

PALMDALE WATER DISTRICT

2029 East Avenue Q • Palmdale, California 93550 •

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www.palmdalewater.org

Board of Directors

ROBERT E. ALVARADO
Division 1

JOE ESTES
Division 2

GLORIA DIZMANG
Division 3

KATHY MAC LAREN
Division 4

VINCENT DINO
Division 5

LAGERLOF, SENECAL, GOSNEY & KRUSE LLP
Attorneys



February 6, 2014

*Agenda for Regular Meeting
of the Board of Directors of the Palmdale Water District
to be held at the District's office at 2029 East Avenue Q, Palmdale
Wednesday, February 12, 2014
7:00 p.m.*

NOTE: 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.

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. 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.

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.
- 2) Roll Call.
- 3) Adoption of Agenda.
- 4) Public comments for non-agenda items.
- 5) Presentations:
 - 5.1) No presentations scheduled at this time.

Providing high quality water to our current and future customers at a reasonable cost.

- 6) Action Items - Consent 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.)
 - 6.1) Approval of minutes of workshop meeting held January 15, 2014.
 - 6.2) Approval of minutes of regular meeting held January 22, 2014.
 - 6.3) Approval of minutes of workshop meeting held January 27, 2014.
 - 6.4) Approval of minutes of special meeting held January 29, 2014.
 - 6.5) Payment of bills for February 12, 2014.
 - 6.6) Receive and file Semi-Annual Employee Reimbursement Report for the period covering July 1, 2013 through December 31, 2013. (Finance Manager Williams)
- 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) Status report on Cash Flow Statement and Current Cash Balances as of December 31, 2013. (Financial Advisor Egan/Finance Committee)
 - 7.2) Status report on Financial Statements, Revenue and Expense and Departmental Budget Reports for December 31, 2013. (Finance Manager Williams/Finance Committee)
 - 7.3) Status report on committed contracts issued. (Assistant General Manager Knudson/Finance Committee)
 - 7.4) Consideration and possible action on Resolution No. 14-4 Approving Waiver of District Bid Procurement and Change Order Policy with Respect to Acceptance of Proposal for Construction of Palmdale Lake Outlet Dredging and Repair. (Assistant General Knudson)
 - 7.5) Consideration and possible action on acceptance of proposal, and award of contract to, Cushman Contracting Corporation, with respect to construction of Palmdale Lake Outlet Dredging and Repair. (\$300,000.00 - Budgeted – Assistant General Manager Knudson)
 - 7.6) Consideration and possible action on Resolution No. 14-5 Acknowledging Retiring AVEK Director Andy Rutledge. (General Manager LaMoreaux)
 - 7.7) Consideration and possible action to approve iPad Loan Agreement and provide for the use of iPads by Directors. (General Manager LaMoreaux)
 - 7.8) Consideration and possible action on Resolution No. 14-6 for Exception to the 180-Day Wait Period Under Government Code Sections 7522.56 and 21221(h) for the temporary employment of retired annuitant Claudette Beck and revisions to the Temporary Employment Agreement for Retired Annuitant Claudette Beck. (Human Resources Manager Emery)
 - 7.9) Consideration and possible action on Request for Proposals for grant writing services. (President Mac Laren)

