



PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

February 17, 2021

BOARD OF DIRECTORS

AMBERROSE MERINO

Division 1

DON WILSON

Division 2

GLORIA DIZMANG

Division 3

KATHY MAC LAREN-GOMEZ

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: 188-592-359#

Submit Public Comments at: <https://www.gomeet.com/188-592-359>

MONDAY, FEBRUARY 22, 2021

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 February 8, 2021.
 - 6.2) Payment of bills for February 22, 2021.
 - 6.3) Approval of Resolution No. 21-3 being a Resolution of the Board of Directors of the Palmdale Water District Approving the Antelope Valley State Water Contractors Association Restricted Budget for Fiscal Year 2020/2021. (\$4,408.00– Budgeted – Budget Item No. 1-02-50709-007 – Consultants – Resource and Analytics Director/AVSWCA General Manager Thompson II)
- 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 Resolution No. 21-4 being a Resolution of the Board of Directors of the Palmdale Water District Concurring in the Nomination of Randall James Reed to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA). (No Budget Impact – General Manager LaMoreaux)
 - 7.2) Consideration and possible action on the Palmdale Water District’s COVID-19 Prevention Program. (No Budget Impact – Human Resources Director Emery/Personnel Committee)
 - 7.3) Consideration and possible action on authorization of the following conferences, seminars, and training sessions for Board and staff attendance within budget amounts previously approved in the 2020 Budget:
 - a) None at this time.
- 8) Information Items:
 - 8.1) Reports of Directors:
 - a) Standing Committees; Organization Appointments; Agency Liaisons:
 - 1) Antelope Valley East Kern Water Agency-AVEK. (Director Dino/Director Mac Laren-Gomez, Alternate)
 - 2) Antelope Valley State Water Contractors Association. (Director Mac Laren-Gomez/Director Dizmang/Director Merino, Alternate)
 - 3) Personnel Committee Meeting. (Director Mac Laren-Gomez, Chair/Director Merino)
 - 4) Palmdale Recycled Water Authority. (Director Dino/Director Wilson/Director Mac Laren-Gomez, Alternate)

- b) General Meetings Reports of Directors.
- 8.2) Report of General Manager.
 - a) February 2021 written report of activities through January 2021.
- 8.3) Report of General Counsel.
- 9) Board members' requests for future agenda items.
- 10) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: February 16, 2021 **February 22, 2021**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Peter Thompson II, Resource and Analytics Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 6.3 – APPROVAL OF RESOLUTION NO. 21-3 BEING A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT APPROVING THE ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION RESTRICTED BUDGET FOR FISCAL YEAR 2020/2021. (\$4,408.00 – RESOURCE AND ANALYTICS DIRECTOR / AVSWCA GENERAL MANAGER THOMPSON II)***

Recommendation:

Staff recommends the Board approve Resolution No. 21-3 Approving the Antelope Valley State Water Contractors Association (AVSWCA) Restricted Budget for Fiscal Year 2020/2021.

Alternative Options:

There are no alternative options.

Impact of Taking No Action:

The AVSWCA budget will not be approved.

Background:

The Commissioners for the AVSWCA approved their restricted fiscal year 2020/2021 Budget at their February 11, 2021 meeting, copies attached. Per the Joint Powers Agreement that created the AVSWCA, the governing body of each member agency must also approve the budget. The budget is then deemed effective upon receipt by the AVSWCA of certified copies of the approving resolution from each member agency.

The District approved the AVSWCA's general operating budget on July 27, 2020 with Resolution No. 20-9, copy attached. The remaining AVSWCA 2020/2021 Budget includes Restricted Funds for the USGS Groundwater Monitoring and California Statewide Groundwater Elevation Monitoring (CASGEM) Program and for the Big Rock Creek Joint Groundwater Recharge Program.

The Antelope Valley Watermaster has agreed to become the administrator of the USGS/CASGEM Program and requested assurance from the AVSWCA and the Antelope Valley Integrated Regional Water Management Plan Group (AVIRWM) that both Agencies will continue to support the Program at their current cost share levels for an additional three to five years per the attached letter. The AVSWCA approved continued cost sharing support of this Program at their February 11, 2021 meeting, and a revised MOU is under development for the AVIRWM continued cost sharing support. The current cost shares are as follows: AVSWCA - 50%, AVIRWM - 25%, and the Antelope Valley Watermaster - 25%.

The AVSWCA's cost share of this Program for 2020/2021 is \$34,171.00, and staff anticipates an annual cost of \$35,000.00 - \$40,000.00 for years 2022-2025 based on the same cost share level.

Based on current policy to use State Water Project Table "A" percentages to determine the split among the member agencies, the \$34,171.00 will be split and billed as follows:

AVEK:	\$29,285.00 (85.7%)
PWD:	4,408.00 (12.9%)
LCID:	<u>478.00 (1.4%)</u>
TOTAL:	\$34,171.00

No additional funds are requested for the Big Rock Creek Joint Groundwater Recharge Program as there are funds remaining in this account.

Strategic Plan Initiative/Mission Statement:

The District's involvement in the AVSWCA is part of Strategic Initiative No. 5 – Regional Leadership.

This item directly relates to the District's Mission Statement.

Supporting Documents:

- Resolution No. 21-3 Approving AVSWCA Restricted Budget for Fiscal Year 2020/2021
- AVSWCA Proposed Restricted Funds Budget 2020/2021
- Resolution No. 20-9 Approving AVSWCA General Operating Budget for Fiscal Year 2020/2021
- February 3, 2021 letter from Antelope Valley Watermaster requesting funding commitment
- Watermaster Executed Joint Funding Agreement for U.S.G.S. Program for November 1, 2020 - September 30, 2021

RESOLUTION NO. 21-3

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PALMDALE WATER DISTRICT
APPROVING ANTELOPE VALLEY
STATE WATER CONTRACTORS ASSOCIATION
RESTRICTED BUDGET FOR FISCAL YEAR 2020/2021**

WHEREAS, the Palmdale Water District, along with the Antelope Valley-East Kern Water Agency and the Littlerock Creek Irrigation District, is a member agency of the Antelope Valley State Water Contractors Association formed by a Joint Powers Agreement dated May 26, 1999; and

WHEREAS, said Joint Powers Agreement provides for the formulation and adoption of a budget for the Antelope Valley State Water Contractors Association and approval of said budget by its members; and

WHEREAS, the Antelope Valley State Water Contractors Association unanimously adopted a budget for fiscal year 2020/21 at their regular meeting held July 9, 2020, which included an allocation among the member agencies, and the Palmdale Water District approved this budget on July 27, 2020 with Resolution No. 20-9.

WHEREAS, the Antelope Valley State Water Contractors Association unanimously adopted a restricted budget for fiscal year 2020/21 at their regular meeting held February 11, 2021, which included funds for the USGS Groundwater Monitoring and California Statewide Groundwater Elevation Monitoring Program and for the Big Rock Creek Joint Groundwater Recharge Program.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Palmdale Water District hereby approves the 2020/21 restricted budget and allocation of budgeted funds adopted by the Antelope Valley State Water Contractors Association.

I certify that this is a true copy of Resolution No. 21-3 as passed by the Board of Directors of the Palmdale Water District at its meeting held February 22, 2021 in Palmdale, California.

Date: February 22, 2021

Gloria Dizmang, President,
Board of Directors

ATTEST:

Kathy Mac Laren-Gomez, Secretary, Board of Directors

APPROVED AS TO FORM:

BY: _____
Aleshire & Wynder, LLP, General Counsel

ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION

Proposed Budget - FY 2020/21

Restricted Funds - USGS/CASGEM Program

	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20 ADOPTED BUDGET	FY 2019/20 YTD	FY 2020/21 PROPOSED BUDGET
Revenues:							
Member Contributions - USGS	\$ 90,050.00	\$ 31,000.00	\$ 61,100.00	\$ 61,100.00	\$ 32,450.00	\$ 32,450.00	\$ 34,171.00
Contributions - Others (AVIRWMG/AV Watermaster)	-	-	-	15,900.00	32,450.00	32,450.00	17,085.50
Member Contributions - CASGEM	-	-	-	-	-	-	-
Total Revenue	<u>\$ 90,050.00</u>	<u>\$ 31,000.00</u>	<u>\$ 61,100.00</u>	<u>\$ 77,000.00</u>	<u>\$ 64,900.00</u>	<u>\$ 64,900.00</u>	<u>\$ 51,256.50</u>
Expenditures:							
Contract Services - USGS	\$ 69,483.33	\$ 50,283.33	\$ 52,166.66	\$ -	\$ -	\$ -	\$ -
Contract Services - USGS (Prior Year)	-	-	-	48,241.66	48,675.00	64,900.00	16,375.00
Contract Services - USGS (New Year)	-	-	-	16,225.00	49,125.00	32,750.00	51,256.50
Contract Services - CASGEM	-	-	-	-	-	-	-
Total Expenditures	<u>\$ 69,483.33</u>	<u>\$ 50,283.33</u>	<u>\$ 52,166.66</u>	<u>\$ 64,466.66</u>	<u>\$ 97,800.00</u>	<u>\$ 97,650.00</u>	<u>\$ 67,631.50</u>
Net Income (Loss)	<u>\$ 20,566.67</u>	<u>\$ (19,283.33)</u>	<u>\$ 8,933.34</u>	<u>\$ 12,533.34</u>	<u>\$ (32,900.00)</u>	<u>\$ (32,750.00)</u>	<u>\$ (16,375.00)</u>
					AVEK Contribution =		\$ 29,285.00
					PWD Contribution =		4,408.00
					LCID Contribution =		478.00
							<u>\$ 34,171.00</u>

ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION

Proposed Budget - FY 2020/21

Restricted Funds - Big Rock Creek Groundwater Recharge Project

	FY 2018/19 PROPOSED BUDGET	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 PROPOSED BUDGET	FY 2020/21 YTD
Revenues:					
Member Contributions - Big Rock Creek	\$ 236,951.00	\$ 236,951.00	\$ -	\$ -	\$ -
Contributions - Others	-	-	-	-	-
Total Revenue	<u>\$ 236,951.00</u>	<u>\$ 236,951.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures:					
Contract Services - Big Rock Creek	\$ 236,951.00	\$ 53,459.63	\$ 18,622.17	\$ 157,923.65	\$ 18,726.25
W.M. Lyles Invoice (LCID Submitted)		6,945.55			
Total Expenditures	<u>\$ 236,951.00</u>	<u>\$ 60,405.18</u>	<u>\$ 18,622.17</u>	<u>\$ 157,923.65</u>	<u>\$ 18,726.25</u>
Net Income (Loss)	<u>\$ -</u>	<u>\$ 176,545.82</u>	<u>\$ (18,622.17)</u>	<u>\$ (157,923.65)</u>	<u>\$ (18,726.25)</u>
AVEK Contribution =	\$ 115,975.50		= Outside of original contract amount		
PWD Contribution =	115,975.50				
LCID Contribution =	5,000.00				
Total	<u>\$ 236,951.00</u>				

RESOLUTION NO. 20-9

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PALMDALE WATER DISTRICT
APPROVING ANTELOPE VALLEY
STATE WATER CONTRACTORS ASSOCIATION
BUDGET FOR FISCAL YEAR 2020/2021

WHEREAS, the Palmdale Water District, along with the Antelope Valley-East Kern Water Agency and the Littlerock Creek Irrigation District, is a member agency of the Antelope Valley State Water Contractors Association formed by a Joint Powers Agreement dated May 26, 1999; and

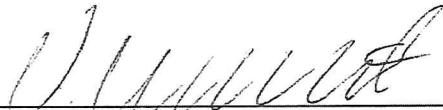
WHEREAS, said Joint Powers Agreement provides for the formulation and adoption of a budget for the Antelope Valley State Water Contractors Association and approval of said budget by its members; and

WHEREAS, the Antelope Valley State Water Contractors Association unanimously adopted a budget for fiscal year 2020/21 at their regular meeting held July 9, 2020 which included an allocation among the member agencies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Palmdale Water District hereby approves the 2020/21 budget and allocation of budgeted funds adopted by the Antelope Valley State Water Contractors Association.


I certify that this is a true copy of Resolution No. 20-9 as passed by the Board of Directors of the Palmdale Water District at its meeting held July 27, 2020 in Palmdale, California.

