

PALMDALE RECYCLED WATER AUTHORITY (PRWA)
HELD AT CITY OF PALMDALE
CITY HALL COUNCIL CHAMBER
38300 SIERRA HIGHWAY, SUITE B
PALMDALE, CALIFORNIA
ADJOURNED REGULAR MEETING
AUGUST 17, 2020
6:00 P.M.
www.cityofpalmdale.org
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 seven months ending July 31, 2020. (Staff Reference: Treasurer-Auditor Williams)

5.2 Approve the Minutes from the previous meeting held on July 20, 2020. (Staff Reference: Acting Secretary Ambrose)

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. **ACTION CALENDAR:**

6.1 Consideration and possible action to change the regular meeting time to 6:00 p.m. (Staff Reference: Chair Velador)

There is no staff report for this item

Call for Public Comments

Staff Recommendation: Move to change the regular meeting time to _____. (Voice Vote - Requires a majority to approve.)

- 6.2 Review and decide on a final logo designed by CV Strategies. (Staff Reference: Palmdale Water District Public Affairs Director Shay)

Call for Public Comments

Staff Recommendation: Move to approve Design 2 and either Option 2 or Option 3 color variations. (**Voice Vote** - Requires a majority to approve)

7. SPECIAL REPORT:

- 7.1 Assistant Executive Director report on grant and financing of the Phase 2 Recycled Water Project

There is no staff report for this item

8. **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.

9. REQUESTS FOR NEW AGENDA ITEMS:

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

11. **ADJOURNMENT** to September 21, 2020 at _____ 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 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 or the Palmdale Water District website at 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: August 11, 2020 August 17, 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 JULY 2020

Recommendation:

Palmdale Recycled Water Authority (PRWA) staff recommends the Board of Directors to receive and file the Treasurer’s Report for the seven months ending July 31, 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 July31, 2020, the PRWA has \$2,150,515.77 in cash and investments. PRWA had interest and market adjustment of \$253.01, received \$11,711.92 in receivables, and there were \$2,932.68 in expenses and fees paid for the month.

Supporting Documents:

Treasurer’s Report for month ending July 31, 2020.
Balance Sheet for period ending July 31, 2020.
Income Statement for period ending July31, 2020.

**Palmdale Recycled Water Authority
Treasurer's Report
Month Ended July 31, 2020**

Cash/Funds Available and held at Bank of America, Citizens Business Bank, & UBS Financial Svcs:	
Bank Balance, beginning July 1, 2020	2,141,483.52
Less: Expenses Paid	(2,880.03)
Less: Bank Fees Paid (Analysis Fees & Credit Card Processing)	(52.65)
Add: Deposits Made	11,711.92
Add: Interest Earned & Market Adjustment on Investments	253.01
Add: Deposit in Transit	-
Less: Outstanding Check (Ledger Tie-Out)	-
Bank Balance, ending July 31, 2020	2,150,515.77
Less: Accounts Payable	(1,109.14)
Less: Accrued Purchases	(6,477.58)
Less: Accrued Payroll Taxes	-
Less: Deposits - Customer	(5,000.00)
Add: Accounts Receivable	605,278.66
Add: Interest Receivable	-
Adjusted Bank Balance, ending July 31, 2020	2,743,207.71

Outstanding Checks (Prior Month(s)):

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

Deposit Refund - Antelope Valley Resources Conservation District	560.21
Deposit Refund - HHS Communications Inc	1,254.53
Professional Services - Environmental Science Association	903.83
Director Pay - Meetings & Business Expense Reimbursement	138.52

Total Checks Issued	2,857.09
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**Palmdale Recycled Water Authority
Balance Sheet
For the Seven Months Ending 7/31/2020**

	YTD
ASSETS	
UBS- Investment Funds	\$1,640,772
Bank of America - Checking	\$40,734
Citizens Business Bank - Checking	\$469,009
Prepaid Memberships	
Prepaid Insurance	4,547
Accounts Receivable	
- Water	5,279
- Government Agency	600,000
Interest Receivable	
Property, Plant and Equipment, net	1,717,928
Total Assets	\$4,478,269
 LIABILITIES AND FUND BALANCE	
LIABILITIES	
Accounts Payable	\$1,109
Accrued Expense	6,478
Deposits - Customer	5,000
Total Liabilities	12,587
FUND BALANCE	
Unassigned	4,465,683
Total Fund Balance	4,465,683
Total Liabilities and Fund Balance	\$4,478,269

**Palmdale Recycled Water Authority
Income Statement - Current and YTD
For the Seven Months Ending 7/31/2020**

	<u>July</u>	<u>YTD</u>
REVENUES:		
Contributions - Palmdale Water District	\$300,000.00	\$300,000.00
Contributions - City of Palmdale	300,000.00	300,000.00
Grant Funds		
Water Sales	6,696.27	32,457.99
Interest Earnings	709.22	13,668.78
Market Adjustment on Investments	(456.21)	(2,801.59)
Total Revenue	<u>\$606,949.28</u>	<u>\$643,325.18</u>
EXPEDITURES:		
General Government		
Public Representative - Payroll Tax Expense (Employer)	11.47	45.90
Public Representative - Travel & Meeting	150.00	600.00
Banking Fees	52.65	393.06
Provision for Bad Debt		
Insurance	568.42	3,614.40
Memberships		4,102.00
Operating Supplies		
Marketing & Outreach		
Travel & Meeting		
Permits & Fees		
Utilities - Purchased Water		
Materials & Supplies		
Maint. & Repair - Water System		
	<u>\$782.54</u>	<u>\$8,755.36</u>
Public Resource		
Contracted Services - Professional Svcs		54,176.63
Contracted Services - Audit		
		<u>54,176.63</u>
	<u>\$782.54</u>	<u>\$62,931.99</u>
Non-Cash Operating Expense		
Depreciation	4,450.59	31,154.13
Non-Operating Revenue		
Capital Contribution		
	<u>(\$4,450.59)</u>	<u>(\$31,154.13)</u>
Change in Net Position	<u>\$601,716.15</u>	<u>\$549,239.06</u>
Net Position - Beginning of Year		3,916,443.53
Net Position - End of Year	<u>\$601,716.15</u>	<u>\$4,465,682.59</u>

**PALMDALE RECYCLED
WATER AUTHORITY
BOARD MEMORANDUM**

DATE: August 10, 2020 **August 17, 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. 6.2 – TITLE OF STAFF REPORT

Recommendation:

PRWA Board to review and decide on a final logo designed by CV Strategies. Staff recommends Design 2 and either Option 2 or Option 3 color variations.

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. The Authority, given four designs to review at its July 20 meeting, chose Designs 1 and 2 and asked for color changes to Design 2. Attached are Designs 1 and 2 and three new color variations for Design 2.

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 attachments.



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