$ 4,275	\$ 36,048	\$ -	\$ 31,773	11.86%
Total Departmental Expenses	\$ 353,812	\$ 1,292,548	\$ -	\$ 938,736	27.37%





New and Replacement Capital Projects

Consulting and Engineering Support

New and Replacement Equipment

[illegible]

Water Quality Fee Funded Projects

-  = Projects that originated from 2013 WRB Funds
-  = Project had additional funding paid out by the general fund to complete.
-  = Project is now deemed complete with no further expense.
-  = Projects paid by 2018 WRB Funds

[illegible]

Water Revenue Bond - Series 2018A

Updated: April 13, 2020

Project	Project #	Description	Bond Allocation	Contractual Commitment	Payout to Date	Remaining Contract	Uncommitted Bond \$
LGCS-ASI	04-501	Littlerock Dam - Grade Control Structure (Construction)	\$ 8,160,257	\$ 10,619,601	\$ 10,697,276	\$ (77,675)	\$ (2,459,344)
		Original Contract Amt: \$9,500,808, C.O.1: \$1,118,792.54					
LGCS-ASP	04-501	Littlerock Dam - Grade Control Structure (Monitoring)		1,238,287	843,151	395,136	(1,238,287)
WTP		Water Treatment Plant Improvements	2,375,000		-	-	
6MG		6 M.G. Reservoir Renovations	1,050,000		-	-	
WMR		Various W.M. Replacements	1,789,612		-	-	
PWD		Design, Engineering and Other Preconstruction Costs	173,000		-	-	
WRB		Bond Issuance Costs	226,303		226,303	-	
ISS		Issuance Funds			(12,092)		
Interest Earned through January 31, 2020					(330,222)		
Totals:			\$ 13,774,172	\$ 11,857,888	\$ 11,424,415	\$ 317,461	\$ (3,697,631)
2018A Water Revenue Bonds - Unallocated Funds:				\$ 1,916,284			
2018A Water Revenue Bonds - Remaining Funds to payout:					\$ 2,349,757		

Requisition No.	Payee	Date Approved	Invoice No.	Project	Payment Amount
	Issuance Costs	Jun 27, 2018	N/A	WRB	\$ 226,302.82
	Interest - Jul 2018		N/A	INT	1,384.72
	Interest - Aug 2018		N/A	INT	20,900.39
1	Aspen Environmental Group	Sep 12, 2018	1116.007-01	LGCS-ASP	28,105.88
2	ASI Construction LLC	Sep 18, 2018	01	LGCS-ASI	60,027.00
	Interest - Sep 2018		N/A	INT	21,047.68
3	ASI Construction LLC	Oct 2, 2018	02	LGCS-ASI	156,655.00
4	Aspen Environmental Group	Oct 8, 2018	1116.007-02	LGCS-ASP	51,072.42
5	Aspen Environmental Group	Oct 30, 2018	1116.007-03	LGCS-ASP	56,698.38
	Interest - Oct 2018		N/A	INT	20,838.36
6	ASI Construction LLC	Nov 7, 2018	03	LGCS-ASI	844,455.00
	Interest - Nov 2018		N/A	INT	22,998.40
7	Aspen Environmental Group	Dec 10, 2018	1116.007-04	LGCS-ASP	99,711.66
7	ASI Construction LLC	Dec 10, 2018	04	LGCS-ASI	665,631.99
	Interest - Dec 2018		N/A	INT	21,673.24
8	Aspen Environmental Group	Jan 3, 2019	1116.007-05	LGCS-ASP	67,719.03
9	ASI Construction LLC	Jan 7, 2019	05	LGCS-ASI	1,494,216.00
10	Aspen Environmental Group	Jan 29, 2019	1116.007-06	LGCS-ASP	56,529.35
	Interest - Jan 2019		N/A	INT	22,085.33
11	ASI Construction LLC	Feb 14, 2019	06	LGCS-ASI	338,899.30
	Interest - Feb 2019		N/A	INT	20,485.96
12	Aspen Environmental Group	Feb 28, 2019	1116.007-07	LGCS-ASP	78,799.25
	Interest - Mar 2019		N/A	INT	17,656.62
13	Aspen Environmental Group	Apr 1, 2019	1116.007-08	LGCS-ASP	34,790.67
13	Aspen Environmental Group	Apr 1, 2019	1116.008-01	LGCS-ASP	7,731.53
14	Aspen Environmental Group	Apr 22, 2019	1116.007-09	LGCS-ASP	6,938.12
	Interest - Apr 2019		N/A	INT	19,042.25
15	Aspen Environmental Group	May 15, 2019	1116.007-10	LGCS-ASP	6,958.75
	Interest - May 2019		N/A	INT	18,485.68
	Interest - June 2019		N/A	INT	18,852.79
16	Aspen Environmental Group	Jul 1, 2019	1116.007-11	LGCS-ASP	11,059.71
17	Aspen Environmental Group	Jul 30, 2019	1116.007-12	LGCS-ASP	22,237.47
	Interest - July 2019		N/A	INT	18,017.03
18	Aspen Environmental Group	Aug 27, 2019	1116.007-13	LGCS-ASP	58,421.77
19	ASI Construction LLC	Aug 28, 2019	Chng Order 4	LGCS-ASI	1,118,792.54
	Interest - August 2019		N/A	INT	18,580.51
	Interest - September 2019		N/A	INT	16,527.97
20	ASI Construction LLC	Oct 15, 2019	08	LGCS-ASI	1,361,654.50
	Interest - October 2019		N/A	INT	14,239.81

(Cont.)

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**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

DATE: April 20, 2020 **April 27, 2020**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Michael Williams, Finance Manager/CFO
VIA: Mr. Dennis LaMoreaux, General Manager
RE: ***AGENDA ITEM 8.1.d – REPORTS***

Discussion:

