



# PALMDALE WATER DISTRICT

## A CENTURY OF SERVICE

September 23, 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

## AGENDA FOR REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT TO BE HELD AT 2029 EAST AVENUE Q, PALMDALE OR VIA TELECONFERENCE

**FOR THE PUBLIC: VIA TELECONFERENCE ONLY**

**DIAL-IN NUMBER: 571-748-4021 ATTENDEE PIN: 916-010-518#**

**Submit Public Comments at: <https://www.gomeet.com/916-010-518>**

**MONDAY, SEPTEMBER 28, 2020**

**6:00 p.m.**

DENNIS D. LaMOREAUX  
General Manager

ALESHIRE & WYNDER LLP  
Attorneys

**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 Board Meeting held September 14, 2020.
  - 6.2) Payment of bills for September 28, 2020.
- 7) Action Items – Action Calendar (The public shall have an opportunity to comment on any action item as each item is considered by the Board of Directors prior to action being taken.)
  - 7.1) Consideration and possible action on approval of Public Affairs Specialist 2 classification. (\$2,083.00 – Non-Budgeted – Human Resources Director Emery/Personnel Committee)
  - 7.2) Consideration and possible action on approval of Management Analyst position in the Finance Department. (\$2,083.00 – Non-Budgeted – Human Resources Director Emery/Personnel Committee)
  - 7.3) Consideration and possible action on District membership in the California Foundation on the Environment and the Economy (CFEE). (\$21,000 or \$38,000 – Non-Budgeted – General Manager LaMoreaux/Outreach Committee)
  - 7.4) Consideration and possible action on authorization of the following conferences, seminars, and training sessions for Board and staff attendance within budget amounts previously approved in the 2020 Budget:
    - a) Association of California Water Agencies (ACWA) Virtual Event Series – Zooming Through California: Connecting ACWA Regions:
      - 1) Region 3: October 20, 2020 – Economic Drivers of Sustainable Forest Management Matter for California’s Source Headwaters;
      - 2) Regions 6 & 7: October 27, 2020 – San Joaquin Valley Water Forum;
      - 3) Region 8: November 3, 2020 – Developing a Local Recycled Water Supply Through Regional Partnerships;
      - 4) Region 5: November 10, 2020 – Continuing the Discussion: Regional Issues Affecting Our Communities.
- 8) Information Items:
  - 8.1) Reports of Directors:
    - a) Meetings; Standing Committee/Assignment Reports; General Report.

- 8.2) Report of General Manager.
  - a) September 2020 written report of activities through August 2020.
- 8.3) Report of General Counsel.
- 9) Board members' requests for future agenda items.
- 10) Adjournment.



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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:** September 22, 2020 **September 28, 2020**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Jennifer Emery, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION  
ON APPROVAL OF PUBLIC AFFAIRS SPECIALIST 2  
CLASSIFICATION. (\$2,083.00 – NON-BUDGETED – HUMAN  
RESOURCES DIRECTOR EMERY/PERSONNEL COMMITTEE)***

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**Recommendation:**

Staff and the Personnel Committee recommend that the Board approve the addition of a Public Affairs Specialist 2 classification.

**Alternative Options:**

Leave the Public Affairs Specialist classification with only one level.

**Background:**

The District currently has a classification of the Public Affairs Specialist position; however, it does not have two levels, which is traditionally what the District has for staff positions.

**Impact of Taking No Action:**

If the District takes no action, we will have one classification in the Public Affairs Department for a Specialist. This does not create a clear succession path as the entry level position would be all the District had available besides the Manager position. Ideally, we would like to see a path of growth from entry level through increasing responsibilities so that if the manager were to retire, the District has a fully trained and capable successor.

**Strategic Plan Initiative/Mission Statement:**

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

**Budget:**

The effect on current budget would be \$2,083.00.

**Supporting Documents:**

- Salary Survey with Key
- Public Affairs Specialist 1/2 Job Description
- Organization Chart showing existing position proposed for revision outlined in red



|                             |     | 16   | 17      | 18     | 19      | 20      | 21      | 22      | 23      | 24      | 25      | 26      | 27      | 28  | 29      | 30      | 31      | 32      | 33      | 34      | 35      | 36      | 37      | 38      | 39        | 40       |                |
|-----------------------------|-----|--|---------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-----------|----------|----------------|
|                             |     | 25.1955  | 26.4552 | 27.778 | 29.1669 | 30.6252 | 32.1565 | 33.7643 | 35.4525 | 37.2252 | 39.0864 | 41.0408 | 43.0928 | 45.2474   | 47.5098 | 49.8853 | 52.3795 | 54.9985 | 58.7485 | 60.6359 | 63.6677 | 66.8511 | 70.1936 | 73.7033 | 77.3885   | 81.2579  |                |
| Public Affairs Specialist 1 | 27  |  |         |        |         |         |         |         |         |         |         |         |         | \$35.4525 - \$43.0928                             |         |         |         |         |         |         |         |         |         |         |           |          |                |
|                             |     | Government & Public Affairs Representative 1 \$27.06 - \$35.18 |         |        |         |         |         |         |         |         |         |         |         | Public Affairs Associate \$38.02 - \$49.42        |         |         |         |         |         |         |         |         |         |         | \$        | 35.18    |                |
|                             |     | Public Affairs Rep \$23.07 - \$29.52                           |         |        |         |         |         |         |         |         |         |         |         |   |         |         |         |         |         |         |         |         |         |         | \$        | 49.42    |                |
|                             |     |  |         |        |         |         |         |         |         |         |         |         |         | No Equivalent Position                            |         |         |         |         |         |         |         |         |         |         | \$        | 29.52    |                |
|                             |     |  |         |        |         |         |         |         |         |         |         |         |         | Strategic Comm Rep 1 \$30.74 - \$43.68            |         |         |         |         |         |         |         |         |         |         | \$        | 43.68    |                |
|                             |     |  |         |        |         |         |         |         |         |         |         |         |         | Public Affairs Specialist I \$35.02 - \$42.67     |         |         |         |         |         |         |         |         |         |         | \$        | 42.67    |                |
|                             |     |  |         |        |         |         |         |         |         |         |         |         |         | Outreach Specialist I \$34.48 - \$42.00           |         |         |         |         |         |         |         |         |         |         | \$        | 42.00    |                |
|                             |     |  |         |        |         |         |         |         |         |         |         |         |         | Public Specialist I \$30.17 - \$37.57             |         |         |         |         |         |         |         |         |         |         | \$        | 37.57    |                |
|                             |     |  |         |        |         |         |         |         |         |         |         |         |         | Public Affairs Specialist \$32.37 - \$44.61       |         |         |         |         |         |         |         |         |         |         | \$        | 44.61    |                |
|                             |     |  |         |        |         |         |         |         |         |         |         |         |         | Public Information Specialist I \$33.03 - \$39.64 |         |         |         |         |         |         |         |         |         |         | \$        | 39.64    |                |
|                             |     | Community Outreach Specialist \$26.90 - \$42.01                |         |        |         |         |         |         |         |         |         |         |         |   |         |         |         |         |         |         |         |         |         |         | \$        | 42.01    |                |
|                             |     | Communications Assistant \$20.33 - \$31.62                     |         |        |         |         |         |         |         |         |         |         |         |   |         |         |         |         |         |         |         |         |         |         | \$        | 31.62    |                |
|                             |     |  |         |        |         |         |         |         |         |         |         |         |         |   |         |         |         |         |         |         |         |         |         |         | \$ 437.92 | \$ 39.81 | Recommended 27 |
| Public Affairs Specialist 2 | N/A |  |         |        |         |         |         |         |         |         |         |         |         | Not Defined                                       |         |         |         |         |         |         |         |         |         |         |           |          |                |
|                             |     | Government & Public Affairs Representative 2 \$31.71 - \$41.22 |         |        |         |         |         |         |         |         |         |         |         | Public Affairs Associate \$43.69 - \$56.31        |         |         |         |         |         |         |         |         |         |         | \$        | 41.22    |                |
|                             |     |  |         |        |         |         |         |         |         |         |         |         |         |   |         |         |         |         |         |         |         |         |         |         | \$        | 56.31    |                |
|                             |     |  |         |        |         |         |         |         |         |         |         |         |         | No Equivalent                                     |         |         |         |         |         |         |         |         |         |         |           |          |                |
|                             |     |  |         |        |         |         |         |         |         |         |         |         |         | No Equivalent Position                            |         |         |         |         |         |         |         |         |         |         |           |          |                |
|                             |     |  |         |        |         |         |         |         |         |         |         |         |         | Strategic Comm Rep 2 \$37.37 - \$53.10            |         |         |         |         |         |         |         |         |         |         | \$        | 53.10    |                |
|                             |     |  |         |        |         |         |         |         |         |         |         |         |         | Public Affairs Specialist 2 \$40.53 - \$49.39     |         |         |         |         |         |         |         |         |         |         | \$        | 49.39    |                |
|                             |     |  |         |        |         |         |         |         |         |         |         |         |         | Outreach Specialist 2 \$38.05 - \$46.38           |         |         |         |         |         |         |         |         |         |         | \$        | 41.43    |                |
|                             |     |  |         |        |         |         |         |         |         |         |         |         |         | Public Affairs Specialist 2 \$33.27 - \$41.43     |         |         |         |         |         |         |         |         |         |         | \$        | 41.43    |                |
|                             |     |  |         |        |         |         |         |         |         |         |         |         |         | Public Affairs Coordinator \$39.43 - \$54.36      |         |         |         |         |         |         |         |         |         |         | \$        | 54.36    |                |
|                             |     |  |         |        |         |         |         |         |         |         |         |         |         | Public Information Specialist 2 \$36.41 - \$43.70 |         |         |         |         |         |         |         |         |         |         | \$        | 43.70    |                |
|                             |     | Senior Community Outreach Assistant \$29.96 - \$46.77          |         |        |         |         |         |         |         |         |         |         |         |   |         |         |         |         |         |         |         |         |         |         | \$        | 46.77    |                |
|                             |     | Communications Coordinator \$32.50 - \$50.60                   |         |        |         |         |         |         |         |         |         |         |         |   |         |         |         |         |         |         |         |         |         |         | \$        | 50.60    |                |
|                             |     |  |         |        |         |         |         |         |         |         |         |         |         |   |         |         |         |         |         |         |         |         |         |         | \$ 478.31 | \$ 47.83 | Recommended 30 |

## PALMDALE WATER DISTRICT

### PUBLIC AFFAIRS SPECIALIST II

FLSA Status: Exempt

#### DEFINITION

To perform a variety of duties related to the development, preparation and implementation of strategic internal and external communications, public information and customer and community relations activities to build trust and support for Palmdale Water District programs, projects, policies and goals, to protect and enhance Palmdale Water District's image and reputation, and to represent Palmdale Water District's interests to customers, community groups, employees, new media, elected officials and other stakeholder groups. Prepares informational materials for dissemination through a variety of media; fosters relationships with and builds trust among key stakeholders to communicate and garner support for Palmdale Water District's short- and long-term communication goals; and performs related duties as required.

#### DISTINGUISHING CHARACTERISTICS

Positions in this class typically have several years of work experience and require general supervision while continuing to master the skills and responsibilities required.

#### SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Public Affairs Director.

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

Works closely with subject matter experts and reviews technical materials and government documents to gather, fact-check and synthesize information for the development of materials about Palmdale Water District's programs, projects, policies and goals; customizes tone and approach of messages for a variety of audiences, as directed; coordinates the distribution of such information and communications through a variety of methods including web, publications, advertising, media relations, social media, internal and external contacts and others.

Create original content for Palmdale Water District's websites, publications and social media; plan, write, edit and produce annual reports, fact sheets, brochures, bill inserts, newsletters, speaker notes, news releases, editorials, articles, advertising, social media posts, scripts, audio and video recordings, films, slide shows, exhibits and other informational materials.

Manages designing of the internal and external newsletters with minimal supervision. Contributes to the planning of content, and researches, interviews and writes stories for the publications.

Takes photographs and shoots video for Palmdale Water District's use for web, publications, advertising, media relations and social media; selects images for a broad range of communications; updates photo library as directed.

Monitors and tracks internal developments and external news and trends to anticipate questions, forecast changes, and prepare informational materials for stakeholders; responds as directed to issues generated by or affecting Palmdale Water District's image, reputation, policies, programs, projects and goals.

Obtains information from internal subject matter experts, technical materials or official documents to answer a wide range of public inquiries, and explains and represents Palmdale Water District programs, projects, policies and goals, as directed.

Assists in producing media events, coordinating logistics and creating informational materials for press conferences, editorial board visits, studio interviews and other events. Coordinates and guides media representatives attending Palmdale Water District sponsored events, meetings and site visits.