- 7.10) Consideration and possible action on Board and staff attendance at conferences, seminars, and training sessions as follows:
- a) Association of California Water Agencies 2014 Drought Impacts and Actions to be held February 14, 2014 in Sacramento.
 - b) Antelope Valley Board of Trade Business Outlook Conference to be held February 21, 2014 in Mojave.
 - c) Netcom Learning Core Solutions and Advanced Solutions of Microsoft SharePoint Server 2013 Boot Camp to be held March 3 – 8, 2014 and August 11 – 16, 2014 in Las Vegas, Nevada.
 - d) Association of California Water Agencies Legislative Symposium to be held March 5, 2014 in Sacramento.
 - e) 2014 Watereuse California Annual Conference to be held March 16 – 18, 2014 in Newport Beach.
 - f) Association of California Water Agencies Small Hydro Workshop & Tour to be held March 21, 2014 in Rancho Cucamonga.
 - g) Association of California Water Agencies 2014 Spring Conference & Exhibition to be held May 6 – 9, 2014 in Monterey.
 - h) California Special Districts Association Education Webinars:
 - 1) The Essential Guide to the Brown Act to be held February 13, 2014.
 - 2) Understanding Board Member & District Liability Issues to be held February 19, 2014 or August 13, 2014.
 - 3) Maximize your CSDA Membership to be held February 25, 2014 and May 13, 2014.
 - 4) Required Ethics Compliance Training-AB1234 to be held March 5, 2014 or November 13, 2014.
 - 5) What's a Public Record? How to Comply with the Public Records Act to be held March 11, 2014.
 - 6) New Developments Under PEPRA to be held March 13, 2014.
 - 7) Affordable Care Act-Present & Future to be held March 20, 2014.
 - 8) Talent Management: Building Your Workforce in the 21st Century to be held March 25, 2014.
 - 9) Legislative Round-up to be held March 27, 2014 & July 30, 2014.
 - 10) Ask the Experts: CSDA Finance Corp. to be held April 2, 2014.
 - 11) Incident Writing: Just the Facts to be held April 8, 2014.

- 12) Best Practices in Agenda Preparation & Taking/Recording Minutes to be held April 10, 2014.
 - 13) Records Retention & Management to be held April 23, 2014.
 - 14) Proposition 218, Proposition 26, and Rate Setting to be held April 29, 2014.
 - 15) R.A.P.I.D. Innovation: Converting Ideas Into Results to be held May 1, 2014.
 - 16) Top Ten Tips for a Trouble Free Construction Project to be held June 4, 2014.
 - 17) Best Practices in Managing Special District Investments to be held June 11, 2014.
 - 18) Required Sexual Harassment Prevention Training for Special Districts to be held July 16, 2014.
 - 19) Improve Your Outreach Skills and Build Bridges to Your Community to be held August 6, 2014.
 - 20) The New Transparent District: Building the Public's Trust to be held August 19, 2014.
 - 21) Understanding the Brown Act: Beyond the Basics to be held August 21, 2014.
 - 22) Dos and Don'ts for Employee Performance Evaluations to be held August 27, 2014.
 - 23) Now is Not the Time to Panic: Emergency Preparedness to be held October 22, 2014.
 - 24) Must Have Communication Protocols for District Board Members & Staff to be held December 10, 2014.
- 8) Information Items:
- 8.1) Reports of Directors: Meetings, Committee meetings, and general report.
 - 8.2) Report of General Manager.
 - 8.3) Report of Attorney.
- 9) Public comments on closed session agenda matters.
- 10) Closed session under:
- 10.1) Government Code Section 54956.9(d)(1), pending litigation: *Antelope Valley Ground Water Cases*.
 - 10.2) Government Code Section 54956.9(d)(1), pending litigation: *United States, et al. v. J-M Manufacturing Company, Inc., et al., United States District Court for the Central District of California Case No. ED CV06-0055-GW*.

- 10.3) Government Code Section 54956.9(d)(1), pending litigation: *Central Delta Water Agency vs. Department of Water Resources, Sacramento Superior Court Case No. 34-2010-80000561.*
- 10.4) Government Code Section 54956.9(d)(1), pending litigation: *Velez v. City of Palmdale, et al, Los Angeles Superior Court Case No. MC023216.*
- 10.5) Government Code Section 54956.9(d)(2), potential litigation: *Nabil Abd Allah v. Palmdale Water District.*
- 11) Public report of any action taken in closed session.
- 12) Board members' requests for future agenda items.
- 13) Adjournment.


DENNIS D. LaMOREAUX,
General Manager

DDL/dd

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

DATE: February 5, 2014 **February 12, 2014**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Michael Williams, Finance Manager
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 6.6 – RECEIVE AND FILE SEMI-ANNUAL
EMPLOYEE REIMBURSEMENT REPORT FOR THE PERIOD
COVERING JULY 1, 2013 THROUGH DECEMBER 31, 2013***

Recommendation:

Staff recommends the Board receive and file the Semi-Annual Employee Reimbursement Report for the period covering July 1, 2013 through December 31, 2013.