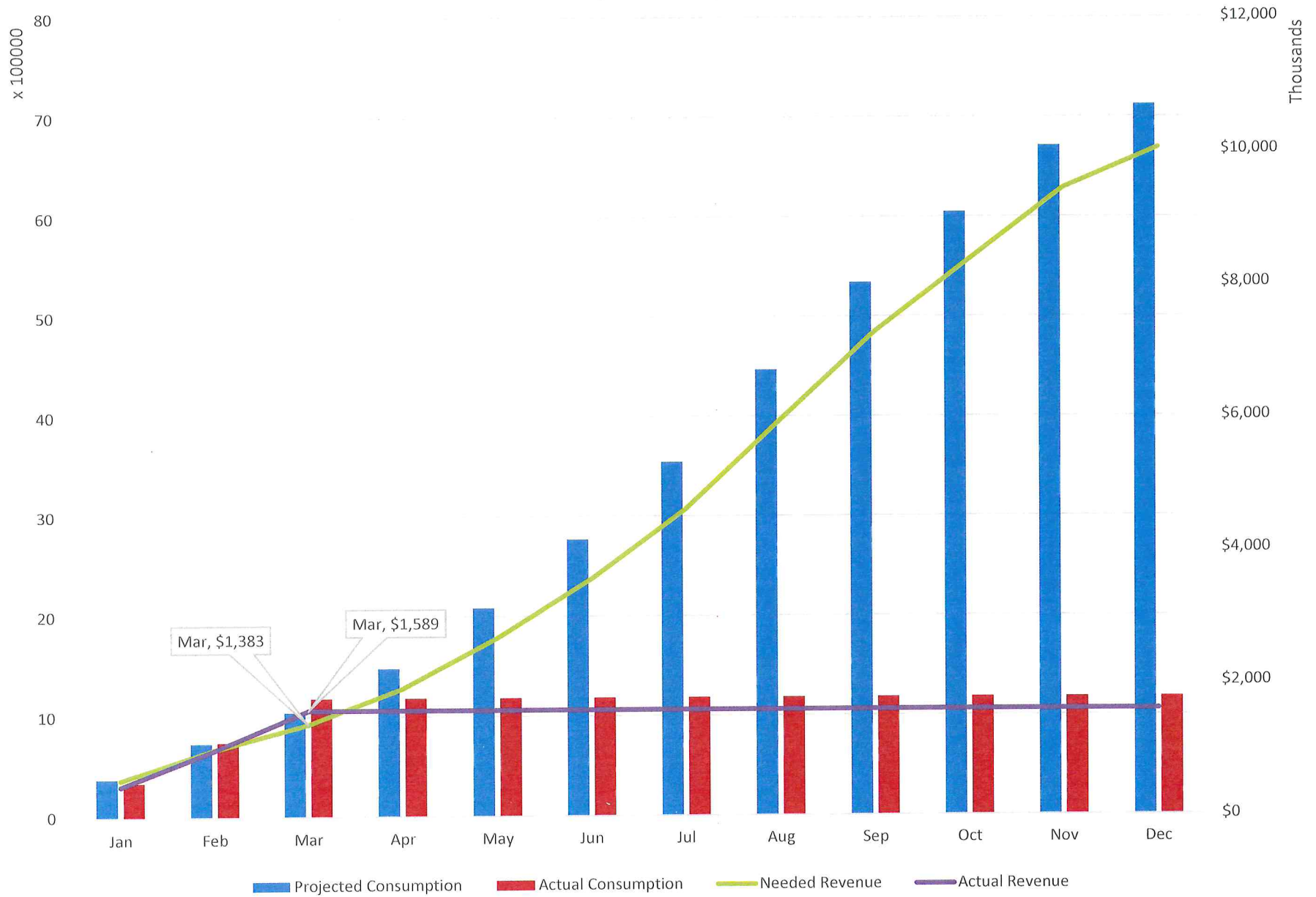
Presented here are financial related items for your review.

1. Effects of COVID-19 event
 - a. Collection efforts have stopped since 03/17/20.
 - b. No Reminder Notices or Shut-Off Notices are being mailed.
 - c. No disconnections for non-payment of bills.
 - d. As of April 14, 2020, deferred \$37K in penalties.
 - e. There is no noticeable reduction in cash flow at this point, but it is too soon to tell.
2. Rate Assistance Program
 - a. At March 31st, there were 634 participants, 297 are Seniors, 6 are Veterans, and 331 are Low Income.
3. Billing & Collection Statistics (attachment)
 - a. Billing & collection cycle complete through December 2019 shows slight increase in bills issued and notices mailed, but a decrease in the percentage of shut off's for non-payment.
4. Revenue Projections (attachment)
 - a. Revenue projections for 2020 based on selling 16,341 AF shows as of March 31st revenue is ahead of projections by approximately \$200K.
5. Accounts Receivable Aging Report March 31, 2020 (attachment)
 - a. Aging report shows receivables at 03/31/20 are about \$300K higher than 03/31/19, but that is reflective of higher sales numbers in 2020. There is a slight increase in 60-day delinquency from 02/29/19.
 - b. The effects of COVID-19 make it difficult to measure the impact of SB 998 currently.
6. Payment Transactions by Type (attachment)
 - a. 1st quarter shows a reduction in total payments by approximately 2,500. This may be due to closing the office 2nd half of March. It's also reflected in the reduction of front counter and mail payments.
 - b. Although there was a reduction in total payments, there was an increase in electronic payments of approximately 1,500.
 - c. Lastly, we saw a huge increase in use of electronic payment methods from April 1st through April 7th, which may account for the unnoticeable reduction in cash flow at this time.

Billing & Collection Statistics

Billing & Collection Statistics										Based on Shut Notice
	Bills	LF Notice	Shut Notice	Off & Lock	Based on Bills Issued			Based on Late Notices		
	(A)	(B)	(C)	(D)	B / A	C / A	D /A	C / B	D / B	D / C
Jan-18	24,846	6,358	2,262	427	25.6%	9.1%	1.7%	35.6%	6.7%	18.88%
Feb-18	24,863	5,945	2,324	394	23.9%	9.3%	1.6%	39.1%	6.6%	16.95%
Mar-18	24,855	5,419	2,148	444	21.8%	8.6%	1.8%	39.6%	8.2%	20.67%
Apr-18	24,865	5,896	2,250	408	23.7%	9.0%	1.6%	38.2%	6.9%	18.13%
May-18	24,872	5,713	2,118	387	23.0%	8.5%	1.6%	37.1%	6.8%	18.27%
Jun-18	24,875	5,996	2,283	439	24.1%	9.2%	1.8%	38.1%	7.3%	19.23%
Jul-18	24,900	6,047	2,316	371	24.3%	9.3%	1.5%	38.3%	6.1%	16.02%
Aug-18	24,926	6,052	2,338	381	24.3%	9.4%	1.5%	38.6%	6.3%	16.30%
Sep-18	24,919	6,272	2,518	419	25.2%	10.1%	1.7%	40.1%	6.7%	16.64%
Oct-18	24,916	6,197	2,429	345	24.9%	9.7%	1.4%	39.2%	5.6%	14.20%
Nov-18	24,943	5,769	2,094	316	23.1%	8.4%	1.3%	36.3%	5.5%	15.09%
Dec-18	24,944	6,485	2,401	423	26.0%	9.6%	1.7%	37.0%	6.5%	17.62%
Jan-19	24,960	5,834	1,989	378	23.4%	8.0%	1.5%	34.1%	6.5%	19.00%
Feb-19	24,971	6,176	2,169	452	24.7%	8.7%	1.8%	35.1%	7.3%	20.84%
Mar-19	24,989	5,796	2,046	388	23.2%	8.2%	1.6%	35.3%	6.7%	18.96%
Apr-19	24,998	6,168	2,239	389	24.7%	9.0%	1.6%	36.3%	6.3%	17.37%
May-19	24,999	6,178	2,265	434	24.7%	9.1%	1.7%	36.7%	7.0%	19.16%
Jun-19	24,996	6,189	2,337	404	24.8%	9.3%	1.6%	37.8%	6.5%	17.29%
Jul-19	25,029	6,486	2,461	391	25.9%	9.8%	1.6%	37.9%	6.0%	15.89%
Aug-19	25,062	6,409	2,465	440	25.6%	9.8%	1.8%	38.5%	6.9%	17.85%
Sep-19	25,084	6,619	2,654	350	26.4%	10.6%	1.4%	40.1%	5.3%	13.19%
Oct-19	25,085	6,738	2,613	299	26.9%	10.4%	1.2%	38.8%	4.4%	11.44%
Nov-19	25,090	6,122	2,550	353	24.4%	10.2%	1.4%	41.7%	5.8%	13.84%
Dec-19	25,115	6,565	2,456	326	26.1%	9.8%	1.3%	37.4%	5.0%	13.27%