Conducts on-the-record media interviews as directed.

Independently manages, creates, edits, monitors and posts social media content; responds to inquiries and commentary on social media per Palmdale Water District guidelines; edits and fact-checks social media content created by staff.

Represents Palmdale Water District on local and regional boards and community groups. Attends events and meetings, as required, and contributes information to foster positive perception of Palmdale Water District.

Assists with planning, scheduling and staffing annual outreach events that support Palmdale Water District's Mission and Strategic Plan.

Fosters relationships with customers, community, employees, news media and other stakeholder groups to protect Palmdale Water District's image and reputation and build trust and support for programs, projects, policies and goals.

Works irregular hours to respond to media inquiries and attend local community meetings.

Performs other related duties and responsibilities as required.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

English grammar, composition, spelling, punctuation, and vocabulary.

Spanish grammar, composition, spelling, punctuation, and vocabulary.

Principles, techniques, and methods of public information and strategic communications.

Local and state government functions, organization, and procedures.

Elements of the functions and workings of local government.

Effective use of public information channels including websites, publications, news and social media.

Principles and techniques of evaluating public opinion and community interests.

Techniques to communicate with general audiences.

In-depth Adobe InDesign techniques.

Photographic techniques.

Graphic arts and printing methods, materials, and terminology.

Techniques of working with the public on an individual or group basis.

Ability to:

Write, edit and proofread effective informational material for a variety of audiences in a variety of media

Orally communicate effectively to individuals and small and large groups.

Express complex technical subjects using simple language and images to lay persons.

Prepare, evaluate, and disseminate public information.

Understand government documents, technical reports and water jargon.

Develop and maintain effective working relationships with Palmdale Water District staff, news media and other stakeholder groups.

Work effectively on several concurrent assignments under deadline in unpredictable environments.

Use sound judgment in the preparation and dissemination of information.

Must have visual acuity to read written materials in print and on the computer.

Must have hearing sufficient to communicate in person and on the telephone.  
Sufficient physical mobility to conduct tours of Palmdale Water District facilities.

Physical capacity to sit for long periods of time.

On a continuous basis, sit at desk for long periods of time; intermittently stand, walk, bend, twist, squat, and kneel while performing field work; twist to reach office equipment surrounding desk; perform simple and power grasping, pushing, pulling and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight up to 25 pounds.

Experience and Education

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

A minimum of three years' experience in public and media relations or communications.

Education:

A bachelor's degree in journalism, communications, marketing, public relations, graphic design, or a related field.

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license. Must have a driving record acceptable to the District.

Approved:

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

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Employee Signature

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Date

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Supervisor Signature

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Date

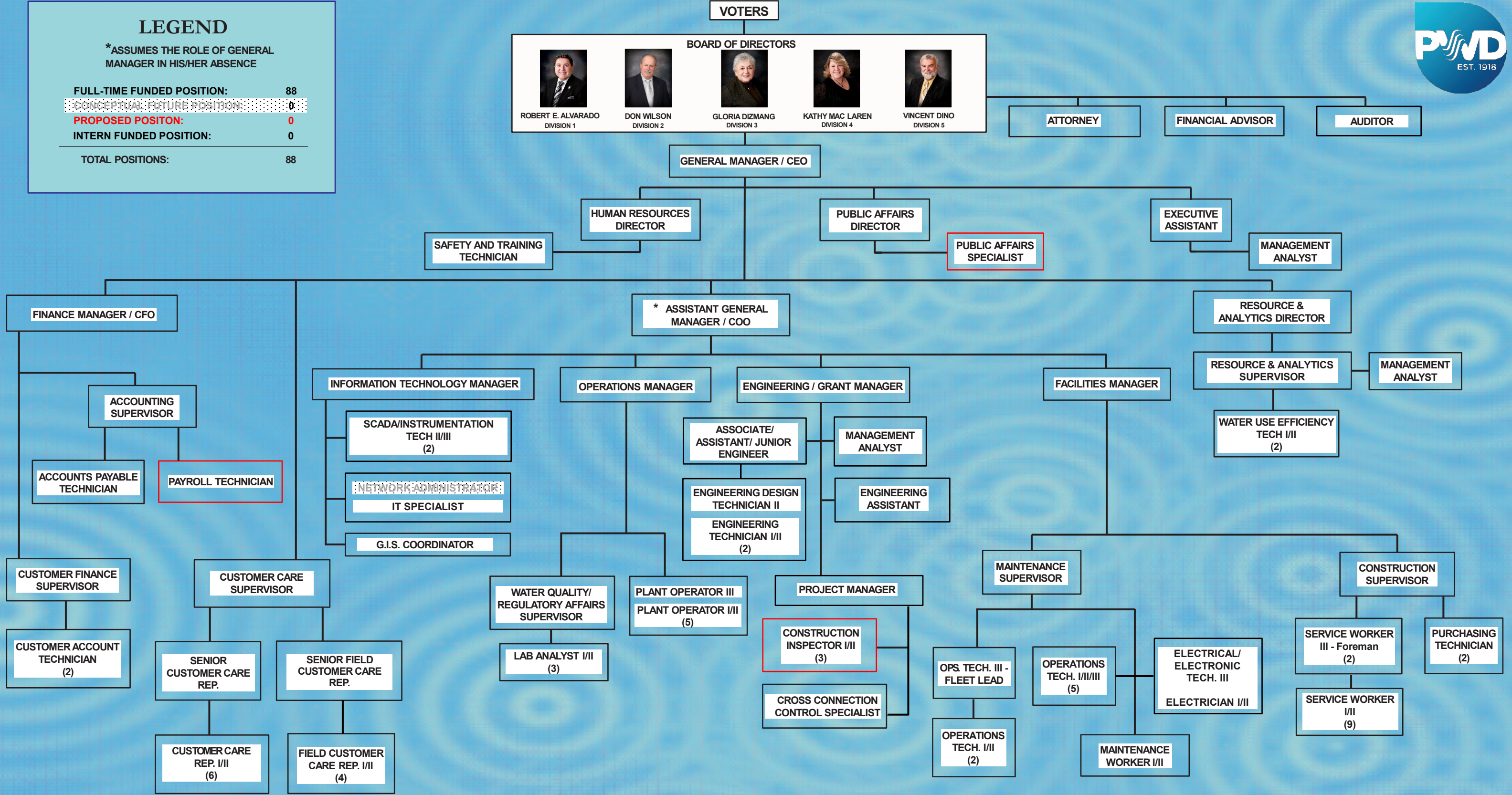
The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.





**LEGEND**  
  
\*ASSUMES THE ROLE OF GENERAL  
MANAGER IN HIS/HER ABSENCE

|                             |    |
|-----------------------------|----|
| FULL-TIME FUNDED POSITION:  | 88 |
| CONCEPTUAL/FUTURE POSITION: | 0  |
| PROPOSED POSITON:           | 0  |
| INTERN FUNDED POSITION:     | 0  |
| <hr/>                       |    |
| TOTAL POSITIONS:            | 88 |





**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:** September 22, 2020 **September 28, 2020**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Jennifer Emery, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.2 – CONSIDERATION AND POSSIBLE ACTION  
ON APPROVAL OF MANAGEMENT ANALYST POSITION IN THE  
FINANCE DEPARTMENT. (\$2,083.00 – NON-BUDGETED – HUMAN  
RESOURCES DIRECTOR EMERY/PERSONNEL COMMITTEE)***

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**Recommendation:**

Staff and the Personnel Committee recommend that the Board approve the addition of a Management Analyst position in the Finance Department.

**Alternative Options:**

Leave the Organization Chart as it currently stands.

**Impact of Taking No Action:**

If this recommendation is not approved, the Organizational Chart will remain the same.

**Background:**

The District is preparing for retirements in its departments. This position will allow for distribution of work from the Accounting Supervisor to the Management Analyst. Currently our Accounting Supervisor is handling workload for multiple organizations including the Antelope Valley Water Master, Antelope Valley State Water Contractors Association, and the Palmdale Recycled Water Authority. This position will allow for cross-training additional staff on some of these duties along with delegating some of the Palmdale Water District's internal accounting duties.

**Strategic Plan Initiative/Mission Statement:**

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

**Budget:**

The effect on current budget would be \$2,083.00.

**Supporting Documents:**

- Management Analyst - Finance Job Description
- Organization Chart showing existing position proposed for revision outlined in red

## PALMDALE WATER DISTRICT

### MANAGEMENT ANALYST - FINANCE

FLSA Status: Non-Exempt

#### DEFINITION

To perform technical level administrative and/or financial related duties in assistance to the Finance Department; to research, collect, and analyze data and prepare draft reports; to perform payroll related functions; to provide some highly responsible administrative duties in support of the Department heads and supervisors.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Accounting Supervisor, may receive technical and functional supervision from Finance Manager/CFO.

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

Oversees and administers Payroll Processing (i.e. CeleriTime); performing all payroll functions for the District including bi-weekly payroll processing, deductions, adjustments, levies & garnishments, analytical review, audit and reconciliation; maintaining all necessary back-up documentation for payroll transactions and communicating with local agencies to manage payroll deductions and payments.

Oversee the payment of all District payroll related tax and other related obligations providing necessary documentation; prepare/process and review all quarter and year end reporting (i.e. Federal and State payroll tax returns, CalPERS, and requested management reporting).

Oversees, updates, and develops necessary standard operating procedure (SOP) documentation for processes within the department. This will ensure that all regular tasks can be performed in the case of the primary individual not being available.

Establish and maintain a wide variety of filing and reporting systems as necessary; develop record keeping procedures; provide relevant information to relevant parties; prepare and type correspondence, and compile and type reports.

Assists with reconciliation of banking processes; and maintain and review detailed sub-ledgers such as capital improvement projects, accounts payable, accounts receivable, and customer deposits.

Assists with the general ledger in preparation for year-end financial statement audit and prepare schedules for auditors.



Assists the Accounting Supervisor in the preparation of the District's annual budget performing analysis and calculations necessary for completing all necessary projections and forecasting.

Assists with accounts payable functions, as needed.

Assists in performing year-end closing procedures including but not limited to the setup of project maintenance accounts for the new year, entering cost of living adjustments (if applicable), and various other tasks.

Independently respond to letters, electronic mail, and general correspondence based on areas of assignment.

May perform a wide variety of complex, responsible, secretarial, and administrative duties for executive staff and other management personnel; provide routine analytical support.

Build and maintain positive working relationships with co-workers, other District employees, and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of administrative and/or technical area to which assigned including, but not limited to, legislation, budget, and personnel.

Modern office equipment, procedures computer hardware, and software, including word processing, database, spreadsheet and accounting applications.

Basic arithmetic functions including addition, subtraction, multiplication, division and calculation of percentages and fractions.

Advanced practices and procedures related to accounting for cash receipts and maintenance of revenue accounts.

Techniques and principles of effective written and oral communication.

Pertinent local, State and Federal laws, codes, ordinances, District functions, policies, rules and regulations.

English usage, basic mathematical calculations and statistical methods.

#### Ability to:

Perform technical level administrative and/or program related duties.

On a continuous basis, know and understand all aspects of the job; intermittently review documents related to department operations; analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe, identify and problem solve office operations and procedures; understand, interpret and explain policies and procedures; explain operations and problem solve office issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time; intermittently walk or stand in the field and sit while driving in vehicle or operating equipment; twist and reach office equipment; write and use keyboard to communicate through written means; perform simple grasping and fine manipulation; lift or carry weight up to 20 pounds.

Operate a personal computer utilizing spreadsheet, word processing and database software at an intermediate to advanced level.

Perform independent research in carrying out technical administrative and technical duties.

Collect, compile, analyze and present a variety of data in a meaningful way.

Review budget submissions and revisions for mathematical and accounting accuracy.

Understand District policies and practices to objectively analyze situations to determine proper course of action.

Understand and interpret complex policies, procedures, and regulations of outside agencies as necessary to assume assigned technical responsibilities.

Analyze situations quickly and objectively to determine proper course of action.

Compose professional quality correspondence; write highly detailed technical and analytical reports.

Maintain a high level of confidentiality of a wide range of sensitive information.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible administrative support or technical experience preferably in the subject area to which assigned. One year of lead supervisory experience is highly desirable.

Education:

Associate degree from an accredited college with major course work in Public Administration, Business Administration, or a related field based on area of assignment desired.

Additional specialized training in payroll functions and compliance.

License and Certificate

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

May be required to obtain special certifications, depending on area of assignment.

