



PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

April 21, 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: 073-006-584#

Submit Public Comments at: <https://www.gomeet.com/073-006-584>

MONDAY, APRIL 26, 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 April 12, 2021.
 - 6.2) Payment of bills for April 26, 2021.
 - 6.3) Approval of updated job descriptions for the Engineering Department. (No Budget Impact – Human Resources Director Emery/Personnel Committee)
 - 6.4) Approval of contract with Armorcast Products for meter box covers. (\$218,950.00 – Budgeted – Work Order No.'s 20-611 and 21-#### – Assistant General Manager Ly)
- 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 authorizing staff to enter into a contract for the Sierra Highway water main replacement with Christensen Brothers General Engineering, Inc. (\$447,036.60 – Budgeted – Budget Item No. 20-605 – Engineering/Grant Manager Rogers)
 - 7.2) Consideration and possible action on Siteimprove web accessibility and analytic tools. (\$12,677.00 – Budgeted – Web Site Redesign Project – Information Technology Manager Stanton/Public Affairs Director Shay)
 - 7.3) Consideration and possible action on Resolution No. 21-9 being a Resolution of the Board of Directors of the Palmdale Water District Regarding its Intention to Seek Reimbursement in Connection with the Issuance of Tax-Exempt Water Revenue Bonds by the Palmdale Water District Public Financing Authority. (Potential Revenue Through Reimbursement of Loans – Finance Manager Williams/Finance Committee)
 - 7.4) Consideration and possible action on Resolution No. 21-10 being a Resolution of the Board of Directors of the Palmdale Water District Enacting Stage 1 of the Water Shortage Contingency Plan. (No Budget Impact – Resource and Analytics Director Thompson II/Resource and Facilities Committee)
 - 7.5) Consideration and possible action on revision to Palmdale Water District Rules and Regulations Section 4.07.4 Director Expenses. (No Budget Impact – Director Merino/Finance Manager Williams)
 - 7.6) 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) Finance Reports:
 - a) Status report on Cash Flow Statement and Current Cash Balances as of March 2021. (Financial Advisor Egan/Finance Committee)

- b) Status report on Financial Statements, Revenue, and Expense and Departmental Budget Reports for March 2021. (Finance Manager Williams/Finance Committee)
 - c) Status report on committed contracts issued. (Finance Manager Williams/Finance Committee)
 - d) Other financial reports. (Finance Manager Williams/Finance Committee)
 - 1) The effect of COVID-19 event.
 - 2) Revenue projections.
 - 3) Payment transactions by type.
 - 4) Accounts receivable aging report.
 - 5) Financing schedule for new 2021 bond issue.
 - 6) Rate Assistance Program.
 - 7) Status on 2020 Audit.
- 8.2) 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) Outreach Committee. (Director Mac Laren-Gomez, Chair/Director Wilson)
 - 3) Personnel Committee. (Director Mac Laren-Gomez, Chair/Director Merino)
 - 4) Palmdale Recycled Water Authority. (Director Dino/Director Wilson/Director Mac Laren-Gomez, Alternate)
 - 5) Resource and Facilities Committee. (Director Dino, Chair/Director Merino)
 - 6) Finance Committee. (Director Wilson, Chair/Director Dizmang)
 - b) General Meetings Reports of Directors.
- 8.3) Report of General Manager.
- a) April 2021 written report of activities through March 2021.
- 8.4) Report of General Counsel.
- 9) Board members' requests for future agenda items.
- 10) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

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: April 19, 2021 **April 26, 2021**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 6.3 – APPROVAL OF UPDATED JOB DESCRIPTIONS FOR THE ENGINEERING DEPARTMENT. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR EMERY/ PERSONNEL COMMITTEE)***

Recommendation:

Staff and the Personnel Committee recommend approval of the job descriptions for the Engineering Intern, Engineering Technician 1/2/3, Construction Inspector 1/2/3, Engineering Analyst, Management Analyst, Junior Engineer, Assistant Engineer, Associate Engineer, Operations Supervisor, Senior Engineer, and Engineering Manager. This does not increase head count in the Department. This does not change the current Organizational Chart filled positions.

Alternative Options:

The alternative is to leave the current job descriptions as they are in the Engineering Department.

Background:

Historically, the District has had job descriptions for the positions that are necessary at the time of approval. This group of job descriptions would create a succession plan for the Department.

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:

No additional cost to budget.

Supporting Documents:

- Job Descriptions

ENGINEERING INTERN

FLSA Status: Non-Exempt

DEFINITION

To perform technical engineering duties in drafting/design, plan check review, mapping, engineering calculations, and assist with customer service inquiries related to the District's water distribution system and facilities improvement projects.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Engineering series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. Incumbents must be enrolled in an accredited college or university with major coursework related to engineering. Experience gained as an Engineering Intern maybe considered qualifying for entry level professional classifications.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Engineering Grant Manager; may receive technical and functional supervision from other Engineering staff as directed by the Engineering Grant Manager.

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

Prepare and review technical designs, maps, drawings, visual aids, and graphic presentation materials related to District facilities projects; learn use manual or computerized methods to develop or revise engineering drawings during design and construction phases.

Performs compilation, tabulation, and analysis of information and data, required for engineering reports, evaluations, specifications, and plans, primarily using a personal computer, with tasks directed by individual assignment instructions and reviewed by professional engineering staff in progress or upon completion of the assignment

Gathers alignment information to be used by engineering staff in the preparation of alignment studies and improvement plans, following the methods prescribed to access a variety of data sources (assessor's maps, record maps, tract and parcel improvement plans, aerial photographs), with the resulting information obtained to be reviewed upon task completion.

Technical design review including conceptual and detailed design review according to District standards and polices;

Collects field data (photos, measurements, samples) in order to obtain information needed for analysis, reporting, plan preparation and inventory activities, using methods and processes which may involve making field notes or notations on plans or other written records and may utilize equipment to collect (soil, groundwater, potable water) samples or use equipment for field testing, typically performed under direct supervision in the field.

Provides support for staff on a variety of construction management activities (inspection tasks, daily reporting, documentation, progress payments, construction survey) in order to complete construction of District projects in accordance with approved plans and all appropriate regulations, using standard construction management practices and methods, which may involve the use of a personal computer and various surveying equipment, with work directly supervised by engineering staff in the field.

Learn a variety of technical engineering software including computer aided design/drafting (CADD), produce and maintain maps via geographic information systems (GIS); maintain and make adjustments to the District's distribution system hydraulic model.

Learn mapping and recording of the District's conveyance and distribution systems and related water facilities; identify and report problems with new and/or existing pipeline maintenance and construction.

Establish, maintain, and close out project files, including tract, commercial, single parcel and specification files according to District engineering standards; ensure compliance with project documentation requirements; prepare and maintain as-built drawings.

Learn database management of maps and records; add new layers, edit documents or make corrections as needed to document project and engineering/construction history and maintain District mapping records in an up-to-date status.

Create and run queries and prepare format output for various routine and special reports required by District departments; update programs and systems with patches and service pack releases provided by outsourced vendors.

Provide assistance by responding to inquiries from the general public, contractors, developers, landowners, consultants, and other agencies or utilities either by telephone, email, or regular correspondence. Inquiries may include but not limited to the following: availability of and requirements for water service and fire flow, issue rejection or will-serve notifications, and other requested items.

Assist in the design and preparation of plans for new or expanded District buildings; prepare plan specifications or modifications and ensure compliance with building and design codes and regulations.

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

Perform related duties as assigned.

EDUCATIONAL OPPORTUNITY

The intern position will provide the following educational experiences:

Knowledge of:

Basic computerized practices and methods used in civil engineering drafting, design, and mapping including CADD and GIS.

Application of principles of algebra, geometry, and trigonometry in the design of water systems.

Engineering applications as it applies to water system planning, design and construction.

Basic surveying practices and related equipment.

Computer software used in computer aided design, geographic information systems, word processing, data analytics, and database applications.

Business communications both written and spoken.

Principles and practices of good customer service.

Ability to:

Perform technical engineering support duties in the design, construction, and maintenance of the District's water distribution system and facilities improvement projects.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; research, identify and interpret technical and numerical information, including engineering calculations; observe and problem solve operational and technical policies and procedures; and greater understanding of both State and Federal regulations.

Perform mathematical calculations with speed and accuracy.

Use a variety of computer software to draft and design engineering plans, maps; charts, spreadsheets, and other related documents; maintain databases and records.

Maintain and update a variety of electronic and hardcopy files.

Learn policies, procedures and engineering standards established by the District.

Learn principles and practices of property research, including boundary determination and land title examination.

Work outside under a variety of climatic and geographic conditions.

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

REQUIREMENTS:

Must be enrolled in college full time.

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

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

Employee Signature

Date

Supervisor Signature

Date

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

In addition to the qualifications for the Engineering Technician 2:

Knowledge of:

In addition to Engineering Technician 1 and 2 requirements:

Understand key concepts with regards to water system demand and supply needs.

Understand concepts regarding hydraulic grade line and distribution pressure zones.

Understand treatment systems and required design concepts.

Ability to:

In addition to Construction Inspector 1 and 2 requirements:

Perform technical engineering support duties in the design, construction and maintenance of District's treatment, booster and well facility projects.

Provide oversight of Engineering Technician 1 and 2 work for consistency with District and industry standards.

Communicate effectively with developers and contractors.

Oversight over District projects including contract agreements, invoicing, and compliance with District's standards.

Experience and Training

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

Experience:

Five years of responsible journey experience performing duties similar to an Engineering Technician 1 with the Palmdale Water District.

Training:

Equivalent to an Associate degree from an accredited college with major course work in engineering, architecture, mathematics, or a related field and BS Coursework.

License and Certificate

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

Possession of Engineer-in Training Certification from the Board for Professional Engineers, Land Surveyors, and Geologists.

Possession of a Distribution Operator Grade 3 Certificate as issued by the State Water Resources Control Board.

Possession of a Treatment Operator Grade 2 Certificate as issued by the State Water Resources Control Board.

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

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

Employee Signature

Date

Supervisor Signature

Date

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PALMDALE WATER DISTRICT

ENGINEERING TECHNICIAN 1 ENGINEERING TECHNICIAN 2 ENGINEERING TECHNICIAN 3

FLSA Status: Non-Exempt

DEFINITION

To perform technical engineering support duties in drafting/design, plan check review, mapping, engineering recordkeeping, and customer service inquiries related to the District's water distribution system and facilities improvement projects.

DISTINGUISHING CHARACTERISTICS

Engineering Technician 1 - This is the entry level class in the Engineering Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Engineering Technician 1 class is distinguished from the 2 level by the performance of less than the full range of duties assigned to the 2 level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Engineering Technician 2 - This is the journey level class in the Engineering Technician series and is distinguished from the 1 level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the 1 level.

Engineering Technician 3 - This is the advanced journey level class in the Engineering Technician series and is distinguished from the 2 level by the assignment of the task coordination responsibilities in addition to the duties of levels 1 and 2. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Must assess and prioritize all work within their respective units.

SUPERVISION RECEIVED AND EXERCISED

All levels receive supervision from the Engineering/Grant Manager.

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

Prepare and review technical designs, maps, drawings, visual aids, and graphic presentation materials related to District facilities projects; use manual or computerized

methods to develop or revise engineering drawings during design and construction phases.

Perform technical design review including conceptual and detailed design review according to District standards and policies; issue rejection or will-serve notifications.

Using a variety of technical engineering software including computer aided design/drafting (CADD), produce and maintain maps via geographic information systems (GIS); maintain and make adjustments to the District's distribution system hydraulic model.

Plan checking CADD files.

Development of web-based bid solicitations of capital projects.

Maintain mapping and recording of the District's conveyance and distribution systems and related water facilities; identify and report problems with new and/or existing pipeline maintenance and construction.

Establish, maintain, and close out project files, including tract, commercial, single parcel and specification files according to District engineering standards; ensure compliance with project documentation requirements; prepare and maintain as-built drawings.

Provide database management of maps and records; add new layers, edit documents or make corrections as needed to document project and engineering/construction history and maintain District mapping records in an up-to-date status.

Create and run queries and prepare format output for various routine and special reports required by District departments; update programs and systems with patches and service pack releases provided by outsourced vendors.

Respond at the public counter, by telephone electronic mail, or regular correspondence to inquiries from the general public, contractors, developers, landowners, consultants, and other agencies or utilities regarding availability of and requirements for water service and fire flow.

Work with consultants and private engineers relative to the design of water project facilities; prepare estimates for connection fees and construction meter installation; prepare a variety of technical and narrative reports.

Conduct field site investigations; verify conditions, measurements, and conformity to specifications; locate public utility lines and confirm adequate fire flow pressures; perform survey work and prepare field sketches and notes.

Assist in the design and preparation of plans for new or expanded District buildings; prepare plan specifications or modifications and ensure compliance with building and design codes and regulations.

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

Perform related duties as assigned.

Work outdoors in a variety of weather conditions.

MINIMUM QUALIFICATIONS

Engineering Technician 1

Knowledge of:

Basic manual and computerized practices and methods used in civil engineering drafting, design, and mapping including CADD and GIS.

Principles of algebra, geometry, and trigonometry.

Basic surveying practices and related equipment.

Principles and practices of recordkeeping.

Computer software used in word processing, spreadsheet, and database applications.

English usage, spelling, punctuation, and grammar.

Principles and practices of good customer service.

Ability to:

Perform technical engineering support duties in the design, construction, and maintenance of the District's water distribution system and facilities improvement projects.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; research, identify and interpret technical and numerical information, including engineering calculations; observe and problem solve operational and technical policy and procedure; and explain regulations and procedures to others.

On a continuous basis, sit at desk for long periods of time; intermittently stand at counter; walk, bend, twist, squat, and kneel while performing field work; twist to reach office equipment surrounding desk; perform simple and power grasping, pushing, pulling and fine manipulation; use telephone and write or use a

keyboard to communicate through written means; and lift or carry weight up to 25 pounds.

Perform mathematical calculations with speed and accuracy.

Use a variety of computer software to draft and design engineering plans, maps; charts, spreadsheets, and other related documents; maintain databases and records.

Maintain and update a variety of electronic and hardcopy files.

Learn District policies and procedures and engineering standards.

Learn principles and practices of property research, including boundary determination and land title examination.

Work outside under a variety of climatic and geographic conditions.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

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

Experience:

No experience is required.

Training:

Associate degree coursework in engineering, architecture, mathematics or related field.

License and Certificate

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

Possession of a Distribution Operator Grade 1 Certificate as issued by the State Water Resources Control Board.

Engineering Technician 2

In addition to the qualifications for the Engineering Technician 1:

Knowledge of:

Advanced engineering computer software applications such as CADD and GIS used in the design and monitoring of civil engineering construction and maintenance projects.

Property research and real property legal descriptions.

District policies and procedures, engineering standards, and pertinent local, State, and Federal laws, ordinances and rules.

Principles and practices of technical report writing and data presentation.

Ability to:

Independently perform technical engineering support duties in the design, construction, and maintenance of the District's water distribution system and facilities improvement projects.

Experience and Training

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

Experience:

Three years of responsible journey experience performing duties similar to an Engineering Technician 1 with the Palmdale Water District.

Training:

Equivalent to an Associate degree from an accredited college with major course work in engineering, architecture, mathematics, or a related field.

License and Certificate

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

Possession of a Distribution Operator Grade 2 Certificate as issued by the State Water Resources Control Board.

Possession of a Treatment Operator Grade 2 Certificate as issued by the State Water Resources Control Board.

Engineering Technician 3

In addition to the qualifications for the Engineering Technician 2:

Knowledge of:

In addition to Engineering Technician 1 and 2 requirements:

Understand key concepts with regards to water system demand and supply needs.

Understand concepts regarding hydraulic grade line and distribution pressure zones.

Understand treatment systems and required design concepts.

Ability to:

In addition to Construction Inspector 1 and 2 requirements:

Perform technical engineering support duties in the design, construction and maintenance of District's treatment, booster and well facility projects.

Provide oversight of Engineering Technician 1 and 2 work for consistency with District and industry standards.

Communicate effectively with developers and contractors.

Oversight over District projects including contract agreements, invoicing, and compliance with District's standards.

Experience and Training

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

Experience:

Five years of responsible journey experience performing duties similar to an Engineering Technician 1 with the Palmdale Water District.

Training:

Equivalent to an Associate degree from an accredited college with major course work in engineering, architecture, mathematics, or a related field and BS Coursework.

License and Certificate

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

Possession of Engineer-in Training Certification from the Board for Professional Engineers, Land Surveyors, and Geologists.

Possession of a Distribution Operator Grade 3 Certificate as issued by the State Water Resources Control Board.

Possession of a Treatment Operator Grade 2 Certificate as issued by the State Water Resources Control Board.

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

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

Employee Signature

Date

Supervisor Signature

Date

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

PALMDALE WATER DISTRICT

CONSTRUCTION INSPECTOR 1 CONSTRUCTION INSPECTOR 2 CONSTRUCTION INSPECTOR 3

FLSA Status: Non-Exempt

DEFINITION

Under general direction, to perform field inspection for construction projects, ensuring proper project completion in compliance with plans, specifications, time, and cost requirements; to review construction plans; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Construction Inspector 1 - This is the entry level class in the Construction Inspector series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Construction Inspector 1 class is distinguished from the 2 level by the performance of less than the full range of duties assigned to the 2 level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Construction Inspector 2 - This is the journey level class in the Construction Inspector series and is distinguished from the 1 level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the 1 level.

Construction Inspector 3 - This is the advanced journey level class in the Construction Inspector series and is distinguished from the 2 level by the assignment of the task coordination responsibilities in addition to the duties of levels 1 and 2. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Must assess and prioritize all work within their respective units.

SUPERVISION RECEIVED AND EXERCISED

All levels receive supervision from the Project Manager.

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

Inspect construction methods and materials to ensure compliance with approved plans and specifications.

Develop and recommend revisions to plans and specifications to meet field conditions, as necessary.

Complete field sketches of projects and maintain accurate as-built plans.

Maintain a detailed daily diary of inspections.

Make field measurements and calculations as necessary.

Prepare periodic progress reports from accumulated data.

Review construction plans and specifications for pipelines, pumps and associated facilities.

Prepare correspondence related to inspection functions.

Represent the District in coordination with other utilities, engineering firms, developers, regulatory agencies, governmental bodies, planning agencies and technical groups.

Advise and confer with the general public concerning problems as a result of projects adjacent to their property.

Account for all contract bid items in preparation of progress payment to contractors.

Participate in all phases of District-wide activities and operations as assigned.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Construction Inspector 1

Knowledge of:

Methods, materials, tools and equipment used in the construction of water development and distribution and other hydraulic projects and facilities.

Construction workplace safety practices and procedures.

Latest version of the Palmdale Water District's Standard Specifications for Water Distribution System Construction.

Mathematics and physics as applied to engineering, topography, construction and design of structures.

Contract administration as related to construction projects, i.e. Scope of Work, quality of Work, Prosecution and Progress, Legal Relations and Responsibilities, Contractors Insurance, and Estimates and Payments.

Basic operations of a water distribution system.

Use of personal computers to prepare reports, compile data, and communicate electronically. Microsoft Outlook, Word, Excel, and Access.

Ability to:

Inspect construction projects and detect flaws in construction methods and materials.

Read and interpret designs, plans and construction specifications.

Maintain detailed records and information.

Develop reports outlining problems with construction projects.

Use computer systems and software packages related to construction analysis and specifications, and GIS mapping.

Effectively represent the District's engineering functions with the public, other government agencies, contractors, and developers.

Learn, correctly interpret and apply the policies and procedures of the District. Establish and maintain effective working relationships with those contacted in the course of work including District staff and the general public.

Operate various office equipment.

Recognize health and safety problems related to construction projects.

Work outside under a variety of climatic and geographic conditions.
Prepare and maintain complete records and logs of inspection activities.

Communicate clearly and concisely, both orally and in writing.

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

Construction Inspector II: In addition to the qualifications for Inspector I

Ability to:

Develop and recommend complex revisions to plans and specifications to meet field conditions as necessary.

Construction Inspector I

Experience and Training

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

Experience:

Three years of increasingly responsible construction experience.

Training:

High School Diploma or equivalent.

License and Certificate

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

Possession of a Distribution Operator Grade 2 Certificate as issued by the State Water Resources Control Board.

Ability to obtain a Backflow Tester Certification within 18 months.

Construction Inspector 2

In addition to the qualifications for the Construction Inspector 1:

Knowledge of:

Advanced methods and practices of mechanical installation, including process piping, pumps, valves, and related appurtenances.

Operations of a water distribution system.

Principles and practices of construction contract administration.

Ability to:

Independently perform field construction inspection duties related to a water distribution system.

Experience and Training

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

Experience:

Three years of construction inspection experience performing duties similar to a Construction Inspector 1 with the Palmdale Water District.

Training:

High School Diploma or equivalent.

License and Certificate

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

Possession of a Distribution Operator Grade 3 Certificate as issued by the State Water Resources Control Board.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State Water Resources Control Board.

Cross-Connection Control Specialist.

Construction Inspector 3

In addition to the qualifications for the Construction Inspector 2:

Knowledge of:

In addition to Construction Inspector 1 and 2 requirements:

Operations of a water treatment plant

Electrical and control systems for water systems.

Ability to:

In addition to Construction Inspector 1 and 2 requirements:

Perform construction inspection of electrical system for water system facilities.

Perform construction inspection of control system for water system facilities.

Perform Construction inspection of systems at water treatment plant.

Experience and Training

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

Experience:

Seven years of increasingly responsible construction experience or two (2) years of construction inspection experience performing duties similar to a Construction Inspector 1 with the Palmdale Water District.

Training:

High School Diploma or equivalent.

License and Certificate

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

Possession of a Distribution Operator Grade 3 Certificate as issued by the State Water Resources Control Board.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State Water Resources Control Board.

Cross-Connection Specialist Certification

Pass the following exams from ACIA (American Construction Inspectors Association): Administration and Fundamentals Assessment and Division I – Engineering and Contract Administration.

Supplemental Information:

Physical Requirements and Working Conditions

Intermittently, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 50 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations

Approved:

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

Employee Signature

Date

Supervisor Signature

Date

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

PALMDALE WATER DISTRICT

ENGINEERING ANALYST

FLSA Status: Non-Exempt

DEFINITION

To plan, organize and direct water distribution/treatment system projects, mechanical projects, motor equipment projects, and electronic and electrical system projects within the Engineering Department; and to ensure regulatory compliance and reporting for the District.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Engineering/Grant Manager.

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

Research, analyze and make recommendations on various technical documents and agreements both internal and external including but not limited to studies, reports, master plans, budgets, agreements, contracts, ordinances, codes, standards, and groundwater basin judgments.

Ensure compliance with OSHA standards throughout the District by creating SOPs and instructional training for all District sites.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditure.

Review daily production reports; make recommendations regarding availability of water to meet immediate production demands; recommend system operational changes as needed to meet demand and improve system efficiencies.

Generate detailed, logical scope of work and budget estimates; perform troubleshooting during project development stages; prepare various District reports including the associated budget flow forecast, activity reports, compliance and regulatory reports.

Analyze problems related to various District issues and make recommendations to resolve said issues; review established programs to refine procedures and make modifications to correct errors, reduce operating costs, and maximize service levels.

Stay aware of new trends and innovations affecting water and recycled water issues and changes to Federal and State regulations; conduct internet research and review printed literature describing engineering and water distribution/treatment related processes.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of mechanized/automated water treatment and distribution systems.

General knowledge of electrical systems, and electronic monitoring and automated control systems.

Current and emerging water issues and regulations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; explain regulations, policies, and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight up to 25 pounds.

Interpret and explain pertinent District and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

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

Experience:

Five years of responsible journey level experience in the repair, maintenance and operation of pumps, wells, reservoirs and automatic control systems.

Training:

High School Diploma or equivalent.

License and Certificate

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

Possession of a Distribution Operator Grade 3 Certificate as issued by the State of California Department of Public Health.

PHYSICAL REQUIREMENTS:

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

Approved:

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

Engineering Analyst

- 4 -

Employee Signature

Date

Supervisor Signature

Date

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

PALMDALE WATER DISTRICT

MANAGEMENT ANALYST

FLSA Status: Non-Exempt

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Engineering/Grant Manager.

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

Respond to requests for documentation related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers.

Perform technical and paraprofessional duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed. Review verify and process documents related to department activities including budgets, contracts, grants, claims, legislation, and other specialized documents based on area of assignment. Track, plan and oversee a preventative maintenance program for fleet, heavy equipment, generators, pumps, motors/engines, certification and permits for buildings and grounds.

Prepare various reports on operations and activities of assigned departments.

Provide or coordinate staff training.

Coordinate with District inspectors regarding scheduled construction work; coordinate with other utilities and agencies about scheduled work and/or field site problems and issues.

Prepare written estimates for property owners regarding cost of new services, fire hydrants, and service up-grades.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Management Analyst

- 2 -

Assist professional staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection and analysis; prepare draft reports and technical documents.

Ensure areas of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance.

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

Compile and develop information for special studies and reports from a variety of resources; assist with various special projects, including coordination, research and development of systems.

Assist with maintenance and implementation of new software technologies and systems.

Assist supervisor with a variety of administrative operations and prepare or recommend procedural modifications.

Coordinate and assist in the development and administration of a department or division budget; prepare budget reports; compile annual budget requests; monitor and control expenditures; and, track and reconcile invoices. Prepare cost estimates for budget recommendations; submit justifications for materials, equipment and supplies; monitor and control expenditure.

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

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

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

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

Ability to understand contracting requirements and develop contracts with vendors.

Principles and practices of intermediate analytical research methods, project coordination, training, budget monitoring, safety management, and report writing techniques.

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

Techniques and principles of effective written and oral communication.

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

General functions and objectives of governmental utility services.

English usage, basic mathematical calculations and statistical methods.

Ability to:

Perform technical level administrative and/or program related duties.

Assist with the compliance of prevailing wage requirements by the California Department of Industrial relations.

Assist with the compliance of the District's insurance requirements.

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

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

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

Interpret and explain pertinent water system construction, installation, repair, and maintenance practices and department policies and procedures.

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

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

Develop and implement various data collection and reporting systems.

Review budget submissions and revisions for mathematical and accounting accuracy. Assist in the development and monitoring of an assigned program budgets.

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

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

Obtain information through interview; handle multiple project assignments; deal firmly and courteously with the public.

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

Coordinate the development and monitoring of an assigned program project budget; project, track and reconcile expenses, schedule appropriate staff training.

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

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

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

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Five years of responsible administrative support or technical experience preferably in the subject area to which assigned.

Education:

Bachelor Degree in Public Administration, Business Administration, or a related field based on area of assignment from an accredited college or Associate's degree with three additional years of experience.

License and Certificate

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

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

Approved: 1/1/2016

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

Employee Signature

Date

Supervisor Signature

Date

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PALMDALE WATER DISTRICT

JUNIOR ENGINEER

FLSA Status: Non-Exempt

DEFINITION:

Under direct and close supervision, to do the less complex office and field professional engineering work; and to do other work as required.

DISTINGUISHING CHARACTERISTICS:

This is the entry level position in the professional water engineering series. Incumbents receive office and field assignments of a less complex nature on a training basis. They are expected to develop a variety of engineering skills and abilities and are gradually given more difficult and responsible assignments.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision or direction from Assistant Engineer and/or Engineering/Grant Manager and/or higher-level classes, may receive technical and functional supervision from other Engineering staff as directed by the Engineering/Grant Manager. Incumbents in this class do not routinely exercise supervision.

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

Learns to perform and assists in the design and planning of water infrastructure improvements, facilities, and structures by preparing plans, profiles, and establishing tentative alignments and elevations.

Assists in conducting water quality and water rights studies, and other modeling-oriented studies; may participate in inspections during construction.

Assists in the preparation of contracts, cost estimates, and specifications for water projects; assists in the review of bids and contract documents; assists in the coordination of bid openings.

Learns to review plans, parcel maps, specifications, and other information for accuracy and format; reviews for conformance to established water engineering practices, and compliance with state and county laws, ordinances, and regulations; may prepare conditions of approval for proposed developments.

Assist in performing engineering calculations, hydraulic calculations, and water modeling for domestic and fire flows; variety of field surveys; research studies for reporting, compliance and other informational purposes; and CAD drafting.

Learns how to responds to inquiries and provide technical assistance to developers, contractors, and the public regarding fee schedules, engineering design, utility locations, policies, ordinances, and regulations; conducts research studies and surveys and prepares reports.

Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

OTHER DUTIES: (include but are not limited to the following)

May assist in preparing GIS, water pipeline plan and profile, and water model maps.

Performs other related duties as required.

MINIMUM QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Knowledge of:

Engineering principles and practices as applied to the planning, design and construction of water production wells, water treatment, transmission and distribution facilities; principles and practices of project development, administration and management; principles and practices of water systems engineering design and construction management; mathematics as applied to the computation of distances, angles, areas, and traverses, including algebra, geometry, and trigonometry; principles and practices of project budget development and administration; methods and techniques of scheduling work assignments; understanding of applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper business communication, English, spelling, and grammar; occupational hazards and standard safety practices.

Skill to:

Operate an office computer and a variety of word processing, drafting, and software applications.

Ability to:

Perform professional engineering work, including project design; compile, analyze and synthesize engineering and other technical information; prepare accurate plans, specifications, cost estimates, and engineering reports; conduct technical and engineering research work; conduct inspections and evaluate construction relative to approved plans and specifications; prepare and maintain records and prepare reports for compliance; interpret and apply related laws, ordinances, and regulations; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Experience and Training

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

Experience:

No experience is required.

Training:

OPTION I - Education:

The required qualification is to possess a Bachelor of Science degree from an accredited college or university in Civil Engineering or a closely related field.

OPTION II - Experience:

Current employment in the classification of Engineering Intern, enrollment in university with an accredited engineering program, and possession of a valid certificate as an Engineer-in-Training issued by the California State Board of Registration for Professional Engineers, Land Surveyors, and Geologists.

License/Certificate:

Possession of a valid Class C California Driver's License.

Engineer-in-Training issued by the California State Board of Registration for Professional Engineers.

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling,

bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

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

Employee Signature

Date

Supervisor Signature

Date

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PALMDALE WATER DISTRICT

ASSISTANT ENGINEER

FLSA Status: Non-Exempt

DEFINITION:

Under general supervision, learns to perform and performs field and office water engineering work involved in the design, construction, and maintenance of water facilities; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Assistant Water Engineer is the journey-level classification in the professional water engineering series. Incumbents are expected to perform less complex work with little supervision, while closer control would be exercised over more difficult work. Responsibilities may include providing technical direction and guidance to sub-professionals. As experience is gained, a greater independence of action is established within guidelines. Incumbents may advance to the higher level after gaining the requisite experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision or direction from the Engineering/Grant Manager and/or higher-level classes. Incumbents in this class will periodically exercise supervision of lower classifications.

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

Learns to perform and performs a variety of water engineering and design activities such as construction and maintenance of water systems, including transmission mains, pump stations, pressure regulating facilities, reservoirs, water treatment plants and related water supply facilities.

Inspects water lines, water meters, hydrants, service lines, fire lines, cross connection control devices, related water operations and storm drains, sewers as related to water facilities, and structures for various types of construction projects; re-inspects for compliance.

Assists in the decision making process and operational process for operating pumps, related flow and pressure control, water model and storage facilities by using a system control and data acquisition (SCADA) system; analyze and make recommendations for adjusting system flow and pressure requirements, control flows to meet consumer demands including fire flow demands and minimum system pressure requirements.

Reviews plans and estimates for construction and maintenance of water systems, review environmental reports; prepares contracts and specifications for projects; prepares engineering cost estimates; holds bid openings and maintains appropriate records; administers contracts and coordinates inspections.

Participates in major water system planning and water supply management; assists making recommendations on technical reports and studies; performs studies requiring analysis of issues; prepares reports or correspondence, status reports, the annual Consumer Confidence Report for water utility, Annual Notice of Extraction and Provisions of water as required by the California Water Code and other federal, state and/or local jurisdictional reports and form and preparation of Water Rights Information Management Systems (WRIMS).

Performs plan checks for Water Improvement Plans; maintains hydraulic computer model and performs hydraulic calculations for domestic and fire flow; assist with SCADA programming, monitoring and operations support.

Liaison to contractor representatives in coordinating contract projects; monitors project construction activity; coordinates project inspections; coordinates the review of related invoices and progress payments; prepares change orders if necessary for alteration of plans and specifications.

Participates in contract negotiations and administration; reviews work for conformity with standards and project requirements; prepares and monitors project schedules and project budgets.

Responds to inquiries and provide technical assistance to developers, contractors, and the public regarding fee schedules, procedural guidelines and standards, plans and specifications; provides information as appropriate and resolves service complaints.

Establishes positive professional working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

OTHER DUTIES: (include but are not limited to the following)

May attend meetings and participate in discussions regarding engineering activities or

projects.

Performs other related duties as required.

MINIMUM QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification)

Knowledge of:

Engineering principles and practices as applied to the planning, design and construction of construction of water production, water treatment, transmission and distribution facilities; principles and practices of project development and administration; principles and practices of water systems engineering design and construction management; mathematics as applied to the computation of distances, angles, areas, and traverses, including algebra, geometry, and trigonometry; principles and practices of project budget development and administration; methods and techniques of scheduling work assignments; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Skill to:

Operate an office computer and a variety of word processing, drafting, and software applications.

Ability to:

Perform professional engineering work, including project design; compile, analyze and synthesize engineering and other technical information; prepare accurate plans, specifications, cost estimates, and engineering reports; conduct technical and engineering research work; conduct inspections and evaluate construction relative to approved plans and specifications; prepare and maintain records and prepare reports for compliance; interpret and apply related laws, ordinances, and regulations; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly, professionally, and concisely, both orally and in writing; establish and maintain effective working relationships.

Experience and Training:

Experience:

Possess three years of progressively responsible journey-level experience in water infrastructure engineering or civil engineering equivalent to the Junior Water Engineer classification.

Training:

The required qualification is to possess a Bachelor of Science degree from an accredited college or university in Engineering.

License/Certificate:

Possession of a valid Class C California driver's license.

Possession of a valid certificate of Engineer-in-Training issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists;

Possession of a Grade D2 Certificate within 18 months from date of appointment.

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

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

Employee Signature

Date

Supervisor Signature

Date

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

PALMDALE WATER DISTRICT

ASSOCIATE ENGINEER

FLSA Status: Non-Exempt

DEFINITION:

Under general supervision, learns to perform and performs field and office engineering work involved in the design, construction, and maintenance of water facilities; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Associate Engineer is the fully qualified working level classification in the professional engineering series. Incumbents are expected to perform work of average difficulty. It differs from the Assistant Engineer class by its responsibility for more complex engineering projects requiring independent engineering analysis. Incumbents may promote to the Senior Engineer only through competitive recruitment and examination.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Senior Engineer and/or Engineering/Grant Manager. May provide technical and functional supervision over training personnel or staff.

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

Learns to perform and performs a variety of engineering and design activities such as construction and maintenance of water systems, including transmission mains, pump stations, pressure regulating facilities, reservoirs, water treatment plants and related water supply facilities.

Inspects storm drains, sewers, water lines, water meters, hydrants, service lines, fire lines, cross connection control devices and related water operations and structures for various types of construction projects; re-inspects for compliance.

Assists in the decision making process and operational process for operating pumps, related flow and pressure control, water model and storage facilities by using a system control and data acquisition (SCADA) system; analyze and make recommendations for adjusting system flow and pressure requirements, control flows to meet consumer demands including fire flow demands and minimum pressure requirements.

Reviews plans and estimates for construction and maintenance of water systems, review environmental reports; prepares contracts and specifications for projects; prepares engineering cost estimates; holds bid openings and maintains appropriate records; administers contracts and coordinates inspections.

Participates in major water system planning and water supply management; assists making recommendations on technical reports and studies; performs studies requiring analysis of issues; prepares reports or correspondence, status reports, the annual Consumer Confidence Report for water utility, Annual Notice of Extraction and Provisions of water as required by the California Water Code and other federal, state and/or local jurisdictional reports and form and preparation of Water Rights Information Management Systems (WRIMS).

Performs plan checks for Water Improvement Plans; maintains hydraulic software model and performs hydraulic calculations for domestic and fire flow; assist with SCADA programming, monitoring and operations support.

Liaison to contractor representatives in coordinating contract projects; monitors project construction activity; coordinates project inspections; coordinates the review of related invoices and progress payments; prepares change orders if necessary, for alteration of plans and specifications.

Participates in contract negotiations and administration; reviews work for conformity with standards and project requirements; prepares and monitors project schedules and project budgets.

Responds to inquiries and provide technical assistance to developers, contractors, and the public regarding fee schedules, procedural guidelines and standards, plans and specifications; provides information as appropriate and resolves service complaints.

Utilize all skills, specialties, and experience to serve both internal and external customers including language skills, certifications, and knowledge.

Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

OTHER DUTIES: (include but are not limited to the following)

May attend meetings and participate in discussions regarding engineering activities or projects.

Performs other related duties as required.

MINIMUM QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification)

Knowledge of:

Engineering principles and practices as applied to the planning, design and construction of construction of water production, water treatment, transmission and distribution facilities; principles and practices of project development and administration; principles and practices of water systems engineering design and construction management; mathematics as applied to the computation of distances, angles, areas, and traverses, including algebra, geometry, and trigonometry; principles and practices of project budget development and administration; methods and techniques of scheduling work assignments; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Skill to:

Operate an office computer and a variety of word processing, drafting, and software applications.

Ability to:

Perform professional engineering work, including project design; compile, analyze and synthesize engineering and other technical information; prepare accurate plans, specifications, cost estimates, and engineering reports; conduct technical and engineering research work; conduct inspections and evaluate construction relative to approved plans and specifications; prepare and maintain records and prepare reports for compliance; interpret and apply related laws, ordinances, and regulations; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective, professional working relationships.

Experience and Training

Experience:

Five years of progressively responsible professional experience in water facility or civil engineering equivalent to that of an Assistant Engineer classification at the Palmdale Water District.

Training:

The required qualification is to possess a Bachelor of Science degree from an accredited college or university in Civil Engineering.

License/Certificate:

Possession of a valid Class C California driver's license.

Professional Engineer issued by the California State Board of Registration for Professional Engineers, Land Surveyors, and Geologists.

REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

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

Employee Signature

Date

Supervisor Signature

Date

OPERATIONS SUPERVISOR – Engineering

FLSA Status: Exempt

DEFINITION

To plan, organize, direct and supervise construction inspection within the Engineering Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Engineering/Grant Manager.

Exercises direct supervision over assigned staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following: Inspect construction methods and materials to ensure compliance with approved plans and specifications.

Develop and recommend revisions to plans and specifications to meet field conditions, as necessary.

Complete field sketches of projects and maintain accurate as-built plans.

Maintain a detailed daily diary of inspections.

Make field measurements and calculations as necessary.

Prepare periodic progress reports from accumulated data.

Review construction plans and specifications for pipelines, pumps and associated facilities.

Prepare correspondence related to inspection functions.

Represent the District in coordination with other utilities, engineering firms, developers, regulatory agencies, governmental bodies, planning agencies and technical groups.

Advise and confer with the general public concerning problems as a result of projects adjacent to their property.

Account for all contract bid items in preparation of progress payment to contractors.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for construction inspection.

Plan, prioritize, assign, supervise and review the work of staff involved in construction inspection.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditure.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Oversee daily operation of Construction Inspection.

Participate in all phases of District-wide activities and operations as assigned.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials, tools and equipment used in the construction of water development and distribution and other hydraulic projects and facilities.

Construction workplace safety practices and procedures.

Latest version of the Palmdale Water District's Standard Specifications for Water Distribution System Construction.

Mathematics and physics as applied to engineering, topography, construction and design of structures.

Contract administration as related to construction projects, i.e. Scope of Work, quality of Work, Prosecution and Progress, Legal Relations and Responsibilities, Contractors Insurance, and Estimates and Payments.

Basic operations of a water distribution system.

Use of personal computers to prepare reports, compile data, and communicate electronically. Microsoft Outlook, Word, Excel, and Access.

Ability to:

Inspect construction projects and detect flaws in construction methods and materials.

Read and interpret designs, plans and construction specifications.

Maintain detailed records and information.

Develop reports outlining problems with construction projects.

Use computer systems and software packages related to construction analysis and specifications, and GIS mapping.

Effectively represent the District's engineering functions with the public, other government agencies, contractors, and developers.

Learn, correctly interpret and apply the policies and procedures of the District. Establish and maintain effective working relationships with those contacted in the course of work including District staff and the general public.

Develop and recommend complex revisions to plans and specifications to meet field conditions as necessary.

Operate various office equipment.

Recognize health and safety problems related to construction projects.

Work outside under a variety of climatic and geographic conditions. Prepare and maintain complete records and logs of inspection activities.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

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

Experience:

Seven years of increasingly responsible experience in construction inspection, including three years providing technical and functional supervision over assigned personnel.

Training:

The required qualification is to possess an Associate's Degree in construction, business, or applicable field from an accredited college or university or the equivalent thereof.

License and Certificate

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

Possession of a Distribution Operator Grade 4 Certificate as issued by the State of California Department of Public Health.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State of California Department of Public Health.

Possession of a Construction Management Certification from an accredited college or university.

PHYSICAL REQUIREMENTS

Intermittently, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 50 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

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

Maintenance Supervisor

- 5 -

Employee Signature

Date

Supervisor Signature

Date

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

PALMDALE WATER DISTRICT

SENIOR ENGINEER

FLSA Status: Non-Exempt

DEFINITION:

Under general direction, performs field and office civil engineering work involved in the design, construction, and maintenance of municipal water facilities; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Senior Engineer class is characterized by its responsibility for the performance of professional engineering work of complex difficulty. It differs from the Associate Water Engineer class by its responsibility for more complex engineering projects requiring independent engineering analysis. This classification is distinguished from the next higher class of Principal Water Engineer in that the latter has responsibility for administering and overseeing a variety of water operations functions.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Engineer Manager/Grant. May provide technical and functional supervision over training personnel or staff

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

Receives general supervision from the Engineering Manager/Grant. Provides technical, functional and training supervision over lower level staff.

(include but are not limited to the following)

Performs professional engineering work for water production and distribution facilities ensuring technical competence and compliance with all current codes and criteria.

Assists with preparation of the Five-Year Capital Improvement Plan and budget.

Reviews plans, maps, specifications, reports and other information for accuracy and format; reviews for conformance to established engineering practices, and compliance with state and county laws, ordinances, and regulations; may prepare engineering conditions of approval for proposed developments.

Performs plan checks for private development composite utility plans and water plans; hydraulic calculations for domestic and fire protection water systems; collects plan

check and inspection fees; prepares bond agreements for public water improvements; prepares cost estimates for bonding.

Designs or coordinates the design of various water works projects such as production wells, monitoring wells, reservoirs, booster stations, water mains, pressure regulating stations and water treatment facilities. Coordinates utility relocation projects.

Corresponds with regulatory agencies, including the California Department Water Resources, Division of Drinking Water and SCAQMD regarding reporting requirements and compliance.

Performs routine inspections of water wells, pump stations, reservoirs and other water facilities; tests for fire flow capacity and pressure of the water distribution system.

Prepares contracts and specifications for water works projects; prepares engineering cost estimates; holds bid openings, reviews bids and contract documents and maintains appropriate records; administers contracts, coordinates inspections and authorizes progress payments. Prepares change orders as necessary for the alteration of plans and specifications.

Performs a variety of field surveys; conducts research studies for reporting, compliance and other informational purposes; performs CAD drafting.

Responds to inquiries and provides technical assistance to developers, contractors, and the public regarding fee schedules, engineering design, utility locations, policies, ordinances, and regulations; conducts research studies and surveys and prepares reports.

Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

Maintain the District's hydraulic water model, perform hydraulic analyses for planning purposes, assist with optimizing operations using the water model's energy module.

Coordinate upgrades and improvements to the District's SCADA system, schedule relevant training for operations staff, maintain a working relationship with local SCADA integrators; help troubleshoot SCADA related problems as they arise.

Coordinate with the Information System Department's GIS Technician; this includes data gathering and management, reviews and approve updates to the GIS maps, spatial analysis and working with professional GIS consultants to maintain the IWA's GIS-centric asset management system.

OTHER DUTIES: (include but are not limited to the following)

As a designated representative, attends meetings and may participate in discussions regarding the District and external engineering activities or projects.

Provides supervision, training and input for staff evaluations

Performs other related duties as required.

MINIMUM QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification)

Knowledge of:

Engineering principles and practices as applied to the planning, design and construction of municipal public works projects; engineering design principles, strengths of materials, stress analysis methods and techniques utilized in the preparation of public works projects, designs, and related plans, specifications and cost estimates; the principles, equipment, and methods utilized in surveying and materials testing; plan check; compliance and reporting requirements; NPDES; CEQA, applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper supervision and training methods; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Skill to:

Operate an office computer and a variety of word processing, drafting, database, and hydraulic modeling software applications. Perform complicated engineering design work.

Ability to:

Perform professional engineering work, including project design; compile, analyze and synthesize engineering and other technical information; prepare accurate plans, specifications, cost estimates, and engineering reports; conduct technical and engineering research work; conduct inspections and evaluate construction relative to approved plans and specifications; prepare and maintain records and prepare reports for compliance; interpret and apply related laws, ordinances, and regulations; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Experience and Training:

Experience:

Possess seven years of progressively responsible professional, municipal experience in water and/or wastewater engineering equivalent to that of an Associate Water Engineer classification.

Training:

The required qualification is to possess a Bachelor of Science degree from an accredited college or university in Engineering.

License/Certificate:

Possession of a valid Class C California driver's license.

Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists. Current out of state Professional Engineer Certificate holders must obtain the California Professional Engineer Certificate within 18 months from time of appointment; OR Possession of a Grade D3 Distribution Certificate and a Grade T2 Treatment Certificate.

REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. In addition, this position works in all weather conditions, including hot, wet, and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

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

Employee Signature

Date

Supervisor Signature

Date

PALMDALE WATER DISTRICT

ENGINEERING MANAGER

FLSA Status: Exempt

DEFINITION

To plan, organize, direct and review the activities and operations of the Engineering Department including planning, design and construction of water treatment, conveyance/distribution systems and related facilities, technical engineering support, project coordination, construction inspection, and engineering records; to plan, organize, and direct the District's grant writing program from identification of possible opportunities through post-award management; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager/CEO and Assistant General Manager/COO.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager/CEO and Assistant General Manager/COO.

Exercises direct supervision over assigned supervisory and technical staff.

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

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.

Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Board of Directors, General Manager/CEO, and Assistant General Manager/COO; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Engineering Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, supplies, and services; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Provide oversight and review of technical reports, designs and approval/acceptance; assess design plans and specifications relative to District infrastructure.

Research and prepare highly complex engineering technical and administrative reports and studies.

Negotiate and oversee administration of contracts with engineering consultants and construction contractors.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Ensure accurate, timely, efficient and transparent process for the entire grant life cycle, from proposal to close. This entails pre-award management, tracking payments, reviewing or producing relevant reports, monitoring and post-award management.

Develop and maintain all grant agreements and MOUs pertaining to grant awards.

Oversee District's grant making process including all grant administration policies, systems, and documentation to ensure compliance, incorporate best practices, and ensure controls.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of water utility operations and related facilities.

Principles and practices of engineering as applied to the planning, design, construction, installation, and inspection of a variety of water utility facilities.

Principles and practices of the California Environmental Quality Act (CEQA).

Principles and practices of grant administration.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Ability to:

Plan, direct and control the administration and operations of the Engineering Department.

Plan and administrate all aspects of the grant process.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently walk and stand while visiting field sites; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means.

Prepare and administer department budgets.

Develop and implement department policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply District and department policies, procedures, rules and regulations.

May occasionally perform field site visits.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

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

Experience:

Ten years of increasingly responsible experience in engineering/grant management related to water utility operations including five years of administrative and management responsibility.

Training:

The required qualification is to possess a Bachelor of Science degree from an accredited college or university in Engineering.

License and Certificate

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

Possession of a valid certificate of registration as a Professional Engineer issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists. Current out of state Professional Engineer Certificate holders must obtain the California Professional Engineer Certificate within 18 months from time of appointment.

PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files,

paper, and documents weighing up to 25 pounds also is required. In addition, this position works in all weather conditions, including hot, wet, and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

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

Employee Signature

Date

Supervisor Signature

Date

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

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: April 19, 2021 **April 26, 2021**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Adam Ly, Assistant General Manager
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 6.4 – APPROVAL OF CONTRACT WITH ARMORCAST PRODUCTS FOR METER BOX COVERS. (\$218,950.00 – BUDGETED – WORK ORDER NO’S. 20-611 AND 21-### – ASSISTANT GENERAL MANAGER LY)***

Recommendation

Staff recommends that the Board award a contract to Armorcast Products from Chatsworth, California, in the not-to-exceed amount of \$218,950.00 for meter box covers under Work Order No.’s 20-611 and 21-###.

