



PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

July 8, 2020

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 & WYNDR LLP

Attorneys



AGENDA FOR REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT to be held at the District's office at 2029 East Avenue Q, Palmdale VIA TELECONFERENCE ONLY FOR THE PUBLIC **DIAL-IN NUMBER: 571-748-4021 ATTENDEE PIN: 459-038-098#** **Submit Public Comments at: <https://www.gomeet.com/459-038-098>**

MONDAY, JULY 13, 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 June 22, 2020.
 - 6.2) Approval of minutes of special meeting held June 30, 2020.
 - 6.3) Payment of bills for July 13, 2020.
 - 6.4) Approval of absence of President Dino from June 30, 2020 Special Board Meeting due to illness.
 - 6.5) Approval of Amendment No. 4 to General Manager Employment Agreement dated July 30, 2015. (Budgeted – Budget Item No. 1-02-4000-000, Salaries – President Dino)
- 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 to authorize staff to enter into an agreement with Kennedy-Jenks Consultants for the preparation of the 2020 Urban Water Management Plan. (\$145,605.00 – Budgeted – Budget Item No. 1-02-5070-007 – Resource and Analytics Director Thompson II/Resource and Facilities Committee)
 - 7.2) Consideration and possible action on authorization of the following conferences, seminars, and training sessions for Board and staff attendance within budget amounts previously approved in the 2020 Budget:
 - a) None at this time.
- 8) Information Items:
 - 8.1) Reports of Directors:
 - a) Meetings; Standing Committee/Assignment Reports; General Report.
 - 8.2) Report of General Manager.
 - 8.3) Report of General Counsel.
- 9) Board members' requests for future agenda items.
- 10) Adjournment.



DENNIS D. LaMOREAUX,
General Manager
DDL/dd

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

DATE: July 7, 2020 **July 13, 2020**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 6.4 – APPROVAL OF ABSENCE OF PRESIDENT DINO FROM JUNE 30, 2020 SPECIAL BOARD MEETING DUE TO ILLNESS. (GENERAL COUNSEL DUNN)***

President Dino was absent from the June 30, 2020 Special Board Meeting. Agenda Item No. 6.4 has been placed on the Consent Calendar to excuse this absence pursuant to Section 4.07.2 of the District’s Rules and Regulations which states, “The Board shall excuse absences by approving such absences pursuant to the Consent Calendar at the next regular Board meeting.”

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

DATE: July 7, 2020 **July 13, 2020**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 6.5 – APPROVAL OF AMENDMENT NO. 4 TO GENERAL
MANAGER EMPLOYMENT AGREEMENT DATED JULY 30, 2015.
(BUDGETED – BUDGET ITEM NO. 1-02-4000-000, SALARIES – PRESIDENT
DINO)***

Contract Amendment No. 4 to the General Manager Employment Agreement dated July 30, 2015 is attached. Amendment No. 4 was prepared based on the outcome of the General Manager evaluation conducted on June 30, 2020 and authorizes a 2.04% cost of living increase. The cost of living increase was calculated based on Consumer Price Index (CPI) information from March 2019 to May 2020, as the latest number available for this year. Last year, the CPI from March 2018 to March 2019 was used because the evaluation was done earlier in the year, and March 2019 was the latest number available.

Supporting Documents:

- Fourth Amendment to the General Manager Employment Agreement between Palmdale Water District and Dennis D. LaMoreaux

**FOURTH AMENDMENT TO THE
GENERAL MANAGER EMPLOYMENT AGREEMENT**

BETWEEN PALMDALE WATER DISTRICT AND DENNIS D. LaMOREAUX

This FOURTH AMENDMENT TO THE GENERAL MANAGER EMPLOYMENT AGREEMENT BETWEEN PALMDALE WATER DISTRICT AND DENNIS D. LaMOREAUX (the “Fourth Amendment”) is made and entered into on July 13, 2020, by and between the PALMDALE WATER DISTRICT, an irrigation district organized and existing under Division 11 of the California Water Code, a (hereinafter the “District”), and DENNIS D. LaMOREAUX, an individual (hereinafter the “General Manager”).

RECITALS

WHEREAS, on May 13, 2015, the District entered into that certain General Manager Employment Agreement Between Palmdale Water District And Dennis D. LaMoreaux to be effective July 30, 2015, as amended on July 26, 2017, May 14, 2018, and June 10, 2019 (collectively, the “Agreement”); and

WHEREAS, Section 4.2 of the Agreement provides that if General Manager receives a satisfactory performance evaluation from the District Board of Directors (“Board”), then his annual base salary shall be increased by the percentage increase in the Consumer Price Index for All Urban Consumers (CPI-U) for Los Angeles-Riverside-Orange County for the prior calendar year, plus any additional merit-based increase that may be provided in the Board’s discretion; and

WHEREAS, in January 2018, the Bureau of Labor Statistics introduced a new CPI-U geographic revision with a separate index for the Los Angeles-Long Beach-Anaheim Area; and

WHEREAS, on June 30, 2020, the Board conducted a performance evaluation of the General Manager pursuant to Section 5.2 of the Agreement; and

WHEREAS, the Board remains satisfied with the performance of General Manager, and desires to provide General Manager a 2.04 percent (2.04%) cost of living adjustment to General Manager’s base salary, equivalent to the estimated CPI-U for Los Angeles Area from March 2019 to May 2020; and

WHEREAS, Section 8.2 of the Agreement allows for any amendment, alteration, extension or modification to the Agreement in writing, signed by the parties hereto, and approved by the affirmative vote of three (3) members of the Board at a public meeting with the written consent of the General Manager; and

WHEREAS, the General Manager desires to accept these employment terms as such from the District and has provided his written consent to the following terms and conditions in this Fourth Amendment; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein, District and General Manager hereby agree as follows:

AGREEMENT

SECTION 1. The above recitals are incorporated by reference as if set forth in full herein.

SECTION 2. Section 4.1 of the Agreement is hereby amended to read in its entirety as follows:

“4.1 Annual Base Compensation. General Manager’s base salary effective June 9, 2019 was Two Hundred Forty Nine Thousand Six Hundred Eighty Six Dollars and Ninety Six Cents (\$249,686.96). Effective July 14, 2020, General Manager’s base salary shall be increased by 2.04 percent (2.04%) consistent with the CPI-U for the Los Angeles Area from March 2019 to May 2020. The new base salary shall be Two Hundred Fifty Four Thousand Seven Hundred Eighty Dollars and Fifty Seven Cents (\$254,780.57). General Manager’s salary may be adjusted from time-to-time in accordance with Section 4.2 hereinafter, or as this Agreement may be amended. Such salary shall be payable in twenty-six (26) equal installments at the same time as other Department Head employees of District are paid. Such salary shall be adjusted for payroll taxes, workers’ compensation, and other payroll-related liability costs.”

SECTION 3. Except as expressly amended by this Fourth Amendment, the underlying terms, conditions, and compensation of General Manager by District as and for his employment as General Manager shall be as set forth in the Agreement (as amended on July 26, 2017, May 14, 2018, and June 10, 2019).

IN WITNESS WHEREOF, the PALMDALE WATER DISTRICT has caused this Fourth Amendment to be signed and executed on its behalf by its President, and duly attested by its officers thereunto duly authorized, and GENERAL MANAGER has signed and executed this Fourth Amendment, both in duplicate.

Palmdale Water District

Vincent Dino, President

Dated: _____

APPROVED AS TO FORM:

Eric L. Dunn, General Counsel
Dated: _____

GENERAL MANAGER

Dennis D. LaMoreaux

Dated: _____

[END OF SIGNATURES]

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: July 7, 2020 **July 13, 2020**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Peter Thompson II, Resource and Analytics Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE STAFF TO ENTER INTO AN AGREEMENT WITH KENNEDY-JENKS CONSULTANTS FOR THE PREPARATION OF THE 2020 URBAN WATER MANAGEMENT PLAN. (\$145,605.00 – BUDGETED – BUDGET ITEM NO. 1-02-5070-007 – RESOURCE AND ANALYTICS DIRECTOR THOMPSON II/RESOURCE AND FACILITIES COMMITTEE)***

Recommendation:

Staff recommends that the Board authorize staff to enter into an agreement with Kennedy-Jenks Consultants for the preparation, completion, and submission of the 2020 Urban Water Management Plan in the not-to-exceed amount of \$145,604.00.

The Resource and Facilities Committee will consider this item at their July 8, 2020 meeting.

Alternative Options:

Enter into an agreement with the alternative consultant, Stantec Consulting Services, Inc.

Impact of Taking No Action:

The law requires water suppliers in California providing water for municipal purposes either directly or indirectly to more than 3,000 customers or supplying more than 3,000 acre-feet per year (AFY) of water to prepare and adopt an Urban Water Management Plan every five years.

Background:

The Urban Water Management Planning Act was established by Assembly Bill 797 (AB 797) on September 21, 1983. With this Assembly Bill, the District must comply with adopting an updated Urban Water Management Plan (UWMP) every five years.