Approved: xx/xx/xxxx

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

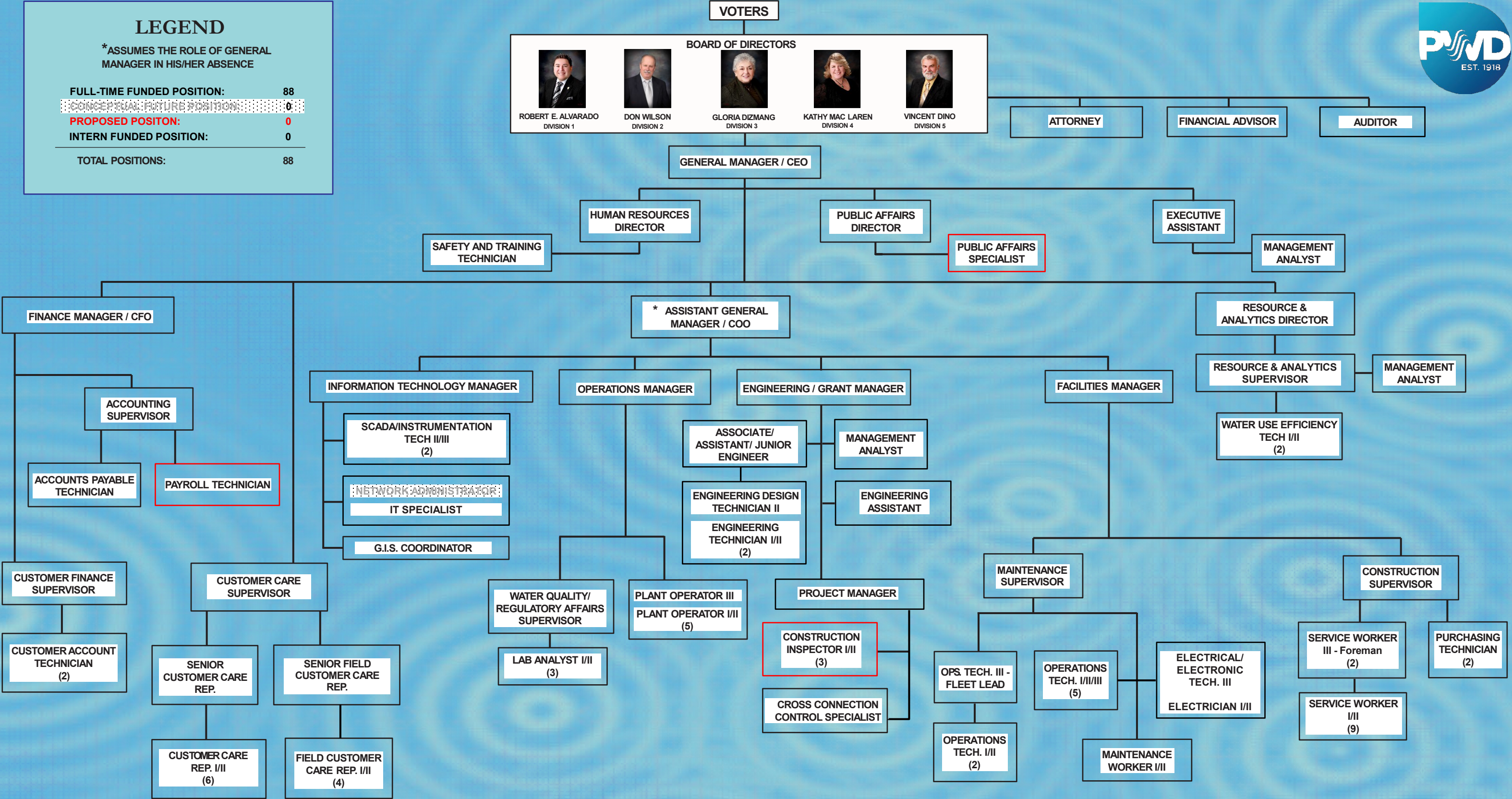




LEGEND

\*ASSUMES THE ROLE OF GENERAL  
MANAGER IN HIS/HER ABSENCE

|                             |    |
|-----------------------------|----|
| FULL-TIME FUNDED POSITION:  | 88 |
| CONCEPTUAL/FUTURE POSITION: | 0  |
| PROPOSED POSITON:           | 0  |
| INTERN FUNDED POSITION:     | 0  |
| TOTAL POSITIONS:            | 88 |





**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:** September 22, 2020 **September 28, 2020**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.3 – CONSIDERATION AND POSSIBLE ACTION ON DISTRICT MEMBERSHIP IN THE CALIFORNIA FOUNDATION ON THE ENVIRONMENT AND THE ECONOMY (CFEE). (\$21,000 OR \$38,000 – NON-BUDGETED – GENERAL MANAGER LaMOREAUX/OUTREACH COMMITTEE)***

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**Recommendation:**

Staff recommends the Board approve District membership in the California Foundation on the Environment and the Economy (CFEE) in the not-to-exceed amount of \$21,000.00. The Outreach Committee recommends this item be tabled until the next Regular Board Meeting for additional discussion.

**Alternative Options:**

The Board can choose to not join CFEE.

**Impact of Taking No Action:**

There is no impact from no action.

**Background:**

Created in 1979, CFEE is an independent, nonprofit institution dedicated to educating public and private sector decision makers on the development of creative solutions to California's complex economic environmental and social issues with a focus on long-term, large-scale infrastructure issues confronting the state of California. CFEE encourages the development of common interests and workable policies rather than individualized conflict and develops and conducts public policy conferences as well as study travel projects abroad to educate California leadership on issues and to gain insights from the experience of other states and nations.

**Strategic Plan Initiative/Mission Statement:**

This item is under Strategic Initiative No. 5 – Regional Leadership.  
This item directly relates to the District's Mission Statement.

**Budget:**

\$21,000.00 or \$38,000.00 depending on level of membership. This item is non-budgeted.

**Supporting Documents:**

- CFEE Membership Benefits
- CFEE Information Sheet
- CFEE Workshop
- CFEE Officers and Directors

## CFEE BOARD OF DIRECTORS – MEMBERSHIP BENEFITS

### **General Board Member – \$21,000 annual contribution**

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As a General Board Member of CFEE, you or your designee will enjoy the following privileges:

- You will be invited to participate on our steering committees that:
  - Choose public policy conference topics
  - Build the agenda
  - Design the program
  - Recommend a balanced group of participants and presenters
- You will be invited to each of our conferences which are hosted throughout the state of California. Conference benefits include:
  - A seat at the table with the opportunity to join the conversation with conference participants
  - Authority to invite one “observer” to attend our conference
  - Invitation to the conference reception and dinner for you and your observer
- You (but not your designee) will have Board voting privileges, including voting authorities for:
  - Electing new Board members and officers
  - Reviewing the financial audit
  - Approving the annual CFEE budget

### **Executive Travel Board Member – \$38,000 annual contribution**

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As an Executive Board Member of CFEE, you or your designee—in addition to benefitting from the privileges outlined above—will be extended an invitation to travel with your fellow CFEE Executive Board Members and our legislative delegation on the International Study Travel Projects. The study tours generally consist of the following components:

- Site visits and meetings on projects and policies relating to energy, water, transportation, technology and telecommunications, and housing
- Meetings with relevant elected and appointed officials of foreign nations
- Meetings with U.S. Ambassadors and related staff
- Meetings with business, environmental, labor and NGO leadership of foreign nations
- Cultural and historical activities relating to host nation

We conduct one or two study tours annually, lasting nine to twelve days, in the spring and/or fall. CFEE coordinates all meetings, site visits, travel and lodging arrangements from our US departure onward. Past international destinations include Australia, Germany, Chile, South Africa, Brazil, China, Italy, and New Zealand, among other countries.

*Please note: Although we make all the travel and lodging arrangements, you are charged separately for your airfare, lodging, ground transportation, and meals, the sum of which typically ranges from \$9,000 - \$12,000. This cost can be significantly reduced depending on the class of airfare booked.*

### **Board Member Time Commitment**

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There is one Board of Directors meeting per year typically scheduled for 2.5 hours, followed by our annual holiday lunch. It takes place in Sacramento in December.

Most Board Members choose to spend their time on developing and participating in our conference programs. Each conference has one in-person steering committee meeting for 2-3 hours in which you and your fellow board members are deciding the theme of the conference, building an agenda, recommending the participants, and determining the time and location. The conferences are two days with a dinner reception for attending Board Members and invited guests.

Other work, either preparing for the board meeting or the conferences, is done via phone and email. For a very limited amount of your time, you are able to participate in concentrated interactive sessions with policy makers, agency heads, and top leaders throughout the state from key business, labor, environmental organizations and local government.

### **About the California Foundation on the Environment and the Economy (CFEE)**

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CFEE is a 501(c)(3) nonprofit that conducts intensive public policy conferences, legislative briefings, multiparty workshops, and international study travel projects for California State legislators, regulatory commissioners, members of the Governor's Cabinet, labor, environmental, business, and local government leaders. The subject areas covered by CFEE are energy, water, transportation, technology and telecommunications, housing and other infrastructure and climate issues.

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## OUR MISSION

The California Foundation on the Environment and the Economy (CFEE) brings together leadership from the labor, environmental, local government, and business communities with elected and appointed officials to facilitate non-partisan, substantive, and productive dialogue that moves the needle on fundamental environmental and economic issues in California. We make California a better place to live and be successful.

## WHAT WE DO

In order to advance consensus among those on the frontier of decision making, CFEE:

- 1) Convenes two-day Roundtable Conferences focused on building relationships and educating participants on the core policy challenges of energy, housing, water, telecommunications and technology, and transportation.
- 2) Leads International Study Travel Projects to identify best practices, forge new relationships, exchange insights, and bring lessons back to California focused around CFEE's core policy areas.

## OUR IMPACT

Since 1979, CFEE has shaped California's policy landscape by facilitating collaborative and innovative dialogue on the most critical issues. Participating elected and appointed officials affirm that CFEE's Roundtable Conferences and International Study Travel Projects are successful in:

### ► PROVIDING HANDS-ON EDUCATION

One participant emphasized the power of "touching, feeling, and seeing" policy issues and solutions

### ► ENHANCING UNDERSTANDING OF POLICY

CFEE strengthens participants' understanding of California's critical issues, helping policymakers "develop a more holistic view"

### ► WITNESSING SOLUTIONS IN ACTION

Participants appreciate the opportunity to experience the outcomes of policies firsthand, "outside of the context of a meeting or hearing"

### ► SPURRING IDEAS FOR NEW POLICIES

CFEE helps participants "write better legislation" — many have introduced new legislation or regulations as a result

### ► FOSTERING NON-PARTISAN DIALOGUE

Participants emphasize the rarity of finding a policy forum where policymakers can participate in "open conversation"

### ► SPARKING BROAD AND NEW COLLABORATION

One participant remarked that CFEE consistently "gets the right people in the room"

### ► CREATING OPPORTUNITIES FOR NETWORKING

All participants describe CFEE as a unique opportunity for relationship-building and "developing deeper relationships with colleagues"





"I am a much better, more thoughtful, and more insightful legislator because of the experiences I've had with CFEE." — Senator Bob Wieckowski



"CFEE is a way to detach from the hustle and bustle and be able to focus on the subject matter, on colleagues, and on learning without the rollercoaster of the Capitol environment" — Senator Scott Wiener



"CFEE provides a deep dive on the critical policy issues facing California. By bringing together policymakers, experts, and stakeholders, CFEE helps policymakers to develop a more holistic view of policy, which helps to deliver positive results." — Senator Scott Wilk

"The programs that CFEE puts in place are of incredible value to legislators, to get out of the rat race of Sacramento to see real life experiences and real situations." — Assemblymember Heath Flora



"CFEE adds value by bringing different groups that normally aren't at the same table." — Assemblymember Laura Friedman



"CFEE is an amazing and balanced organization that has given me the opportunity to broaden and expand my knowledge base by visiting other countries and attending policy conferences." — Assemblymember Mike Gipson



"CFEE has provided the useful opportunity to learn with and work with other professionals working on the same policy issues. CFEE helps policymakers to learn more about policy examples in other countries." — Assemblymember Chris Holden



"Things I learned at CFEE events have informed how I voted on energy, water, and transportation legislation. I ran a climate change bill because of what I learned on a CFEE trip. I represent the Long Beach Port and things I learned at a CFEE event have helped me to write better legislation about the Port"

— Assemblymember Patrick O'Donnell



"CFEE is unique because it gives you an opportunity to hear from diverse perspectives without dogma...CFEE offers unique opportunities for elected officials." — Assemblymember Shirley Weber





The California Foundation on the Environment and the Economy's (CFEE) presents

## **“CFEE’s PPE Workshop”**

*Co-hosted by State Treasurer Fiona Ma and the California Medical Association*

**Friday, August 14<sup>th</sup>**

**9:30am – 1:00pm**

**Please RSVP through the Zoom link sent to you via email**

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As California grapples with swelling demand for medical and non-medical grade personal protective equipment (PPE), we must confront the current PPE supply chain that is providing for our state's needs. In spite of better treatments and a hoped for vaccine, COVID-19 looks to be with us for potentially years, and the need for masks, gloves, gowns, and other protective commodities will increase. And as more businesses and schools open up and society is forced to co-exist with COVID-19, has the time come to establish a sustainable *in-state* pipeline of PPE?