Background:

Staff reimbursements are based on the approved budget. It is required that the District report to governing body Employee Reimbursements in excess of \$100.00 on a semi-annual basis.

Strategic Plan Element:

This work is part of Strategic Element 6.0 Financial Management – Our objective in financial planning is to manage public funds to assure financial stability and demonstrate responsible stewardship.

Budget:

Receiving and filing the Employee Reimbursement Report will not affect the budget.

Supporting Documents:

- Semi-Annual Employee Reimbursement Report for the period covering July 1, 2013 through December 31, 2013

PALMDALE WATER DISTRICT
Semi-Annual Employee Reimbursement Report
Period Covering July 1, 2013 through December 31, 2013

Employee ID	Employee Name	Pay Date	Item Description	Amount
1710	HAVILAND, LOEL	7/31/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	451.90
1720	HEINONEN, RICHARD	8/14/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	1,528.15
1730	HENRI, PETER	10/23/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	344.74
2010	TREVINO, LINDA	12/4/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	150.06
2600	PERNULA, JON	7/3/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	174.14
2600	PERNULA, JON	7/31/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	107.07
2100	LAMOREAUX, DENNIS	9/11/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	126.39
2600	PERNULA, JON	9/25/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	196.31
2600	PERNULA, JON	10/23/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	107.07
2030	KNUDSON, MATT	10/9/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	174.00
1040	WILLIAMS, AMANDA	11/9/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	433.01
1922	JIMENEZ, CRISTIAN	11/20/2013	REIMBURSEMENT FOR EDUCATIONAL EXPENSES	656.46
1720	HEINONEN, RICHARD	5/22/2013	REIMBURSEMENT FOR EDUCATIONAL EXPENSES	1,950.00
1570	ESPINOZA SR., OTHON	11/8/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	250.98
4001	HULSEBUS, SCOTT	12/4/2013	REIMBURSEMENT FOR VEHICLE PARTS	148.35
2100	LAMOREAUX, DENNIS	12/18/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	157.72
				<u>6,956.35</u>

**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

DATE:	February 6, 2014	February 12, 2014
TO:	BOARD OF DIRECTORS	Board Meeting
FROM:	Mr. Bob Egan, Financial Advisor	
RE:	<i>AGENDA ITEM NO. 7.1 – STATUS REPORT ON CASH FLOW STATEMENT AND CURRENT CASH BALANCES AS OF DECEMBER 31, 2013</i>	

Attached is the Investment Funds Report and current cash balance as of December 31, 2013.
The reports will be reviewed in detail at the Board meeting.