Date: July 27, 2020




Vincent Dino, President,
Board of Directors

ATTEST:



Don Wilson, Secretary, Board of Directors

APPROVED AS TO FORM:

BY: 

Aleshire & Wynder, LLP, General Counsel



BOARD OF DIRECTORS

Robert Parris – Chair
AVEK Representative
Kathy MacLaren – Vice-Chair
Public Water Suppliers Representative
Adam Arika
LACWW Representative
John Calandri
Landowner Representative
Derek Yurosek
Public Water Suppliers Representative

February 3, 2021

Antelope Valley State Water Contractors Association
Attn: Mr. Peter Thompson, General Manager
2029 East Avenue Q
Palmdale, CA 93550

RE: REQUEST FOR FUNDING COMMITMENT - UNITED STATES GEOLOGICAL SURVEY (USGS) GROUNDWATER MONITORING PROGRAM FOR THE ANTELOPE VALLEY

Dear Mr. Thompson:

The Antelope Valley Watermaster (Watermaster) approved the 2020/2021 Joint Funding Agreement with the USGS to continue monitoring groundwater levels and water quality within the Antelope Valley during the period of November 1, 2020 to September 30, 2021 (Program). The approval of said agreement by the Watermaster officially transfers the administration of the Program from the Antelope Valley State Water Contractors Association (AVSWCA) to the Watermaster.

The total cost of the total Program for this period is \$98,872. Based on the Program agreement, the Antelope Valley Watermaster will be responsible for \$68,342 and the USGS will provide contributions in the amount of \$30,530. As agreed upon for this Program period (November 1, 2020 to September 30, 2021), the Watermaster's commitment will be shared among the AVSWCA covering 50%, the Antelope Valley Integrated Regional Water Management group (AVIRWM) covering 25%, and the Watermaster covering the remaining 25%.

The Watermaster is financially committed to the current funding arrangement and is requesting assurance from the Association and the Antelope Valley Integrated Regional Water Management Plan Group (AVIRWM) that regional agencies will continue to support the Program at their current cost share levels for an additional three to five years. This requested assurance and commitment will give the Watermaster the ability to properly plan both their budget and workload for the foreseeable future.

The Watermaster appreciates the continued support of the AVSWCA and AVIRWM Group with this important and critical Antelope Valley groundwater basin Program. Feel free to contact me at (661) 349-7310.

Very truly yours,

Matthew Knudson,
Watermaster Administrator



United States Department of the Interior

U.S. GEOLOGICAL SURVEY
California Water Science Center
6000 J Street, Placer Hall
California State University
Sacramento, California 95819-6129
Phone: (916) 278-3000 Fax: (916) 278-3070
<https://www.usgs.gov/centers/ca-water/>

December 23, 2020

Matthew Knudson
General Manager
Antelope Valley Watermaster
6450 West Avenue N
Palmdate, CA 93551

Dear Mr. Knudson:

This letter confirms discussions between our respective staffs, concerning the continuation of a cooperative water resources program between the Antelope Valley Watermaster and the U.S. Geological Survey (USGS).

Total cost of the proposed program is \$98,872. Pending availability of federal matching USGS will contribute \$30,530. Your cost of this program will be \$68,342. The details of the proposed program and associated costs are listed in the attached table.

To improve financial management processes, the USGS is shifting the period of all monitoring program agreements to the Federal or cooperator fiscal year to end on September 30, 2021.

This program letter does serve as certification that the U.S. Geological Survey, as an agency of the United States Federal Government, is a self-insured agency. All Federal Government employees, acting within the scope of their employment, are covered for personal injury by the Federal Employees Compensation Act (5 U.S.C. 8101 et seq.). All Federal Government employees are covered for liability resulting from negligence, wrongful acts, or omissions while performing duties within the scope of their employment, by the Federal Tort Claims Act (28 U.S.C. 2671 et seq.). Please maintain this program letter for your records on this subject.

If you are in agreement with this proposed program, please return the fully executed electronically signed copy to CAgageADMIN@usgs.gov (preferred) or send one fully executed paper copy to the address in the letter head. Work performed with funds from this agreement will be conducted on a fixed-price basis. Billing for this agreement will be rendered quarterly.

The USGS is required to have an agreement in place prior to any work being performed on a project. We request that a fully executed JFA be returned as soon as possible.

If you have any questions concerning this program please contact Jonathan Newby, Redlands Field Office Chief, at (727) 710-2246, or Al Caldwell, Deputy Data Program Chief, at (619) 225-6103. If you have any administrative questions, please contact Jane Hiett in our Sacramento Office at (916) 278-3001.

Sincerely,

MICHELLE SHOUSE Digitally signed by MICHELLE
SHOUSE
Date: 2020.12.23 14:38:47 -08'00'

Michelle Shouse
Acting Director, USGS California Water Science Center

Enclosures

cc: Jonathan Newby, Al Caldwell, USGS CAWSC

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR
Water Resource Investigations

Fixed Cost Agreement YES[X] NO[]

THIS AGREEMENT is entered into as of the November 1, 2020, by the U.S. GEOLOGICAL SURVEY, California Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the Antelope Valley Watermaster party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation with continued Water Resource Investigations, herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00

(a) \$30,530 by the party of the first part during the period
November 1, 2020 to September 30, 2021

(b) \$68,342 by the party of the second part during the period
November 1, 2020 to September 30, 2021

(c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of:

Description of the USGS regional/national program:

(d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.

(e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-science-practices>).

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR

Customer #: 600007625
Agreement #: 21ZGJFA43000
Project #: ZG00GZV
TIN #: 81-4834682

Water Resource Investigations

9. Billing for this agreement will be rendered quarterly. Invoices not paid within 60 days from the billing date will bear Interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

USGS Technical Point of Contact

Name: Jonathan Newby
Field Office Chief
Address: 1653 Plum Lane
Redlands, CA 92374
Telephone: (909) 798-3272
Fax: (909) 335-3407
Email: jnewby@usgs.gov

Customer Technical Point of Contact

Name: Matthew Knudson
General Manager
Address: 6450 West Avenue N
Palmdale, CA 93551
Telephone: (661) 349-7310
Fax:
Email: mknudson@avek.org

USGS Billing Point of Contact

Name: Janee Hiatt
Budget Analyst
Address: Placer Hall 6000 J Street
Sacramento, CA 95819
Telephone: (916) 278-3001
Fax: (916) 278-3070
Email: jdhiatt@usgs.gov

Customer Billing Point of Contact

Name: Matthew Knudson
General Manager
Address: 6450 West Avenue N
Palmdale, CA 93551
Telephone: (661) 349-7310
Fax:
Email: mknudson@avek.org

U.S. Geological Survey
United States
Department of Interior

Antelope Valley Watermaster

MICHELLE
SHOUSE
By _____
Name: Michelle Shouse
Title: Acting Director,
USGS California Water Science Center

Signature
Signed by MICHELLE
SHOUSE
Date: 2020.12.23 14:40:02
-08'00'

Signatures
By Matthew Knudson Date: 1/27/2021
Name: Matthew Knudson
Title: General Manager

By _____ Date: _____
Name:
Title:

By _____ Date: _____
Name:
Title:

Antelope Valley Watermaster

Attachment for 21ZGJFA43000
11/1/2020 to 9/30/2021

GROUND WATER

SITE NUMBER & DESCRIPTION	FUNDS		
	USGS	COOP	TOTAL
342609118131101 004N013W15A001S Ground water annual	\$120	\$121	\$241
342631117445101 004N008W07R001S Ground water annual	\$115	\$121	\$236
342706118114501 004N013W12C003S Ground water annual	\$65	\$171	\$236
342713117453001 004N008W07C001S Ground water annual	\$65	\$171	\$236
343051117563001 005N010W17R001S Ground water annual	\$65	\$171	\$236
343155117501001 005N009W08J001S Ground water annual	\$65	\$171	\$236
343205117525801 005N010W12M002S Ground water annual	\$65	\$171	\$236
343242117500601 005N009W05R002S Ground water annual	\$65	\$171	\$236
343328117495001 005N009W04C001S Ground water annual	\$65	\$171	\$236
343330117501701 006N009W33P001S Ground water semi-annual	\$130	\$331	\$461
343356117500701 006N009W33G001S Ground water annual	\$65	\$171	\$236
343404117593101 006N011W36G001S Ground water semi-annual	\$130	\$331	\$461
343418117431001 006N008W34D001S Ground water annual	\$65	\$171	\$236
343419118044401 006N011W31A001S Ground water annual	\$65	\$171	\$236
343420117535501 006N010W35A001S Ground water annual	\$65	\$171	\$236
343448117501601 006N009W28F001S Ground water annual	\$65	\$171	\$236
343450117522501 006N009W30F001S Ground water annual	\$65	\$171	\$236
343503117431501 006N008W28A002S Ground water annual	\$65	\$171	\$236
343513117581001 006N010W30A002S Ground water annual	\$65	\$171	\$236
343515117495201 006N009W21R001S Ground water annual	\$65	\$171	\$236
343515117575601 006N010W20N001S Ground water annual	\$65	\$171	\$236
343515118101401 006N012W29B001S Ground water annual	\$65	\$171	\$236
343522118093701 - 006N012W20R001S Ground water annual	\$65	\$171	\$236
343526118095501 006N012W20J001S Ground water annual	\$65	\$171	\$236
343546118091601 - 006N012W21G001S Ground water annual	\$65	\$171	\$236
343546118091602 - 006N012W21G002S Ground water annual	\$65	\$171	\$236
343546118091603 - 006N012W21G003S Ground water annual	\$65	\$171	\$236
343546118091604 - 006N012W21G004S Ground water annual	\$65	\$171	\$236
343557117554801 006N010W22D001S Ground water annual	\$65	\$171	\$236
343726117514501 006N009W07J001S Ground water semi-annual	\$130	\$331	\$461
343727118085202 006N012W09H003S Ground water annual	\$65	\$171	\$236
343813117570201 006N010W04M001S Ground water annual	\$65	\$171	\$236
343822118051901 006N011W06F001S Ground water annual	\$65	\$171	\$236
343824117493801 006N009W04H002S Ground water annual	\$65	\$171	\$236
343832117564701 006N010W04F002S Ground water annual	\$65	\$171	\$236
343903118074801 007N012W27J005S Ground water semi-annual	\$130	\$331	\$461
343909118053601 007N011W31M001S Ground water annual	\$65	\$171	\$236
343925117561301 007N010W33J001S Ground water annual	\$65	\$171	\$236
343932118144001 007N013W34B001S Ground water semi-annual	\$130	\$331	\$461
343939117573501 007N010W29Q001S Ground water annual	\$65	\$171	\$236

343939118013701 007N011W27Q001S Ground water annual	\$65	\$171	\$236
343939118025201 007N011W28Q001S Ground water annual	\$65	\$171	\$236
343951118065902 007N012W26K003S Ground water annual	\$65	\$171	\$236
344000118130601 007N013W26J002S Ground water semi-annual	\$130	\$331	\$461
344003118074801 007N012W27H005S Ground water annual	\$65	\$171	\$236
344003118074802 007N012W27H006S Ground water annual	\$65	\$171	\$236
344003118074803 007N012W27H007S Ground water annual	\$65	\$171	\$236
344003118074804 007N012W27H008S Ground water annual	\$65	\$171	\$236
344005118034401 007N011W29G001S Ground water annual	\$65	\$171	\$236
344005118082201 007N012W27F005S Ground water annual	\$65	\$171	\$236
344005118082202 007N012W27F006S Ground water annual	\$65	\$171	\$236
344005118082203 007N012W27F007S Ground water annual	\$65	\$171	\$236
344005118082204 007N012W27F008S Ground water annual	\$65	\$171	\$236
344029117573601 007N010W29B001S Ground water annual	\$65	\$171	\$236
344030118110001 007N012W19R001S Ground water annual	\$65	\$171	\$236
344033117582401 007N010W19Q001S Ground water annual	\$65	\$171	\$236
344044117552901 007N010W22P001S Ground water annual	\$65	\$171	\$236
344120118055301 007N012W24A001S Ground water semi-annual	\$130	\$331	\$461
344122118125701 007N013W13N001S Ground water annual	\$65	\$171	\$236
344124117514301 007N009W17N002S Ground water annual	\$65	\$171	\$236
344124118002101 007N011W14N001S Ground water annual	\$65	\$171	\$236
344147118001301 007N011W12M001S Ground water annual	\$65	\$171	\$236
344152118022701 007N011W16H003S Ground water annual	\$65	\$171	\$236
344209118183801 007N014W13A001S Ground water semi-annual	\$130	\$331	\$461
344227118161401 007N013W09N002S Ground water semi-annual	\$130	\$331	\$461
344310117593001 007N011W01Q001S Ground water annual	\$65	\$171	\$236
344320117575601 007N010W05N005S Ground water annual	\$65	\$171	\$236
344338118022501 007N011W03E003S Ground water annual	\$65	\$171	\$236
344340117535201 007N010W02H002S Ground water annual	\$65	\$171	\$236
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344348118151101 007N013W03D001S Ground water annual	\$65	\$171	\$236
344400118184501 009N014W01H001S Ground water annual	\$65	\$171	\$236
344403118175001 008N013W31Q001S Ground water annual	\$65	\$171	\$236
344405118111901 008N012W31Q002S Ground water annual	\$65	\$171	\$236
344418118081401 008N012W34K001S Ground water annual	\$65	\$171	\$236
344425118141001 008N013W35M001S Ground water annual	\$65	\$171	\$236
344443118021301 008N011W34D002S Ground water annual	\$65	\$171	\$236
344517118112801 008N012W30K001S Ground water annual	\$65	\$171	\$236
344534118094301 008N012W28D001S Ground water semi-annual	\$130	\$331	\$461
344541118333901 008N016W22Q004S Ground water annual	\$65	\$171	\$236
344547118090601 008N012W21R001S Ground water annual	\$65	\$171	\$236
344551117553101 008N010W22P003S Ground water semi-annual	\$130	\$331	\$461
344551117591401 008N011W24R002S Ground water annual	\$65	\$171	\$236
344613118300801 008N015W19H001S Ground water annual	\$65	\$171	\$236
344614118454101 008N018W23F001S Ground water annual	\$65	\$171	\$236