This workshop will bring together relevant players from across the PPE continuum – from end users to manufacturers, to distributors and purchasers – to dissect the current situation and consider better outcomes. Our presentations and discussions are designed to explore the following questions:

- What type of PPE are needed for our healthcare professionals along with our state's businesses, schools, and the general public? What is our projected demand for PPE in the months and years ahead, and who should be compiling that information?
- What is our confidence level relying on out-of-state and foreign markets to manufacture and ship top quality, consistent PPE in a timely manner?
- Should we establish a domestic manufacturing PPE market? How could it be done, and what market forces would need to be manipulated to produce success?



## AGENDA

9:30-9:45am

### Introductions, Goals, and Workshop Protocols

*Jay Hansen*, President & CEO, California Foundation on the Environment and the Economy

9:45-10:00am

### PPE 101: What is it, and who needs what levels of protection?

- Differing Levels of PPE
- Is COVID-19 Aerosolized? And what does that mean for PPE?

*Dr. Stuart Cohen*, Chief, Division of Infectious Diseases and Director of Hospital Epidemiology and Infection Control, UC Davis Health System (5-10 min)

*Speaker, World Health Organization* (5-10 min)

10:00-10:45am

### Session 1- Assessing Statewide Need

- Burn Rate and Usage
- Who Will Collect & Compile this Information?

*Carmela Coyle*, President & CEO, California Hospital Association (10 min)

*Dennis Meyers*, Assistant Executive Director, Governmental Relations, California School Board Association (10 min)

Roundtable Discussion and Q&A following remarks

10:45-10:50am

Break



CALIFORNIA FOUNDATION  
ON THE ENVIRONMENT  
AND THE ECONOMY

10:50-11:35am

### Session 2 – Supply Lines & Procurement

- How do Supply Chains Work & What's Needed?
- Who Makes It Today/Suppliers
  - Role of the State, County, Everybody Else
  - Failure rate of PPE in meeting standards?

*Raj Rajagopalan*, Professor of Data Sciences and Operations,  
USC Marshall School of Business (10 min)

*David Magnino*, Emergency Medical Services Administrator,  
County of Sacramento (10 min)

Roundtable Discussion and Q&A following remarks

11:35-11:40am

Break

11:40-12:30pm

### Session 3 – Manufacturing, What's Needed to Bring It Home?

- Assessing & Solidifying the CA Market for PPE
  - Building Resiliency & Dependability

*Lance Hastings*, President, California Manufacturers &  
Technology Association (5 min)

*Jason McMillen*, Face Mask Manufacturing Project Manager,  
LICAP Technologies, Inc. (5 min)

*Dustin Corcoran*, CEO, California Medical Association (10 min)

Roundtable Discussion and Q&A following remarks

12:30-1:00pm

### Next Steps/Action Items

- Facilitated Discussion: *Jay Hansen*, President & CEO, CFEE



## Participants

State Treasurer Fiona Ma

Senator Dr. Richard Pan, Chair, Senate Health Committee

Assemblymember Dr. Jim Wood, Chair, Assembly Health Committee

California Medical Association – Dustin Corcoran, CEO

State Building & Construction Trades Council – Robbie Hunter, President

UC Health – Angela Gilliard, Director of State Health Policy

– Dougie Graham, Chief Transformation Officer

UC Davis Health – Dr. David Lubarsky, CEO

Health Net – Carol Kim, VP of Community Investments & Gov't and Public Affairs

Kaiser Permanente – Angelica Gonzalez, Director of Government Relations

League of CA Cities – Carolyn Coleman, Executive Director

– Norman Coppinger, Deputy Exec. Dir., Finance & Operation

CA Manufacturers & Technology Association – Lance Hastings, President

– Gino DiCaro, Senior Vice President

\*CA Dental Association – Carrie Gordon, Chief Strategy Officer

CA Hospital Association – Carmela Coyle, President & CEO

CA School Board Association – Dennis Meyers, Assistant Executive Director

Service Employees Int'l Union State Council – Alma Hernandez, Executive Director

United Domestic Workers of America – Doug Moore, Executive Director

CA State Association of Counties – Farrah McTing, Legislative Rep., Health Policy

\*CA Restaurant Association – Jot Condie, President & CEO

USC Business School – Raj Rajagopalan, Professor of Data Sciences and Operations

County of Sacramento – David Magnino, Emergency Medical Services

Administrator

*\*Invited*

## CFEE OFFICERS AND DIRECTORS

### OFFICERS

[ROBERT BALGENORTH](#), Chairman

[MARCIE MILNER](#), Vice-Chairman

[TIMOTHY O'CONNOR](#), Vice-Chairman

[JAY HANSEN](#), President & CEO

[CURT AUGUSTINE](#), Secretary

[LAURA LEWIS](#), Treasurer

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- Aera Energy LLC: [SARA O'NEILL BOUTON](#), Vice President, Government and Regulatory Affairs
- Alliance for Automotive Innovation: [CURT AUGUSTINE](#), Director of Policy & Govt. Affairs
- American Forest & Paper Association: [TERRY WEBBER](#), Executive Director, Packaging
- Americas Styrenics: [JON TIMBERS](#), Director, Innovation & Sustainability
- AT&T California: [RHONDA JOHNSON](#), President
- Antelope Valley East Kern Water Agency: [ROBERT PARRIS](#), Director, Division 5
- Bay Area Council: [JIM WUNDERMAN](#), President & CEO
- Berry Corporation: [A.T. \(TREM\) SMITH](#), Chief Executive Officer
- Boilermakers Union: [J. THOMAS BACA](#), International VP of Western States
- California Alliance for Jobs: [MICHAEL QUIGLEY](#), Executive Director
- California American Water: [RICHARD SVINDLAND](#), President, California & Hawaii
- California Cable & Telecommunications Association: [CAROLYN MCINTYRE](#), President
- California Community Choice Association: [BETH VAUGHAN](#), Executive Director
- California Conference of Carpenters: [DANIEL M. CURTIN](#), Director
- California Construction Industry Labor Management Trust: [ROBERT L. BALGENORTH](#), Chairman
- California Council for Environmental and Economic Balance: [BILL QUINN](#), President & CEO
- California Independent System Operator: [STEPHEN BERBERICH](#), President & Chief Executive Officer
- California League of Conservation Voters: [MARY CREASMAN](#), Chief Executive Officer
- California Medical Association: [DUSTIN CORCORAN](#), CEO

- Calif.-Nev. Conf. of Operating Engineers: TIMOTHY T. CREMINS, Director of Education & Research
- California Plumbing & Mechanical Contractors Association: CHARLES MARTIN, Executive Director
- California Product Stewardship Council: [DOUG KOBOLD](#), Executive Director
- California Resources Group: [PAUL DEIRO](#), Vice President, Government Affairs
- California State Council of Laborers: JOSE MEJIA, Director
- California Water Service Group: [MARTIN KROPELNICKI](#), President & CEO
- Calpine Corporation: [KASSANDRA F. GOUGH](#), Vice-President, Government & Regulatory Affairs
- CFEE: [JAY HANSEN](#), President & CEO
- Chevron Corporation: [ERMELINDA RUIZ MORETTI](#), California Representative, Policy, Government & Public
- Clearway Energy: [RANDY HICKOK](#), Chief Operating Officer
- Comcast: [WALTER HUGHES](#), State Director, Government Affairs
- Constellation (an Exelon company): [MARY LYNCH](#), Director, Wholesale Market Development
- East Bay Community Energy: [NICK CHASET](#), Chief Executive Officer
- EDP Renewables: [SCOTT FARRIS](#), Senior Regulatory & Government Affairs Manager
- Edison International & Southern California Edison Company: [CAROLINE CHOI](#), Senior VP of Corporate Affairs
- Environmental Defense Fund: [TIMOTHY O'CONNOR](#), Senior Attorney / Director, California Climate Initiative
- Frontier Communications: CHARLIE BORN, Director, Government & External Affairs
- General Electric: [JC SANDBERG](#), Director and Executive Counsel, Global Gov. Affairs & Policy
- Golden State Water Company: [DENISE L. KRUGER](#), Senior Vice President, Regulated Utilities
- Haskell Point Advisors, LLC: DAN RICHARD, Principal
- Health Net, Inc.: [CAROL KIM](#), Vice President, Strategic Alliances & Business Development
- Independent Energy Producers Association: [JAN SMUTNY-JONES](#), Chief Executive Officer
- IBEW, Local Union 11: [ANTONIO SANCHEZ](#), Political Director
- IBEW, Local Union 47: PATRICK LAVIN, Business Manager/Financial Secretary
- IBEW, Local Union 1245: THOMAS M. DALZELL, Business Manager/Financial Secretary

- IBEW/NECA/LMCC: DAVID GOMEZ, Executive Director
- Kaiser Permanente: [JOHN GARCIA](#), Vice President, Government Relations
- Lancaster Choice Energy: [JASON CAUDLE](#), City Manager
- League of California Cities: [CAROLYN COLEMAN](#), Executive Director
- Los Angeles County Department of Public Works: [MARK PESTRELLA](#), Director
- Los Angeles Department of Water & Power: [MARTIN ADAMS](#), General Manager
- Marathon Petroleum: [NICOLE PARRA](#), Manager, Government & Public Affairs
- MCE Clean Energy: [DAWN WEISZ](#), Chief Executive Officer
- Metropolitan Water District of Southern California: [JEFFREY KIGHTLINGER](#), General Manager
- National Grid: [NATE SANDVIG](#), Director, US Business Development
- National Stewardship Action Council: [HEIDI SANBORN](#), Executive Director
- Natural Resources Defense Council: [ALEX JACKSON](#), Legal Director, California Climate Project
- The Nature Conservancy: [JAY ZIEGLER](#), Director of External Affairs Policy
- NextEra Energy Resources: CARA MARTINSON, Director West Government Affairs
- Nossaman LLP: [LORI ANNE DOLQUEIST](#), Partner
- NRG Energy: Rebecca Lee, Senior Manager of Government Affairs
- Pacific Gas & Electric Corporation: CHRIS PATTERSON, Director of State Government Relations
- Port of Long Beach: [MARIO CORDERO](#), Executive Director
- Rachelle Chong Strategic Consulting: [RACHELLE B. CHONG](#), Principal
- Recology: [ERIC POTASHNER](#), Vice President & Senior Director of Strategic Affairs
- Sacramento Municipal Utility District: [LAURA LEWIS](#), Chief Legal Officer & General Counsel
- San Francisco Public Utilities Commission: [BARBARA HALE](#), Assistant GM, Power Enterprise
- San Jose Clean Energy, [LORI MITCHELL](#), Director
- Sempra Energy Utilities: [DANIEL SKOPEC](#), Vice President for Regulatory Affairs
- Shell Energy North America: [MARCIE MILNER](#), Vice President, Regulatory Affairs
- Sonoma County Water Agency: [GRANT DAVIS](#), General Manager
- Southern California Contractors Association: PAUL VON BERG, VP of Consulting Services
- Southern California Pipe Trades, District Council No. 16: RODNEY COBOS, Assistant Business Manager



- sPower: [GARRET BEAN](#), Vice President - Development, Land & Permitting
- State Building & Construction Trades Council of California: [ROBERT HUNTER](#), President
- Trans Bay Cable: KERRY HATTEVIK, President
- Turlock Irrigation District: [MICHELLE REIMERS](#), General Manager
- Union of Concerned Scientists: [ADRIENNE ALVORD](#), Director, California and Western States
- University of California, Davis Health: [DAVID LUBARSKY, M.D.](#), Vice Chancellor, Human Health Sciences & CEO
- Western States Petroleum Association: [CATHERINE REHEIS-BOYD](#), President
- Verizon Communications: HEIDI BARSUGLIA, Vice President, Public Policy and Legal Affairs



# *Hotel and Travel* **Accommodations**

## **Event Name/Date:**

ACWA Zooming Through Calif.: Connecting ACWA Regions/Tuesdays Oct. 20 - Nov. 10, 2020

## **CONTACT INFORMATION**

First Name

Last Name

Date

## **ACCOMMODATION INFORMATION**

*Rooms and rates are subject to availability. Complete and submit this form as soon as possible to guarantee a room at the host hotel. In the event that the host hotel is booked, every effort will be made to secure a room at the closest hotel within comparable rates to the event discounted rate.*

Arrival Date

Departure Date

No. of guests

Room Type

Do you require a smoking room?