On April 3, 2020, PWD staff issued a Request for Qualifications (RFQ) for the preparation of the 2020 UWMP. The District received three qualifications; of those three, staff requested a Scope of Work (SOW) and fee from two firms.

BOARD OF DIRECTORS
PALMDALE WATER DISTRICT

VIA: Mr. Dennis D. LaMoreaux, General Manager

July 8, 2020

Of the two consultants that submitted their SOW proposals, Kennedy-Jenks demonstrated the fullest understanding of the upcoming 2020 UWMP. They included in their SOW tasks that were changed, added and anticipated, such as the Energy Intensity calculations, enhancements to the Water Shortage Contingency Plan, and the new Seismic component. Because of the thoroughness and demonstrated knowledge of the upcoming requirements, staff recommends Kennedy-Jenks Consultants as the most qualified firm to complete the 2020 UWMP.

Consultant	Full Seismic plus Optional Tasks	Reduced Seismic plus Optional Tasks	Full Seismic	Reduced Seismic	No Seismic
Kennedy-Jenks	\$145,605.00	\$132,065	\$122,605	\$109,065	N/A
Stantec	N/A				\$54,850
Carollo	N/A				

Kennedy-Jenks Consultants' optional tasks include an estimate of water conservation needs, 2024 UWMP required supplement report, and additional budget for items that may come up in the final guidelines given by DWR.

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 is budgeted under the Administration Budget, Budget Item No. 1-02-5070-007 – Consultants.

Supporting Documents:

- Kennedy-Jenks Proposal
- Stantec Proposal

June 12, 2020

Peter Thompson, II
Resource and Analytics Director
Palmdale Water District
2029 East Avenue Q
Palmdale, CA 93550

Subject: Proposal to Provide Professional Services for the Development of Palmdale Water District's
2020 Urban Water Management Plan Update

Dear Peter:

Kennedy Jenks (KJ) is pleased to submit our proposed scope of work, updated schedule, and fee schedule to assist in the development of Palmdale Water District's 2020 Urban Water Management Plan (UWMP) Update. As mentioned in our Statement of Qualifications, our approach to updating your UWMP is to focus on the key sections of demand projections and water supply reliability, realizing that the 2020 UWMP brings new requirements, just as it did in 2015. Therefore, our team will also focus on Making Conservation a California Way of Life requirements, enhanced water shortage contingency planning, seismic risk assessments, drought planning, and reporting on water loss standards and water demand reduction targets.

Thank you for considering us for this work. We look forward to discussing this important project with you and answering any questions you may have about our qualifications, experience and approach to serving your needs.

We look forward to providing assistance to Palmdale Water District on this important compliance project. Please contact Lauren Everett Smith at (805) 973-5723 if you have any questions.

Very truly yours,

KENNEDY/JENKS CONSULTANTS

	
Lauren Everett Smith Project Manager	David Ferguson, PhD, P.E. Principal-In-Charge

Scope of Work

The following Scope of Work is proposed to develop your 2020 UWMP Update.

Task 1 – Project Management, QA/QC and Meetings

The following project management activities are proposed:

Task 1.1 – Project Management and QA/QC

Lauren Everett Smith, KJ's Project Manager, will coordinate resources and staff dedicated to this project to complete the 2020 UWMP Update by the required deadline. KJ's project manager will also implement and enforce internal Quality Assurance and Quality Control (QA/QC) programs and prepare and submit invoices on a monthly basis.

Meredith Clement sits on the DWR Guidebook Committee and she will provide overall QA/QC to ensure all efforts are consistent with the DWR 2020 Guidebook (anticipated in late-summer early Fall 2020) for urban plans including voluntary items. Additionally, both Meredith and Lauren are very familiar with other related planning activities that may impact the 2020 UWMP planning effort and particularly planning efforts that may impact the eligibility and competitiveness of future grant opportunities. Therefore, our team will also anticipate, and convey to Palmdale Water District (District) any new policies and/or regulations throughout the UWMP development that may require additional effort or discussion.

Task 1.2 – Project Kick-off Meeting

KJ proposes a kick-off meeting to discuss the District's expectations for the project, review District provided information, request additional information, review timelines, and establish communication protocols for the project. The meeting will also be used to establish procedures for communication with District staff and neighboring water agencies as appropriate. KJ will prepare an agenda for the kick-off meeting. After the kick-off meeting, KJ will prepare meeting notes, which will be provided to the District for review. District's comments will be incorporated, and the notes will be finalized.

Task 1.3 – Attend Meetings and Public Hearing

KJ shall attend up to three (3) meetings with the District Board of Directors and/or District staff to review the 2020 UWMP Update. Two (2) meetings are anticipated to be coordination meetings and the third (3) is the required public hearing.

Task 1 Assumptions:

- The kick-off meeting is budgeted as a face-to-face meeting for attendance by one KJ staff but may be conducted by conference call/webcast as may be required by travel restrictions from public health concerns due to COVID-19.
- Three (3) meetings are budgeted. Attendance at additional meetings may require additional budget.
- Invoices will be submitted on a monthly basis.

Task 1 Deliverables:

- Monthly invoices in electronic (PDF) format.

- Agenda and notes for meetings and calls in MS Word format to facilitate review and comment. After each meeting and call, meeting notes, which will be provided to District for review. District's comments will be incorporated, and the notes will be finalized.
- Presentation slides for the Public Hearing

Task 2 – Data Collection and Background Information

KJ will review background information regarding the District's service area, water supply, water demand, and water policies. The objective of this task is to gather available data necessary to satisfy the known requirements of the 2020 UWMP as well as to update information from the 2015 UWMP. Much of these data are already available from the work we have done with the District (e.g. 2015 UWMP), as well as provided within the Antelope Valley Integrated Regional Water Management Plan (IRWMP). KJ will review this information, identify gaps in what is needed to meet the 2020 UWMP requirements, and will provide a list of the data necessary to complete this effort.

Task 2 Assumptions:

- The information to be collected will be a combination of files KJ already has access too, and the requested readily available information from District.
- District will provide the information noted in electronic form (mpk for GIS, .doc, .xls, or PDF).

Task 2 Deliverables:

- Data Collection Form in electronic MS Word format

Task 3 Water Shortage Contingency Plan

As required under the new UWMP guidelines, a Water Shortage Contingency Plan (WSCP) will be prepared as a separate document and incorporated into the 2020 UWMP. KJ will prepare the District's WSCP integrating components from relevant sections of the 2015 UWMP, information updates, and the new State requirements to produce a separate plan document. The purpose of the WSCP is to prepare for drought, water supply reductions, failure of a water distribution system, other emergencies, or regulatory statutes, rules, regulations or policies reducing water supplies by state and federal agencies. The WSCP also provides the basis for the Water Shortage Assessment Report, due annually beginning on June 1, 2022.

The WSCP is anticipated to include the following main elements:

- Description of plan coordination with local and regional suppliers and other planning.
- Authorization/criteria for water shortage stages
- Annual water budget forecast process and assessment, consisting of a methodology, process, and timeline for conducting the District's required Annual Water Budget. The proposed water budget will use a list of indicators that should be reviewed to determine if a water supply shortage is anticipated in any given year, the severity of the shortage, and the necessary level of response.
- Evaluation of six (6) water supply shortage stages, representing the actual shortage, or predicted shortage determined by the Annual Water Budget Forecast.
- Shortage response actions, including short-term supply augmentation actions and operational

changes, voluntary and mandatory conservation actions, enforcement and variance, fines, allocation surcharges and monetary assessments, and appeals and variances

- Revenue and rate impacts
- Monitoring and reporting requirements
- Implementation resources including authorities, communications plan, public outreach, ordinances, and enforcement

Utilizing the information developed above, KJ will prepare an electronic copy of the Administrative Draft of the Water Shortage Contingency Plan for review and comment by the District. We have assumed there will be one, consolidated set of comments from the District on the Administrative Draft. Following review and incorporation of comments, KJ will prepare a Draft Plan. The Draft Plan will be provided in electronic and hardcopy format.

KJ will work with the District to determine appropriate revisions to the Draft Plan based on comments received. It is assumed the Draft Plan will undergo only one round of revisions to create a Final Plan.

Task 3 Assumptions:

- District comments will be consolidated into a single set of comments for each Draft.
- District will adopt the WSCP before submittal of the UWMP to DWR in compliance with the UWMP Act.

Task 3 Deliverables:

- Administrative Draft and Draft Water Shortage Contingency Plan in Word and PDF format
- Final Water Shortage Contingency Plan in PDF format

Task 4 — Seismic Risk Assessment and Mitigation Plan

The California Water Code, Section 10632.5, states that all UWMPs submitted after January 1, 2020 must include a seismic risk assessment and mitigation plan for all facilities noted in the plan. A seismic risk assessment and mitigation plan in accordance with the UWMP requirements assesses the vulnerability of an urban water suppliers' water system facilities and develops measures to mitigate those vulnerabilities. Such a plan would include:

- Evaluate seismic risk zone for the water supplier
- Identify best practices to reduce seismic risk at critical water facilities (e.g. tie tanks to foundations, flex couplings at tanks, equipment anchoring at pump stations and treatment plants)
- Inventory major equipment at pump stations (including wells), treatment plants and most critical facilities
- Confirm best practices are implemented by the water supplier at the facilities
- Identify facilities that are most at-risk and the relative impact of that facility on water delivery and develop plan to reduce the risk at these facilities.