PALMDALE WATER DISTRICT
INVESTMENT FUNDS REPORT

			December 31, 2013			December-13	November-13
	DESCR						
CASH							
0-0103	Citizens/US Bank - Checking					1,258,328.82	1,317,792.71
0-0104	Citizens- Merchant					120,156.09	84,736.36
					Bank cash	1,378,484.91	1,402,529.07
0-0119	PETTY CASH					300.00	300.00
0-0120	CASH ON HAND					3,400.00	3,400.00
	TOTAL CASH					1,382,184.91	1,406,229.07
INVESTMENTS							
0-0110	UBS ACCOUNT SS 11469 GG						
	UBS RMA Government Portfolio					5,582,976.73	3,485,141.90
	UBS Bank USA Dep acct					250,000.00	250,000.00
						5,832,976.73	3,735,141.90
0-1110	UBS ACCOUNT SS 11475 GG						
	UBS Bank USA Dep acct					250,000.00	207,955.25
	UBS RMA Government Portfolio					200,393.18	0.00
						450,393.18	207,955.25
0-0115	LAIF					11,705.26	11,705.26
0-0111	UBS ACCOUNT SS 11432 GG						
	UBS Bank USA Dep acct					250,000.00	250,000.00
	UBS RMA Government Portfolio					74,557.54	69,362.30
	Accrued interest					6,741.98	8,245.14
	US GOVERNMENT SECURITIES:						
	ISSUE		EXPIR			MARKET	MARKET
	DATE	ISSUER	DATE	RATE	PAR	VALUE	VALUE
		FNMA	10/26/15	1.625	500,000	510,925.00	512,300.00
		FNMA	06/28/17	1.125	500,000	499,480.00	499,025.00
		FNMA	07/17/17	1.2	500,000	496,055.00	499,580.00
		FHLB	12/28/17	0.95	500,000	488,525.00	493,665.00
					2,000,000	1,994,985.00	2,004,570.00
		CD'S					
	1	Bank of India	05/07/14	0.50	240,000	239,997.60	239,973.60
	2	Bank of Baroda	11/12/14	0.45	240,000	239,604.00	239,476.80
	3	GE Capital Bank	05/01/15	0.60	64,000	63,861.12	63,836.16
	4	Ally Bank	05/06/15	0.60	240,000	239,464.80	239,368.80
	5	Sallie Mae Bank	11/06/15	0.85	240,000	239,611.20	239,433.60
	6	Goldman Sachs Bk	11/07/16	1.00	240,000	239,124.00	238,857.60
	7	CIT Bank	11/06/17	1.60	240,000	239,150.40	238,826.40
	8	BMW Bank	11/15/18	2.00	240,000	238,903.20	238,492.80
					1,744,000	1,739,716	1,738,266
	TOTAL MANAGED ACCOUNT					4,066,000.84	4,070,443.20
	TOTAL INVESTMENTS					10,361,076.01	8,025,245.61
	UBS ACCOUNT SS 24016	Rate Stabilization Fund				480,000.00	0
	GRAND TOTAL CASH AND INVESTMENTS					12,223,260.92	9,431,474.68
	Summary:						
	Checking	1,382,185			Incr (Decr)	2,791,786.24	
	UBS MM	6,283,370					
	LAIF	11,705					
	UBS Investment	4,066,001					
	Rate Stab fund	480,000			BNY Mellon		
	Total	12,223,261			Construction	7,772,070.99	7,842,526.34

	2013	2013	2013	2013	2013	2013	2013	2013	2013	2013	2013	2013	
	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Water Sales	1,650,519	1,596,949	1,675,412	1,839,852	1,983,700	2,140,418	2,277,708	2,431,328	2,478,205	2,263,903	2,054,348	1,747,768	24,140,110
	1,650,519	1,596,949	1,675,412	1,839,852	1,983,700	2,140,418	2,277,708	2,431,328	2,478,205	2,263,903	2,054,348	1,747,768	
Beginning Balance	9,001,455	9,043,624	9,364,314	7,809,930	10,211,620	10,779,452	11,006,048	10,019,343	10,128,644	8,592,553	8,740,940	9,431,475	
Water Receipts	2,428,492	1,596,949	1,905,179	1,839,852	1,931,246	2,072,882	2,277,708	2,270,293	2,513,011	2,612,051	2,146,417	2,087,657	25,681,737
Other													
Total Operating Revenue	2,428,492	1,596,949	1,905,179	1,839,852	1,931,246	2,072,882	2,277,708	2,270,293	2,513,011	2,612,051	2,146,417	2,087,657	
Operating Expenses:													
Total Operating Expenses excl GAC	1,953,262	1,477,034	1,514,430	1,096,787	1,588,065	1,618,182	1,764,877	1,781,171	1,771,481	1,843,317	1,417,193	1,371,310	19,197,109
													4,943,001
Non-Operating Revenue Expenses:													
Assessments, net	620,213	287,572	2,234	1,883,965	585,806	5,790	287,658	134,539			219,711	2,449,327	6,476,815
Special Avek CIF Payment													0
Interest	(5,316)	(6,054)	1,396	(424)	835	5,250	(66)	8,950	7,332	5,399	3,104	5,194	25,600
Mkt adj					(16,104)	(16,532)	7,269	(15,534)	12,994	3,896	(5,239)	(9,638)	(38,887)
Grant Re-imbursement													0
Capital Improvement Fees		44,176	(116,241)	0	48,031	0	0	22,053		1,470	2,877	242,583	244,949
													0
DWR Refund/(payment)				59,514	35,285		(436,485)			138,392	642		(202,652)
Other /Palmdale Redevel Agency	9,828	54,653	6,774	13,488	16,165	9,849	41,835		16,344	7,734	12,600	135,986	325,257
Total Non-Operating Revenues	624,724	380,347	(105,836)	1,956,543	670,018	4,358	(99,789)	150,008	36,670	156,891	233,695	2,823,452	6,831,081
Capital Expenditures	(194,434)		(61,168)	(103,645)	(54,481)	(52,617)	(82,411)	(99,088)	(49,900)	(4,443)	(92,541)	(16,580)	(811,308)
GAC	(233,893)				(216,776)		(216,829)	(216,829)		(435,781)		(43,583)	(1,363,691)
SWP Capitalized	(629,459)	(156,354)	(180,606)	(156,354)	(156,354)	(156,354)	(575,348)	(156,281)	(156,281)	(156,352)	(156,352)	(156,352)	(2,792,447)
Prepaid Insurance (paid) refunded			(65,835)					(34,140)		(162,907)			(262,882)
Bond Payments Interest			(1,010,820)						(829,635)				(1,840,455)
Principal			(517,540)						(1,261,179)				(1,778,719)
System Work for AVEK													0
Butte payments							(507,402)					(507,402)	(1,014,804)
Capital leases		(23,218)	(3,327)	(37,919)	(17,756)	(23,491)	(17,756)	(23,491)	(17,296)	(17,756)	(23,491)	(24,096)	(229,597)
Legal adjudication fees													0
Total Cash Ending Balance	9,043,624	9,364,314	7,809,930	10,211,620	10,779,452	11,006,048	10,019,343	10,128,644	8,592,553	8,740,940	9,431,475	12,223,261	(10,093,903)
											Budget	8,193,078	1,680,179
											diff	4,030,183	