☐ Yes ☐ No

**Do you need transportation from the airport to the hotel?**

☐ Yes ☐ No

Flight Number

Time

## **ADDITIONAL INFORMATION/REQUESTS**

Staff Representative

## Dawn Deans

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**From:** System Admin <amlp@acwacrm.onmicrosoft.com>  
**Sent:** Monday, September 21, 2020 1:26 PM  
**To:** Dawn Deans  
**Subject:** ACWA Regions Virtual Event Series



Click [here](#) to view it in your browser.



## Must Attend ACWA's Virtual Region Events

Experience region events as never before. ACWA Regions 3, 5, 6, 7 and 8 are hosting a webinar series that will highlight a wide range of local and regional water issues, as well as spotlight ACWA member efforts to build regional partnerships and implement innovative solutions at the local level.

For a single registration fee, attendees will have the opportunity to view multiple region programs and hear from issue experts, elected officials, and water leaders from across the state. This unique opportunity will provide attendees insight into the statewide significance of emerging regional issues.

**Dates:** Oct. 20 & 27, Nov. 3 & 10

**Time:** 10 am

**Cost:** All 4 sessions: \$100 | Individual session: \$35

**REGISTER NOW**

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**October 20 • Region 3**

## Economic Drivers of Sustainable Forest Management Matter for California's Source Headwaters

Explore biomass project development in Region 3. This program will feature discussions on the link between forest health and water supply, the potential benefits of emergent biomass technologies and more.

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**October 27 • Regions 6 & 7**

## San Joaquin Valley Water Forum

Hear from industry experts and water leaders who will highlight innovative strategies, partnerships, and technologies designed to address the most urgent regional water management challenges affecting the San Joaquin Valley.

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**November 3 • Region 8**

## Developing a Local Recycled Water Supply through Regional Partnerships

Zoom through Region 8 and learn about the latest efforts to secure a safe, affordable, and resilient water supply by augmenting local water development through regional partnerships and investments in recycled water technology.

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**November 10 • Region 5**

## Continuing the Discussion: Regional Issues Affecting Our Communities

Join us for a program and virtual tour of Vandenberg Village Community Services District and Los Vaqueros Reservoir Facilities. Program panelists will continue the discussion on water policy issues affecting disadvantaged communities in California.

## Questions

Contact Ana Javaid at [anaj@acwa.com](mailto:anaj@acwa.com)

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**MINUTES OF REGULAR MEETING OF THE COMMISSIONERS OF THE ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION, JULY 9, 2020.**

*A regular meeting of the Commissioners of the Antelope Valley State Water Contractors Association was held Thursday, July 9, 2020, via teleconference. Chair Parris called the meeting to order at 6:00 p.m.*

**1) Pledge of Allegiance.**

No pledge of allegiance was held.

**2) Roll Call.**

**Attendance:** *(via teleconference)*

Robert Parris, Chair  
Vincent Dino, Vice Chair  
Leo Thibault, Treasurer-Auditor  
Kathy Mac Laren, Secretary  
Barbara Hogan, Commissioner  
Keith Dyas, Commissioner

**Others Present:** *(via teleconference)*

Matthew Knudson, General Manager  
Peter Thompson II, Asst. General Manager  
Tom Barnes, Resources Manager  
Dennis Hoffmeyer, Controller  
James Chaisson, LCID General Manager  
Don Wilson, PWD Alt. Commissioner  
Claudia Bolanos, PWD Res./Analyt. Spvsr.  
Danielle Henry, Management Analyst  
1 member of the public

**3) Adoption of Agenda.**

It was moved by Commissioner Dyas, seconded by Commissioner Dino, and unanimously carried by all members of the Board of Commissioners present at the meeting on the following roll call vote to adopt the agenda, as written:

Chair Parris – aye  
Commissioner Dino – aye  
Commissioner Thibault – aye  
Commissioner Mac Laren – aye  
Commissioner Dyas – aye  
Commissioner Hogan – aye

**4) Public Comments for Non-Agenda Items.**

There were no public comments.

**5) Consideration and Possible Action on Minutes of Regular Meeting Held March 12, 2020.**

It was moved by Commissioner Mac Laren, seconded by Commissioner Thibault, and unanimously carried by all members of the Board of Commissioners present at the meeting on the following roll call vote to approve the minutes of the regular meeting held March 12, 2020, as written:

Chair Parris – aye  
Commissioner Dino – aye  
Commissioner Thibault – aye  
Commissioner Mac Laren – aye  
Commissioner Dyas – aye  
Commissioner Hogan - aye

**6) Payment of Bills.**

General Manager Knudson reviewed the bills received for payment and for ratification of payment after which it moved by Commissioner Thibault, seconded by Commissioner Hogan, and unanimously carried by all members of the Board of Commissioners present at the meeting on the following roll call vote to approve payment of the bills received from AVEK in the amount of \$1,017.24 for staff services, from PWD in the amount of \$2,513.01 for staff services, from Nigro & Nigro in the amount of \$1,000.00 for audit services, from Digital Deployment (Streamline) in the total amount of \$150.00 for quarterly web hosting services, from the United States Geological Survey (U.S.G.S.) in the amount of \$16,375.00 for the 2019/2020 Joint Funding Agreement for Cooperative Water Resources Investigations for the period of February 1, 2020 through April 30, 2020, from Woodard & Curran in the amount of \$13,085.25 for professional services associated with the 2019 Integrated Regional Water Management Plan update, and from Interactive Educational Services (IES) in the amount of \$98.00 for the final bill for web hosting services:

Chair Parris – aye  
Commissioner Dino – aye



ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION  
JULY 9, 2020  
REGULAR MEETING

Commissioner Thibault – aye  
Commissioner Mac Laren – aye  
Commissioner Dyas – aye  
Commissioner Hogan - aye

**7) Presentation on Big Rock Creek Joint Groundwater Recharge Project. (General Manager Knudson/Mr. Paul Chau – Kennedy /Jenks Consultants)**

Mr. Paul Chau, of Kennedy/Jenks, provided a detailed presentation on the Big Rock Creek Joint Groundwater Recharge Project Feasibility Study, including the Project objectives, the unfavorable test results of the limited natural recharge, and the recommendations to achieve greater recharge results followed by a brief discussion of potential environmental challenges and alternative recharge locations.

**8) Consideration and Possible Action on Acceptance and Filing of Audit for Year Ended June 30, 2019. (General Manager Knudson/Controller Hoffmeyer)**

Controller Hoffmeyer provided a detailed overview of the Association's audit for year ended June 30, 2019 after which it was moved by Commissioner Thibault, seconded by Commissioner Hogan, and unanimously carried by all members of the Board of Commissioners present at the meeting on the following roll call vote to accept and file the Association's audit for year ended June 30, 2019:

Chair Parris – aye  
Commissioner Dino – aye  
Commissioner Thibault – aye  
Commissioner Mac Laren – aye  
Commissioner Dyas – aye  
Commissioner Hogan - aye

**9) Consideration and Possible Action on Budget for Fiscal Year 2020/2021. (General Manager Knudson/Controller Hoffmeyer)**

Controller Hoffmeyer provided a detailed overview of the proposed budget for fiscal year 2020/2021, including the General Program Funds and Restricted Funds for the U.S.G.S./CASGEM Program and the Big Rock Creek Joint Groundwater Recharge Project, and after a brief discussion of the funds paid to the Antelope Valley Fair Association for the Water Conservation Garden sponsorship, the cancelled 2020 Home



ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION  
JULY 9, 2020  
REGULAR MEETING

Show and Smart Water Expo, and of proposing to include the U.S.G.S./CASGEM Program costs with the Watermaster budget, it was moved by Commissioner Mac Laren, seconded by Commissioner Hogan, and unanimously carried by all members of the Board of Commissioners present at the meeting on the following roll call vote to approve the General Funds portion of the budget for fiscal year 2020/2021:

Chair Parris – aye  
Commissioner Dino – aye  
Commissioner Thibault – aye  
Commissioner Mac Laren – aye  
Commissioner Dyas – aye  
Commissioner Hogan – aye

**10) Consideration and Possible Action on Request from Watermaster for Replacement Water for Years 2016 through 2019. (General Manager Knudson)**

General Manager Knudson reviewed the Watermaster replacement water assessments received for years 2016 through 2019 and the request for the Association to supply replacement water per the October 2019 Replacement Water Agreement between the Association and the Watermaster, and after a brief discussion of the producers and well locations according to the member agencies boundaries, it was determined that the General Managers of each member agency will meet to further discuss this request and a recharge plan recommendation to present at the next regular meeting.

**11) Consideration and Possible Action on General Manager Position. (General Manager Knudson)**

After a brief discussion of General Manager Knudson's increasing responsibilities with the Antelope Valley Watermaster, Chair Parris recommended appointing Assistant General Manager Thompson II as the new General Manager of the Association after which it was moved by Commissioner Mac Laren, seconded by Commissioner Dyas, and unanimously carried by all members of the Board of Commissioners present at the meeting on the following roll call vote to appoint Assistant General Manager Thompson II as General Manager of the Association:

Chair Parris – aye  
Commissioner Dino – aye  
Commissioner Thibault – aye

ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION  
JULY 9, 2020  
REGULAR MEETING

Commissioner Mac Laren – aye  
Commissioner Dyas – aye  
Commissioner Hogan – aye

It was determined that this change will be effective at the next regular meeting of the Association.

**12) Report of General Manager and Assistant General Manager.**

**a) Status Updates:**

**1) 2020 Home Show and SMART Water Expo.**

Assistant General Manager Thompson II reported that the Home Show and SMART Water Expo has been postponed until 2021 and that staff will work with the Antelope Valley Fair Association on the funds paid for this year's cancelled event.

**2) Schedule for AVSWCA Special Meeting regarding State Water Project Overview and On-Going Projects/Studies.**

After a brief discussion of COVID-19 and meeting restrictions, Assistant General Manager Thompson II was directed to coordinate a video conference meeting with Ms. Jennifer Pierre of the State Water Project.

**3) Antelope Valley Watermaster Meetings.**

General Manager Knudson reported that the Watermaster now has approved Rules and Regulations and that an additional section of the Rules and Regulations regarding ground water storage agreements will be considered for approval at the next meeting on July 22, 2020.

**4) Update on Round 1 Proposition 1 Integrated Regional Water Management Implementation Grants for Antelope Valley and Fremont Basin.**

General Manager Knudson reported that the Antelope Valley and Fremont Basins were awarded Proposition 1 Integrated Regional Water Management grant funding by the Department of Water Resources (DWR) and that staff will be working with DWR to execute an agreement for the Antelope Valley grant funding.

ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION  
JULY 9, 2020  
REGULAR MEETING

**13) Report of Controller.**

**a) Update on Revenue, Expenses and Change in Net Position.**

Controller Hoffmeyer provided a brief review of the Association's revenue, expenses and change in net position for the month ending May 31, 2020.

**14) Reports of Commissioners.**

There were no reports from Commissioners.

**15) Report of Attorney.**

No attorney was present at the meeting.

**16) Commission Members' Requests for Future Agenda Items.**

There were no requests for future agenda items.

**17) Consideration and Possible Action on Scheduling the Next Association Meeting.**

It was determined that the next meeting of the Association will be held August 13, 2020.

**18) Adjournment.**

There being no further business to come before the Commissioners, the regular meeting of the Commissioners of the Antelope Valley State Water Contractors Association was adjourned at 7:34 p.m.

  
Secretary

## **MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, AUGUST 11, 2020:**

*A meeting of the Personnel Committee of the Palmdale Water District was held Tuesday, August 11, 2020, via teleconference. Alternate Chair Alvarado called the meeting to order at 9:00 a.m.*

### **1) Roll Call.**

#### **Attendance:**

Committee:

Robert Alvarado, Alternate Chair  
(via teleconference)

Kathy Mac Laren, Committee  
Member (via teleconf.)

Gloria Dizmang, Chair -  
ABSENT

#### **Others Present:**

Dennis LaMoreaux, General Manager (via teleconf.)

Adam Ly, Assistant General Manager (via teleconf.)

Mike Williams, Finance Manager (via teleconf.)

Jennifer Emery, Human Resources Director (via teleconf.)

Judy Shay, Public Affairs Director (via teleconf.)