Alternative Options:

Select another vendor.

Impact of Taking No Action:

Replacement cover might not fit the current meter box with the new meter.

Background:

In 2020, the District started to install meters with Advanced Metering Infrastructures (AMI) capability. The meter box cover with accommodation for R900i antenna needs to fit into our current meter box. In January 2021, the District put out a Request of Information to gather the necessary data on a cover that will fit the District’s existing meter box. On March 4, 2021, the District issued a Request for Proposal, and three vendors submitted proposals. Four evaluators rated the proposals over 10 criteria, and Armorcast Products is the recommended vendor. Below is the rating.

Vendor	Rater 1	Rater 2	Rater 3	Rater 4	Total
Core & Main	66.4	59.2	37.6	64.0	56.8
Armorcast Product	66.4	74.4	53.6	74.4	67.2
Ferguson Waterworks	54.4	56.8	69.6	56.8	59.4

Based on the proposal, the District would like to make the purchase of meter box covers over two years for the meter replacement program. The first-year purchase is:

Qty.	Size	Unit Cost	Cost
1595	Fits 437 Box	\$37.89	\$75,590.55
808	Fits 438 Box	\$60.72	\$56,348.16
88	Fits 666B Box	\$73.96	\$7,248.08
10	Fits 437 Box (20K)	\$64.50	\$645.00
10	Fits 438 Box (20K)	\$98.11	\$981.10
10	Fits 666B Box (20K)	\$151.41	\$1,514.10
			\$142,326.99

The second-year order will take place after the District exhausts all the covers. In total, the District is expected to order \$218,950 from this contract. The contract might be amended for future replacement if the cost per cover does not exceed 5%.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 1 – Water Resource Reliability.
This item directly relates to the District’s Mission Statement.

Budget:

These items are under Work Order No. 20-611 (\$142,326.99) for 2021 Meter Replacement, 21-### (\$76,623.01) for 2022 Meter Replacement.

Supporting Documents:

- Proposal Package from Armorcast



February 26, 2021

Palmdale Water District
Frank Gonzales, Purchasing Tech
2029 E. Avenue Q
Palmdale, CA 93550

Subject: RFI – Water Meter Box Covers for Neptune Meters

Thank you for reaching out to us for your water meter box cover needs. We are pleased to have the opportunity to submit Palmdale Water District with various cover options to accommodate the installation of Neptune meters utilizing a R900i endpoint.

Hubbell Lenoir City, Inc. (HLC), a division of Hubbell Utility Systems, is a leading enclosures manufacturer serving multiple utility markets nationwide featuring our legacy brands Armorcast®, Quazite®, CDR® and Pencil®. With six manufacturing locations and several thousand dedicated employees, we serve our markets with quality products and dependability you can rely on. HLC manufactures a variety of enclosures for the water markets including waterworks, plumbing and irrigation as well as the electric utility, communications, and commercial & industrial markets providing safe, durable and cost-effective housing for utility systems equipment.

We offer a wide range of sizes to meet the needs of ever-evolving utility equipment in polymer concrete, fiberglass reinforced polymer and high-density polyethylene (HDPE). Armorcast polymer concrete brand products are tested to meet ANSI/SCTE specifications for underground enclosure integrity while our other brands follow common load-rating specifications. Our covers easily accommodate AMR/AMI equipment whether through the lid or undermount making it easy to retrofit any job. Our highly skilled Engineering team can customize any enclosure to meet standard or unique needs.

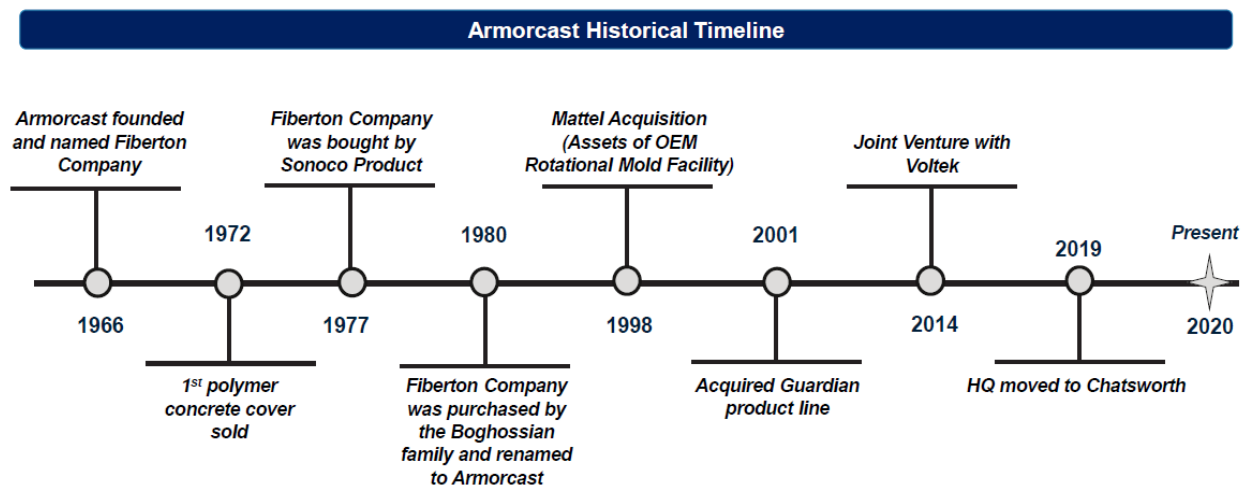
Our manufacturing capabilities also offer a wide variety of options similar to our large product offerings. Across our six locations we have years of expertise making polymer concrete, fiberglass reinforced polymer, metal fabrication HDPE injection and roto molded products as well as several others. Our processes and products are engineered to last



providing our customers with superior, quality products.

Armorcast Products Company, Inc. was acquired by Hubbell Incorporated (NYSE: HUBB, Hubbell) on December 30, 2020 and operates under the umbrella of Hubbell Utility Solutions (HUS). The acquisition combines the complementary strengths of Armorcast and HUS, providing the opportunity to integrate Armorcast's strong customer relationships and superior above and below ground products into the Hubbell portfolio. Together, we accelerate ongoing innovation efforts to address utility customer demand for infrastructure solutions. Hubbell and Armorcast's headquarters are both located within the United States in Shelton, Connecticut and Chatsworth, California, respectively.

Prior to the Hubbell acquisition, Armorcast was privately held. Since 1966, Armorcast Products has been the innovative leader in supplying the utility industry with durable, functional and effective finished products and engineered to the end user specifications. Below is a historical timeline of where Armorcast started and where they are now.



Should you have any questions or require additional information, please contact me at garyk@armorcastprod.com or my cell 818-632-4623.

Sincerely,

Gary Khanjian
Southern California Sales Manager - Waterworks



January 11, 2021

Dear Valued Customer,

I am pleased to announce Hubbell Lenoir City, Inc., a wholly owned subsidiary of Hubbell Power Systems, Inc., has acquired Armorcast Products Company, Inc., and its related product offering. Armorcast joins the Enclosures and Drains division of Hubbell Power Systems (HPS), strengthening our ability to offer an even broader line of products.

The existing customer service activities for Armorcast will remain intact and current support personnel will continue to provide account services. No change is required for quotations, order entry, follow up or payment. You may continue to conduct business with Armorcast as you have in the past.

Please continue to work with your local Armorcast/HPS Sales Representative. As we continue the transition onto Hubbell's processes, we will communicate with you regularly to keep you up to date.

Thank you for your continued support of Armorcast Products and we look forward to providing you the same high level of technical support, order administration and customer service you have come to expect.

Sincerely,

Scott Martz
Hubbell Lenoir City, Enclosures & Drain
VP & General Manager
3621 Industrial Park Dr.
Lenoir City, TN 37771
sdmartz@hubbell.com



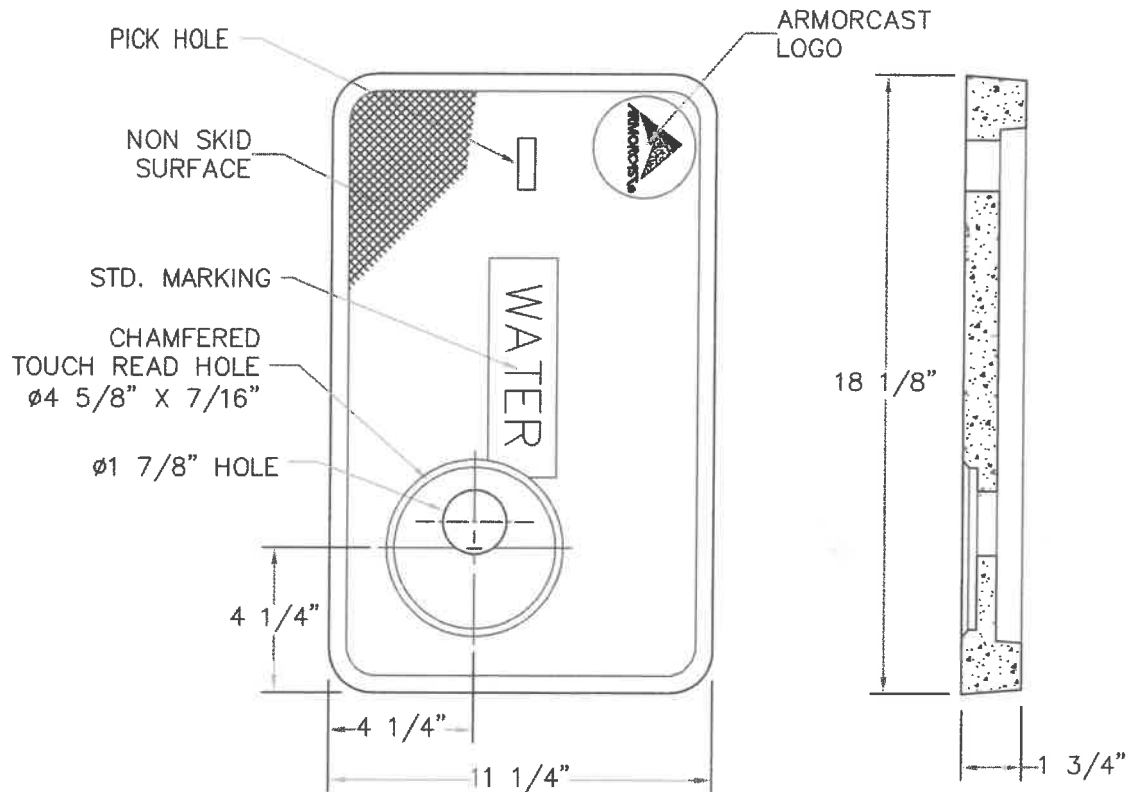
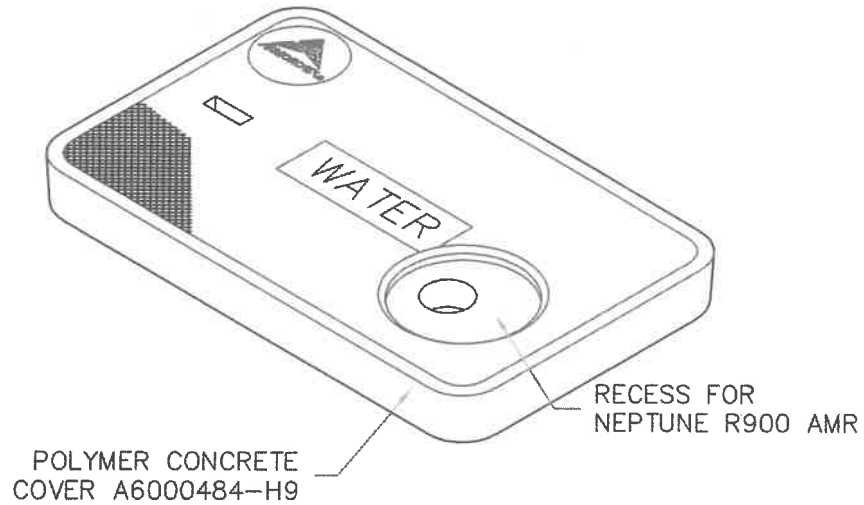
The following is a small sampling of the government agencies who have used and are buying Armorcast brand products similar in type and scope to Palmdale Water District. Additional references are available upon request.

Reference Client	Response
Utility Name	City of Hesperia, CA
Address	17282 Mojave Street Hesperia, CA 92345
Contact Name	Joni Latimer – Maintenance Crew Supervisor/Meters
Phone Number	(o) 760-947-1485; (c) 760-559-7072
Email Address	jlatimer@cityofhesperia.us

Reference Client	Response
Utility Name	Los Angeles Department of Water and Power (LADWP), CA
Address	433 E. Temple Street, Bldg 2 Los Angeles, CA 90012
Contact Name	Adolfo Sanchez – Senior Water Service Supervisor
Phone Number	(o) 213-367-6716; (c) 213-798-8602
Email Address	Adolfo.sanchez@ladwp.com

Reference Client	Response
Utility Name	County of Los Angeles, CA Department of Public Works
Address	260 East Avenue K-8 Lancaster, CA 93535
Contact Name	Ronnie De Vera – Regional Water Service Superintendent, Waterworks Division
Phone Number	(c) 661-609-3588
Email Address	rdevera@dpw.lacounty.gov

APPROX. WT. = 16 LBS.



FOR USE WITH NEPTUNE
R900 AMR ANTENNA

FILE #
A6-0484-H9



9140 Lurline Avenue,
Chastworth, CA 91311
(818) 982-3600

ARMORCAST® PRODUCTS COMPANY

PART DESCRIPTION

12"x20"x1 3/4"RPM COVER W/HOLE FOR NEPTUNE AMR

CUSTOMER

"THE INFORMATION IN THIS DRAWING IS CONFIDENTIAL. THE DRAWING IS NOT TO BE REPRODUCED OR ITS CONTENTS DIVULGED IN ANY WAY WHATSOEVER EXCEPT WITH THE PRIOR WRITTEN APPROVAL OF ARMORCAST PRODUCTS COMPANY. IT IS THE PROPERTY OF AND MUST BE RETURNED TO ARMORCAST PRODUCTS COMPANY, 9140 LURLINE AVENUE, CHASTWORTH, CALIFORNIA 91311."

DRAWN

OA

APPROV.

WS

DATE

10/03

SCALE

NONE

MATERIAL

POLYMER CONCRETE

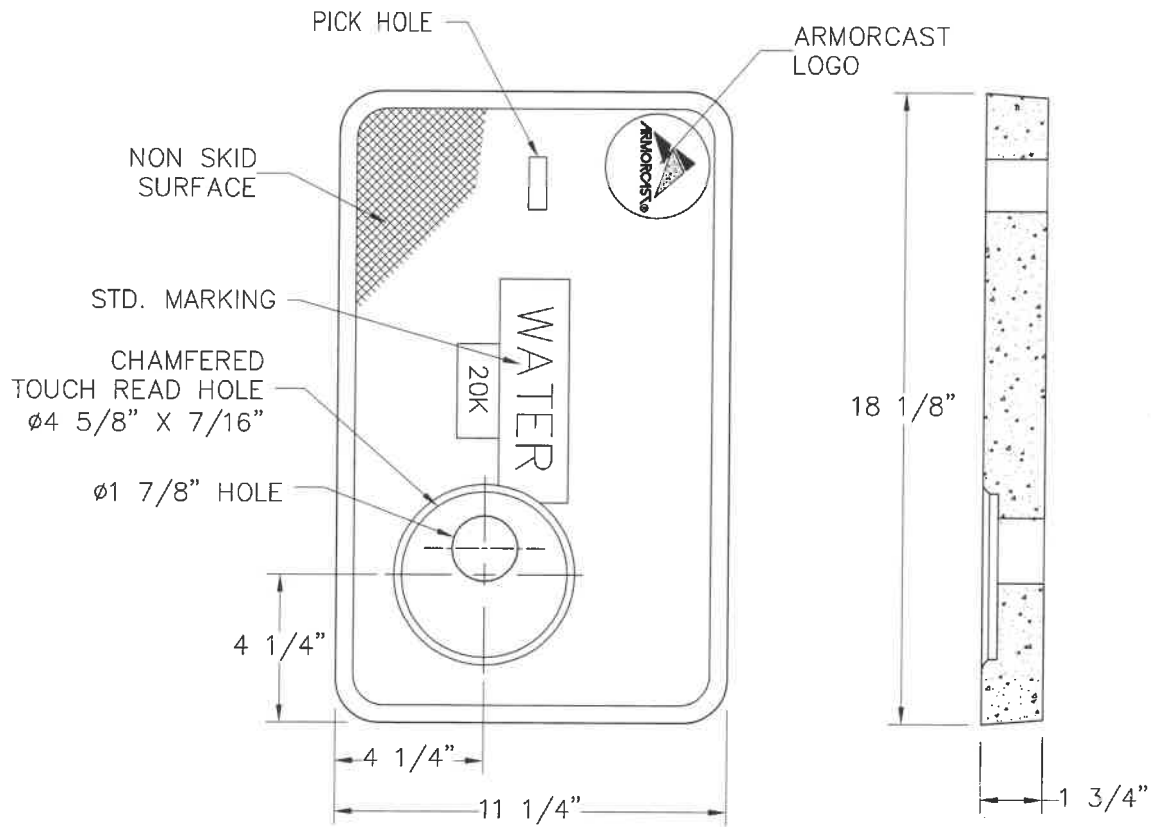
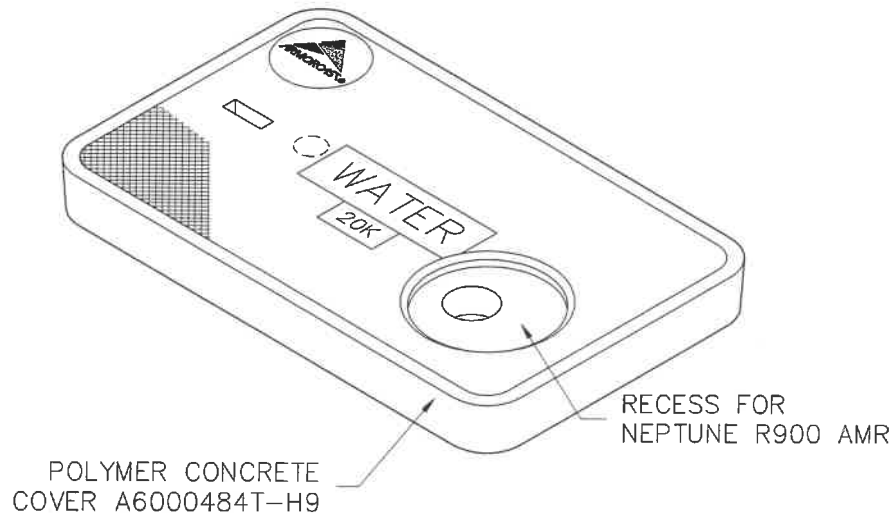
MAX. LOAD

PEDESTRIAN

DRAWING NUMBER

A6000484-H9

APPROX. WT. = 23 LBS.



FOR USE WITH NEPTUNE
R900 AMR ANTENNA

FILE #
A6-0484T-H9



9140 Lurline Avenue,
Chastworth, CA 91311
(818) 982-3600

ARMORCAST® PRODUCTS COMPANY

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PART DESCRIPTION

12"x20"x1 $\frac{3}{4}$ " RPM COVER W/HOLE FOR NEPTUNE AMR

CUSTOMER

DRAWN

OA

DATE

2/05

SCALE

NONE

MAX. LOAD

20K

APPROV.

WS

DATE

2/05

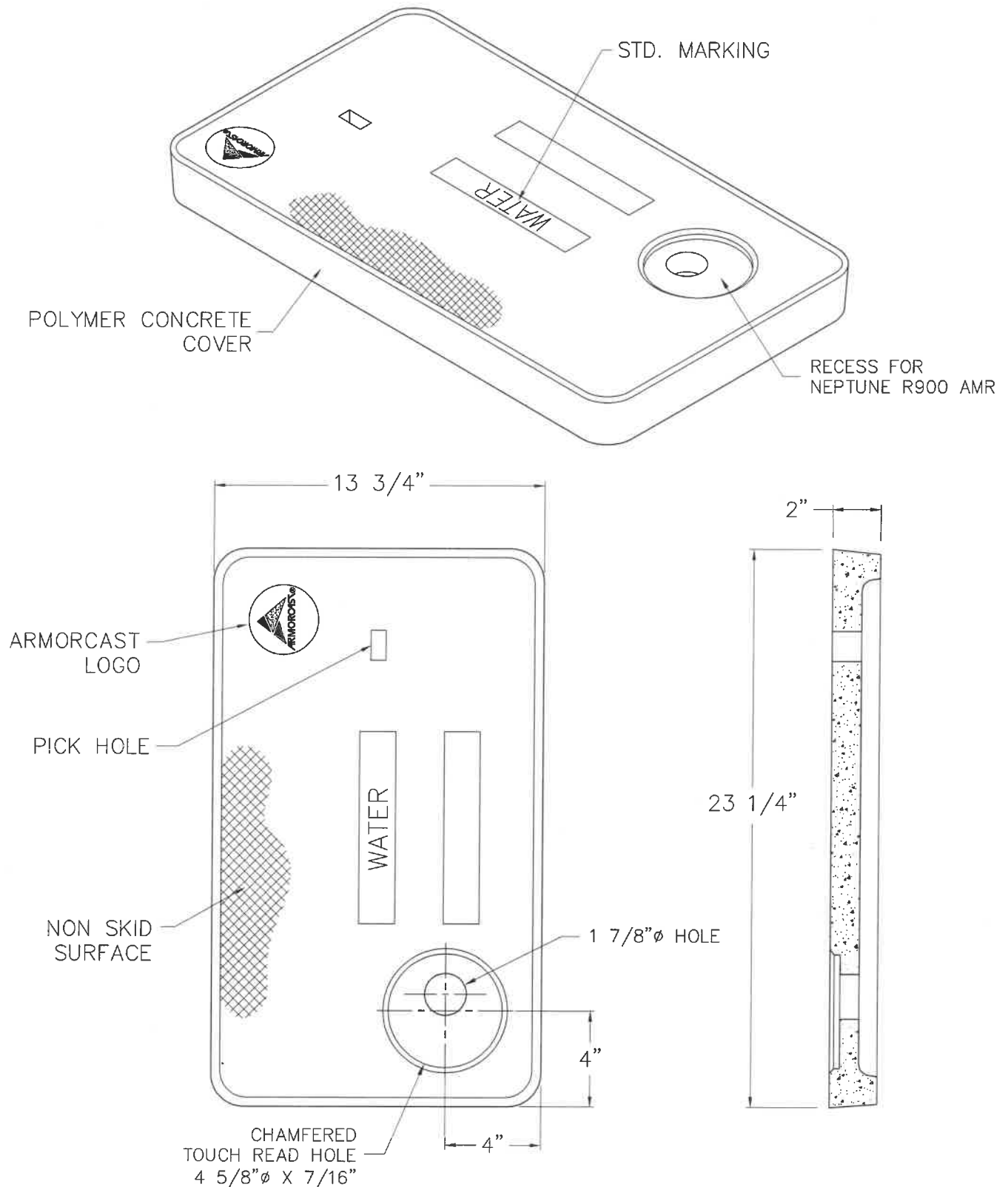
MATERIAL

POLYMER CONCRETE

DRAWING NUMBER

A6000484T-H9

APPROX. WT. = 32 LBS.



FOR USE WITH NEPTUNE
R900 AMR ANTENNA

FILE #
A6-1866-H9



9140 Lurline Avenue,
Chastworth, CA 91311
(818) 982-3600

ARMORCAST® PRODUCTS COMPANY

PART DESCRIPTION

13"X 24"X 2" RPM COVER W/HOLE FOR NEPTUNE AMR

CUSTOMER

DRAWN

OA

DATE

4/04

SCALE

NONE

MAX. LOAD

PEDESTRIAN

APPROV.

WS

DATE

4/04

MATERIAL

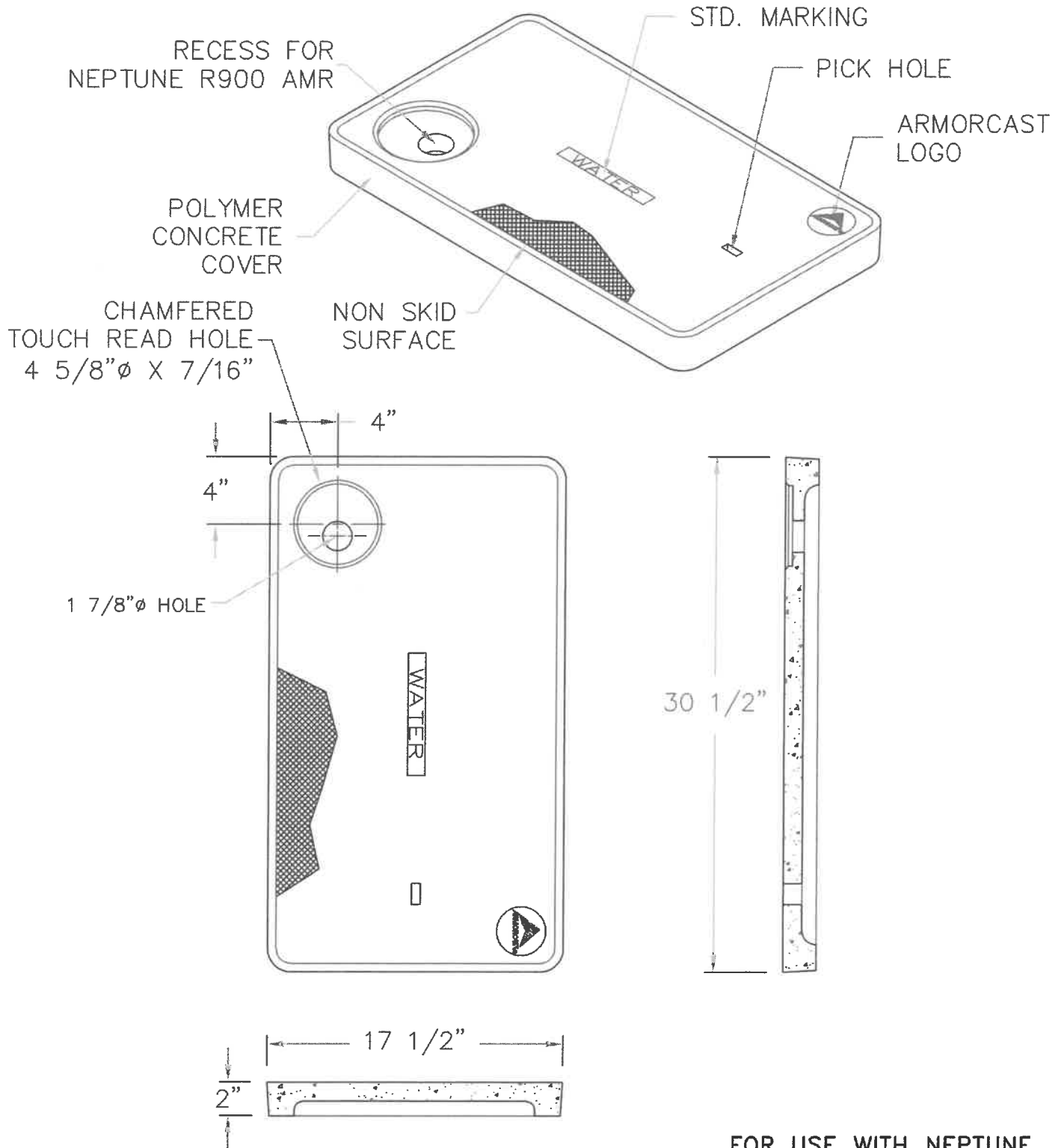
POLYMER CONCRETE

DRAWING NUMBER

A6001866-H9

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APPROX. WT. = 43 LBS.



FOR USE WITH NEPTUNE
R900: AMR ANTENNA

FILE #
A6-1643-H9



9140 Lurline Avenue,
Chastworth, CA 91311
(818) 982-3600

ARMORCAST® PRODUCTS COMPANY

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PART DESCRIPTION

17"X 30"X 2" RPM COVER W/HOLE FOR NEPTUNE AMR

CUSTOMER

DRAWN

OA

DATE

1/04

SCALE

NONE

MAX. LOAD

PEDESTRIAN

APPROV.

WS

DATE

1/04

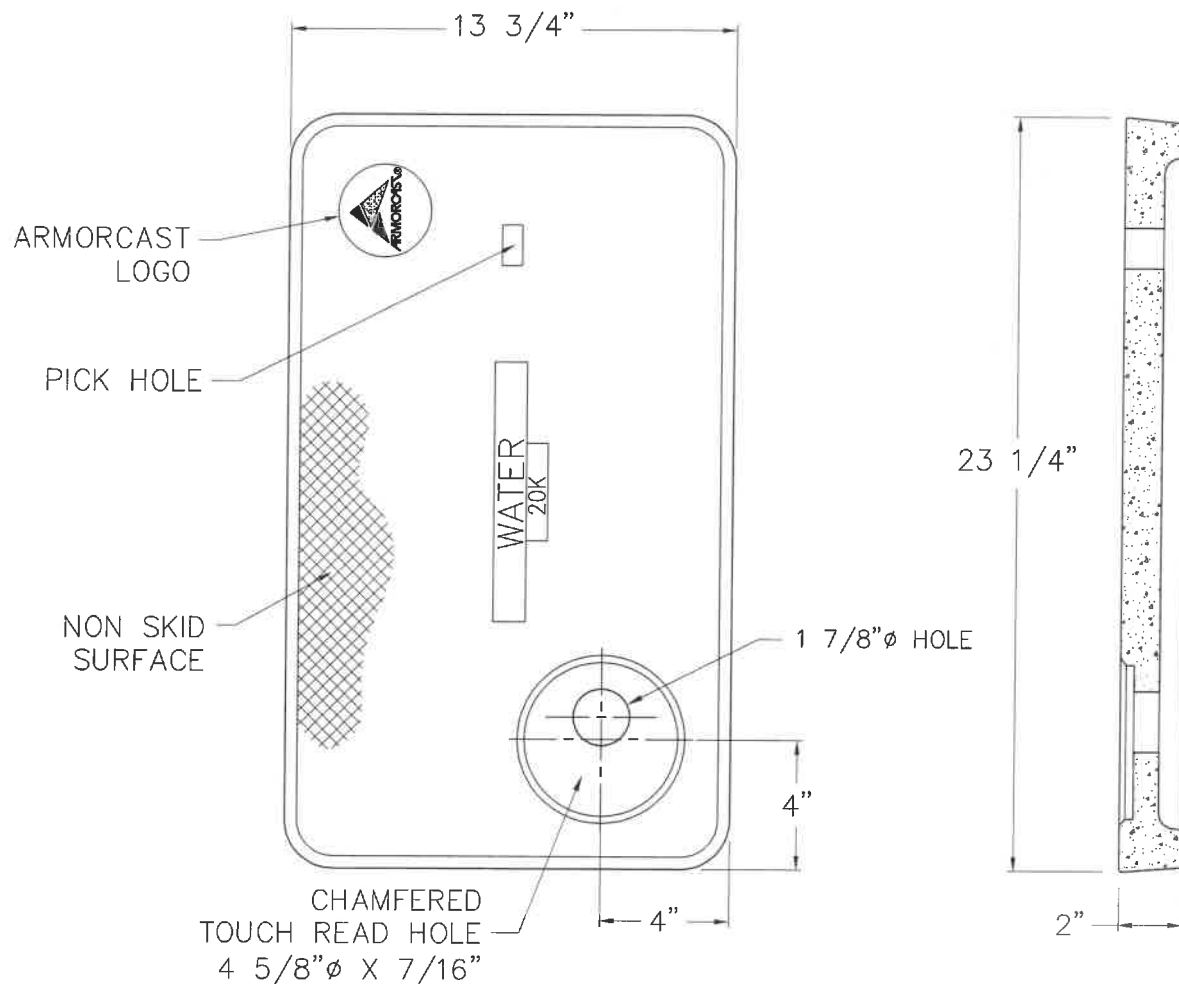
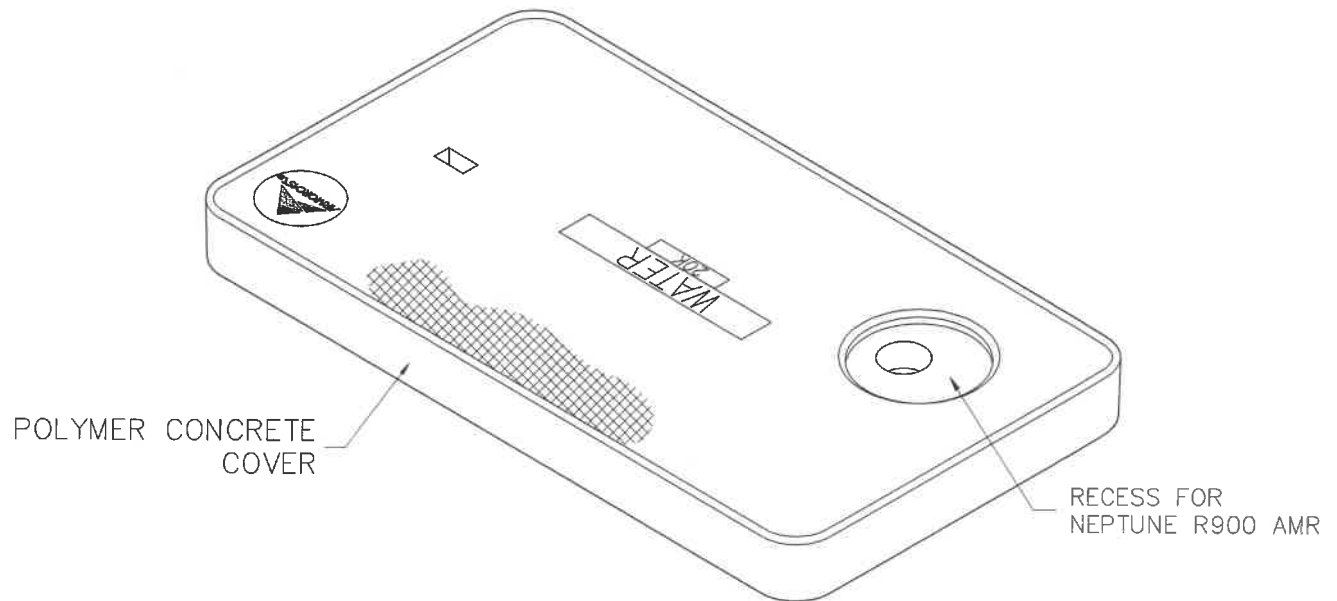
MATERIAL

POLYMER CONCRETE

DRAWING NUMBER

A6001643-H9

APPROX. WT. = 32 LBS.



FOR USE WITH NEPTUNE
R900 AMR ANTENNA

FILE #
A6-1969-H9



9140 Lurline Avenue,
Chastworth, CA 91311
(818) 982-3600

ARMORCAST® PRODUCTS COMPANY

PART DESCRIPTION

13"X 24"X 2" RPM COVER W/HOLE FOR NEPTUNE AMR

CUSTOMER

DRAWN
GL

DATE
10/15

SCALE
NONE

MAX. LOAD
20K

APPROV.
WS

DATE
10/15

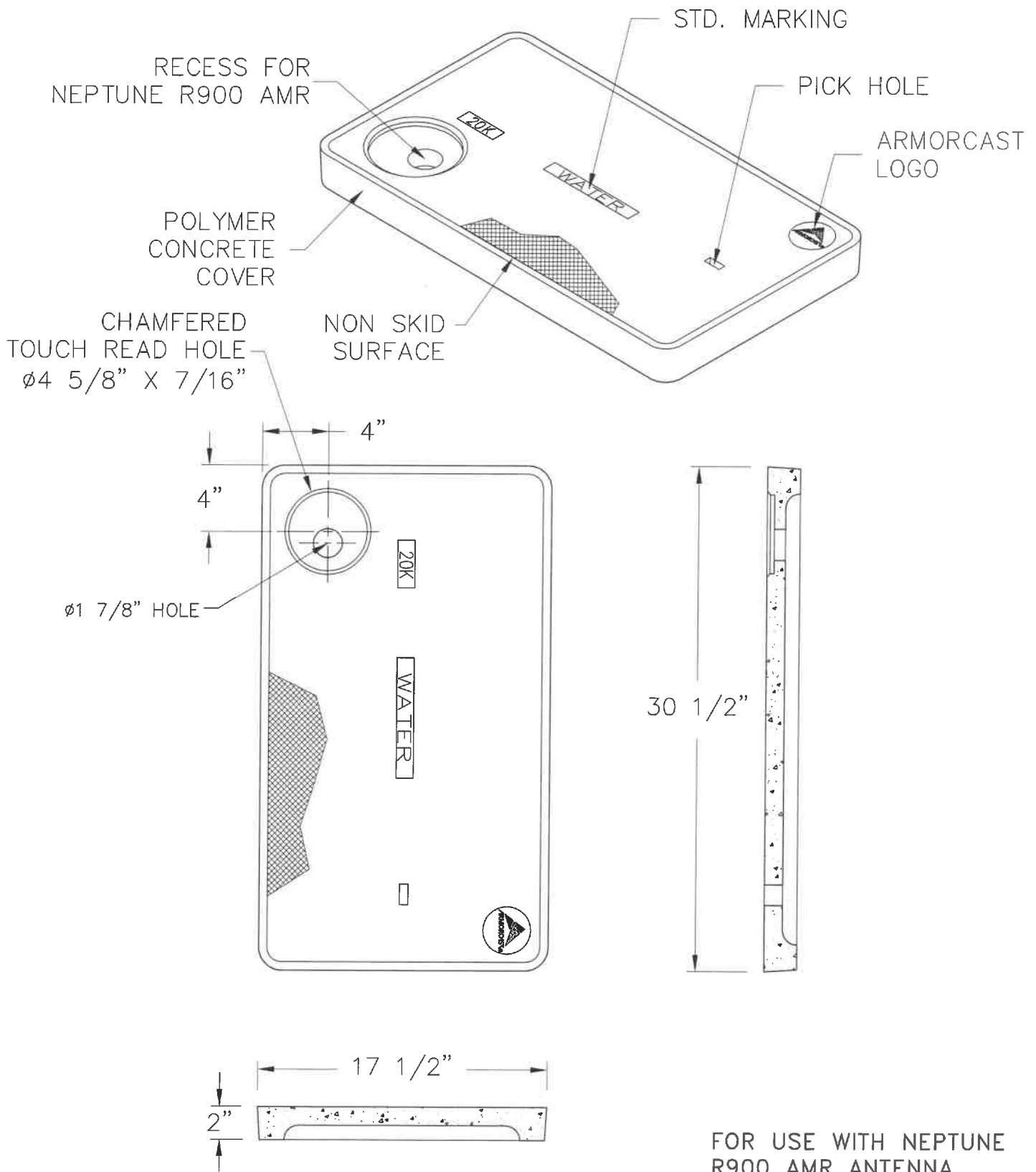
MATERIAL
POLYMER CONCRETE

DRAWING NUMBER

A6001969-H9

"THE INFORMATION IN THIS DRAWING IS CONFIDENTIAL. THE DRAWING IS NOT TO BE REPRODUCED OR ITS CONTENTS DIVULGED IN ANY WAY WHATSOEVER EXCEPT WITH THE PRIOR WRITTEN APPROVAL OF ARMORCAST PRODUCTS COMPANY. IT IS THE PROPERTY OF AND MUST BE RETURNED TO ARMORCAST PRODUCTS COMPANY, 9140 LURLINE AVENUE, CHASTWORTH, CALIFORNIA 91331."

APPROX. WT. = 47 LBS.



FOR USE WITH NEPTUNE
R900 AMR ANTENNA

FILE #
A6-1947T-H9



9140 Lurline Avenue,
Chastworth, CA 91311
(818) 982-3600

ARMORCAST® PRODUCTS COMPANY

PART DESCRIPTION

17"X 30"X 2" RPM COVER W/HOLE FOR NEPTUNE AMR

CUSTOMER

DRAWN
OA

DATE
2/05

SCALE
NONE

MAX. LOAD
20K

APPROV.
WS

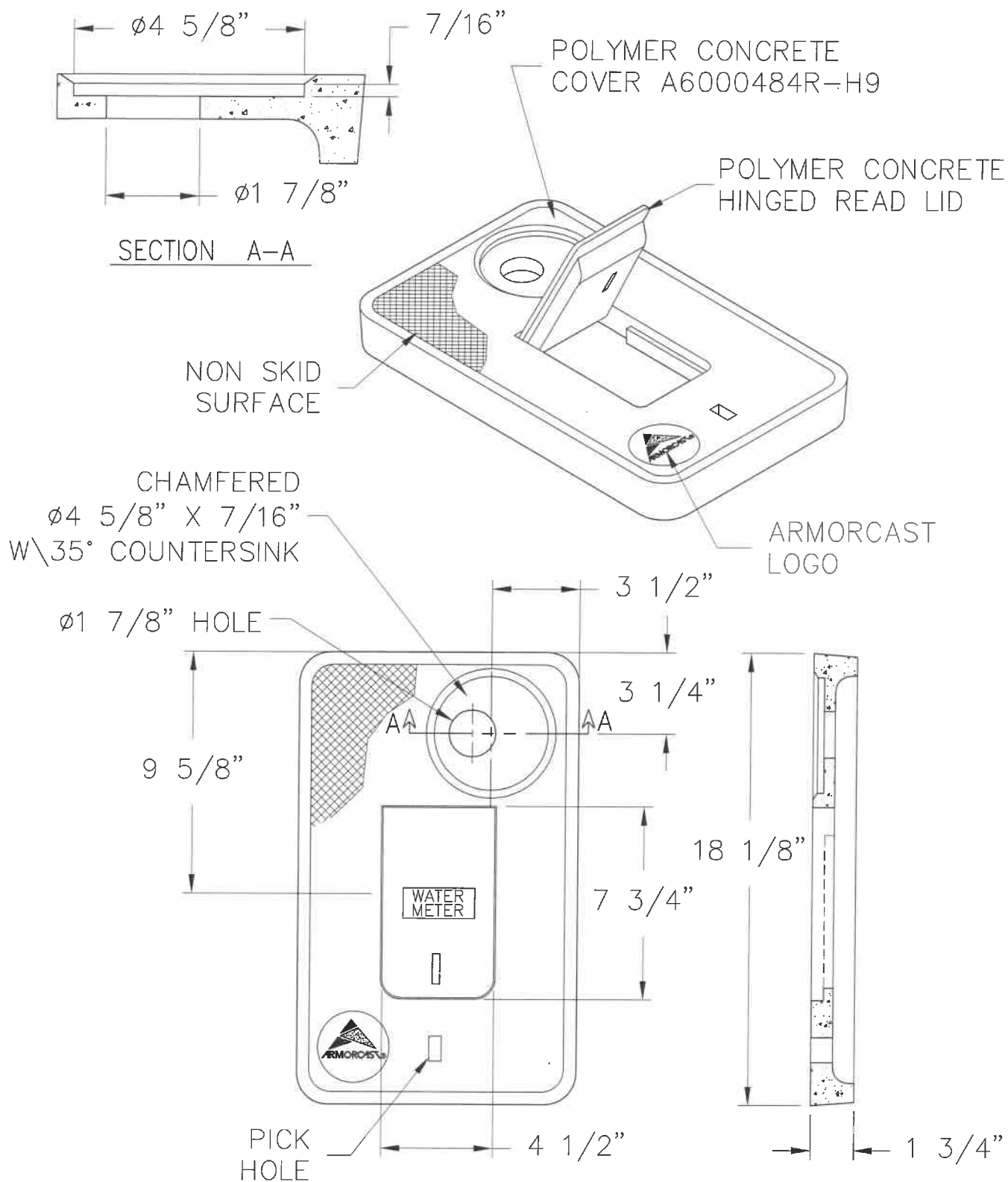
DATE
2/05

MATERIAL
POLYMER CONCRETE

DRAWING NUMBER

A6001947T-H9

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FILE #
A6-0484R-H9

ARMORCAST® PRODUCTS COMPANY

9140 Lurline Avenue,
Chastworth, CA 91311
(818) 982-3600

PART DESCRIPTION

12"x20"x1 3/4"RPM COVER W/READ LID & TOUCH READ

CUSTOMER

WATER INDUSTRY

DRAWN

GL

APROV.

WS

DATE

9/13

9/13

SCALE

NONE

MATERIAL

POLYMER CONCRETE

MAX. LOAD

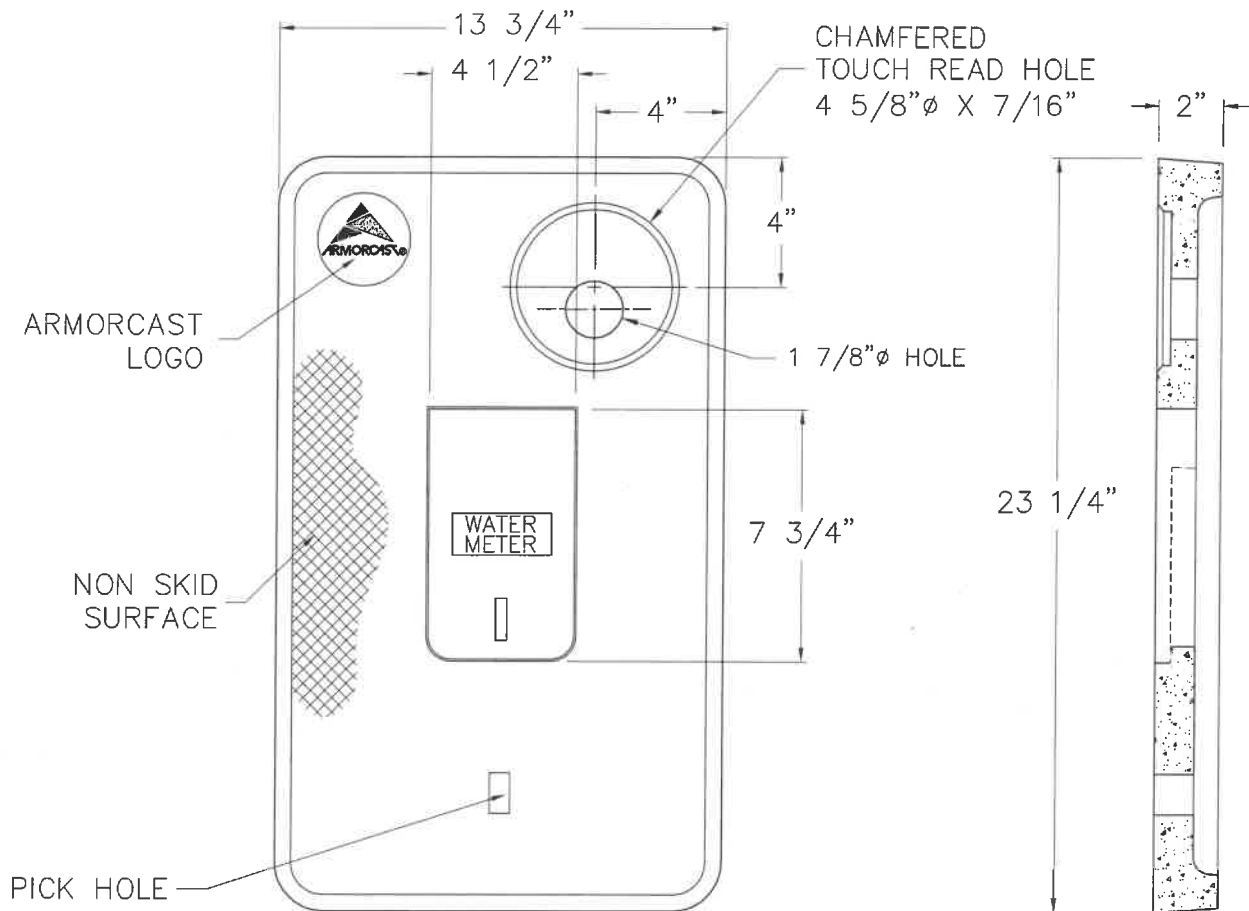
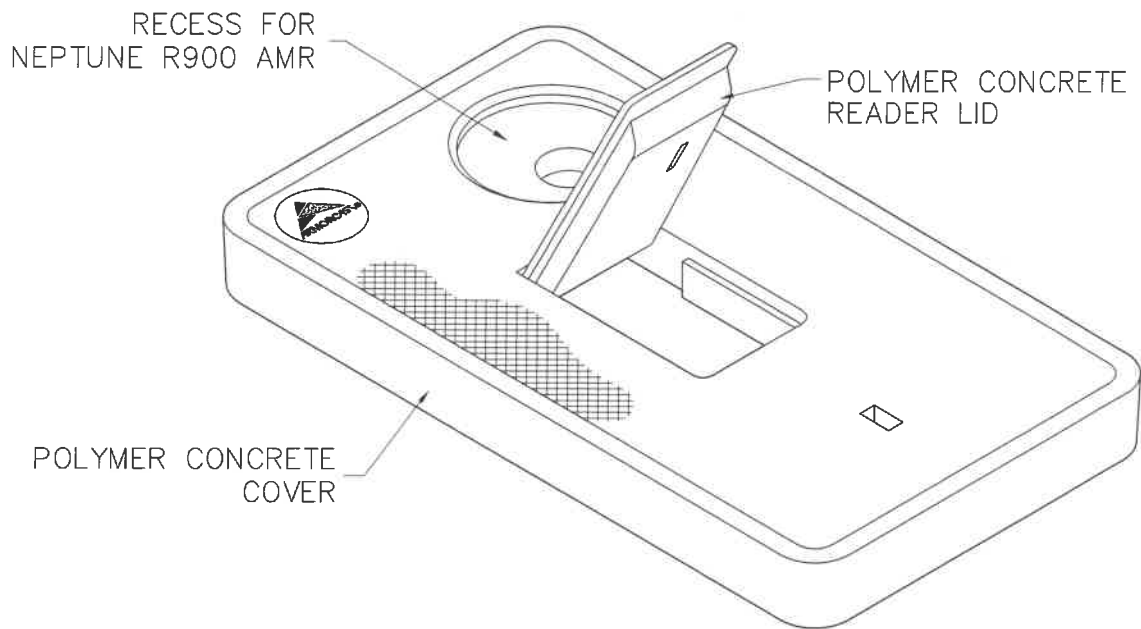
PEDESTRIAN

DRAWING NUMBER

A6000484R-H9

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APPROX. WT. = 28 LBS.