PALMDALE WATER DISTRICT BOARD MEMORANDUM

DATE: February 5, 2014 **February 12, 2014**
TO: Board of Directors **Board Meeting**
FROM: Michael Williams, Finance Manager/CFO
VIA: Mr. Dennis LaMoreaux, General Manager
RE: *AGENDA ITEM 7.2 – STATUS REPORT ON FINANCIAL STATEMENTS,
REVENUE AND EXPENSE AND DEPARTMENTAL BUDGET REPORTS FOR
DECEMBER 31, 2013*

Discussion:

Presented here are the Balance Sheet and Profit/Loss Statement for the period ending December 31, 2013. Also included are Year-To-Year Comparisons and Month-To-Month Comparisons for both revenue and expense. Finally, I have provided individual departmental budget reports for the month of December, 2013.

This is the final month of the District's Budget Year 2013. The target percentage is 100%. Revenues ideally are at or above, and expenditures ideally are below.

Balance Sheet:

- Page 1 is our balance sheet on December 31, 2013.
- Investments are increased by \$2.3MM. Due primarily to Assessments and Capital Improvement Fees.
- Offset for the balance sheet is our revenue generated from operations.

Profit/Loss Statement:

- Page 3 is our profit/loss statement on December 31, 2013.
- Operating revenue is at 105% of budget. Exceeded budget by \$1.1MM, mostly due to consumption.
- Cash operating expense is at 92% of budget. Operations ended year \$1.7MM below budget, mostly attributed to Facilities and Administration Department operating below budget, water purchases down, and GAC filter expenditures down.
- Looking at cash operations only, revenue is at \$24.1MM, expense is at \$19.3MM, that's net \$4.7MM profit from operations.
- Three departments are over the target 100%. Those are Engineering, Operations and Finance. I will discuss in more detail later in the report.
- Annual Assessment came in \$1.5MM over budget.

Year-To-Year Comparison P&L:

- Page 7 is our comparison of December 2012 to December 2013.
- Total operating revenue is up by \$28K or 1.6%.

BOARD OF DIRECTORS
PALMDALE WATER DISTRICT

VIA: Mr. Dennis LaMoreaux, General Manager

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February 6, 2014

- Operating expenditures are up by \$1.2MM, or 46%. This is due to water purchases and GAC Expense.
- Page 8 is a graphic presentation of the water consumption comparison. Units billed in acre feet were down by 75, or 6.4%. Total revenue per unit sold is up \$0.30, or 8.69%, and total revenue per connection is up \$0.66, or 1%

Revenue Analysis Year-To-Date:

- Page 9 is our comparison of revenue, year-to-date.
- Operating revenue through December, 2013 is up by \$1.4MM, or 7%, compared to 2012.
- Retail water related sales are up by \$1MM over last year.
- As mentioned, we are at 105% of budget, last year this time we were at 104%.
- Assessments are up \$1.2MM over last year.
- Total revenue is up \$1.3MM, or 4%.