Chris Bligh, Facilities Manager (via teleconf.)

Dawn Deans, Executive Assistant (via teleconf.)

0 members of the public

### **2) Adoption of Agenda.**

It was moved by Committee Member Mac Laren, seconded by Alternate Chair Alvarado, 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 23, 2020.**

It was moved by Committee Member Mac Laren, seconded by Alternate Chair Alvarado, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held April 23, 2020, as written.

**4.2) Consideration and Possible Action on 2020 Strategic Plan Goals. (General Manager LaMoreaux)**

The Committee reviewed in detail each of the proposed 2020 Strategic Plan Goals for Strategic Initiative No. 2 – Organizational Excellence, Strategic Initiative No. 5 – Regional Leadership, and Strategic Initiative No. 6 – Customer Care, Advocacy and Outreach. The following revised goals are based on the Committee's and staff's recommendations and include key word phrases for each of the Initiatives:

**Strategic Initiative No. 2 – Organizational Excellence**

*Train, Perform, Reward*

- Offer competitive compensation and benefits package for employee recruitment and retention
- Focus Succession Planning Program on ensuring an overlap of training for key positions
- Continue providing transparency to our ratepayers
- Promote and support leadership training and professional development programs to enhance the District's customers' experience
- Ensure employees are trained on the Strategic Plan and the District's Values of Diversity, Integrity, Teamwork, and Passion
- Improve safety for Directors, employees, and customers
- Develop career paths at the District for interns and pursue state and federal funding for intern programs
- Involve employees in community engagement and professional platforms

**Strategic Initiative No. 5 – Regional Leadership**

*Engage, Lead, Progress*

- Increase involvement with water, business, and community partnerships
- Provide opportunities for local businesses to contract with the District
- Expand the Greater Antelope Valley Water Emergency Coalition by continuing to collaborate with neighboring water agencies and moving to include more agencies outside of the Antelope Valley
- Develop working relationships and mutually beneficial projects with other water agencies in the District's state and federal representatives' districts
- Develop events or activities with lessees of District properties

- Host a 100<sup>th</sup> anniversary celebration for a fully re-opened Little Rock Dam and Reservoir recreation area in 2024

**Strategic Initiative No. 6 – Customer Care, Advocacy and Outreach**

Promote, Educate, Support

- Enhance customers' experience through communication and feedback
- Evaluate, develop, and market additional payment options
- Develop the District's Public Outreach Plan and increase public awareness of current programs and services
- Develop partnerships with various agencies to distribute information about resources available to the public
- Engage elected officials and the public on the importance of local, state, federal, and global water reliability issues
- Expand the District's social media platforms and find new avenues to share information and news
- Plan and convert to an Advanced Metering Infrastructure (AMI) to increase customers' knowledge of water use
- Continue to promote and expand school water education programs

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



There were no requests for future agenda items.

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

It was stated that the next Personnel Committee meeting is scheduled for September 16, 2020 at 11:00 a.m.

**8) Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 10:14 p.m.

  
Chair  
By:   
Dawn Deans, Executive Assistant

## **MINUTES OF MEETING OF THE OUTREACH COMMITTEE OF THE PALMDALE WATER DISTRICT, FEBRUARY 25, 2020:**

*A meeting of the Outreach Committee of the Palmdale Water District was held Tuesday, February 25, 2020, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Wilson called the meeting to order at 3:34 p.m.*

### **1) Roll Call.**

#### **Attendance:**

Committee:

Don Wilson, Chair

Robert Alvarado, Committee  
Member

#### **Others Present:**

Dennis LaMoreaux, General Manager

Adam Ly, Assistant General Manager

Judy Shay, Public Affairs Director

Dawn Deans, Executive Assistant

0 members of the public

### **2) Adoption of Agenda.**

It was moved by Committee Member Alvarado, seconded by Chair Wilson, 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 January 28, 2020.**

It was moved by Committee Member Alvarado, seconded by Chair Wilson, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Outreach Committee meeting held January 28, 2020, as written.

#### **4.2) Discussion of Water Ambassador's Academy. (Public Affairs Director Shay).**



Public Affairs Director Shay provided an overview of the 3<sup>rd</sup> annual Water Ambassador's Academy scheduled for March 4, 11, and 18, 2020 from 5:30 – 7:30 p.m. and March 21 for a site tour of the Leslie O. Carter Water Treatment Plant and Littlerock Dam followed by lunch and graduation and stated that 18 attendees are confirmed and that speakers from the Department of Water Resources, City of Palmdale, and General Counsel Dunn are scheduled for presentations on March 18, 2020.

**4.3) Discussion of Public Affairs Department's Crisis Communication Plan.  
(Public Affairs Director Shay)**

Public Affairs Director Shay provided an overview of the Public Affairs Department's draft Crisis Communication Plan, which will be followed in an emergency or a crisis and will be attached to the District's updated Emergency Response Plan, followed by discussion of coordination with the State, the City of Palmdale, and other agencies during an emergency, the spokesperson for the District, conveying information to staff and the public, and emergency protocol.

**4.4) Consideration and Possible Action on Outreach Activities for 2020.  
(Public Affairs Director Shay)**

**a) Outreach Report.**

Public Affairs Director Shay reviewed press releases to date, the Let's Talk H2O event last week, the Café con Leche Radio Show with Engineering/Grant Manager Rogers, attendance at the Palmdale and A.V. Hispanic Chamber of Commerce luncheons as well as the A.V. Communicator's meeting at NASA at Plant 42, continued work with CV Strategies regarding the logo and website for the Palmdale Recycled Water Authority, updating of the District's website by staff's Website Steering Committee, and the FOLD tour of the Littlerock Reservoir grade control structure site.

**b) Upcoming Events/2020 Plans.**

She then stated that upcoming events include the Antelope Valley Board of Trade Business Outlook Conference on February 28; the District's third annual Water Ambassadors Academy on March 4, 11, 18, and 21; Coffee with Director Alvarado on March 14 at Pedro's; the Extreme Home Makeover Show for the Palmdale veteran's home airs March 29; 400 water bottles to the Palmdale Chamber of Commerce Family Picnic and the Homeless HOPE event both in April; an Earth Day activity at the District



by the Water Use Efficiency team on April 22; a water experiment presentation to Palmdale Prep Academy 7<sup>th</sup> graders by District lab staff on May 21, which will become an annual event; the A.V. Taco Festival on June 13; and an annual District Open House on July 18 at the Leslie O. Carter Water Treatment Plant to coincide with the District's 102<sup>nd</sup> birthday.

Chair Wilson then requested a copy of these events.

**5) Reports.**

**5.1) Staff Manager Reports.**

General Manager LaMoreaux provided a brief update on the status of the Water Conservation Garden, which is undergoing a minor redesign due to the location of underground utilities.

There were no additional information reports.

**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 Outreach Committee meeting will be held April 15, 2020 at 3:30 p.m.

**8) Adjournment.**

There being no further business to come before the Outreach Committee, the meeting was adjourned at 4:26 p.m.

  
Chair

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

**DATE:** September 23, 2020 **September 28, 2020**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 8.2.a – SEPTEMBER 2020 GENERAL MANAGER REPORT***

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The following is the September 2020 report to the Board of activities through August 2020. It is organized to follow the District's 2020 Strategic Plan approved in August 2020 and composed of six strategic initiatives. The initiatives follow for reference. It is intended to provide a general update on the month's activities.



**Water Resource Reliability:** *Resilience, Development, Partnership*

Support and participate with local agencies in the development of projects and policies that improve water reliability

Expand the recycled water distribution system for both public access and construction water

Continue the Palmdale Regional Groundwater Recharge and Recovery Project to maximize state and federal funding opportunities

Support projects and initiatives that increase the resilience of the State Water Project

Expand access to available water supplies to increase drought resiliency, develop water storage projects, and improve the ability to capture groundwater, local surface water, and recycled water

Update the 2010 Strategic Water Resources Plan and Water Supply Fee to ensure funding for needed projects

Strengthen stakeholder relationships and implement Littlerock Dam and Reservoir sediment removal



**Organizational Excellence:** *Train, Perform, Reward*

Offer competitive compensation and benefits package for employee recruitment and retention

Focus Succession Planning Program on ensuring an overlap of training for key positions

Continue providing transparency to our ratepayers

Promote and support leadership training and professional development programs to enhance the District's customers' experience

Ensure employees are trained on the Strategic Plan and the District's Values of Diversity, Integrity, Teamwork, and Passion

Improve safety for Directors, employees, and customers

Develop career paths at the District for interns and pursue state and federal funding for intern programs

Involve employees in community engagement and professional platforms



**Systems Efficiency:** *Independence, Technology, Research*

Explore energy independence and evaluate the feasibility of energy options, including wind and solar

Incorporate more energy efficient technologies into the District's infrastructure

Advance new technologies to increase treatment efficiencies, including the use of Granular Activated Carbon (GAC)

Research state-of-the-art treatment techniques to help with systems efficiency and flexibility in using recycled water and surface water

Enhance technologies to increase efficiencies

Re-evaluate Lake Palmdale by-pass pipeline and pursue funding options

Improve Palmdale Ditch to reduce water loss



**Financial Health and Stability:** *Strength, Consistency, Balance*

Pursue grant funding for District projects and operations

Maintain the five-year financial plan adopted as part of the 2019 Water Rate Study, including the five-year Capital Improvement Plan

Build adequate reserve levels and achieve high-level bond rating

Seek potential revenue sources from vacant District properties

Monitor finances, operations, and projects affected by emergencies

Digitize and document departmental workflows



**Regional Leadership:** *Engage, Lead, Progress*

**Increase involvement with water, business, and community partnerships**

**Provide opportunities for local businesses to contract with the District**

**Expand the Greater Antelope Valley Water Emergency Coalition by continuing to collaborate with neighboring water agencies and moving to include more agencies outside of the Antelope Valley**

**Develop working relationships and mutually beneficial projects with other water agencies in the District's state and federal representatives' districts**

**Develop events or activities with lessees of District properties**

**Host a 100<sup>th</sup> anniversary celebration for a fully re-opened Littlerock Dam and Reservoir recreation area in 2024**



**Customer Care, Advocacy and Outreach:** *Promote, Educate, Support*

**Enhance customers' experience through communication and feedback**

**Evaluate, develop, and market additional payment options**

**Develop the District's Public Outreach Plan and increase public awareness of current programs and services**

**Develop partnerships with various agencies to distribute information about resources available to the public**

**Engage elected officials and the public on the importance of local, state, federal, and global water reliability issues**

**Expand the District's social media platforms and find new avenues to share information and news**

**Plan and convert to an Advanced Metering Infrastructure (AMI) to increase customers' knowledge of water use**

**Continue to promote and expand school water education programs**

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



**Water Resource Reliability** *Resilience, Development, Partnership*

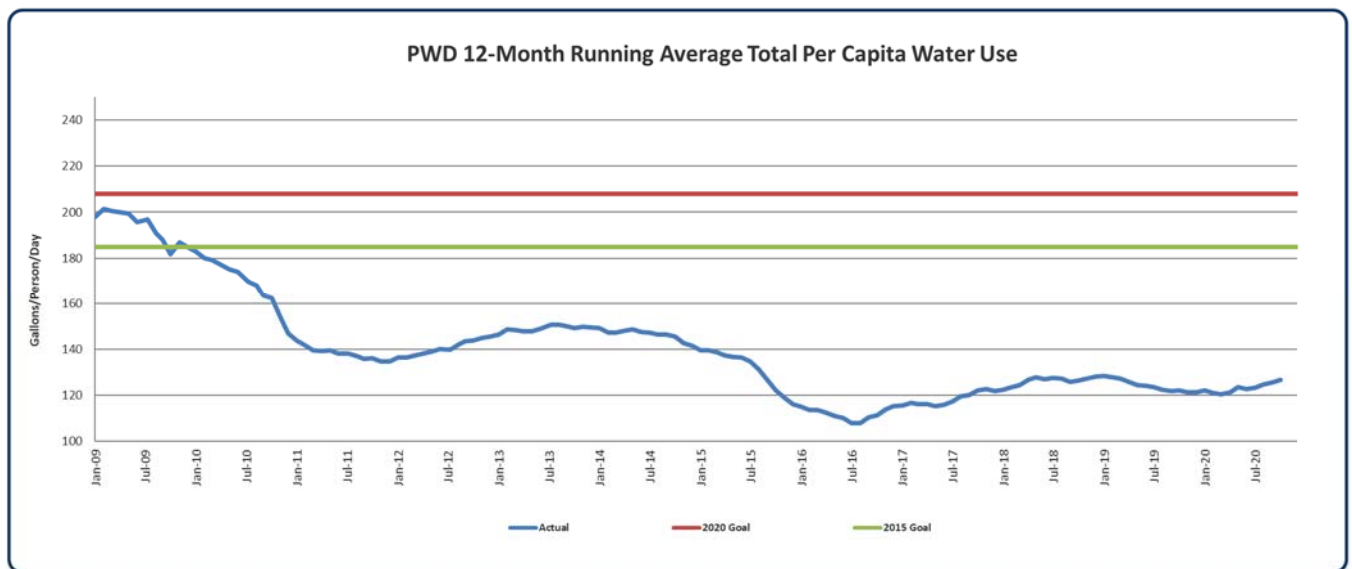
This initiative includes conservation efforts, water supply projects, and water planning.

