

PALMDALE RECYCLED WATER AUTHORITY (PRWA)  
HELD AT CITY OF PALMDALE  
CITY HALL COUNCIL CHAMBER  
38300 SIERRA HIGHWAY, SUITE B  
PALMDALE, CALIFORNIA  
REGULAR MEETING  
JULY 20, 2020  
7:00 P.M.  
[www.cityofpalmdale.org](http://www.cityofpalmdale.org)  
[www.palmdalewater.org](http://www.palmdalewater.org)

WELCOME

As a result of the COVID-19 emergency, and resulting orders and direction from the President of the United States, the Governor of the State of California, and the County of Los Angeles Department of Public Health, as well as the City of Palmdale emergency declaration, social distancing guidelines will be followed by all who physically attend this meeting. The Board of Directors may choose to participate via conference call.

**PLEASE NOTE:** You can view this agenda and related items on our website at <https://cityofpalmdale.org/379/Palmdale-Recycled-Water-Authority-PRWA>. You can request a copy of this agenda or attachments, if any, by contacting the City Clerk's Office at 661-267-5151.

A **three-minute time limit** will be imposed on all speakers other than staff members.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the City of Palmdale Office of the City Clerk at least 72 hours prior to the meeting.

**Your courtesy is requested to help our meeting run smoothly. If you'll be kind enough to follow these simple rules, we can make the best possible use of your time and ours:**

- Please refrain from public displays or outbursts such as unsolicited applause, comments, cheering, foul language, or obscenities.
- Any disruptive activities that substantially interfere with the ability of the Board of Directors to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.
- Please turn off or mute your cell phones and mobile devices.

**1. CALL TO ORDER.**

2. PLEDGE OF ALLEGIANCE.

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

4. **CONSENT CALENDAR – PUBLIC COMMENTS ONLY:** If you wish to comment on any item(s) listed on the Consent Calendar on this agenda, please come forward to the podium and state the item number(s) and your comments. **PLEASE NOTE: A three-minute time limit** will be imposed on each speaker other than staff members.

5. **CONSENT CALENDAR:**

**NOTICE:** All matters listed under the Consent Calendar will be enacted by one motion unless an item(s) is pulled by the Board, in which case the item(s) will be removed from the Calendar and will be considered separately following this portion of the Agenda.

5.1 Approve receipt and filing of the Treasurer's Report for the six months ending June 30, 2020. (Staff Reference: Treasurer-Auditor Williams)

5.2 Approve receipt and filing of the Investment Report for the quarter ending June 30, 2020. (Staff Reference: Treasurer-Auditor Williams)

5.3 Approve receipt and filing of the annual basic financial statements with independent auditors' report for year ended December 31, 2019. (Staff Reference: Treasurer-Auditor Williams)

5.4 Approve the Minutes from the previous meeting held on May 18, 2020. (Staff Reference: Secretary Smith)

**Staff Recommendation:** Move to approve the recommendations and findings on all items listed under this Consent Calendar. (Voice Vote - Requires a majority to approve.)