Expense Analysis Year-To-Date:

- Page 11 is our comparison of expense, year-to-date.
- Cash Operating Expenses through December, 2013 are down by \$1.8MM, or 9%, compared to 2012. This is primarily due to decreased water purchases of \$1.3MM.
- Total Expenses are down \$2.4MM, or 7%. The refinancing of the bonds attributed to the total decrease in expenses.

Departments:

- Pages 14 through 22 are detailed budgets of each department. As stated earlier, all departments completed the year under budget with the exception of Engineering, Operations and Finance.
- Engineering was over budget by \$23K due to miscalculation of salaries and unanticipated amount of vacation time sell back.
- Operations was over budget by \$194K due to a few areas. 1) Contracted services had approximately \$40 of maintenance invoices for the wind turbine from prior years paid. 2) Higher electricity costs due to the running of wells that was not anticipated. 3) Major breakdown on the Hypo-Generator. 4) Increase number of required testing by outside lab.
- Finance was over budget by \$61K due primarily to the increased meter failures.

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.

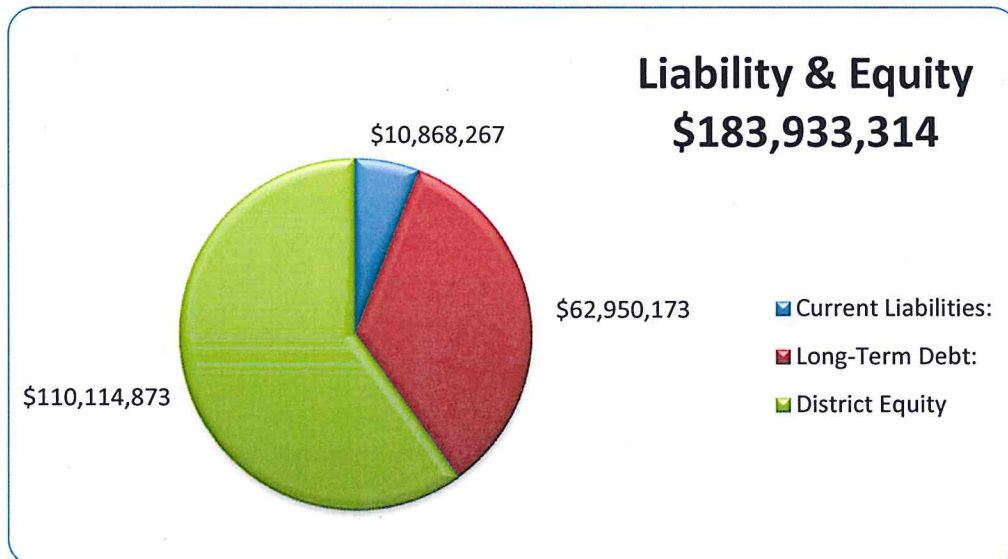
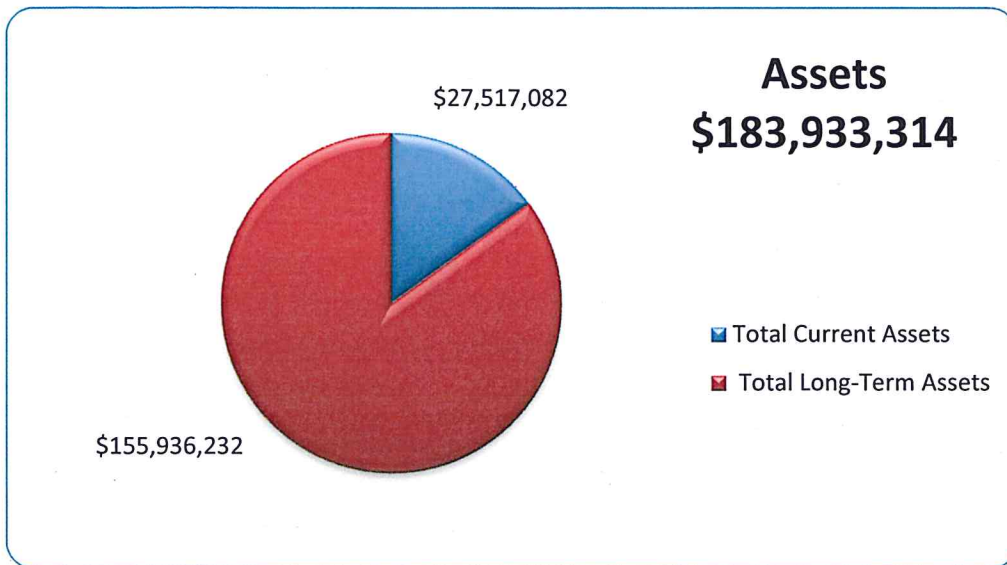
Service Cost Construction: The value of material, parts & supplies from inventory used to construct, repair and maintain our asset infrastructure.