Recent highlights are as follows:

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

The 20 x 2020 per capita reduction goals passed by the legislature in 2009 with new long-term water budgeting requirements have now been replaced with new requirements and water agency water budgets. These follow through on the “Making Water Conservation a California Way of Life” plan. The District expects to easily comply with the new requirements as they are based on the same philosophy as the District water budget rate structure. More will be known as Kennedy/Jenks works with staff on the 2020 Urban Water Management Plan. Until these criteria are finalized, the customers’ performance is shown in this report using the 20 x 2020 requirements.

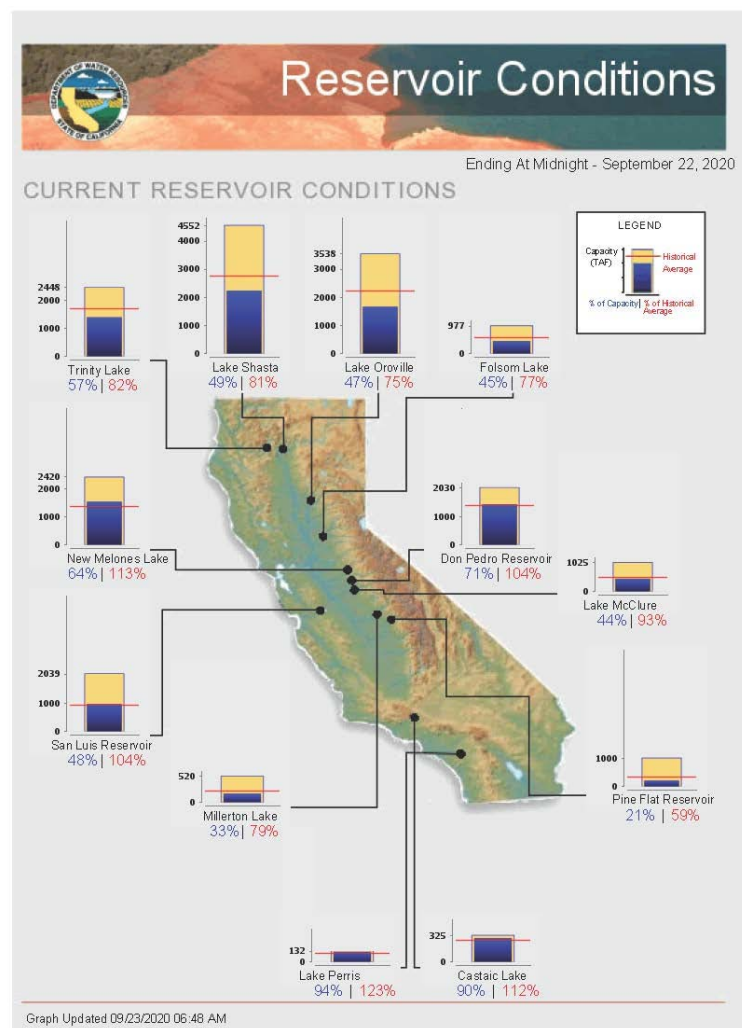
The District’s compliance with the former 20 x 2020 law is evident from the chart titled “PWD 12-Month Running Average Total Per Capita Water Use.”:



The District’s customers have cut their water use by **45.0%** from the baseline number of 231 established in the 2015 Urban Water Management Plan and met the 2020 Goal in early 2010. The current Total-GPCD is 127.

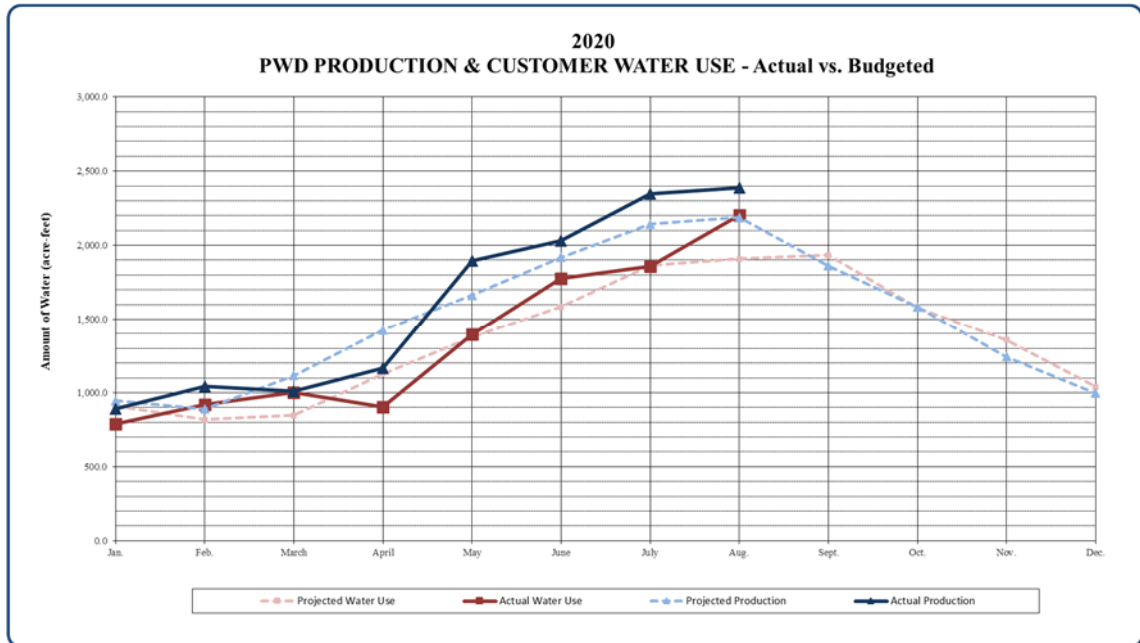
### Water Supply Information

- The AV Adjudication is now entering its fifth year, and the reduction to the native safe yield is in its third year. The District's native groundwater right is 2,769.63 AF. The District's 2019 groundwater rights totaled 7,986.67 AF without the prior year's Carryover Rights. The District's 2020 groundwater rights are approximately 8,188 AF and 9,465.83 AF of Carryover production rights from 2019 for a total groundwater production right available to the District of 17,653.96 AF.
- The 2020 water resources plan is tentative at this point. Precipitation in the area that contributes to the State Water Project is currently at 63% of average and the SWP allocation is 20%. This provides the District approximately 6,260 AF, including the Butte County lease. Over 4,000 AF was used from Littlerock Reservoir. The District will also receive other water including the Yuba Accord Water and carryover SWP from 2019. These efforts, along with the District's available groundwater rights, will lessen any needed conservation needed by our customers this year. The current reservoir storage as of Tuesday, August 18, 2020:

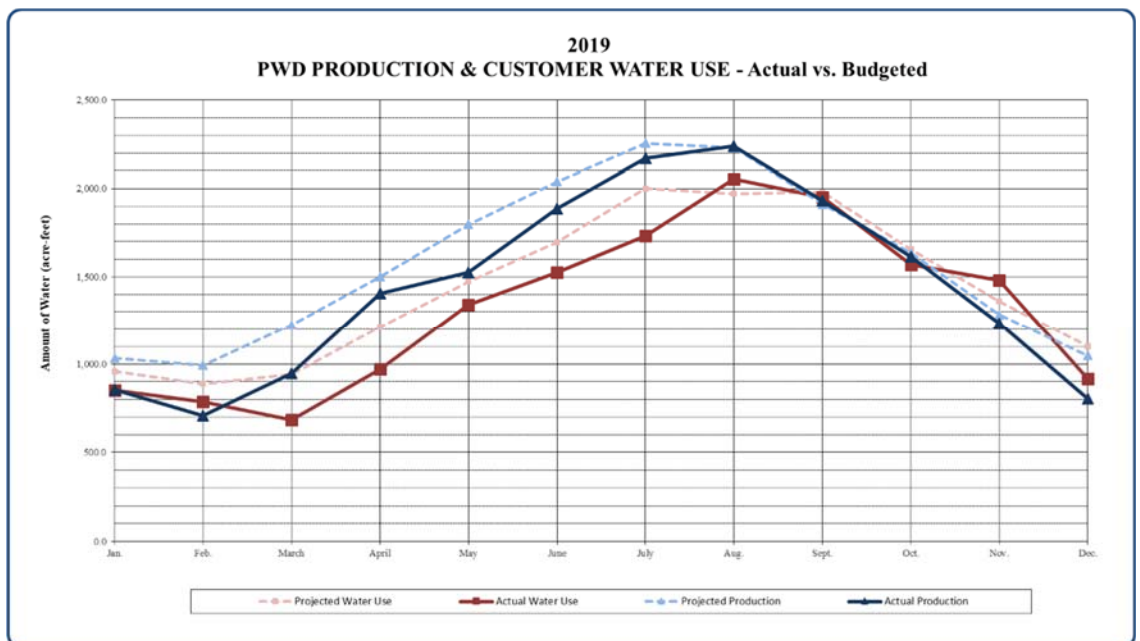




- The following is the anticipated monthly water consumption and production for 2020 based on the prior five years of actual monthly information. The total consumption is based on the 2020 Budget amount of 16,341 AF. Actual consumption numbers through August 2020 is slightly more than anticipated by 4.0% (419.1 AF/10,434 AF) and water production is also slightly more than anticipated by 3.9% (479.4 AF/12,291 AF). The following graph shows water use is continuing to increase for the year, though very close to projection totals.



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



Other Items

- The Littlerock Reservoir Sediment Removal Project Environmental Impact Report/Environmental Impact Statement (EIR/EIS) was fully approved in 2017. All required permits are in place, and a construction contract for the Grade Control Structure was awarded in July 2018 to ASI Construction, LLC (ASI) of Colorado Springs. The work was completed in January 2020 and ASI has left the site.

A citizen's committee, Friends of Littlerock Dam (FOLD), was formed in the Littlerock, Pearblossom, and Juniper Hills area to find a way to reopen the Littlerock Reservoir Recreation area. They worked with the District and the USFS on this issue. However, the potential openings this year were canceled due to the COVID-19 pandemic.

Staff is working with the gravel quarry owners for the disposal of sediment from Littlerock Reservoir. These discussions have been hampered due to the COVID-19 pandemic. A wet spring has also meant Littlerock Reservoir is still relatively full. These factors prevented starting sediment removal this year.

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

A contract was awarded by the Board in April to drill and construct a test well at a different location on the proposed project site. The drilling is now complete, and the information is being accessed.

- The Upper Amargosa Creek Recharge Project is complete. One contract is for the California Aqueduct turnout and transmission water main. The other is for the recharge basins. They are higher than original estimates and will result in a request from the City of Palmdale to the District, LA County Waterworks, and AVEK for additional funding. The District is working with DWR to deliver water to the Project for recharge on a continuing basis.
- Delta Conveyance Facility (DCF): The State Water Contractors and the Department of Water Resources are continuing discussions about the Project's financing and operations. These discussions will result in a clearer picture of the effect on individual contractors. Staff is directly involved in these discussions, the development of the Agreement in Principle, and will provide it to the Board for consideration later this year.

Another set of amendments to the State Water Project Contract have been negotiated. These changes provide for increased flexibility for SWP contractors to develop long-term exchanges of water within the SWP. This will be beneficial for all the contractors and will help the District maintain the SWP's current level of reliability for our customers.



### **Organizational Excellence**    *Train, Perform, Reward*

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

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

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

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

- COVID-19 Pandemic Response: District staff initiated a draft Pandemic Response Plan on March 4, 2020 as the State of California and County of Los Angeles issued declarations of emergency. Over the next two weeks, many District events were canceled. These included the Water Ambassadors Academy third session and facility tour, Strategic Plan Workshop, Director Alvarado Coffee, and all-staff lunch and meeting. The District also reduced the lobby's capacity and eventually closed it to the public due to Los Angeles County health orders. The other options to conduct business with the District, including using the website, calling Customer Care, using the automated phone system, and using remote payment sites, were promoted on social media, the website, and radio spots. The District has also complied with social distancing regulations by updating the Pandemic

Response Plan, rotating staff to work from home, staggering work hours, and providing non-medical face coverings for staff.