344620118140901 008N013W23E001S Ground water annual	\$65	\$171	\$236
344623117550001 008N010W22H004S Ground water annual	\$65	\$171	\$236
344623118164901 008N013W20B001S Ground water semi-annual	\$130	\$331	\$461
344627117544201 008N010W23F003S Ground water annual	\$65	\$171	\$236
344633118353201 008N016W17R002S Ground water annual	\$65	\$171	\$236
344635118244301 008N014W18N001S Ground water semi-annual	\$130	\$331	\$461
344636118320801 008N016W13N001S Ground water annual	\$65	\$171	\$236
344641118015301 008N011W15Q001S Ground water annual	\$65	\$171	\$236
344643117581703 008N010W18P003S Ground water annual	\$65	\$171	\$236
344643118002001 008N011W14R001S Ground water annual	\$65	\$171	\$236
344647118175401 008N013W18Q002S Ground water semi-annual	\$130	\$331	\$461
344652118185701 008N014W24C001S Ground water annual	\$65	\$171	\$236
344657118151301 008N013W15M001S Ground water annual	\$65	\$171	\$236
344658118234201 008N014W17M001S Ground water semi-annual	\$130	\$331	\$461
344701118363401 008N016W18H002S Ground water annual	\$65	\$171	\$236
344714118342601 008N016W16A001S Ground water annual	\$65	\$171	\$236
344722118303601 008N015W07P001S Ground water annual	\$65	\$171	\$236
344725118132701 008N013W14B002S Ground water annual	\$65	\$171	\$236
344727118273101 008N015W10P002S Ground water annual	\$65	\$171	\$236
344747118075001 008N012W10J001S Ground water semi-annual	\$130	\$331	\$461
344751118210701 008N014W10L001S Ground water annual	\$65	\$171	\$236
344758118154401 008N013W09K001S Ground water annual	\$65	\$171	\$236
344759118343301 008N016W09G001S Ground water annual	\$65	\$171	\$236
344812118284701 008N015W09D001S Ground water annual	\$65	\$171	\$236
344819118175201 008N013W07B001S Ground water semi-annual	\$130	\$331	\$461
344825118071801 008N012W02Q001S Ground water annual	\$65	\$171	\$236
344828118372601 008N016W06M001S Ground water annual	\$65	\$171	\$236
344841118335001 008N016W03F001S Ground water annual	\$65	\$171	\$236
344848118172301 008N013W05E001S Ground water annual	\$65	\$171	\$236
344858118414101 008N017W04D001S Ground water annual	\$65	\$171	\$236
344907118260901 008N015W02A001S Ground water annual	\$65	\$171	\$236
344911117524001 008N009W06D001S Ground water annual	\$65	\$171	\$236
344911118191101 008N014W01C001S Ground water annual	\$65	\$171	\$236
344913118110001 008N012W05D001S Ground water annual	\$65	\$171	\$236
344914118144101 009N013W34Q001S Ground water semi-annual	\$130	\$331	\$461
344946118271601 009N015W34B002S Ground water annual	\$65	\$171	\$236
344947117594801 009N011W36L001S Ground water annual	\$65	\$171	\$236
344953118165601 009N013W32C001S Ground water annual	\$65	\$171	\$236
344954118172501 009N013W32D001S Ground water annual	\$65	\$171	\$236
345000118302201 009N015W30Q001S Ground water annual	\$65	\$171	\$236
345001118264501 009N015W26N001S Ground water semi-annual	\$130	\$331	\$461
345006118153601 009N013W28R001S Ground water annual	\$65	\$171	\$236
345006118183101 009N013W30N001S Ground water annual	\$65	\$171	\$236
345032118171001 009N013W29M001S Ground water annual	\$65	\$171	\$236
345042117564301 009N010W28F002S Ground water annual	\$65	\$171	\$236

345051117485001 009N009W27H002S Ground water semi-annual	\$130	\$331	\$461
345100118161801 009N013W21N001S Ground water annual	\$65	\$171	\$236
345112118075101 009N012W23N001S Ground water annual	\$65	\$171	\$236
345117118242101 009N014W19L001S Ground water annual	\$65	\$171	\$236
345122118220801 009N014W21G001S Ground water annual	\$65	\$171	\$236
345143118231401 009N014W20B001S Ground water annual	\$65	\$171	\$236
345158117533201 009N010W24C001S Ground water semi-annual	\$130	\$331	\$461
345158117533202 009N010W24C002S Ground water annual	\$65	\$171	\$236
345202118133501 009N013W14Q001S Ground water annual	\$65	\$171	\$236
345237118095101 009N012W16E004S Ground water annual	\$65	\$171	\$236
345302117574001 009N010W08P001S Ground water annual	\$65	\$171	\$236
345420117524801 009N009W06E001S Ground water semi-annual	\$130	\$331	\$461
345701118103601 010N012W20C006S Ground water annual	\$65	\$171	\$236
345712117463601 010N009W24A002S Ground water annual	\$65	\$171	\$236
345951117503501 010N009W04D001S Ground water semi-annual	\$130	\$331	\$461
350002117463301 011N009W36R001S Ground water annual	\$65	\$171	\$236
350055117550501 011N010W27R001S Ground water annual	\$65	\$171	\$236
350055118172601 011N013W29M001S Ground water annual	\$65	\$171	\$236
350113117444801 011N008W29K001S Ground water annual	\$65	\$171	\$236
350214118180701 011N013W19C001S Ground water annual	\$65	\$171	\$236
350230117524701 011N009W19D001S Ground water annual	\$65	\$171	\$236
350232117463201 011N009W24A001S Ground water annual	\$65	\$171	\$236
350323117471901 011N009W13D001S Ground water annual	\$65	\$171	\$236
350411118023601 011N011W09A001S Ground water annual	\$65	\$171	\$236
350411118044101 011N011W07A001S Ground water annual	\$65	\$171	\$236
350505118065001 012N012W35R001S Ground water annual	\$65	\$171	\$236
350616117475501 032S039E33L001M Ground water annual	\$65	\$171	\$236
350623117590401 032S037E26N001M Ground water annual	\$65	\$171	\$236
350637118052901 032S036E35D001M Ground water annual	\$65	\$171	\$236
350919117590301 032S037E11N001M Ground water annual	\$65	\$171	\$236
351104117590401 031S037E35N001M Ground water annual	\$65	\$171	\$236
351131118001201 031S037E33H001M Ground water annual	\$65	\$171	\$236
351256117445401 031S039E24P001M Ground water annual	\$65	\$171	\$236
351347117562601 031S038E18P001M Ground water annual	\$65	\$171	\$236
351621117575501 030S037E36N001M Ground water annual	\$65	\$171	\$236
351659117571001 030S037E36G001M Ground water annual	\$65	\$171	\$236
351712117562801 030S038E31C001M Ground water annual	\$65	\$171	\$236
351714117563001 030S038E30P001M Ground water annual	\$65	\$171	\$236
351741117590901 030S037E27H002M Ground water annual	\$65	\$171	\$236
351838117511601 030S038E24F001M Ground water annual	\$65	\$171	\$236
351948117573901 030S037E13C001M Ground water annual	\$65	\$171	\$236
352209117475201 029S039E33K001M Ground water annual	\$65	\$171	\$236
Total:	\$12,780	\$32,992	\$45,772

Antelope Valley Watermaster

21ZGJFA43000 (continued)

SITE NUMBER & DESCRIPTION	FUNDS		
	USGS	COOP	TOTAL
343216117562601 005N010W08H001S Annual QW monitoring	\$788	\$1,536	\$2,324
343326117591701 005N011W01C001S Annual QW monitoring	\$771	\$1,537	\$2,308
343404117593101 006N011W36G001S Annual QW monitoring	\$771	\$1,537	\$2,308
343727118085202 006N012W09H003S Annual QW monitoring	\$771	\$1,537	\$2,308
343752118012001 006N011W11D001S Annual QW monitoring	\$771	\$1,537	\$2,308
343822118051901 006N011W06F001S Annual QW monitoring	\$771	\$1,537	\$2,308
344104118053101 007N011W19E001S Annual QW monitoring	\$771	\$1,537	\$2,308
344200118141001 007N013W14E001S Annual QW monitoring	\$771	\$1,537	\$2,308
344209118183801 007N014W13A001S Annual QW monitoring	\$771	\$1,537	\$2,308
344338118022501 007N011W03E003S Annual QW monitoring	\$771	\$1,537	\$2,308
344551117553101 008N010W22P003S Annual QW monitoring	\$771	\$1,537	\$2,308
344623117550001 008N010W22H004S Annual QW monitoring	\$771	\$1,537	\$2,308
344636118320801 008N016W13N001S Annual QW monitoring	\$771	\$1,537	\$2,308
344703118095601 008N012W16M001S Annual QW monitoring	\$771	\$1,537	\$2,308
345004118135801 009N013W35C001S Annual QW monitoring	\$771	\$1,537	\$2,308
345006118125701 009N013W25N001S Annual QW monitoring	\$771	\$1,537	\$2,308
345006118153601 009N013W28R001S Annual QW monitoring	\$771	\$1,537	\$2,308
345006118183101 009N013W30N001S Annual QW monitoring	\$771	\$1,537	\$2,308
350707117593401 032S037E27G001M Annual QW monitoring	\$771	\$1,537	\$2,308
350828118000901 032S037E16R001M Annual QW monitoring	\$771	\$1,537	\$2,308
351534117570001 031S037E01R002M Annual QW monitoring	\$771	\$1,537	\$2,308
351659117591901 030S037E34H002M Annual QW monitoring	\$771	\$1,537	\$2,308
352350117451601 029S039E23J002M Annual QW monitoring	\$771	\$1,537	\$2,308
Total:	\$17,750	\$35,350	\$53,100
GRAND TOTAL:	\$30,530	\$68,342	\$98,872

SUMMARY FOR 21ZGJFA43000				
Antelope Valley Watermaster				
TYPE	USGS FUNDS	CUST. CASH	OTHER FUNDS	TOTAL COST
GROUND WATER (GW)	\$12,780	\$32,992		\$45,772
(WQ)	\$17,750	\$35,350		\$53,100
GRAND TOTAL	\$30,530	\$68,342		\$98,872

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: February 16, 2021 **February 22, 2021**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION ON RESOLUTION NO. 21-4 CONCURRING IN THE NOMINATION OF RANDALL JAMES REED TO THE EXECUTIVE COMMITTEE OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES/JOINT POWERS INSURANCE AUTHORITY (ACWA/JPIA). (NO BUDGET IMPACT – GENERAL MANAGER LaMOREAUX)***

Recommendation:

Staff has no recommendation on this item; however, similar resolutions have been approved in the past.

Alternative Options:

The alternative is to not approve this Resolution.

Impact of Taking No Action:

There is no impact to the District from taking no action on this item.

Background:

The Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) has several Committees including an Executive Committee. Candidates for the Executive Committee must obtain formal concurrence of their nomination to the Committee in the form of a resolution from three ACWA/JPIA member districts. If formal concurrence is received, their name is then placed on the ballot for voting at the ACWA/JPIA meeting at the ACWA Spring Conference.

The District has received a request to concur a nomination from the Cucamonga Valley Water District for their candidate Randall James Reed. A letter from Cucamonga Valley Water District and a resume for their candidate are attached.

