

PALMDALE RECYCLED WATER AUTHORITY (PRWA)
HELD AT CITY OF PALMDALE
CITY HALL COUNCIL CHAMBERS
38300 SIERRA HIGHWAY, SUITE B
PALMDALE, CALIFORNIA
ADJOURNED REGULAR MEETING
TUESDAY
JANUARY 18, 2022
6:00 P.M.

www.palmdalerwa.org

WELCOME

As a result of the dramatic increase in COVID-19 cases, and our desire to keep both the public and staff safe, the public will be permitted to physically attend the Palmdale Recycled Water Authority meeting scheduled for January 18, 2022, including public seating available at limited capacity. Masks are required to be worn by all persons in attendance. It is recommended that all citizens practice social distancing to the extent possible while in attendance. Directors may choose to participate in person or via conference call.

1) VERBAL PUBLIC COMMENT DURING THE MEETING –

ZOOM Number: US: + 1 720 707 2699
Webinar ID: 819 5604 8408
Passcode: 133586

Webinar attendee link

<https://us06web.zoom.us/j/81956048408?pwd=TzgvUzFabFd1WlI0ZFBDRGhBNmJpZz09>

PLEASE NOTE: You can view this agenda and related items on our website at <https://palmdalerwa.org/>. You can request a copy of this agenda or attachments, if any, by contacting the City Clerk's Office at 661-267-5151.

A **three-minute time limit** will be imposed on all speakers other than staff members.

The safety and well-being of employees and the public remains the City's top priority. The Palmdale Recycled Water Authority appreciates your patience and understanding during these challenging times.

The Palmdale Recycled Water Authority is making every effort to follow the spirit and intent of the Brown Act and other applicable laws regulating the conduct of public meetings in order to maximize transparency and public access.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to participate in this meeting, please contact the City Clerk's Office at (661) 267-5151 at least 72 hours prior to the meeting.

If you require oral Spanish translation, please contact the City Clerk's Office at (661) 267-5151 at least 72 hours prior to the meeting.

Your courtesy is requested to help our meeting run smoothly. If you will be kind enough to follow these simple rules, we can make the best possible use of your time and ours:

- Please refrain from public displays or outbursts such as unsolicited applause, comments, cheering, foul language, or obscenities.
- Any disruptive activities that substantially interfere with the ability of the Board of Directors to carry out its meeting will not be permitted, and offenders will be requested to leave the meeting.
- Please turn off or mute your cell phones and mobile devices.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

**3. ROLL CALL CHAIR VINCENT DINO, DIRECTORS AUSTIN BISHOP,
DON WILSON, JUAN CARRILLO, AND ZAKEYA ANSON**

4. PUBLIC COMMENTS

This is the time for public participation. If you are attending the meeting by phone, please press *9 to "raise your hand." If attending by personal computer, please click the "raise your hand" button. Press *6 to un-mute yourself, state your name and begin speaking. PLEASE NOTE: A three-minute limit is imposed on each speaker.

5. APPOINTMENT:

Approve the appointment of Zakeya Anson as Public Member Director for a one-year renewable term to expire in January of 2023. (Staff Reference: Executive Director LaMoreaux)

There is no staff report for this item.

Staff Recommendation: Move to appoint Zakeya Anson as the Public Member Director. (Roll Call Vote – Requires a majority to appoint)

6. CONSENT CALENDAR:

NOTICE: All matters listed under the Consent Calendar will be enacted by one motion unless an item(s) is pulled by the Board, in which case the item(s) will be removed from the Calendar and will be considered separately following this portion of the Agenda.

6.1 Approve the Minutes from the previous meeting held on October 18, 2021. (Staff Reference: Acting Authority Secretary Faber)

6.2 Approve receipt and filing of the Treasurer's Report for the eleven months ending November 30, 2021. (Staff Reference: Treasurer-Auditor Hoffmeyer)

6.3 Approve receipt and filing of the Investment Report for the quarter ending December 31, 2021. (Staff Reference: Treasurer-Auditor Hoffmeyer)

Staff Recommendation: Move to approve the recommendations and findings on all items listed under this Consent Calendar. (Roll Call Vote - Requires a majority to approve.)

7. ACTION ITEM:

7.1 Election of Chair and Vice Chair pursuant to Article 4.10 of the Joint Exercise of Powers Agreement the term of office of the Chair and Vice Chair shall continue for one year, but there shall be no limit on the number of terms held by either the Chair or Vice Chair. (Staff Reference: Executive Director LaMoreaux)

There is no staff report for this item.

Staff Recommendation: Move to appoint _____ as Chair and _____ as Vice Chair. (Roll Call Vote – Requires a majority to appoint.)

8. **Update on Palmdale Regional Water Augmentation Project**

Oral Presentation only

9. **DIRECTOR REQUESTS FOR NEW AGENDA ITEMS:**

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

11. **ADJOURNMENT** to Monday, March 21, 2022, at 6:00 p.m. at the City of Palmdale City Hall Council Chambers located at 38300 Sierra Highway, Suite B, Palmdale, California.