FOR USE WITH NEPTUNE
R900 AMR ANTENNA

FILE #
A6-1866R-H9



9140 Lurline Avenue,
Chastworth, CA 91311
(818) 982-3600

ARMORCAST® PRODUCTS COMPANY

PART DESCRIPTION

13"X 24"X 2" RPM COVER W/HOLE FOR NEPTUNE AMR

CUSTOMER

DRAWN
OA

DATE
3/05

SCALE
NONE

MAX. LOAD
PEDESTRIAN

APPROV.
WS

DATE
3/05

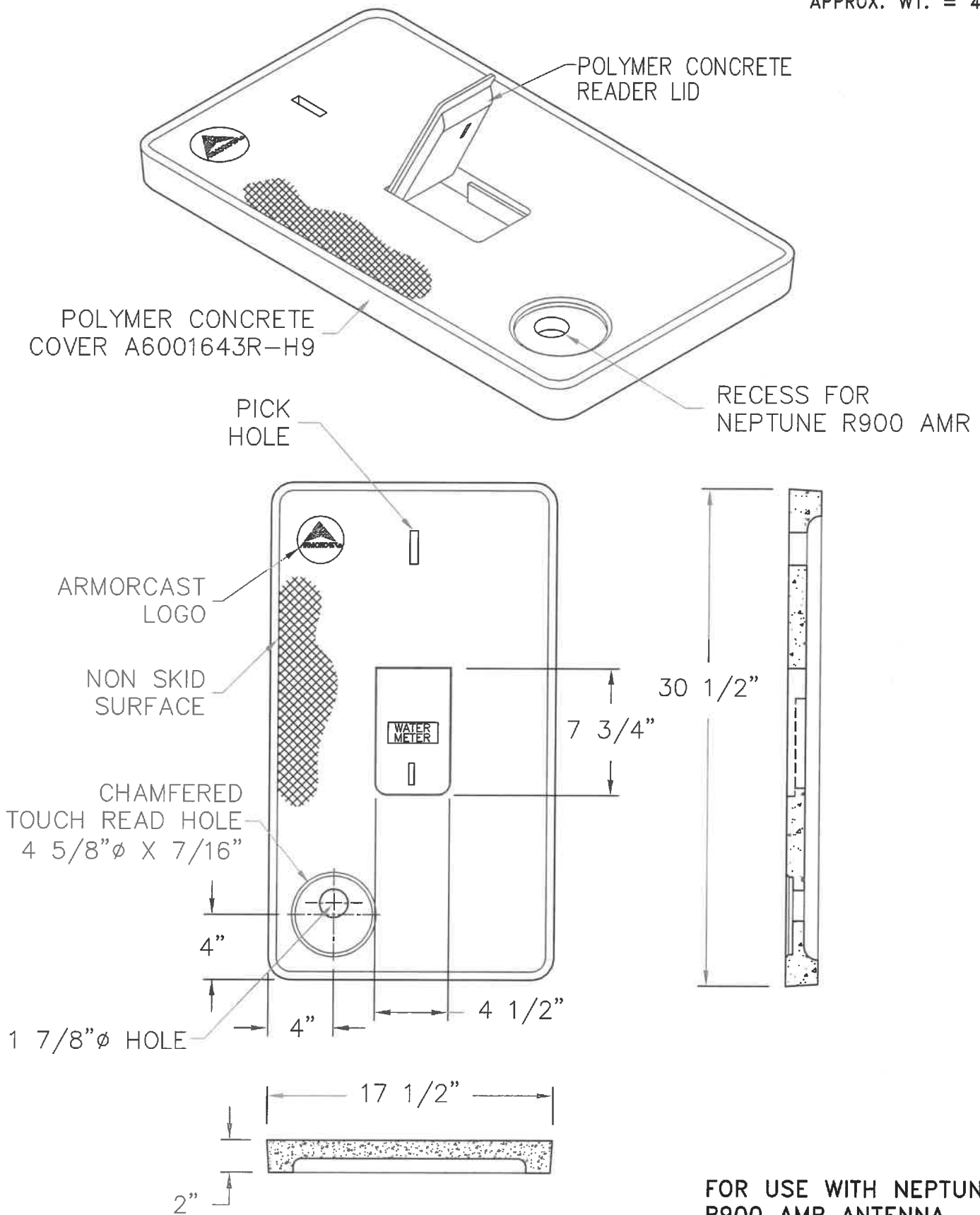
MATERIAL
POLYMER CONCRETE

DRAWING NUMBER

A6001866R-H9

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APPROX. WT. = 44 LBS.



FOR USE WITH NEPTUNE
R900 AMR ANTENNA

FILE #
A6-1643R-H9



9140 Lurline Avenue,
Chastworth, CA 91311
(818) 982-3600

ARMORCAST® PRODUCTS COMPANY

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PART DESCRIPTION

17"X 30"X 2" RPM COVER W/HOLE FOR NEPTUNE AMR

CUSTOMER

DRAWN

GL

DATE

3/05

SCALE

NONE

MAX. LOAD

PEDESTRIAN

APPROV.

WS

DATE

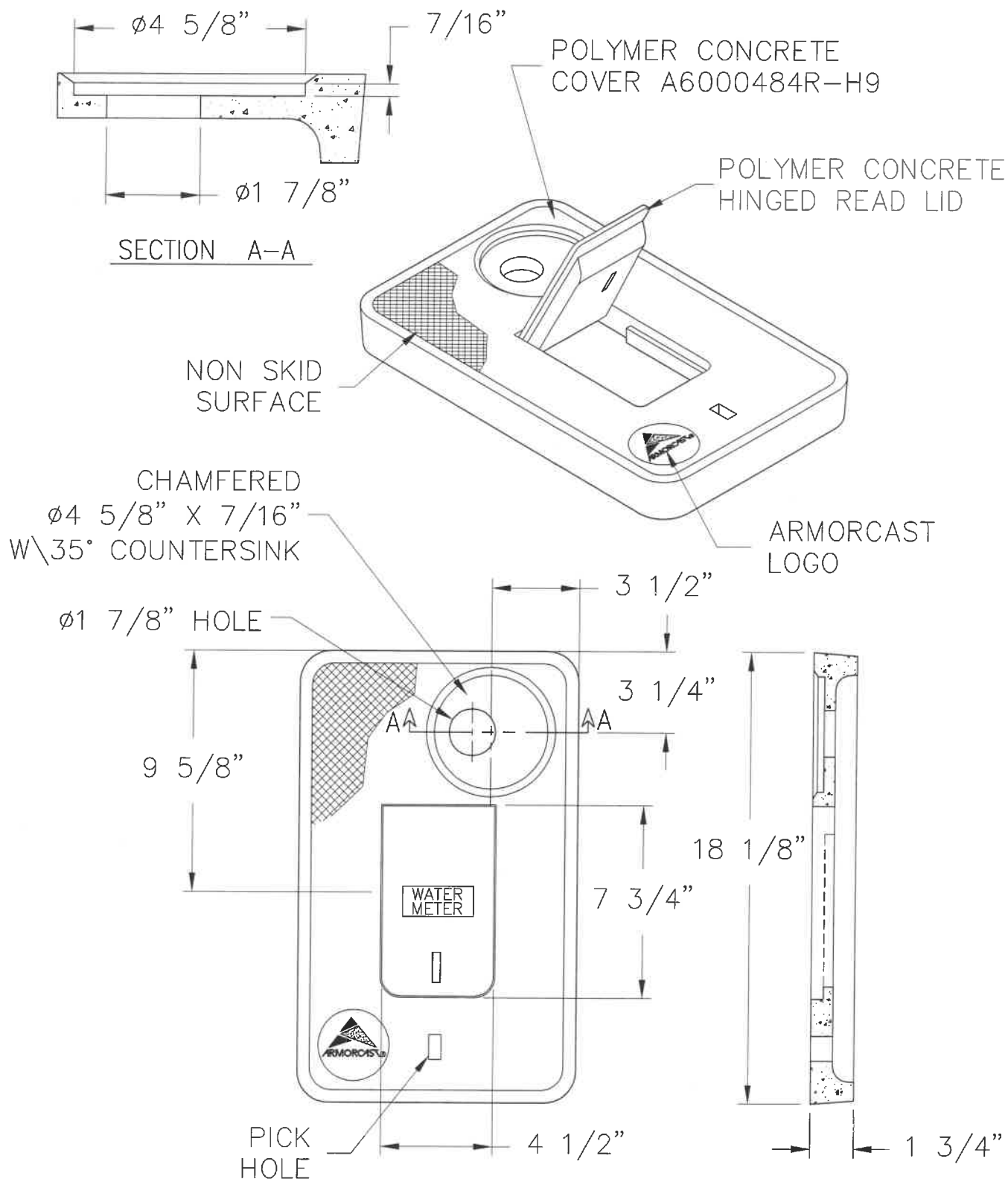
3/05

MATERIAL

POLYMER CONCRETE

DRAWING NUMBER

A6001643R-H9

FILE #
A6-0484TR-H9

9140 Lurline Avenue,
Chastworth, CA 91311
(818) 982-3600

ARMORCAST® PRODUCTS COMPANY

PART DESCRIPTION

12"x20"x1 3/4"RPM COVER W/READ LID & TOUCH READ

CUSTOMER

WATER INDUSTRY

DRAWN

GL

DATE

9/13

SCALE

NONE

MAX. LOAD

20K

APPROV.

WS

DATE

9/13

MATERIAL

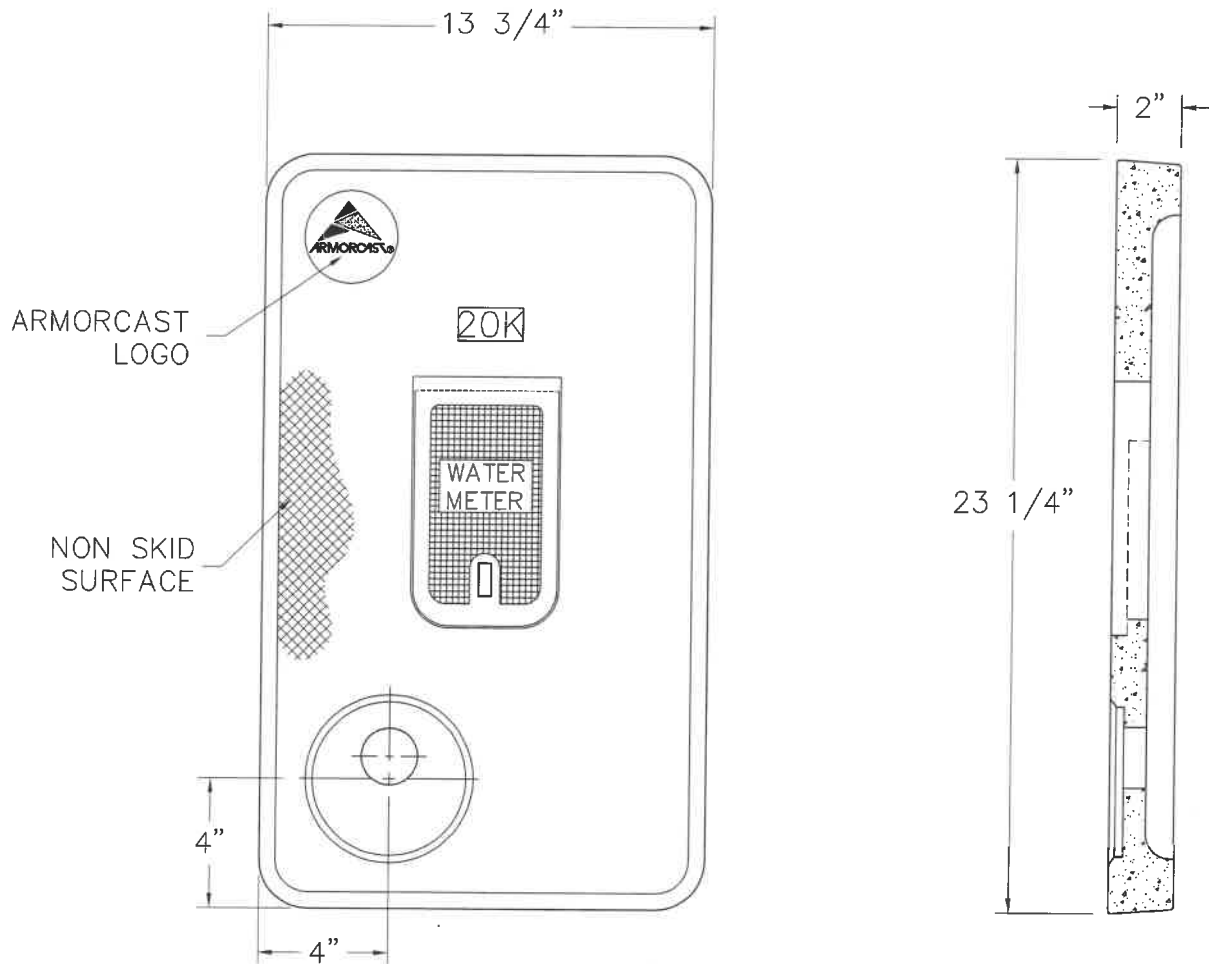
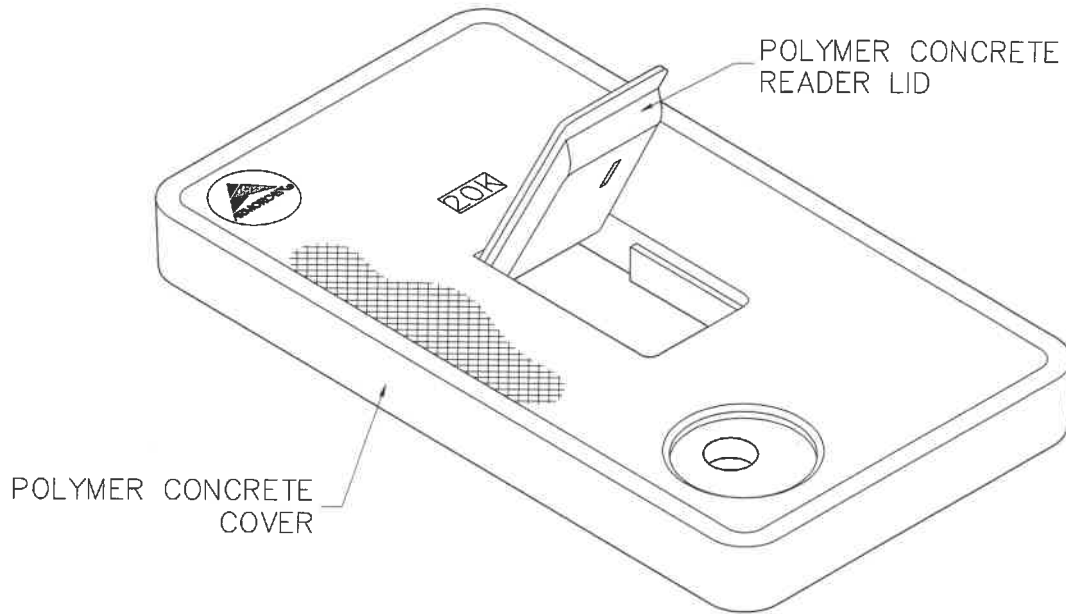
POLYMER CONCRETE

DRAWING NUMBER

A6000484TR-H9

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APPROX. WT. = 28 LBS.



FILE #
A6-1969R-H9



9140 Lurline Avenue,
Chastworth, CA 91311
(818) 982-3600

ARMORCAST® PRODUCTS COMPANY

PART DESCRIPTION

13" X 24" X 2" RPM COVER W/RPM READ LID

CUSTOMER

DRAWN

GL

DATE

8/12

SCALE

NONE

MAX. LOAD

20K

APPROV.

WS

DATE

8/12

MATERIAL

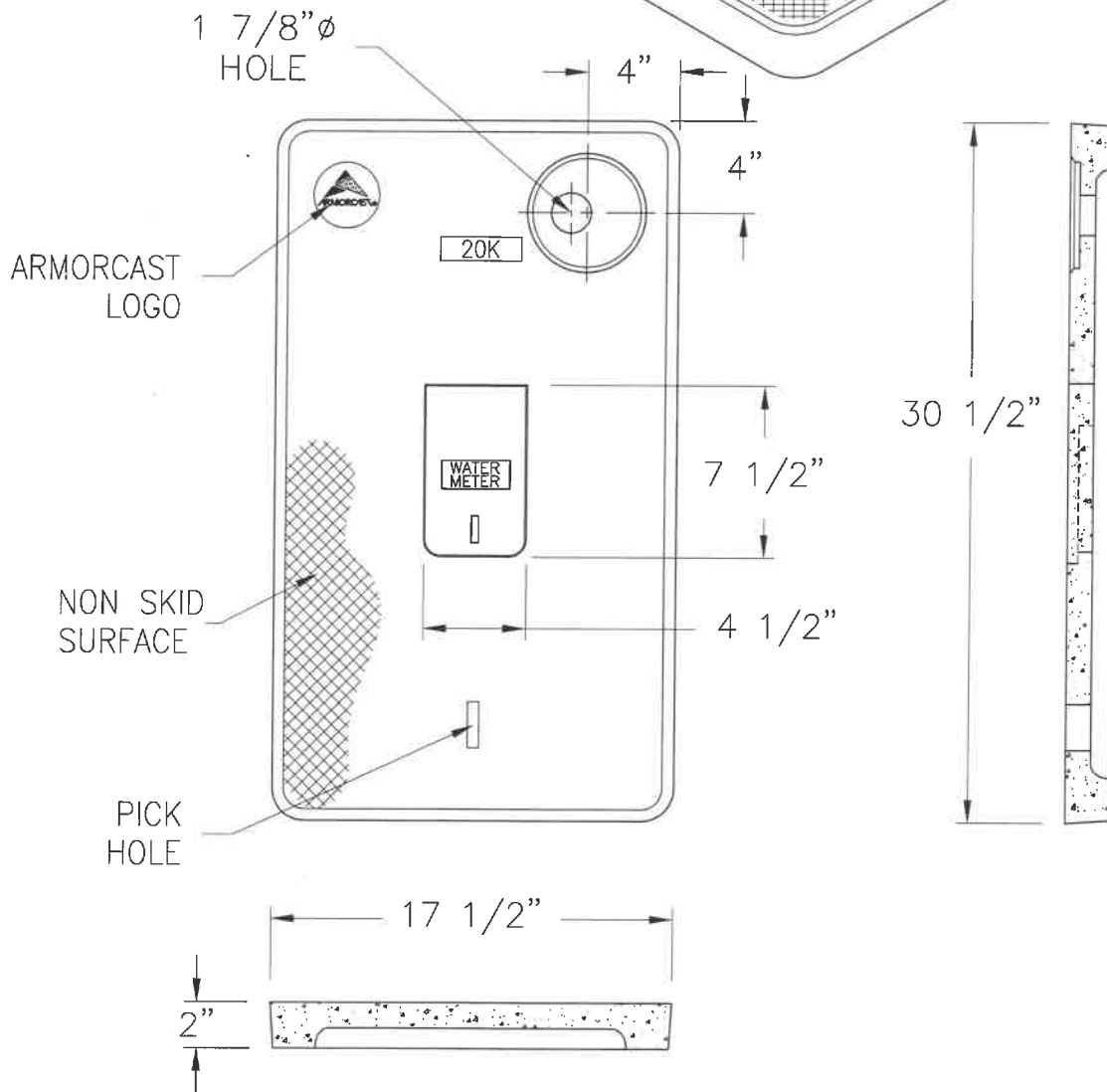
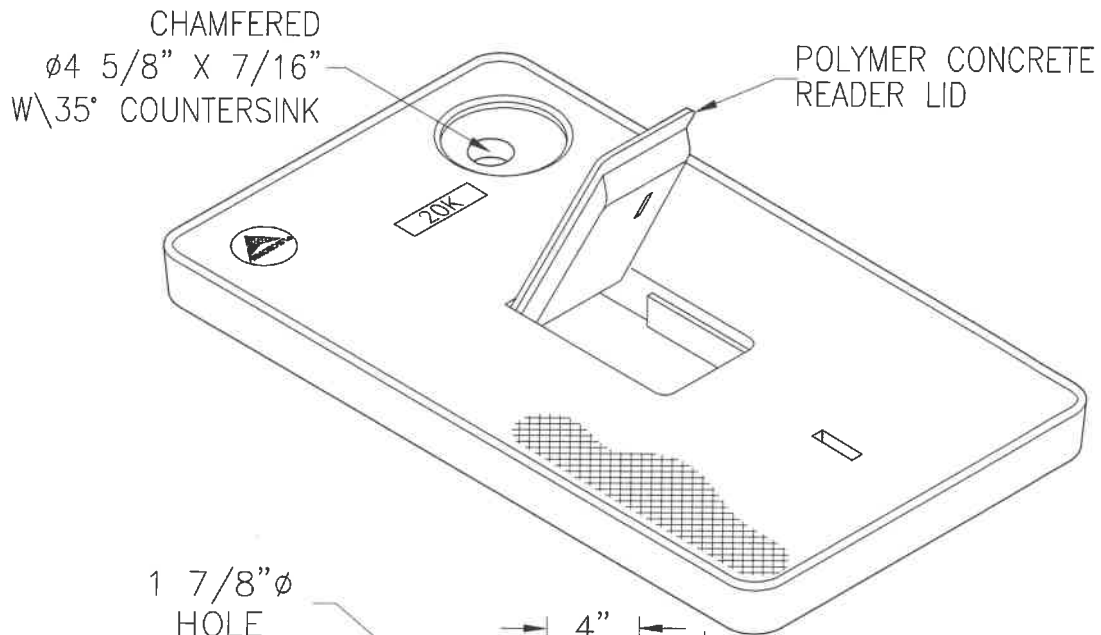
POLYMER CONCRETE

DRAWING NUMBER

A6001969R-H9

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APPROX. WT. = 47 LBS.



FILE #
 A6-1947TR-H9



9140 Lurline Avenue,
 Chastworth, CA 91311
 (818) 982-3600

ARMORCAST® PRODUCTS COMPANY

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PART DESCRIPTION

17"X 30"X 2" RPM COVER W/TOUCH READ HOLE

CUSTOMER

WATER INDUSTRY

DRAWN

GL

DATE

8/12

SCALE

NONE

MAX. LOAD

20K

APPROV.

WS

DATE

8/12

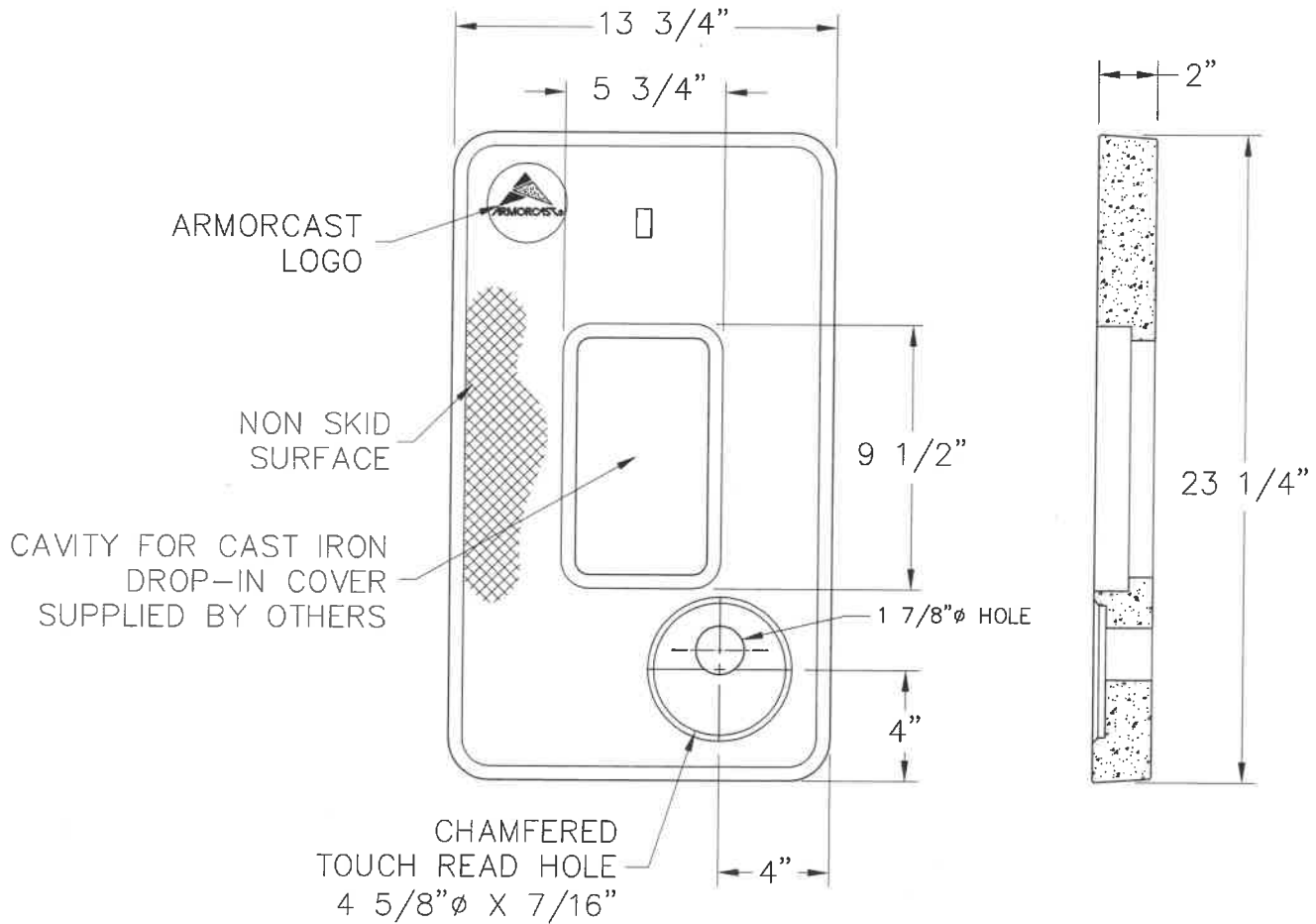
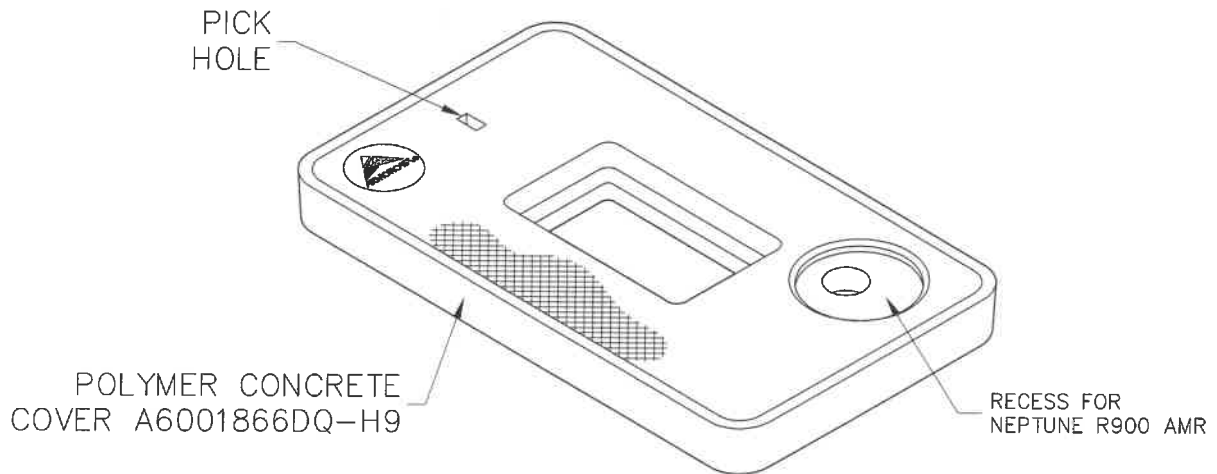
MATERIAL

POLYMER CONCRETE

DRAWING NUMBER

A6001947TR-H9

APPROX. WT. = 34 LBS.



FOR USE WITH NEPTUNE
R900 AMR ANTENNA

9140 Lurline Avenue,
Chastworth, CA 91311
(818) 982-3600



ARMORCAST® PRODUCTS COMPANY

PART DESCRIPTION

13" X 24" X 2" POLYMER CONCRETE COVER

CUSTOMER

DRAWN
GL

DATE
4/07

SCALE
NONE

MAX. LOAD
PEDESTRIAN

APPROV.

WS

DATE
4/07

MATERIAL
POLYMER CONCRETE

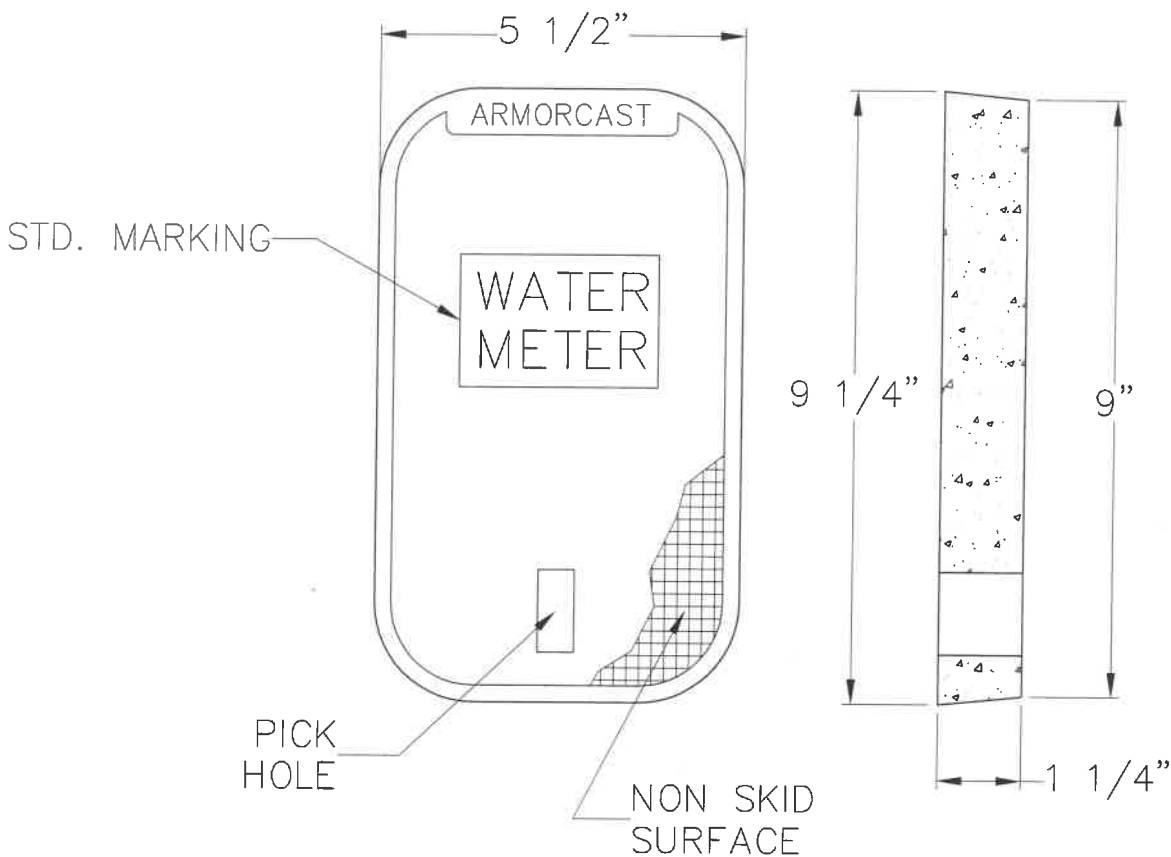
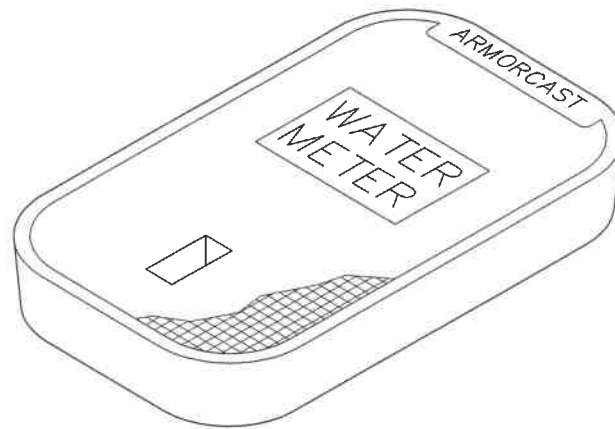
DRAWING NUMBER

A6001866DQ-H9

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FILE #
A6-1866DQ-H9

APPROX. WT. = 4 LBS.



FILE #
A6-0487



9140 Lurline Avenue,
Chastworth, CA 91311
(818) 982-3600

ARMORCAST® PRODUCTS COMPANY

PART DESCRIPTION

5" X 7" X 1 1/4" RPM DROP-IN COVER

CUSTOMER

WATER INDUSTRY

DRAWN

DATE

SCALE

MAX. LOAD

3/98

NONE

PEDESTRIAN

APROV.

3/98

MATERIAL

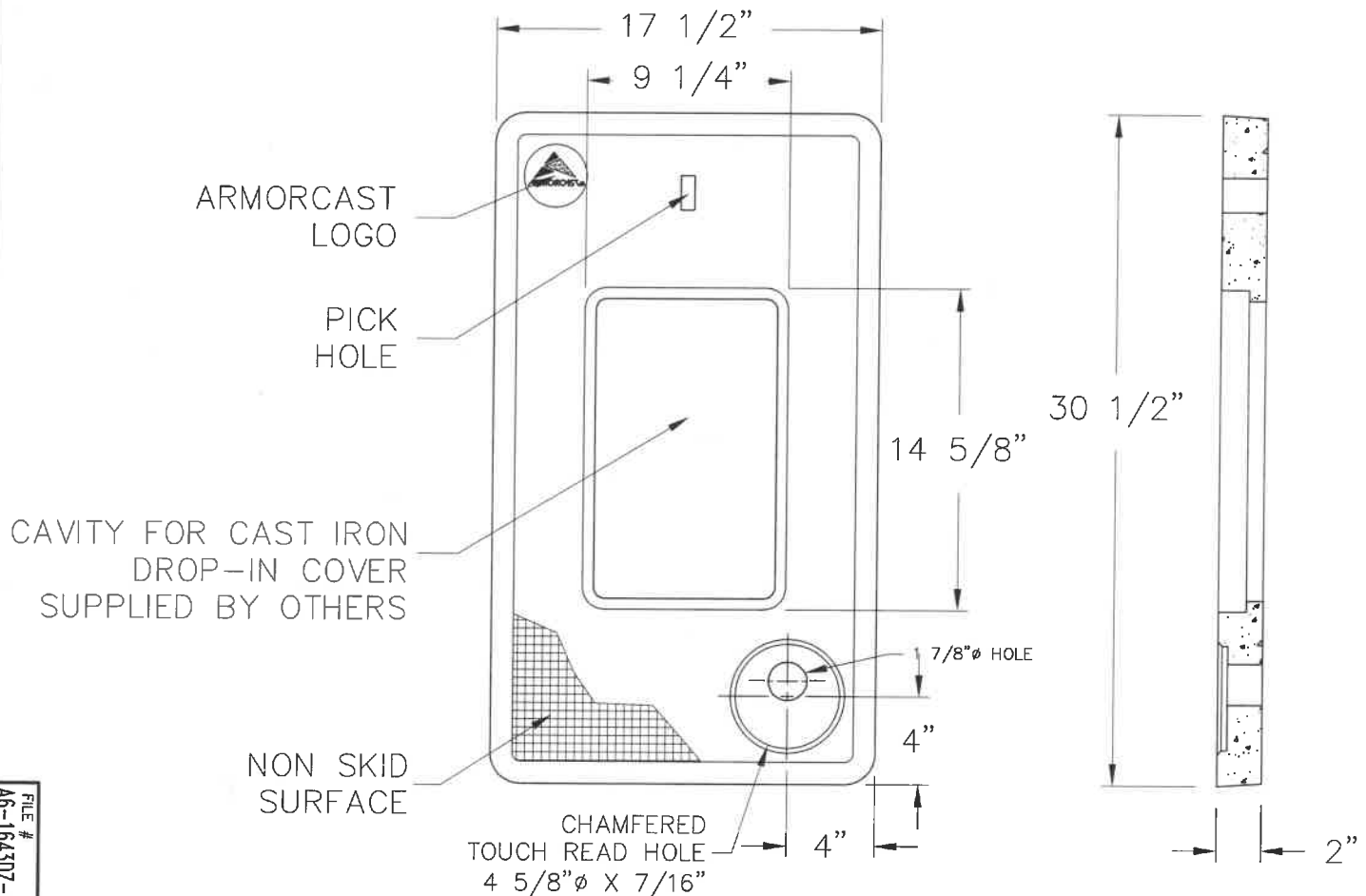
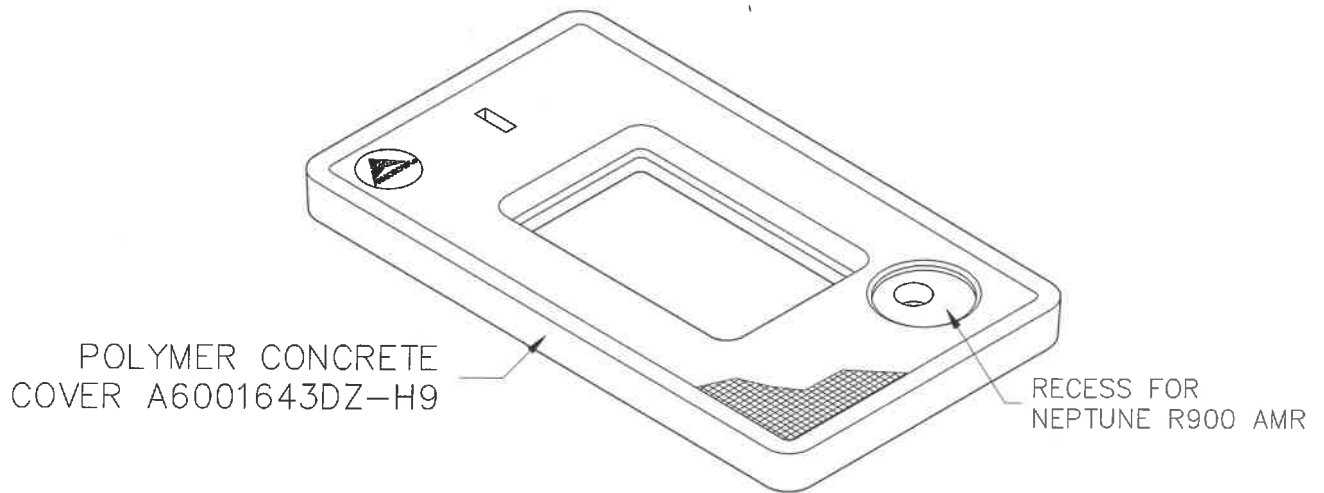
POLYMER CONCRETE

DRAWING NUMBER

A6000487

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APPROX. WT. = 56 LBS.



FOR USE WITH NEPTUNE
R900 AMR ANTENNA



9140 Lurline Avenue,
Chastworth, CA 91311
(818) 982-3600

ARMORCAST® PRODUCTS COMPANY

PART DESCRIPTION

17"X 30"X2"RPM COVER W/CAVITY & TOUCH READ HOLE

CUSTOMER

DRAWN
OA

DATE
7/11

SCALE
NONE

MAX. LOAD
PEDESTRIAN

APROV.
WS

DATE
7/11

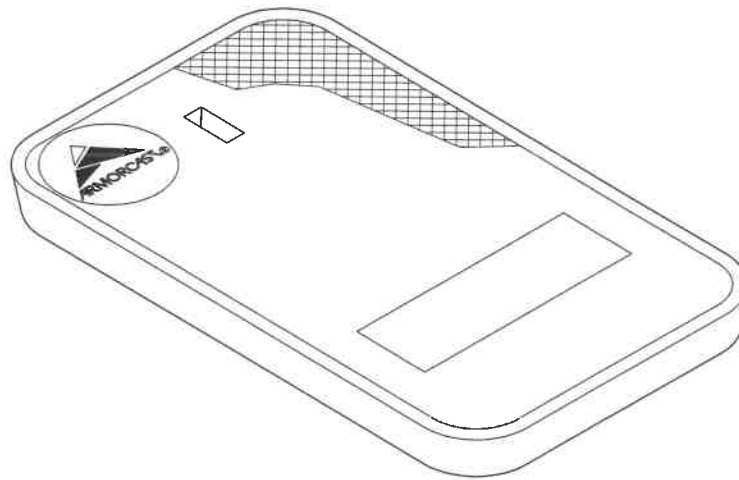
MATERIAL
POLYMER CONCRETE

DRAWING NUMBER

A6001643DZ-H9

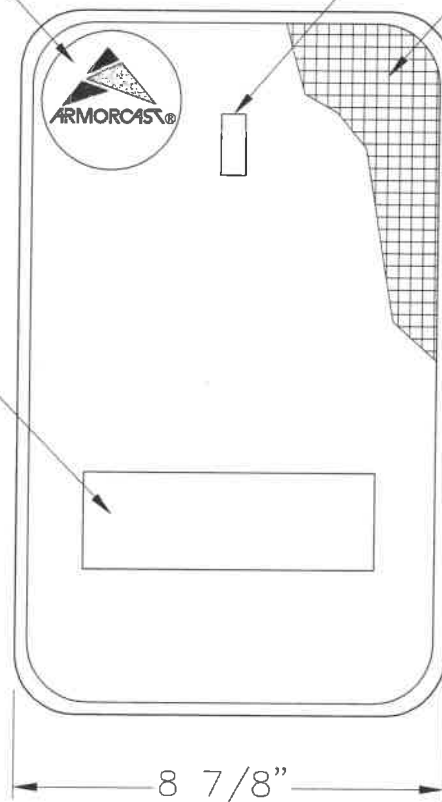
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FILE #
A6-1643DZ-H9

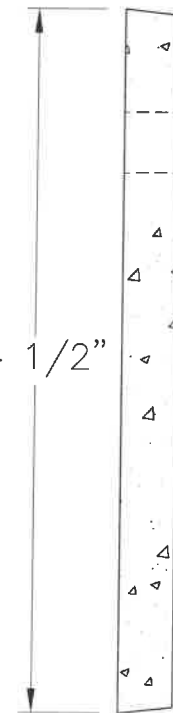
ARMORCAST
LOGONON SKID
SURFACE

PICK HOLE

STD. MARKING



14 1/2"



1 1/8"

POLYMER CONCRETE COVER

9140 Lurline Avenue,
Chastworth, CA 91311
(818) 982-3600



ARMORCAST® PRODUCTS COMPANY

PART DESCRIPTION

9"X 14"X 1 1/8" POLYMER CONCRETE COVER

CUSTOMER

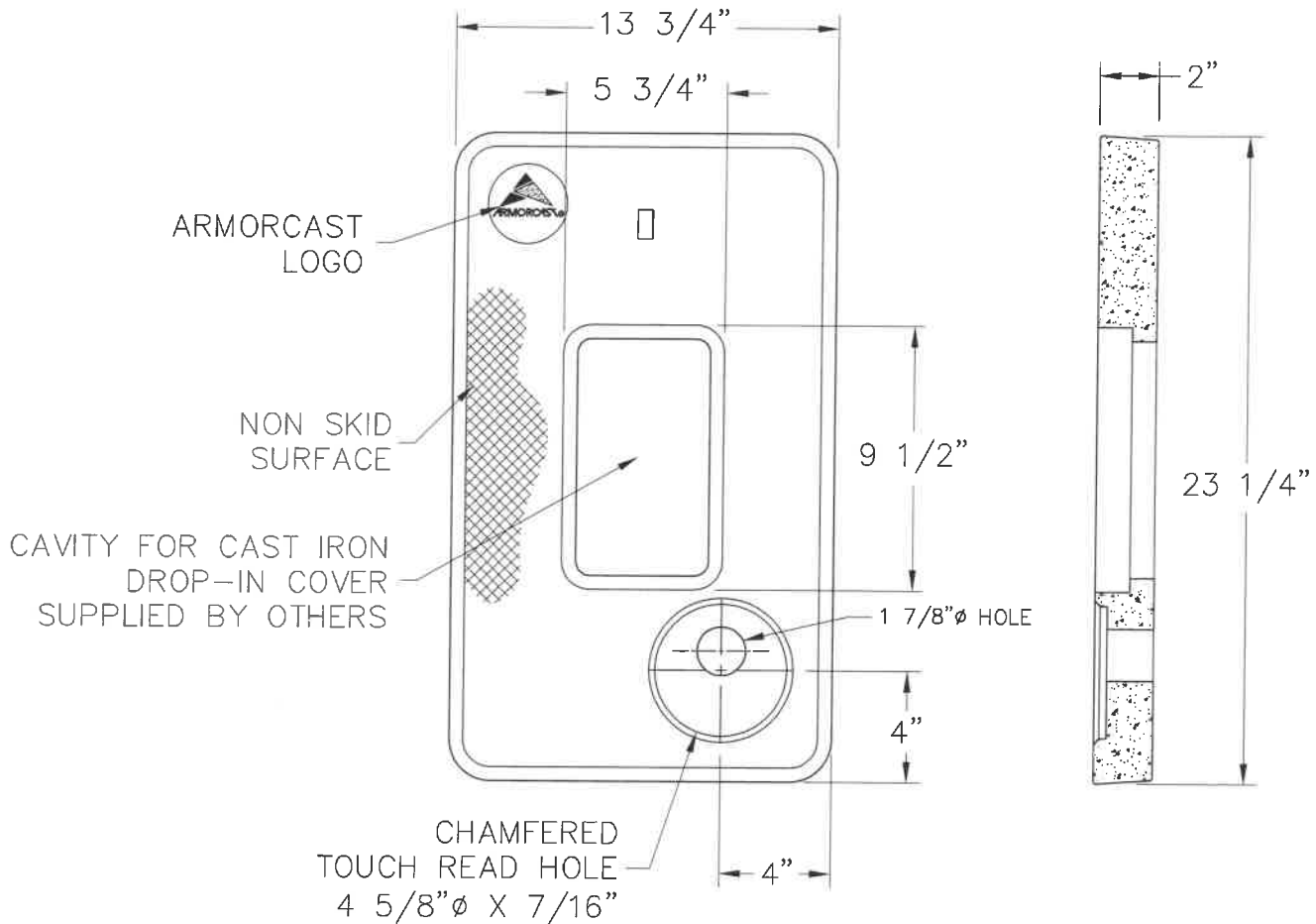
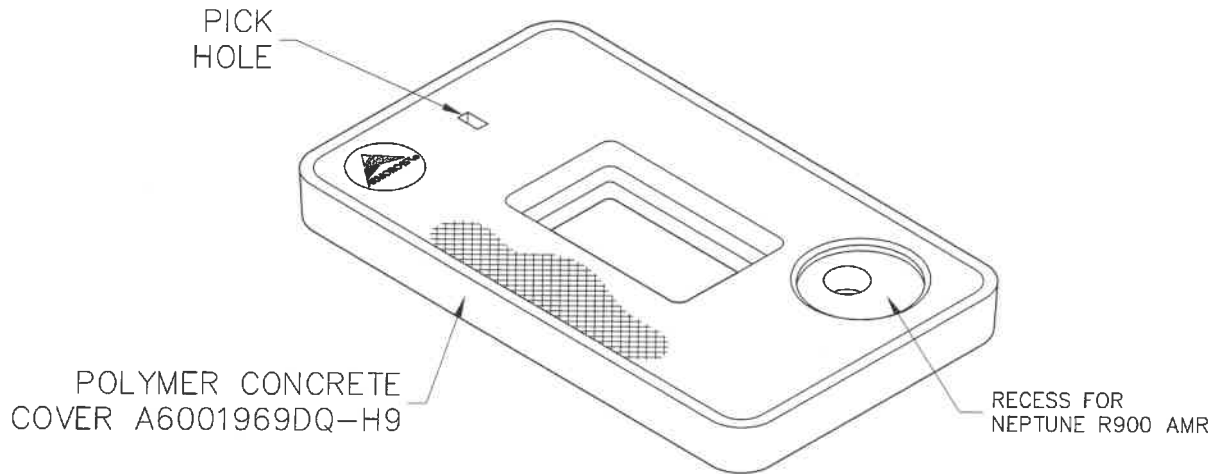
DRAWN
OADATE
9/02SCALE
NONEMAX. LOAD
PEDESTRIANAPPROV.
WSDATE
9/02MATERIAL
POLYMER CONCRETE

DRAWING NUMBER

A6000482

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APPROX. WT. = 37 LBS.