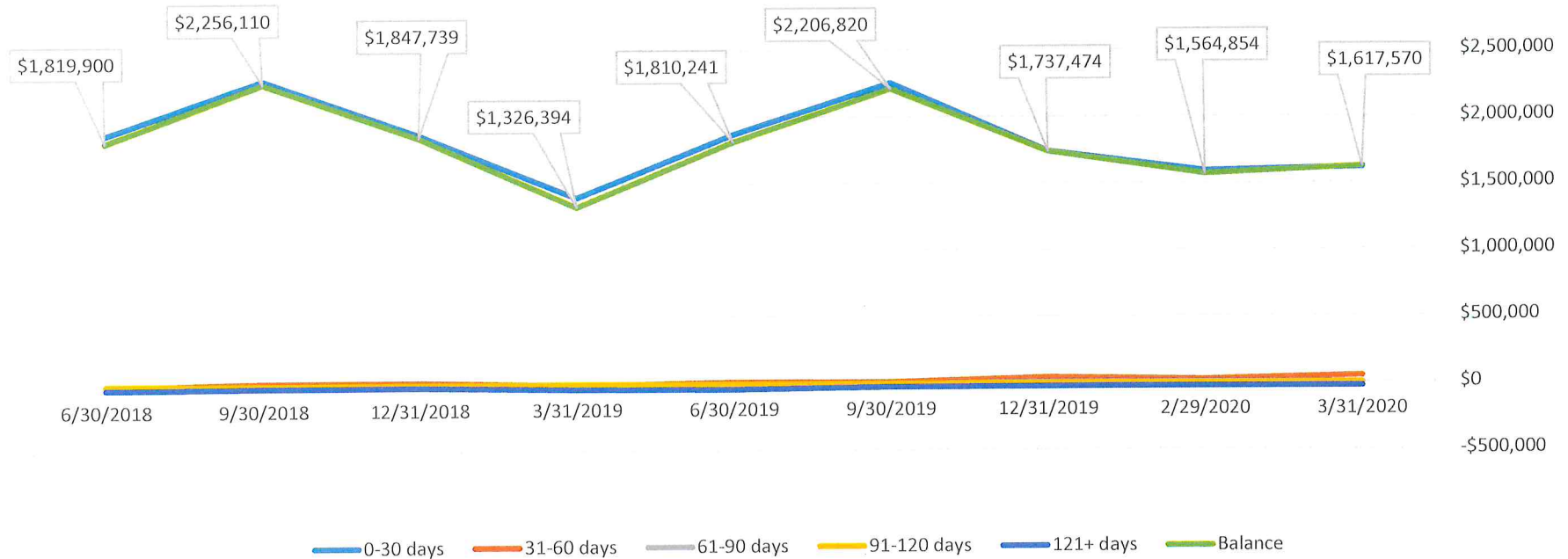
2020 Revenue Projections Based on 16,341 AF