The SB 664 legislation also stipulates that if an urban water supplier has an adopted local hazard mitigation plan or multi-hazard mitigation plan that addresses seismic risk to its infrastructure, this requirement may be met by submitting a copy of the plan with the UWMP. The City of Palmdale does have a Local Hazard Mitigation Plan, last updated in 2015. It identifies the District and identifies the

District's infrastructure (water storage tanks and water treatments plans) as critical infrastructure, however there is no detail to specific facilities, severity of vulnerabilities, or mitigation to address the vulnerabilities. Therefore, we assume that this is not a sufficient evaluation of the District's infrastructure based on the language in the current legislation.

It is important to note that at the time of this proposal, the Draft DWR UWMP Guidebook has not been released, and DWR has not provided any guidance as to the specifics of the required seismic analysis for the UWMP. The scope proposed herein provides a detailed assessment of the District's facilities, should that end up being the level of detail needed for the UWMP. When the Guidelines are released, should they indicate that a much lesser analysis is appropriate for the UWMP, we will work with the District to reduce the scope and fee as necessary. Similarly, the City of Palmdale's Local Hazard Mitigation Plan suggests that it will be updated on a 5-year cycle, with the next update due in 2021. We suggest the District coordinate with the City to include an evaluation of its infrastructure in that update, which also may negate the need to do an additional seismic evaluation.

Task 4.1 - Data Gathering and Field visit Planning

Kennedy Jenks will compile a list of information needs and submit those to the District to facilitate further study and analysis, including:

- Record drawings
- Information about modifications or use of facilities
- Digital maps of pipe networks and routing in CAD or GIS formats
- Existing Geotechnical information for sites.

Kennedy Jenks will prepare a field evaluation schedule and template forms for field evaluation including a health and safety plan for field work. Kennedy Jenks will prepare a schedule for review and district support for field visits.

Task 4.2 – Field visits

Kennedy Jenks will conduct rapid screening field assessments at treatment, wellhead, pump station and reservoir sites noted above, consisting of rapid screening of buildings, mechanical equipment connections, piping and other elements for potential structural hazards in a seismic event. This will correspond to ASCE rapid screening checklists and is intended as a step to sort and categorize properties and facilities into levels of priority based on potential risks. Conveyance facilities and pipelines will not be surveyed. Kennedy Jenks will document our field notes in an appendix to the risk mitigation plan.

Task 4.3 – Desktop Study and Analysis

Kennedy Jenks will compile the information gathered in Tasks 4.1 and 4.2 and will conduct an analysis to identify potential repairs based on likelihood and consequence of failure. Repairs will be identified conceptually but without complete detail, and costs will be presented conceptually. Kennedy Jenks will prepare a final plan listing key repairs which are needed to high consequence facilities and are high likelihood failures, as well as conceptual costs for such mitigation.

Kennedy Jenks will also list potential other mitigation measures which could be taken for lower consequence or lower likelihood failures.

Task 4 Assumptions:

- It is assumed that the City of Palmdale Local Hazard Mitigation Plan (2015) does not meet the requirements for a seismic analysis for the UWMP.
- When the 2020 UWMP Guidelines are released and additional guidance on the seismic analysis requirements for the UWMP are either reduced from the scope proposed in this task, or if the regional hazard mitigation plans can be submitted with the UWMP to satisfy this requirement, the scope will be modified as appropriate.

Task 4 Deliverables:

Preparation and review of the Administrative, Draft, and Final Seismic Risk Assessment and Mitigation Plan will be prepared as identified in Task 6.

Task 5 – Prepare 2020 UWMP Update

The District's 2020 UWMP will be prepared to meet the applicable State requirements. The adopted UWMP is due to DWR by 1 July 2021. The State is expected to issue guidelines by the end of 2020. The following subject areas have traditionally been included in the UWMP but may be modified by the expanded requirements as described in DWR's 2020 UWMP Guidelines which are expected later this summer:

Task 5.1 Service Area and System Water Use

KJ will update the existing description of the District's service area to satisfy the requirements of the Urban Water Management Planning Act and subsequent amendments. Land use, population and water use estimates by sector and projections (including those for low-income residential demands), and service area mapping will be updated based on District-provided information, as well as land use and population data collected and calculated by the KJ Team. Population projections will be based on the District's 2016 Water System Master Plan Final Report. Demand projections will assume similar growth as the population. In addition, the demand projections will display and account for the water savings estimated to result from adopted codes, standards, ordinances, or transportation and land use plans identified by the urban water supplier, as applicable to the service area. We assume that the District has data to support water use efficiency implementation of demand management measures which will aid in this analysis. Population and water demand projections will be presented in 5- year increments for a 25-year period (2020 to 2045).

Included in the 2020 UWMP will be the reporting of distribution system water loss for each of the five years preceding the plan update. It is assumed that District staff will provide the 2016 – 2020 water audit/loss reports to meet the distribution system water loss audit reporting requirement. KJ will review the audit information, provide comments as needed, and incorporate it into the Plan.

In previous UWMPs, the District was required to establish a baseline water use and set target water use goals for 2015 and 2020. In the 2020 UWMP the District must demonstrate its actual water use, as

compared to the previously established 2020 target. Based on information provided by the District, KJ will review, update, and document the data and methods used to establish baseline, target, and actual gallons per capita per day use within the framework of the SB X7-7 Verification Form. Based on the analysis in the 2020 Water Demand Factors Analysis and the 2015 UWMP, it appears the District will meet the 2020 target.

Task 5.2 Water Resources and Supply Outlook

KJ will work with District staff to collect, review, update, and format information related to the existing description of the District's system water supplies, including State Water Project (SWP) water, local groundwater, recycled water and surface water.

The description of existing and future supplies will come from the 2015 UWMP with District updates and will be updated to include calendar year 2020 production projected through 2045.

The supply reliability analysis will compare the District's projects supply and demands for the average water year, single dry water year, and multiple dry water years (defined for the 2020 UWMP as a 5-year period) through 2045. KJ will review and update this section as needed using available information such as the DWR SWP reliability report to describe constraints on the District's water sources.

Task 5.3 Climate Change Impacts and Drought Risk Assessment

DWR encourages UWMPs to consider the impacts of climate change and including a discussion of climate change will increase the District's competitiveness in grant programs. KJ proposes working in coordination with District staff to provide a summary of climate change impact analyses performed by DWR in its Accessory Climate Change Guidance for Integrated Regional Water Management (IRWM), and the Climate Change Vulnerability Checklist prepared in the Antelope Valley IRWM. We understand that the City is currently updating its General Plan and where possible, current updates relating to climate change will be incorporated from that effort.

This discussion of climate change impacts will be used as part of the required Drought Risk Assessment. As in the past, water suppliers will be required to include an assessment of the reliability of water supplies during normal, dry, and multiple dry water years as compared to demand. UWMPs are now to include a comparison of supplies and demands for a drought lasting five consecutive water years. KJ proposes using historical drought hydrology (e.g. past changes in supplies and demands during drought), and plausible changes due to climate change conditions, as well as any anticipated regulatory changes, to evaluate supplies and demands over a 5-year drought.

Task 5.4 Report Water Demand Management Measures Implementation

UWMP legislation no longer allows water suppliers that are members of the California Water Efficiency Partnership (formerly California Urban Water Conservation Council) to submit its annual reports to comply with this section of the UWMP Act. Therefore, KJ will work with District staff to update the demand management measures implementation narrative to summarize the water demand management goals, programs implemented to date, overall progress, and effectiveness of the current program. This information can also inform the demand projections prepared in Task 5.1.

Task 5.5 – Incorporate Water Shortage Contingency Plan

The adopted WSCP, developed as part of Task 3, will be incorporated into the UWMP as well as provided as an appendix to the UWMP.

Task 5.6 – Incorporate Seismic Risk Assessment and Mitigation Plan

The adopted WSCP, developed as part of Task 4, will be incorporated into the UWMP as well as provided as an appendix to the UWMP.

Task 5.7 – Calculate Energy Intensity of Water

KJ will calculate the energy intensity for the water management operations within the District's control. Pending final guidelines, it is anticipated that the analysis will only apply to the potable water system and only evaluate energy use once water enters the District's system. For this assessment, water entering the District's distribution system will be compared to energy consumed over a selected one-year timeframe. Energy consumption will be calculated based on electricity and gas expenditures during the timeframe as reported in the District budget records and related per unit costs for each energy source.