FOR USE WITH NEPTUNE
R900 AMR ANTENNA

9140 Lurline Avenue,
Chastworth, CA 91311
(818) 982-3600



ARMORCAST® PRODUCTS COMPANY

PART DESCRIPTION

13" X 24" X 2" POLYMER CONCRETE COVER

CUSTOMER

DRAWN
GL

DATE
4/07

SCALE
NONE

MAX. LOAD
20K

APPROV.
WS

DATE
4/07

MATERIAL
POLYMER CONCRETE

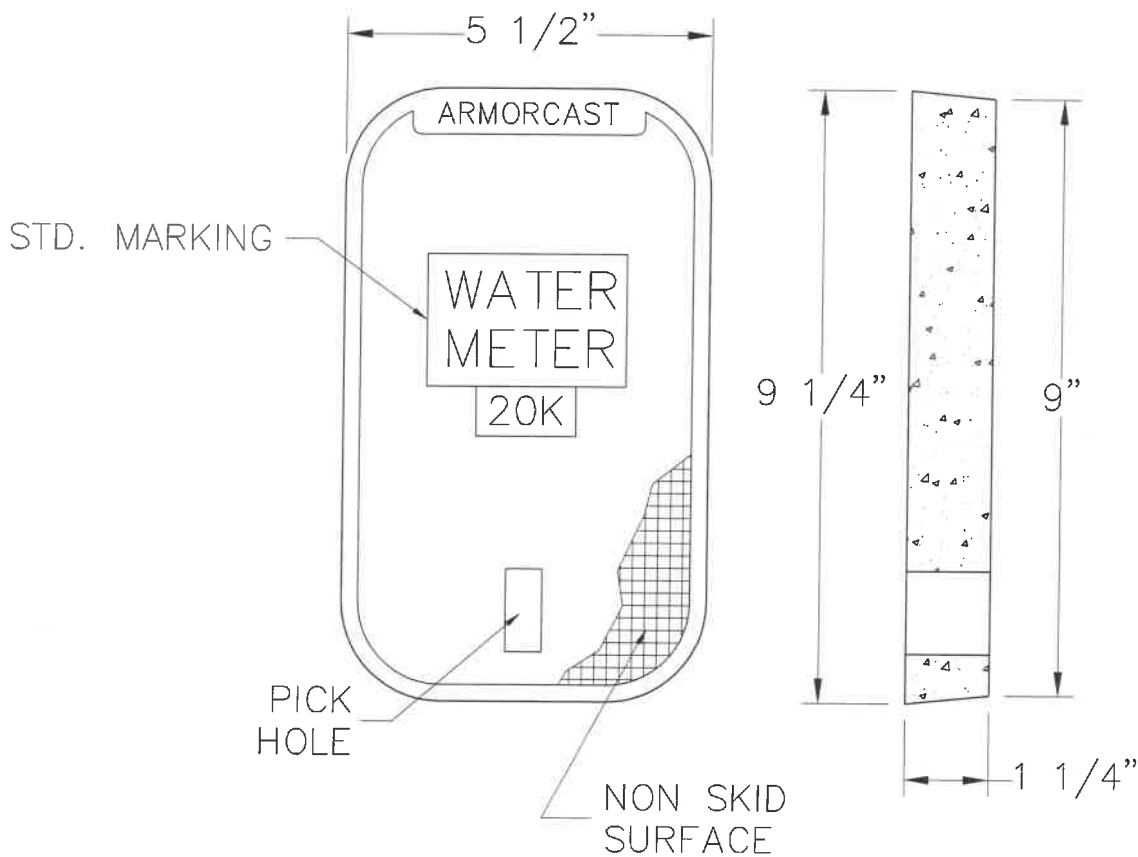
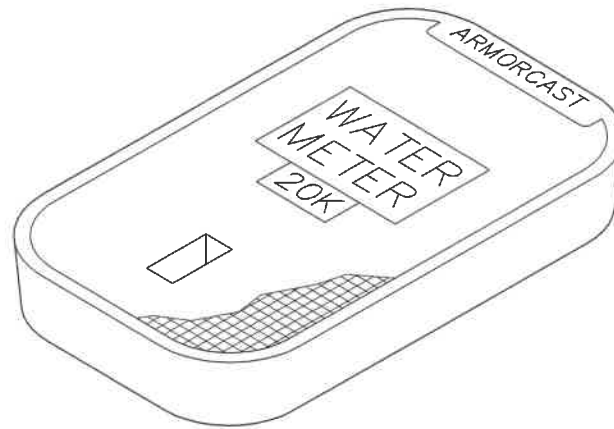
DRAWING NUMBER

A6001969DQ-H9

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FILE #
A6-1969DQ-H9

APPROX. WT. = 4 LBS.



FILE #
A6-0487T



9140 Lurline Avenue,
Chastworth, CA 91311
(818) 982-3600

ARMORCAST® PRODUCTS COMPANY

PART DESCRIPTION

5" X 7" X 1 1/4" RPM 20K DROP-IN COVER

CUSTOMER

WATER INDUSTRY

DRAWN

GL

APPROV.

WS

DATE

3/98

3/98

SCALE

NONE

MATERIAL

POLYMER CONCRETE

MAX. LOAD

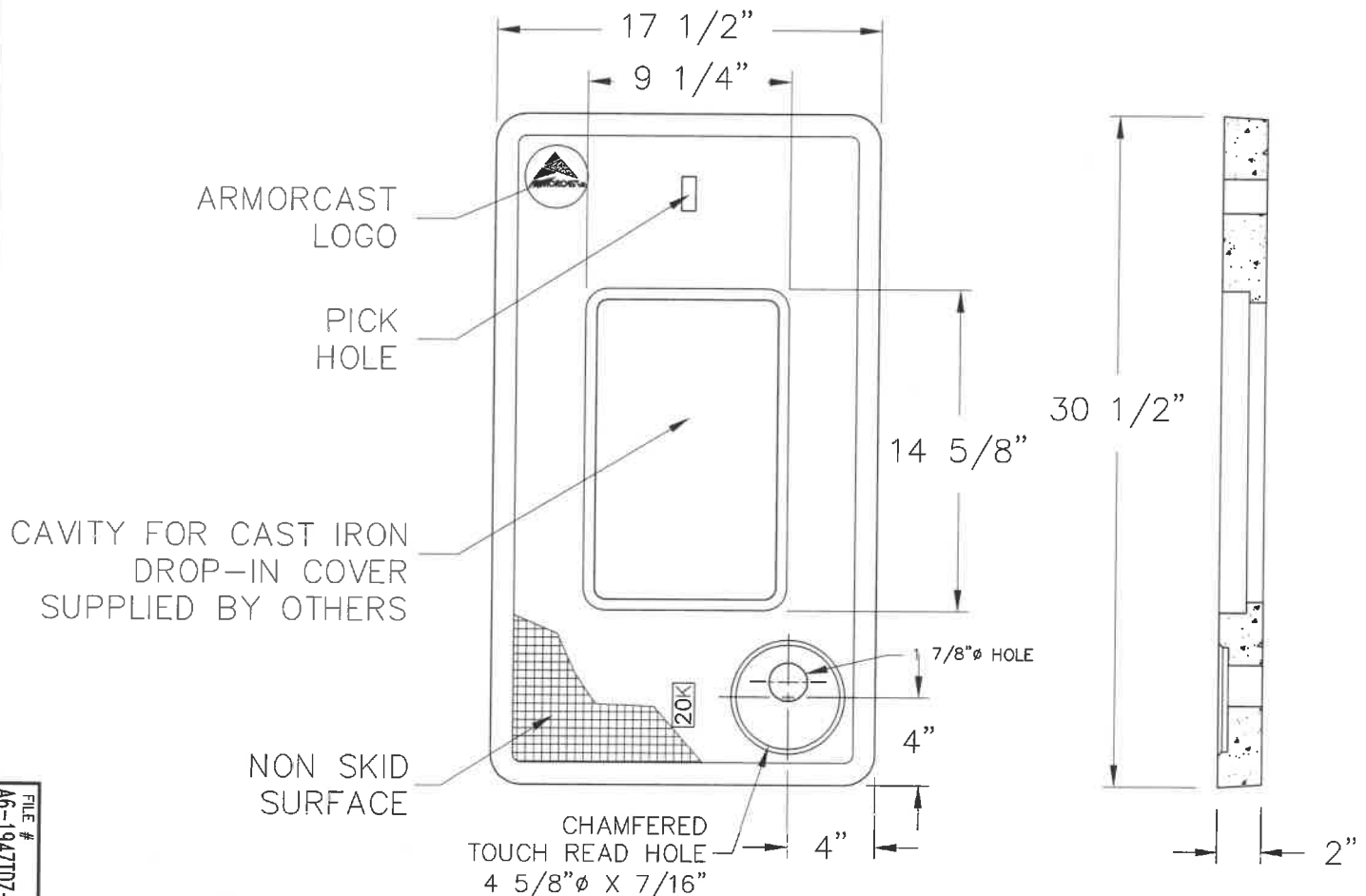
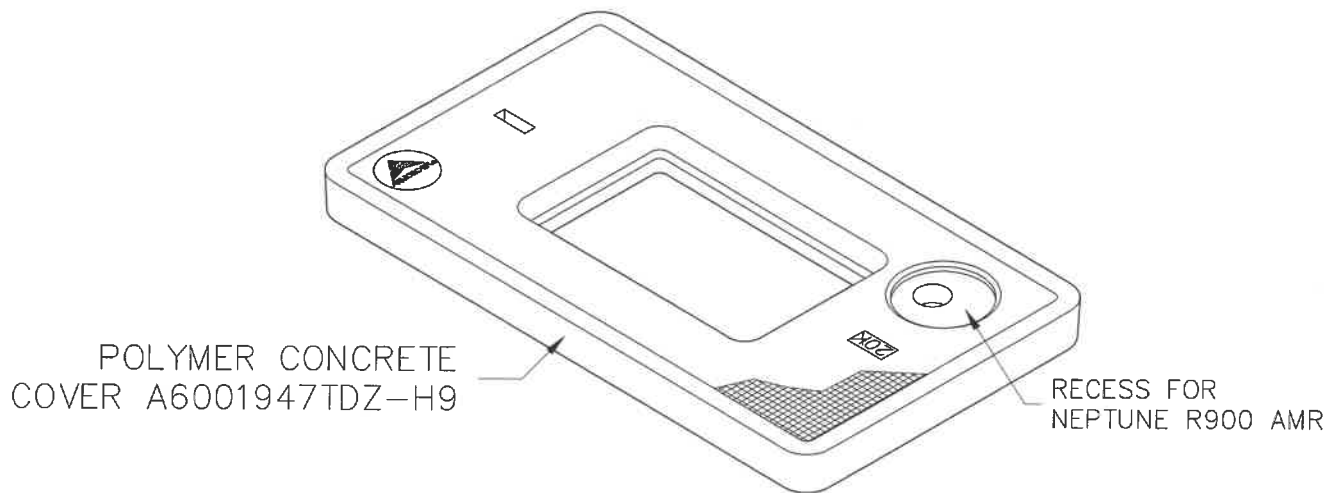
20K

DRAWING NUMBER

A6000487T

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APPROX. WT. = 56 LBS.



FOR USE WITH NEPTUNE R900 AMR ANTENNA



9140 Lurline Avenue,
Chastworth, CA 91311
(818) 982-3600

ARMORCAST® PRODUCTS COMPANY

PART DESCRIPTION

17"X 30"X2"RPM COVER W/CAVITY & TOUCH READ HOLE

CUSTOMER

DRAWN

OA

DATE

7/11

SCALE

NONE

MAX. LOAD

20K

APPROV.

WS

DATE

7/11

MATERIAL

POLYMER CONCRETE

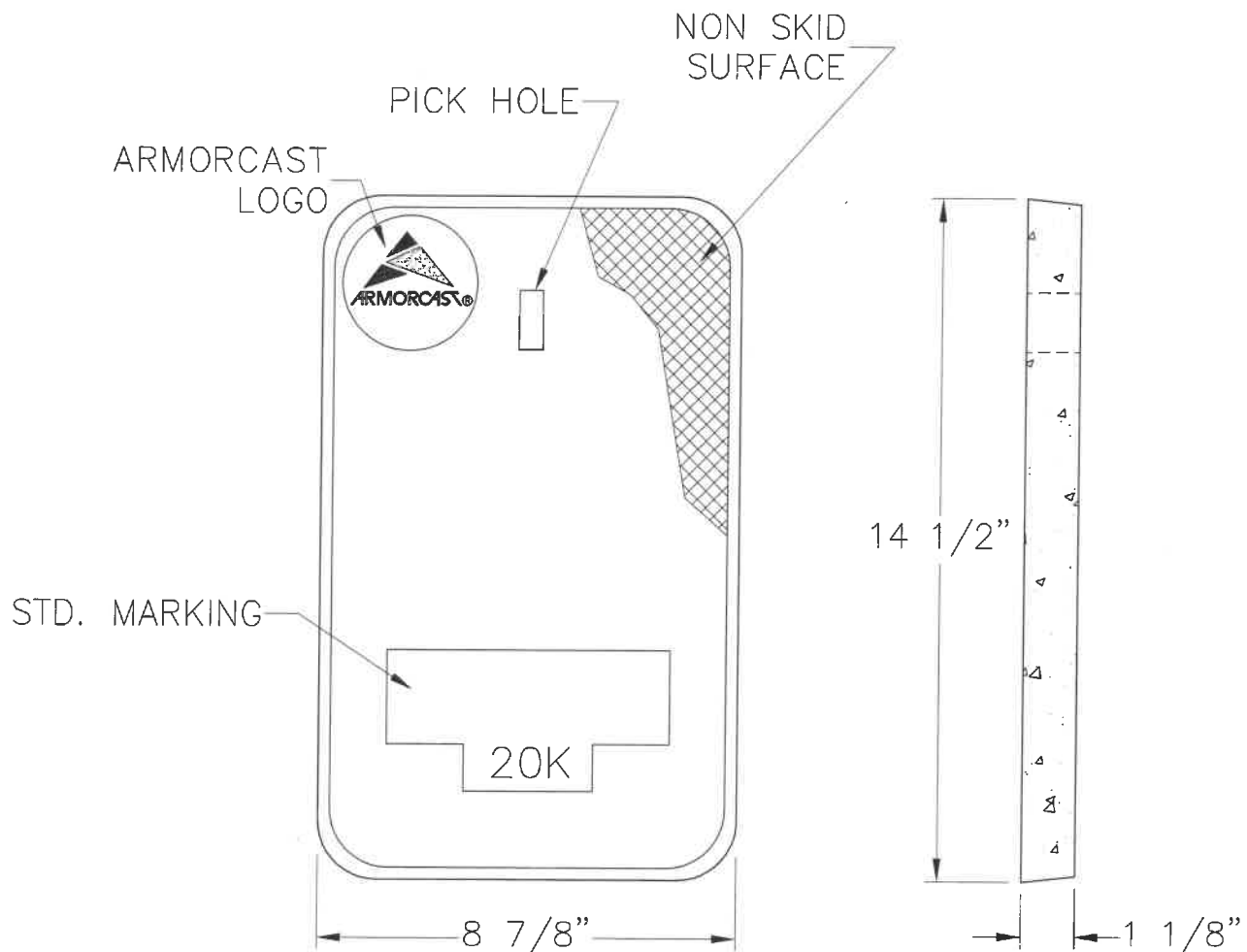
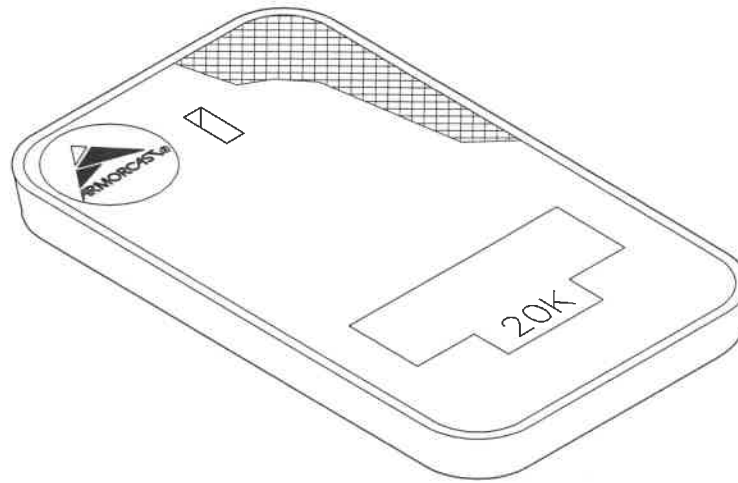
DRAWING NUMBER

A6001947TDZ-H9

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FILE #
A6-1947TDZ-H9

APPROX. WT. 10 LBS.



POLYMER CONCRETE COVER

FILE #
AG-0482T



9140 Lurline Avenue,
Chastworth, CA 91311
(818) 982-3600

ARMORCAST® PRODUCTS COMPANY

PART DESCRIPTION

9" X 14" X 1 1/8" POLYMER CONCRETE COVER

CUSTOMER

DRAWN GL	DATE 3/04	SCALE NONE	MAX. LOAD 20K
APPROV. WS	3/04	MATERIAL POLYMER CONCRETE	DRAWING NUMBER A6000482T

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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: April 19, 2021 **April 26, 2021**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Scott Rogers, Engineering Manager
VIA: Mr. Adam Ly, Assistant General Manager
Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION ON AUTHORIZING STAFF TO ENTER INTO A CONTRACT FOR THE SIERRA HIGHWAY WATER MAIN REPLACEMENT WITH CHRISTENSEN BROTHERS GENERAL ENGINEERING, INC. (\$447,036.60 – BUDGETED – BUDGET ITEM NO. 20-605 – ENGINEERING/GRANT MANAGER ROGERS)***

Recommendation:

Staff recommends that the Board award a contract to Christensen Brothers General Engineering, Inc. from Apply Valley, California in the not-to-exceed amount of \$447,036.60 for the construction of the replacement water main in Sierra Highway, Barrel Springs Road, Harold 1st Street, Harold Beech Avenue, and Harold Ash Avenue.

Alternative Options:

Reject all bids and rebid the project.

Impact of Taking No Action:

Water loss and declined revenues from continued main breaks and leaks.

Background:

Completion of this project would allow for replacement of approximately 2,437 feet of 8-inch pipe, which has been identified for replacement due to numerous pipe failures that have required emergency repairs in order to maintain the system in a reliable operating condition and provide water to customers. The proposed construction will consist of approximately 1,583 linear feet of 8” ductile iron pipe, 242 linear feet of 8” CLMC, 15 linear feet of 6” CLMC, (13)-3/4” metered services, (1)-1” metered service, and (5)-6” fire hydrants per PWD Standard Specifications and Details.

The total bid price in the bid proposal submitted by Christensen Brothers General Engineering, Inc. is \$447,036.60. A bidder’s bond in the amount of 10 percent of the total bid price was submitted with the bid proposal. The surety company providing the bid bond is North American Specialty Insurance Company.

BOARD OF DIRECTORS
PALMDALE WATER DISTRICT

VIA: Mr. Adam Ly, Assistant General Manager
Mr. Dennis D. LaMoreaux, General Manager

April 19, 2021

The criterion for responsibility pertains to whether the bidder is regularly engaged in this type of work and whether they can perform the work satisfactorily as promised. The contractor is required to provide payment and performance bonds to protect the District's interest.

Christensen Brothers General Engineering, Inc., as the lowest responsive, responsible bidder, holds a valid worker's compensation insurance policy (Policy number WSD 9153971 with State Compensation Insurance Fund effective from March 1, 2016 through March 1, 2022.)

The contractor's past performance record has been utilized to evaluate the general competency of the contractor for the performance of the work. To demonstrate the bidder's capability and experience of having completed similar projects successfully, the bid documents require that the contractor submit a list of all projects completed by the contractor during the last three years involving work of similar type and complexity and comparable value.

It is required that no less than 60 percent of the work be performed by the contractor's own forces without subcontracting. It appears that Christensen Brothers General Engineering, Inc. will perform 100 percent of the work and meets the limitations on the subcontracting work.

Responsiveness of the bid pertaining to compliance with the material terms of the bid documents has been reviewed and deemed acceptable.

Christensen Brothers General Engineering, Inc., as the lowest responsible bidder, has met the criterion of providing the lowest bid price of qualified firms at \$447,036.60. The lowest qualified bid price is \$87,347.40, or 17.80 percent, lower than the next lowest bidder.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 3 – Systems Efficiency. This item directly relates to the District's Mission Statement.

Budget:

This item is budgeted and will be covered as part of Work Order No. 20-605.

Supporting Documents:

- Bid Results Summary
- Proposal Package from Lowest Responsible Bidder

Bid Results Summary									
				Christensen Brothers General Engineering, Inc.		Ferreira Coastal Construction		Griffith Company	
Line Item	Description	Quantity	Unit	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
1	Mobilization, demobilization, and site restoration	1	LS	\$34,000.00	\$34,000.00	\$27,000.00	\$27,000.00	\$28,750.00	\$28,750.00
2	Construction Staking Survey	1	LS	\$11,600.00	\$11,600.00	\$5,500.00	\$5,500.00	\$5,358.00	\$5,358.00
3	Sheeting, shoring, and bracing for all work indicated	1	LS	\$4,300.00	\$4,300.00	\$4,700.00	\$4,700.00	\$10,433.00	\$10,433.00
4	Construct new 6" CMLC water pipeline, including bedding, backfill, and appurtenances	15	LF	\$220.00	\$3,300.00	\$691.00	\$10,365.00	\$1,222.00	\$18,330.00
5	Construct new 8" D.I. water pipeline, including bedding, backfill, and appurtenances	1583	LF	\$145.00	\$229,535.00	\$143.00	\$226,369.00	\$157.00	\$248,531.00
6	Construct new 8" CMLC water pipeline, including bedding, backfill, and appurtenances	242	LF	\$144.00	\$34,848.00	\$263.00	\$63,646.00	\$198.00	\$47,916.00
7	2	5	EA	\$9,000.00	\$45,000.00	\$10,850.00	\$54,250.00	\$10,186.00	\$50,930.00
8	Furnish and install 3/4" Metered Service, per PWD Std. W-1	13	EA	\$2,000.00	\$26,000.00	\$1,993.00	\$25,909.00	\$1,966.00	\$25,558.00
9	Furnish and install 1" Metered Service, per PWD Std. W-1	1	EA	\$2,150.00	\$2,150.00	\$2,753.00	\$2,753.00	\$2,591.00	\$2,591.00
10	Geotechnical Testing	1	LS	\$5,600.00	\$5,600.00	\$35,400.00	\$35,400.00	\$7,092.00	\$7,092.00
11	Base paving and finishing paving	3828	SF	\$8.70	\$33,303.60	\$14.00	\$53,592.00	\$11.50	\$44,022.00
12	Traffic Control	1	LS	\$12,400.00	\$12,400.00	\$21,500.00	\$21,500.00	\$26,950.00	\$26,950.00
13	All other work indicated not included in items 1 through 12 above	1	LS	\$5,000.00	\$5,000.00	\$3,400.00	\$3,400.00	\$11,805.00	\$11,805.00
	Total				\$447,036.60		\$534,384.00		\$528,266.00

PROPOSAL

BIDDER'S DECLARATION **SPECIFICATION NO. 20-605**

Gentlepersons:

The undersigned hereby proposes to perform all work for which a contract may be awarded them and to furnish any and all plant, labor, services, material, tools, equipment, supplies, transportation, utilities, and all other items and facilities necessary therefor as provided in the Contract Documents, and to do everything required therein for the construction of the interior building improvements as specifically set forth in documents entitled **Specification No. 20-605 – Water Main Replacement** together with addenda thereto, all as set forth on the drawings and in the specifications and other Contract Documents (hereinafter the "Work"); and they further propose and agree that, if this Proposal is accepted, they will contract in the form and manner stipulated to perform all the Work called for by drawings, specifications, and other Contract Documents, and to complete all such Work in strict conformity therewith within the time limits set forth therein, and that they will accept as full payment therefor the prices set forth in the Bid Sheet(s) forming a part hereof.

(check one)

- ☐ Cash
- ☐ Cashier's check
- ☐ Certified check
- ☒ Bid Bond

properly made payable to Palmdale Water District, hereinafter designated as the Owner, for the sum of \$TBD which amount is not less than ten percent (10%) of the total amount of this bid, is attached hereto and is given as a guarantee that the undersigned will execute the Agreement and furnish the required bonds and insurance if awarded the contract and, in case of failure to do so within the time provided, the

(check one)

- ☐ cash shall be retained as liquidated damages by the Owner
- ☐ proceeds of said check shall be retained as liquidated damages by the Owner
- ☒ Surety's liability to the Owner for the face amount of the Bond shall be considered as established.

It is understood and agreed that:

1. The undersigned has carefully examined all the Contract Documents, as defined in
PROPOSAL
PAGE P-1

the CONTRACT DOCUMENTS subsection of the Notice Inviting Bids, including, but not limited to, the bid quantities, any specifications regarding materials to be used, the contract provisions relating to payment for extra work and the procedures for seeking extensions of time.

2. The undersigned, by investigation at the site of the work, by review of any records available for inspection at the offices of utilities in the area affected by the Work, at any applicable public works departments, and otherwise, is satisfied as to the nature and location of the work and is fully informed as to all conditions and matters which can in any way affect the work or the cost thereof, including the location of all underground facilities in the area affected by the Work.

3. The undersigned fully understands the scope of the Work and has carefully checked all words and figures inserted in this Proposal and further understands that the Owner will in no way be responsible for any errors or omissions in the preparation of this Proposal.

4. The undersigned will execute the Agreement and furnish the required Performance and Payment Bonds and proof of insurance coverage within ten (10) days (not including Sundays and holidays) after Owner's notice of acceptance of this Proposal; and further, that, unless otherwise specified in the Special provisions, this Proposal may not be withdrawn for a period of forty-five (45) days after the date set for the opening thereof, notwithstanding the award of contract to another bidder. If the undersigned bidder withdraws this Proposal within said period, said bidder shall be liable under the provisions of the Bid Security, or said bidder and their surety shall be liable under the Bid Bond, as the case may be.

5. The undersigned hereby certifies that this Proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not herein named, and the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm, or corporation to refrain from bidding; the undersigned has not in any manner sought by collusion to secure for themselves an advantage over any other bidder.

6. In conformance with current statutory requirement of the Labor Code of the State of California, the undersigned certifies as follows:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

NOW, in compliance with the Notice Inviting Bids and all the provisions hereinbefore stipulated, the undersigned, with full cognizance thereof, hereby proposes to perform the

PROPOSAL

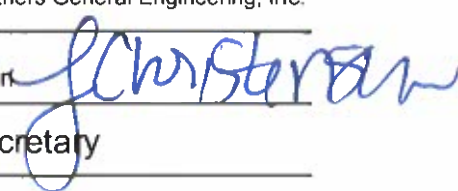
PAGE P-2

entire work for the prices set forth in the attached Bid Sheet(s) upon which award of contract will be made.

The undersigned bidder declares that the license held by them is theirs, is current and valid, and is in a classification appropriate to the work to be undertaken.

The undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed at Apple Valley CA, California.

Dated April 8th 20 21 Bidder: Christensen Brothers General Engineering, Inc.

By: Leona Christensen 

Title: Corporate Secretary

Bidder's post-office address:

PO Box 1286

Apple Valley CA 92307

Telephone No.: 760-240-5236

Facsimile No.: 760-961-2307

Corporation organized under the laws
of the State of California

Contractor's License(s): 893188

Expiration Dates: 3/31/23

Surety or sureties:

North American Specialty Insurance Company

CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS' STATE LICENSE BOARD WHICH HAS JURISDICTION TO INVESTIGATE COMPLAINTS AGAINST CONTRACTORS IF A COMPLAINT IS FILED WITHIN THREE YEARS OF THE DATE OF THE ALLEGED VIOLATION. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS' STATE LICENSE BOARD, P.O. BOX 26000, SACRAMENTO, CALIFORNIA 95826.

INFORMATION REQUIRED OF BIDDER

EQUIPMENT/MATERIAL SOURCE INFORMATION

The bidder shall indicate opposite each item of equipment or material listed below, the name of the manufacturer or supplier of the equipment or material proposed to be furnished under the bid. **Failure to comply with this requirement will render the proposal informal and may cause its rejection.** Awarding of a contract under this bid will not imply approval by the Owner of the manufacturers or suppliers listed by the bidder. No substitution will be permitted after award of contract unless equipment or material of the listed manufacturer or supplier cannot meet the specifications.

<u>Specification</u>	<u>Equipment/Material</u>	<u>Manufacturer/Supplier</u>
_____	Ductile Iron Pipe	US Pipe
_____	Gate Valves	Mueller
_____	Brass Service Fittings	Mueller
_____	Ductile Iron Fittings	Star/ Tyler
_____	Steel Pipe	Southland

LIST OF PROPOSED SUBSTITUTIONS

The bidder may name a proposed substitute manufacturer with an add or deduct amount which will be considered after award. The Contract award, if any, will be on Base Bid amounts.

<u>Spec Section</u>	<u>Equipment Manufacturer</u>	<u>Add</u>	<u>Deduct</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

INFORMATION REQUIRED OF BIDDER

SITE INSPECTION REVIEW -- Describe when, by whom, and in what manner (a) the site for this proposed work was inspected on behalf of the bidder (NOTE: Failure to demonstrate diligent effort in ascertaining site conditions which may affect the Work will render this Proposal informal or nonresponsive and may result in its rejection):

On March 16th the site was visited by Richard Ronderos- Project Engineer, During the Job Walk

held by the Agency

COMPARABLE PROJECT EXPERIENCE -- In accordance with the REGISTRATION OF CONTRACTORS subsection of the Instructions to Bidders, describe at least five (5) comparable projects completed by bidder within past thirty-six (36) month period, including dates completed, location of work, size of project in dollars, names, addresses, and phone numbers of persons in charge of project construction, and the name and address of the public agency or firm for whom the project was constructed (NOTE: Failure to include at least five (5) jobs similar in size and scope to that contemplated under the Contract Documents will render this Proposal informal or non-responsive and may result in its rejection):

Please See Attached List.....

CHRISTENSEN BROTHERS GENERAL ENGINEERING, INC.

PROJECT INFORMATION	CONTACT INFORMATION	CONTRACT AMOUNT	COMPLETION DATE
Ranchero Road & I15 Frontage Road Water Improvement Project • Installation of 12", 8" 6" PVC, 16", 8" Ductile Iron, and 12" steel CML / CMC and associated appurtenances	City of Hesperia David Burkett (760) 947-1202	\$1,420,086.00	2013
149th St Area Main Improvements • Installation of 4", 6" & 8" DIP and associated hardscape	Golden State Water Company Larry Fordham (909) 937-0111	\$1,545,050.93	2016
Blackley Area Main Replacement • Installation of 8" & 12" PVC and associated appurtenances	Golden State Water Company Larry Fordham (909) 937-0111	\$1,075,279.00	2015
Amelia Avenue, Auto Center Drive Water Main Replacement Project No 1118 • 16", 14", 8" DIP, Water services, Fire services & associated appurtenances	City of Glendora Noel Zemla (625) 914-8246	\$1,442,435.00	2015
Riverside Drive Water Main Replacement • Installation of 8" C900, 12" C900 and associated hardscape, traffic loops, remove & replace sidewalk & curb & gutter, remove & replace water meter boxes, new water services	City of Chino Landon Kern (909) 334-3310	\$2,223,068.00	2015
Imperial Highway - Bloomfield Ave to Painter Ave Phase III • Replacement of potable water system including installation of 16" DIP, 24" steel casing & spacer at RR crossing, removal of existing asbestos and steel. Installation of air vacs, blowoffs, connections, fire hydrants, flushouts, drop sections, hydro testing, chlorination & flushing and all necessary traffic control. Asphalt and high-early concrete PCC panel, replacement shoring, SWPPS and permits	Golden State Water Company Larry Fordham (909) 937-0111	\$	2016
Spruce St Main Replacement Phase I • Installation of 8" & 4" PVC pipe on main and associated hardscape	Golden State Water Company Larry Fordham (909) 937-0111	\$1,815,720.00	2017
Spruce St Main Replacement Phase II • Installation of 8" & 6" PVC pipe on main and associated hardscape	Golden State Water Company Larry Fordham (909) 937-0111	\$3,299,550.00	2017
Pentland St Main Replacement • Installation of 6" & 8" PVC and associated appurtenances	Golden State Water Company Larry Fordham (909) 937-0111	\$1,483,714.00	2016
Moreno Valley Sewer • Installation of 8", 15", 21" VCP Pipe Sewer. Encountered water @ 18' - 20' and had to provide dewatering which consisted of drilling dewatering hole, installing (2) 12" dewatering pipes (one solid, one slotted) at depth of 35'. Drilled	Eastern Municipal Water District Karl Roland (951) 928-3777 x4442	\$2,076,312.00	2017
Las Palmas Water Install Project • Installation of 1300lf 8" C900 Jack and Bore 18" under 4 lane road	Eastern Municipal Water District Karl Roland (951) 928-3777 x4442	\$269,258.00	2018
Wrightwood Zone Re-Alignment • Remove / Replace 3705 LF of 8" & 6" PVC. Installation of new PRVs	Golden State Water Company Larry Fordham (909) 937-0111	\$2,302,280.00	2018
Flume Canyon Drive Main Replacements • Installation of 4", 6", 8", & 10" PVC and associated hardscape	Golden State Water Company Larry Fordham (909) 937-0111	\$1,375,144.80	2017

CHRISTENSEN BROTHERS GENERAL ENGINEERING, INC.

PROJECT INFORMATION	CONTACT INFORMATION	CONTRACT AMOUNT	COMPLETION DATE
County Service Area 70, Zone BL (Bloomington), Sewer Improvement Project • 5265LF of 18" SDR, 46 Precast concrete sewer manholes	County of San Bernardino Bill Mahaney (951) 316-7308	\$2,174,106.00	2014
Riverside Dr Storm Drain • Installation 24", 36" 54" RCP, Curb, gutter & sidewalk, paving, concrete structures	City of Chino Madijid Yazid (310) 809-6820	\$2,008,464.00	2015
Moreno Valley Sewer • Installation of 8", 15", 21" VCP Pipe Sewer. Encountered water @ 18' - 20' and had to provide dewatering which consisted of drilling dewatering hole, installing (2) 12" dewatering pipes (one solid, one slotted) at depth of 35'. Drilled and installed beam & plate @ 40' depth.	Eastern Municipal Water District Karl Roland (951) 928-3777 x4442	\$2,076,312.00	2017
Nanticoke Sewer Bypass Pump Station • 154221f PVC 30" Sewer Pipe, Sewer bypass, concrete sewer manholes, beam & plate,	VV Wastewater Reclamation Authority Alton Anderson (760) 713-9857	\$3,207,896.00	2017
Schaefer Avenue Storm Drain Project No SD122 • Installation of 18", 24', 30", 36", 54" & 60" RCP, Install junction structures per city standards, Remove and replace existing 78" CSP storm drain, remove and replace existing sidewalk, curb x-gutter, construct local depression, Traffic loops	City of Chino Landon Kern (909) 334-3310	\$2,460,019.00	2017
Howard Plant Pump Station • 1600LF of 12" PVC, RCP Plant pipe modifications	Golden State Water Company Larry Fordham (909) 937-0111	\$452,230.00	2018

LIST OF SUBCONTRACTORS

The bidder is required to furnish the following information in accordance with the provisions of Sections 4100 to 4114, inclusive, of the Public Contract Code of the State of California.

Subcontractors must be listed if they will provide work, labor or service in an amount in excess of one-half (1/2) of one percent (1%) of the total bid.

THAT PORTION OF THE WORK TO BE PERFORMED BY SUBCONTRACTORS SHALL, IN THE AGGREGATE, NOT EXCEED 40% OF ALL WORK PERFORMED, BASED UPON THE TOTAL DOLLAR VALUE OF THE WORK.

Subcontractor	License No. & Type	Main Office Address	% of Total Dollar Work	Value Description of Subcontract
<i>None</i>				

MANDATORY FORM

(NOTE: THE FOLLOWING FORM SHALL BE USED WHERE THE BIDDER DESIRES TO FURNISH A BOND INSTEAD OF CHECK OR CASH.)

BID SECURITY FORM

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, Christensen Brothers General Engineering, Inc. as principal
and North American Specialty Insurance Company as
surety, are held and firmly bound unto Palmdale Water District (hereinafter "Owner,") in
the sum of \$ 10%, to be paid to the Owner, its successors, and assigns, for
which payment, well and truly to be made, we bind ourselves, our heirs, executors,
administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that if the certain Proposal
of the above Principal for construction of the Water Main Replacement in Sierra Highway
as specifically set forth in documents entitled Specification No. 20-605

all in accordance with the Contract Documents, including specifications and drawings on
file at the offices of the Owner, is not withdrawn within the period of forty-five (45) days
after the date set for the opening of bids or as otherwise provided in the Special
Provisions, notwithstanding the award of the contract to another bidder, and that if said
Proposal is accepted by the Owner through action of its legally constituted contracting
authorities and if the above bound principal, its heirs, executors, administrators,
successors and assigns, shall duly enter into and execute a contract for such construction
and shall execute and deliver

PROPOSAL
PAGE P-10

MANDATORY FORM

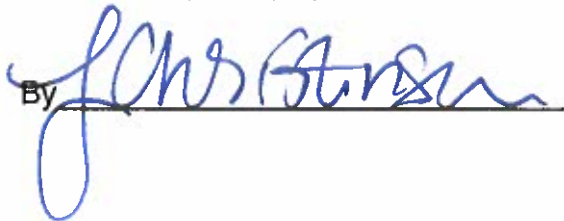
the required Performance and Payment Bonds and proof of insurance coverage within ten (10) days (not including Sundays and holidays) after the date of notifications by and from said Owner, then this obligation shall become null and void, otherwise it shall be and remain in full force and effect.

IN WITNESS WHEREOF, we hereunto set our hands and seals this 24 day of March, 2021

(SEAL)

Christensen Brothers General
Engineering, Inc.

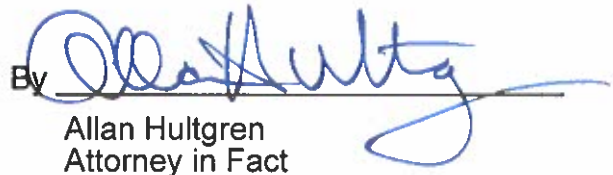
(Principal)

By 

(SEAL)

North American Specialty Insurance
Company

(Surety)

By 
Allan Hultgren
Attorney in Fact

NOTE:

- (1) This bid bond form is a **mandatory form**.
- (2) The bid bond form should specify an exact number of dollars which shall not be less than ten percent (10%) of the total amount of the bid.
- (3) The bid bond form must be acknowledged before notary publics, and a legally sufficient power of attorney must be attached to the bid bond to verify the authority of the party signing on behalf of the surety.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

No. 5907

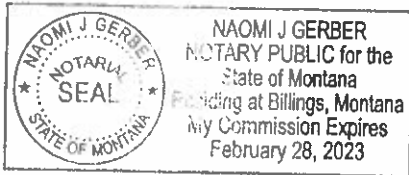
State of Montana

County of Yellowstone

On March 24, 2021 before me, Naomi J. Gerber, Notary Public,
DATE NAME, TITLE OF OFFICER - E.G., "JANE DOE, NOTARY PUBLIC"

personally appeared Allan Hultgren,
NAME(S) OF SIGNER(S)

☒ personally known to me - **OR** - ☐ proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



WITNESS my hand and official seal.

Naomi J. Gerber
SIGNATURE OF NOTARY

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

CAPACITY CLAIMED BY SIGNER

- ☐ INDIVIDUAL
☐ CORPORATE OFFICER

- TITLE(S)
☐ PARTNER(S) ☐ LIMITED
☒ ATTORNEY-IN-FACT ☐ GENERAL
☐ TRUSTEE(S)
☐ GUARDIAN/CONSERVATOR
☐ OTHER: _____

DESCRIPTION OF ATTACHED DOCUMENT

Bid Bond
TITLE OR TYPE OF DOCUMENT

NUMBER OF PAGES

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES)

DATE OF DOCUMENT

SIGNER(S) OTHER THAN NAMED ABOVE

SWISS RE CORPORATE SOLUTIONS

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Kansas City, Missouri, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute and appoint:

ALLAN HULTGREN, NAOMI GERBER, AND DANETTE PLOUDRE

JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:

"RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By

Steven P. Anderson, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company



By

Michael A. Ito, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 28th day of May, 2019.

North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois
County of Cook

SS:

On this 28th day of May, 2019, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Ito, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 24 day of March, 2021.

Jeffrey Goldberg, Vice President & Assistant Secretary of
Washington International Insurance Company & North American Specialty Insurance Company

CALIFORNIA ALL-PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }

County of San Bernardino }

On March 29, 2021 before me, D. Van Bavel Notary Public,
(Here insert name and title of the officer)

personally appeared Leona Christensen,
who proved to me on the basis of satisfactory evidence to be the person(s) whose
name(s) is/are subscribed to the within instrument and acknowledged to me that
he/she/they executed the same in his/her/their authorized capacity(ies), and that by
his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of
which the person(s) acted, executed the instrument.

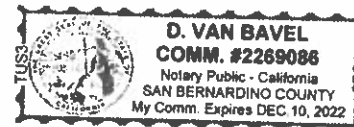
I certify under PENALTY OF PERJURY under the laws of the State of California that
the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

D. Van Bavel

Notary Public Signature

(Notary Public Seal)



ADDITIONAL OPTIONAL INFORMATION

DESCRIPTION OF THE ATTACHED DOCUMENT

Bid Bond

(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages _____ Document Date _____

CAPACITY CLAIMED BY THE SIGNER

- ☐ Individual (s)
☐ Corporate Officer

(Title)

- ☐ Partner(s)
☐ Attorney-in-Fact
☐ Trustee(s)
☐ Other _____

INSTRUCTIONS FOR COMPLETING THIS FORM

This form complies with current California statutes regarding notary wording and, if needed, should be completed and attached to the document. Acknowledgments from other states may be completed for documents being sent to that state so long as the wording does not require the California notary to violate California notary law.

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. he/she/they, is /are) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
 - ❖ Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
 - ❖ Indicate title or type of attached document, number of pages and date.
 - ❖ Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document with a staple.

CONTRACTOR'S LICENSING STATEMENT

The undersigned is licensed in accordance with the laws of the State of California providing for the registration of Contractors.

Contractor's License Number(s), Type(s) and Expiration Date(s): 893188
Class A

Expiration Date: 3/31/23

Name of Individual Contractor (print or type): Not Applicable

Signature of Owner: _____

Business Address: _____

or

Name of Partnership or Firm: Not Applicable

Business Address: _____

Signature, name, title and address of partners signing on behalf of the partnership:

Signed: _____ Name: _____

Title: _____ Address: _____

Signed: _____ Name: _____

Title: _____ Address: _____

Signed: _____ Name: _____

Title: _____ Address: _____

or

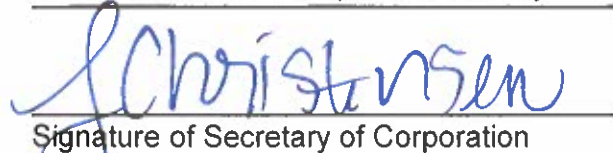
Name of Corporation: Christensen Brothers General Engineering, Inc.

Business Address: PO Box 1286 Apple Valley CA 92307

Corporation organized under the laws of the State of California

SEAL

Leona Christensen, Corporate Secretary


Signature of Secretary of Corporation

NOTE: CURRENT COPIES OF ALL APPLICABLE LICENSES MUST BE DOWNLOADED TO THE PROCUREMENT WEBSITE.

PROPOSAL
PAGE P-7

▼ Contractor's License Detail for License # 893188

DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

- ▶ CSLB complaint disclosure is restricted by law ([B&P 7124.6](#)) If this entity is subject to public complaint disclosure click on link that will appear below for more information. Click [here](#) for a definition of disclosable actions.
- ▶ Only construction related civil judgments reported to CSLB are disclosed ([B&P 7071.17](#)).
- ▶ Arbitrations are not listed unless the contractor fails to comply with the terms.
- ▶ Due to workload, there may be relevant information that has not yet been entered into the board's license database.

Data current as of 4/8/2021 12:02:31 PM

Business Information

CHRISTENSEN BROTHERS GENERAL ENGINEERING INC
P O BOX 1286
APPLE VALLEY, CA 92307
Business Phone Number:(760) 240-5236

Entity Corporation
Issue Date 03/24/2007
Expire Date **03/31/2023**

License Status

This license is current and active.

All information below should be reviewed.

Classifications

A - GENERAL ENGINEERING CONTRACTOR

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with [AMERICAN CONTRACTORS INDEMNITY COMPANY](#).

Bond Number: SC498380
Bond Amount: \$15,000
Effective Date: 01/01/2016
[Contractor's Bond History](#)

Bond of Qualifying Individual

The qualifying individual CALEB IAN CHRISTENSEN certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.
Effective Date: 03/24/2007

Workers' Compensation

This license has workers compensation insurance with the [STATE COMPENSATION INSURANCE FUND](#)

Policy Number:9153971
Effective Date: 03/01/2016
Expire Date: 03/01/2022
[Workers' Compensation History](#)

Other

- ▶ Personnel listed on this license (current or disassociated) are listed on other licenses.



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: April 19, 2021 **April 26, 2021**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Jim Stanton, IT Manager
Judy Shay, Public Affairs Director
VIA: Adam Ly, Assistant General Manager
Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.2 – CONSIDERATION AND POSSIBLE ACTION ON SITEIMPROVE WEB ACCESSIBILITY AND ANALYTIC TOOLS. (\$12,677.00 – BUDGETED – WEB SITE REDESIGN PROJECT – INFORMATION TECHNOLOGY MANAGER STANTON/PUBLIC AFFAIRS DIRECTOR SHAY)***

Recommendation:

Staff recommends that the Board approve acquisition of Siteimprove Web Accessibility and Analytic tools as part of the Web Site Redesign Project. The implementation cost is not-to-exceed \$12,677.00 and an annual cost of \$12,677.00 with a not-to-exceed increase of 3.00% upon each renewal.

Alternative Options:

Continue to use time consuming, page by page, conformance tools and Google Analytics.

Background:

Public Affairs and IT, working together, evaluated several different platforms. Siteimprove was the only one to meet all our needs at a reasonable cost.