Strategic Plan Initiative/Mission Statement:

This work is part of Strategic Initiative 5 – Regional Leadership.
This item directly relates to the District’s Mission Statement.

Budget:

This item has no effect on the budget.

Supporting Documents:

- Cucamonga Valley Water District request for support of Randall James Reed
- Palmdale Water District Resolution No. 21-4 Concurring in the Nomination of Randall James Reed to the Executive Committee of the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA)

RESOLUTION NO. 21-4

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
PALMDALE WATER DISTRICT
CONCURRING IN THE NOMINATION OF RANDALL JAMES REED
TO THE EXECUTIVE COMMITTEE
OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES/
JOINT POWERS INSURANCE AUTHORITY (ACWA/JPIA)**

WHEREAS, this District is a member district of the ACWA/JPIA; and

WHEREAS, the Bylaws of the ACWA/JPIA provide that in order for a nomination to be made to ACWA/JPIA's Executive Committee, three member districts must concur with the nominating district; and

WHEREAS, another ACWA/JPIA member district, the CUCAMONGA VALLEY WATER DISTRICT has requested that this District concur in its nomination of its member of the ACWA/JPIA Board of Directors to the Executive Committee of the ACWA/JPIA.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the PALMDALE WATER DISTRICT that this District concurs with the nomination of RANDALL JAMES REED of the CUCAMONGA VALLEY WATER DISTRICT to the Executive Committee of the ACWA/JPIA.

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this Resolution to the ACWA/JPIA at P. O. Box 619082, Roseville, CA 95661-9082, forthwith.

ADOPTED this 22nd day of February, 2021.

Gloria Dizmang, Board President

ATTEST:

Kathy Mac Laren-Gomez, Board Secretary

APPROVED AS TO FORM:

ALESHIRE & WYNDER, LLP, General Counsel

John Bosler
Secretary/General Manager/CEO

RECEIVED

FEB 01 2021

January 27, 2021

Dear Fellow ACWA/JPIA Member:

On January 26, 2021 the Cucamonga Valley Water District Board of Directors adopted Resolution No. 2021-1-2 nominating President Randall James Reed for the position of ACWA/JPIA Executive Committee. We are formally requesting your support of President Reed's nomination through the adoption of a concurring resolution from your agency.

President Reed is well qualified to take on this leadership role in ACWA/JPIA as you will see in his attached statement of qualifications, and he is committed to continuing the great work of providing quality insurance and employee benefit services that ensure our agencies and ratepayers are receiving the most cost-effective service possible.

I have attached a sample concurring resolution in support of his nomination, as well as his candidate statement. The elections for ACWA/JPIA Executive Committee will be held this spring, and the deadline to submit nominations is March 19, 2021. Should you desire to adopt a resolution or if you have questions please contact our Executive Assistant to the Board, Taya Victorino at 909.987.2591 or tayav@cvwdwater.com.

Thank you in advance for your consideration.



John Bosler
General Manager/CEO

Attachments:

Resolution No. 2021-1-2 Nominating Randall Reed
Candidate Statement – President Reed
Sample Concurring Resolution

RESOLUTION NO. 2020-1-2

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CUCAMONGA VALLEY WATER DISTRICT NOMINATING ITS JPIA BOARD MEMBER
TO THE EXECUTIVE COMMITTEE OF THE ASSOCIATION OF CALIFORNIA WATER
AGENCIES JOINT POWERS INSURANCE AUTHORITY ("JPIA")**

WHEREAS, this district is a member district of the JPIA that participates in all four of its Programs: Liability, Property, Workers' Compensation, and Employee Benefits; and

WHEREAS, the Bylaws of the JPIA provide that in order for a nomination to be made to JPIA's Executive Committee, the member district must place into nomination its member of the JPIA Board of Directors for such open position;

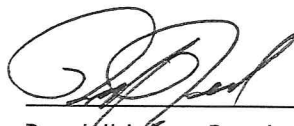
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CUCAMONGA VALLEY WATER DISTRICT that its member of the JPIA Board of Directors, **Randall James Reed**, be nominated as a candidate for the Executive Committee for the election to be held during the JPIA's spring 2021 Board of Directors' meeting.

BE IT FURTHER RESOLVED that the JPIA staff is hereby requested, upon receipt of the formal concurrence of three other member districts to affect such nomination.

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this resolution to the JPIA at P.O. Box 619082, Roseville, CA 95661-9082, forthwith.


APPROVED, ADOPTED AND SIGNED this 26th day of January 2021.

CUCAMONGA VALLEY WATER DISTRICT



Randall James Reed
President

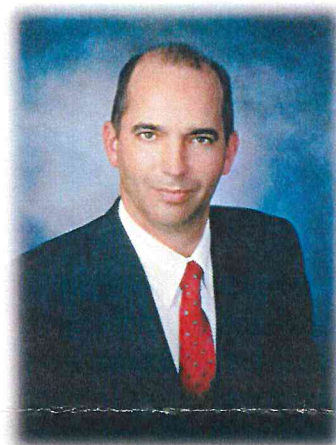
ATTEST:



John Bosler
Secretary and General Manager/CEO

Randall James Reed
Statement of Qualifications
Association of California Water Agencies
Joint Powers Insurance Authority (ACWA/JPIA) Executive Committee

I am pleased to share with you my interest in continuing my service on the Executive Committee for ACWA/JPIA. I am prepared and ready to help lead the organization as we continue to uphold ACWA/JPIA's mission "*to consistently and cost effectively provide the broadest possible affordable insurance coverage and related services to its member agencies.*"



My experience with ACWA/JPIA began over a year ago when I was appointed by the Cucamonga Valley Water District (CVWD) to serve as their ACWA/JPIA representative. In that same year I was elected to the Executive Committee to fill a vacancy and eagerly rose to the challenge. Now I am dedicated to ensuring the success of ACWA/JPIA. We provide a vital service to the water community and they provide a vital service to their communities. I know how important this organization is for the member agencies who depend on our success.

I have served on the CVWD board of directors for approximately 18 years, and currently serve as their President. At CVWD, we have taken full advantage of all the programs the ACWA/JPIA has to offer to ensure our employees are working in the safest environment possible. Our board of directors has also adopted a *Commitment to Excellence* pledge putting into place best management practices which bolsters our effectiveness for loss prevention and safety.

I currently serve on the board of the Association of San Bernardino County Special Districts. In my past roll as board president, I was focused on increasing my understanding of our members needs so that I may know how to better serve and lead the association. I will continue to use this same approach if re-elected to serve on the ACWA/JPIA Executive Committee.

Professionally, I am retired from a 32 year career in the wastewater management field as an electrical and instrumentation supervisor. I earned a Bachelor's degree in Information Management Systems from California State University San Bernardino and have been an active member in the Association of California Water Agencies, California Special Districts Association and the California Water Environment Association. I'm a pound veteran of the United States Marie Corp.

Thank you for allowing me to share my experience, leadership and knowledge. I look forward to the opportunity to represent you and your agency. Please feel free to contact me directly at (909) 240-1344 should you have questions or if you would like to support my candidacy.

Thank you in advance for your consideration,

A handwritten signature in blue ink that reads "Randall Reed". The signature is written in a cursive, flowing style.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE

(NAME OF MEMBER DISTRICT)

CONCURRING IN NOMINATION TO THE EXECUTIVE COMMITTEE

OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES
JOINT POWERS INSURANCE AUTHORITY ("JPIA")

WHEREAS, this district is a member district of the JPIA; and

WHEREAS, the Bylaws of the JPIA provide that in order for a nomination to be made to JPIA's **Executive Committee**, three member districts must concur with the nominating district, and

WHEREAS, another JPIA member district, the (NAME OF NOMINATING DISTRICT) has requested that this district concur in its nomination of its member of the JPIA Board of Directors to the **Executive Committee** of the JPIA;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the (NAME OF MEMBER DISTRICT) that this district concur with the nomination of (NAME OF NOMINEE) of (NAME OF NOMINATING DISTRICT) to the **Executive Committee** of the JPIA.

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this resolution to the JPIA at P.O. Box 619082, Roseville, CA 95661-9082, forthwith.

ADOPTED this (DATE) day of (MONTH), 2021.

(SIGNATURE)
Board President

ATTEST:

(SIGNATURE)
Secretary

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: February 16, 2021 **February 22, 2021**
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 THE PALMDALE WATER DISTRICT’S COVID-19 PREVENTION PROGRAM. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR EMERY/PERSONNEL COMMITTEE)***

Recommendation:

Staff recommends that the Board approve the District’s COVID-19 Prevention Program.

The Personnel Committee will consider this item at their February 17, 2021 meeting.

Impact of Taking No Action:

Our current COVID-19 Plan does not have the latest Cal OSHA updates, so it would not be compliant with the new guidelines.

Background:

Cal OSHA has come out with new requirements for organizations to include in their COVID-19 Prevention Program. The District approved a Covid-19 Plan soon after the virus began to affect the United States and has been updating this Plan based on CDC, California Public Health, and Los Angeles County Public Health updates. This Prevention Program includes those updates along with the new recommendations from Cal OSHA.

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:

There is no effect on budget.

Supporting Documents:

- COVID-19 Prevention Plan – highlighted/red-lined version
- COVID-19 Prevention Plan - final

PALMDALE WATER DISTRICT

Covid-19 Prevention Program

The District's coronavirus disease pandemic response plan has been developed to ensure continuity of water services in the event of a pandemic and to protect the health and safety of District employees. Recommendations from the Center for Disease Control (CDC) have been incorporated into this plan. The plan will be implemented when the World Health Organization (WHO) declares a level 6 pandemic level, Los Angeles County declares a state of emergency due to the pandemic or at the discretion of the General Manager. Any violations of this Plan can result in disciplinary actions. The Safety and Training Technician has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix B: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix C: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form and corrected in a timely manner based on the severity of the hazards, as follows:

- The Department Manager along with the Safety and Training Technician will evaluate the severity of the hazard, depending on this evaluation an appropriate time frame for correction will be allotted. Department Managers will be responsible to ensure the hazard is corrected within the time frame allotted and the Safety and Training Technician will follow up to review completion.

Symptoms:

People with COVID-19 have had a wide range of symptoms reported ranging from mild symptoms to severe illness. Symptoms may appear **2 – 14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

Section 1 - Protocols for Employees Who Become Ill

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

- Employees will not be reprimanded if they are acting responsibly by staying home when they are symptomatic or must care for a person in their immediate family who has become ill. In fact, the emphasis will be on the importance for employees to stay home, particularly if they are exhibiting pandemic illness symptoms. Employees who have symptoms are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms without the use of fever-reducing or other symptom-altering medicines for at least 24hrs (e.g. cough suppressants)¹. Employees should notify their supervisor and stay home if they are sick. **Failure to comply can result in disciplinary action.** Employee must be cleared by Safety and Training Technician or Human Resources Director prior to returning to work.
- Employees who exhibit symptoms will use their sick leave. If sick leave becomes exhausted, employees can then use admin leave and/or vacation and floating holidays, if available. Once all leave has been used, employees can accrue a negative sick leave balance in order to continue to receive a full paycheck while recovering from the coronavirus. **An employee may also take leave without pay if approved by the General Manager.**
- Employees who become ill shall complete the recommended isolation period and return only when they are no longer infectious. To assist with determining the appropriate range of days, the CDC guidelines state that "people with acute respiratory illness should stay home and not go back to school or work until at least 72 hours after they are free of a fever of 100 degrees

Fahrenheit or more, without using fever-reducing medicines or cough suppressants.” Expect employees to be out from two weeks (mild cases) to six weeks (critical cases). Employee must be cleared by Safety and Training Technician or Human Resources Director prior to returning to work.

- Employees who have already recovered from the coronavirus should be encouraged to report to work. If a supervisor suspects that an employee is well but fearful of coming to work, the supervisor should consult with Human Resources Director for advice.
- CDC recommends that employees who appear to have symptoms upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- Employees who come to work and are obviously symptomatic will be asked by their supervisor to go home. Supervisors and department heads have the discretion to ask employees to go home when, in the judgment of the supervisor or department head, the presence of the employee at work would endanger the health and welfare of other employees or when the illness or injury of the employee interferes with the performance of such employee’s duties. Employee must be cleared by Safety and Training Technician or Human Resources Director prior to returning to work.
- When possible and if they can tolerate it, workers with symptoms should be given a mask to wear before they go home if they cannot be isolated.
- The usual requirement for a doctor’s note after four consecutive days of absence can be waived or extended by the General Manager. If this requirement is waived, employees would be required to call Human Resources or individual supervisors with an update on their condition each day after four consecutive days have elapsed. Doctor’s offices may be extremely busy, and employees may not be able to get a note or see a doctor in a timely manner.
- The protocol for a person who begins to feel ill while at work or has observed another person exhibiting coronavirus symptoms at work is to contact their supervisor. The supervisor will notify the department head. The department head will contact either the Human Resources Director or the Safety and Training Technician, who will document the illness using the form located in Appendix A. If they are not available, one of the department heads will document the illness and determine if the employee should be sent home. If an employee becomes ill and must go home immediately, the employee can go home and personnel from Human Resources or Safety will contact the supervisor as soon as possible.