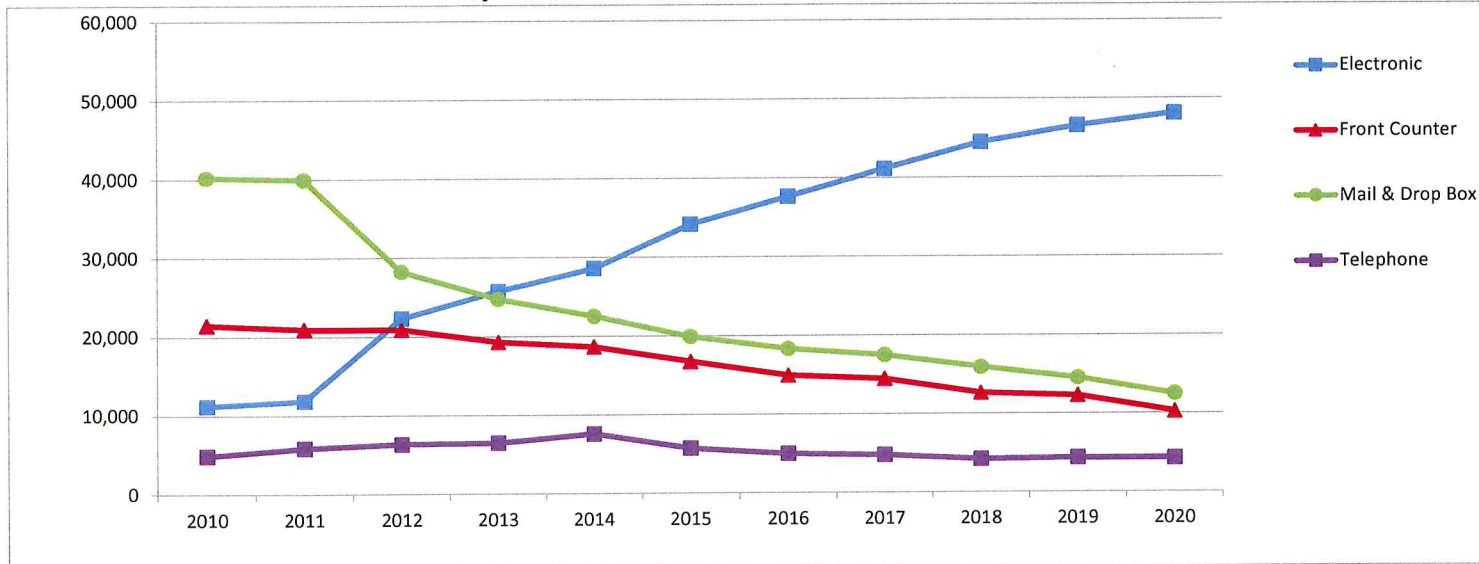
Accounts Receivable Aging Report

	0-30 days	31-60 days	61-90 days	91-120 days	121+ days	Balance
3/31/2020	\$1,611,602	\$44,717	-\$3,970	-\$5,373	-\$29,407	\$1,617,570
2/29/2020	\$1,586,712	\$17,411	-\$4,094	-\$4,700	-\$30,475	\$1,564,854
12/31/2019	\$1,739,176	\$35,389	-\$936	-\$5,813	-\$30,343	\$1,737,474
9/30/2019	\$2,250,102	\$3,677	-\$9,637	-\$6,208	-\$31,113	\$2,206,820
6/30/2019	\$1,867,456	\$4,978	-\$8,295	-\$6,641	-\$47,257	\$1,810,241
3/31/2019	\$1,396,553	-\$10,972	-\$11,317	-\$5,758	-\$42,112	\$1,326,394
12/31/2018	\$1,871,921	\$11,096	-\$5,439	-\$3,721	-\$26,118	\$1,847,739
9/30/2018	\$2,282,443	\$10,683	-\$5,391	-\$5,897	-\$25,729	\$2,256,110
6/30/2018	\$1,875,467	-\$9,241	-\$11,326	-\$4,097	-\$31,338	\$1,819,900

Trending Aging Report



Payment Transactions By Types Jan - Mar



Payment Type	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Electronic	11,193	11,846	22,316	25,723	28,609	34,179	37,667	41,158	44,521	46,592	48,161
Front Counter	21,475	20,963	20,898	19,289	18,674	16,740	14,930	14,475	12,632	12,295	10,266
Mail & Drop Box	40,178	39,923	28,253	24,752	22,542	19,909	18,323	17,485	15,923	14,539	12,494
Telephone	4,878	5,847	6,341	6,515	7,596	5,738	5,020	4,801	4,249	4,401	4,347
Total	77,722	78,579	77,808	76,279	77,421	76,566	75,940	77,919	77,325	77,827	75,268

Electronic Payments Breakout	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
META - ACH Pymt	1,666	2,322	1,853	1,844	902	775	397	421	418	437	413
WES - ACH Pymt	0	227	220	232	241	241	253	267	262	229	228
INF - Website Pymts	9,527	9,297	15,345	17,138	18,809	19,151	20,405	22,099	23,778	25,636	27,343
IVR - Automated Pay ##	0	0	0	0	453	5,224	6,933	8,052	8,880	9,534	9,415
KIOSK - Automated Pay \$\$	0	0	0	0	0	0	210	283	866	413	359
PNM - Automated Pay %%	0	0	0	0	0	0	0	598	972	1,167	1,280
VAN - ACH Pymt &&	0	0	4,898	6,509	8,204	8,788	9,469	9,438	9,345	9,176	9,123
Total	11,193	11,846	22,316	25,723	28,609	34,179	37,667	41,158	44,521	46,592	48,161

##- IVR service started March 13, 2014

\$\$ - Kiosk service started July 1, 2015

%% - PNM - Pay Near Me Payment service started June 9, 2016

&& - Vanco ACH service started Sept 2011

MINUTES OF MEETING OF THE FINANCE COMMITTEE OF THE PALMDALE WATER DISTRICT, FEBRUARY 18, 2020:

A meeting of the Finance Committee of the Palmdale Water District was held Tuesday, February 18, 2020, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dizmang called the meeting to order at 4:37 p.m.

1) Roll Call.

Attendance:

Committee:

Gloria Dizmang, Chair

Don Wilson, Committee Member

Others Present:

Dennis LaMoreaux, General Manager

Adam Ly, Assistant General Manager

Mike Williams, Finance Manager

Judy Shay, Public Affairs Director

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 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 November 19, 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 Finance Committee meeting held November 19, 2019.

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

Financial Advisor Egan provided an overview of the Investment Funds Report through December 2019, including capital improvement fees received, water sales, and interest income, and then reviewed the cash flow statement, including carry-over projects and the increased year-end balance, followed by discussion of capital improvement fees for ongoing water supply projects.

4.3) Discussion and Overview of Financial Statements, Revenue, and Expense and Departmental Budget Reports for December 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 December 2019 and stated that most departments are operating at or below the targeted expenditure percentage of 100% with the exception of Engineering, Operations, and Human Resources as previously discussed followed by discussion of the capital improvement fund debt, overtime for leak repairs, and the SCADA-Watch program.

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 December 2019.

4.5) Review 2019 Finance Committee Goals and Establish 2020 Goals. (Finance Manager Williams)

The 2019 Finance Committee goals were reviewed, and it was determined that 2020 Finance Committee Goals are as follows:

- Continue to refine staff's financial reports to be more efficient and concise.
- Develop and complete the annual budget in a timely manner.
- Maintain transparency in the District's finances.

- Continue financial education through webinars and other sources.

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 January 2019 through December 2019 is 1.46.

He then stated that \$120,000.00 has been transferred to the Rate Stabilization Fund followed by discussion of the determination of projects to be completed with the next bond issue.

5.2) Other.

Finance Manager Williams provided an overview of payment transactions by type, billing and collection statistics, the accounts receivable aging report as of December 31, 2019, revenue projections, and the status of participation in the Rate Assistance Program followed by discussion of the implementation of the requirements of SB 998 and tracking how SB 998 will affect the District's billing operations.

He then stated that the number of courtesy bill copies has grown to approximately 3,900 costing the District over \$2,300 per month including postage and that staff is researching a miscellaneous charge to cover these costs.

He then stated that distribution of the 2020 Budget is anticipated within the next two weeks and that the District's annual audit process is scheduled to begin March 23, 2020.

There were no other 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 Finance Committee meeting will be held March 31, 2020 at 4:30 p.m.

8) **Adjournment.**

There being no further business to come before the Finance Committee, the meeting was adjourned at 5:50 p.m.



Chair

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: April 21, 2020 April 27, 2020
TO: BOARD OF DIRECTORS Board Meeting
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 8.3.a – APRIL 2020 GENERAL MANAGER REPORT***

The following is the April 2020 report to the Board of activities through March 2020. 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 final water production and customer use graph, mainline leaks, and the water loss trends for both 12- and 24-month running averages.