Siteimprove software collects and analyzes web data for ADA compliance and customer experience. Siteimprove will allow us to maintain and improve our ADA compliance in accordance with Web Content Accessibility Guidelines (WCAG). With Siteimprove, we can prioritize issues based on where in the content they occur, what conformance level the issue is, and the difficulty to fix, so we can efficiently remove accessibility barriers that affect the way customers experience our web site. With Siteimprove, we do not have to be an accessibility expert — Siteimprove will pinpoint issues via on-page and in-code highlights. It includes built-in education and training to guide us towards compliance and implementation of best practices that prevent future accessibility issues. Siteimprove gives us a complete overview of our web assets and will automatically check all our pages, PDFs, and content against WCAG standards, ensuring we consistently work towards section 508/ADA compliance and avoid potential lawsuits or brand damage. Automated accessibility audits help by monitoring thousands of pages at a time to find common issues across our digital assets, enabling us to make impactful site-wide fixes that bring us closer to compliance.

BOARD OF DIRECTORS
PALMDALE WATER DISTRICT

VIA: Adam Ly, Assistant General Manager
Dennis D. LaMoreaux, General Manager

April 19, 2021

Siteimprove Analytics gives us powerful insights into visitor behavior and website performance with an intuitive dashboard and easy-to-use reporting, so we can make data-driven decisions to consistently deliver best results across our web site. While visits and page views are nice to report on, they do not necessarily prove that our website supports our goals, nor is it a positive reflection of the true user experience. With Siteimprove, we can define Key Metrics that matter most for our goals and easily keep track of how our marketing campaigns are performing against our target audience. With Siteimprove, we can view our website through our visitors' eyes, using visualized data in Behavior Maps to see how they navigate each page. Track User Journeys to create logical paths to the most important destinations on our site. With Funnels, we can learn where we are losing visitors and why, so we can work towards a more intuitive user experience. With real-time analysis and visualization in Live Analytics, we can see visitor behavior as it happens to catch emerging trends and explore our user journeys. On-page surveys in Feedback enables us to directly ask users about their experience and gather ideas for improvement.

Siteimprove will provide training for our content creators/providers to help ensure ADA compliance for new and existing content.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 3 – Systems Efficiency.
This item directly relates to the District's Mission Statement.

Budget:

This item is budgeted under New Capital Expenditures – Public Web Site Redesign, \$76,827.

Supporting Documents:

- Siteimprove Order Form
- Siteimprove Terms and Conditions
- Siteimprove Premium Success Plan



Siteimprove, Inc
5600 West 83rd Street
Suite 400
Bloomington Minnesota 55437
United States

Order Form for Palmdale Water District
Offer Valid Through: 4/30/2021
Proposed by: Dan Barberio
Quote Number: Q-37967.3

ORDER FORM

Address Information

Bill To:

Palmdale Water District
2029 E Avenue Q
Palmdale California 93550-4038
United States

Ship To:

Palmdale Water District
2029 E Avenue Q
Palmdale California 93550-4038
United States

Contact Name:**Email Address:****Phone:**

Term & Payment Details

Annual Start Date*: 5/3/2021

Subscription Term: 36 Months
Payment Term: Net 30 days
Payment Method: Bank Transfer
Automatic Renewal: ☒

Billing Frequency: Annual
Billing Method: Email
Invoice Date: 5/3/2021

Included Services

Subscription Services	Limit Type	Quantity
Quality Assurance & Policy	Pages	1,000
Accessibility	Pages	1,000
SEO	Pages	1,000
Response	Response Check Points	3
Analytics	Yearly Page Views	3,000,000
Behavior Map	Maps	250
Academy Plus	Course Users	20



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Subscription Services	Limit Type	Quantity
Premium Success Plan	N/A	1

Annual Subscription Fee: USD 12,677.00

*The Order Form must be executed and/or returned to Siteimprove before the first applicable access date. If not, Siteimprove may, without changing price or term length, adjust the first applicable access date. A written acknowledgement must be received from the Customer.

The Subscription Term starts on the Annual Start Date. Subscriptions for the Included Services will automatically renew after each Subscription Term.

At least 45 days prior the start of a new Billing Frequency Period, Siteimprove will send an invoice for the proportionate Subscription Fee.

Either party may cancel the Subscription for convenience by giving at least 90 days written notice prior to the start of any Renewal Term.

All Subscription fees are subject to a 3.00% increase upon renewal.

Prices shown above does not include any VAT or taxes that may apply. For customers based in United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the Ship To Location provided by the Customer on this Order Form.

If changes are required to the Ship To Address after the contract is signed, the Customer is required to submit an Address Change Form.

When Subscription Services share the same Limit Type, the Quantity specified represents an aggregated amount, which is shared by these services.



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Purchase Order Information

(Customer to complete)

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

- ☐ **No**
☐ **Yes**

Is PO renewal required for each invoicing term?

- ☐ **No**
☐ **Yes**

PO Number:

PO requests must be sent to:

Billing Information

(Customer to complete)

Billing Contact Name:

Billing E-mail:

Billing References:

E-invoicing Information:



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Customer Signature

By signing below, Palmdale Water District agrees to the subscription and payment terms of this Order Form.

On behalf of Customer:

Name:

Date:

Signature



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SITEIMPROVE TERMS AND CONDITIONS

1. GENERAL TERMS

By accepting the Order Form, by paying the Annual Subscription Fee and/or Prorated Subscription Fee specified in the Order Form or otherwise making use of the Included Services, the Customer agrees to be bound by these terms of use for the Included Services, including the specifications of the Order Form (combined the "Terms"). Furthermore, any action from the Customer specifying its wish to purchase the Included Services after having received these Terms, such as sending a purchase order, shall be considered actively consenting to these Terms.

2. INVOICING

a. Invoicing Details. All invoicing details are specified in the Order Form.

b. Failure to Pay. In the event that an invoice becomes overdue, Siteimprove will notify Customer by phone or email. After Siteimprove has provided notice, Customer will have five business days to pay the overdue invoice. If Customer fails to make the payment by the end of the notice period, then Siteimprove reserves the right to suspend provision of the Included Services until payment has been made.

3. USE OF THE INCLUDED SERVICES

a. Ownership. Siteimprove owns and shall remain the sole owner of all intellectual property rights vested in the Included Services created prior to or during the performance by the parties under these Terms. This ownership right includes any inventions, patents, utility model rights, copyrights, design rights, mask works, trademark rights, or knowhow, whether registered or not.

b. Right to Use. Siteimprove grants the Customer the right to use the Included Services (the "Subscription"). The Subscription granted is worldwide, revocable, non-exclusive, non-perpetual and non-transferable. The Customer has no right to retain or to use the Included Services after termination of the Initial Subscription Term or a Renewal Term (if applicable). Customer can create an unlimited number of users to the Included Services. Customer will have access to the Included Services only for those website domain(s) specifically agreed upon with Siteimprove. This right includes updates and new releases of the Included Services, but not new modules/services/products added to the Included Services.

c. Limitations of Use. The Customer's use of the Included Services on such website(s) is subject to the agreed quantities as specified in the Order Form (the "Limits"). If the Customer exceeds the Limits, Siteimprove will notify the Customer of such excess use and discuss appropriate upgrades of the Customer Subscription. Subject to section 9 below, Customer must be the owner or authorized administrator of the website(s) on which the Included Services are run. Unless agreed otherwise, the Included Services may not be run on any websites that contain sensitive information or special categories of personal data, e.g. as defined in the General Data Protection Regulation (EU) 2016/679 Article 9 or information subject to heightened regulations (e.g. HIPAA, FERPA). Customer has no right to rent, lease, assign, transfer, sublicense, display or otherwise distribute or make the Included Services available to any third party, unless specifically stated in section 9 (Assignability). The Included Services may not be (a) used in the performance of services for or on behalf of any third-party or as a service bureau; (b) modified, incorporated into or combined with other software, or created as a derivative work of any part of the Included Services; or (c) used for any illegal purpose. Customer may not modify, disassemble, decompile or otherwise reverse engineer the Included Services nor permit any third-party to do so except as expressly permitted by law.

d. IP Indemnification. Siteimprove will indemnify and hold Customer harmless from all third-party claims that use of the Included Services constitutes an infringement of any third-party intellectual property right(s), unless such claim is based on Customer's wrongful or illegitimate use of the Included Services. The foregoing states the entire liability of Siteimprove and the sole and exclusive remedy for Customer with respect to any third-party claim of infringement or misappropriation of intellectual property rights.

e. For Non-Public Website Use. Any use of the Included Services on customer intranet, log-in-protected websites, staging websites, or any other form of non-public websites ("Non-Public Websites") is subject to the obligations set out in this Section 3(e). For Siteimprove to allow that the Included Services are used on a Non-Public Website, Customer must ensure that there is an encrypted line for the secure transport of data between



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Customer and Siteimprove, e.g. by ensuring all pages are served with https, or providing access through a designated VPN. Customer must ensure that, to the extent necessary, or required by applicable laws, it has an appropriate legal basis for the processing of personal data for the purpose of the Included Services, and that it has the right to disclose any confidential information on the Non-Public Website. Additionally, Customer must assign an account with non-administrative rights to the Non-Public Website when using the Included Services on any website behind log-in protection. **In the event of any failure by Customer to adhere to the obligations set out in this section, Siteimprove may reject to perform the Included Services on the Non-Public Website. Customer expressly understands and agrees that Siteimprove and its affiliates, directors and employees shall not be liable to Customer under any theory of liability for any direct, indirect, incidental, consequential or other special damages arising out of or due to Customer's use of the Included Services if such use is in breach of Customer's obligations in this section.**

4. DATA & PRIVACY

a. GDPR. With respect to obligations to data subjects under the General Data Protection Regulation (EU) 2016/679 ("GDPR"), Customer is a "data controller" and Siteimprove is a "data processor" (as such terms are defined in the GDPR). The Included Services are designed and developed to collect and process our Customers' website content and certain operational data in relation thereto. Any personal data processed by Siteimprove when performing the Included Services is processed according to the Customer's instructions and on its behalf. To fulfill both parties' obligations under the GDPR, Customer is responsible for entering into a Data Processing Agreement ("DPA") with Siteimprove which lives up to any then-current legal standards. If the use of the Included Services on Non-Public Websites and/or websites that contain special categories of personal data has been agreed upon, the Customer ensures that the DPA reflects the processing of non-public and/or special categories of personal data. If Customer has not facilitated a DPA to be signed on the day that Customer begins to use the Included Services, the parties are deemed to have entered into Siteimprove's standard DPA available at <https://siteimprove.com/en/privacy/>.

b. CCPA. As between the parties, with respect to obligations to consumers under the California Consumer Privacy Act ("CCPA"), Customer is a "business" and Siteimprove is a "service provider" (as such terms are defined in the CCPA) and each party will be responsible for its respective obligations under the CCPA, as applicable to the Agreement. The Included Services are designed and developed to collect and process our Customers' website content and certain operational data in relation thereto. Any personal data processed by Siteimprove when performing the Included Services is processed according to the Customer's instructions and on its behalf. For more information on Siteimprove's Data Privacy & Security practices, including an optional CCPA Data Processing Agreement, visit <https://siteimprove.com/en/privacy/>.

c. Data Processing of Users and Customer Contacts. Other than the processing of Customer's data under 4(a) and 4(b), Siteimprove collects some general usage and contact information about the users of Siteimprove's services and other contact persons provided by Customer, such as the names and emails of the Siteimprove users, for internal necessary purposes such as customer identification, invoicing, support and sharing information about Siteimprove products to Customer. A detailed description on how Siteimprove processes Customer's data under this section is available at: <https://siteimprove.com/en/privacy/privacy-policy/>. In this regard, Siteimprove will be the data controller under GDPR and business under CCPA and the Customer acknowledges and agrees that general customer and user information will be collected for Siteimprove's internal use. The Customer has the right to access, correct, modify and erase any personal data provided by the Customer to Siteimprove. To exercise these rights contact privacy@siteimprove.com.

d. Customer Owned Data. All data provided to Siteimprove through the use of the Included Services is and shall remain Customer property. Siteimprove does not resell any Customer owned data. Data mentioned under Section 4(a-b) will not be disclosed or transferred to any third-party unless otherwise specifically agreed. Data mentioned under Section 4(c) will only be disclosed or transferred to a third-party to the extent necessary to provide the Services. To enable Siteimprove to provide Customer with the Included Services, and subject to these Terms, Customer hereby grants to Siteimprove a non-exclusive right to use and process data provided by Customer solely in connection with Siteimprove's operation of the Included Services.



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5. LIMITATION OF LIABILITY

Each party shall only be liable for direct damages. As such, each party shall not be liable to the other party for any indirect, special, incidental, or punitive damages caused by Customer's use of the Included Services, including, but not limited to, loss of data, loss of business or any other loss arising out of or resulting from a party's performance under these Terms, even if it has been advised of the possibility of such damages. Except where excluded by applicable law, a party's cumulative liability under these Terms shall not exceed the amount of the Fee. However, in no event shall a party be able to claim a limitation on its liability in the event of; i) non-compliance with obligations concerning personal data; ii) any third-party IP infringement claim, unless such claim is based on a party's wrongful or illegitimate use of the Included Services; or iii) gross negligence or willful misconduct.

6. REPRESENTATIONS AND WARRANTIES

a. For Siteimprove. Siteimprove represents and warrants that: (i) it has the full power and authority to enter into and perform its obligations under these Terms; and (ii) the Included Services will perform substantially as described in these Terms for the Initial Term and any Renewal Term, provided that it is used in accordance with these Terms, including on the specified domains. These representations and warranties are only for the benefit of Customer.

b. For Customer. Customer represents and warrants that: (i) it has the full power and authority to enter into and perform its obligations under these Terms; and (ii) it has full and legal right or authorization to display, disclose, transfer, assign or convey the information set forth and accessible on the websites on which the Included Services will be administered.

c. Disclaimer. Except for the express representations and warranties listed in these Terms, each party makes no representations or warranties of any kind, whether express or implied. No oral or written information or advice given by either party will create a representation or warranty. Specifically, Siteimprove makes no representations or warranties with regard to the use of the Included Services for the purpose of ensuring Customer's compliance with any laws or regulations.

7. TERMINATION OF SERVICES

a. Termination of Auto-renewing Subscriptions. During the Initial Subscription Term or any subsequent Renewal Term (if applicable), either party may cancel renewal of the Subscription for convenience by giving written notice to the other party in accordance with the specifications in the Order Form.

b. Termination with Cause. Without affecting any other right or remedy available to it, either party may terminate the Subscription with immediate effect in the event of a material breach by the other party. Material breach shall include: (i) any violation of the terms of Articles 2(b), 3(b-e), 4(c-d), 6(a-b), 8, and 9; (ii) any other breach that a party has failed to cure within fourteen (14) calendar days after receipt of written notice by the other party; (iii) an act of gross negligence or willful misconduct of a party; and (iv) the insolvency, liquidation or bankruptcy of a party.

c. Reimbursement. In case of Customer termination under section 7(a) or Siteimprove termination under section 7(b), Customer remains liable for payment of all Fees owed and will not be entitled to a credit or refund. In case of termination by Siteimprove under section 7(a), Customer is entitled to a pro-rated refund corresponding to the remaining period of the Initial or Renewal Term, whichever is applicable.

8. CONFIDENTIALITY

Each of the parties agrees to (a) maintain in confidence any non-public information of the other party, whether written or otherwise, disclosed by the other party in the course of performance of these Terms ('Confidential Information'); (b) use its best endeavors to protect Confidential Information in accordance with the same degree of care with which it protects its own Confidential Information; and (c) not disclose the other party's Confidential Information to any third party, except in response to a valid order by a court or other governmental body or as required by law. The receiving party will promptly give notice to the disclosing party of any disclosure of the other party's Confidential Information.



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9. ASSIGNABILITY

These Terms are binding upon and will only benefit the parties. Except as otherwise expressly provided in these Terms, neither party may assign, transfer, convey or encumber these Terms or any rights granted in them without the prior written consent of the other party (such consent not to be unreasonably withheld). Notwithstanding the foregoing, a party shall have the right to assign these Terms to its Affiliates or to a successor entity in the event of a merger, consolidation, transfer, stock purchase, provided the assignee is subject to all obligations under these Terms.

10. LAW & DISPUTE RESOLUTION

a. For Customers in Australia, EEA, Switzerland, Canada the United States. These Terms and any dispute in relation to the Included Services, or the Customer's use hereof, will be governed by and construed in accordance with the laws of the country, state or province, whichever is applicable, where the Customer is located as specified in the Ship To address of the Order Form (the "Governing Territory"). In the event of any lawsuit or proceeding arising out of or related to these Terms, the courts of the Governing Territory will have exclusive jurisdiction.

b. For Customers in other territories. These Terms and any dispute in relation to the Included Services, or the Customer's use hereof, will be governed by and construed in accordance with the laws of the country where the Siteimprove entity specified in the Order Form is located (the "Governing Territory"). In the event of any lawsuit or proceeding arising out of or related to these Terms, the courts of the Governing Territory will have exclusive jurisdiction.

11. RELATION TO OTHER DOCUMENTS

These Terms constitute the entire agreement between the parties and supersede any prior communications, commitments, or agreements, oral or written, with respect to the subject matter of these Terms. Any other standard or boilerplate terms and conditions included in any document provided by one party to another (e.g., click-wrap agreements and purchase orders) are not to be considered agreed upon and will not be binding on either party. Any changes or modifications to these Terms must be in writing and signed before taking effect.



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PREMIUM SUCCESS PLAN

1. Scope of Services. Siteimprove provides Premium Support, education services, and training as set forth in this Premium Success Plan.

2. Customer Success Manager. Premium Success Customers are assigned a Customer Success Manager (CSM) – a solution expert who understands the Customer's business priorities and desired outcomes. The CSM quickly and effectively collaborates with technical support and other Siteimprove teams to manage the Customer's issues to resolution, offers guidance to the Customer on best practices and training needs of users, and reports progress on a regular basis. During the Initial Term and each Renewal Term, the CSM will schedule semi-annual strategy calls with Customer.

3. Education Services. Customer shall have access to Siteimprove's Academy Plus, Self-Help Resources and Training during the Initial Term and any Renewal Term.

3.1 Academy Plus. The Included Services include access to Siteimprove's Academy Plus for up to 20 users at no additional charge. Siteimprove's Academy offers courses on Accessibility, Analytics, and SEO (each a "Course"). Academy Plus includes all Courses and learning tracks, a team leaderboard, administrative capabilities, and reporting. Academy Plus can be accessed through your dashboard at <http://my.siteimprove.com>.

3.2 Self-Help Resources. Customers can take full advantage of Siteimprove self-help tools, available online via our [Help Center](https://support.siteimprove.com/) (<https://support.siteimprove.com/>). From that page, Customers can find links to technical documentation and knowledge base articles, discuss issues with other users in our community forums, review what's new, read technical notes, and access free webinars.

3.3 Training. Customer will receive six (6) consecutive hours of training during the Initial Term and each Renewal Term with a Siteimprove employee. Unless agreed otherwise, training will be conducted over the phone or internet from Siteimprove's office. Customer and Siteimprove will cooperate in scheduling the training based on Siteimprove resource availability. Unused training hours do not rollover from one term to another.

4. Advisory Services. Customer will receive up to two (2) hours of Advisory Services with Siteimprove's domain experts during the Initial Term and each Renewal Term. Unless scheduled with the training set forth in Section 3.3 the Advisory Services will be conducted over the phone or internet from Siteimprove's office. Customer and Siteimprove will cooperate in scheduling the Advisory Services based on Siteimprove resource availability. Siteimprove has sole discretion to determine which resources to assign to Advisory Services. Advisory Services do not include any form of remediation; Customer is solely responsible for all remediation based on the results of Advisory Services. Unused Advisory Service hours do not roll over from one term to another.

5. Product Support and Training. Customers can contact Siteimprove for product support, training, and additional services by visiting our [Help Center](#). At that location, Customers can submit a support ticket 24x7 every day of the year.

5.1 Service Levels. Siteimprove will utilize commercially reasonable efforts to promptly respond to all requests. Siteimprove aspires to review and respond to at least ninety percent (90%) of all tickets and requests within one (1) Business Days. "Business Day" is defined as one of the days on which Customer's regional support center is open for business (see Section 6). Besides general questions and technical issues, services covered by these tickets and requests include 4 hours of custom configuration (Event Tracking, Custom CMS Deeplinks, Custom Policies etc.)

6. Support and System Availability. Siteimprove has regional support centers servicing the Americas, EMEA and APAC. Siteimprove will maintain its systems and operations to ensure Customer has access to the Included Services ninety-nine percent (99%) of the time ("System Availability").



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[Further details on Support Availability can be found in our Help Center.](#)

7. Liabilities. Siteimprove will exercise its best efforts to meet the standards set forth in this plan. In the event of a material failure to meet the above standards in any given month, a service credit in the amount of three percent (3%) of the pro-rated annual subscription fees for the applicable month will be issued for Customer and available for future subscription fees ("Service Credit"). Siteimprove has no obligation to issue any Service Credit unless (i) Customer reports the material failure to Siteimprove immediately on becoming aware of it; and (ii) requests such Service Credit in writing within three days of the failure. In no event will a Service Credit exceed 10% of the annual subscription fee as set forth in the Agreement. The Service Credit is non-refundable upon termination of Customer's Agreement with Siteimprove. The parties acknowledge and agree that the Service Credit is intended to be Customer's sole and exclusive remedy with respect to any failure by Siteimprove under this plan.

8. Scheduled Downtime. Siteimprove will notify Customer through email alerts at least twenty-four (24) hours in advance of all scheduled outages of the included Services ("Scheduled Downtime") as long as Customer has signed up for the alerts at <http://status.siteimprove.com>.

9. Term. This Premium Success Plan remains in force for as long as Customer continues to pay Siteimprove for the Premium Success. Siteimprove has sole discretion to update the terms of this plan at any time. In such event, said update(s) will not result in a reduction in the level of support set forth in this plan. Any updates shall be provided to Customer in a timely fashion.

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: April 19, 2021 **April 26, 2021**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Michael Williams, Finance Manager/CFO
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.3 – CONSIDERATION AND POSSIBLE ACTION ON RESOLUTION NO. 21-9 BEING A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT REGARDING ITS INTENTION TO SEEK REIMBURSEMENT IN CONNECTION WITH THE ISSUANCE OF TAX-EXEMPT WATER REVENUE BONDS BY THE PALMDALE WATER DISTRICT PUBLIC FINANCING AUTHORITY. (POTENTIAL REVENUE THROUGH REIMBURSEMENT OF LOANS – FINANCE MANAGER WILLIAMS/FINANCE COMMITTEE)***

Recommendation:

Staff recommends the Board adopt Resolution No. 21-9 being a Resolution of the Board of Directors of the Palmdale Water District Regarding its Intention to Seek Reimbursement in Connection with the Issuance of Tax-Exempt Water Revenue Bonds by the Palmdale Water District Public Financing Authority.

This item will be considered by the Finance Committee at their April 21, 2021 meeting.

Alternative Options:

The Board can not approve Resolution No. 21-9.

Impact of Taking No Action:

The impact of taking no action would restrict the District's ability to reimburse the General Fund and/or Water Supply Fund for costs associated with certain projects from any proceeds from the sale of Obligations for such projects.

Background:

The District desires to finance the costs of acquiring and constructing certain capital facilities, improvements and equipment as provided in Exhibit A of the attached Resolution. Prior to the issuance of the Obligations, the District expects to incur certain expenditures with respect to the project from available monies of the District, which expenditures are desired to be reimbursed by the District from a portion of the proceeds of the sale of the Obligations. The total of the Obligations for all projects is not-to-exceed \$10 million.

This Resolution will allow reimbursement of expenses over the past 60 days as well as cover expenses over the next 18 months or until the Obligations are sold. The reimbursement must be made within 3 years after the project is complete.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 4: Financial Health and Stability
This item directly relates to the District's Mission Statement.

Budget:

This item is not related to any budget number.

Supporting Documents:

- Resolution No. 21-9

RESOLUTION NO. 21-9

RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT REGARDING ITS INTENTION TO SEEK REIMBURSEMENT IN CONNECTION WITH THE ISSUANCE OF TAX-EXEMPT WATER REVENUE BONDS BY THE PALMDALE WATER DISTRICT PUBLIC FINANCING AUTHORITY

WHEREAS, the Board of Directors of the Palmdale Water District (the “Issuer”) desires to finance the costs of acquiring certain public facilities and improvements, as provided in Exhibit A attached hereto and incorporated herein (the “Project”);

WHEREAS, the Issuer intends to finance the acquisition of the Project or portions of the Project with the proceeds of the sale of obligations by the Palmdale Water District Public Financing Authority the interest upon which is excluded from gross income for federal income tax purposes (the “Obligations”); and

WHEREAS, prior to the issuance of the Obligations the Issuer desires to incur certain expenditures with respect to the Project from available monies of the Issuer which expenditures are desired to be reimbursed by the Issuer from a portion of the proceeds of the sale of the Obligations;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT DOES HEREBY RESOLVE, ORDER AND DETERMINE AS FOLLOWS:

SECTION 1. The Issuer hereby states its intention and reasonably expects to reimburse Project costs incurred prior to the issuance of the Obligations with proceeds of the Obligations. The Project is described in Exhibit A attached hereto.

SECTION 2. The reasonably expected maximum principal amount of the Obligations is \$10,000,000.

SECTION 3. This resolution is being adopted on or prior to the date (the “Expenditures Date or Dates”) that the Issuer will expend monies for the portion of the Project costs to be reimbursed from proceeds of the Obligations.

SECTION 4. Except as described below, the expected date of issue of the Obligations will be within eighteen months of the later of the Expenditure Date or Dates and the date the Project is placed in service; provided, the reimbursement may not be made more than three years after the original expenditure is paid. For Obligations subject to the small issuer exception of Section 148(f)(4)(D) of the Internal Revenue Code, the “eighteen-month limit” of the previous sentence is changed to “three years” and the limitation of the previous sentence beginning with “; provided,” is not applicable.

SECTION 5. Proceeds of the Obligations to be used to reimburse for Project costs are not expected to be used, within one year of reimbursement, directly or indirectly to pay debt service with respect to any obligation (other than to pay current debt service coming due within the next succeeding one year period on any tax-exempt obligation of the Issuer (other than the Obligations)) or to be held as a reasonably required reserve or replacement fund with respect to an obligation of the Issuer or any entity related in any manner to the Issuer, or to reimburse any

expenditure that was originally paid with the proceeds of any obligation, or to replace funds that are or will be used in such manner.

SECTION 6. This resolution is consistent with the budgetary and financial circumstances of the Issuer, as of the date hereof. No monies from sources other than the Obligation issue are, or are reasonably expected to be reserved, allocated on a long-term basis, or otherwise set aside by the Issuer (or any related party) pursuant to their budget or financial policies with respect to the Project costs. To the best of our knowledge, this Board is not aware of the previous adoption of official intents by the Issuer that have been made as a matter of course for the purpose of reimbursing expenditures and for which tax-exempt obligations have not been issued.

SECTION 7. The limitations described in Section 3 and Section 4 do not apply to (a) costs of issuance of the Obligations, (b) an amount not in excess of the lesser of \$100,000 or five percent (5%) of the proceeds of the Obligations, or (c) any preliminary expenditures, such as architectural, engineering, surveying, soil testing, and similar costs other than land acquisition, site preparation, and similar costs incident to commencement of construction, not in excess of twenty percent (20%) of the aggregate issue price of the Obligations that finances the Project for which the preliminary expenditures were incurred.

SECTION 8. This resolution is adopted as official action of the Issuer in order to comply with Treasury Regulation § 1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Issuer expenditures incurred prior to the date of issue of the Obligations, is part of the Issuer's official proceedings, and will be available for inspection by the general public at the main administrative office of the Issuer.

SECTION 9. All the recitals in this Resolution are true and correct and this Board so finds, determines and represents.

PASSED AND ADOPTED by the Board of Directors of the Palmdale Water District, California, this 26th day of April, 2021, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

President

ATTEST:

Secretary

APPROVED AS TO FORM:

Aleshire & Wynder, LLP, General Counsel

EXHIBIT A

DESCRIPTION OF PROJECT

Pipeline Projects, including but not limited to:

Pipeline Design

Sierra Hwy. Tie-in and Abandonment

P @ 10TH (LOCKHEED)

Ave. P-12, Division, 2nd, 3rd, Stanridge WM Replacement

Pipeline with Velocity Deficiency (23 feet of 20" diameter 2800 Zone)

2800 Zone Avenue P-8 from 32nd St to 37 St. (2,675 feet of 12" Dia. Pipe)

17TH FR P-4 TO P-8

25TH FR P TO P-8

CAMARES @ S

Ave. Q1, Q2, Q3, Q4, & Q5 @ 5th St. E. Wtr Main Repl. (Spec 1603)

Pipeline with Velocity Deficiency (96 feet of 16" diameter 2950 Zone)

Ave. Q14 and 15th Street East Water Main Replacement

Ave. Q10 and 12th Street East Water Main Replacement

2800 Zone Avenue Q-6 between 12St East and 15th St. East

2950 Zone 52nd St North and Fort Tejon Road (1,570 feet of 16" Dia. Pipe)

2950 Zone Avenue S-10 and 40St. East (48 feet of 8" Dia. Pipe)

Pipeline with Velocity Deficiency (1,350 feet of 24" diameter 2800 Zone)

Pipeline with Velocity Deficiency (516 feet of 20" diameter 2950 Zone)

26th St, Rudall, & 27th St @ Avenue Water Main Replacement

FT TEJON

20TH FR P-8 TO Q

3400 Zone Camares Drive between Sierra Ancha Drive and Avenue S-14

Pipeline with Velocity Deficiency (231 feet of 24" diameter 2950 Zone)

Well Projects, including but not limited to:

Future Well # 36 (2850 Zone, Capacity 2,150 gpm, head of 455 feet, refer to 2016 WSMP, Figure 10-5, FW-04)

New Well # 37

Booster Projects, including but not limited to:

New Pump to 3600 Zone at 3600 Ft. Booster Pump Station (2016 WSMP, Section 10)

Fire Pump Deficiency at Existing T-8 Pump Station (Zone 3250)

Fire Pump Deficiency at Existing 5MG Booster Pump Station (Zone 3250)

Water Treatment Plant Projects, including but not limited to:

Sedimentation Basin Retrofit

6M Curtains Upgrades

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: April 19, 2021 **April 26, 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. 7.4 – CONSIDERATION AND POSSIBLE ACTION ON
ADOPTING RESOLUTION 21-10 ENACTING STAGE 1 OF THE WATER
SHORTAGE CONTINGENCY PLAN. (RESOURCE AND ANALYTICS
DIRECTOR THOMPSON II/RESOURCE AND FACILITIES COMMITTEE)***

Recommendation:

Staff and the Resource and Facilities Committee recommend the adoption of Resolution 21-10 Enacting Stage 1 of the District's Water Shortage Contingency Plan. This stage is considered a voluntary request to our customers to reduce their use by 15%. Key actions by PWD staff would include: Increased public outreach on conservation measures, active enforcement of conservation measures, and consideration of a drought surcharge/drought rate factor.

Alternative Options:

The Board can choose not to approve Resolution No. 21-10.

Impact of Taking No Action:

The District's water supply will become even more critical.

Background:

The current water year has been very dry and consequently the State Water Project allocation is at 5%. This will require PWD to utilize many exchange and transfer programs to supplement the surface water supply in 2021. The combination of accessible groundwater and surface water could yield an estimated supply of 21,000-acre feet in 2021. The estimated demand and evaporative losses without extra conservation is 22,200-acre feet. Based on these estimates, the District could meet demand for the year by ending the year with a reduced lake level and having no carry over SWP supply for 2022. In order to preserve carryover supply for next year and provide a buffer in the event of infrastructure related restrictions on local supply, staff believes it will be necessary to enact the District's Water Shortage Contingency Plan.

BOARD OF DIRECTORS
PALMDALE WATER DISTRICT
VIA: Mr. Dennis D. LaMoreaux

April 19, 2021

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 1 – Water Resource Reliability.
This item directly relates to the District’s Mission Statement.

Budget:

Resolution No. 21-10 will not affect the 2021 Budget.

Supporting Documents:

- Resolution No. 21-10
- Water Shortage Contingency Plan

RESOLUTION NO. 21-10
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT
ENACTING STAGE 1 OF THE WATER SHORTAGE CONTINGENCY PLAN

WHEREAS, California is experiencing a dry year with 77% of the State being classified as being in a severe drought; and

WHEREAS, the 2021 water year has been one of the driest in decades and is the second consecutive dry year for the State; and

WHEREAS, the State's major reservoirs and the statewide snowpack remains well below average levels for the date with little time remaining to recover in 2021; and

WHEREAS, the State Water Project (Project) has announced an allocation of 5% for its customers in 2021 with very low probability of an increase to the allocation occurring; and

WHEREAS, current available supplies are insufficient to meet projected customer demand and maintain backup supply for 2022; and

WHEREAS, Palmdale Water District has made significant investments in local programs and projects to improve water supply reliability, including supplemental water supply contracts, local water storage projects, water conservation, water recycling and other strategies to stretch supplies, and will continue to do so; and

WHEREAS, Palmdale Water District, in accordance with California Water Code Section 10632, adopted a Water Shortage Contingency Plan on June 1, 2016; and

WHEREAS, Palmdale Water District customers have responded effectively in previous droughts by conserving and preserving available water supplies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Palmdale Water District recognizes that California is in a second consecutive dry year, and there is a critical need for customers to use water wisely on an ongoing basis and heighten their conservation efforts now as the State continues to face drought conditions.

BE IT FURTHER RESOLVED that the Board of Directors in an effort to preserve backup supply for 2022 shall enact Stage 1 of the Water Shortage Contingency Plan.

PASSED AND ADOPTED by the Board of Directors of the Palmdale Water District this 26th day of April 2021.

President

ATTEST:

Secretary

APPROVED AS TO FORM:

Aleshire & Wynder, LLP, General Counsel

Section 8: Water Shortage Contingency Planning

For the purposes of this Public Draft Plan, some elements of this Section are still in progress and may be updated (e.g., updated resolutions/ordinances) in the Final Plan.

Water supplies may be interrupted or reduced significantly in a number of ways, such as a drought that limits supplies, an earthquake that damages water delivery or storage facilities, a regional power outage or a toxic spill that affects water quality. This Section describes how the District plans to respond to various stages of shortage.

Since the 1991 drought, the PWD has approved and adopted numerous conservation resolutions from establishing a voluntary water conservation program, to implementing a waste water policy, declaring water shortage emergency conditions, identifying stages of action and response requirements, and establishing emergency water conservation regulations. In addition, due to recent drought conditions and the Governor's emergency declarations that require a 25 percent reduction in overall potable urban water use statewide, the PWD developed ordinances and other planning documents to incentivize individual customer conservation and reduce overall water demands.

PWD updated its Water Shortage Contingency Plan (WSCP) with the details described in this Section, which will be adopted together with the UWMP. The PWD updated its budget-based tiered water rates on January 1, 2016. The PWD Board of Directors may institute water restrictions to limit outdoor water use in conjunction with a drought surcharge to help with fixed cost recovery due to revenue shortages resulting from conservation.

8.1 Stages of Action to Respond to Water Shortages

PWD's WSCP establishes five stages of escalating response to a water shortage caused by droughts and/or emergencies. Each stage may be triggered by a declaration from federal or state authorities, or PWD to address events that result in a water shortage. The stages and applicable water supply conditions are summarized in Tables 8-1 and 8-2.

TABLE 8-1: RATIONING AND REDUCTION GOALS

Deficiency or State Mandated Reduction	Stage	Demand Reduction Goal	Type of Program
1-15%	1	15% reduction	Voluntary
16-25%	2	25% reduction	Mandatory
26-40%	3	40% reduction	Mandatory
41-50%	4	50% reduction	Mandatory
>50%	5	>50% reduction	Mandatory

TABLE 8-2: STAGES OF PWD WATER SHORTAGE CONTINGENCY PLAN

Stage	Percent Supply Reduction	Triggers
I Water Shortage	1 to 15%	<ul style="list-style-type: none"> • Federal, state or local disaster declaration that may impact water supplies • State declaration due to drought or system maintenance • PWD Board of Directors determination • Unplanned PWD water system maintenance
II Water Shortage	16 to 25%	<ul style="list-style-type: none"> • Federal, state or local disaster declaration that may impact water supplies • State declaration due to drought or system maintenance • PWD Board of Directors determination • Unplanned PWD water system maintenance requiring more time to repair
III Water Shortage	26 to 40%	<ul style="list-style-type: none"> • Federal, state or local disaster declaration that may impact water supplies • State determination due to drought or significant system failure • State outdoor irrigation restriction; and/or • PWD Board of Directors determination • Unplanned PWD water system failure or emergency
IV and V Critical Water Shortage	40% or higher	<ul style="list-style-type: none"> • Federal, state or local disaster declaration that may impact water supplies • Sacramento to Delta/SWP failure • State determination due to drought or significant system failure • PWD Board of Directors determination • Natural or human-caused catastrophe disrupting delivery of water to, or within the service area • Severe PWD water system failure

8.2 Procedures for Water Shortage Level Determination

The PWD General Manager will recommend activation of one or more elements of the WSCP whenever water supplies of the PWD have a reasonable prospect for being inadequate to meet the needs of customers. The recommendation shall be presented to the Board of Directors in the form of a written report, which includes the reasons for the recommendation. The Board will also be presented with a draft resolution for consideration and possible action. The Board shall consider the report at a duly noticed public hearing. In case of emergencies, a special meeting may be called by a majority of the Board on less than twenty-four hour notice and without an agenda to deal with the disruption of service.

If an emergency arises which would ordinarily be brought to the attention of the Board but insufficient time exists, the General Manager has administrative authority to take action as he deems appropriate and reasonable.

PWD uses various public notification forms like media outlets, direct mail, automated voice recording, website, social media, group presentations and public meetings. The form and extent of notification depends on the severity and duration of the emergency condition.

8.3 Prohibition of End Uses and Consumption Reduction Methods

PWD permanently implements general water conservation measures and irrigation practices aimed at increasing everyday water use efficiency. Those measures, plus those to be enacted in the various stages, are presented in Table 8-3.

TABLE 8-3: PROHIBITIONS DURING DIFFERENT SHORTAGE STAGES

Stage	Prohibition/Requirement
In Effect at All Times	<p>Water waste is prohibited at all times. Water waste includes but is not limited to:</p> <ul style="list-style-type: none"> • Application of potable water to outdoor landscapes in a manner that causes runoff. • Water leaks shall be repaired in a timely manner and sprinklers shall be adjusted to eliminate over-spray. • Hosing of hardscape surfaces, except where health and safety needs dictate, is prohibited. <p>Other</p> <ul style="list-style-type: none"> • Water for construction purposes, including but not limited to de-brushing of vacant land, compaction of fills and pads, trench backfill and other construction uses shall be in an efficient manner.
Stage I	<ul style="list-style-type: none"> • Watering of outdoor landscapes within 48 hours of measurable rainfall. • Car washing and outside cleaning activities prohibited except when performed with buckets and automatic hose shutoff devices. • The serving of drinking water other than upon request in eating or drinking establishments is prohibited. • Operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom. • The PWD will expand the public information campaign. • The PWD shall evaluate the implementation of a Drought Surcharge.
Stage II	<ul style="list-style-type: none"> • All restrictions/prohibitions/initiatives from Stage I are in effect • Landscape watering between the hours of 1000 and 1800 hours is prohibited • Outdoor watering is limited to 3 days per week. • The PWD will increase water waste patrols. • Issuance of potable construction water meters will cease. • Irrigation with potable water outside of newly constructed homes and

Stage	Prohibition/Requirement
	buildings not delivered by drip or microspray is prohibited.
	<ul style="list-style-type: none"> The PWD will evaluate adjustments to applicable water waste fines.
Stage III	<ul style="list-style-type: none"> All restrictions/prohibitions/initiatives from Stage I and Stage II are in effect and are mandatory. Irrigation with potable water of ornamental turf on public street medians is prohibited. Outdoor watering is limited to 2 days per week. Potable water cannot be used to maintain fountains, reflection ponds and decorative water bodies for aesthetic or scenic purposes, except where necessary to support aquatic life.
Stage IV	<ul style="list-style-type: none"> All restrictions/prohibitions/initiatives from Stage I, Stage II, and Stage III are in effect and are mandatory. Outdoor watering is limited to 1 day per week. Filling of new swimming pools, spas, hot tubs or the draining and refilling of existing pools, etc is prohibited. Topping off is allowed to the extent that the designated water allocation is not exceeded. Meters will only be installed for new accounts where the building permit was issued prior to the declaration of the water shortage.
Stage V	<ul style="list-style-type: none"> All restrictions/prohibitions/initiatives from Stage I, Stage II, Stage III, and Stage IV are in effect and are mandatory. No meters will be installed for new accounts. Outdoor irrigation is prohibited, with the exception of drip or hand watering to preserve established trees.

According to each water shortage stage enacted, the PWD WSCP outlines actions required by customers and by PWD. These actions are presented in Table 8-4.

TABLE 8-4: CUSTOMER AND PWD WATER SHORTAGE ACTIONS

Stage	District Actions	Customer Actions
Stage I	<ul style="list-style-type: none"> Initiate public information campaign 	<ul style="list-style-type: none"> Voluntary water conservation
	<ul style="list-style-type: none"> Increase awareness of conservation measures 	<ul style="list-style-type: none"> Adhere to conservation measures
	<ul style="list-style-type: none"> Commence enforcement of conservation measures 	<ul style="list-style-type: none"> Consider conversion to more efficient irrigation methods
	<ul style="list-style-type: none"> Promote methods to reduce water use 	<ul style="list-style-type: none"> Consider turf removal and conversion to California-friendly landscaping
	<ul style="list-style-type: none"> Conduct focused outreach to large water users 	<ul style="list-style-type: none"> Patronize local carwashes that recycle their water
	<ul style="list-style-type: none"> Coordinate public outreach with the cities and County 	
Stage II	<ul style="list-style-type: none"> Expand public information campaign 	<ul style="list-style-type: none"> Re-double voluntary conservation
	<ul style="list-style-type: none"> Step up enforcement of conservation measures 	<ul style="list-style-type: none"> Continue previous actions
	<ul style="list-style-type: none"> Continue previous actions 	

Stage	District Actions	Customer Actions
Stage III	<ul style="list-style-type: none"> • Intensify public information campaign • Expand enforcement of conservation measures • Send direct notices to all customers 	<ul style="list-style-type: none"> • Continue previous actions • Ensure appropriate programming of irrigation controller
	<ul style="list-style-type: none"> • Provide regular media, city council and County briefings • Activate emergency connections with mutual aid agencies • Continue previous actions 	
Stages IV and V	<ul style="list-style-type: none"> • Implement crisis communication plan • Activate Emergency Operations Center • Coordinate actions with regulatory agencies • Coordinate actions with public safety agencies to address enforcement and fire protection issues • Recall all temporary meters and activate water fill stations • Continue previous actions 	<ul style="list-style-type: none"> • Continue previous actions • Terminate outdoor water use for irrigation, pools and fountains • Water may only be used outdoors for public health and safety purposes • Be on alert for Boil Water Orders if they become necessary

Multiple communication channels will be used by PWD staff to communicate water shortage conditions and necessary actions to the PWD Board of Directors, customers, residential homeowners associations, business chambers, inter-governmental bodies, essential facilities (schools, hospitals, fire), and other stakeholders. Among the communication methods to be used are the following:

- Public water conservation forums hosted at PWD headquarters and off-site locations.
- Attendance and agenda presentation at local city council meetings.
- Attendance and agenda presentations at home-owners association and business chamber meetings.
- Direct mailings and bill inserts to customers and account holders.
- Press releases.
- PWD publications, e.g., "The Pipeline".
- Updated posting of issues and information on PWD website.
- Advertisements in local publications and cable channels.
- Cards, table tents, door hangers and other leave-behind reminders.

8.4 Penalties, Charges, Other Enforcement of Prohibitions

Enforcement actions for violations of water conservation measures are summarized in Table 8-5. PWD customers are encouraged to report water conservation violations through use of the PWD hotline.

TABLE 8-5: ENFORCEMENT ACTIONS

Violation Level	Penalties or Charges
1 st Violation	The customer shall be notified in writing. The notice shall include a warning that further violations could result in stricter penalties.
2 nd Violation	A 2 nd violation is punishable by a fine of up to \$50.
3 rd Violation	A 3 rd violation is punishable by a fine of up to \$250.
4 th Violation	A 4 th violation is punishable by a fine of up to \$500.
5 th Violation	A 5 th violation may result in termination of service.
Violation Assessment Period	Any violations occurring within twelve months of each other will be considered consecutive and result in escalating penalties. The period for assessing consecutive penalties may be extended beyond 12 months by resolution of the Board.

8.5 Determining Water Shortage Reductions

The PWD has meters on all residential, commercial and landscape service connections in the service area and requires meters on all new connections. These meters record the amount of water consumption at each location. These meters in combination with billing information will be used to monitor actual reductions in water use.

8.6 Revenue and Expenditure Impacts

Currently, only about 55 percent of PWD'S fixed costs are covered by fixed revenues. As a result, water conservation efforts can significantly impact revenues. Current drought conditions have presented a reminder of the large fluctuations in water sales volumes that can occur within the PWD service area and statewide, and emphasize the importance of measures to improve revenue stability.

According to the PWD Fiscal Year 2015-16 Adopted Budget, reductions in potable water use due to statewide mandates are anticipated to result in an operating shortfall for the Potable Water Enterprise. While operating expenses are reduced with lower sales, fixed costs cannot be fully recovered for potable water with significant reductions in sales, thereby resulting in a net operating loss. This shortfall will be made up by drawing from PWD's reserves which introduces risk associated with financial stability when a pre-established minimum reserve account is reached.

In the case of future water use reductions resulting from the implementation of the PWD WSCP, PWD would likely experience similar impacts to operating revenue and would draw as necessary and as possible from reserves. In addition, one of the objectives of the budget-based tiered rate structure implemented on January 1, 2016 is to improve revenue stability for PWD. Therefore, while revenue would inevitably fluctuate with water use reductions, PWD has established appropriate means to manage these impacts with use of drought surcharge. Future or continued reductions in consumption would ultimately cause a rate structure adjustment that would generate enough revenue to fund operations without drawing from reserves.

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: April 20, 2021 **April 26, 2021**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Michael Williams, Finance Manager/CFO
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.5 – CONSIDERATION AND POSSIBLE ACTION ON REVISION TO PALMDALE WATER DISTRICT RULES AND REGULATIONS SECTION 4.07.4 DIRECTOR EXPENSES. (NO BUDGET IMPACT – DIRECTOR MERINO/FINANCE MANAGER WILLIAMS)***

Recommendation:

Staff recommends Section 4.07.4 of the District's Rules and Regulations regarding Director Expenses be revised to eliminate individual Director budget amounts.

Alternative Options:

Section 4.07.4 can remain as is.

Impact of Taking No Action:

Directors can potentially be over-budget and incur personal expense.

Background:

The total amount included in the 2021 Budget for Director Expenses is \$142,000. Current policy divides this amount among the five Directors resulting in an individual spending limit of \$28,400 for each Director. If a Director is over this limit, expenses become the sole responsibility of the Director. Director expenses include conference attendance, travel, and benefits.

The proposed revision to Section 4.07.4, copy attached, eliminates individual spending limits and allows all Directors to charge expenses against the total annual budget. This provides for the additional expense of some Directors as they become more familiar with policy procedures and the operations of the District. With this proposed revision, staff will continue to track individual Director expenses.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 4 – Financial Health and Stability.

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

Budget:

This proposed revision will not affect the 2021 Budget.

Supporting Documents:

- Redlined Rules and Regulations Section 4.07.4 Director Expenses.

to the General Manager, Finance Manager, or Executive Assistant by or at the first Regular Board Meeting of the following month. Meetings claimed on completed compensation forms will have been reported by a Director at a Regular Board Meeting in accordance with AB 1234 requirements and District policy. The time limit to claim any compensation for attendance at meetings, conferences, or occurrences as included in Appendix V shall be thirty days from the date of the meeting, conference, or occurrence. Payment for meetings and expense reimbursements will be made available on the third Wednesday of the month, and any compensation forms submitted after the deadline will be held for payment the following month.

4.07.4 DIRECTOR EXPENSES (Revised 11-13-18)

The District has set the reimbursement for Director expenses as provided herein, pursuant to Water Code, Section 20200, *et seq.* and Government Code, Section 53232, *et seq.* Directors shall be compensated for actual, reasonable and necessary expenses incurred for participating in activities approved in advance by the Board of Directors or as allowed as indicated in Appendix V attached hereto, and that further the goals and interests of the District, ~~up to the individual Director annual budget amount as set in the annual budget. Any expenses incurred by a Director over the individual annual budget amount shall be the sole responsibility of the Director. The Director shall reimburse the District for any expenses incurred by the District over budget.~~

This policy is intended to result in no personal gain or loss to a Director and no reimbursement shall be allowed for transportation, lodging, meals or incidental expenses of spouses, family members or guests of a Director traveling with the Director to an authorized event.