Duties of designated Human Resources and Safety personnel:

- Discuss the symptoms the employee is experiencing. Document illness using assessment form located in Appendix A.
- Notify department head of evaluation results and if employee will be sent home.
- Offer the use of a disposable mask to the employee during the time they are gathering their belongings and preparing to leave the workplace.
- Encourage the employee to keep in contact and let them know about phone-in and follow-up procedures.
- Encourage employees to return to work upon recovery.
- If an employee calls in sick with coronavirus-like illness or if the reason for the employee’s illness is unknown, personnel from Human Resources or Safety will contact the employee to document the illness.

- If an employee leaves work due to the onset of coronavirus symptoms, the protocol also includes the disinfection of the employee's workstation. Department heads or supervisors will be responsible for assigning personnel for disinfection of work areas.
- Human Resources will be responsible for tracking employee absenteeism due to coronavirus. Severe levels of absenteeism will be reported to the General Manager.
- If coronavirus severity increases, all employees shall be asked about symptoms consistent with the coronavirus illness at the beginning of each workday.

Section 2 - Infection Control & Employee Protection

- **Masks/Face Coverings:** Masks/face coverings are required for all public areas and meeting rooms. A mask/face covering is also required any time an employee is unable to be six feet from another person or while being in common areas inside the District's buildings. Masks/face coverings must be worn whenever interacting with a member of the public regardless of any physical barrier, such as glass partitions. Masks/face coverings are also required when working outdoors on job sites away from the District. Masks/face coverings are not required if outdoors at the District as long as the employee is alone. Masks/face coverings must be always on the employee and in the event they are approached by another individual they must put on their masks/face coverings. Mask/face coverings must be worn in common work areas including cubicles, this includes desk with partitions. All employees must wear face coverings except while alone in an office or while eating and drinking during break time provided employees are 6ft apart. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
1. Wear the mask/face coverings over the nose and mouth. Make sure you can breathe easily. CDC does not recommend use of masks/face coverings or cloth masks for source control if they have an exhalation valve or vent.
 2. Properly remove mask/face coverings and wash hands after handling the mask/face coverings.
 3. Masks/face coverings should be washed regularly: include the mask/face covering with regular laundry; use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask/face covering; use the highest heat setting and leave in the dryer until completely dry.
 4. Masks/face coverings will always be kept in stock. If you need a new mask/face covering please advise Safety and Training Technician and a new mask/face covering will be provided.

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

- Stay home if you are sick.

- Employees who had potential COVID-19 exposure in our workplace will be offered Covid-19 testing at no cost during their working hours. When potential Covid 19 exposure occurs outside of work Human Resources or Safety and Training Technician can provide you with testing locations if needed.
- Wash your hands frequently with soap and water for 20 seconds or use a hand sanitizer if soap and water are not available.
- Avoid touching your nose, mouth, and eyes.
- Cover your coughs and sneezes with a tissue, or cough and sneeze into your elbow or upper sleeve (avoid sneezing or coughing into the hands).
- Dispose of tissues in no-touch trash receptacles.
- Wash your hands or use a hand sanitizer after coughing, sneezing, or blowing your nose. Hand sanitizer is kept on stock and available through the Purchasing Technicians. Wash hands for a minimum of 20 seconds.
- Avoid close contact (within 6 feet) with coworkers and customers.
- Avoid shaking hands, the high-five, and the knuckle bump as these can still spread germs. If you do have physical contact with others, always wash your hands immediately afterward.
- If wearing gloves, wash your hands after removing them.
- Keep frequently touched common surfaces (telephones, computer equipment, etc.) clean.
- When possible, do not use other employees' phones, desks, offices, or other work tools and equipment.
- Employees who are well but have a sick family member at home with coronavirus should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.²
- Minimize group meetings; use e-mails and phones when possible. If meetings are absolutely necessary, avoid close contact (within 6 feet) with others and ensure that the meeting room is well ventilated.
- During times of moderate to severe levels of illness, telephone communications is the preferred method of contact.
- Consider removing magazines and other frequently touched materials from common areas.
- Front desk, engineering services and finance personnel have been instructed to use hand sanitizer after handling mail and after each customer transaction.
- Additional hand sanitizer, disinfecting wipes, and tissues have been placed in commonly used areas.
- Customer hand sanitizing stations have been placed by the front door and at customer service counters. Tissues and CDC educational posters have been posted at various locations in the District offices.
- Partitions have been installed in the lobby between each customer window. Partitions have also been placed between each Customer Care desk.
- At all times, all District policies and requirements regarding smoking and vaping will be strictly adhered to, including not smoking or using vaping products inside any District buildings. Smoking areas are identified in the Employee Manual.

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

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

Section 3 - Disinfection Procedures

The District is currently using germicidal wipes for general clean up and disinfectant spray when it is necessary to disinfect offices or other commonly used areas. Employees are encouraged to wipe down surfaces and objects that they touch throughout the day. Managers, supervisors, and leads are to give the time needed to accomplish disinfecting the workplace. Disinfectant spray and/or wipes are placed all throughout the District and are available through the Purchasing Technicians when needing to be replaced. Routine approaches for cleaning and disinfection are adequate in these areas, but areas of high traffic should be disinfected twice a day. Personnel cleaning the areas should wear gloves and a mask and should discard them when finished. Hands must be washed or sanitized at the completion of the procedure.

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

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

Section 4 – Communications Plan

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

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

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

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

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

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

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

Section 5 – Critical Job Functions

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

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

DEPARTMENT/DIVISION	CRITICAL JOB FUNCTION
Administration	<ul style="list-style-type: none"> • Communications with employees, Board of Directors, media and customers • Provide analytics to department managers • Ensure the availability of water resources
Finance	<ul style="list-style-type: none"> • Processing payroll • Generating water bills • Accounts payable (During a severe pandemic, this may be limited if there are personnel shortages.) • Processing payments received from customers • Shut offs may be suspended during a severe pandemic to ensure customers have water for hygiene purposes
Information Systems	<ul style="list-style-type: none"> • System Backup • User Support • District website updates • Work-at-home equipment
Engineering	<ul style="list-style-type: none"> • Engineering customer services • Mark outs • Inspections – inspect construction of facilities to District standards (During a severe pandemic, this may be suspended if there are personnel shortages.) • Inspect dam after rapidly changing lake levels or earthquake
Customer Care	<ul style="list-style-type: none"> • Fielding customer calls • Cashiering • New customer applications
Field Customer Care	<ul style="list-style-type: none"> • Reading water meters • Respond to service leaks • Respond to customer service orders
Facilities	<ul style="list-style-type: none"> • Respond to electrical, SCADA and pump problems • Respond to pipeline failure leaks, critical easement damage and fire hydrant damage • Ordering of parts/supplies necessary for day-to-day operations • Well runs, system maintenance
Operations	<ul style="list-style-type: none"> • Water quality compliance reporting • Water quality monitoring (sampling & analyses)

	<ul style="list-style-type: none"> • System monitoring (flows, reservoir level, pressures, water orders, water quality, etc) • Filing regulatory agency reports or notifications of delay • Inspect dam after rapidly changing lake levels or earthquake
Human Resources	<ul style="list-style-type: none"> • Employee benefits • Processing, tracking & reporting injury/illness • Health education and other employee training • Stocking supplies critical for emergency response

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

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

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix A

Coronavirus-like Illness Symptom Assessment Form

CONFIDENTIAL

Employee Name: _____ Date _____

Check all symptoms that apply:

<input type="checkbox"/>	Fever (temperature greater than 100° F) or chills
<input type="checkbox"/>	Cough
<input type="checkbox"/>	Shortness of breath
<input type="checkbox"/>	Fatigue
<input type="checkbox"/>	Muscle or body aches
<input type="checkbox"/>	Headache
<input type="checkbox"/>	New loss of taste or smell
<input type="checkbox"/>	Sore throat
<input type="checkbox"/>	Congestion or runny nose
<input type="checkbox"/>	Nausea or vomiting
<input type="checkbox"/>	Diarrhea

If you have any one of the symptoms above:

<input checked="" type="checkbox"/>	Coronavirus-like illness is suspected
<input checked="" type="checkbox"/>	Stay home and avoid contact with other people except to get medical care;
<input checked="" type="checkbox"/>	Monitor symptoms and if they deteriorate seek medical care immediately.
<input checked="" type="checkbox"/>	If you have underlying medical conditions, contact your medical provider immediately

Form completed by:

Name

Title

INFORMATION CONTAINED ON THIS FORM IS STRICTLY CONFIDENTIAL

Appendix C: COVID-19 Inspections

Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			

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

Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

PALMDALE WATER DISTRICT COVID-19 Prevention Program

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- Employees who exhibit symptoms will use their sick leave. If sick leave becomes exhausted, employees can then use admin leave and/or vacation and floating holidays, if available. Once all leave has been used, employees can accrue a negative sick leave balance in order to continue to receive a full paycheck while recovering from the coronavirus. An employee may also take leave without pay if approved by the General Manager.
- Employees who become ill shall complete the recommended isolation period and return only when they are no longer infectious. To assist with determining the appropriate range of days, the CDC guidelines state that "people with acute respiratory illness should stay home and not go back to school or work until at least 72 hours after they are free of a fever of 100 degrees Fahrenheit or more, without using fever-reducing medicines or cough suppressants." Expect employees to be out from two weeks (mild cases) to six weeks (critical cases). Employee must

be cleared by Safety and Training Technician or Human Resources Director prior to returning to work.

- Employees who have already recovered from the coronavirus should be encouraged to report to work. If a supervisor suspects that an employee is well but fearful of coming to work, the supervisor should consult with Human Resources Director for advice.
- CDC recommends that employees who appear to have symptoms upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- Employees who come to work and are obviously symptomatic will be asked by their supervisor to go home. Supervisors and department heads have the discretion to ask employees to go home when, in the judgment of the supervisor or department head, the presence of the employee at work would endanger the health and welfare of other employees or when the illness or injury of the employee interferes with the performance of such employee's duties. Employee must be cleared by Safety and Training Technician or Human Resources Director prior to returning to work.
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- The protocol for a person who begins to feel ill while at work or has observed another person exhibiting coronavirus symptoms at work is to contact their supervisor. The supervisor will notify the department head. The department head will contact either the Human Resources Director or the Safety and Training Technician, who will document the illness using the form located in Appendix A. If they are not available, one of the department heads will document the illness and determine if the employee should be sent home. If an employee becomes ill and must go home immediately, the employee can go home and personnel from Human Resources or Safety will contact the supervisor as soon as possible.

Duties of designated Human Resources and Safety personnel:

- Discuss the symptoms the employee is experiencing. Document illness using assessment form located in Appendix A.
 - Notify department head of evaluation results and if employee will be sent home.
 - Offer the use of a disposable mask to the employee during the time they are gathering their belongings and preparing to leave the workplace.
 - Encourage the employee to keep in contact and let them know about phone-in and follow-up procedures.
 - Encourage employees to return to work upon recovery.
- If an employee calls in sick with coronavirus-like illness or if the reason for the employee's illness is unknown, personnel from Human Resources or Safety will contact the employee to document the illness.

- If an employee leaves work due to the onset of coronavirus symptoms, the protocol also includes the disinfection of the employee's workstation. Department heads or supervisors will be responsible for assigning personnel for disinfection of work areas.
- Human Resources will be responsible for tracking employee absenteeism due to coronavirus. Severe levels of absenteeism will be reported to the General Manager.
- If coronavirus severity increases, all employees shall be asked about symptoms consistent with the coronavirus illness at the beginning of each workday.