Task 5 Deliverables: (provided electronically unless otherwise noted):

- Draft Annual Water Shortage Assessment Methodology
- Draft DWR Standardized Tables

Task 6 - Document UWMP, WSCP, and Seismic Plan

Task 6.1 – Prepare Administrative and Drafts of the UWMP, WSCP, and Seismic Plan

KJ will document the work of Tasks 2 through 5 in an administrative draft and a public draft of the UWMP, WSCP, and Seismic Plan.

The Administrative Draft UWMP, WSCP, and Seismic Plan will be submitted for the District's review. As part of the Administrative Draft KJ will prepare (1) draft public hearing notice to interested parties (cities, counties, and agencies); (2) newspaper notice of public hearing, (3) notice of plan adoption to the State Library, DWR, and land use agencies; and (4) draft adoption resolution.

Comments on the Administrative Draft documents will be used to create the Public Draft UWMP (including the Seismic Plan) and WSCP.

Task 6.2 – Prepare Final UWMP and WSCP

Following public review, KJ will propose text revisions to the Public Draft UWMP (including the Seismic Plan) and WSCP for review and comment by the District. After the District has reviewed the proposed text revisions, KJ will prepare the Final documents.

Based on District comments, KJ will prepare a Draft Final UWMP and WSCP for presentation to the District's Board of Directors. The presentation on the Final Draft UWMP will be updated to reflect any input received at the public hearing. After the hearing, the plan shall be adopted as prepared or as modified at the Board's direction.

Following adoption, KJ will upload the Final UWMP and WSCP via the online DWR portal prior to the deadline of 1 July 2021.

Task 6.4 - Addressing DWR Comments

Following DWR review, KJ will work with District staff to revise (if necessary) the 2020 UWMP. Clarifications and minor changes do not require that an UWMP be "re-adopted", but more significant changes would require that the proposed changes be given public notice, recirculated for public review, and re-adopted.

Task 6 Assumptions:

- KJ will work with the District to develop the public noticing recipient list.
- The Seismic Plan will be incorporated into the UWMP (as an appendix and summarized).
- It is assumed that the District will circulate the drafts internally for comment and summarize any comments received prior to submitting to KJ.
- The District will pay any filing and newspaper noticing fees.
- The District will adopt the UWMP before submittal to DWR in compliance with the UWMP Act.
- The District will make the DWR Submittal UWMP available to the public and land use agencies.
- The District will submit the UWMP to DWR.
- KJ will prepare the UWMP required data tables and upload them into DWR's database.
- If DWR comments on the Final UWMP require significant edits that would trigger re-adoption and recirculation, additional scope and budget would need to be provided.

Task 6 Deliverables (provided electronically unless otherwise noted):

- Notice of update of Public Draft UWMP (including the Seismic Plan) and WSCP
- Administrative Draft UWMP (including the Seismic Plan) and WSCP (electronic copy)
- Public Draft UWMP (including the Seismic Plan) and WSCP
- Draft Final UWMP and WSCP
- Presentation on Draft Final UWMP and WSCP to the Board of Directors
- Draft and Final public hearing notices to interested parties
- Draft and Final newspaper notice of public hearing on the UWMP and WSCP
- Draft and Final UWMP and WSCP adoption resolution
- Draft and Final Notice of Plan Adoption to State Library, DWR, and land use agencies
- Final UWMP and WSCP (provided in Word, PDF, and 5 hardcopies)
- Proof of submission to DWR.

Reduced Task 4 – Seismic Risk Assessment and Mitigation Plan

At the request of the District we are including a reduced analysis for the seismic risk assessment and mitigation plan as we are aware, as described in Task 4 above, that the requirements for the seismic evaluation for the purpose of the UWMP is somewhat of an unknown without guidance from DWR at the time of this proposal. Therefore, we are removing the recommended field visits to focus this analysis on a desk top evaluation of the District's infrastructure. This reduced scope would include Data Gathering, less the field visit planning effort, and the Desktop Study and Analysis.

Task 4.1 - Data Gathering

Kennedy Jenks will compile a list of information needs and submit those to the District to facilitate further study and analysis, including:

- Record drawings
- Information about modifications or use of facilities
- Digital maps of pipe networks and routing in CAD or GIS formats
- Existing Geotechnical information for sites.

Task 4.2 – Desktop Study and Analysis

Kennedy Jenks will compile the information gathered in Task 4.1 and will conduct an analysis to identify potential repairs based on likelihood and consequence of failure. Repairs will be identified conceptually but without complete detail, and costs will be presented conceptually. Kennedy Jenks will prepare a final plan listing key repairs which are needed to high consequence facilities and are high likelihood failures, as well as conceptual costs for such mitigation.

Kennedy Jenks will also list potential other mitigation measures which could be taken for lower consequence or lower likelihood failures.

Optional Task 7 – Additional UWMP Support

Optional Task 7.1 – As-Needed Services

This optional task is provided to address scope not identified above including additional drafts, additional calls/meetings, addressing requirements from the final Guidelines expected in Fall 2020, to provide support to the District to address DWR comments on the 2020 UWMP, A budget of \$10,000 is included which would only be authorized by the District when and if it is needed.

Optional Task 7.2 – Estimate Water Conservation Needed to Comply with Making Water Conservation a California Way of Life

There are existing laws with pending regulations targeting indoor water demand and affecting the need for additional water use efficiency in the District. Of particular importance is Executive Order (EO) B-37-16 and its enabling legislation Senate Bill (SB) 606 and Assembly Bill (AB) 1668 (collectively "Making Water Conservation a California Way of Life"). Some of requirements of this legislation are reflected in the 2020 UWMP while other requirements will occur after submittal of the 2020 UWMP. There are four

(4) key components to Making Water Conservation a California Way of Life that affect urban water suppliers after 2020 UWMP submittal:

- Requirement to eliminate water waste.
- Requirement to comply with new water use targets.
- New permanent reporting requirement.
- Requirement to take actions to minimize water loss.

The standards will result in a water budget for each water supplier rather than each water customer. Suppliers are to report their progress on meeting their urban water use objectives by November 1, 2023. Suppliers will be required to meet their targets by January 1, 2027. Water suppliers that are not in compliance with the new standards-based water use targets may be provided with additional compliance assistance and/or face enforcement actions from the SWRCB. The full regulations have not yet been promulgated. However, in late 2021 the necessary data and recommendations should be available to estimate water use reductions needed to comply with Making Water Conservation a California Water of Life.

KJ can assist the District in estimating the water use targets that will apply and assess progress on meeting those targets to fulfill reporting requirements by the November 1, 2023 deadline.

Optional Task 7.2 Deliverables:

Memorandum summarizing anticipated water use targets, targets applicable to the District, and comparison of current water use and targeted water use.

Optional Task 7.3 – 2024 Supplement to the 2020 UWMP

KJ shall prepare the required supplement to the 2020 UWMP, expected to be submitted to DWR by January 1, 2024. The supplement will address the District's plan to implement demand measures to achieve the water use objective as established by Making Water Conservation a California Way of Life.

This Task also includes general project management and QA/QC activities.

Optional Task 7.3 Deliverables:

Administrative Draft, Public Draft, Public Draft Supplement, and Final 2024 UWMP Supplement in Word and PDF format

Budget and Terms

KJ proposes to provide the scope of these services on a time and expense reimbursement basis. The scope of work for Tasks 1 through 6 is proposed for an estimated fee of \$122,605. With the three (3) proposed optional tasks the fee is \$145,605.

The District also requested that we provide an estimate that includes a lesser examination of the seismic risk assessment and mitigation plan given the unknowns in the level of detail required for the UWMP. This is described in the reduced Task 4 above. With this revised task, the scope of work for

Tasks 1 through 6 is proposed for an estimated fee of \$109,065. With the three (3) proposed optional tasks the fee is \$132,065.

A summary of the cost breakdown for Tasks 1 through 6 is shown below. An estimate for Optional Task 7 is also provided below. Budget estimates for all other optional tasks can be provided upon request. A fee spreadsheet with cost details is attached hereto.

Proposed Fee

Task	Description	Proposed Fee
Task 1	Project Management, QA/QC and Meetings	\$19,465
Task 2	Data Collection and Background Information Review	\$1,200
Task 3	Water Shortage Contingency Plan	\$17,720
Task 4	Seismic Risk Assessment and Mitigation Plan	\$40,700
<i>Reduced Task 4</i>	<i>Seismic Risk Assessment and Mitigation Plan</i>	<i>\$27,160</i>
Task 5	Prepare 2020 UWMP Update	\$23,540
Task 6	Document UWMP, WSCP, and Seismic Plan	\$19,980
Tasks 1 through 6 w/ full seismic evaluation		\$122,605
<i>Tasks 1 through 6 w/ reduced seismic evaluation</i>		<i>\$109,065</i>
Optional Task 7.1	As-Needed Services	\$10,000
Optional Task 7.2	Estimate Water Conservation Needed	\$4,860
Optional Task 7.3	2024 UWMP Supplement	\$8,140
Total for Tasks 1 through 7 w/ full seismic evaluation		\$145,605
<i>Total for Tasks 1 through 7 w/ reduced seismic evaluation</i>		<i>\$132,065</i>

Schedule

KJ recommends having the Public draft 2020 UWMP completed by May 2021 to allow for agency notifications, public review, and District adoption. The schedule from the Statement of Qualifications submitted in May has been updated and is provided below based on receipt of a Notice to Proceed by July 1, 2020.