Complete packets can be viewed at City Hall, located at 38300 Sierra Highway, Suite A, Palmdale, California and Palmdale Water District, 2029 East Avenue Q, Palmdale, California. You can also view the Agenda for the Palmdale Recycled Water Authority on the Authority's website at www.palmdalerwa.org.

Thank you for attending your Palmdale Recycled Water Authority meeting. If you have any further questions, please contact the Secretary's Office at (661) 267-5151, Monday through Thursday, 7:30 a.m. to 6:00 p.m., closed every Friday.

**PALMDALE RECYCLED
WATER AUTHORITY
BOARD MEMORANDUM**

| | | |
|--------------|--|------------------|
| DATE: | January 11, 2022 | January 18, 2022 |
| TO: | BOARD OF DIRECTORS | Board Meeting |
| FROM: | Dennis J. Hoffmeyer, Treasurer-Auditor, PRWA | |
| VIA: | Mr. Dennis LaMoreaux, Executive Director, PRWA | |

RE: AGENDA ITEM NO 6.2 – TREASURER’S REPORT FOR NOVEMBER 2021

Recommendation:

Palmdale Recycled Water Authority (PRWA) staff recommends the Board of Directors to receive and file the Treasurer’s Report for the eleven months ending November 30, 2021.

Background:

To comply with provisions required by Section 4.13 of the Joint Powers of Authority Agreement and responsibilities of Treasurer, a Financial Report is prepared and submitted to the Board of Directors who certifies the availability of funds for the reports presented. These reports are hereby submitted to the Board of Directors for ratification.

Financial Impact:

As of November 30, 2021, the PRWA has \$2,808,206.09 in cash and investments. PRWA had interest and market adjustment of \$70.45, received \$14,766.75 in receivables, and there were \$52.65 in expenses and fees paid for the month.

Supporting Documents:

Treasurer’s Report for month ending November 30, 2021.
Balance Sheet for period ending November 30, 2021.
Income Statement for period ending November 30, 2021.

Palmdale Recycled Water Authority
Treasurer's Report
Month Ended November 30, 2021

Cash/Funds Available and held at Bank of America, Citizens Business Bank, & UBS Financial Svcs:

| | |
|---|--------------|
| Bank Balance, beginning November 1, 2021 | 2,793,460.69 |
| Less: Expenses Paid | (91.80) |
| Less: Bank Fees Paid (Analysis Fees & Credit Card Processing) | - |
| Add: Deposits Made | 14,766.75 |
| Add: Interest Earned & Market Adjustment on Investments | 70.45 |
| Add: Deposit in Transit | - |
| Less: Outstanding Check (Ledger Tie-Out) | - |
| Bank Balance, ending November 30, 2021 | 2,808,206.09 |
| Less: Accounts Payable | - |
| Less: Accrued Purchases | - |
| Less: Accrued Payroll Taxes | 91.80 |
| Less: Deposits - Customer | (14,000.00) |
| Add: Accounts Receivable | (8,975.40) |
| Add: Interest Receivable | - |
| Adjusted Bank Balance, ending November 30, 2021 | 2,785,322.49 |

Outstanding Checks (Prior Month(s)):

November Checks Issued:

Total Checks Issued

-

Palmdale Recycled Water Authority
Balance Sheet
For the Eleven Months Ending 11/30/2021

| | <u>YTD</u> |
|---|---------------------------|
| ASSETS | |
| UBS- Investment Funds | \$2,242,482 |
| Bank of America - Checking | \$40,832 |
| Citizens Business Bank - Checking | \$524,892 |
| Prepaid Memberships | |
| Prepaid Insurance | 2,518 |
| Accounts Receivable | |
| - Water | (8,975) |
| - Government Agency | |
| Interest Receivable | |
| Property, Plant and Equipment, net | <u>1,646,718</u> |
| Total Assets | <u><u>\$4,448,467</u></u> |
| LIABILITIES AND FUND BALANCE | |
| LIABILITIES | |
| Accounts Payable | |
| Accrued Expense | (92) |
| Deposits - Customer | <u>14,000</u> |
| Total Liabilities | <u>13,908</u> |
| FUND BALANCE | |
| Unassigned | <u>4,434,559</u> |
| Total Fund Balance | <u>4,434,559</u> |
| Total Liabilities and Fund Balance | <u><u>\$4,448,467</u></u> |