Water Resource Reliability

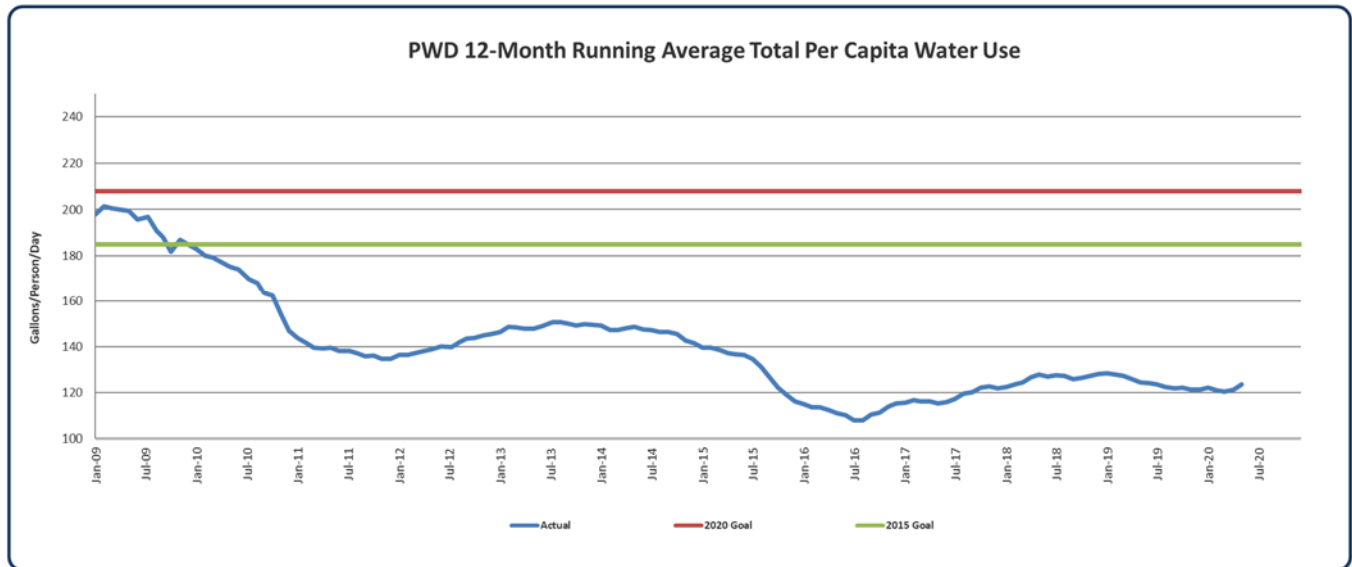
This initiative includes conservation efforts, water supply projects, and water planning. Recent highlights are as follows:

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 water budget rate structure. Until these criteria are finalized, the customers’ performance is shown in this report using the 20 x 2020 requirements.

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 **46.3%** 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 124.