Task	Estimated Timeframe
Notice to Proceed	July 1, 2020
Project Management	July 2020 – July 2021
Data Collection and Background Information	July 2020 – July 2020
Prepare Water Shortage Contingency Plan	Aug 2020 – Oct 2020
Prepare Seismic Risk Assessment and Mitigation Plan	Aug 2020 – Oct 2020
Prepare Administrative Draft 2020 UWMP, WSCP, Seismic Plan	Sept 2020 – Dec 2020
Prepare Public Draft/Final 2020 UWMP, WSCP, Seismic Plan	Jan 2021 – Mar 2021
Public Notification	Mar 2021 – May 2021
DWR Submittal UWMP	June 2021
UWMP Board Adoption	June 2021

Mr. Peter Thompson II
Palmdale Water District
June 12, 2020
Page 13

<i>Potential Optional Task – As-Needed Services</i>	<i>As-Needed</i>
<i>Potential Optional Task – Estimate Water Conservation Needed</i>	<i>Nov 2021 – Feb 2022</i>
<i>Potential Optional Task – 2024 UWMP Supplement</i>	<i>Mar 2023 – Dec 2023</i>

Proposal Fee Estimate

Kennedy Jenks

CLIENT Name: Palmdale Water District

PROJECT Description: 2020 UWMP Update

Proposal/Job Number: Date: 6/7/2020

	Eng-Sci-9	Eng-Sci-8	Eng-Sci-7	Eng-Sci-6	Eng-Sci-5	Eng-Sci-4	Eng-Sci-3	Eng-Sci-2	Project Administrator	Admin. Assist.		KJ	KJ	KJ	KJ	KJ			
Classification:											Total	Labor	Escalation	Sub-Markup	ODCs	ODCs Markup	Total Labor	Total Expenses	Total Labor + Subs + Expenses
Hourly Rate:	\$290	\$270	\$240	\$220	\$210	\$190	\$170	\$150	\$120	\$100	Hours	Fees	0%	10%	Fees	10%			Fees
Task 1 - Project Management and Meetings																			
Project Management				24		8			6	6	44	\$8,120	\$0	\$0		\$0	\$8,120	\$0	\$8,120
QA/QC			10								10	\$2,400	\$0	\$0		\$0	\$2,400	\$0	\$2,400
Meetings (3 plus kick-off)				24		6					30	\$6,420	\$0	\$0	\$350	\$35	\$6,420	\$385	\$6,805
Hearing				8		2					10	\$2,140	\$0	\$0		\$0	\$2,140	\$0	\$2,140
Task 1 - Subtotal	0	0	10	56	0	16	0	0	6	6	94	\$19,080	\$0	\$0	\$350	\$35	\$19,080	\$385	\$19,465
Task 2. Data Collection and Background Information																			
Data Collection				2		4					6	\$1,200	\$0	\$0		\$0	\$1,200	\$0	\$1,200
Task 2 - Subtotal	0	0	0	2	0	4	0	0	0	0	6	\$1,200	\$0	\$0	\$0	\$0	\$1,200	\$0	\$1,200
Task 3. Water Shortage Contingency Plan																			
Annual Water Budget				2	4	8		4			18	\$3,480	\$0	\$0		\$0	\$3,480	\$0	\$3,480
Supply Shortage Stages				2	10	4		6			22	\$4,340	\$0	\$0		\$0	\$4,340	\$0	\$4,340
Shortage Response Actions				2	8	4		6			20	\$3,900	\$0	\$0		\$0	\$3,900	\$0	\$3,900
Revenue and Rate Impacts				2	4	4					10	\$2,120	\$0	\$0		\$0	\$2,120	\$0	\$2,120
Monitoring and Reporting Requirements					4	4		4			12	\$2,240	\$0	\$0		\$0	\$2,240	\$0	\$2,240
Implementation Resources				4		4					8	\$1,640	\$0	\$0		\$0	\$1,640	\$0	\$1,640
Task 3 - Subtotal	0	0	8	34	0	28	0	20	0	0	90	\$17,720	\$0	\$0	\$0	\$0	\$17,720	\$0	\$17,720
Task 4. Seismic Risk Assessment and Mitigation Plan																			
4.1 - Data Gathering and Field Visit Planning				18	8		16				42	\$8,360	\$0	\$0		\$0	\$8,360	\$0	\$8,360
4.2 - Field Visits				24			24				48	\$9,360	\$0	\$0	\$3,000	\$300	\$9,360	\$3,300	\$12,660
4.3 - Desktop Study and Analysis				24	16		48		24		112	\$19,680	\$0	\$0		\$0	\$19,680	\$0	\$19,680
Task 4 - Subtotal	0	0	0	66	24	0	88	0	24	0	202	\$37,400	\$0	\$0	\$3,000	\$300	\$37,400	\$3,300	\$40,700
Task 5. Prepare 2020 UWMP Update																			
5.1 Service Area and System Water Use			2	12	4			6			24	\$4,860	\$0	\$0		\$0	\$4,860	\$0	\$4,860
5.2 Water Resources and Supply Outlook			2	12		4		8			26	\$5,080	\$0	\$0		\$0	\$5,080	\$0	\$5,080
5.3 Climate Change and Drought Risk Assessment			2	8		8		6			24	\$4,660	\$0	\$0		\$0	\$4,660	\$0	\$4,660
5.4 Report Water Demand Management Measues				4		12					16	\$3,160	\$0	\$0		\$0	\$3,160	\$0	\$3,160
5.5 Incorporate WSCP				2		2					4	\$820	\$0	\$0		\$0	\$820	\$0	\$820
5.6 Incorporate Seismic Risk Plan				2		2					4	\$820	\$0	\$0		\$0	\$820	\$0	\$820
5.7 Calculate Energy Intensity of Water			2	4		2		16			24	\$4,140	\$0	\$0		\$0	\$4,140	\$0	\$4,140
Task 5 - Subtotal	0	0	8	44	4	30	0	36	0	0	122	\$23,540	\$0	\$0	\$0	\$0	\$23,540	\$0	\$23,540
Task 6. Document UWMP, WSCP, and Seismic Plan																			
Administrative Draft				12	2	20		14		4	52	\$9,360	\$0	\$0		\$0	\$9,360	\$0	\$9,360
Public Draft				8	2	12		6		4	32	\$5,760	\$0	\$0		\$0	\$5,760	\$0	\$5,760
Final Draft				4		8		8			20	\$3,600	\$0	\$0		\$0	\$3,600	\$0	\$3,600
Addressing DWR Comments				4		2					6	\$1,260	\$0	\$0		\$0	\$1,260	\$0	\$1,260
Task 6 - Subtotal	0	0	0	28	4	42	0	28	0	8	110	\$19,980	\$0	\$0	\$0	\$0	\$19,980	\$0	\$19,980
Minimum Task 4 - Seismic Risk Assessment and Mitigation Plan																			
4.1 - Data Gathering				14	8		16				38	\$7,480	\$0	\$0		\$0	\$7,480	\$0	\$7,480
4.2 - Desktop Study and Analysis				24	16		48		24		112	\$19,680	\$0	\$0		\$0	\$19,680	\$0	\$19,680
Minimal Task 4 - Subtotal	0	0	0	38	24	0	64	0	24	0	150	\$27,160	\$0	\$0	\$0	\$0	\$27,160	\$0	\$27,160