Directors shall exercise prudence in all expenditures. Requests for reimbursement must be accompanied by detailed receipts showing each item

**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

DATE:	April 20, 2021	April 26, 2021
TO:	BOARD OF DIRECTORS	Board Meeting
FROM:	Mr. Bob Egan, Financial Advisor	
RE:	<i>AGENDA ITEM NO. 8.1.a – STATUS REPORT ON CASH FLOW STATEMENT AND CURRENT CASH BALANCES AS OF MARCH 2021. (FINANCIAL ADVISOR EGAN/FINANCE COMMITTEE)</i>	

Attached are the Cash Notes, the Investment Funds Report, and the Cash Flow Report as of March 2021. The reports will be reviewed in detail at the Board meeting.

Enclosure

		2021	
		February to March 2021 Major account Activity	
		acct 11469	
		Balance	3/31/2021
			4,042,089.91
		Balance	2/28/2021
			4,955,499.62
		Decrease	(913,409.71)
		One month activity	
		Taxes received	31,040.89
		Interest/Mkt value received	436.69
		Transfer to Citizens checking	(500,000.00)
		2020 Bonds Interest	(160,440.40)
		2018 Bonds Interest	(284,446.89)
		Decrease	(913,409.71)
		Acct 11475	
		Balance	3/31/2021
			40,185.78
		Balance	2/28/2021
			18,017.78
		Increase	22,168.00
		One month activity	
		Interest received	0.00
		Capital improvements received	22,168.00
		Increase	22,168.00
		Acct 11432	
		Balance	3/31/2021
			3,171,690.10
		Balance	2/28/2021
			4,410,093.05
		Decrease	(1,238,402.95)
		One month activity	
		2013 bonds int	(147,689.82)
		2012 bonds prin	(625,652.00)
		2012 bonds Int	(60,512.40)
		2013a Bonds int	(405,287.50)
		Interest/Mkt value received	738.77
		Decrease	(1,238,402.95)
		Acct 24016.	
		Balance	3/21/2021
			475,097.36
		Balance	2/28/2021
			475,022.25
		Increase	75.11
		One month activity	
		Interest/Mkt value received	75.11
		Increase	75.11


		2021	
		First Quarter 2021 Major account Activity	
		acct 11469	
		Balance	3/31/2021
			4,042,089.91
		Balance	12/31/2020
			6,076,019.95
		Decrease	(2,033,930.04)
		Three months activity	
		Taxes received	1,350,702.50
		Interest/Mkt value received	254.75
		Transfer form 11432.	60,000.00
		Transfer to Citizens checking	(3,000,000.00)
		2020 Bonds Interest	(160,440.40)
		2018 Bonds Interest	(284,446.89)
		Decrease	(2,033,930.04)
		Acct 11475	
		Balance	3/31/2021
			40,185.78
		Balance	12/31/2020
			5.78
		Increase	40,180.00
		Three months activity	
		Interest received	0.00
		Capital improvements received	40,180.00
		Increase	40,180.00
		Acct 11432	
		Balance	3/31/2021
			3,171,690.10
		Balance	12/31/2020
			4,469,088.48
		Decrease	(1,297,398.38)
		Three months activity	
		transfer to 11469	(60,000.00)
		2013 bonds int	(147,689.82)
		2012 bonds prin	(625,652.00)
		2012 bonds Int	(60,512.40)
		2013a Bonds int	(405,287.50)
		Interest/Mkt value received	1,743.34
		Decrease	(1,297,398.38)
		Acct 24016.	
		Balance	3/21/2021
			475,097.36
		Balance	12/31/2021
			475,021.30
		Increase	76.06
		Three months activity	
		Interest/Mkt value received	76.06
		Increase	76.06


PALMDALE WATER DISTRICT INVESTMENT FUNDS REPORT March 31, 2021								
				March 2021	February 2021	December 2020		
CASH								
1-00-0103-100	Citizens - Checking			318,793.04	455,124.19	560,897.01		
1-00-0103-200	Citizens - Refund			-	(5,074.90)	-		
1-00-0103-300	Citizens - Merchant			117,347.27	156,143.02	150,107.09		
Bank Total				436,140.31	606,192.31	711,004.10		
1-00-0110-000	PETTY CASH			300.00	300.00	300.00		
1-00-0115-000	CASH ON HAND			5,400.00	5,400.00	5,400.00		
TOTAL CASH				441,840.31	611,892.31	716,704.10		
INVESTMENTS								
1-00-0135-000	Local Agency Investment Fund			Acct. Total	12,661.36	12,661.36	12,641.37	
1-00-0120-000	UBS Money Market Account General (SS 11469)							
	UBS USA Core Savings			111,304.66	250,032.96	648,447.44		
	UBS RMA Government Portfolio			575.62	574,091.92	-		
	Accrued interest			4,063.88	3,175.59	14,685.11		
				115,944.16	827,300.47	663,132.55		
US Government Securities								
CUSIP #		Issuer	Maturity Date	Rate	PAR	Market Value	Market Value	Market Value
912828PP9		US TSY INFL PROT NOTE	01/15/2021	1.250	1,300,000	-	-	1,547,771.90
9127963HO		US Treasury Bill	06/17/2021		2,000,000	1,999,940.00	1,999,680.00	1,999,240.00
912828T67		US Treasury Note	10/31/2021	1.250	500,000	503,475.00	503,945.00	-
					2,500,000	2,503,415.00	2,503,625.00	3,547,011.90
Certificates of Deposit								
		Issuer	Maturity Date	Rate	Face Value			
		UBS Bank	01/04/2021	1.600	250,000	-	-	250,027.50
		Ally Bank	01/19/2021	2.700	240,000	-	-	240,336.00
		Bank of Washington MO	01/29/2021	1.650	250,000	-	-	250,322.50
1		Kentucky Bk	03/23/2021	0.050	-	-	200,002.00	200,002.00
2		First General bank	07/19/2021	2.750	200,000	201,634.00	202,118.00	202,998.00
3		TIAA FSB Florida	07/29/2021	2.000	225,000	226,460.25	226,865.25	227,560.50
4		Capital One Bank	08/17/2021	1.600	50,000	50,269.50	50,334.50	50,446.00
5		Bank Hapoalim	08/23/2021	3.000	100,000	101,187.00	101,458.00	101,923.00
6		State Bank of Indi	08/30/2021	0.100	240,000	240,048.00	240,062.40	240,096.00
7		Ultima Bank	09/28/2021	2.950	100,000	101,432.00	101,709.00	102,164.00
8		UBS Bank	09/30/2021	1.700	250,000	251,742.50	252,060.00	-
9		First Seacoast Bank	11/15/2021	0.500	250,000	249,957.50	249,965.00	-
					1,415,000	1,422,730.75	1,624,574.15	1,865,875.50
				Acct. Total	4,042,089.91	4,955,499.62	6,076,019.95	
1-00-1110-000	UBS Money Market Account Capital (SS 11475)							
	UBS Bank USA Dep acct			18,017.78	18,017.78	5.78		
	UBS RMA Government Portfolio			22,168.00	-	-		
				Acct. Total	40,185.78	18,017.78	5.78	
1-00-0125-000	UBS Access Account General (SS 11432)							
	UBS Bank USA Dep acct			-	-	-		
	UBS RMA Government Portfolio			459,935.35	12,869.32	66,119.67		
	Accrued interest			12,208.83	21,368.32	19,355.16		
				472,144.18	34,237.64	85,474.83		
US Government Securities								
CUSIP #		Issuer	Maturity Date	Rate	PAR	Market Value	Market Value	Market Value
912828C57		US Treasury Note	03/21/2021	2.250	1,430,000	-	1,432,574.00	1,437,164.30
912827R77		US Treasury Note	05/31/2021	1.375	1,200,000	1,202,580.00	1,203,852.00	1,206,192.00
9128284W7		US Treasury Note	08/15/2021	2.750	620,000	626,299.20	627,700.40	630,124.60
					3,250,000	1,828,879.20	3,264,126.40	3,273,480.90
Certificates of Deposit								
		Issuer	Maturity Date	Rate	Face Value			
		Comenity Cap Bank	01/19/2021	1.900	163,000	-	-	163,197.23
		Bank of America	02/08/2021	2.550	240,000	-	-	240,650.40
1		Kearny Bank	03/29/2021	0.050	240,000	-	240,002.40	240,002.40
2		Sallie Mae Bank	05/10/2021	2.450	240,000	240,640.80	241,171.20	242,085.60
3		Merrick Bk	06/01/2021	0.250	224,000	224,076.16	224,120.96	224,197.12
4		Safra National	09/09/2021	0.150	62,000	62,027.28	62,033.48	-
5		First Nat'l Bk TX	09/09/2021	0.100	178,000	178,037.38	178,048.06	-
6		Citibank NA	10/26/2021	3.150	163,000	165,885.10	166,352.91	-
					1,107,000	870,666.72	1,111,729.01	1,110,132.75
				Acct. Total	3,171,690.10	4,410,093.05	4,469,088.48	
Total Managed Accounts					7,266,627.15	9,396,271.81	10,557,755.58	
1-00-1121-000	UBS Rate Stabilization Fund (SS 24016) - District Restricted							
	UBS Bank USA Dep acct			8,103.77	4,682.13	3,692.28		
	UBS RMA Government Portfolio			-	-	-		
	Accrued interest			2,426.67	4,721.67	3,765.43		
				10,530.44	9,403.80	7,457.71		
Certificates of Deposit								
		Issuer	Maturity Date	Rate	Face Value			
1		Fifth Third bank	04/16/2021	1.150	52,000	52,025.48	52,078.52	52,169.00
2		Goldman Sachs Bank	08/19/2021	2.550	77,000	77,740.74	77,915.53	78,214.29
3		Discover Bank	09/06/2021	3.000	230,000	233,010.70	233,560.40	234,648.30
4		Goldman Sachs Bank	11/09/2021	3.000	100,000	101,790.00	102,064.00	102,532.00
					459,000	464,566.92	465,618.45	467,564
				Acct. Total	475,097.36	475,022.25	475,021.30	
TOTAL CASH AND INVESTMENTS					8,183,564.82	10,483,186.37	11,749,480.98	
				Increase (Decrease) in Funds	(2,299,621.55)			
1-00-1135-000	2018A Bonds - Project Funds (BNY Mellon)							
	Construction Funds				2,196,481.44	2,204,472.78	2,242,225.76	
	Issuance Funds				12,516.45	12,516.17	12,515.72	
					2,208,997.89	2,216,988.95	2,254,741.48	

PALMDALE WATER DISTRICT

2021 Cash Flow Report (Based on Nov. 23, 2020 Approved Budget)

[illegible]

Indicates actual expenditures/revenues: 

Indicates anticipated expenditures/revenues: 

**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

DATE: April 20, 2021 **April 26, 2021**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Michael Williams, Finance Manager/CFO
VIA: Mr. Dennis LaMoreaux, General Manager
RE: ***AGENDA ITEM 8.1.b – STATUS REPORT ON FINANCIAL STATEMENTS, REVENUE, AND EXPENSE AND DEPARTMENTAL BUDGET REPORTS FOR MARCH 2021. (FINANCE MANAGER WILLIAMS/FINANCE COMMITTEE)***

Discussion:

Presented here are the Balance Sheet and Profit/Loss Statement for the period ending March 31, 2021. Also included are Quarter-To-Quarter Comparisons and the Year-to-Date Revenue and Expense Analysis. Finally, I have provided individual departmental budget reports through the month of March 2021.

This is the 3rd month/1st quarter of the District's Budget Year 2021. The target percentage is 25%. Revenues ideally are at or above, and expenditures ideally are below.

Balance Sheet:

- Pages 1 and 2 is our balance sheet trending for the 3-month period and a graphic presentation of Assets, Liabilities, and Net Position at March 31, 2021.
- The significant change for the quarter is the decrease in cash and investments of approximately \$2.5M. Funds were used for bond and loan payments due April 1st.

Profit/Loss Statement:

- Page 3 is our profit/loss statement trending for the 3-month period.
- Operating revenue is at 21% of budget.
- Cash operating expense is at 23% of budget.
- All departmental budgets are at or below the target percentage.
- Revenues have exceeded expenses for the month by \$30K, and year-to-date revenues have exceeded expenditures by \$157K.
- Pages 4 through 6 is showing the P&L in various graphic forms using major report category totals.
- Page 7 is showing the operating expense distributed between personnel and operation costs. Labor costs are at 58% of total expenses with salaries making up 40% of that.

BOARD OF DIRECTORS
PALMDALE WATER DISTRICT

VIA: Mr. Dennis D. LaMoreaux, General Manager

-2-

April 20, 2021

Quarter-To-Quarter Comparison P&L:

- Page 7-1 is our 1st quarter comparison, comparing 2021 to 2020.
- Total operating revenue increased \$760K, or 14%.
- Total operating expense decreased \$933K, or 18%.
- Units billed increased by 141K.
- Revenue per unit sold increased \$0.42.
- Revenue per connection increased \$14.53.
- Units sold per connection increased 1.67.

Revenue Analysis Year-To-Date:

- Page 8 is our comparison of revenue, year-to-date.
- Operating revenue through March 2021 is up \$760K, or 14%.
- Retail water revenue from all areas are up by \$767K from last year. That's shown by the combined green highlighted area.
- Retail water sales, excluding meter fees, is up \$404K.
- Total revenue is up \$797K, or 10.6%.
- Operating revenue is at 21% of budget, last year was at 20% of budget.

Expense Analysis Year-To-Date:

- Page 9 is our comparison of expense, year-to-date.
- Cash Operating Expenses through March 2021 are up \$933K, or 15%, compared to 2020. Total Expenses are down \$983K, or 12%.

Departments:

- Pages 11 through 21 are detailed individual departmental budgets for your review.

Non-Cash Definitions:

Depreciation: This is the spreading of the total expense of a capital asset over the expected life of that asset.

OPEB Accrual Expense: Other Post-Employment Benefits (OPEB) is the recognized annual required contribution to the benefit. The amount is actuarially determined in accordance with the parameters of GASB 45. The amount represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year.

Bad Debt: The uncollectible accounts receivable that has been written off.

Service Cost Construction: The value of material, parts & supplies from inventory used to construct, repair and maintain our asset infrastructure.

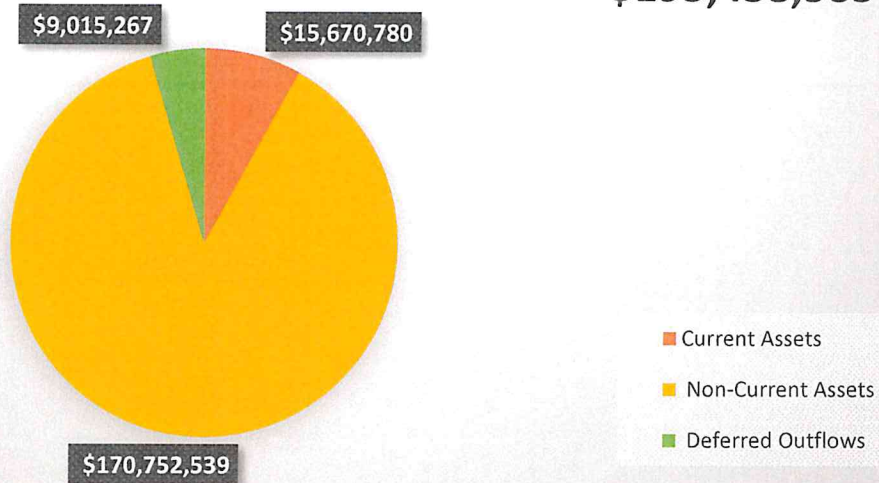
Capitalized Construction: The value of our labor force used to construct our asset infrastructure.

**Palmdale Water District
Balance Sheet Report**

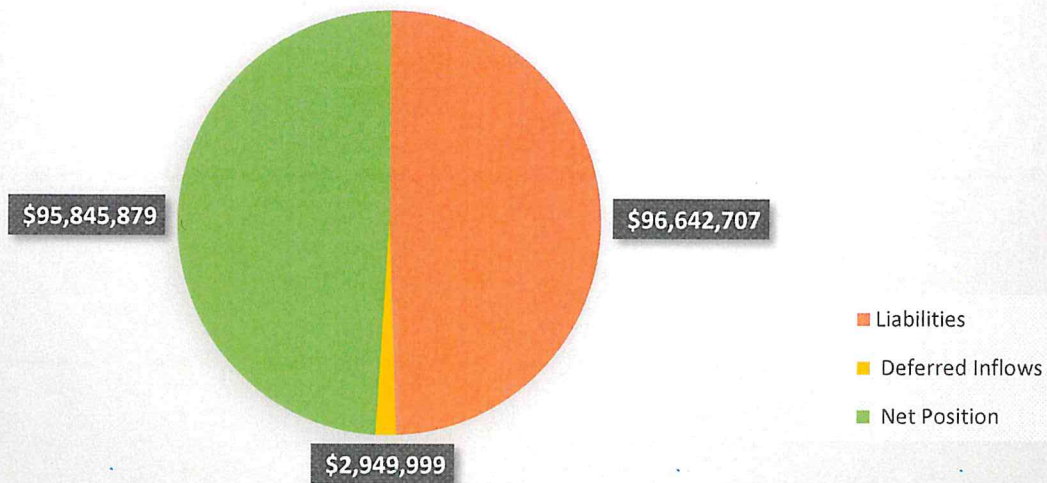
	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021
ASSETS												
Current Assets:												
Cash and cash equivalents	\$ 1,166,119	\$ 611,892	\$ 441,840									
Investments	9,539,275	9,871,294	7,741,725									
Accrued interest receivable	-	-	-									
Accounts receivable - water sales and services, net	2,417,921	2,393,121	2,319,933									
Accounts receivable - property taxes and assessments	3,666,062	3,352,565	3,326,652									
Accounts receivable - other	84,957	83,463	83,463									
Materials and supplies inventory	1,324,379	1,323,295	1,309,878									
Prepaid items and other deposits	497,063	472,177	447,289									
Total Current Assets	\$ 18,695,776	\$ 18,107,808	\$ 15,670,780									
Non-Current Assets:												
Restricted - cash and cash equivalents	\$ 2,243,011	\$ 2,227,709	\$ 2,219,718									
Investment in Palmdale Recycled Water Authority	1,958,222	1,958,222	1,958,222									
Capital assets - not being depreciated	25,978,998	26,101,866	26,284,807									
Capital assets - being depreciated, net	141,222,926	140,743,973	140,289,793									
Total Non-Current Assets	\$ 171,403,157	\$ 171,031,770	\$ 170,752,539									
TOTAL ASSETS	\$ 190,098,934	\$ 189,139,579	\$ 186,423,319									
DEFERRED OUTFLOWS OF RESOURCES:												
Deferred loss on debt defeasance, net	\$ 3,634,579	\$ 3,621,522	\$ 3,608,464									
Deferred outflows of resources related to pensions	5,406,803	5,406,803	5,406,803									
Total Deferred Outflows of Resources	\$ 9,041,382	\$ 9,028,325	\$ 9,015,267									
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 199,140,316	\$ 198,167,903	\$ 195,438,585									
LIABILITIES AND NET POSITION												
Current Liabilities:												
Accounts payable and accrued expenses	\$ 1,233,999	\$ 965,572	\$ 472,147									
Customer deposits for water service	2,992,666	2,992,893	2,991,271									
Construction and developer deposits	1,607,184	1,607,498	1,610,498									
Accrued interest payable	718,954	908,721	40,110									
Long-term liabilities - due in one year:	-	-	-									
Compensated absences	463,802	486,599	516,896									
Rate Stabilization Fund	460,000	460,000	460,000									
Capital lease payable	(89,477)	(89,477)	(89,477)									
Loan payable	1,261,002	1,261,002	635,350									
Revenue bonds payable	14,932,501	14,932,501	14,932,501									
Total Current Liabilities	\$ 23,580,632	\$ 23,525,309	\$ 21,569,296									
Non-Current Liabilities:												
Long-term liabilities - due in more than one year:												
Compensated absences	\$ 154,601	\$ 162,200	\$ 172,299									
Capital lease payable	261,137	261,137	261,137									
Loan payable	5,982,868	5,971,270	5,959,672									
Revenue bonds payable	40,335,604	40,335,604	40,335,604									
Net other post employment benefits payable	16,576,836	16,674,224	16,770,928									
Aggregate net pension liability	11,573,771	11,573,771	11,573,771									
Total Non-Current Liabilities	\$ 74,884,816	\$ 74,978,206	\$ 75,073,411									
Total Liabilities	\$ 98,465,449	\$ 98,503,515	\$ 96,642,707									
DEFERRED INFLOWS OF RESOURCES:												
Unearned property taxes and assessments	\$ 2,750,000	\$ 2,200,000	\$ 1,650,000									
Deferred inflows of resources related to pensions	1,299,999	1,299,999	1,299,999									
Total Deferred Inflows of Resources	\$ 4,049,999	\$ 3,499,999	\$ 2,949,999									
NET POSITION:												
Profit/(Loss) from Operations	\$ 70,947	\$ (389,533)	\$ (708,043)									
Restricted for investment in Palmdale Recycled Water Authority	1,958,222	1,958,346	1,958,720									
Unrestricted	94,595,700	94,595,576	94,595,202									
Total Net Position	\$ 96,624,868	\$ 96,164,389	\$ 95,845,879									
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	\$ 199,140,316	\$ 198,167,903	\$ 195,438,585									

BALANCE SHEET AS OF MARCH 31, 2021

ASSETS \$195,438,585



Liabilities & Net Position \$195,438,585

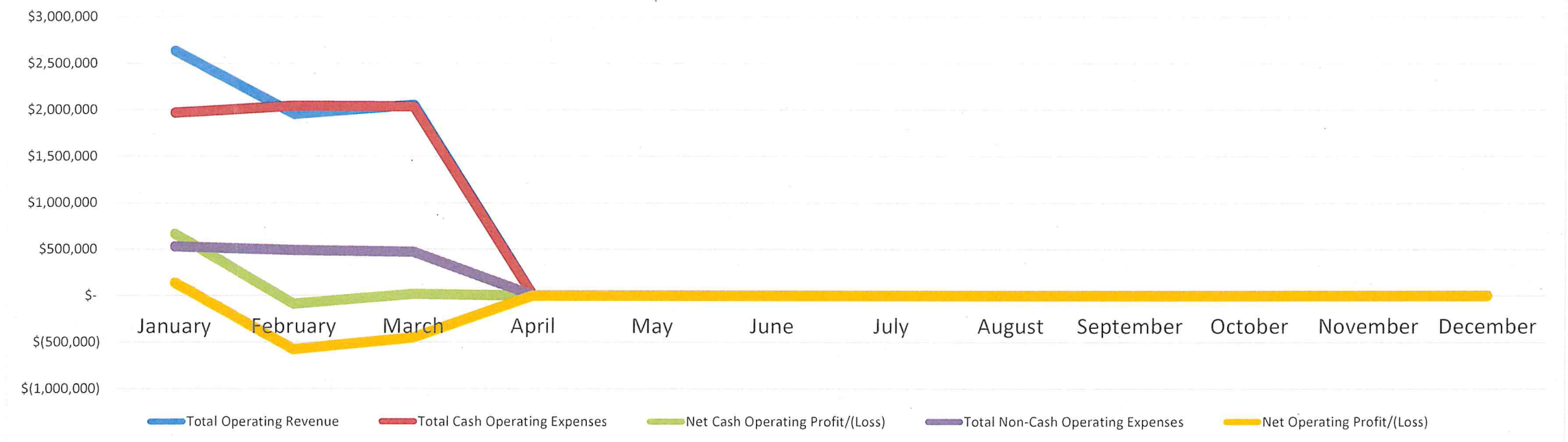


Palmdale Water District
Consolidated Profit and Loss Statement
For the Three Months Ending 3/31/2021

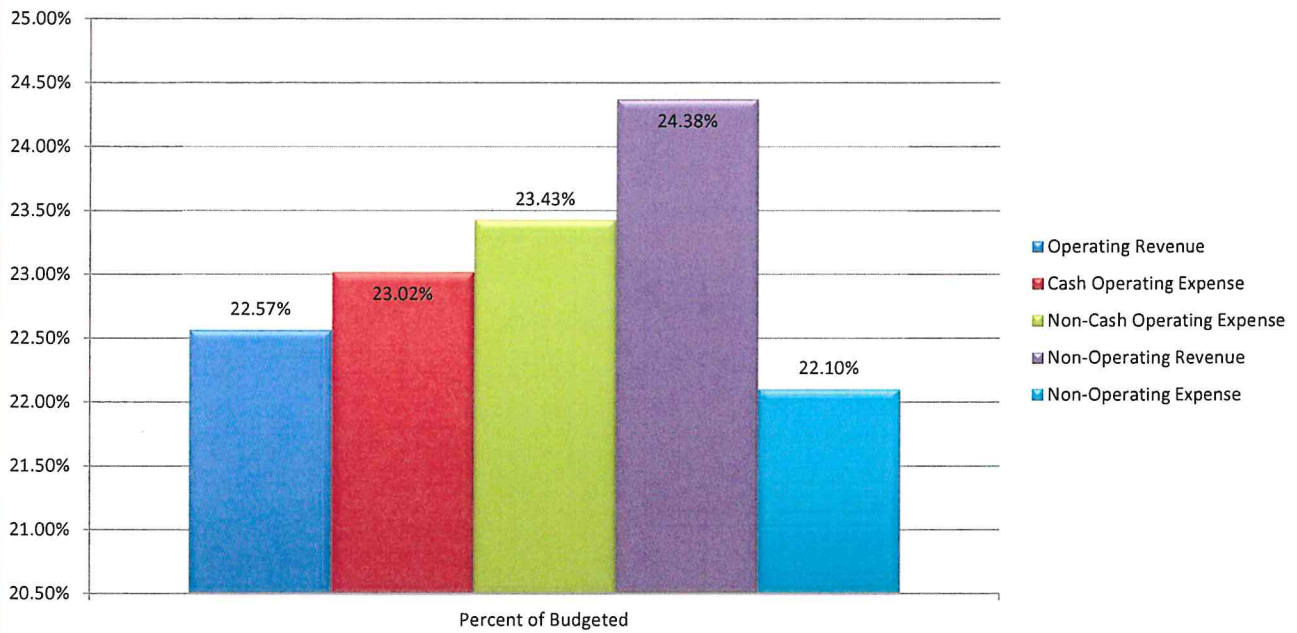
	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date	Adjustments	Adjusted Budget	% of Budget
Operating Revenue:																
Wholesale Water	\$ 29,314	\$ 20,187	\$ 10,378										\$ 59,879		\$ 400,000	14.97%
Water Sales	759,860	577,935	658,948										1,996,743		12,114,400	16.48%
Meter Fees	1,263,139	1,264,811	1,267,920										3,795,870		14,865,600	25.53%
Water Quality Fees	43,623	34,830	40,470										118,923		781,860	15.21%
Elevation Fees	20,960	16,986	20,221										58,167		366,843	15.86%
Other	57,433	46,099	65,426										168,958		880,258	19.19%
Total Operating Revenue	\$ 2,174,330	\$ 1,960,846	\$ 2,063,364	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,198,540	\$ -	\$ 29,408,961	21.08%
Cash Operating Expenses:																
Directors	\$ 1,981	\$ 7,185	\$ 12,534										\$ 21,700		\$ 147,790	14.68%
Administration-Services	126,365	155,826	215,404										497,595		2,219,350	22.42%
Administration-District	160,443	177,163	159,459										497,065		2,323,316	21.39%
Engineering*	88,188	144,647	174,408										407,244		1,678,000	24.27%
Facilities	528,418	390,647	462,369										1,381,433		6,164,200	22.41%
Operations	175,105	193,620	322,521										691,246		3,409,900	20.27%
Finance	114,148	126,486	172,432										413,066		1,720,050	24.01%
Water Use Efficiency	16,594	17,750	24,722										59,066		390,950	15.11%
Human Resources	26,147	28,873	42,822										97,842		508,900	19.23%
Information Technology*	176,083	162,782	112,614										451,479		1,739,300	25.96%
Customer Care	79,281	101,631	135,319										316,231		1,466,700	21.56%
Source of Supply-Purchased Water	305,907	188,140	6,031										500,078		2,400,000	20.84%
Plant Expenditures	60,757	17,367	15,174										93,298		565,860	16.49%
Sediment Removal Project	454	328,232	177,477										506,162		600,000	84.36%
GAC Filter Media Replacement	107,803	-	-										107,803		906,000	11.90%
Total Cash Operating Expenses	\$ 1,967,674	\$ 2,040,349	\$ 2,033,285	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,041,307	\$ -	\$ 26,240,316	23.02%
Net Cash Operating Profit/(Loss)	\$ 206,657	\$ (79,502)	\$ 30,079	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 157,233	\$ -	\$ 3,168,645	4.96%
Non-Cash Operating Expenses:																
Depreciation	\$ 426,471	\$ 422,812	\$ 420,912										\$ 1,270,195		\$ 5,000,000	25.40%
OPEB Accrual Expense	127,710	127,710	127,710										383,130		1,750,000	21.89%
Bad Debts	1,407	1,052	(783)										1,676		350,000	0.48%
Service Costs Construction	7,647	794	16,880										25,320		150,000	16.88%
Capitalized Construction	(34,833)	(63,787)	(94,337)										(192,957)		(900,000)	21.44%
Total Non-Cash Operating Expenses	\$ 528,403	\$ 488,580	\$ 470,381	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,487,364	\$ -	\$ 6,350,000	23.42%
Net Operating Profit/(Loss)	\$ (321,746)	\$ (568,083)	\$ (440,303)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,330,131)	\$ -	\$ (3,181,355)	41.81%
Non-Operating Revenues:																
Assessments (Debt Service)	\$ 416,845	\$ 416,845	\$ 416,845										\$ 1,250,535		\$ 5,000,000	25.01%
Assessments (1%)	464,828	133,155	138,283										736,266		2,475,000	29.75%
DWR Fixed Charge Recovery	-	-	30,082										30,082		175,000	17.19%
Interest	346	567	1,352										2,266		175,000	1.29%
CIF - Infrastructure	-	18,012	14,316										32,328		150,000	21.55%
CIF - Water Supply	-	-	7,852										7,852		450,000	1.74%
Grants - State and Federal	-	-	-										-		100,000	0.00%
Other	-	28,340	2,533										30,873		50,000	61.75%
Total Non-Operating Revenues	\$ 882,020	\$ 596,920	\$ 611,262	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,090,201	\$ -	\$ 8,575,000	24.38%
Non-Operating Expenses:																
Interest on Long-Term Debt	\$ 192,451	\$ 192,451	\$ 192,451										\$ 577,354		\$ 3,001,426	19.24%
Deferred Charges-Cost of Issuance	-	-	-										-		-	
Amortization of SWP	288,860	288,861	288,862										866,582		3,104,350	27.92%
Change in Investments in PRWA	-	124	374										498		300,000	0.17%
Water Conservation Programs	8,016	7,880	7,782										23,678		236,500	10.01%
Total Non-Operating Expenses	\$ 489,327	\$ 489,317	\$ 489,469	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,468,113	\$ -	\$ 6,642,276	22.10%
Net Earnings	\$ 70,947	\$ (460,479)	\$ (318,510)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (708,043)	\$ -	\$ (1,248,631)	56.71%

	January	February	March	April	May	June	July	August	September	October	November	December
Total Operating Revenue	\$ 2,633,052	\$ 1,952,110	\$ 2,051,201	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cash Operating Expenses	\$ 1,967,674	\$ 2,040,349	\$ 2,033,285	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cash Operating Profit/(Loss)	\$ 665,378	\$ (88,238)	\$ 17,916	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Cash Operating Expenses	\$ 528,650	\$ 488,580	\$ 470,381	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Operating Profit/(Loss)	\$ 136,728	\$ (576,819)	\$ (452,465)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

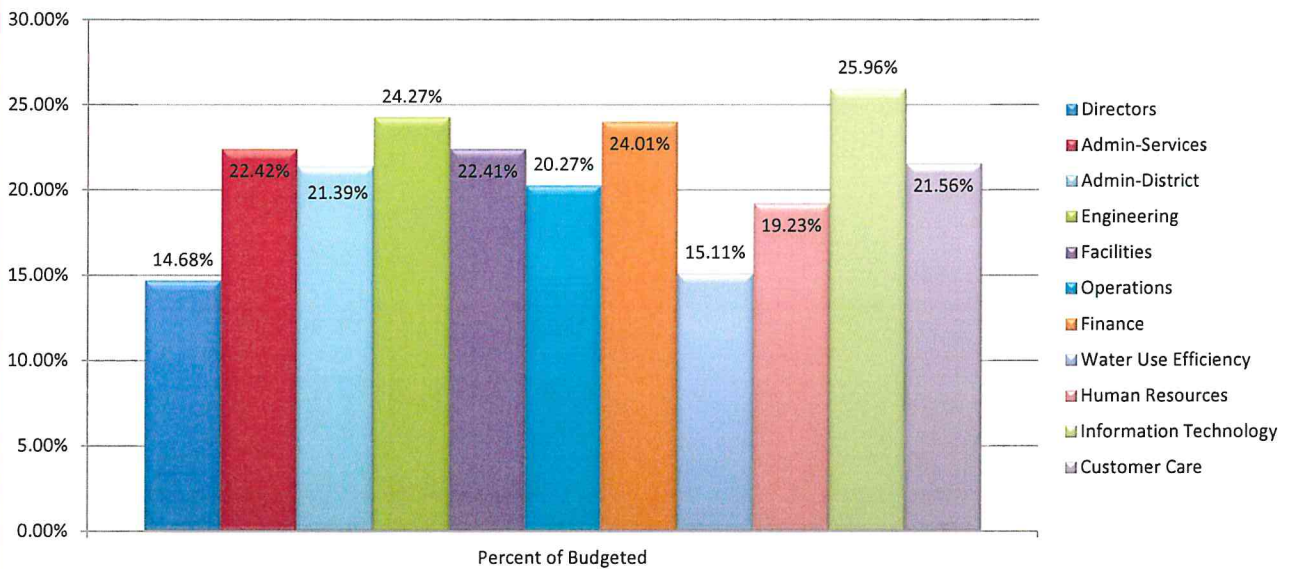
P & L Trending 2021



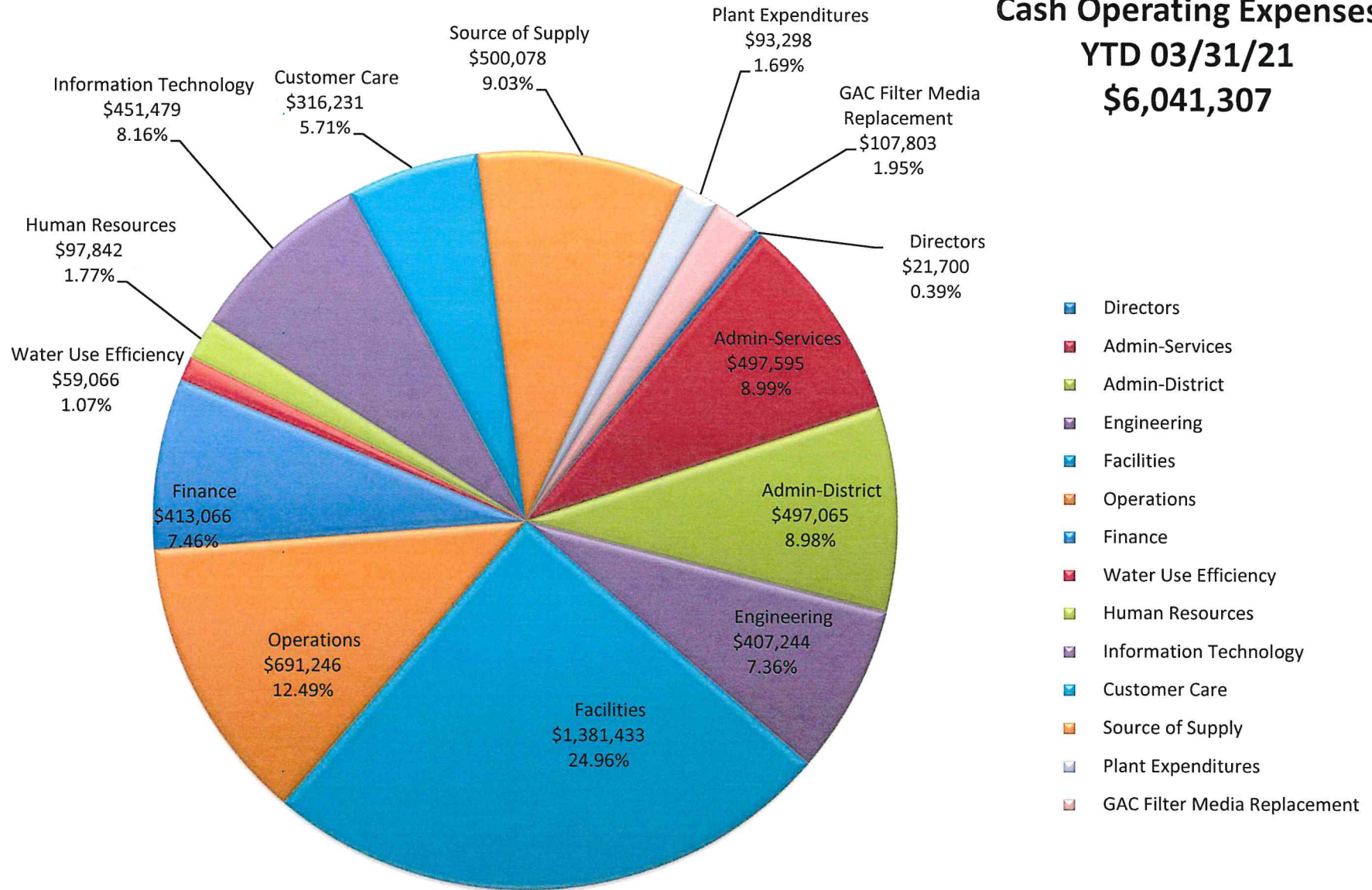
P & L BUDGET vs. ACTUAL



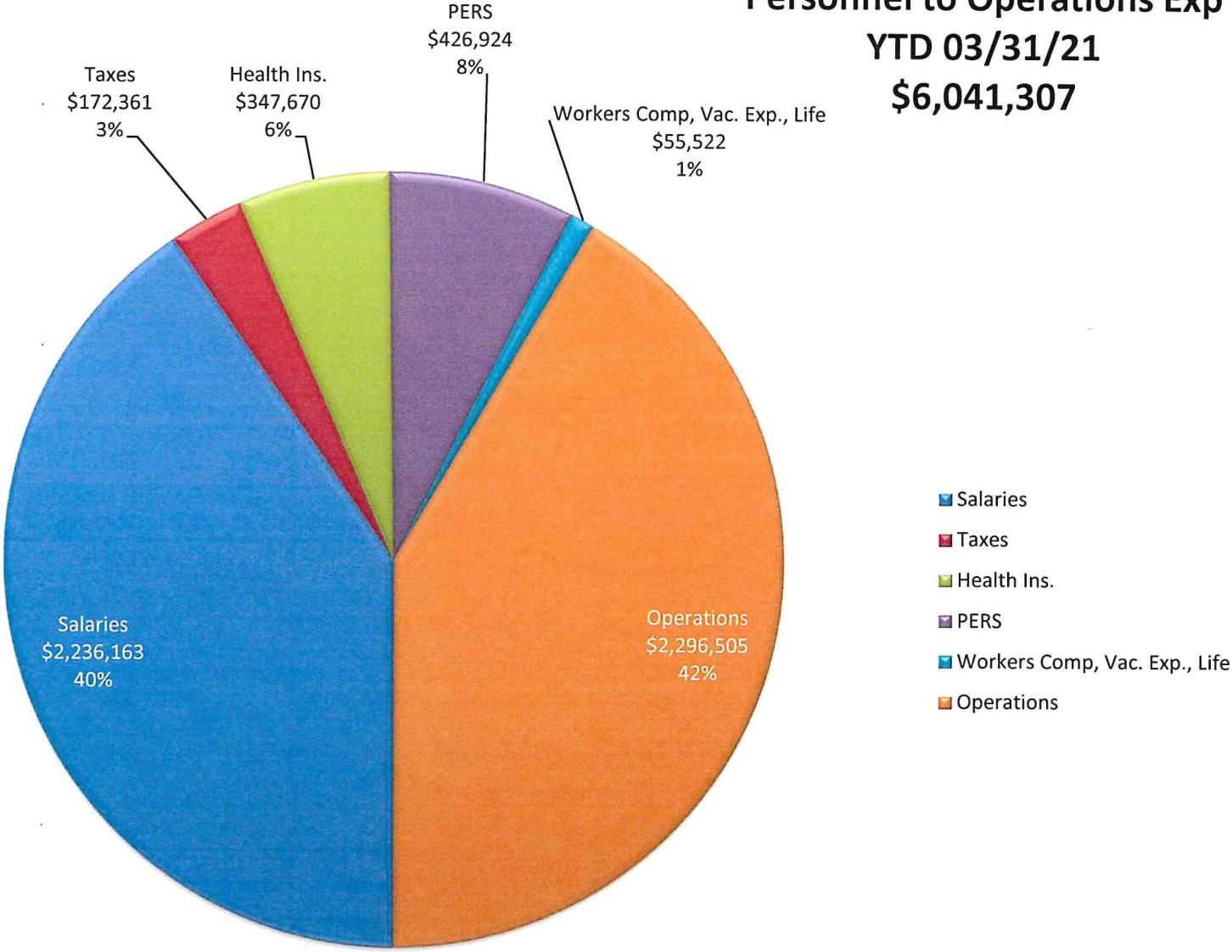
DEPARTMENTAL - BUDGET vs. ACTUAL



Cash Operating Expenses **YTD 03/31/21** **\$6,041,307**



Personnel to Operations Exp
YTD 03/31/21
\$6,041,307



**Palmdale Water District
Profit and Loss Statement
Quarterly Comparison**

	1st Qtr 2020	1st Qtr 2021	Change	% Change		Consumption Comparison			
						2020	2021	Change	
Operating Revenue:					Units Billed	1,180,964	1,321,810	140,846	
Wholesale Water	\$ 18,579	\$ 59,879	\$ 41,299	222.29%	Active	80,215	80,615	400	
Water Sales	1,587,677	1,996,743	409,066	25.77%	Vacant	2,156	1,874	282	
Meter Fees	3,432,818	3,795,870	363,052	10.58%					
Water Quality Fees	129,881	118,923	(10,957)	-8.44%					
Elevation Fees	51,627	58,167	6,540	12.67%	Rev/unit	\$ 4.60	\$ 4.69	\$ 0.08	
Other	217,554	168,958	(48,596)	-22.34%	Rev/con	\$ 67.79	\$ 76.89	\$ 9.10	
Total Operating Revenue	\$ 5,438,135	\$ 6,198,540	\$ 760,405	13.98%	Unit/con	14.72	16.40	1.67	
Cash Operating Expenses:									
Directors	\$ 19,567	\$ 21,700	\$ 2,133	10.90%					
Administration-Services	484,541	497,595	13,054	2.69%					
Administration-District	393,346	497,065	103,719	26.37%					
Engineering	405,152	407,244	2,092	0.52%					
Facilities	1,402,377	1,381,433	(20,944)	-1.49%					
Operations	811,964	691,246	(120,718)	-14.87%					
Finance	334,355	413,066	78,710	23.54%					
Water Conservation	66,396	59,066	(7,330)	-11.04%					
Human Resources	104,502	97,842	(6,660)	-6.37%					
Information Technology	378,601	451,479	72,877	19.25%					
Customer Care	353,812	316,231	(37,580)	-10.62%					
Source of Supply-Purchased Water	302,421	500,078	197,657	65.36%					
Plant Expenditures	50,350	93,298	42,948	85.30%					
Sediment Removal Project	-	506,162	506,162						
GAC Filter Media Replacement	-	107,803	107,803						
Total Cash Operating Expenses	\$ 5,107,386	\$ 6,041,307	\$ 933,922	18.29%					
Non-Cash Operating Expenses:									
Depreciation	\$ 1,302,275	\$ 1,270,195	\$ (32,080)	-2.46%					
OPEB Accrual Expense	383,130	383,130	-	0.00%					
Bad Debts	5,655	1,676	(3,979)	-70.36%					
Service Costs Construction	54,356	25,320	(29,036)	-53.42%					
Capitalized Construction	(220,494)	(192,957)	27,537	-12.49%					
Total Non-Cash Operating Expenses	\$ 1,524,923	\$ 1,487,364	\$ (37,559)	-2.46%					
Net Operating Profit/(Loss)	\$ (1,194,173)	\$ (1,330,131)	\$ (135,958)	11.39%					
Non-Operating Revenues:									
Assessments (Debt Service)	\$ 1,250,535	\$ 1,250,535	\$ -	0.00%					
Assessments (1%)	687,659	736,266	48,607	7.07%					
DWR Fixed Charge Recovery	-	30,082	30,082						
Interest	102,343	2,266	(100,077)	-97.79%					
CIF - Infrastructure	12,028	32,328	20,300	168.77%					
CIF - Water Supply	-	7,852	7,852						
Grants - State and Federal	-	-	-						
Other	52	30,873	30,821						
Total Non-Operating Revenues	\$ 2,052,617	\$ 2,090,201	\$ 37,584	1.83%					
Non-Operating Expenses:									
Interest on Long-Term Debt	\$ 646,339	\$ 577,354	\$ (68,985)	-10.67%					
Amortization of SWP	713,262	866,582	153,320	21.50%					
Change in Investments in PRWA	5,079	498	(4,581)	-90.20%					
Water Conservation Programs	16,892	23,678	6,786	40.17%					
Total Non-Operating Expenses	\$ 1,381,573	\$ 1,468,113	\$ 86,540	6.26%					
Net Earnings	\$ (523,129)	\$ (708,043)	\$ (184,914)	35.35%					

Palmdale Water District
Revenue Analysis
For the Three Months Ending 3/31/2021
2021

2020 to 2021 Comparison

	Thru February	March	Year-to-Date	Adjusted Budget	% of Budget	March	Year-to-Date	% Change
Operating Revenue:								
Wholesale Water	\$ 49,501	\$ 10,378	\$ 59,879	\$ 400,000	14.97%	\$ 10,378	\$ 41,299	222.29%
Water Sales	1,337,795	658,948	1,996,743	12,114,400	16.48%	71,262	409,066	25.77%
Meter Fees	2,527,950	1,267,920	3,795,870	14,865,600	25.53%	117,944	363,052	10.58%
Water Quality Fees	78,453	40,470	118,923	781,860	15.21%	(7,571)	(10,957)	-8.44%
Elevation Fees	37,946	20,221	58,167	366,843	15.86%	(634)	6,540	12.67%
Other	103,532	65,426	168,958	880,258	19.19%	(15,906)	(48,596)	-22.34%
Total Water Sales	\$ 4,135,177	\$ 2,063,364	\$ 6,198,540	\$ 29,408,961	21.08%	\$ 175,473	\$ 760,405	14.03%
Non-Operating Revenues:								
Assessments (Debt Service)	\$ 833,690	\$ 416,845	\$ 1,250,535	\$ 5,000,000	25.01%	\$ -	\$ -	0.00%
Assessments (1%)	597,983	138,283	736,266	2,475,000	29.75%	5,128	48,607	7.07%
DWR Fixed Charge Recovery	-	30,082	30,082	175,000	17.19%	30,082	30,082	
Interest	914	1,352	2,266	175,000	1.29%	(43,719)	(100,077)	-97.79%
CIF - Infrastructure	18,012	14,316	32,328	150,000	21.55%	14,316	20,300	168.77%
CIF - Water Supply	-	7,852	7,852	450,000	1.74%	7,852	7,852	
Grants - State and Federal	-	-	-	100,000	0.00%	-	-	
Other	28,340	2,533	30,873	50,000	61.75%	2,563	30,821	
Total Non-Operating Revenues	\$ 1,478,940	\$ 611,262	\$ 2,090,201	\$ 8,575,000	24.38%	\$ 16,221	\$ 37,584	1.83%
Total Revenue	\$ 5,614,116	\$ 2,674,625	\$ 8,288,741	\$ 37,983,961	21.82%	\$ 191,694	\$ 797,989	10.68%