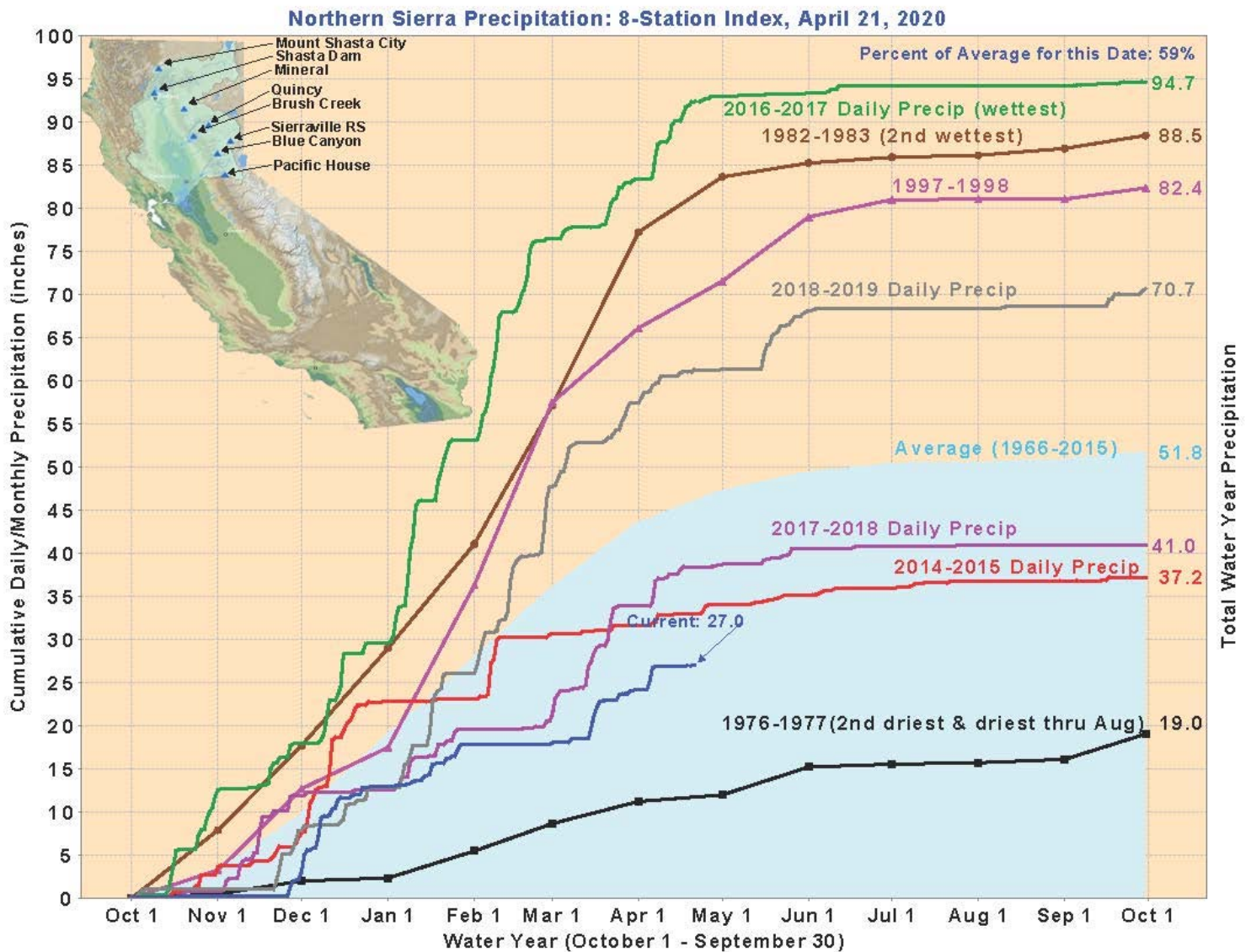
Water Supply Information

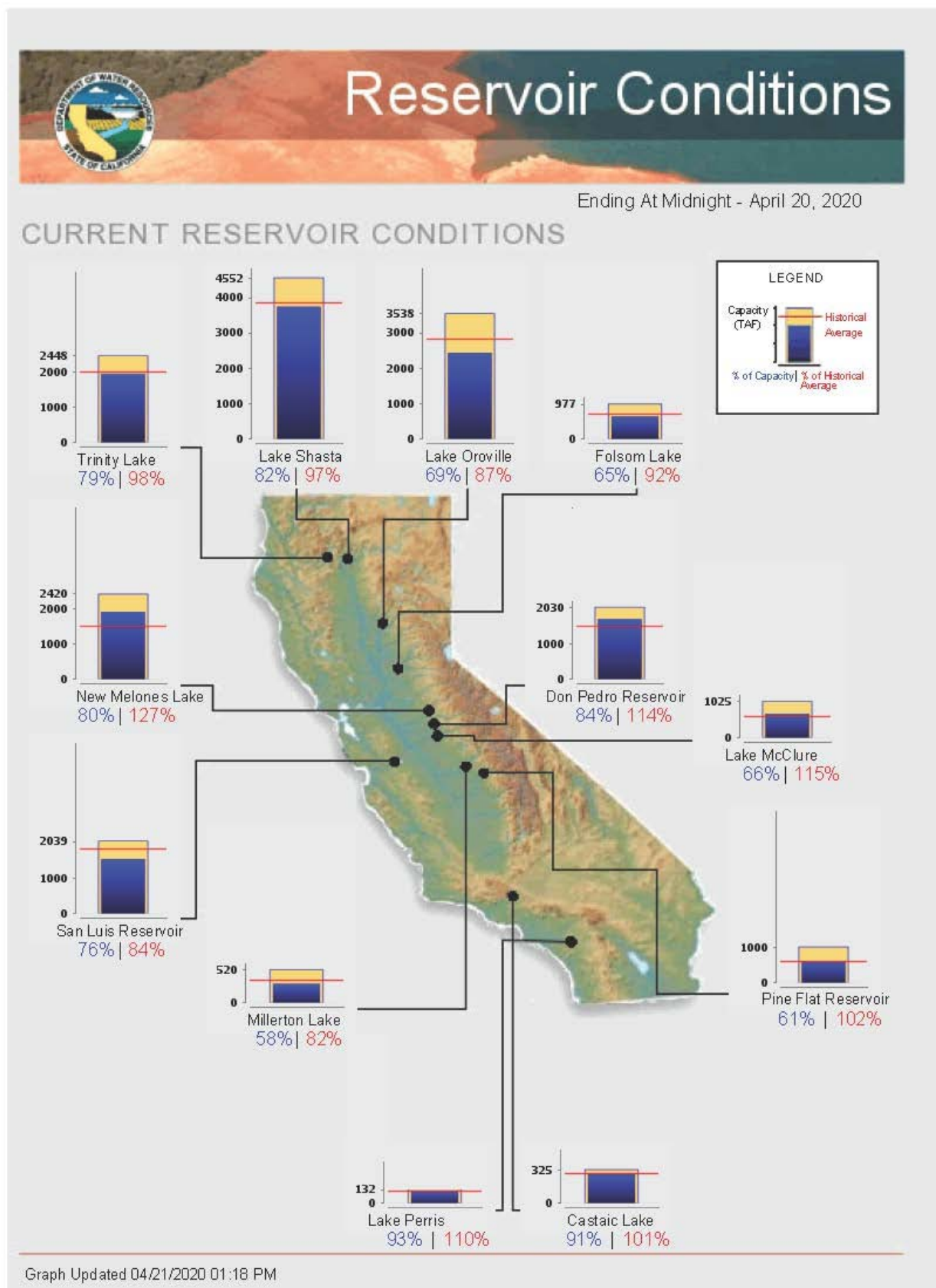
- The AV Adjudication is now entering its fifth year, and the reduction to the native safe yield is in its third year. The District’s native groundwater right is 2,769.63 AF. The District’s 2019 groundwater rights totaled 7,986.67 AF without the prior year’s Carryover Rights. The District’s 2020 groundwater rights are expected to be approximately the same.
- The 2020 water resources plan is tentative at this point. Precipitation in the area that contributes to the State Water Project is currently at 59% of average and the SWP allocation is currently only 15%. This provides the District approximately 4,700 AF. Another 2,000 AF is anticipated from Littlerock Reservoir. The District is also exploring other water sources including the Yuba Accord Water, water stored in Willow Springs Groundwater Bank, and carryover SWP from 2019. These efforts, along with the

April 21, 2020

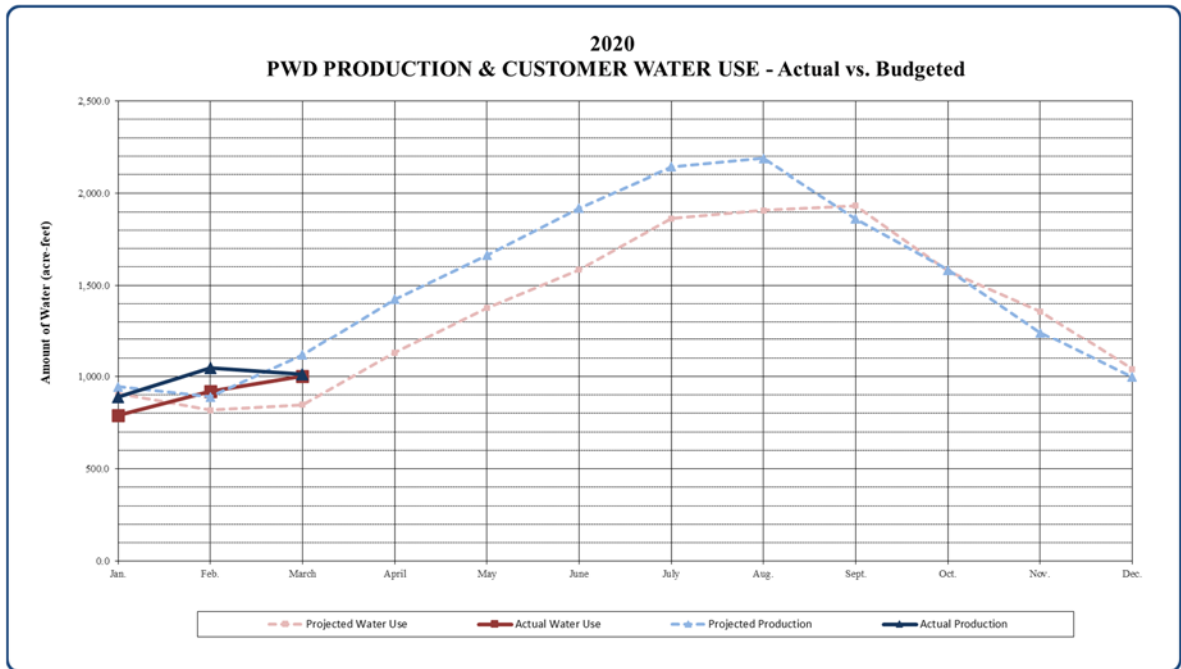
District's available groundwater rights, will lessen any needed conservation needed by our customers if the winter continues to be dry.