Proposal Fee Estimate

Kennedy Jenks

CLIENT Name: Palmdale Water District

PROJECT Description: 2020 UWMP Update

Proposal/Job Number: Date: 6/7/2020

	Eng-Sci-9	Eng-Sci-8	Eng-Sci-7	Eng-Sci-6	Eng-Sci-5	Eng-Sci-4	Eng-Sci-3	Eng-Sci-2	Project Administrator	Admin. Assist.		KJ	KJ	KJ	KJ	KJ			
Classification:											Total	Labor	Escalation	Sub-Markup	ODCs	ODCs Markup	Total Labor	Total Expenses	Total Labor + Subs + Expenses
Hourly Rate:	\$290	\$270	\$240	\$220	\$210	\$190	\$170	\$150	\$120	\$100	Hours	Fees	0%	10%	Fees	10%			Fees
All Tasks Total w/ full Seismic Evaluation	0	0	26	230	32	120	88	84	30	14	624	\$ 118,920	\$ -	\$ -	\$ 3,350	\$ 335	\$ 118,920	\$ 3,685	\$ 122,605
All Tasks Total w/ minimum Seismic Evaluation	0	0	26	202	32	120	64	84	30	14	572	\$ 108,680	\$ -	\$ -	\$ 350	\$ 35	\$ 108,680	\$ 385	\$ 109,065
Optional Task 7 - Additional UWMP Support																			
7.1 As-Needed Services		2	8	10		10		20		4	54	\$9,960	\$0	\$0	\$36	\$4	\$9,960	\$40	\$10,000
7.2 Estimate Water Conservation Needed			2	16		4				1	23	\$4,860	\$0	\$0		\$0	\$4,860	\$0	\$4,860
7.3 2024 Supplement to the 2020 UWMP			2	24		12				1	39	\$8,140	\$0	\$0		\$0	\$8,140	\$0	\$8,140
Optional Task 7 - Subtotal	0	2	12	50	0	26	0	20	0	6	116	\$22,960	\$0	\$0	\$36	\$4	\$22,960	\$40	\$23,000
Total w/ full seismic and with Optional Tasks	0	2	38	280	32	146	88	104	30	20	740	\$ 141,880	\$ -	\$ -	\$ 3,386	\$ 339	\$ 141,880	\$ 3,725	\$ 145,605
Total w/ minimum seismic and Optional Tasks	0	2	38	252	32	146	64	104	30	20	688	\$ 131,640	\$ -	\$ -	\$ 386	\$ 39	\$ 131,640	\$ 425	\$ 132,065

June 15, 2020

Attention: Mr. Peter Thompson II, Resource and Analytics Director

Palmdale Water District
2029 E. Avenue Q Street
Palmdale, CA 93550

**Reference: Statement of Qualifications for Preparation of Palmdale Water District's
2020 Urban Water Management Plan (UWMP)**


Dear Mr. Thompson,

Successful completion of Palmdale Water District's (PWD) UWMP requires a team that can work collaboratively with PWD Staff, has experience in developing UWMP's, and has staff with attention to detail and accountability to meet critical deadlines. As demonstrated in our previously submitted Statement of Qualifications, Stantec Consulting Services (Stantec) offers that team.

Enclosed as requested, is Stantec's Scope of Work, Fee Estimate and Schedule to complete PWD's 2020 UWMP. Following release of the Department of Water Resources Guidebook in the Fall of 2020, the scope of work and fee will be reviewed to ensure we have captured what will be needed to submit an approved 2020 UWMP update. We are available to discuss at your convenience. Should you have any questions or need additional information, please feel free to contact me.

Regards,

Stantec Consulting Services Inc.



Tama Snow, PE

Senior Principal, Engineer
Phone: 949-533-7736
tama.snow@stantec.com

Scope of Work

Palmdale Water District's 2020 Urban Water Management Plan (UWMP) will be compiled in accordance with Division 6, Part 2.6 of the CWC §10610-10656 and §10608. The Guidelines for the 2020 UWMP have not yet been released by the California Department of Water Resources (DWR). The following scope of work represents our best estimate of effort and cost based on previous UWMP guidelines. When DWR guidelines are released in the Fall of 2020, Stantec will review the scope and fees proposed herein and adjust as necessary to define a 2020 UWMP that meets DWR guidelines and requirements. Any changes to this scope and fee will be discussed with PWD staff in advance of work proceeding. Our proposed Scope of Work is as follows:

1.0 REVIEW PREVIOUS STUDIES AND RELEVANT DATA

The following data will be collected and reviewed at the outset of the UWMP preparation:

- Historical weather data (temperature, precipitation, ETo) for the previous 10 years on record
- Most recent projections from the Southern California Association of Governments (SCAG)
- Current development status list (will-serve letters)
- Current land use maps, general plans and specific plans
- Updated timing of proposed developments
- Historical metered water consumption records by customer class (monthly consumption, number of meters) for the previous 10 years of record.
- Historical monthly water production by source for the previous 10 years of record.
- Water supply capacity by source
- Documentation of water rights and supply entitlements

In addition, Stantec will review the following relevant reports and supporting data:

- 2015 UWMP
- 2010 Strategic Water Resources Plan
- 2015 Recycled Water Facilities Master Plan
- Final EIR for the Palmdale Regional Groundwater Recharge and Recovery Program and other relevant documents

2.0 ESTABLISH AGENCY AND STAKEHOLDER COORDINATION

The UWMP Act contains several provisions related to agency coordination during the preparation of UWMPs. Specifically, §10620(c) provides that wholesale water agencies may not include planning information applicable to their retail agencies without the consent of the retail agencies. Section 10620(d) requires water suppliers to coordinate the preparation of their UWMP with other appropriate agencies, and §10642 requires water suppliers to encourage the active involvement of diverse social, cultural, and economic elements of the population within the service area. Stantec will work with PWD staff to develop public and agency outreach to coordinate the preparation of the UWMP as outlined below.

Stantec will develop an outreach program pursuant to the requirements of §10620 (d) and §10642. As part of the program, Stantec will notify the stakeholders by letter that PWD is updating the UWMP and is requesting information for inclusion into the plan.

Stantec will maintain a list of stakeholders and will distribute meeting agendas, notes, and other notices in accordance with the UWMP requirements to the stakeholders. If additional effort is desired by PWD above and beyond what has been budgeted in this proposal, budget adjustments will need to be agreed upon between Stantec and PWD.

3.0 2020 UWMP UPDATE

Water Code §10631 (b) requires water suppliers to identify and quantify existing and planned water sources available over the next 20 years in their UWMP updates. Stantec will complete the following tasks as well as the necessary subtasks leading to a 2020 UWMP report.

3.1 Evaluate Existing Water Supplies

Stantec will prepare the following descriptions of each existing water source:

- Historical monthly and annual usage (2010-2019)
- Projected supply over the next 20 years in normal, single dry and multiple dry years
- Contracts, water rights or other proof for the expected supply
- Supply reliability and vulnerability to seasonal or climatic shortage
- Water quality summary
- Cost of purchased and produced water

3.2 Evaluate Future Water Supply Opportunities

Water Code §10631 (b) requires the water supplier to identify and quantify planned sources of water. This task will revisit, and update options presented in the 2015 UWMP and identify additional supply options to be considered in meeting future demands for the next 20 years provided by PWD. Stantec will prepare descriptions of the currently planned water supply projects as provided by PWD and discuss opportunities for short-or long-term water transfers or exchanges.

3.3 Develop 20-Year Demand Projections

Water Code §10631(e) requires water suppliers to quantify past, current and projected water use in five-year increments for the next 20 years. Stantec will document historical usage and prepare updated water usage projections through year 2040. The subtasks to be performed will include:

3.3.1 Document Population Growth Projections

Stantec will document the historical population for the past 20 years and the projected population, housing and employment growth for the Palmdale Water District's service area through 2040. The projections will be based on the most current Southern California Association of Governments (SCAG) projections and will be adjusted to match the PWD service area. Growth projections will be tabulated in the report.

3.3.2 Document Land Use Plans

Stantec will review the current general plans and relevant specific plan for neighboring cities to update the current demand projections and timing for these plans. The timing of projected developments will be based on PWD's current development status reports and readily available information from neighboring City and County planning departments as relevant.

3.3.3 Document Historical Water Usage by User Class

Stantec will update the historical water billing data from the previous UWMP using monthly billing data from 2015 through 2019. Water consumption statistics per meter by user class (such as mean, median standard deviation, percentiles) will be updated for use in later tasks.

3.3.4 Update Indoor/Outdoor and Seasonal Demand Analysis

Stantec will use updated climate and water usage data to update the indoor/outdoor and seasonal water demand analysis presented in the previous UWMP. These data will be used to estimate water conservation potential.

3.3.5 Develop Water Demand Factors

Stantec will review existing water demand factors used in previous planning documents and compare with the recent water usage data. These demand factors will be revised if needed to reflect current usage trends.

3.3.6 Prepare 25-Yr Water Demand Projections

Using growth projections, the land use plans and planned development information, Stantec will prepare an updated water demand projection for the period of 2020-2040 using the water demand factors developed in Task 3.3.5.

3.4 Document Existing Water Conservation Measures

Water Code §10631 (f) requires water suppliers to provide a description of their water demand management measures (DMMs) including a description of each DMM currently implemented or scheduled for implementation; a schedule for implementing DMM's; a description of the methods used to evaluate the effectiveness of DMMs; and an estimate of existing conservation savings and the effect of the savings on the supplier's ability to further reduce demand. Section 10631(j) allows suppliers that are members of the California Urban Water Conservation Council (CUWCC) to submit their annual reports to meet the requirements of §10631(f). The following subtasks will be performed:

3.4.1 Review SB X7-7 Baseline and Target Per Capita Urban Water Use

SB X7-7 requires all public water agencies to implement appropriate conservation measures to reduce their water demands by 20 percent by year 2020. Stantec will review that per capita water use and report PWD's progress in achieving SB X7-7 goals established in the previous UWMP.

3.4.2 Discuss Existing Water Conservation Program

Stantec will meet with PWD staff and obtain the current Best Management Practices (BMP) reporting filed with the CUWCC. Stantec will work with PWD staff to obtain the required information on BMP implementation.