Palmdale Recycled Water Authority
Income Statement - Current and YTD
For the Eleven Months Ending 11/30/2021

| | <u>November</u> | <u>YTD</u> |
|--|---------------------------|------------------------------|
| REVENUES: | | |
| Contributions - Palmdale Water District | | |
| Contributions - City of Palmdale | | |
| Grant Funds | | |
| Water Sales | 15,021.96 | 127,302.17 |
| Interest Earnings | 1,552.86 | 21,164.14 |
| Market Adjustment on Investments | (1,482.41) | (20,304.09) |
| Total Revenue | \$15,092.41 | \$128,162.22 |
| EXPEDITURES: | | |
| General Government | | |
| Public Representative - Payroll Tax Expense (Employer) | | 68.85 |
| Public Representative - Travel & Meeting | | 900.00 |
| Banking Fees | | 689.77 |
| Provision for Bad Debt | | |
| Insurance | 629.58 | 6,741.86 |
| Memberships | | 8,144.50 |
| Operating Supplies | | 120.45 |
| Marketing & Outreach | | 6,405.00 |
| Travel & Meeting | | |
| Permits & Fees | | |
| Utilities - Purchased Water | | 11,034.17 |
| Materials & Supplies | | |
| Maint. & Repair - Water System | | |
| | <u>\$629.58</u> | <u>\$34,104.60</u> |
| Public Resource | | |
| Contracted Services - Professional Svcs | | 5,137.50 |
| Contracted Services - Audit | | 8,500.00 |
| | | <u>13,637.50</u> |
| | <u>\$629.58</u> | <u>\$47,742.10</u> |
| Non-Cash Operating Expense | | |
| Depreciation | 4,450.59 | 48,956.49 |
| Non-Operating Revenue | | |
| Capital Contribution | | |
| | <u>(\$4,450.59)</u> | <u>(\$48,956.49)</u> |
| Change in Net Position | <u><u>\$10,012.24</u></u> | <u><u>\$31,463.63</u></u> |
| Net Position - Beginning of Year | | 4,403,095.35 |
| Net Position - End of Year | <u><u>\$10,012.24</u></u> | <u><u>\$4,434,558.98</u></u> |

**PALMDALE RECYCLED
WATER AUTHORITY
BOARD MEMORANDUM**

DATE: January 11, 2022 January 18, 2022
TO: BOARD OF DIRECTORS Board Meeting
FROM: Dennis J. Hoffmeyer, Treasurer-Auditor, PRWA
VIA: Mr. Dennis LaMoreaux, Executive Director, PRWA

**RE: AGENDA ITEM NO 6.3 – INVESTMENT REPORT FOR QUARTER ENDING
DECEMBER 31, 2021**

Recommendation:

Palmdale Recycled Water Authority (PRWA) staff recommends to the Board of Directors to receive and file the Investment Report for the quarter ending December 31, 2021.

Background:

To comply with provisions of California Government Code 53646, the attached investment report includes a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for the Authority by third party contracted managers. The report is hereby submitted to the Board of Directors for ratification.

Financial Impact:

As of December 31, 2021, the PRWA has \$319,527.34 in cash, \$1,171,088.80 in U.S. Treasury Bill/Note and \$745,749.50 in Certificates of Deposits with UBS Investment Services with accrued interest in the amount of \$5,884.86.

Supporting Documents:

Investment Report for quarter ending December 31, 2021.

PALMDALE RECYCLED WATER AUTHORITY

December 31, 2021

INVESTMENTS

December 2021

UBS Money Market Account (SS 30999)

Cash \$319,527.34

US Government Securities

| CUSIP # | | Issuer | Maturity Date | Rate | PAR | Market Value |
|-----------|---|------------------|---------------|-------|------------------|---------------------|
| 912796L98 | 1 | US Treasury Bill | 03/03/2022 | 0.000 | 500,000 | 499,960.00 |
| 912828J76 | 2 | US Treasury Note | 03/31/2022 | 1.750 | 300,000 | 301,188.00 |
| 912828ZR4 | 3 | US Treasury Note | 05/31/2022 | 0.125 | 370,000 | 369,940.80 |
| | | | | | <u>1,170,000</u> | <u>1,171,088.80</u> |

Certificates of Deposit

| CUSIP # | | Issuer | Maturity Date | Rate | Face Value | |
|-----------|---|------------------------|---------------|-------|----------------|---------------------|
| 61690UED8 | 1 | Morgan Stanley | 02/14/2022 | 2.850 | 150,000 | 150,487.50 |
| 140420Y53 | 2 | Capital One Bank | 03/01/2022 | 2.300 | 250,000 | 250,852.50 |
| 81500JBE2 | 3 | Security State Bank TX | 03/31/2022 | 0.050 | 93,000 | 92,953.50 |
| 88224PMJ5 | 4 | Texas Capital Bank TX | 09/06/2022 | 0.200 | 150,000 | 149,910.00 |
| 02007GMN0 | 5 | Ally Bank Sandy UT | 01/17/2023 | 1.850 | 100,000 | 101,546.00 |
| | | | | | <u>743,000</u> | <u>\$745,749.50</u> |

Acct. Total \$2,236,365.64

Accrued interest \$5,884.86

TOTAL CASH AND INVESTMENTS \$2,242,250.50