The following graphs show the 2019-2020 water year that is beginning to recover and current reservoir storage as of Tuesday, March 17, 2020.

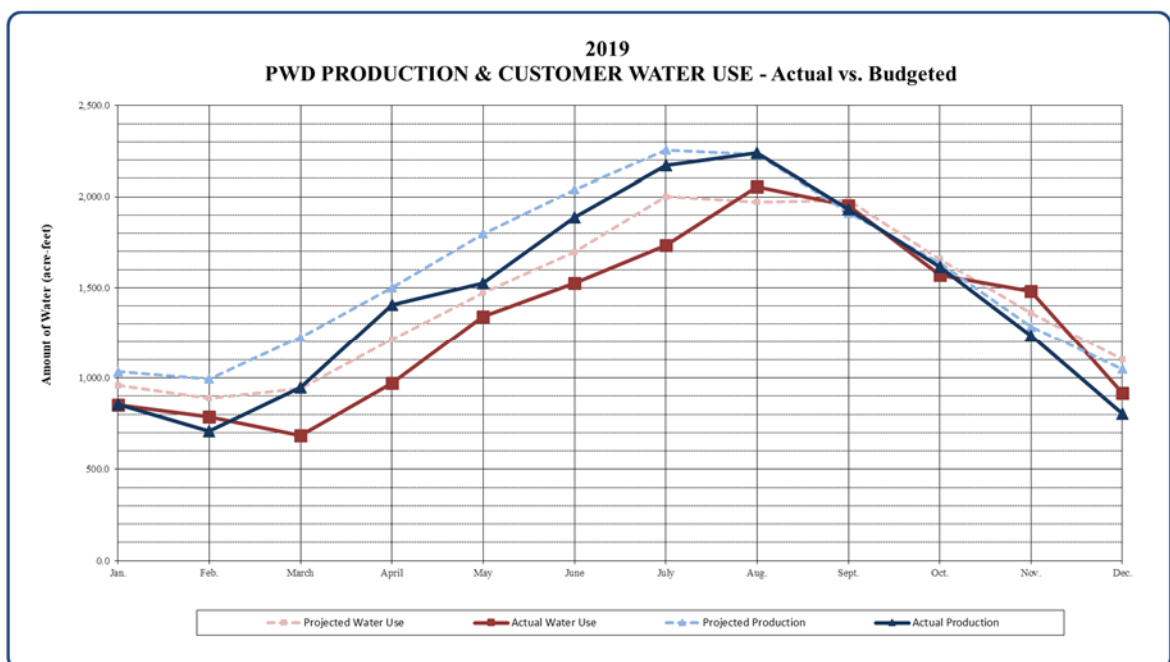




- The following is the anticipated monthly water consumption and production for 2020 based on the prior five years of actual monthly information. The total consumption is based on the 2020 Budget amount of 16,341 AF. Actual February and March consumption numbers are higher than anticipated likely due to the dry weather through early March.



- The following graph shows actual monthly amounts for 2019 for both production and consumption for comparison.



Other Items

- The Littlerock 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.

After the site flooded in early 2019, 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 the work was completed in January 2020, and ASI has left the site.

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 in May 2019. This process is expected to be completed later this year.

Discussions were underway to explore having a small number of weekends this summer for limited recreation in the Littlerock Reservoir area while a more permanent solution is established. This successfully occurred for two weekends in 2018. It will take the combined cooperation of the Angeles National Forest, FOLD, and the District. The District's focus will be providing information on the upcoming sediment removal actions and time frames. However, the COVID-19 event has closed the Angeles National Forest and suspended these discussions.

- 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 in 2018. 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 out for bids due in February 2020. The bids were opened and a contract awarded by the Board in April.

- The Upper Amargosa Creek Recharge Project is 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 park aspects of the project are expected to be finished early next year. The District is working with DWR to deliver water to the Project for recharge on a continuing basis.

- 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:

- 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 (AWIA) of 2018.

The District's deadline to complete a security/vulnerability assessment under the AWIA is March 31, 2020. The Board approved a contract for the work in 2019 and the assessment is on schedule to meet the deadline. The District will then have another six months to update its overall Emergency Response Plan.

- Training is an important part of the District's operations. There are several state and federal required trainings including confined space, harassment, and hazmat labeling. These are addressed through a combination of online training and classes. Many of the classes are provided through ACWA/JPIA at no cost. The District also opens these up for surrounding districts needing the same training. The District is recognized annually by JPIA for being willing to host these classes.

Nearly 80 percent of the District staff is required to have certifications or licenses issued by the State of California. Many of these have continuing education requirements which must be met by technical training. The District provides for this in several ways including hosting classes given by the California Rural Water Association, having a

training budget for staff to attend conferences, and providing an education tuition allowance for each employee.

Additionally, the District provides educational sessions through the Employee Assistance Program twice a year on personal subjects such as work/life balance, financial health, and wellness. These are chosen by the staff through the Communication Committee. The District also provides professional training for its management staff.