Section 2 - Infection Control & Employee Protection:

- **Masks/Face Coverings:** Masks/face coverings are required for all public areas and meeting rooms. A mask/face covering is also required any time an employee is unable to be six feet from another person or while being in common areas inside the District's buildings. Masks/face coverings must be worn whenever interacting with a member of the public regardless of any physical barrier, such as glass partitions. Masks/face coverings are also required when working outdoors on job sites away from the District. Masks/face coverings are not required if outdoors at the District as long as the employee is alone. Masks/face coverings must be always on the employee and in the event they are approached by another individual they must put on their masks/face coverings. Mask/face coverings must be worn in common work areas including cubicles, this includes desk with partitions. All employees must wear face coverings except while alone in an office or while eating and drinking during break time provided employees are 6ft apart. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
 1. Wear the mask/face coverings over the nose and mouth. Make sure you can breathe easily. CDC does not recommend use of masks/face coverings or cloth masks for source control if they have an exhalation valve or vent.
 2. Properly remove mask/face coverings and wash hands after handling the mask/face coverings.
 3. Masks/face coverings should be washed regularly: include the mask/face covering with regular laundry; use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask/face covering; use the highest heat setting and leave in the dryer until completely dry.
 4. Masks/face coverings will always be kept in stock. If you need a new mask/face covering please advise Safety and Training Technician and a new mask/face covering will be provided.

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

- Stay home if you are sick.
- Employees who had potential COVID-19 exposure in our workplace will be **offered Covid-19 testing at no cost during their working hours. When potential Covid 19 exposure occurs outside of work Human Resources or Safety and Training Technician can provide you with testing locations if needed.**
- Wash your hands frequently with soap and water for 20 seconds or use a hand sanitizer if soap and water are not available.
- Avoid touching your nose, mouth, and eyes.
- Cover your coughs and sneezes with a tissue, or cough and sneeze into your elbow or upper sleeve (avoid sneezing or coughing into the hands).
- Dispose of tissues in no-touch trash receptacles.
- Wash your hands or use a hand sanitizer after coughing, sneezing, or blowing your nose. Hand sanitizer is kept on stock and available through the Purchasing Technicians. Wash hands for a minimum of 20 seconds.
- Avoid close contact (within 6 feet) with coworkers and customers.
- Avoid shaking hands, the high-five, and the knuckle bump as these can still spread germs. If you do have physical contact with others, always wash your hands immediately afterward.
- If wearing gloves, wash your hands after removing them.
- Keep frequently touched common surfaces (telephones, computer equipment, etc.) clean.
- When possible, do not use other employees' phones, desks, offices, or other work tools and equipment.
- Employees who are well but have a sick family member at home with coronavirus should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.²
- Minimize group meetings; use e-mails and phones when possible. If meetings are absolutely necessary, avoid close contact (within 6 feet) with others and ensure that the meeting room is well ventilated.
- During times of moderate to severe levels of illness, telephone communications is the preferred method of contact.
- Consider removing magazines and other frequently touched materials from common areas.
- Front desk, engineering services and finance personnel have been instructed to use hand sanitizer after handling mail and after each customer transaction.
- Additional hand sanitizer, disinfecting wipes, and tissues have been placed in commonly used areas.
- Customer hand sanitizing stations have been placed by the front door and at customer service counters. Tissues and CDC educational posters have been posted at various locations in the District offices.
- Partitions have been installed in the lobby between each customer window. Partitions have also been placed between each Customer Care desk.
- At all times, all District policies and requirements regarding smoking and vaping will be strictly adhered to, including not smoking or using vaping products inside any District buildings. Smoking areas are identified in the Employee Manual.
- Adopting severe levels of coronavirus and protocol will follow emergency declarations by the U.S. President, California Governor, City of Palmdale, and the Los Angeles County Board of Supervisors, and measures may include, but not be limited to:
 1. At severe levels of coronavirus, the workplace will be closed and be available to appointment-only customers, and where possible, appointments will be conducted virtually or by phone.
 2. At severe levels of coronavirus, vendor contacts with District personnel will be conducted virtually or by phone.

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

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

Section 3 - Disinfection Procedures:

The District is currently using germicidal wipes for general clean up and disinfectant spray when it is necessary to disinfect offices or other commonly used areas. Employees are encouraged to wipe down surfaces and objects that they touch throughout the day. Managers, supervisors, and leads are to give the time needed to accomplish disinfecting the workplace. Disinfectant spray and/or wipes are placed all throughout the District and are available through the Purchasing Technicians when needing to be replaced. Routine approaches for cleaning and disinfection are adequate in these areas, but areas of high traffic should be disinfected twice a day. Personnel cleaning the areas should wear gloves and a mask and should discard them when finished. Hands must be washed or sanitized at the completion of the procedure.

When a person with suspected virus is identified and has left the workplace, the supervisor will assign personnel to conduct a thorough cleaning of the workplace where the sick individual was present. Included in the cleaning will be auxiliary places they conduct work or they have been in contact with, such as counter tops, vaults, common office equipment, locker room areas, District vehicles and equipment. Special attention should be paid to telephones, computer keyboards, the mouse, desktop, steering wheels, and District radios. Doorknobs, sinks, drawer handles, light switches, etc. in the vicinity should also be disinfected. If possible, do not disturb the person's clothing or other fabrics during the cleaning process. Areas that cannot be disinfected, such as electrical equipment, employees will wear masks and gloves while working in the area, or the area will be isolated.

Section 4 – Communications Plan

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

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

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

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

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

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

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

Section 5 – Critical Job Functions:

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

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

DEPARTMENT/DIVISION	CRITICAL JOB FUNCTION
Administration	<ul style="list-style-type: none"> • Communications with employees, Board of Directors, media and customers • Provide analytics to department managers • Ensure the availability of water resources
Finance	<ul style="list-style-type: none"> • Processing payroll • Generating water bills • Accounts payable (During a severe pandemic, this may be limited if there are personnel shortages.) • Processing payments received from customers • Shut offs may be suspended during a severe pandemic to ensure customers have water for hygiene purposes
Information Systems	<ul style="list-style-type: none"> • System Backup • User Support • District website updates • Work-at-home equipment
Engineering	<ul style="list-style-type: none"> • Engineering customer services • Mark outs • Inspections – inspect construction of facilities to District standards (During a severe pandemic, this may be suspended if there are personnel shortages.) • Inspect dam after rapidly changing lake levels or earthquake
Customer Care	<ul style="list-style-type: none"> • Fielding customer calls • Cashiering • New customer applications
Field Customer Care	<ul style="list-style-type: none"> • Reading water meters • Respond to service leaks • Respond to customer service orders
Facilities	<ul style="list-style-type: none"> • Respond to electrical, SCADA and pump problems • Respond to pipeline failure leaks, critical easement damage and fire hydrant damage • Ordering of parts/supplies necessary for day-to-day operations • Well runs, system maintenance
Operations	<ul style="list-style-type: none"> • Water quality compliance reporting • Water quality monitoring (sampling & analyses) • System monitoring (flows, reservoir level, pressures, water orders, water quality, etc.) • Filing regulatory agency reports or notifications of delay • Inspect dam after rapidly changing lake levels or earthquake
Human Resources	<ul style="list-style-type: none"> • Employee benefits • Processing, tracking & reporting injury/illness • Health education and other employee training • Stocking supplies critical for emergency response

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

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

Training and Instruction:

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix A

Coronavirus-like Illness Symptom Assessment Form

CONFIDENTIAL

Employee Name: _____ Date _____

Check all symptoms that apply:

<input type="checkbox"/>	Fever (temperature greater than 100° F) or chills
<input type="checkbox"/>	Cough
<input type="checkbox"/>	Shortness of breath
<input type="checkbox"/>	Fatigue
<input type="checkbox"/>	Muscle or body aches
<input type="checkbox"/>	Headache
<input type="checkbox"/>	New loss of taste or smell
<input type="checkbox"/>	Sore throat
<input type="checkbox"/>	Congestion or runny nose
<input type="checkbox"/>	Nausea or vomiting
<input type="checkbox"/>	Diarrhea

If you have any one of the symptoms above:

<input checked="" type="checkbox"/>	Coronavirus-like illness is suspected
<input checked="" type="checkbox"/>	Stay home and avoid contact with other people except to get medical care;
<input checked="" type="checkbox"/>	Monitor symptoms and if they deteriorate seek medical care immediately.
<input checked="" type="checkbox"/>	If you have underlying medical conditions, contact your medical provider immediately

Form completed by:

Name

Title

INFORMATION CONTAINED ON THIS FORM IS STRICTLY CONFIDENTIAL

Appendix B: Identification of COVID-19 Hazards:

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix C: COVID-19 Inspections

Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

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

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: February 17, 2021 **February 22, 2021**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: *AGENDA ITEM NO. 8.2.a – FEBRUARY 2021 GENERAL MANAGER REPORT*

The following is the February 2021 report to the Board of activities through January 2021. 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.

PWD 2020 STRATEGIC PLAN SUMMARY



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 100th 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

Overview

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) former long-term conservation orders (20 x 2020), the District's total per capita water use trends, 2021 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*

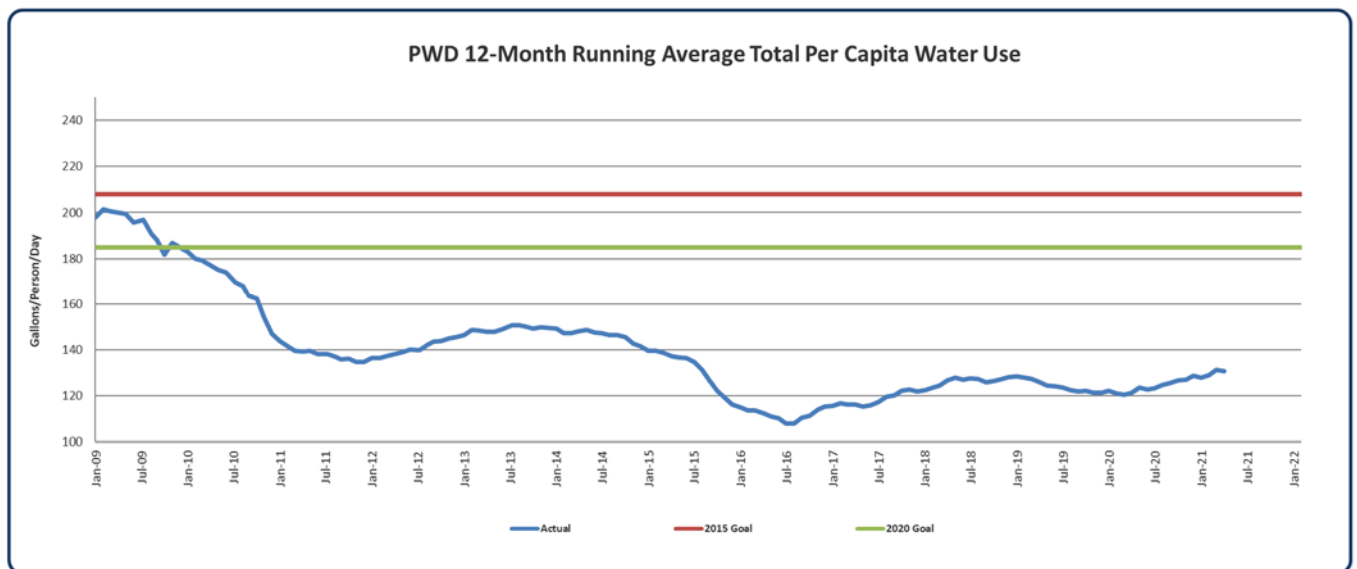
This initiative includes conservation efforts, water supply projects, and water planning.

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’s water budget rate structure. More will be known as Kennedy/Jenks works with staff on the 2020 Urban Water Management Plan. This report is due by July and will be brought to the Board for approval in May or June. Until these criteria are finalized, the customers’ performance is shown in this report using the 20 x 2020 requirements.