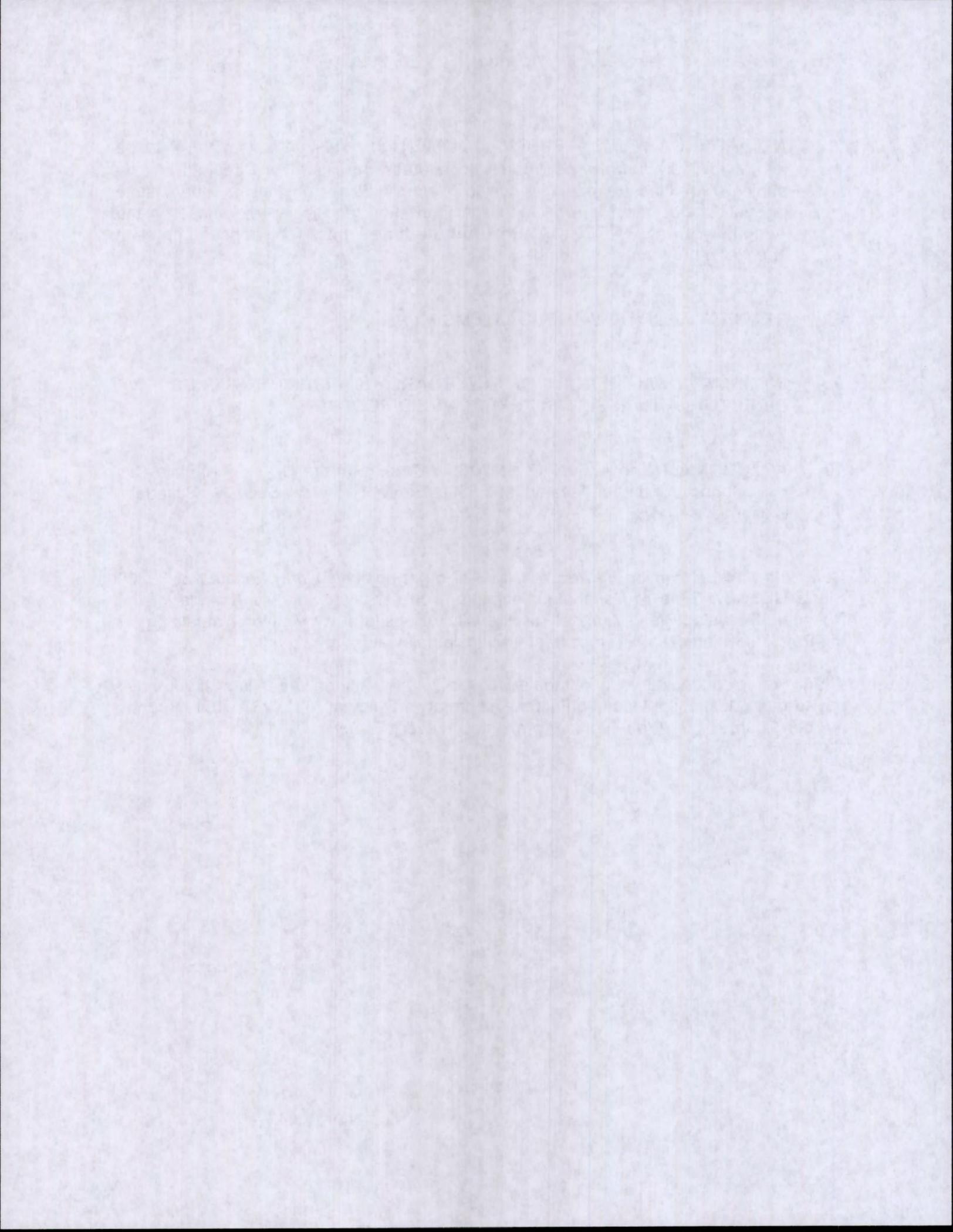
6. **SPECIAL REPORT:**

6.1 Review and discuss four potential logos designed by CV Strategies. (Staff Reference: Palmdale Water District Public Affairs Director Judy Shay)

7. **NON-AGENDA ITEMS - PUBLIC COMMENTS:** This portion of the Agenda allows an individual the opportunity to address the Board of Directors on any subject regarding Palmdale Recycled Water Authority business. Under state legislation, no action can be taken on items not specifically referenced on the Agenda. **PLEASE NOTE: A three-minute time limit** will be imposed on each speaker other than staff members.
  
8. **REQUESTS FOR NEW AGENDA ITEMS:**
  
9. **INFORMATIONAL REPORT OF THE BOARD OF DIRECTORS, EXECUTIVE DIRECTOR, AND ASSISTANT EXECUTIVE DIRECTOR.**
  
10. **ADJOURNMENT** to August 17, 2020 at 7:00 p.m. at the City of Palmdale City Hall Council Chamber located at 38300 Sierra Highway, Suite B, Palmdale, California.

Complete packets can be viewed at City Hall by appointment only, located at 38300 Sierra Highway, Suite A, Palmdale, California. You can also view the Agenda for the Palmdale Recycled Water Authority on the City's website at [www.cityofpalmdale.org](http://www.cityofpalmdale.org) or the Palmdale Water District website at [www.palmdalewater.org](http://www.palmdalewater.org).

Thank you for attending your Palmdale Recycled Water Authority meeting. If you have any further questions, please contact the Secretary's Office at (661) 267-5151, Monday through Thursday, 7:30 a.m. to 6:00 p.m., closed every Friday.