■ **COVID-19 Pandemic Response**

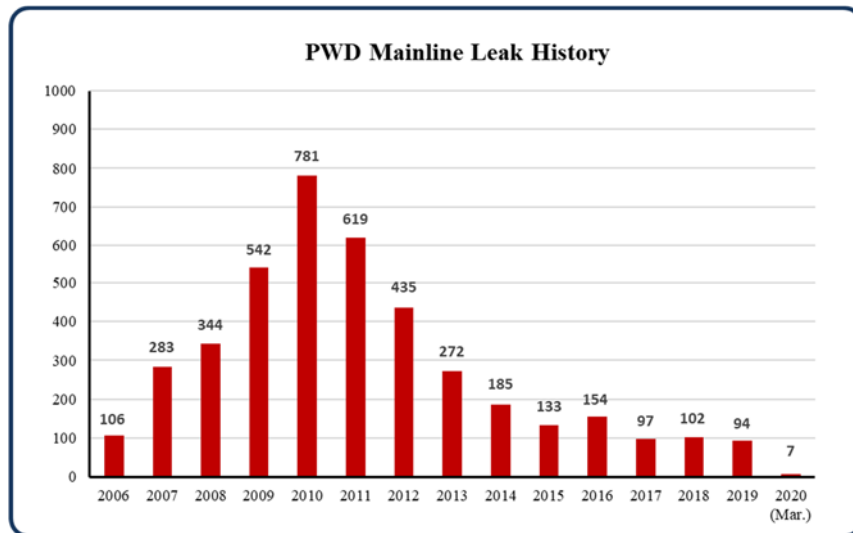
District staff initiated a draft Pandemic Response Plan on March 4, 2020 as the State of California and County of Los Angeles issued declarations of emergency. Over the next two weeks many District events were canceled. These included the Water Ambassadors Academy third session and facility tour, Strategic plan Workshop, Director Alvarado Coffee, and all-staff lunch and meeting. The District also reduced the lobby's capacity and eventually closed it to the public due to Los Angeles County health orders. The other options to conduct business with the District, including using the website, calling Customer Care, using the automated phone system, and using remote payments site, were promoted on social media, the website, and radio spots. The District also complied with social distancing regulations by updating the Pandemic Response Plan, rotating staff to work from home, staggering work hours, and providing non-medical face coverings for staff.



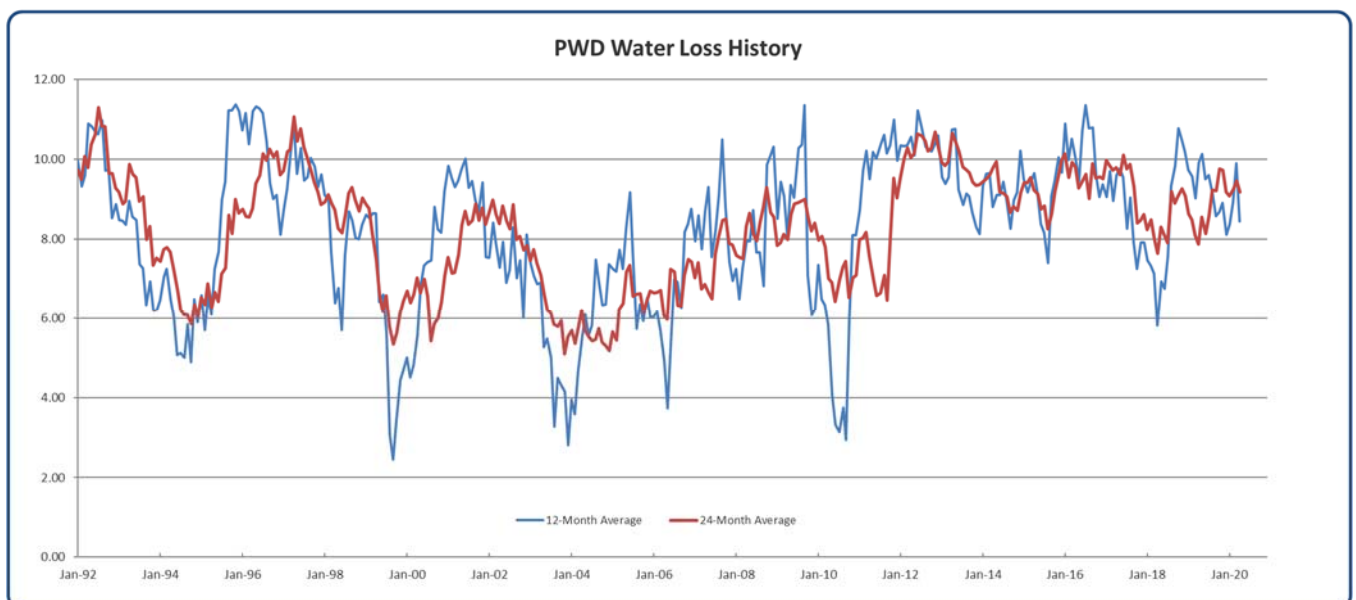
Systems Efficiency

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 March 2020 remained at 7, and there were 16 service line leaks. This is the first month I am aware of that there were no, zero, mainline water leaks. As can be seen in the following graph, the mainline leaks for 2017, 2018, and 2019 average less than 100, or roughly one leak for every four (4) miles of the District's water system, as opposed to nearly one leak every half mile in 2010. This is a clear indication of the benefit in replacing old, worn out infrastructure.



- The 2019 Budget included 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. District staff is exploring other options for meters due to warranty issues being experienced with electronics on the current meter brand.
- The District advertised two water main replacement projects in December. One is in Avenue P near 25th Street East and the other is in Avenue V-5 west of 47th Street East. These contracts were awarded by the Board in February, and work is expected to start later this month.
- 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 remains under 10%.





Financial Health and Stability

PWD and City of Palmdale staffs have worked together to obtain funding for the Palmdale Recycled Water Authority (PRWA). Staff is considering a public bond issue for this project. Early discussions show this as a strong possibility to fund the work. 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.

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 for each project 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.

- The 2020 Budget was approved on December 2019 following the approved 2019 Water Rate Plan. The document will be finalized and published in March 2020.
- 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 2019. 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” (WAA) was conducted on September through October 2018. The response was overwhelmingly positive. The next Academy was successfully completed in March 2019 and a high school version of the Academy was successfully held as a one-day event in May 2019. The 2020 WAA is being planned for March 2020. This will also include a brief presentation by the City of Palmdale. The District will also be included in the City’s program.
- The District, AVEK, City of Palmdale, and the City of Lancaster cohosted the Greater Antelope Valley Water Emergency Coalition on October 30th. The event was well-received and a success. A more formal move towards mutual assistance and coordination is planned from the participating organizations.
- PRWA staff, District and City personnel recently met to look at activities for this year and what future planning should be done. This includes developing a logo and brand, a website, completing the Phase II contract documents, possibly updating the Master Plan, and developing a five-year strategic plan.



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. 61% of all payments made by customers were done electronically in 2019.
- Truebill, the customer information system, is updated for the new water rate structure and water rates for 2020.

- Staff is working to implement revised policies related to SB 998 approved by the Board of Directors on January 13, 2020. This bill requires additional procedures for dealing with delinquent customers. The District must be in compliance with it on February 1, 2020.
- Contracts for remodeling and re-equipping of the open area on both floors of the main office were awarded by the Board in April and will be underway soon.