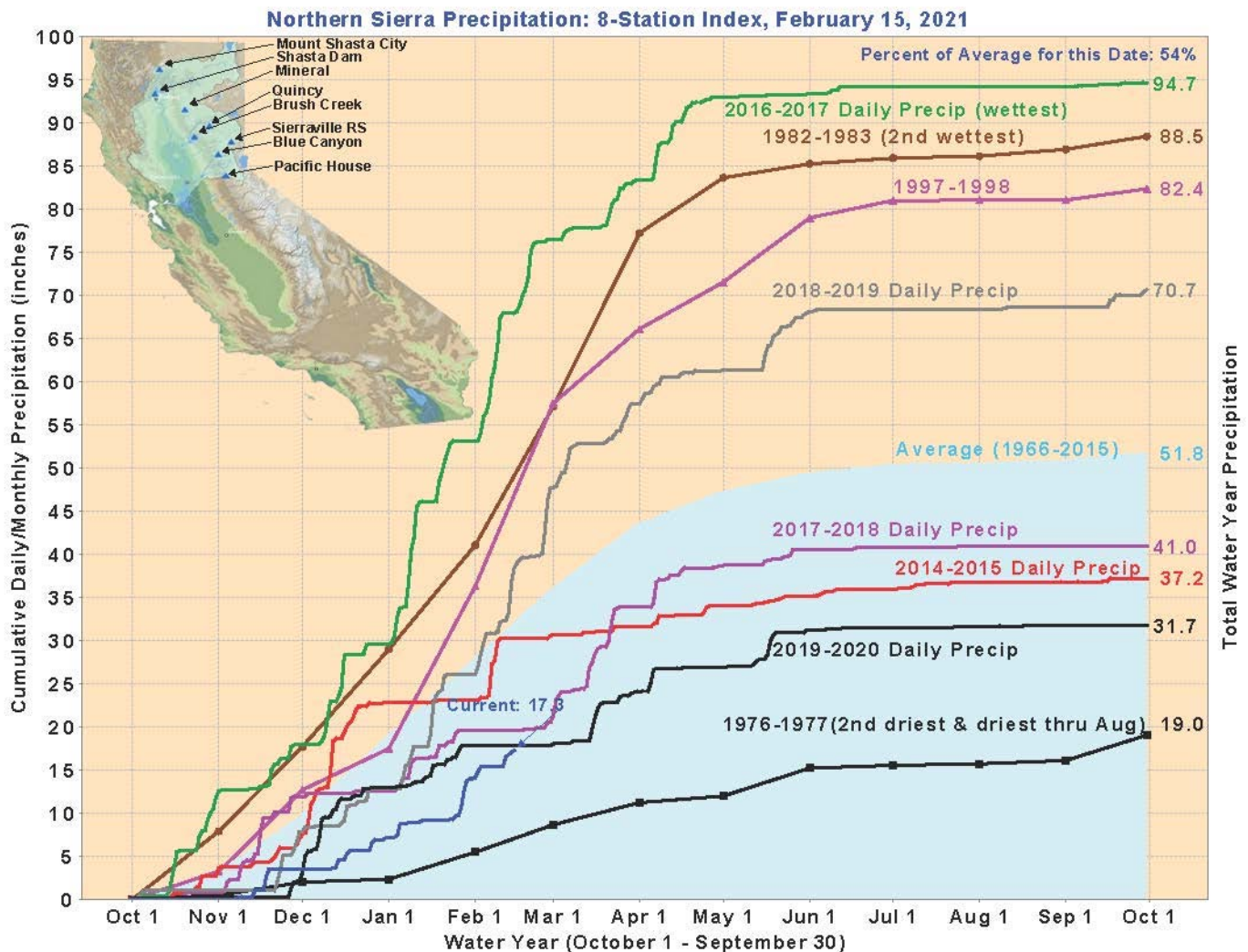
The District’s compliance with the former 20 x 2020 law is evident from the chart titled “PWD 12-Month Running Average Total Per Capita Water Use:”



The District’s customers have cut their water use by **43.3%** from the baseline number of 231 established in the 2015 Urban Water Management Plan and met the 2020 Goal in early 2010. The current Total-GPCD is 131.

Water Supply Information

- The AV Adjudication is now entering its sixth year, and the reduction to the native safe yield is in its fourth year. The District's native groundwater right is 2,769.63 AF. The District's 2020 groundwater rights totaled 8,188 AF without the prior year's Carryover Rights. **The District's 2021 groundwater rights will be approximately 8,000 AF and nearly 10,000 AF of Carryover production rights from prior years.**
- The 2021 water resources plan is tentative at this point. **Precipitation in the area that contributes to the State Water Project is currently at 54% of average, nearly the same as this time last year, and the SWP allocation remains at 10%. The District is actively working on other water sources including the AVEK exchange, Yuba Accord Water, LCID SWP water, and carryover SWP from 2020.** These efforts, along with the District's available groundwater rights, will lessen any needed conservation needed by our customers this year. The current precipitation and reservoir storage as of Monday, February 15, 2021, are as follows:

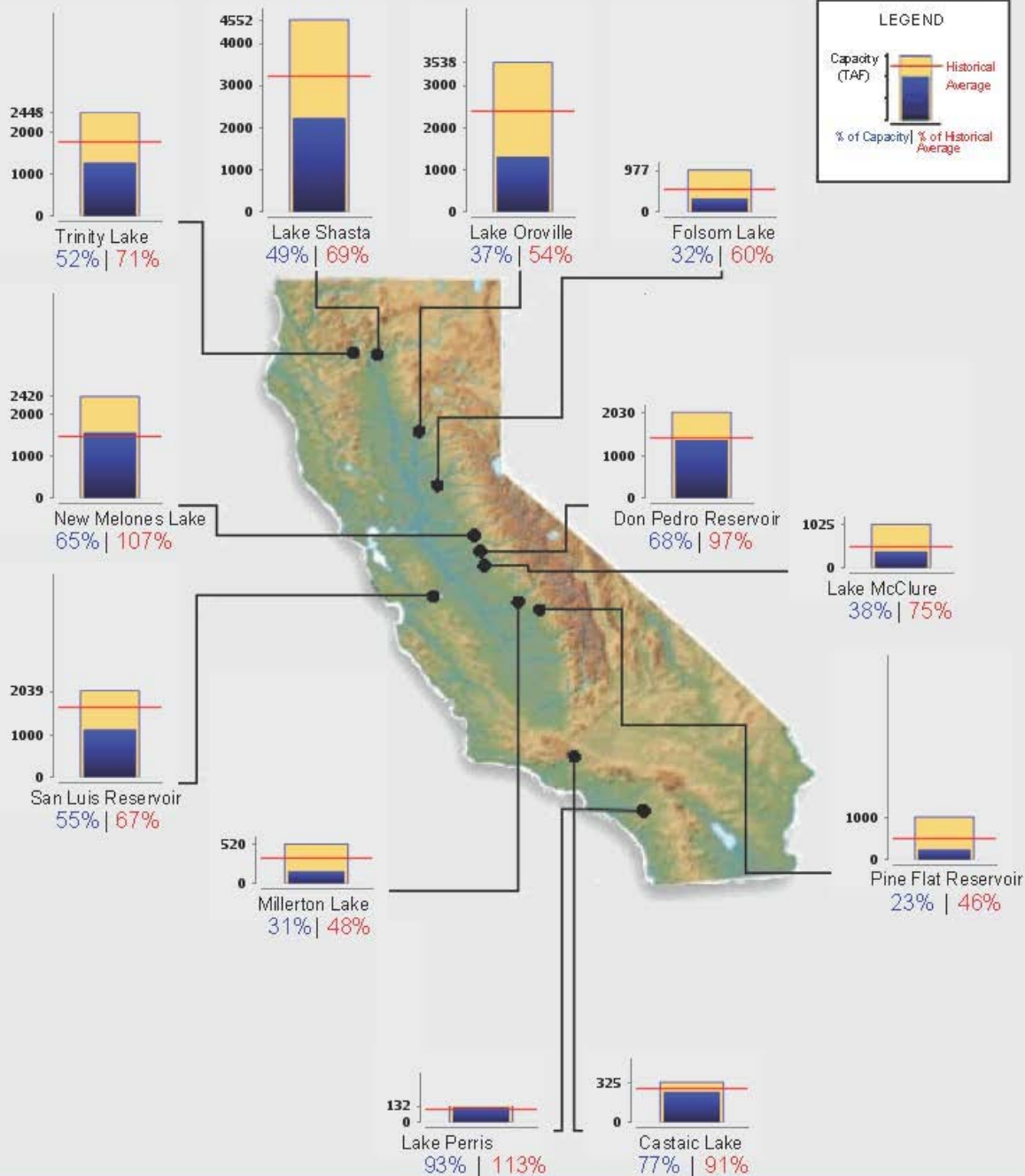




Reservoir Conditions

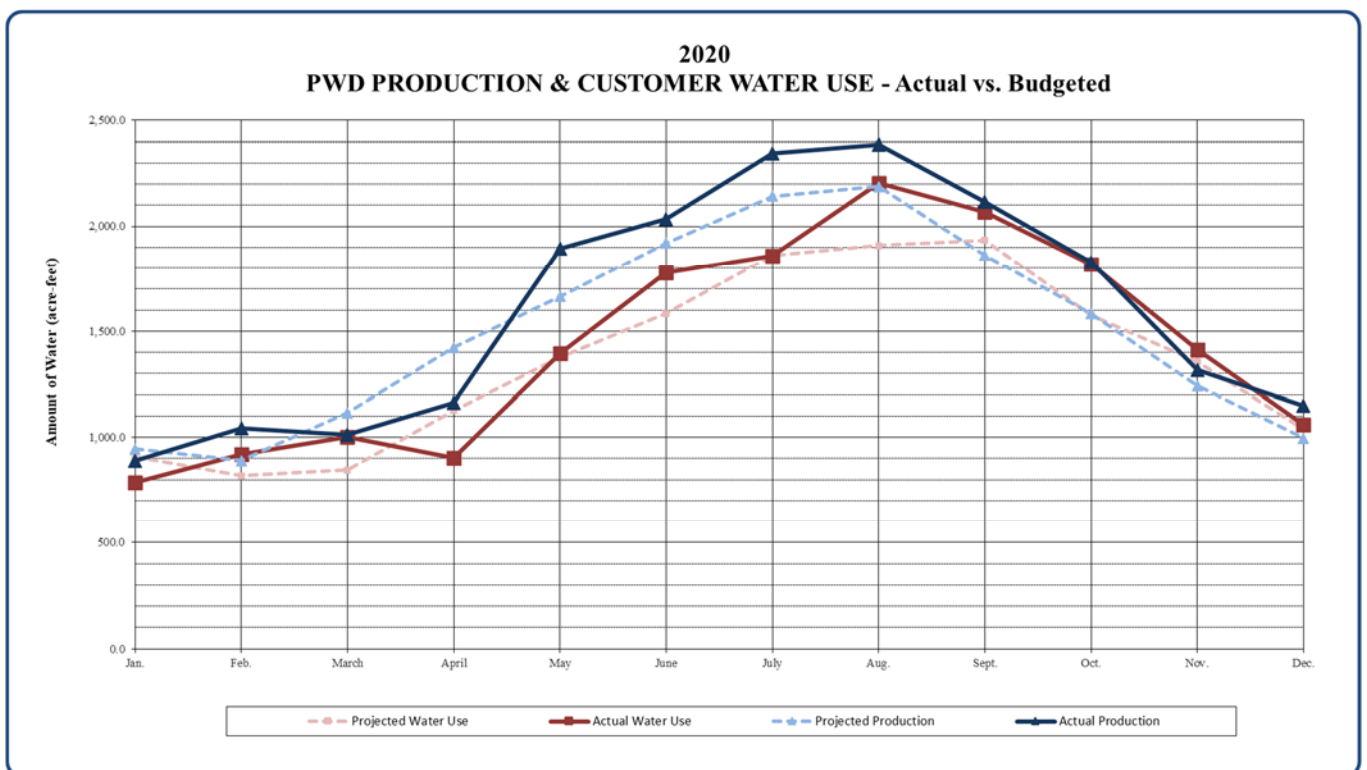
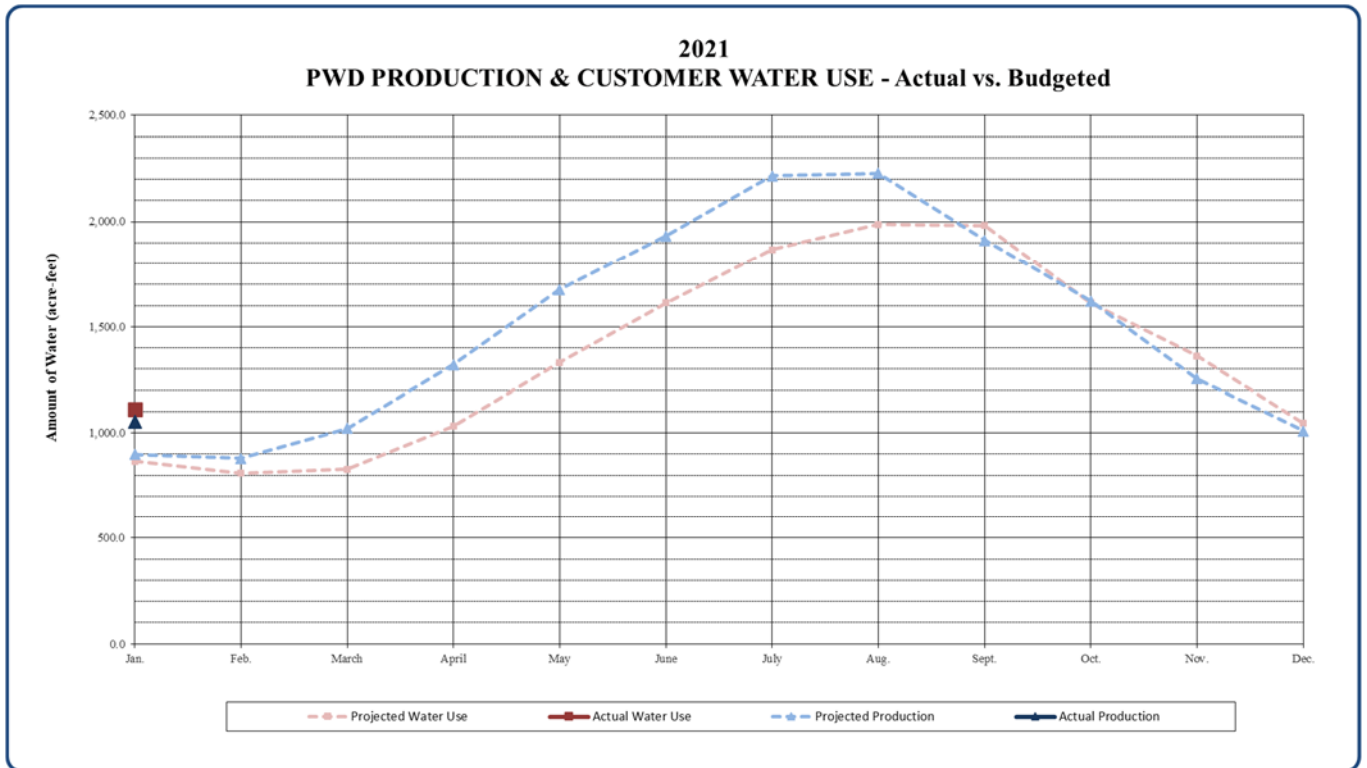
Ending At Midnight - February 15, 2021