**PALMDALE RECYCLED  
WATER AUTHORITY  
BOARD MEMORANDUM**

DATE: July 13, 2020 July 20, 2020  
TO: BOARD OF DIRECTORS Board Meeting  
FROM: Michael Williams, Treasurer-Auditor, PRWA  
VIA: Mr. Dennis LaMoreaux, Executive Director, PRWA

RE: AGENDA ITEM NO 5.1 – TREASURER’S REPORT FOR JUNE 2020

**Recommendation:**

Palmdale Recycled Water Authority (PRWA) staff recommends the Board of Directors to receive and file the Treasurer’s Report for the six months ending June 30, 2020.

**Background:**

To comply with provisions required by Section 4.13 of the Joint Powers of Authority Agreement and responsibilities of Treasurer, a Financial Report is prepared and submitted to the Board of Directors who certifies the availability of funds for the reports presented. These reports are hereby submitted to the Board of Directors for ratification.

**Financial Impact:**

As of June 30, 2020, the PRWA has \$2,141,483.52 in cash and investments. PRWA had interest and market adjustment of \$311.44, received \$7,510.39 in receivables, and there were \$3,374.33 in expenses and fees paid for the month.

**Supporting Documents:**

Treasurer’s Report for month ending June 30, 2020.  
Balance Sheet for period ending June 30, 2020.  
Income Statement for period ending June 30, 2020.

**Palmdale Recycled Water Authority  
Treasurer's Report  
Month Ended June 30, 2020**

Cash/Funds Available and held at Bank of America, Citizens Business Bank, & UBS Financial Svcs:	
Bank Balance, beginning June 1, 2020	2,137,036.02
Less: Expenses Paid	(3,269.03)
Less: Bank Fees Paid (Analysis Fees & Credit Card Processing)	(105.30)
Add: Deposits Made	6,514.10
Add: Interest Earned & Market Adjustment on Investments	311.44
Add: Deposit in Transit	996.29
Less: Outstanding Check (Ledger Tie-Out)	-
Bank Balance, ending June 30, 2020	2,141,483.52
Less: Accounts Payable	(2,718.57)
Less: Accrued Purchases	(6,477.58)
Less: Accrued Payroll Taxes	-
Less: Deposits - Customer	(4,000.00)
Add: Accounts Receivable	8,185.17
Add: Interest Receivable	-
Adjusted Bank Balance, ending June 30, 2020	2,136,472.54

**Outstanding Checks (Prior Month(s)):**

Deposit Refund - Henkels & McCoy Group	1,122.44
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**June Checks Issued:**

Professional Services-Environmental Science Association	3,269.03
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Total Checks Issued

3,269.03

**Palmdale Recycled Water Authority  
Balance Sheet  
For the Six Months Ending 6/30/2020**

	<b>YTD</b>
<b>ASSETS</b>	
UBS- Investment Funds	\$1,640,526
Bank of America - Checking	\$40,727
Citizens Business Bank - Checking	\$460,230
Prepaid Memberships	3,852
Prepaid Insurance	6,821
Accounts Receivable	
- Water	8,185
- Government Agency	
Interest Receivable	
Property, Plant and Equipment, net	1,726,829
<b>Total Assets</b>	<b>\$3,887,170</b>

**LIABILITIES AND FUND BALANCE**

<b>LIABILITIES</b>	
Accounts Payable	\$2,719
Accrued Expense	6,478
Deposits - Customer	4,000
<b>Total Liabilities</b>	<b>13,196</b>
<b>FUND BALANCE</b>	
Unassigned	3,873,974
<b>Total Fund Balance</b>	<b>3,873,974</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$3,887,170</b>

**Palmdale Recycled Water Authority  
Income Statement - Current and YTD  
For the Six Months Ending 6/30/2020**

	June	YTD
<b>REVENUES:</b>		
Contributions - Palmdale Water District		
Contributions - City of Palmdale		
Grant Funds		
Water Sales	8,864.73	25,761.72
Interest Earnings	1,685.10	12,959.56
Market Adjustment on Investments	(1,373.66)	(2,345.38)
<b>Total Revenue</b>	<b>\$9,176.17</b>	<b>\$36,375.90</b>
 <b>EXPEDITURES:</b>		
<b>General Government</b>		
Public Representative - Payroll Tax Expense (Employer)		34.43
Public Representative - Travel & Meeting		450.00
Banking Fees	105.30	340.41
Provision for Bad Debt		
Insurance		1,340.72
Memberships		250.00
Operating Supplies		
Marketing & Outreach		
Travel & Meeting		
Permits & Fees		
Utilities - Purchased Water		
Materials & Supplies		
Maint. & Repair - Water System		
	<b>\$105.30</b>	<b>\$2,415.56</b>
 <b>Public Resource</b>		
Contracted Services - Professional Svcs		54,176.63
Contracted Services - Audit		
		<b>54,176.63</b>
	<b>\$105.30</b>	<b>\$56,592.19</b>
 <b>Non-Cash Operating Expense</b>		
Depreciation		22,252.95
<b>Non-Operating Revenue</b>		
Capital Contribution		
		<b>(\$22,252.95)</b>
 <b>Change in Net Position</b>	 <b>\$9,070.87</b>	 <b>(\$42,469.24)</b>
 <b>Net Position - Beginning of Year</b>		 <b>3,916,443.53</b>
 <b>Net Position - End of Year</b>	 <b>\$9,070.87</b>	 <b>\$3,873,974.29</b>