	Thru February	March	Year-to-Date	Adjusted Budget	% of Budget
Operating Revenue:					
Wholesale Water	\$ 18,579	\$ -	\$ 18,579	\$ 295,000	6.30%
Water Sales	999,990	587,686	1,587,677	10,028,794	15.83%
Meter Fees	2,282,842	1,149,976	3,432,818	14,956,694	22.95%
Water Quality Fees	81,839	48,042	129,881	783,015	16.59%
Elevation Fees	30,772	20,855	51,627	354,450	14.57%
Other	136,222	81,332	217,554	877,625	24.79%
Total Water Sales	\$ 3,531,665	\$ 1,887,891	\$ 5,419,556	\$ 27,295,578	19.86%
Non-Operating Revenues:					
Assessments (Debt Service)	\$ 833,690	\$ 416,845	\$ 1,250,535	\$ 4,925,250	25.39%
Assessments (1%)	554,504	133,155	687,659	2,346,000	29.31%
DWR Fixed Charge Recovery	-	-	-	175,000	0.00%
Interest	57,272	45,071	102,343	150,000	68.23%
CIF - Infrastructure	12,028	-	12,028	18,750	64.15%
CIF - Water Supply	-	-	-	56,250	0.00%
Grants - State and Federal	-	-	-	100,000	0.00%
Other	82	(30)	52	50,000	0.10%
Total Non-Operating Revenues	\$ 1,457,577	\$ 595,040	\$ 2,052,617	\$ 7,821,250	26.24%
Total Revenue	\$ 4,989,242	\$ 2,482,931	\$ 7,472,173	\$ 35,116,828	21.28%

Palmdale Water District
Operating Expense Analysis
For the Three Months Ending 3/31/2021
2021

2020 to 2021 Comparison

	Thru February	March	Year-to-Date	Adjusted Budget	% of Budget	March	Year-to-Date	% Change
Cash Operating Expenses:								
Directors	\$ 9,166	\$ 12,534	\$ 21,700	\$ 147,790	14.68%	\$ 5,413	\$ 2,133	10.90%
Administration-Services	282,191	215,404	497,595	2,219,350	22.42%	65,875	13,054	2.69%
Administration-District	337,606	159,459	497,065	2,323,316	21.39%	(2,798)	103,719	26.37%
Engineering	232,836	174,408	407,244	1,678,000	24.27%	49,025	2,092	0.52%
Facilities	919,064	462,369	1,381,433	6,164,200	22.41%	90,358	(20,944)	-1.49%
Operations	368,725	322,521	691,246	3,409,900	20.27%	(4,729)	(120,718)	-14.87%
Finance	240,634	172,432	413,066	1,720,050	24.01%	70,097	78,710	23.54%
Water Conservation	34,344	24,722	59,066	390,950	15.11%	6,905	(7,330)	-11.04%
Human Resources	55,020	42,822	97,842	508,900	19.23%	19,873	(6,660)	-6.37%
Information Technology	338,865	112,614	451,479	1,739,300	25.96%	44,520	72,877	19.25%
Customer Care	180,913	135,319	316,231	1,466,700	21.56%	23,184	(37,580)	-10.62%
Source of Supply-Purchased Water	494,047	6,031	500,078	2,400,000	20.84%	2,495	197,657	65.36%
Plant Expenditures	78,123	15,174	93,298	565,860	16.49%	15,174	42,948	85.30%
Sediment Removal Project	328,685	177,477	506,162	600,000	84.36%	177,477	506,162	
GAC Filter Media Replacement	107,803	-	107,803	906,000	11.90%	-	107,803	
Total Cash Operating Expenses	\$ 4,008,022	\$ 2,033,285	\$ 6,041,307	\$ 26,240,316	23.02%	\$ 562,867	\$ 933,922	15.46%
Non-Cash Operating Expenses:								
Depreciation	\$ 849,283	\$ 420,912	\$ 1,270,195	\$ 5,000,000	25.40%	\$ (8,099)	\$ (32,080)	-2.46%
OPEB Accrual Expense	255,420	127,710	383,130	1,750,000	21.89%	-	-	0.00%
Bad Debts	2,707	(783)	1,924	350,000	0.55%	(1,976)	(3,731)	-65.98%
Service Costs Construction	8,441	16,880	25,320	150,000	16.88%	(4,049)	(29,036)	-53.42%
Capitalized Construction	(98,620)	(94,337)	(192,957)	(900,000)	21.44%	200	27,537	-12.49%
Total Non-Cash Operating Expenses	\$ 1,017,231	\$ 470,381	\$ 1,487,612	\$ 6,350,000	23.43%	\$ (13,924)	\$ (37,311)	-2.51%
Non-Operating Expenses:								
Interest on Long-Term Debt	\$ 384,903	\$ 192,451	\$ 577,354	\$ 3,001,426	19.24%	\$ (21,006)	\$ (68,985)	-10.67%
Amortization of SWP	577,721	288,862	866,582	3,104,350	27.92%	51,108	153,320	21.50%
Change in Investments in PRWA	124	374	498	300,000	0.17%	374	(4,581)	-90.20%
Water Conservation Programs	15,894	7,782	23,676	236,500	10.01%	1,084	6,784	40.16%
Total Non-Operating Expenses	\$ 978,642	\$ 489,469	\$ 1,468,111	\$ 6,642,276	22.10%	\$ 31,560	\$ 86,538	6.26%
Total Expenses	\$ 6,003,895	\$ 2,993,135	\$ 8,997,030	\$ 39,232,592	22.93%	\$ 580,503	\$ 983,148	12.27%

**Palmdale Water District
Operating Expense Analysis
For the Three Months Ending 3/31/2021**

2020 to 2021 Comparison

	2020				
	Thru February	March	Year-to-Date	Adjusted Budget	% of Budget
Cash Operating Expenses:					
Directors	\$ 12,446	\$ 7,121	\$ 19,567	\$ 144,150	13.57%
Administration-Services	335,012	149,530	484,541	2,056,121	23.57%
Administration-District	231,089	162,256	393,346	2,128,988	18.48%
Engineering	279,768	125,384	405,152	1,635,725	24.77%
Facilities	1,030,366	372,011	1,402,377	6,449,794	21.74%
Operations	484,715	327,250	811,964	3,248,390	25.00%
Finance	232,020	102,335	334,355	1,346,687	24.83%
Water Conservation	48,579	17,817	66,396	358,682	18.51%
Human Resources	81,553	22,950	104,502	492,512	21.22%
Information Technology	310,507	68,094	378,601	1,229,489	30.79%
Customer Care	241,677	112,135	353,812	1,292,548	27.37%
Source of Supply-Purchased Water	298,885	3,536	302,421	2,321,476	13.03%
Plant Expenditures	50,350	-	50,350	610,556	8.25%
Sediment Removal Project	-	-	-	600,000	
GAC Filter Media Replacement	-	-	-	783,015	0.00%
Total Cash Operating Expenses	\$ 3,636,968	\$ 1,470,418	\$ 5,107,386	\$ 24,698,133	20.68%
Non-Cash Operating Expenses:					
Depreciation	\$ 873,264	\$ 429,011	\$ 1,302,275	\$ 5,050,000	25.79%
OPEB Accrual Expense	255,420	127,710	383,130	1,750,000	21.89%
Bad Debts	4,462	1,193	5,655	35,000	16.16%
Service Costs Construction	33,428	20,928	54,356	100,000	54.36%
Capitalized Construction	(125,957)	(94,537)	(220,494)	(600,000)	36.75%
Total Non-Cash Operating Expenses	\$ 1,040,618	\$ 484,305	\$ 1,524,923	\$ 6,335,000	24.07%
Non-Operating Expenses:					
Interest on Long-Term Debt	\$ 432,882	\$ 213,457	\$ 646,339	\$ 2,648,000	24.41%
Amortization of SWP	475,508	237,754	713,262	2,881,000	24.76%
Change in Investments in PRWA	5,079	-	5,079	300,000	1.69%
Water Conservation Programs	10,195	6,698	16,892	236,500	7.14%
Total Non-Operating Expenses	\$ 923,664	\$ 457,909	\$ 1,381,573	\$ 6,065,500	22.78%
Total Expenses	\$ 5,601,250	\$ 2,412,632	\$ 8,013,882	\$ 37,098,633	21.60%

Palmdale Water District
2021 Directors Budget
For the Three Months Ending Wednesday, March 31, 2021

	YTD ACTUAL 2021	ORIGINAL BUDGET 2021	ADJUSTMENTS 2021	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-01-4000-000 Directors Pay	\$ -	\$ -	\$ -	\$ -	
Employee Benefits					
1-01-4005-000 Payroll Taxes	872	5,790		4,918	15.06%
Subtotal (Benefits)	872	5,790	-	4,918	15.06%
Total Personnel Expenses	\$ 872	\$ 5,790	\$ -	\$ 4,918	15.06%
OPERATING EXPENSES:					
1-01-xxxx-006 Director Share - Dizmang, Gloria	\$ 2,429	\$ 28,400		\$ 25,971	8.55%
1-01-xxxx-008 Director Share - Mac Laren, Kathy	5,913	28,400		22,487	20.82%
1-01-xxxx-010 Director Share - Dino, Vincent	3,005	28,400		25,395	10.58%
1-01-xxxx-012 Director Share - Wilson, Don	2,311	28,400		26,089	8.14%
1-01-xxxx-013 Director Share - Marino, Amberrose	7,170	28,400		21,230	25.25%
Subtotal Operating Expenses	20,828	142,000	-	121,172	14.67%
Total O & M Expenses	\$ 21,700	\$ 147,790	\$ -	\$ 126,090	14.68%

Palmdale Water District
2021 Administration Services Budget
For the Three Months Ending Wednesday, March 31, 2021

	YTD ACTUAL 2021	ORIGINAL BUDGET 2021	ADJUSTMENTS 2021	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-02-4000-000 Salaries	\$ 330,755	\$ 1,392,500		\$ 1,061,745	23.75%
1-02-4000-100 Overtime	958	6,000		5,042	15.97%
Subtotal (Salaries)	\$ 331,713	\$ 1,398,500	\$ -	\$ 1,066,787	23.72%
Employee Benefits					
1-02-4005-000 Payroll Taxes	\$ 25,323	\$ 98,500		73,177	25.71%
1-02-4010-000 Health Insurance	41,789	184,500		142,711	22.65%
1-02-4015-000 PERS	33,590	131,250		97,660	25.59%
Subtotal (Benefits)	\$ 100,701	\$ 414,250	\$ -	\$ 313,549	24.31%
Total Personnel Expenses	\$ 432,414	\$ 1,812,750	\$ -	\$ 1,380,336	23.85%
OPERATING EXPENSES:					
1-02-4050-000 Staff Travel	\$ -	\$ 15,500	\$ -	\$ 15,500	0.00%
1-02-4050-100 General Manager Travel	-	5,200		5,200	0.00%
1-02-4060-000 Staff Conferences & Seminars	29	6,200		6,171	0.47%
1-02-4060-100 General Manager Conferences & Seminars	404	4,100		3,696	9.85%
1-02-4130-000 Bank Charges	47,747	200,000		152,253	23.87%
1-02-4150-000 Accounting Services	-	26,000		26,000	0.00%
1-02-4175-000 Permits	-	18,100		18,100	0.00%
1-02-4180-000 Postage	2,710	17,000		14,290	15.94%
1-02-4190-100 Public Relations - Publications	767	31,200		30,434	2.46%
1-02-4190-700 Public Affairs - Marketing/Outreach	9,668	40,000		30,332	24.17%
1-02-4190-710 Public Affairs -Advertising	-	5,000		5,000	0.00%
1-02-4190-720 Public Affairs - Equipment	-	2,500		2,500	0.00%
1-02-4190-730 Public Affairs -Conference/Seminar/Travel	29	3,000		2,971	0.97%
1-02-4190-740 Public Affairs - Consultants	-	2,000		2,000	0.00%
1-02-4190-750 Public Affairs - Membership	695	1,200		505	57.92%
1-02-4200-000 Advertising	-	4,100		4,100	0.00%
1-02-4205-000 Office Supplies	3,132	25,500		22,368	12.28%
Subtotal Operating Expenses	\$ 65,181	\$ 406,600	\$ -	\$ 341,419	16.03%
Total Departmental Expenses	\$ 497,595	\$ 2,219,350	\$ -	\$ 1,721,755	22.42%

Palmdale Water District
2021 Administration District Wide Budget
For the Three Months Ending Wednesday, March 31, 2021

	YTD ACTUAL 2021	ORIGINAL BUDGET 2021	ADJUSTMENTS 2021	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-02-5070-001 On-Call	\$ 19,599	\$ 75,000		\$ 55,401	26.13%
Subtotal (Salaries)	\$ 19,599	\$ 75,000	\$ -	\$ 55,401	26.13%
Employee Benefits					
1-02-5070-002 PERS-Unfunded Liability	\$ 203,391	\$ 840,316		636,925	24.20%
1-02-5070-003 Workers Compensation	57,618	296,000		238,382	19.47%
1-02-5070-004 Vacation Benefit Expense	(3,385)	83,000		86,385	-4.08%
1-02-5070-005 Life Insurance	1,288.45	7,000		5,712	18.41%
Subtotal (Benefits)	\$ 258,913	\$ 1,226,316	\$ -	\$ 967,403	21.11%
Total Personnel Expenses	\$ 278,513	\$ 1,301,316	\$ -	\$ 1,022,803	21.40%
OPERATING EXPENSES:					
1-02-5070-006 Other Operating	\$ 10,495	\$ 60,000		49,505	17.49%
1-02-5070-007 Consultants	65,883	275,000		209,117	23.96%
1-02-5070-008 Insurance	70,984	260,000		189,016	27.30%
1-02-5070-009 Groundwater Adjudication - Legal	4,306	41,000		36,694	10.50%
1-02-5070-010 Legal Services	24,551	131,000		106,449	18.74%
1-02-5070-011 Memberships/Subscriptions	28,485	165,000		136,515	17.26%
1-02-5070-013 Succession Planning	-	25,000		25,000	0.00%
1-02-5070-014 Groundwater Adjudication - Assessment	13,848	65,000		51,152	21.30%
Subtotal Operating Expenses	\$ 218,552	\$ 1,022,000	\$ -	\$ 803,448	21.38%
Total Departmental Expenses	\$ 497,065	\$ 2,323,316	\$ -	\$ 1,826,251	21.39%

Palmdale Water District
2021 Engineering Budget
For the Three Months Ending Wednesday, March 31, 2021

	YTD ACTUAL 2021	ORIGINAL BUDGET 2021	ADJUSTMENTS 2021	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-03-4000-000 Salaries	\$ 290,868	\$ 1,225,750	\$ -	\$ 934,882	23.73%
1-03-4000-100 Overtime	7,035	15,000		7,965	46.90%
Subtotal (Salaries)	\$ 297,903	\$ 1,240,750	\$ -	\$ 942,847	24.01%
Employee Benefits					
1-03-4005-000 Payroll Taxes	22,767	98,000		75,233	23.23%
1-03-4010-000 Health Insurance	46,216	176,500		130,284	26.18%
1-03-4015-000 PERS	29,087	117,750		88,664	24.70%
Subtotal (Benefits)	\$ 98,069	\$ 392,250	\$ -	\$ 294,181	25.00%
Total Personnel Expenses	\$ 395,973	\$ 1,633,000	\$ -	\$ 1,237,027	24.25%
OPERATING EXPENSES:					
1-03-4050-000 Staff Travel	\$ -	\$ 5,000		\$ 5,000	0.00%
1-03-4060-000 Staff Conferences & Seminars	875	7,500		6,625	11.67%
1-03-4060-001 Staff Training - Auto CAD Civil 3D	-	10,000		10,000	0.00%
1-03-4155-000 Contracted Services	-	1,500		1,500	0.00%
1-03-4165-000 Memberships/Subscriptions	1,603	3,500		1,897	45.80%
1-03-4250-000 General Materials & Supplies	1,197	4,000		2,803	29.94%
1-03-4250-100 Supplies - Plotter Paper/Toner	-	4,500		4,500	0.00%
1-03-8100-100 Computer Software - Maint. & Support	7,596	9,000		1,404	84.40%
Subtotal Operating Expenses	\$ 11,271	\$ 45,000	\$ -	\$ 33,729	25.05%
Total Departmental Expenses	\$ 407,244	\$ 1,678,000	\$ -	\$ 1,270,756	24.27%

Palmdale Water District
2021 Facilities Budget
For the Three Months Ending Wednesday, March 31, 2021

	YTD ACTUAL 2021	ORIGINAL BUDGET 2021	ADJUSTMENTS 2021	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-04-4000-000 Salaries	\$ 536,458	\$ 2,248,000		\$ 1,711,542	23.86%
1-04-4000-100 Overtime	36,232	144,000		107,768	25.16%
Subtotal (Salaries)	\$ 572,690	\$ 2,392,000	\$ -	\$ 1,819,310	23.94%
Employee Benefits					
1-04-4005-000 Payroll Taxes	44,947	189,500		144,553	23.72%
1-04-4010-000 Health Insurance	100,296	445,000		344,704	22.54%
1-04-4015-000 PERS	54,524	214,000		159,476	25.48%
Subtotal (Benefits)	\$ 199,767	\$ 848,500	\$ -	\$ 648,733	23.54%
Total Personnel Expenses	\$ 772,457	\$ 3,240,500	\$ -	\$ 2,468,043	23.84%
OPERATING EXPENSES:					
1-04-4050-000 Staff Travel	\$ -	\$ 6,200		\$ 6,200	0.00%
1-04-4060-000 Staff Conferences & Seminars	-	15,500		15,500	0.00%
1-04-4155-000 Contracted Services	32,458	239,100		206,642	13.58%
1-04-4175-000 Permits-Dams	4,677	42,000		37,323	11.14%
1-04-4215-100 Natural Gas - Wells & Boosters	49,290	225,000		175,710	21.91%
1-04-4215-200 Natural Gas - Buildings	4,376	9,500		5,124	46.06%
1-04-4220-100 Electricity - Wells & Boosters	260,614	860,000		599,386	30.30%
1-04-4220-200 Electricity - Buildings	8,251	95,000		86,749	8.69%
1-04-4225-000 Maint. & Repair - Vehicles	4,569	34,000		29,431	13.44%
1-04-4230-100 Maint. & Rep. Office Building	605	26,500		25,895	2.28%
1-04-4230-200 Maint. & Rep. Two Way Radios	-	5,000			
1-04-4235-110 Maint. & Rep. Equipment	4,216	12,700		8,484	33.20%
1-04-4235-400 Maint. & Rep. Operations - Wells	19,250	84,500		65,250	22.78%
1-04-4235-405 Maint. & Rep. Operations - Boosters	17,419	52,800		35,381	32.99%
1-04-4235-410 Maint. & Rep. Operations - Shop Bldgs	-	26,000		26,000	0.00%
1-04-4235-415 Maint. & Rep. Operations - Facilities	6,420	52,000		45,580	12.35%
1-04-4235-420 Maint. & Rep. Operations - Water Lines	32,289	315,000		282,711	10.25%
1-04-4235-425 Maint. & Rep. Operations - Littlerock Dam	-	15,500		15,500	0.00%
1-04-4235-435 Maint. & Rep. Operations - Palmdale Canal	326	7,000		6,674	4.65%
1-04-4235-440 Maint. & Rep. Operations - Large Meters	1,478	15,500		14,022	9.54%
1-04-4235-450 Maint. & Rep. Operations - Hypo Generators	-	7,900		7,900	0.00%
1-04-4235-455 Maint. & Rep. Operations - Heavy Equipment	8,401	44,000		35,599	19.09%
1-04-4235-460 Maint. & Rep. Operations - Storage Reservoirs	991	5,200		4,209	19.06%
1-04-4235-461 Maint. & Rep. Operations - Air Vac	-	5,200		5,200	0.00%
1-04-4235-470 Maint. & Rep. Operations - Meters Exchanges	31,860	155,000		123,140	20.55%
1-04-4300-100 Testing - Regulatory Compliance	-	20,500		20,500	0.00%
1-04-4300-200 Testing - Large Meters	3,760	13,000		9,240	28.92%
1-04-4300-300 Testing - Edison Testing	-	12,000		12,000	0.00%
1-04-6000-000 Waste Disposal	2,539	21,000		18,461	12.09%
1-04-6100-100 Fuel and Lube - Vehicle	28,030	142,000		113,970	19.74%
1-04-6100-200 Fuel and Lube - Machinery	6,930	26,000		19,070	26.65%
1-04-6200-000 Uniforms	2,397	28,000		25,603	8.56%
1-04-6300-100 Supplies - General	13,645	65,000		51,355	20.99%
1-04-6300-300 Supplies - Electrical	-	3,000		3,000	0.00%
1-04-6300-800 Supplies - Construction Materials	6,143	35,000		28,857	17.55%
1-04-6400-000 Tools	4,739	45,100		40,361	10.51%
1-04-7000-100 Leases -Equipment	4,165	15,000		10,835	27.77%
1-04-7000-100 Leases -Vehicles	49,139	142,000		92,861	34.61%
Subtotal Operating Expenses	\$ 608,977	\$ 2,923,700	\$ -	\$ 2,309,723	20.83%
Total Departmental Expenses	\$ 1,381,433	\$ 6,164,200	\$ -	\$ 4,777,767	22.41%

Palmdale Water District
2021 Operation Budget
For the Three Months Ending Wednesday, March 31, 2021

	YTD ACTUAL 2021	ORIGINAL BUDGET 2021	ADJUSTMENTS 2021	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-05-4000-000 Salaries	\$ 274,442	\$ 1,154,000		\$ 879,558	23.78%
1-05-4000-100 Overtime	23,093	99,000		75,907	23.33%
Subtotal (Salaries)	\$ 297,535	\$ 1,253,000	\$ -	\$ 955,465	23.75%
Employee Benefits					
1-05-4005-000 Payroll Taxes	23,165	91,000		67,835	25.46%
1-05-4010-000 Health Insurance	37,896	182,000		144,104	20.82%
1-05-4015-000 PERS	29,836	118,500		88,664	25.18%
Subtotal (Benefits)	\$ 90,897	\$ 391,500	\$ -	\$ 300,603	23.22%
Total Personnel Expenses	\$ 388,432	\$ 1,644,500	\$ -	\$ 1,256,068	23.62%
OPERATING EXPENSES:					
1-05-4050-000 Staff Travel	\$ -	\$ 3,100		\$ 3,100	0.00%
1-05-4060-000 Staff Conferences & Seminars	-	3,100		3,100	0.00%
1-05-4120-100 Training - Lab Equipment	-	5,200			
1-05-4155-000 Contracted Services	16,893	99,600		82,707	16.96%
1-05-4175-000 Permits	1,859	81,300		79,441	2.29%
1-05-4215-200 Natural Gas - WTP	2,968	3,200		232	92.75%
1-05-4220-200 Electricity - WTP	32,093	215,000		182,907	14.93%
1-05-4230-110 Maint. & Rep. - Office Equipment	-	5,300		5,300	0.00%
1-05-4235-110 Maint. & Rep. Operations - Equipment	14,439	21,000		6,561	68.76%
1-05-4235-410 Maint. & Rep. Operations - Shop Bldgs	288	6,300		6,012	4.57%
1-05-4235-415 Maint. & Rep. Operations - Facilities	52,085	74,000		21,915	70.39%
1-05-4235-500 Maint. & Rep. Operations - Wind Turbine	367	10,000		9,633	3.67%
1-05-4236-000 Palmdale Lake Management	13,620	130,000		116,380	10.48%
1-05-6000-000 Waste Disposal	603	21,000		20,397	2.87%
1-05-6200-000 Uniforms	2,100	16,000		13,900	13.12%
1-05-6300-100 Supplies - Misc.	2,681	15,200		12,519	17.64%
1-05-6300-600 Supplies - Lab	20,570	72,000		51,430	28.57%
1-05-6300-700 Outside Lab Work	15,840	60,000		44,160	26.40%
1-05-6400-000 Tools	-	6,100		6,100	0.00%
1-05-6500-000 Chemicals	126,406	915,000		788,594	13.81%
1-05-7000-100 Leases -Equipment	-	3,000		3,000	0.00%
Subtotal Operating Expenses	\$ 302,814	\$ 1,765,400	\$ -	\$ 1,457,386	17.15%
Total Departmental Expenses	\$ 691,246	\$ 3,409,900	\$ -	\$ 2,713,454	20.27%

Palmdale Water District
2021 Finance Budget
For the Three Months Ending Wednesday, March 31, 2021

	YTD ACTUAL 2021	ORIGINAL BUDGET 2021	ADJUSTMENTS 2021	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-06-4000-000 Salaries	\$ 243,461	\$ 996,500		\$ 753,039	24.43%
1-06-4000-100 Overtime	2,351	2,000		(351)	117.55%
Subtotal (Salaries)	\$ 245,812	\$ 998,500	\$ -	\$ 752,688	24.62%
Employee Benefits					
1-06-4005-000 Payroll Taxes	18,795	75,500		56,705	24.89%
1-06-4010-000 Health Insurance	39,017	176,000		136,983	22.17%
1-06-4015-000 PERS	25,792	105,750		79,958	24.39%
Subtotal (Benefits)	\$ 83,604	\$ 357,250	\$ -	\$ 273,646	23.40%
Total Personnel Expenses	\$ 329,415	\$ 1,355,750	\$ -	\$ 1,026,335	24.30%
OPERATING EXPENSES:					
1-06-4050-000 Staff Travel	\$ -	\$ 2,000		\$ 2,000	0.00%
1-06-4060-000 Staff Conferences & Seminars	29	1,500.00		1,471	1.93%
1-06-4155-000 Contracted Services	3,950	12,600		8,650	31.35%
1-06-4155-100 Contracted Services - Infosend	62,397	283,000		220,603	22.05%
1-06-4165-000 Memberships/Subscriptions	110	500		390	22.00%
1-06-4230-110 Maintenance & Repair - Office Equipment	-	500		500	0.00%
1-06-4250-000 General Material & Supplies	-	2,000		2,000	0.00%
1-06-4260-000 Business Forms	175	1,500		1,325	11.67%
1-06-4270-100 Telecommunication - Office	11,725	32,000		20,275	36.64%
1-06-4270-200 Telecommunication - Cellular Stipend	4,635	25,700		21,065	18.04%
1-06-7000-100 Leases - Equipment	629	3,000		2,371	20.98%
Subtotal Operating Expenses	\$ 83,650	\$ 364,300	\$ -	\$ 280,650	22.96%
Total Departmental Expenses	\$ 413,066	\$ 1,720,050	\$ -	\$ 1,306,984	24.01%

Palmdale Water District
2021 Water Use Efficiency Budget
For the Three Months Ending Wednesday, March 31, 2021

YTD ACTUAL 2021	ORIGINAL BUDGET 2021	ADJUSTMENTS 2021	ADJUSTED BUDGET REMAINING	PERCENT USED
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Personnel Budget:

1-07-4000-000 Salaries	\$ 42,728	\$ 170,500	\$ 127,772	25.06%
1-07-4000-100 Overtime	521	5,000	4,479	10.43%
Subtotal (Salaries)	\$ 43,249	\$ 175,500	\$ 132,251	24.64%

Employee Benefits

1-07-4005-000 Payroll Taxes	3,428	13,750	10,322	24.93%
1-07-4010-000 Health Insurance	7,683	31,000	23,317	24.78%
1-07-4015-000 PERS	4,705	19,500	14,795	24.13%
Subtotal (Benefits)	\$ 15,816	\$ 64,250	\$ -	24.62%

Total Personnel Expenses

\$ 59,066	\$ 239,750	\$ -	\$ 176,206	24.64%
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OPERATING EXPENSES:

1-07-4050-000 Staff Travel	\$ -	\$ 2,600	\$ 2,600	0.00%
1-07-4060-000 Staff Conferences & Seminar	-	3,100	3,100	0.00%
1-07-4190-300 Public Relations - Landscape Workshop/Training	-	5,200	5,200	0.00%
1-07-4190-400 Public Relations - Contests	-	3,100	3,100	0.00%
1-07-4190-500 Public Relations - Education Programs	-	125,000	125,000	0.00%
1-07-4190-900 Public Relations - Other	-	5,200	5,200	0.00%
1-07-6300-100 Supplies - Misc.	-	7,000	7,000	0.00%
Subtotal Operating Expenses	\$ -	\$ 151,200	\$ -	0.00%

Total Departmental Expenses

\$ 59,066	\$ 390,950	\$ -	\$ 327,406	15.11%
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Palmdale Water District
2021 Human Resources Budget
For the Three Months Ending Wednesday, March 31, 2021

	YTD ACTUAL 2021	ORIGINAL BUDGET 2021	ADJUSTMENTS 2021	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-08-4000-000 Salaries	\$ 64,847	\$ 267,250		\$ 202,403	24.26%
1-08-4000-100 Salaries - Overtime	268	1,000		732	26.82%
Subtotal (Salaries)	\$ 65,115	\$ 268,250	\$ -	\$ 202,403	24.27%
Employee Benefits					
1-08-4005-000 Payroll Taxes	5,047	20,750		15,703	24.32%
1-08-4010-000 Health Insurance	6,250	31,000		24,750	20.16%
1-08-4015-000 PERS	6,142	24,500		18,358	25.07%
Subtotal (Benefits)	\$ 17,439	\$ 76,250	\$ -	\$ 58,811	22.87%
Total Personnel Expenses	\$ 82,554	\$ 344,500	\$ -	\$ 261,214	23.96%
OPERATING EXPENSES:					
1-08-4050-000 Staff Travel	\$ -	\$ 1,500		\$ 1,500	0.00%
1-08-4060-000 Staff Conferences & Seminars	-	1,500		1,500	0.00%
1-08-4070-000 Employee Expense	10,235	67,500		57,265	15.16%
1-08-4090-000 Temporary Staffing	-	-		-	
1-08-4095-000 Employee Recruitment	-	3,100		3,100	0.00%
1-08-4100-000 Employee Retention	-	5,200		5,200	0.00%
1-08-4105-000 Employee Relations	439	-		(439)	#DIV/0!
1-08-4120-100 Training-Safety	225	36,000		35,775	0.63%
1-08-4120-200 Training-Speciality	1,065	15,500		14,435	6.87%
1-08-4121-000 Safety Program	-	1,000		1,000	0.00%
1-08-4165-000 Membership/Subscriptions	754	1,600		846	47.13%
1-08-4165-100 HR/Safety Publications	-	1,000		1,000	0.00%
1-08-6300-500 Supplies - Safety	2,571	30,500		27,929	8.43%
Subtotal Operating Expenses	\$ 15,288	\$ 164,400	\$ -	\$ 149,112	9.30%
Total Departmental Expenses	\$ 97,842	\$ 508,900	\$ -	\$ 411,058	19.23%

Palmdale Water District
2021 Information Technology Budget
For the Three Months Ending Wednesday, March 31, 2021





	YTD ACTUAL 2021	ORIGINAL BUDGET 2021	ADJUSTMENTS 2021	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-09-4000-000 Salaries	\$ 135,107	\$ 583,750	\$ -	\$ 448,643	23.14%
1-09-4000-100 Overtime	5,643	21,000		15,357	26.87%
Subtotal (Salaries)	\$ 140,750	\$ 604,750	\$ -	\$ 464,000	23.27%
Employee Benefits					
1-09-4005-000 Payroll Taxes	10,759	46,500		35,741	23.14%
1-09-4010-000 Health Insurance	18,423	94,000		75,577	19.60%
1-09-4015-000 PERS	15,728	46,250		30,522	34.01%
Subtotal (Benefits)	\$ 44,910	\$ 186,750	\$ -	\$ 141,840	24.05%
Total Personnel Expenses	\$ 185,660	\$ 791,500	\$ -	\$ 605,840	23.46%
OPERATING EXPENSES:					
1-09-4050-000 Staff Travel	\$ -	\$ 3,100		\$ 3,100	0.00%
1-09-4060-000 Staff Conferences & Seminars	-	10,400		10,400	0.00%
1-09-4155-000 Contracted/Cloud Services	113,397	293,300		179,903	38.66%
1-09-4165-000 Memberships/Subscriptions	399	2,600		2,201	15.34%
1-09-4235-445 Maibt & Repair - Telemetry	-	5,300			
1-09-4270-000 Telecommunications	27,770	119,100		91,330	23.32%
1-09-6300-400 Supplies - Telemetry	146	-		(146)	
1-09-6450-110 Equipment - GF Signet Flow Meters	-	7,600			
1-09-7000-100 Leases - Equipment	12,774	56,000			
1-09-8000-100 Computer Equipment - Computers	2,409	45,000		42,591	5.35%
1-09-8000-200 Computer Equipment - Laptops	3,341	45,000		41,659	7.42%
1-09-8000-300 Computer Equipment - Monitors	9,497	12,000		2,503	79.14%
1-09-8000-500 Computer Equipment - Toner Cartridges	-	2,500		2,500	0.00%
1-09-8000-550 Computer Equipment - Telephony	-	3,000		3,000	0.00%
1-09-8000-600 Computer Equipment - Other	2,903	30,000		27,097	9.68%
1-09-8000-650 Computer Equipment - Warranty & Support	3,420	15,000		11,580	22.80%
1-09-8100-100 Computer Software - Maint. and Support	52,590	237,900		185,310	22.11%
1-09-8100-150 Computer Software - Dynamics GP Support	34,915	40,000		5,085	87.29%
1-09-8100-200 Computer Software - Software and Upgrades	2,257	20,000		17,743	11.28%
Subtotal Operating Expenses	\$ 265,819	\$ 947,800	\$ -	\$ 625,855	28.05%
Total Departmental Expenses	\$ 451,479	\$ 1,739,300	\$ -	\$ 1,231,695	25.96%

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Palmdale Water District
2021 Customer Care Budget
For the Three Months Ending Wednesday, March 31, 2021

	YTD ACTUAL 2021	ORIGINAL BUDGET 2021	ADJUSTMENTS 2021	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-10-4000-000 Salaries	\$ 221,291	\$ 1,013,000		\$ 791,709	21.85%
1-10-4000-100 Overtime	505	7,500		6,995	6.74%
Subtotal (Salaries)	\$ 221,796	\$ 1,020,500	\$ -	\$ 798,704	21.73%
Employee Benefits					
1-10-4005-000 Payroll Taxes	17,259	80,000		62,741	21.57%
1-10-4010-000 Health Insurance	50,101	233,000		182,899	21.50%
1-10-4015-000 PERS	24,130	96,500		72,370	25.00%
Subtotal (Benefits)	\$ 91,489	\$ 409,500	\$ -	\$ 318,011	22.34%
Total Personnel Expenses	\$ 313,285	\$ 1,430,000	\$ -	\$ 1,116,715	21.91%
OPERATING EXPENSES:					
1-10-4050-000 Staff Travel	\$ -	\$ 2,000		\$ 2,000	0.00%
1-10-4060-000 Staff Conferences & Seminars	-	3,100		3,100	0.00%
1-10-4155-000 Contracted Services	2,493	25,400		22,907	9.81%
1-10-4230-110 Maintenance & Repair-Office Equipment	-	200		200	0.00%
1-10-4250-000 General Material & Supplies	453	5,000		4,547	9.07%
1-10-4260-000 Business Forms	-	1,000		1,000	0.00%
Subtotal Operating Expenses	\$ 2,946	\$ 36,700	\$ -	\$ 33,754	8.03%
Total Departmental Expenses	\$ 316,231	\$ 1,466,700	\$ -	\$ 1,150,469	21.56%

[illegible]

-  = Projects that originated from 2013 WRB Funds
-  = Project had additional funding paid out by the general fund to complete.
-  = Project is now deemed complete with no further expense.
-  = Projects paid by 2018 WRB Funds

Water Revenue Bond - Series 2018A

Updated: March 9, 2021

Project	Project #	Description	Bond Allocation	Contractual Commitment	Payout to Date	Over/(Under)	Uncommitted Bond \$
LGCS-ASI	04-501	Littlerock Dam - Grade Control Structure (Construction)	\$ 8,160,257	\$ 10,619,601	\$ 10,697,276	\$ (77,675)	\$ (2,537,019)
		Original Contract Amt: \$9,500,808, C.O.1: \$1,118,792.54					
LGCS-ASP	04-501	Littlerock Dam - Grade Control Structure (Monitoring)		1,238,287	986,829	251,458	(986,829)
WTP		Water Treatment Plant Improvements	2,375,000		-	-	
6MG		6 M.G. Reservoir Renovations	1,050,000		-	-	
WMR		Various W.M. Replacements	1,789,612		-	-	
PWD		Design, Engineering and Other Preconstruction Costs	173,000		-	-	
WRB		Bond Issuance Costs	226,303		226,303	-	
ISS		Issuance Funds			(12,092)		
Interest Earned through September 30, 2020					(333,142)		
Totals:			\$ 13,774,172	\$ 11,857,888	\$ 11,565,173	\$ 173,782	\$ (3,523,848)
2018A Water Revenue Bonds - Unallocated Funds:				\$ 1,916,284			
2018A Water Revenue Bonds - Remaining Funds to payout:					\$ 2,208,999		

Requisition No.	Payee	Date Approved	Invoice No.	Project	Payment Amount
	Issuance Costs	Jun 27, 2018	N/A	WRB	\$ 226,302.82
	Interest - Jul 2018		N/A	INT	1,384.72
	Interest - Aug 2018		N/A	INT	20,900.39
1	Aspen Environmental Group	Sep 12, 2018	1116.007-01	LGCS-ASP	28,105.88
2	ASI Construction LLC	Sep 18, 2018	01	LGCS-ASI	60,027.00
	Interest - Sep 2018		N/A	INT	21,047.68
3	ASI Construction LLC	Oct 2, 2018	02	LGCS-ASI	156,655.00
4	Aspen Environmental Group	Oct 8, 2018	1116.007-02	LGCS-ASP	51,072.42
5	Aspen Environmental Group	Oct 30, 2018	1116.007-03	LGCS-ASP	56,698.38
	Interest - Oct 2018		N/A	INT	20,838.36
6	ASI Construction LLC	Nov 7, 2018	03	LGCS-ASI	844,455.00
	Interest - Nov 2018		N/A	INT	22,998.40
7	Aspen Environmental Group	Dec 10, 2018	1116.007-04	LGCS-ASP	99,711.66
7	ASI Construction LLC	Dec 10, 2018	04	LGCS-ASI	665,631.99
	Interest - Dec 2018		N/A	INT	21,673.24
8	Aspen Environmental Group	Jan 3, 2019	1116.007-05	LGCS-ASP	67,719.03
9	ASI Construction LLC	Jan 7, 2019	05	LGCS-ASI	1,494,216.00
10	Aspen Environmental Group	Jan 29, 2019	1116.007-06	LGCS-ASP	56,529.35
	Interest - Jan 2019		N/A	INT	22,085.33
11	ASI Construction LLC	Feb 14, 2019	06	LGCS-ASI	338,899.30
	Interest - Feb 2019		N/A	INT	20,485.96
12	Aspen Environmental Group	Feb 28, 2019	1116.007-07	LGCS-ASP	78,799.25
	Interest - Mar 2019		N/A	INT	17,656.62
13	Aspen Environmental Group	Apr 1, 2019	1116.007-08	LGCS-ASP	34,790.67
13	Aspen Environmental Group	Apr 1, 2019	1116.008-01	LGCS-ASP	7,731.53
14	Aspen Environmental Group	Apr 22, 2019	1116.007-09	LGCS-ASP	6,938.12
	Interest - Apr 2019		N/A	INT	19,042.25
15	Aspen Environmental Group	May 15, 2019	1116.007-10	LGCS-ASP	6,958.75
	Interest - May 2019		N/A	INT	18,485.68
	Interest - June 2019		N/A	INT	18,852.79
16	Aspen Environmental Group	Jul 1, 2019	1116.007-11	LGCS-ASP	11,059.71
17	Aspen Environmental Group	Jul 30, 2019	1116.007-12	LGCS-ASP	22,237.47
	Interest - July 2019		N/A	INT	18,017.03
18	Aspen Environmental Group	Aug 27, 2019	1116.007-13	LGCS-ASP	58,421.77
19	ASI Construction LLC	Aug 28, 2019	Chng Order 4	LGCS-ASI	1,118,792.54
	Interest - August 2019		N/A	INT	18,580.51
	Interest - September 2019		N/A	INT	16,527.97
20	ASI Construction LLC	Oct 15, 2019	08	LGCS-ASI	1,361,654.50
	Interest - October 2019		N/A	INT	14,239.81

(Cont.)

[illegible]

**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

DATE: April 20, 2021 **April 26, 2021**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Michael Williams, Finance Manager/CFO
VIA: Mr. Dennis LaMoreaux, General Manager
RE: ***AGENDA ITEM 8.1.d – REPORTS***

Discussion:

Presented here are financial related items for your review.

1. Effects of COVID-19 event.
 - a. As of March 31, 2021, we have 1,619 single family accounts with a past due balance over 60 days with amounts greater than \$50.00. Total outstanding for those accounts at 60+ days \$846,200. At December 31, 2020, there were 1,534 single family accounts same stat with outstanding balance of \$764,226. March's total is a 39% increase.

At March 31, 2020, there were 513 single family accounts same stat with outstanding balance of \$119,478.
 - b. Cash received for the month of March 2021 was \$141,901, or 7.11%, higher than February 2021 and \$108,327, or 5.34%, higher than January 2021 and \$365,920, or 20.64%, higher than March 2020.
2. Revenue Projections (attachment).
 - a. Revenue projections for 2021 based on selling 16,317 AF shows as of March 31st revenue is ahead of projections by approximately \$290K.
3. Payment Transactions by Type (attachment).
 - a. The 1st Qtr report for 2021 shows a slight reduction in total payments by approximately 2,500 from 2020. This is most likely due to COVID-19, the lobby being closed since mid-March 2020, and an increase in delinquencies.
 - b. Although there was a reduction in total payments, there was a huge increase in electronic payments of approximately 7,500.
4. Accounts Receivable Aging Report March 31, 2021 (attachment).
 - a. Aging report shows receivables at 03/31/21 are approximately \$731K higher than 03/31/20; that is reflective of higher sales numbers in 2021 and, of course, the COVID delinquencies. There is an increase in 120+day delinquency from 03/31/20 of approximately \$283K.

BOARD OF DIRECTORS
PALMDALE WATER DISTRICT

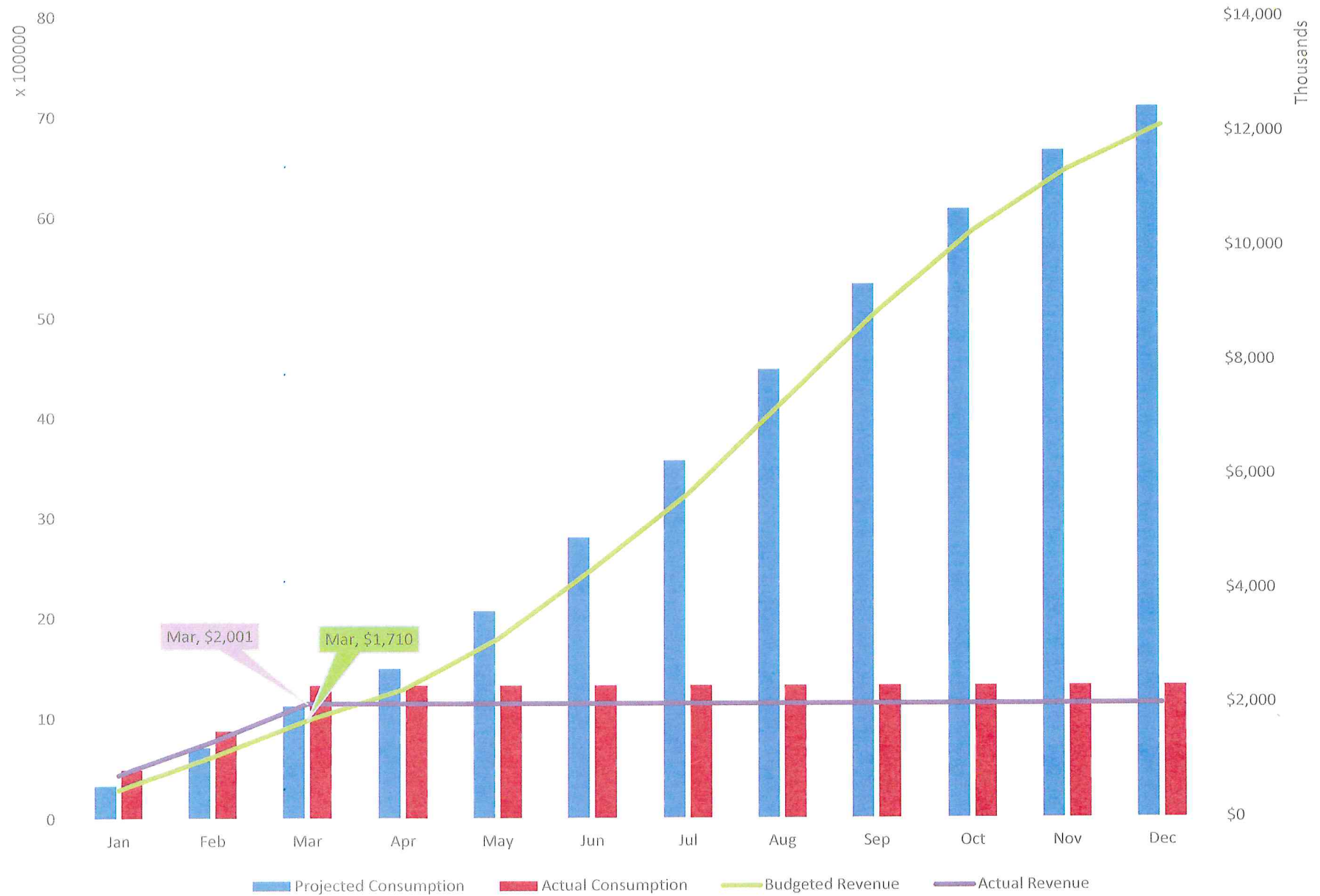
VIA: Mr. Dennis LaMoreaux, General Manager

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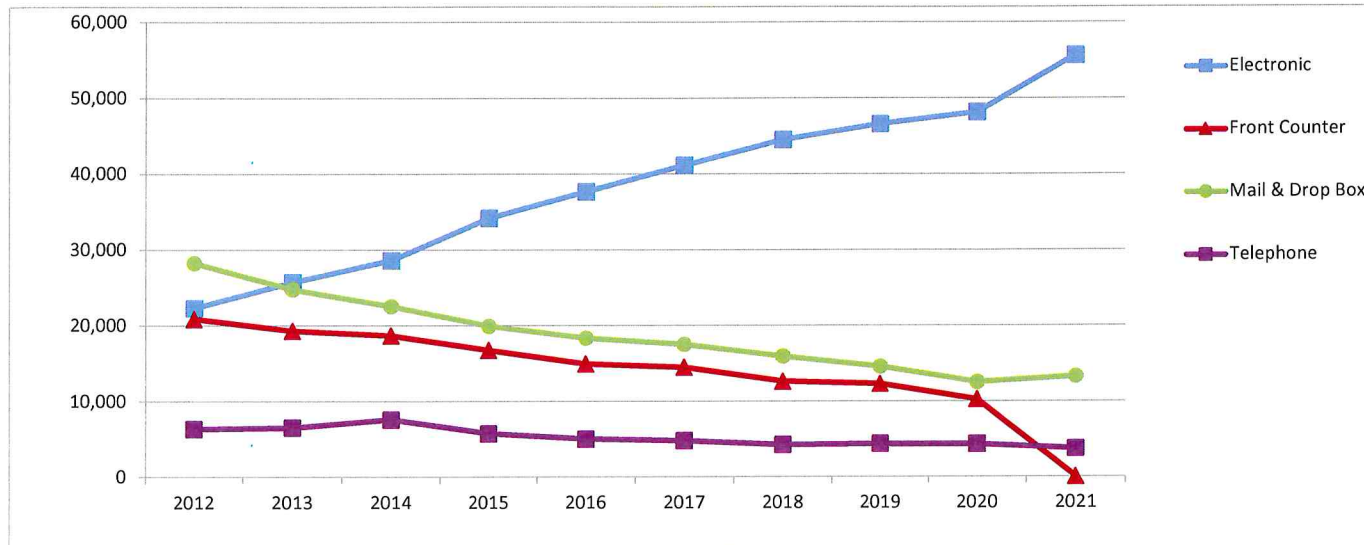
April 20, 2021

5. Financing schedule for new 2021 bond issue (attachment).
6. Rate Assistance Program.
 - a. At March 31st, there were 599 participants – 302 are Seniors, 13 are Veterans, and 284 are Low Income.
7. Status on 2020 Audit.
 - a. Trial balance and working papers were uploaded to the portal on April 5th. Ongoing requests for items are being provided. No estimated completion date at this time.