CURRENT RESERVOIR CONDITIONS



Graph Updated 02/16/2021 07:18 AM

- The following graph is the projected monthly water consumption and production for 2021 based on the prior five years of actual monthly information. The projected total consumption is based on the 2021 Budget amount of 16,341 AF. January 2021 actual amounts are shown. The 2020 graph shows the projected and actual water use last year.



- Customer water use in 2020 was 17,213 AF. This is the most water used by customers since 18,127 AF in 2014, before the 2015-2017 drought. The trend continued into January 2021 with customers using 1,112.9 AF of water, a 25.2% increase over January 2020.

Other Items

- The Littlerock Reservoir Sediment Removal Project (Project) Environmental Impact Report/Environmental Impact Statement (EIR/EIS) was fully approved in 2017. The Grade Control Structure was completed in January 2020.

Staff is working with the gravel quarry owners for the disposal of sediment from Littlerock Reservoir as the next phase of the project. These discussions have been hampered due to the COVID-19 pandemic. However, the District received a good, competitive response to the emergency 19,000 CY sediment removal project that included the disposal of the removed sediment. This interest and disposal is promising for starting the next phase of the Project later this year in the amount of about 120,000 CY.

- The public review of the Draft California Environmental Quality Act (CEQA) EIR for the Palmdale Regional Groundwater Recharge and Recovery Project (PRGRRP) was completed in 2016. A test well was drilled at a different location on the proposed project site. The drilling is now complete, it is being equipped as a monitoring well, and the aquifer information is being accessed.

Stantec is contracted with the District to look at the feasibility of advanced treatment of the tertiary recycled water. If feasible, the highly treated recycled water can potentially be used in surface water or groundwater augmentation to meet the goal of adding recycled water as a potable source for our customers.

- 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 resulted in an amendment to the agreement with 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 and completing the Agreement in Principle.

- Delta Conveyance Design and Construction Authority (DCA): This joint powers authority is responsible for the environmental, design, and engineering of the project and works with the Department of Water Resources (DWR) on the project. The Board is now reorganized with more representation from smaller agencies. This includes adding two seats for the East Branch, Class 8, of the California Aqueduct. The agencies are AVEK, PWD, Littlerock Creek Irrigation District (LCID), Mojave Water Agency (MWA), Crestline-Lake Arrowhead Water Agency, San Gabriel Valley Municipal Water District, San Bernardino Valley Municipal Water District (SBVMWD), San Geronio Pass Water Agency, Desert Water Agency, and Coachella Valley Water District (CVWD).

The Class 8 contractors have picked the following as our representatives on the DCA Board:

Director (2-year term): Robert Cheng, CVWD Assistant GM

Alternate Director (2-year term): Robert Tincher, SBVMWD Deputy GM

Director (1-year term): Adnan Anabtawi, MWA Senior Engineer

Alternate Director (1-year term): Dennis LaMoreaux, PWD GM

The first board meeting of the reorganized Board will be in February.

- A set of amendments to the State Water Project Contract was finalized in 2020. 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. The Board approved this contract amendment in October 2020 and enough other State Water Project Contractors have approved the amendment for it to be effective.



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:

- 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.

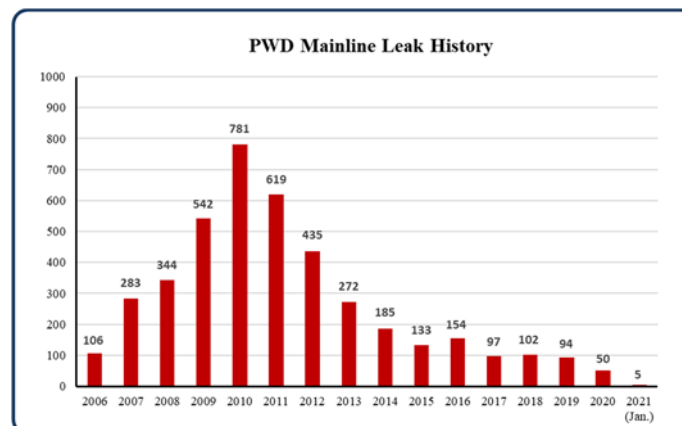
- COVID-19 Pandemic Response: District staff initiated a draft Pandemic Response Plan on March 4, 2020 as the State of California and County of Los Angeles issued declarations of emergency. Over the next two weeks, many District events were canceled. These included the Water Ambassadors Academy third session and facility tour, Strategic Plan Workshop, director in person coffees, 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 continued to comply 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.



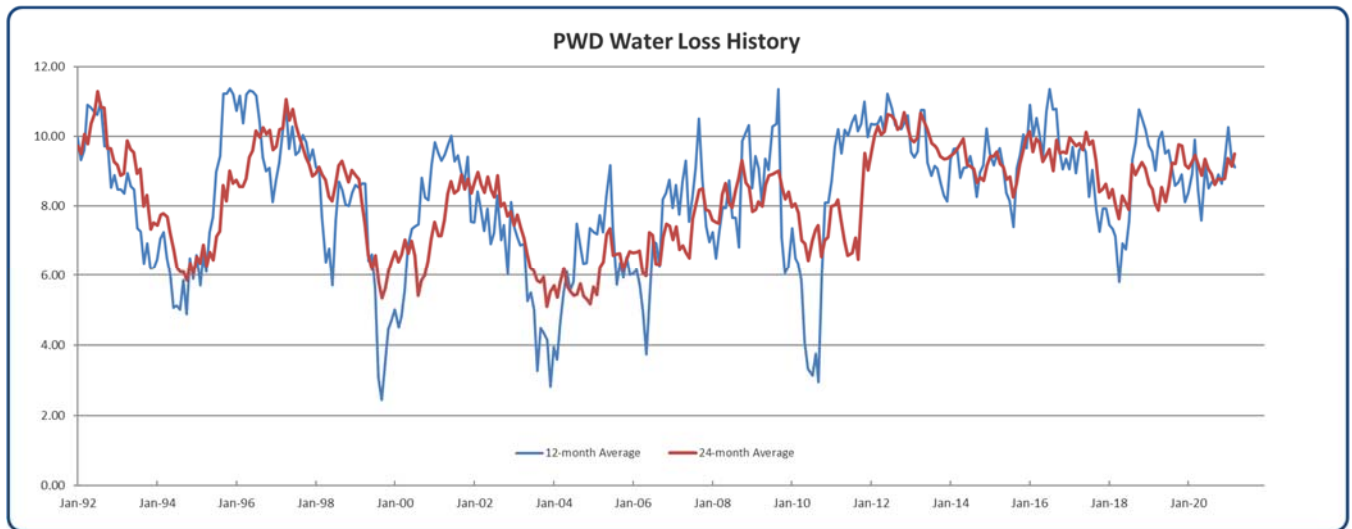
Systems Efficiency *Independence, Technology, Research*

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 for 2020 total 50 and there were 85 service line leaks. The mainline leaks in January 2021 totaled 5, and there were 6 service line leaks.



- The District completed two water main replacement projects in 2020. One is in Avenue P near 25th Street East, and the other is in Avenue V-5 west of 47th Street East. Additional water main replacement projects are being designed for construction. All are included in the 2019 Water Rate Plan.
- 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 working on two energy technologies that will benefit our customers. One is the use of batteries for backup power at four booster facilities. The other is a demonstration project for the generation and storage of hydrogen from wind energy.

These programs are grant funded and managed by the California Public Utilities Commission and California Energy Commission, respectfully. The grant funds go directly to the technology providers, Tesla and DasH2Energy. Both projects involve the installation of pre-designed and assembled equipment at District facilities with minimal construction work at the sites. The approved sites are Well 5 and Underground Booster for the battery backup. Additional sites of 45th Street East Booster and the new 3M Booster are likely to also be approved.

Additionally, the District has also applied to the CSDA-publicized \$20M de-energization grant program for the maximum grant amount of \$300,000. However, the District did not receive a grant through this process.



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. 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 when the Board unanimously approved Resolution No. 19-15. This set the water rate structure and water rates for 2020-2024 and 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 was approved by the Board in November 2020 and will be published this month.
- Fitch Ratings reviewed the District's bond rating in December 2020. The review affirmed the District's rating with them of "A+" with a stable outlook. This is a good result considering the uncertainty of unpaid water bills due to the COVID-19 shutoff moratorium. It will also be helpful for the planned \$20M bond issue this year.
- 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. Maria Kennedy, Kennedy Communications, is experienced with these programs and is contracted with the District to accomplish it.
- The District has applied for 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. Staff is also placing property liens as appropriate to help secure payment of large, outstanding bills.

- District staff and financial consultants completed refunding a portion of the 2013A Revenue Bonds last fall. Approximately \$14.55M of the bonds were refunded saving the District \$67,103/year in debt payments. The refunding of a smaller portion of the same bond issue earlier in the year saved the District approximately \$46,000/year. Together, these actions save the District approximately \$113,000 in debt payments every 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 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, the transition of the AV Board of Trade and Greater Antelope Valley Economic Alliance into AV EDGE, regional human resources, and public information organizations.
- 2021 “PWD Water Ambassador Academy” (WAA) and Junior WAA are tentatively scheduled for this fall.
- The District and other members of the Public Water Agencies Group (PWAG) have hired and share the services of an Emergency Preparedness Coordinator. This approach also helped the District successfully comply with the America’s Water Infrastructure Act (AWIA) of 2018 and respond to the current COVID-19 event.
- The American Indian Little League lease for the property at Division and Avenue P-8 was changed to only include the League and is now fully executed with a ten-year term.



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

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

- The Board approved moving forward with a new supplier, meter brand, and reading system at the first meeting in September 2020. This change moves the District toward being able to offer customers more information about their water use. The first large order of the new Neptune meters has been placed.
- 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 continued increasing due to the COVID-19 event.
- Customer Care staff has now successfully worked with customers from home for over nine months.
- Staff successfully conducted virtual coffee meetings with Directors and their constituents, issued regular internal and public newsletters, coordinated drive-through giveaways for customers, and monitored and maintained the District's social media.

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. It burnt through approximately 58% of the watershed as well as a large part of Juniper Hills. The Angeles National Forest (ANF) has issued a closure order through April 1, 2022 due to safety concerns related to the Bobcat Fire.

Staff has inquired about available USDA emergency funding to address potential debris flows into Littlerock Reservoir and completed permit amendments needed to start an emergency sediment removal later this month. The District will host a “Virtual Let’s Talk H2O!” on February 24 at 3:00 p.m. focused on the Bobcat Fire’s potential effects on the Littlerock Reservoir.

The following map shows the Bobcat Fire, Station Fire, and the Littlerock Reservoir watershed.