**PALMDALE RECYCLED  
WATER AUTHORITY  
BOARD MEMORANDUM**

**DATE:** July 13, 2020 July 20, 2020  
**TO:** BOARD OF DIRECTORS Board Meeting  
**FROM:** Michael Williams, Treasurer-Auditor, PRWA  
**VIA:** Mr. Dennis LaMoreaux, Executive Director, PRWA

**RE: AGENDA ITEM NO 5.2 – INVESTMENT REPORT FOR QUARTER ENDING JUNE 30, 2020**

**Recommendation:**

Palmdale Recycled Water Authority (PRWA) staff recommends to the Board of Directors to receive and file the Investment Report for the quarter ending June 30, 2020.

**Background:**

To comply with provisions of California Government Code 53646, the attached investment report includes a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for the Authority by third party contracted managers. The report is hereby submitted to the Board of Directors for ratification.

**Financial Impact:**

As of June 30, 2020, the PRWA has \$399,286.58 in cash, \$553,000 in U.S. Treasury Bill and \$640,000 in Certificates of Deposits with UBS Investment Services with accrued interest in the amount of \$3,150.26.

**Supporting Documents:**

Investment Report for quarter ending June 30, 2020.

**PALMDALE RECYCLED WATER AUTHORITY**

June 30, 2020

**INVESTMENTS**

June 2020

**UBS Money Market Account (SS 30999)**

Cash \$399,286.58

**US Government Securities**

CUSIP #	Issuer	Maturity Date	Rate	PAR	Market Value
9127963A5	US Treasury Bill	11/19/2020	0.000	300,000	299,808.00
912828NM8	US Treasury Bill	07/15/2020	1.250	253,000	297,535.72
				<u>\$553,000</u>	<u>\$597,343.72</u>

**Certificates of Deposit**

		Issuer	Maturity Date	Rate	Face Value	
23204HJE9	1	Customers Bank	07/30/2020	0.450	170,000	170,045.90
07370Y3P5	2	Beak Bank USA	09/02/2020	1.600	150,000	150,399.00
48128LHP7	3	JP Morgan Chase	10/31/2020	1.750	170,000	170,224.40
06428FRG4	4	Bank of China LTD	11/23/2020	0.250	150,000	150,076.50
					<u>\$640,000</u>	<u>\$640,745.80</u>

Acct. Total \$1,637,376.10

Accrued interest \$3,150.26

**TOTAL CASH AND INVESTMENTS** \$1,640,526.36

**PALMDALE RECYCLED  
WATER AUTHORITY  
BOARD MEMORANDUM**

**DATE:** July 13, 2020 **July 20, 2020**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Judy Shay, Public Affairs Director, PWD  
**VIA:** Mr. Dennis LaMoreaux, Executive Director, PRWA

**RE: AGENDA ITEM NO. 6.1 – REVIEW AND DISCUSSION OF LOGO DESIGNS**

**Recommendation:**

PRWA Board to review and discuss four potential logos designed by CV Strategies. Designs 1 and 2 are staff's top two choices.

**Background:**

On October 21, 2019, the PRWA Board approved the hiring of CV Strategies to design a logo, create a website and assist with community outreach in PRWA's renewed Public Relations efforts. After meeting with staff to better understand PRWA, CV Strategies drafted 16 different logos that were narrowed to 14 then eight choices. Five staff members made suggested edits during each revision and voted on the final eight versions. Attached are the four logos favored by staff. Design 1 was the top choice, followed by design 2. Designs 3 and 4 were tied.

**Financial Impact:**

There is no financial impact. The cost of designing the logos has already been paid per the contract with CV Strategies approved in October 2019.

**Supporting Documents:**

See attachment.



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