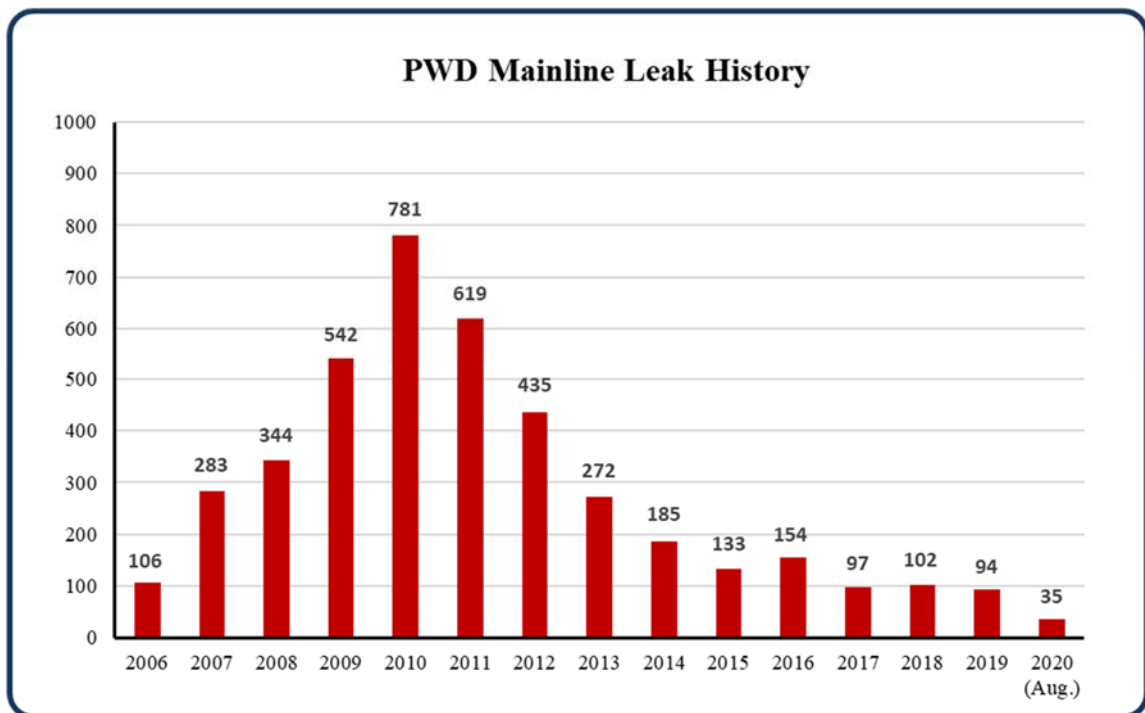
- Despite the pandemic, the District has continued to find ways for internships and training opportunities for college and high school students who are interested in the water industry.
- Several changes to the organization chart have been approved by the Board that provide opportunities for staff to prepare, compete, and further their careers at the District. These will help provide qualified pools of internal candidates to fill the positions of retiring staff.



### **Systems Efficiency**    *Independence, Technology, Research*

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

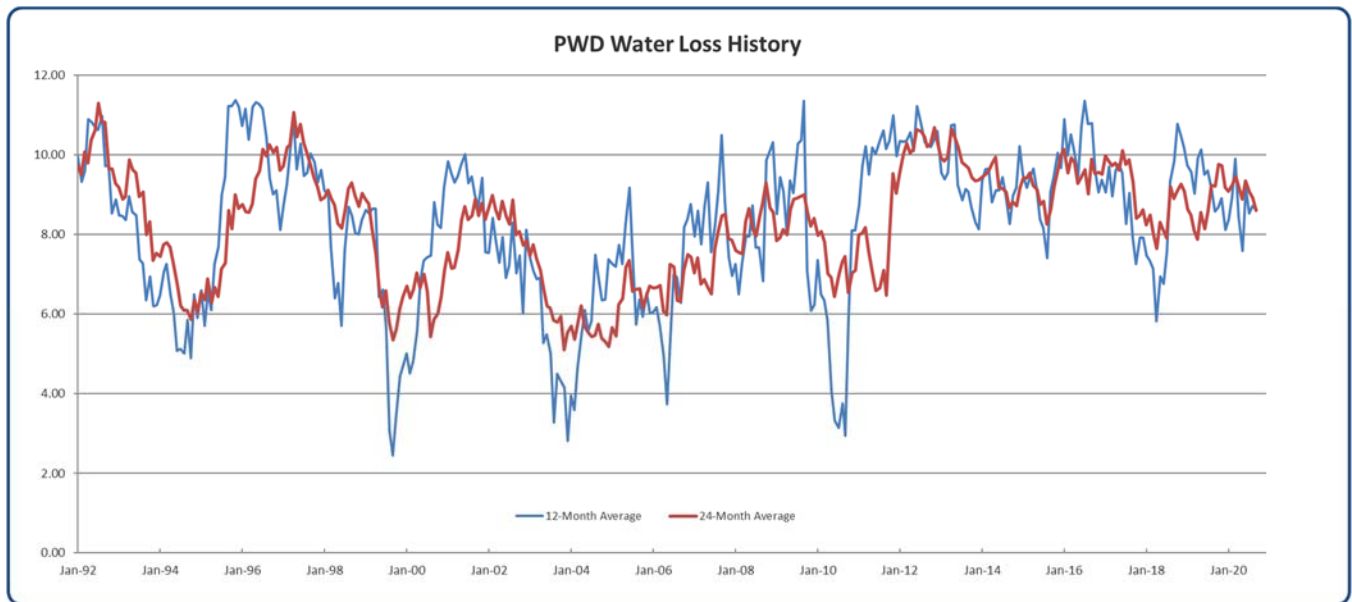
- The effects of the District’s past efforts in replacing failing water mains and meters can be seen in the reduced number of mainline leaks. This is illustrated in the chart titled “Mainline Leak History.” The mainline leaks through August 2020 total 35, and there were 51 service line leaks. For perspective, this was a weekly total several years ago.



- The District awarded two water main replacement projects this year. One is in Avenue P near 25<sup>th</sup> Street East, and the other is in Avenue V-5 west of 47<sup>th</sup> Street East. Work is

complete on the Avenue V-5 project. Work is currently underway on the Avenue P project.

- The positive effect of both water main and water meter replacement programs is shown on the chart titled “PWD Water Loss History.” The running average for water losses remains under 10%.



- District staff is currently looking at two energy technologies that could benefit our customers. One is the use of batteries for backup power at certain booster facilities. The other is a demonstration project for the generation and storage of hydrogen.
- Palmdale Ditch was used through early September due to a good runoff year for Littlerock Reservoir. Staff will work on repairs to the Ditch this fall and has also submitted a grant application to the Bureau of Reclamation to start enclosing more of the Ditch.



### **Financial Health and Stability** *Strength, Consistency, Balance*

- PWD and City of Palmdale staffs have worked together to obtain funding for the Palmdale Recycled Water Authority (PRWA) Phase II Project. PRWA is also trying to obtain completed booster station plans being held by Los Angeles County Waterworks District 40 to complete the Phase II design plans and financing.

One source of funding is the AV Integrated Regional Water Management Plan (IRWMP) grant program. The Littlerock Sediment Removal and PRWA Phase II Projects

are set to receive nearly \$900,000 for each project in the current round of funding. The other potential source of funding is the State's revolving fund program under the State Water Resources Control Board. This application process is active and is expected to fund the majority of the Project. The program can provide a 35% grant and a low-interest loan on the remaining costs.

- The 2019 Water Rate Study and Proposition 218 was completed last year when the Board unanimously approved Resolution No. 19-15. This set the water rate structure and water rates for 2020-2024.

Resolution No. 19-15 also includes criteria to evaluate the District's financial condition each year. It gives the Board the ability to reduce the water rates if the District's financial position meets four (4) of the criteria in an annual review while preparing the following year's budget.

- The 2021 Budget preparation has begun and is following the approved 2019 Water Rate Plan.
- Water-Wise Landscape Conversion Program (Cash-for-Grass Program): The District received two \$75,000 Grants from the Bureau of Reclamation in 2017 to assist in funding the Program over the last few years.
- The District is seeking State and/or Federal assistance to provide water service to the Alpine Springs Mobile Home Park on Sierra Highway. It has poor water quality from its well and several health violations.
- The District is seeking Federal assistance to enclose additional sections of the Palmdale Ditch. This will help reduce the loss of water being moved from Littlerock Dam and Reservoir to Palmdale Lake for treatment and use by our customers.
- The Finance Department is continuing to monitor the effect of the State's moratorium on shutoffs due to nonpayment on cash flow. The effect is fluctuating somewhat but is remaining 5% or less below what is usually expected. Reminder notices were restarted in June and have helped stabilize the number of long-term outstanding accounts. Customers with large outstanding balances are also being contacted to see what assistance the District can provide.
- District staff and financial consultants are working to refund a portion of the 2013A Revenue Bonds. The work includes developing the appropriate documents, getting an updated bond rating from Standard & Poor, and bringing the documents to the Board for consideration in October. This will refund approximately \$17.4 M of the bonds and can potentially save the District \$150,000/year in debt payments. The tentative schedule has the bond sale closing in early November.



The refunding of a smaller portion of the same bond issue earlier this year saves the District approximately \$46,000/year.



### **Regional Leadership**

*Engage, Lead, Progress*

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

- Activities of the Palmdale Recycled Water Authority (PRWA), AV Integrated Regional Water Management Plan (IRWMP), and Antelope Valley State Water Contractors Association have continued. The District has leadership positions in two of these organizations.
- The District staff continues to share the administration of the Antelope Valley Watermaster Board (AVWB) with AVEK and related meetings.
- District staff is active in the local chambers, Greater Antelope Valley Economic Alliance (GAVEA), regional human resources, and public information organizations.
- The 2020 “PWD Water Ambassador Academy” (WAA) began in March. However, the last session and the facilities tour were canceled due to the COVID-19 event. The third session was held virtually on August 12, 2020. The facilities tour was held in September.
- PRWA staff, District and City personnel met early this year to look at activities for this year and what future planning should be done. This includes developing a logo and brand, a website, completing the Phase II contract documents, possibly updating the Master Plan, and developing a five-year strategic plan.
- Staff held a successful meeting with Congressman Garcia and his staff at the Leslie O. Carter Water Treatment Plant in early July. He was very attentive and interested in the District’s operations and Federal needs.
- The District and other members of the Public Water Agencies Group (PWAG) have hired and share the services of an Emergency Preparedness Coordinator. This has already resulted in a successful training held at the District office. This approach also kept the District in a good position for compliance with the America’s Water Infrastructure Act (AWIA) of 2018 and responding to the current COVID-19 event.

The District met the deadline of March 31, 2020 to complete a security/vulnerability assessment under the AWIA. The District is now working with the consultant to update

its overall Emergency Response Plan based on the assessment. This must be complete by October 2020.

- The District is working with the City of Palmdale and the American Indian Little League on how to best continue to use the property at Division Street and Avenue P-8.



**Customer Care, Advocacy, and Outreach**    *Promote, Educate, Support*

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

- This year's water meter replacements have been on hold as staff conducted a competitive process to find a better system. The Board approved moving forward with a new supplier, meter brand, and reading system at the first meeting in September. This change moves the District toward being able to offer customers more information about their water use.
- The ability to make payments at 7-Eleven and Family Dollar Store is continuing to grow due to the COVID-19 event.
- Customer participation in all electronic and remote payment methods has increased due to the COVID-19 event.
- Contracts for remodeling and re-equipping of the open area on both floors of the main office were awarded by the Board in April and are now complete. The lobby and Customer Care area are available for customer appointments.
- Customer Care staff has now successfully worked with customers from home for over three months.
- Staff successfully conducted virtual coffee meetings with Directors and their constituents this year.

## **Bobcat Fire Update**

The Bobcat Fire began near Cogsdale Reservoir north of Arcadia on September 6, 2020. It entered into the Littlerock Reservoir watershed on September 12, 2020. As of September 21, 2020, it has burnt through over 52% of the watershed as well as a large part of Juniper Hills. Staff will be looking at the effects of the Fire on using water from Littlerock Reservoir and any steps that should be taken to address the damage. The District has had an agreement with the LA County Fire Department's Air Division to allow Superscoopers to use Lake Palmdale since 1994. The Superscoopers have pulled water from Lake Palmdale under the agreement to help fight the Fire for the last several days.

The following map shows the Bobcat Fire and water shed boundaries as of September 21, 2020.