2021 Revenue Projections Based on 16,317 AF



Payment Transactions By Types Jan - Mar



Payment Type	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Electronic	22,316	25,723	28,609	34,179	37,667	41,158	44,521	46,592	48,161	55,665
Front Counter	20,898	19,289	18,674	16,740	14,930	14,475	12,632	12,295	10,266	36
Mail & Drop Box	28,253	24,752	22,542	19,909	18,323	17,485	15,923	14,539	12,494	13,270
Telephone	6,341	6,515	7,596	5,738	5,020	4,801	4,249	4,401	4,347	3,755
Total	77,808	76,279	77,421	76,566	75,940	77,919	77,325	77,827	75,268	72,726

Electronic Payments Breakout	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
META - ACH Pymt	1,853	1,844	902	775	397	421	418	437	413	436
WES - ACH Pymt	220	232	241	241	253	267	262	229	228	195
INF - Website Pymts	15,345	17,138	18,809	19,151	20,405	22,099	23,778	25,636	27,343	31,386
IVR - Automated Pay ##	0	0	453	5,224	6,933	8,052	8,880	9,534	9,415	10,567
KIOSK - Automated Pay \$\$	0	0	0	0	210	283	866	413	359	0
PNM - Automated Pay %%	0	0	0	0	0	598	972	1,167	1,280	2,733
VAN - ACH Pymt &&	4,898	6,509	8,204	8,788	9,469	9,438	9,345	9,176	9,123	10,348
Total	22,316	25,723	28,609	34,179	37,667	41,158	44,521	46,592	48,161	55,665

##- IVR service started March 13, 2014

\$\$ - Kiosk service started July 1, 2015

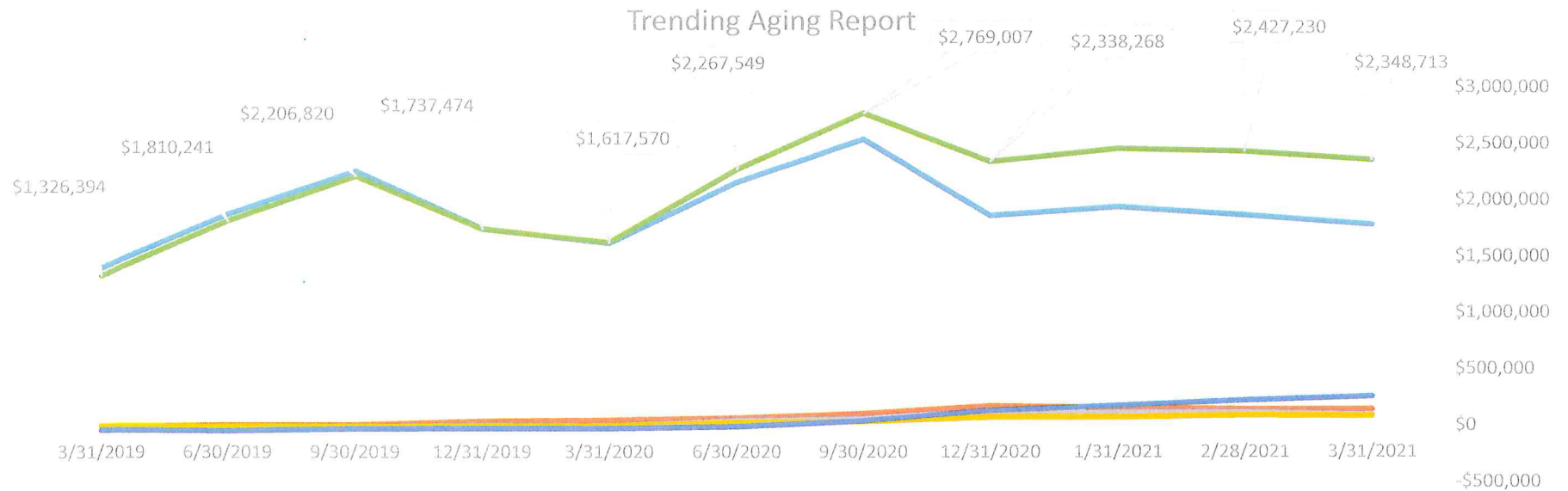
%% - PNM - Pay Near Me Payment service started June 9, 2016

&& - Vanco ACH service started Sept 2011

Accounts Receivable Aging Report

	0-30 days	31-60 days	61-90 days	91-120 days	121+ days	Balance
3/31/2021	\$1,777,140	\$141,520	\$92,929	\$82,821	\$254,303	\$2,348,713
2/28/2021	\$1,860,339	\$142,417	\$114,758	\$89,056	\$220,659	\$2,427,230
1/31/2021	\$1,936,011	\$155,919	\$112,643	\$72,626	\$175,013	\$2,452,213
12/31/2020	\$1,859,885	\$173,247	\$102,856	\$71,585	\$130,696	\$2,338,268
9/30/2020	\$2,536,819	\$103,572	\$56,414	\$33,856	\$38,346	\$2,769,007
6/30/2020	\$2,154,477	\$65,380	\$38,984	\$22,054	-\$13,346	\$2,267,549
3/31/2020	\$1,611,602	\$44,717	-\$3,970	-\$5,373	-\$29,407	\$1,617,570
12/31/2019	\$1,739,176	\$35,389	-\$936	-\$5,813	-\$30,343	\$1,737,474
9/30/2019	\$2,250,102	\$3,677	-\$9,637	-\$6,208	-\$31,113	\$2,206,820
6/30/2019	\$1,867,456	\$4,978	-\$8,295	-\$6,641	-\$47,257	\$1,810,241
3/31/2019	\$1,396,553	-\$10,972	-\$11,317	-\$5,758	-\$42,112	\$1,326,394

\$731,144 From 03/31/20 - 03/31/21



Palmdale Water District
2021 Water Revenue Bonds



PALMDALE WATER DISTRICT
 A CENTURY OF SERVICE

Financing Schedule
(As of April 13, 2021)

Issuer: Palmdale Water District (DISTRICT)
Municipal Advisor: NHA Advisors (MA)
Bond Counsel: Stradling Yocca Carlson & Rauth (BC)
Disclosure Counsel: Stradling Yocca Carlson & Rauth (DC)
Underwriter: TBD (UW)

April 2021							May 2021							June 2021							July 2021						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3							1			1	2	3	4	5					1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
25	26	27	28	29	30		23/30	24/31	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31

Date	Activity	Participants
Monday, March 15	Kickoff Meeting/Call to Discuss Proposed Financing	ALL
Wednesday, March 17	Circulate Reimbursement Resolution	BC
Friday, April 16	Distribute Underwriter RFQ	MA
Monday, April 26	District Board Approval of Reimbursement Resolution	DISTRICT
Friday, April 30	Underwriter Proposals Due	UW
Friday, May 7	Underwriter Selected	DISTRICT/MA
Wednesday, May 12	Circulate First Drafts of Financing Documents (Base Legal Documents and Resolution)	BC
Friday, May 14	Circulate First Draft of Preliminary Official Statement ("POS")	DC
Thursday, May 20	Present Financing Plan to the District Finance Committee	DISTRICT/MA
Friday, May 21	Comments Due on First Drafts of Financing Documents	ALL
Monday, May 24	Comments Due on First Draft of POS	ALL
Thursday, May 27	Circulate Second Drafts of Financing Documents	BC
Friday, May 28	Circulate Second Draft of POS	DC

Date	Activity	Participants
Monday, May 31	Memorial Day Holiday	ALL
Tuesday, June 1	Submit Credit Package to Rating Agency and Bond Insurers	MA
Wednesday, June 2	Circulate Draft Staff Report	MA
Friday, June 4	Comments Due on Second Drafts of Financing Documents and POS	ALL
Monday, June 7	Comments Due on Draft Staff Report	ALL
June 8-10	Credit Rating Presentation	ALL
Wednesday, June 9	Circulate Agenda Drafts of Financing Documents and POS	BC/DC
Wednesday, June 9	Agenda Deadline for June 14, 2021 District Board Meeting (Staff Report and Financing Documents)	ALL
June 10-21	Due Diligence Call	DISTRICT/UW/ MA/BC/DC
Monday, June 14	District Board Approval of Financing	DISTRICT
Thursday, June 17	Rating Due	MA
Friday, June 18	Bond Insurance Bids Due; Bond Insurer Selected	DISTRICT/MA
Monday, June 21	Circulate Draft POS with Rating and Insurance Language	DC
Tuesday, June 22	Final Comments Due on POS	ALL
Tuesday, June 22	Release POS to Underwriter	DC
Monday, June 28	Pre-pricing Call	DISTRICT/UW/ MA
Tuesday, June 29	Price Bonds	DISTRICT/UW/ MA
Thursday, July 1	Circulate Draft Final Official Statement ("FOS")	DC
Friday, July 2	Circulate Draft Closing Documents	BC
Friday, July 2	Comments Due on Draft FOS	ALL
Monday, July 5	Independence Day Holiday (Recognized)	ALL
Tuesday, July 6	Comments Due on Closing Documents	ALL
Wednesday, July 7	Release FOS to Underwriter	DC

Date		Activity	Participants
July 7-12		Execute Closing Documents	ALL
Tuesday, July 13		Pre-Closing	ALL
Wednesday, July 14		Closing	ALL

MINUTES OF MEETING OF THE OUTREACH COMMITTEE OF THE PALMDALE WATER DISTRICT, SEPTEMBER 22, 2020:

A meeting of the Outreach Committee of the Palmdale Water District was held Tuesday, September 22, 2020, via teleconference. Chair Wilson called the meeting to order at 3:30 p.m.

1) Roll Call.

Attendance:

Committee:

Don Wilson, Chair

(via teleconf.)

Robert Alvarado, Committee

Member (via teleconf.)

Others Present:

Dennis LaMoreaux, General Manager (via teleconf.)

Adam Ly, Assistant General Manager (via teleconf.)

Mike Williams, Finance Manager (via teleconf.)

Judy Shay, Public Affairs Director (via teleconf.)

Dawn Deans, Executive Assistant (via teleconf.)

0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Alvarado, seconded by Chair Wilson, and unanimously carried by all members of the Committee present at the meeting to adopt the agenda, as written.

3) Public Comments for Non-Agenda Items.

There were no public comments for non-agenda items.

4) Action Items: (The Public Shall Have an Opportunity to Comment on Any Action Item as Each Item is Considered by the Committee Prior to Action Being Taken.)

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held February 25, 2020.

It was moved by Committee Member Alvarado, seconded by Chair Wilson, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Outreach Committee meeting held February 25, 2020, as written.

4.2) Consideration and Possible Action on District Membership in the California Foundation on the Environment and the Economy (CFEE). (\$21,000 or \$38,000 – Non-Budgeted – General Manager LaMoreaux)

General Manager LaMoreaux provided an overview of CFEE membership and the cost, and after discussion of the cost of membership options, of this item being non-budgeted, of Chair Wilson's request to further discuss membership benefits with Director Mac Laren, of discussing Committee agenda items with a third Director, of Committee Member Alvarado's recommendation to approve District membership at the \$21,000 rate, and of Chair Wilson's planned absence from the next Regular Board Meeting, it was determined that at the September 28, 2020 Regular Board Meeting, Committee Member Alvarado will state Chair Wilson's request to table this item to the October 12, 2020 Regular Board Meeting.

4.3) Consideration and Possible Action on Continuation of Cost Sharing Agreement for Lobbying Services at State Level. (\$21,000.00 – Budgeted – Assistant General Manager Ly)

Assistant General Manager Ly provided an overview of the Cost Sharing Agreement for Lobbying Services with Reeb Government Relations, LLC, and after a brief discussion of the benefit of this Agreement, it was moved by Committee Member Alvarado, seconded by Chair Wilson, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to continue the Cost Sharing Agreement for Lobbying Services at the State Level with Reeb Government Relations, LLC.

Assistant General Manager Ly then stated that a contract will be prepared and presented to the Committee for consideration after which Chair Wilson requested Reeb Government Relations, LLC provide quarterly and annual reports.

4.4) Review of Draft 2020 Strategic Plan Materials. (Public Affairs Director Shay)

Public Affairs Director Shay provided an overview of the 2020 Strategic Plan poster and brochure included in the agenda packet, and after a brief discussion, the Committee concurred with the design of the 2020 Strategic Plan Materials.

4.5) Discussion of Current and 2021 Outreach Activities. (Public Affairs Director Shay)

a) Outreach Report.

Public Affairs Director Shay reviewed events and press releases from April 14, 2020 to date; articles printed in the Antelope Valley Press, ACWA News, the Palmdale Magazine, and The Pipeline; events, including a tour for Congressman Garcia and staff, a 102nd anniversary give-away, the completion of the Water Ambassador's Academy, virtual Coffee-with-a-Director events, the Café con Leche Radio Show, attendance at several virtual community meetings and staff participation at the Palmdale School District's food giveaways; the design of documents, including the 2020 Strategic Plan, the logo for the Palmdale Recycled Water Authority, the 2019 Consumer Confidence Report, letters to students, promotion of Infrastructure Week, and the District's Linked In page; various social media posts; and events remaining for 2020, including Imagine-a-Day-Without-Water, Water Professionals Week, and Coffee-with-the-GM.

b) Upcoming Events/2021 Plans.

She then stated that upcoming 2021 events assuming normal operations can resume include Let's Talk H2O for Water Quality, the Conservation Garden groundbreaking and ribbon-cutting ceremonies, American Indian Little League Opening Day, Coffee-with-a-Director, Earth Day, Inaugural meeting of CSDA's Antelope Valley/Santa Clarita local chapter, Littlerock Dam open recreation weekends, a booth at a Taco Festival, an anniversary event, a booth at the City of Palmdale's National Night Out, Littlerock Sediment Removal groundbreaking ceremony, a booth at Day of the Dead, STEM day, rebate highlights, the junior and adult Water Ambassador Academies, Drink Tap campaign, and Don't Flush Pills campaign.

Chair Wilson then requested a written report of events followed by discussion of a recent Antelope Valley Press article.

5) Reports.

5.1) Staff Manager Reports.

There were no additional information reports.

6) Board Members' Requests for Future Agenda Items.

General Manager LaMoreaux recommended "Reports: Lobbying Activities" be added to future agendas.

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

There was no date set for the next Outreach Committee meeting.

8) **Adjournment.**

There being no further business to come before the Outreach Committee, the meeting was adjourned at 4:11 p.m.


Chair

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, FEBRUARY 17, 2021:

A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, February 17, 2021, via teleconference. Chair Mac Laren-Gomez called the meeting to order at 1:00 p.m.

1) Roll Call.

Attendance:

Committee:

Kathy Mac Laren-Gomez, Chair
Amberrose Merino,
Committee Member

Others Present:

Dennis LaMoreaux, General Manager
Adam Ly, Assistant General Manager
Mike Williams, Finance Manager
Jennifer Emery, Human Resources Director
Judy Shay, Public Affairs Director
Heather Oates, Safety and Training Tech.
Dawn Deans, Executive Assistant
0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Merino, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting to adopt the agenda, as written.

3) Public Comments for Non-Agenda Items.

There were no public comments for non-agenda items.

4) Action Items: (The Public Shall Have an Opportunity to Comment on Any Action Item as Each Item is Considered by the Committee Prior to Action Being Taken.)

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held January 20, 2021.

It was moved by Committee Member Merino, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held January 20, 2021, as written.

4.2) Consideration and Possible Action on a Recommendation on the Palmdale Water District's COVID-19 Prevention Program. (No Budget Impact – Human Resources Director Emery)

Human Resources Director Emery provided an overview of the District's current and proposed COVID-19 Prevention Program, and after a brief discussion of staff's recommendation to approve the revised Program with new guidelines, it was moved by Committee Member Merino, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to approve the Palmdale Water District's COVID-19 Prevention Program and that the Program be presented to the full Board for consideration at the February 22, 2021 Regular Board Meeting.

5) Reports:

5.1) Human Resources Director Emery:

a) Personnel Policy Effects of COVID-19 Event.

Human Resources Director Emery stated that she has no additional information to report regarding the COVID-19 event.

She then reported that after General Counsel's review of the updated Employee Handbook, it will be presented to the Ad Hoc Committee and then to the full Board for consideration.

She then reported that as part of this year's Salary Survey, all job descriptions are being updated and will be presented to the Committee for consideration.

6) Board Members' Requests for Future Agenda Items.

Chair Mac Laren-Gomez recommended a future agenda item for "Consideration and possible action on Director compensation" and that comparisons for this item be provided using the same agencies as the Salary Survey and include benefit information.

There were no further requests for future agenda items.

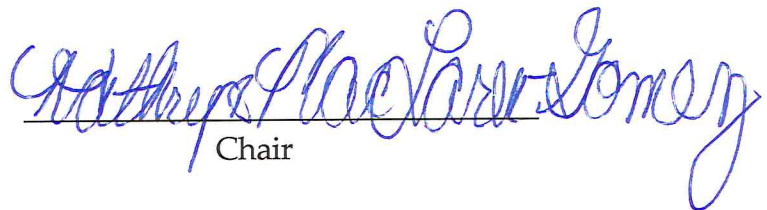
FEBRUARY 17, 2021
PERSONNEL
COMMITTEE MEETING

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

It was stated that the next Personnel Committee meeting will be held March 17, 2021 at 1:00 p.m.

8) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 1:15 p.m.


Chair

MINUTES OF MEETING OF THE RESOURCE AND FACILITIES COMMITTEE OF THE PALMDALE WATER DISTRICT, MARCH 1, 2021:

A meeting of the Resource and Facilities Committee of the Palmdale Water District was held Monday, March 1, 2021, at 2029 East Avenue Q, Palmdale, CA 93550 and via teleconference. Chair Mac Laren called the meeting to order at 3:00 p.m.

1) Roll Call.

Attendance:

Committee:

Vincent Dino, Chair

Amberrose Merino, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager

Adam Ly, Assistant General Manager

Mike Williams, Finance Manager

Judy Shay, Public Affairs Director

Chris Bligh, Facilities Manager

Peter Thompson II, Res. & Analytics Dir.

Claudia Bolanos, Res. & Analytics Spvsr.

Dawn Deans, Executive Assistant

0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Merino, seconded by Chair Dino, and unanimously carried by all members of the Committee present at the meeting to adopt the agenda, as written.

3) Public Comments for Non-Agenda Items.

There were no public comments for non-agenda items.

4) Action Items: (The Public Shall Have an Opportunity to Comment on Any Action Item as Each Item is Considered by the Committee Prior to Action Being Taken.)

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held September 29, 2020.

It was moved by Committee Member Merino, seconded by Chair Dino, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Resource and Facilities Committee meeting held September 29, 2020, as written.

4.2) Review and Discussion of Existing Water Transfer/Exchange Agreements. (Resource and Analytics Director Thompson II)

Resource and Analytics Director Thompson II stated that the District's 2021 State Water Project allocation remains at 10% and then provided an overview of the District's Water Transfer/Exchange Agreements with Kern County Water Agency, Antelope Valley East Kern Water Agency, Littlerock Creek Irrigation District, the Yuba Accord and Dry Year Water Transfer Program, and the Butte County Long Term Agreement followed by discussion of water available through each of these Agreements.

4.3) Consideration and Possible Action on a Recommendation on a Term Sheet for a Long Term Transfer Agreement With Westside Districts and Authorization to Begin and Share in CEQA Costs for the Agreement. (Resource and Analytics Director Thompson II)

Resource and Analytics Director Thompson II provided an overview of the revised State Water Project contract regarding water transfers and the proposed term sheet for a Long Term Transfer Agreement with Westside Districts in Kern County, and after clarification of the Committee's spending authority, it was moved by Committee Member Merino, seconded by Chair Dino, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to approve the term sheet for a Long Term Transfer Agreement with Westside Districts; that the Committee approves and authorizes staff to begin and share in CEQA costs for the Agreement in the not-to-exceed amount of \$25,000.00; and that the term sheet be presented to the full Board for consideration at the March 8, 2021 Regular Board Meeting.

4.4) Consideration and Possible Action on a Recommendation on Water District Long Term Transfer with Littlerock Creek Irrigation District. (Resource and Analytics Director Thompson II)

Resource and Analytics Director Thompson II provided an overview of the proposed term sheet for the Water District Long Term State Water Project Transfer with Littlerock Creek Irrigation District after which it was moved by Committee Member Merino, seconded by Chair Dino, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to approve the Water District Long Term Transfer with Littlerock Creek

Irrigation District and that the term sheet be presented to the full Board for consideration at a future Regular Board Meeting.

4.5) Discussion of Potential Water Transfer/Exchange Agreements. (Resource and Analytics Director Thompson II)

Resource and Analytics Director Thompson II provided an overview of potential Water Transfer/Exchange Agreements including a farming lease of groundwater substitution water north of the Delta and other options through neighboring agencies.

He then provided an overview of the Dry Year Water Program through the State Water Contractors and stated that the District's participation in this Program will be presented to the full Board for consideration at the March 8, 2021 Regular Board Meeting as an initial deposit to participate in this Program is required.

4.6) Consideration and Possible Action on a Recommendation to Purchase a New Water Truck. (\$110,000.00 – Budgeted – Budget Item No. CIP-Truck No. 4 and Truck No. 67 – Facilities Manager Bligh)

Facilities Manager Bligh provided an overview of the new water truck after which it was moved by Committee Member Merino, seconded by Chair Dino, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to approve the purchase of a new water truck and that this purchase be presented to the full Board for consideration at the March 8, 2021 Regular Board Meeting.

5) Reports:

5.1) Resource and Analytics Director Thompson II:

a) 2021 State Water Project Allocation Use.

Resource and Analytics Director Thompson II stated that the District carried over 2,400 acre feet of State Water Project water from 2020; that this supply will be depleted by March; and that the District's 10% 2021 State Water Project allocation, which is approximately 2,000 acre feet, will be used prior to the use of any transfer and exchange water.

b) Water Conservation and Education Garden.

Resource and Analytics Supervisor Bolanos stated that no bids were received for the Water Conservation and Education Garden; that based on feedback from potential contractors, the project will be re-bid in two phases – phase one for the concrete inground arena and shade structure and phase two for the landscaping and educational portion of the project; and that staff hopes to re-bid phase one within a month.

5.2) Engineering/Grant Manager Rogers:

a) Littlerock Reservoir Sediment Removal Project

Assistant General Manager Ly stated that the emergency removal of 19,000 acre feet of sediment from Littlerock Reservoir is anticipated to be completed by next week and that the multi-year contract for annual sediment removal will be reviewed by staff.

b) Palmdale Regional Groundwater Recharge and Recovery Project.

He then stated that the test well for this Project was equipped but hard pan material was encountered at 350' extending to 700'; that as a result, Stantec, the District's consultant, has proposed surface water augmentation and injection wells; and that staff is reviewing these options to determine the next step in this Project on a potentially smaller scale.

6) Board Members' Requests for Future Agenda Items.

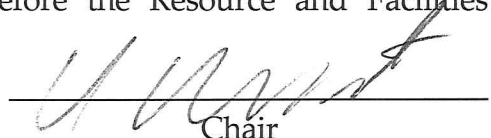
There were no requests for future agenda items.

7) Date of Next Committee Meeting.

There was no date set for the next Resource and Facilities Committee meeting.

8) Adjournment.

There being no further business to come before the Resource and Facilities Committee, the meeting was adjourned at 10:45 a.m.


Chair

DATE:	April 21, 2021	April 26, 2021
TO:	BOARD OF DIRECTORS	Board Meeting
FROM:	Mr. Dennis D. LaMoreaux, General Manager	
RE:	<i>AGENDA ITEM NO. 8.3.a – APRIL 2021 GENERAL MANAGER REPORT</i>	

The following is the April 2021 report to the Board of activities through March 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, the water loss trends for both 12- and 24-month running averages, and the status of our response to the Bobcat Fire.



Water Resource Reliability *Resilience, Development, Partnership*

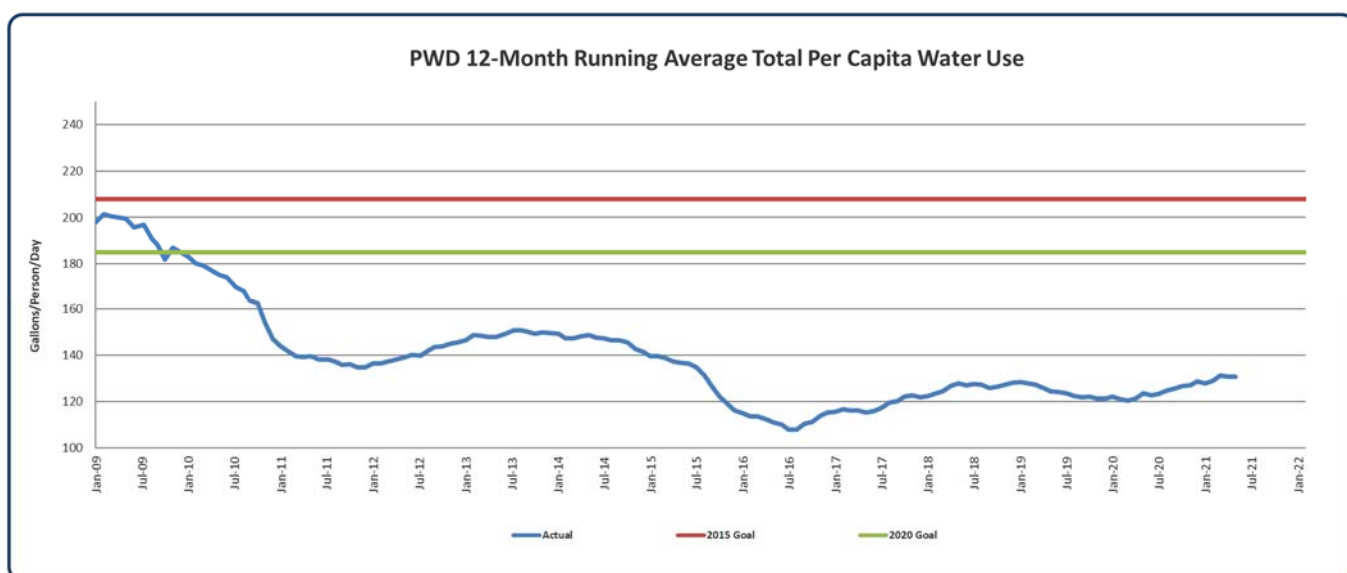
This initiative includes conservation efforts, water supply projects, and water planning.

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 June. Until these criteria are finalized, the customers’ performance is shown in this report using the 20 x 2020 requirements.

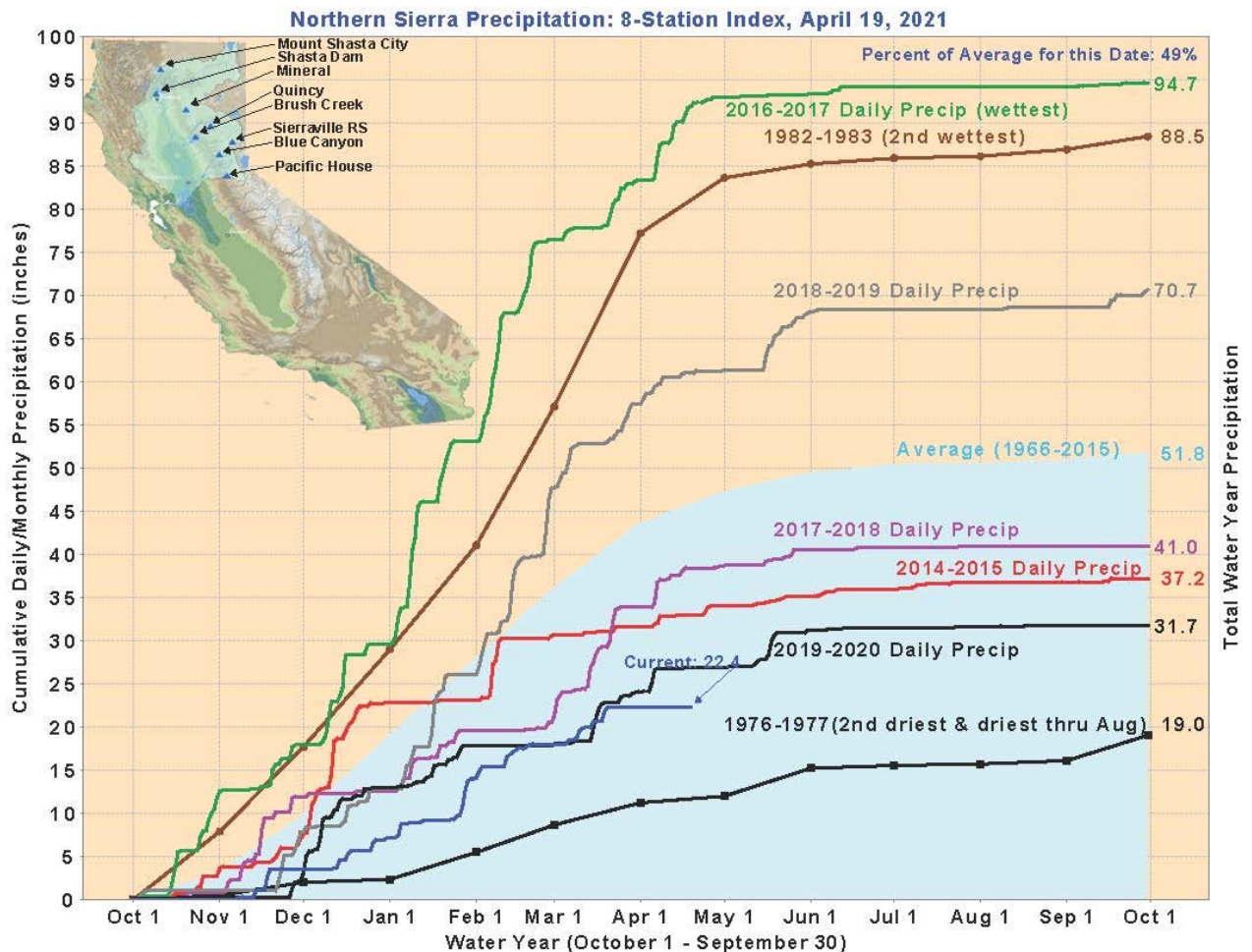
The District’s compliance with the former 20 x 2020 law is evident from the chart titled “PWD 12-Month Running Average Total Per Capita Water Use:”

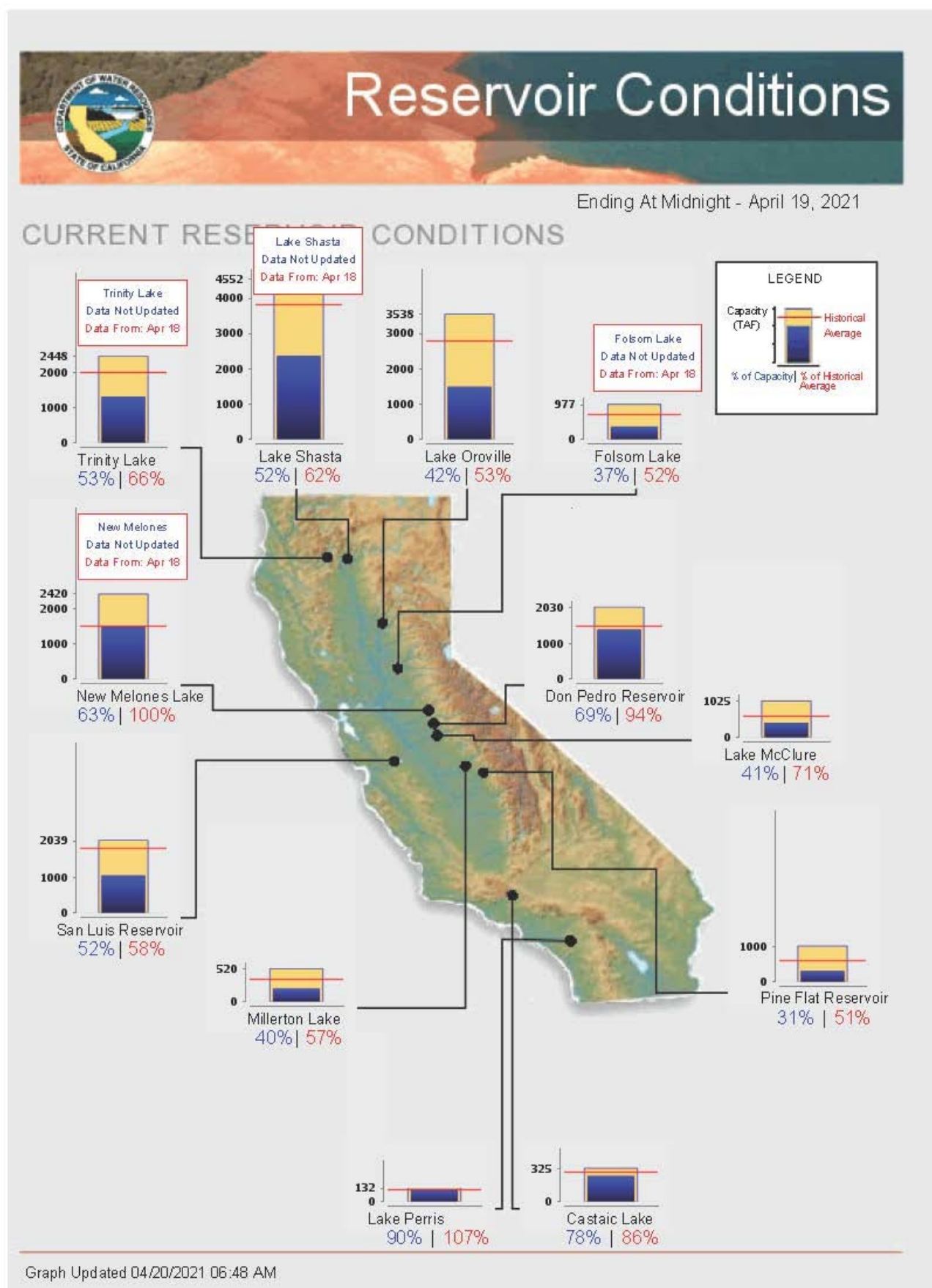


The District’s customers have cut their water use by **43.3%** from the baseline number of 231 established in the 2015 Urban Water Management Plan and met the 2020 Goal in early 2010. The current Total-GPCD is 131.

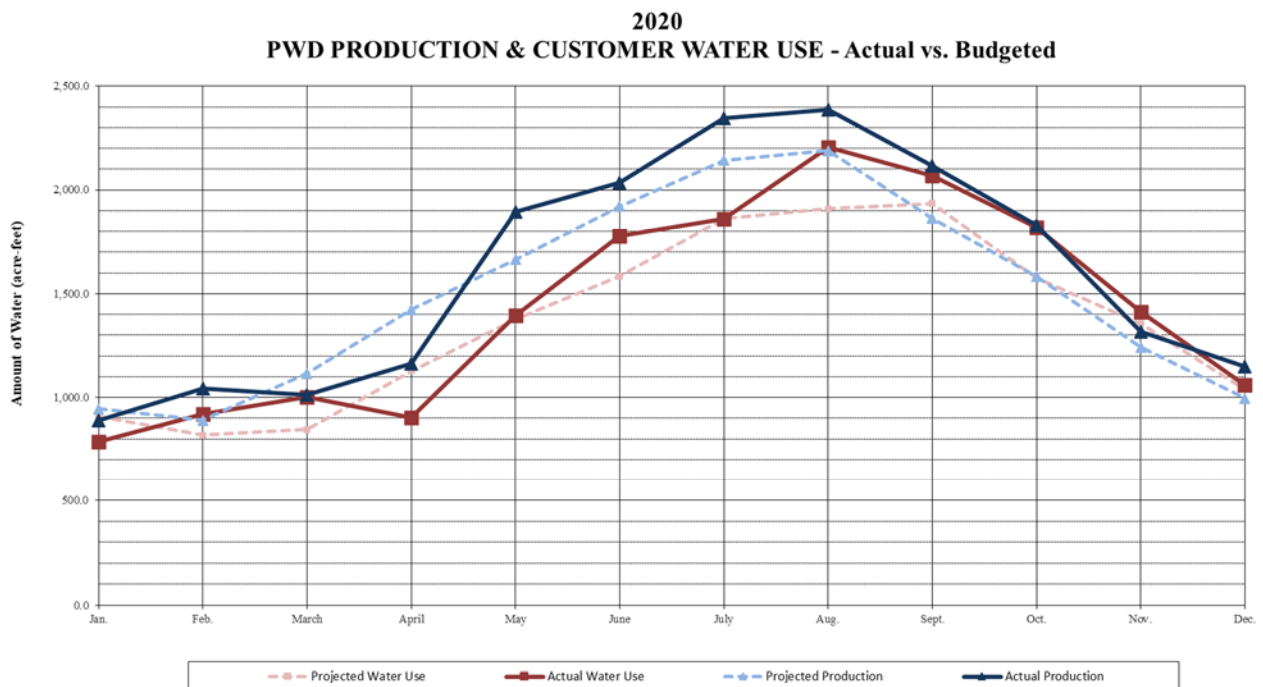
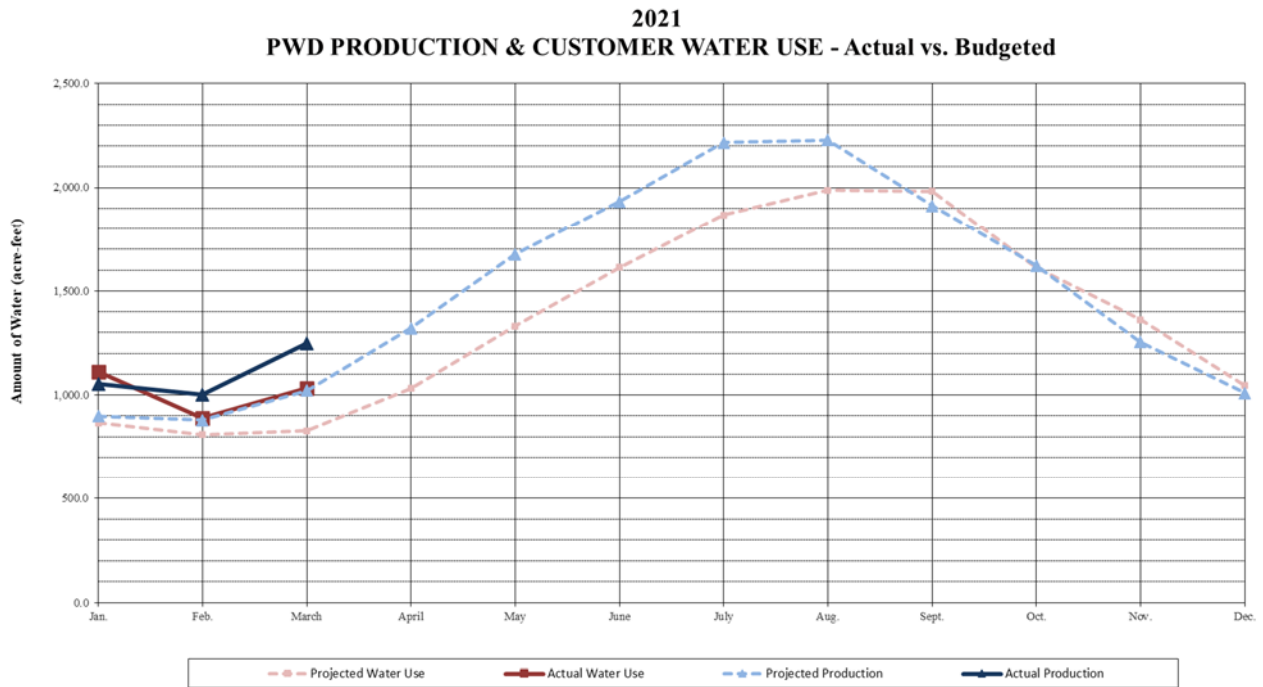
Water Supply Information

- 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 are 8,375 AF and with 9,977 AF of Carryover production rights from prior years for a total of 18,352 AF.
- The 2021 water resources plan is mostly known at this point. Precipitation in the area that contributes to the State Water Project is currently at 49% of average, this time last year it was 60%, and the SWP allocation is lowered to 5%. The District is actively working on other water sources including the SWC Dry Year Program, Yuba Accord Water, return water from exchanges, LCID SWP water, Littlerock Reservoir water, and carryover SWP from 2020. These are expected to total approximately 9,000 AF. This surface water, along with the District's available groundwater rights, are expected to match our customers' needs this year. However, there will be no surface water to carry over into 2022. The current precipitation and state reservoir storage as of Monday, April 19, 2021 are as follows:





- 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. Actual amounts are shown through March with solid lines. 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 has continued through March 2021 with customers using 3,034.5 AF of water, a 11.9% increase over the first three months of 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, and it is being equipped as a monitoring well. The information learned about the aquifer show it is not adequate for the proposed project.

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 an additional potable water source for our customers. PRWA will also consider suspending work on additional purple pipe and moving in this direction.

- 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. The project partners, City of Palmdale, LA County Waterworks, and AVEK, are now finalizing the operation and maintenance agreement.
- 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 Geronimo 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

- 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. Twenty-five (25) other State Water Project Contractors have approved the amendment, and it is now 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.

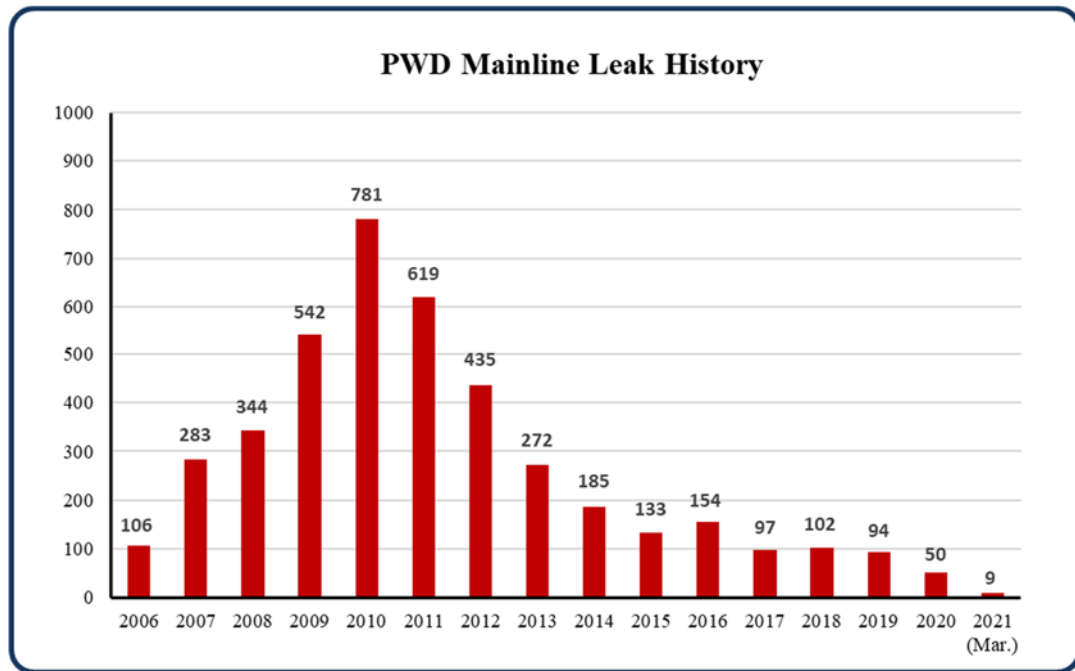
- Despite the pandemic, the District has continued to find ways for internships and training opportunities for college and high school students who are interested in the water industry.
- Several changes to the organization chart have been approved by the Board that provide opportunities for staff to 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.
- Work is continuing to review and update the District's job descriptions. Draft job descriptions will be vetted through the staff before being presented to the Personnel Committee and Board for adoption. The updated job descriptions will then be used as the basis of this year's salary survey with comparable water agencies.
- The Employee Handbook update is being reviewed by the District's general counsel. It will then be presented to the Ad-Hoc Committee to review and make a recommendation to the Board on its adoption.



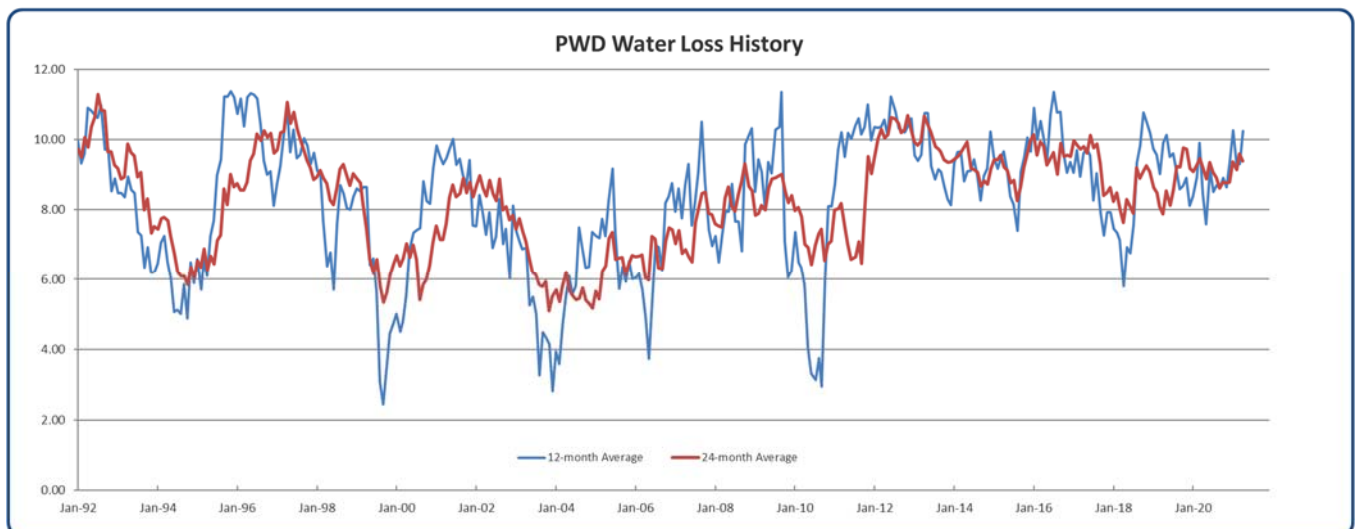
Systems Efficiency *Independence, Technology, Research*

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 through March 2021 total 9, and there were 13 service line leaks.



- The District completed two water main replacement projects in 2020 in Avenue P near 25th Street East and in Avenue V-5 west of 47th Street East. Additional water main replacement projects are being designed for construction as planned in the 2019 Water Rate Plan. The first project to be advertised is replacing water mains in and near Sierra Highway and Barrel Springs Road.
- 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%, though it is rising slightly.



- 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 the 45th Street East Booster and the new 3M Booster are likely to also be approved.

- The wind turbine has been inoperable for several weeks due to a bad anemometer and the maintenance firm's unwillingness to comply with prevailing wage requirements. Staff is working on a couple fronts to resolve this. First, a maintenance contract is being negotiated with a new firm. When completed, the necessary repair parts will have a long lead time as they are only manufactured in Europe. Second, staff is looking into replacing the wind turbine. The main considerations are maximizing the generation and availability of repair parts.



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. However, PRWA will consider a change in direction to using advanced treatment for recycled water. If approved, work on Phase II will stop. 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 grant for Phase II will be redistributed to other projects in the Antelope Valley.
- 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 is available on the District's website.

- 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 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 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 2020 and have helped stabilize the number of long-term outstanding accounts. Customers with large outstanding balances are 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.
- Initial meetings and preparation have begun for a \$10M bond issue this year. The 2019 Rate Plan called for a \$20M bond issue this year. However, the current plan is to split the \$20M into two separate bond issues with the second one in late 2022. The bond documents and authorization will be presented to the Board for consideration at the first meeting in June.



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 PWRA Board consists of two Palmdale City Councilmembers, two PWD Board members, and a public director. The process of appointing a new public director began

in December 2020 by advertising for interested members of the community. The new public member is Zakeya Anson. She will take the Oath of Office at the April meeting.

- 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. A grant from the US Bureau of Reclamation is being sought to assist with implementing the Automated Meter Infrastructure (AMI).
- 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.
- A request for proposals was circulated to find a firm to help the District update and upgrade its public website. The proposals are due in March. They will be reviewed and a recommendation made to the Board to award a contract in April 2021.

Bobcat Fire Response Status

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. The emergency sediment removal is expected to be complete in early March 2021. The USGS is also starting to work under the recently approved contract to monitor conditions in the watershed and Littlerock Reservoir caused by the Bobcat Fire. This includes the timing and amount of debris flows and water quality changes.

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