3.4.3 Document Water Savings from Existing Measures Using CUWCC BMP Activity

Stantec will prepare a summary of the current BMP implementation. Stantec will review the BMPs and make general recommendations to PWD for future BMP implementation.

3.5 Evaluate Demand Management Measures

Stantec will review current demand measurement measures and make general recommendations for additional measures that may be implemented by PWD.

3.6 Summarize Recycled Water Plans

Water Code §10633 (a-g) requires water suppliers to provide information on recycled water and its potential use in the service area. Stantec will extract relevant information from previous recycled water plans and supporting planning documents and incorporate the necessary information into the UWMP report. At a minimum it will include:

- Description of the wastewater collection and treatment systems in PWD's service area.
- Amount of wastewater collected and treated and the methods of wastewater disposal.
- Quantity of treated wastewater that meets recycled water standards, is being discharged, and is otherwise available for use in a recycled water project.
- Description of the type, place, and quantity of recycled water currently being used in PWD's service area.
- Description and quantification of the potential uses of recycled water and a determination of the technical and economic feasibility of serving those uses.
- Projected use of recycled water within PWD's service area at the end of 5, 10, 15, 20 and 25 years and a description of the actual use.
- Description of actions, including financial incentives, which may be taken to encourage the use of recycled water, and projected results of these actions in terms of acre-feet of recycled water used per year.
- Description of any plans for optimizing the use of recycled water.

3.7 Summarize Current and Projected Water Supply Plans

Water Code §10635 requires a water supplier to assess water supply reliability during normal, dry and multiple dry years. This assessment compares the total water supplies available to PWD with the total projected demand over the next 25 years. Stantec will perform the following subtasks to prepare this assessment and develop a recommended plan.

3.7.1 Compare Water Demand Projects and Existing Supplies

Stantec will prepare tables and text comparing the existing water supplies with the projected water demands to indicate the need and timing for additional supplies. This comparison will be made in five-year increments between 2020 and 2040 in normal, single dry and multiple dry years. Stantec will identify the timing and magnitude of PWD's water supply needs.

3.7.2 Describe Water Quality Impacts on Reliability

Water Code §10634 requires that an UWMP include information related to the quality of existing water sources and the manner in which quality affects water management strategies and supply reliability. Stantec will prepare a discussion of important water quality factors that affect or could affect existing water supplies and will quantify, to the extent practicable, the potential effect that quality degradation could have on supply reliability.

3.7.3 Describe Overall Water Supply Reliability for Planning Period

Stantec will summarize the preferred water supply plan and will document the projected supply reliability for normal, single dry year and multiple dry years in five-year increments from 2020 through 2040.

3.8 Review and Update Water Shortage Contingency Plan

Water Code §10632 requires water suppliers to provide an urban water shortage contingency analysis that consists of:

- Stages of action in response to water supply shortages of up to 50 percent
- An estimate of the minimum available water supply in the next three years based on the driest three-year historical sequence
- Actions to be taken to prepare for and implement during catastrophic water supply interruptions
- Mandatory water use prohibitions during shortages
- Consumption reduction methods in the most restrictive stages
- Penalties or charges for excess usage
- An analysis of revenue impacts of each action including measures to overcome those impacts.

Stantec will review the existing water shortage contingency plan and make appropriate revisions consistent with PWD.

4.0 UWMP REPORT

Stantec will prepare the 2020 UWMP for PWD summarizing the results of the items above. The report will be consistent with DWR's 2020 UWMP guidelines. Supplemental information developed as part of the water supply update will be documented in the appendices to the UWMP report.

4.1 Prepare Administrative Draft Report

Stantec will prepare an administrative draft report and submit an electronic copy (MS Word) to PWD for review. Upon receipt of review comments from PWD, Stantec will schedule a teleconference to discuss PWD's comments on the administrative draft.

4.2 Prepare Public Draft

Stantec will incorporate comments received on the administrative draft report and prepare a public draft 2020 UWMP Update. Five printed copies and one electronic (PDF) copy will be provided for the draft report. It is anticipated that the public draft report will be made available for review at PWD's office, on PWD's web site, and through e-mail to interested parties. At a minimum, letters and/or copies of the draft UWMP will be sent to the necessary stakeholders for review and comment.

4.3 Prepare and Submit Final Report

Following a public hearing on the draft 2020 UWMP update, Stantec will make revisions as appropriate and prepare the Final 2020 UWMP update addressing issues described on DWR's UWMP "Review for Completeness" form. Stantec will also append the "Review for Completeness" to the Final 2020 UWMP report.

Task 4 Deliverables:

Five printed copies and one electronic (PDF) copy will be provided for the final report. Stantec will also provide individual electronic files for report text, figures, tables and graphics (MS Word, Excel, or another appropriate format).

5.0 PROJECT MANAGEMENT, QUALITY ASSURANCE/QUALITY CONTROL AND MEETINGS

Stantec will conduct project management activities to verify adherence to scope, schedule, and budget; promote efficient communication between Stantec Staff and PWD Staff and stakeholders; and implement an effective quality assurance/quality control (QA/QC) program.

5.1 Preparation of Project Status Reports

Stantec will prepare monthly status reports. Each month, Stantec will prepare a status report to the PWD Project Manager consisting of a brief one to two paragraph email summarizing the activities accomplished during the previous month, the activities anticipated to be accomplished during the upcoming week and critical items and/or decisions that need to be concluded to maintain the progression of the Project. Monthly status reports will provide more details summarizing the work completed and review of work status as it relates to budget, schedule and items of work. The monthly status report will accompany the monthly invoicing of the Project to PWD.

5.2 Project Administration

Stantec's project manager will be the main point of contact for PWD and will manage the day to day activities of the Project team. Our Project Manager will coordinate directly with PWD on planning updates, meetings, and schedule. She will provide updated project schedules monthly during the Project duration.

5.3 Meetings and Workshops

Stantec will organize, attend and conduct the required meetings and workshops as described below. Stantec will prepare required meeting agendas and materials that will be provided to PWD a minimum of five working days prior to the meeting. Stantec will prepare and circulate

draft meeting minutes within five working days after each meeting to PWD for review and comment. Meeting minutes will be considered final after five working days from the initial distribution for review.

Table 1 – Proposed Meetings Included in Scope of Services

Meeting / Workshop	Description	Number of Meetings /Duration Each
1. Project Kick-Off Meeting	The initial meeting will discuss the Project approach, schedule and initiation of the Project. Stantec will prepare initial Request for Information (RFI) pertaining to existing information. Stantec's PM and Project Engineer will attend in-person.	1 meeting Two hours, at the PWD office
2. Project Meetings	Stantec's PM will attend two in-person meetings at PWD office to discuss comments on the administrative draft report and public comments; In addition, Stantec's PM will attend three conference calls. Additional staff may attend in person or conference calls, as needed.	2 in-person meetings & 3 conference calls Each meeting one hour, at PWD office or conference call

5.4 Quality Assurance /Quality Control

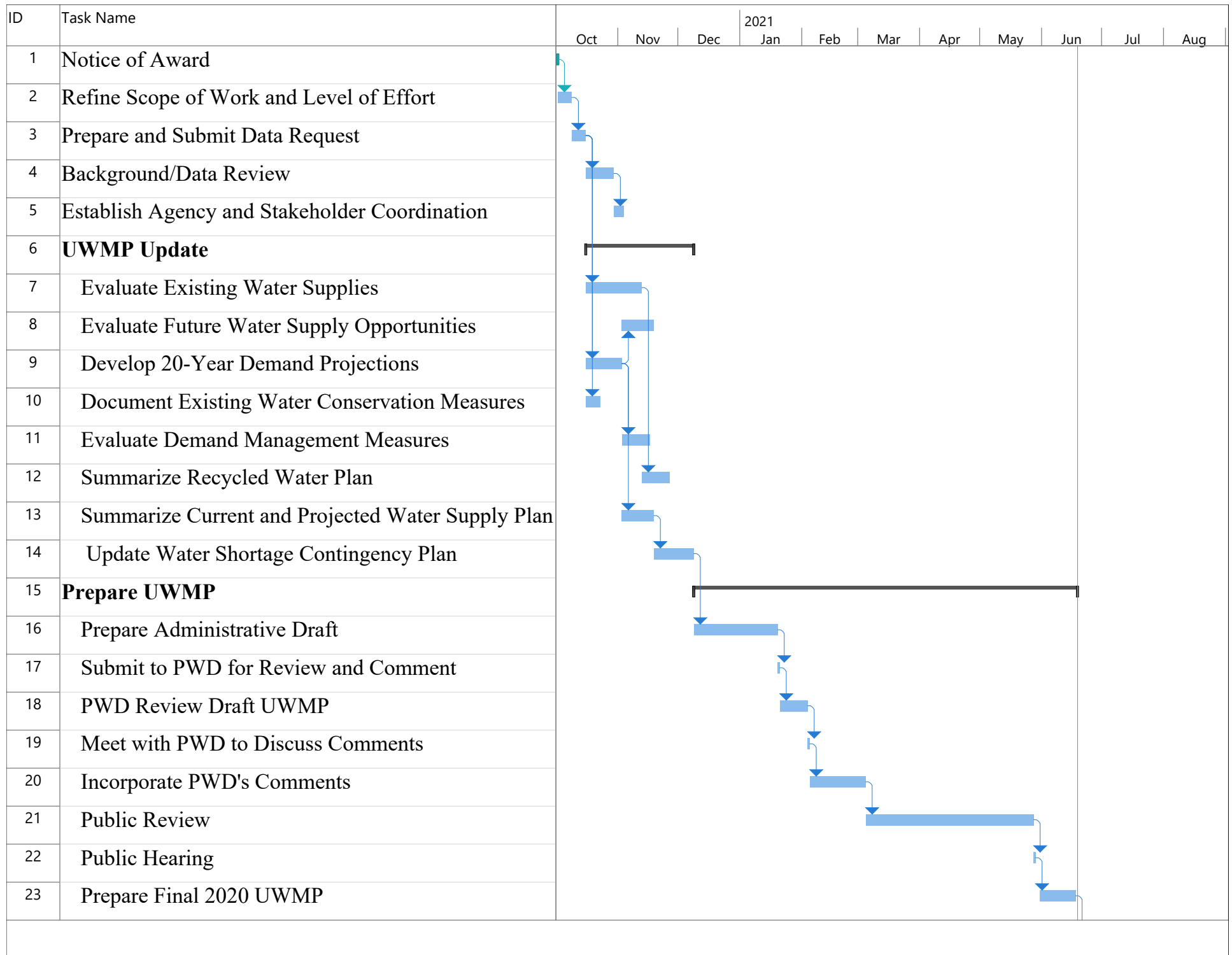
The Stantec planning team will implement a Quality Assurance / Quality Control (QA/QC) plan to provide a review of all deliverable materials associated with the Project. Our QA/QC will be performed by internal staff with specific expertise in the subject matter being reviewed. Written comments will be provided to the Project team. Quality review documents will be developed to provide records of review and resolution of internal comments prior to delivery to PWD.

Task 5 Deliverables:

- Meeting Agendas
- Meeting Minutes
- Monthly Status Report and Invoices

SCHEDULE

We have provided a draft schedule for preparing PWD's UWMP for your review. Following notice to proceed and the release of DWR's Urban Water Management Plan Guidebook Update 2020, a revised project schedule will be prepared that meets your schedule to adopt the plan and DWR's deadline for submitting. We anticipate the final guidebook to be available by October 2020.



ESTIMATE OF EFFORT

We have prepared the attached fee estimate based on our experience preparing Urban Water Management Plans. Following release of the Guidebook from the California Department of Water Resources, we will revisit the fee to ensure that it accurately captures the effort necessary to complete PWD's 2020 UWMP update.



Stantec

FEE ESTIMATE - Palmdale Water District 2020 UWMP Update

	Project Manager	QA/QC	Senior Project Engineer, QA/QC	Senior Project Engineer	Project Engineer	GIS				
Name	Snow, Tama	Cathcart, Jim	Dunn, Jeff	Pirijanyan, Adelina	Hernandez, Kevin	Whelan, Chisa	Project Summary	Labour	Expense	Total
Project Billing Rate	\$250.00	\$250.00	\$235.00	\$235.00	\$175.00	\$165.00	Fixed Fee	\$0.00	\$0.00	\$0.00
Total Units	60	8	6	64	92	20	Time and Material	\$52,850.00	\$2,000.00	\$54,850.00
Fee	\$15,000.00	\$2,000.00	\$1,410.00	\$15,040.00	\$16,100.00	\$3,300.00	Total	\$52,850.00	\$0.00	\$54,850.00

WBS Code	Task Name	Hours						Total Hours	Labour	Expense	Total
1	Review Previous Studies and Relevant Data	2			8	12		22	\$4,480.00	\$0.00	\$4,480.00
2	Establish Agency and Stakeholder Coordination	2						2	\$500.00	\$0.00	\$500.00
3	2020 UWMP Update	8		6	24	48		86	\$17,450.00	\$0.00	\$17,450.00
4	2020 UWMP Report	16			24	24	20	84	\$17,140.00	\$500.00	\$17,640.00
5	Project Management, QA/QC, Meetings	32	8		8	8		56	\$13,280.00	\$1,500.00	\$14,780.00

MINUTES OF MEETING OF THE FINANCE COMMITTEE OF THE PALMDALE WATER DISTRICT, MAY 21, 2020:

A meeting of the Finance Committee of the Palmdale Water District was held Thursday, May 21, 2020, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dizmang called the meeting to order at 1:09 p.m.

1) Roll Call.

Attendance:

Committee:

Gloria Dizmang, Chair (via telconf.)

Don Wilson, Committee Member

Others Present:

Dennis LaMoreaux, General Manager

Adam Ly, Assistant General Manager (via teleconference)

Robert Alvarado, PWD Director

Mike Williams, Finance Manager

Judy Shay, Public Affairs Director (via teleconference)

Dennis Hoffmeyer, Senior Accountant (via teleconference)

Bob Egan, Financial Advisor (via teleconference)

Danielle Henry, Management Analyst

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 April 21, 2020.

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 April 21, 2020.

4.2) Consideration and Possible Action on Approval of Minutes of Special Meeting Held May 5, 2020.

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 Special Finance Committee meeting held May 5, 2020.

4.3) Discussion and Overview of Cash Flow Statement and Current Cash Balances as of April 2020. (Financial Advisor Egan)

Financial Advisor Egan provided an overview of the Investment Funds Report through April 2020, including assessments received, lower than anticipated assessments for May 2020, anticipated payments for June, July, and August, and interest income, after which Committee Member Wilson's questions regarding cash accounts and maturing CDs were addressed.

Financial Advisor Egan then reviewed the cash flow statement, including anticipated RDA pass-through funds, upcoming payments and bond payments, and late assessment payments after which Committee Member Wilson's questions regarding Department of Water Resources' refunds, RDA pass-through funds, the District's share of the Amargosa Creek Recharge Project, Butte County payments, and projected year-end cash were addressed.

4.4) Discussion and Overview of Financial Statements, Revenue, and Expense and Departmental Budget Reports for April 2020. (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 April 2020 and stated that most departments are operating at or below the targeted expenditure percentage of 33% after which Committee Member Wilson's questions regarding increased costs from departments and the definition of Capital Improvement Fees were addressed.

4.5) 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 payout summary for the Water Revenue Bond Series 2018A through April 2020.

5) Information Items.

5.1) Finance Manager Williams:

a) Effect of COVID-19 Event.

Finance Manager Williams stated that due to COVID-19 events, collection efforts have stopped as of March 17, 2020; that no reminder or shut-off notices have been mailed; that there have been no disconnections for non-payment of bills; that as of May 11, approximately \$65,000 in penalties have been deferred; that as of April 30, 438 accounts with a balance of \$50 or more are over sixty days past due; and that numbers indicate cash is still coming in but at a slower pace after which Chair Dizmang's questions regarding a potential end date for deferred payments, the potential receipt of federal funds, and potential repayment plans or bad debt write-offs were addressed.

b) Revenue Projections.

He then stated that revenue projections through April are keeping up with the budget and projections.

c) Internal Controls.

He then stated that included in the agenda packets are the annual audit internal control questionnaires, the workflow, staff's responses, and the separation of duties to ensure fraud and theft are minimized after which Chair Dizmang's question regarding potential cutbacks if the COVID-19 event becomes worse was addressed.

5.2) Financial Advisor Egan:

a) Debt Service Coverage Status.

Financial Advisor Egan stated that the Debt Service Coverage for the period of May 2019 through April 2020 is 1.48 after which Chair Dizmang complimented the Finance Department staff on their excellent work, foresight, and good work ethic.

6) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

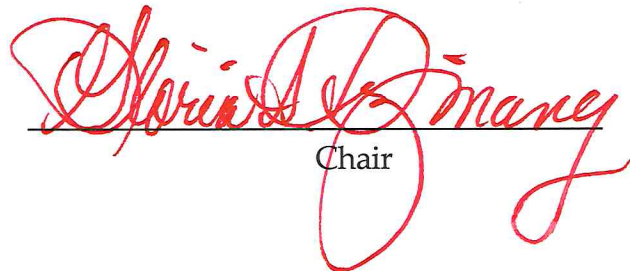
7) Date of Next Committee Meeting.

It was determined that the next Finance Committee meeting will be held June 18, 2020 at 1:00 p.m.

Finance Manager Williams then stated that the 2020 bond refinance documents are being completed today, and the refinance is expected to close on May 28, 2020.

8) Adjournment.

There being no further business to come before the Finance Committee, the meeting was adjourned at 2:12 p.m.


Chair