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

Palmdale Water District
Balance Sheet Report
For the Twelve Months Ending 12/31/2013

	<u>December 2013</u>	<u>November 2013</u>
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 1,382,140	\$ 1,406,229
Investments	10,354,334	8,025,246
2013A Bonds - Project Funds	7,761,016	7,842,526
	<u>\$ 19,497,490</u>	<u>\$ 17,274,001</u>
Receivables:		
Accounts Receivables - Water Sales	\$ 1,882,658	\$ 2,179,579
Accounts Receivables - Miscellaneous	65,858	59,621
Allowance for Uncollected Accounts	(257,023)	(257,023)
	<u>\$ 1,691,493</u>	<u>\$ 1,982,177</u>
Interest Receivable	\$ 6,750	\$ 9
Assessments Receivables	5,191,581	5,200,035
Meters, Materials and Supplies	829,522	857,194
Prepaid Expenses	300,247	180,436
Total Current Assets	\$ 27,517,082	\$ 25,493,853
Long-Term Assets:		
Property, Plant, and Equipment, net	\$ 115,534,691	\$ 115,851,034
Participation Rights in State Water Project, net	38,757,005	38,224,812
Bond Issuance Cost, Net	246,822	249,172
2013A Bonds - Cost of Issuance	1,159,832	1,159,832
2013A Bonds - Insurance & Surety Bond	237,883	238,549
	<u>\$ 155,936,232</u>	<u>\$ 155,723,400</u>
Restricted Cash:		
Rate Stabilization Fund	480,000	-
Total Long-Term Assets & Restricted Cash	\$ 156,416,232	\$ 155,723,400
Total Assets	\$ 183,933,314	\$ 181,217,252
LIABILITIES AND DISTRICT EQUITY		
Current Liabilities:		
Current Interest Installment of Long-term Debt	\$ 405,668	\$ 296,677
Current Principal Installment of Long-term Debt	1,942,205	1,424,665
Accounts Payable and Accrued Expenses	5,020,394	4,829,931
Deferred Assessments	3,500,000	3,696,950
Total Current Liabilities	\$ 10,868,267	\$ 10,248,224
Long-Term Debt:		
Pension-Related Debt	\$ 1,141,041	\$ 1,141,041
OPEB Liability	7,745,991	7,597,863
2013A Water Revenue Bonds	43,673,481	43,675,731
2012 - Certificates of Participation	9,974,019	10,484,761
2011 - Capital Lease Payable	415,642	429,518
Total Long-Term Liabilities	\$ 62,950,173	\$ 63,328,914
Total Liabilities	\$ 73,818,441	\$ 73,577,138
District Equity		
Revenue from Operations	\$ 682,169	\$ (1,792,590)
Retained Earnings	109,432,704	109,432,704
Total Liabilities and District Equity	\$ 183,933,314	\$ 181,217,252

BALANCE SHEET AS OF DECEMBER 31, 2013



Palmdale Water District
Consolidated Profit and Loss Statement
For the Twelve Months Ending 12/31/2013

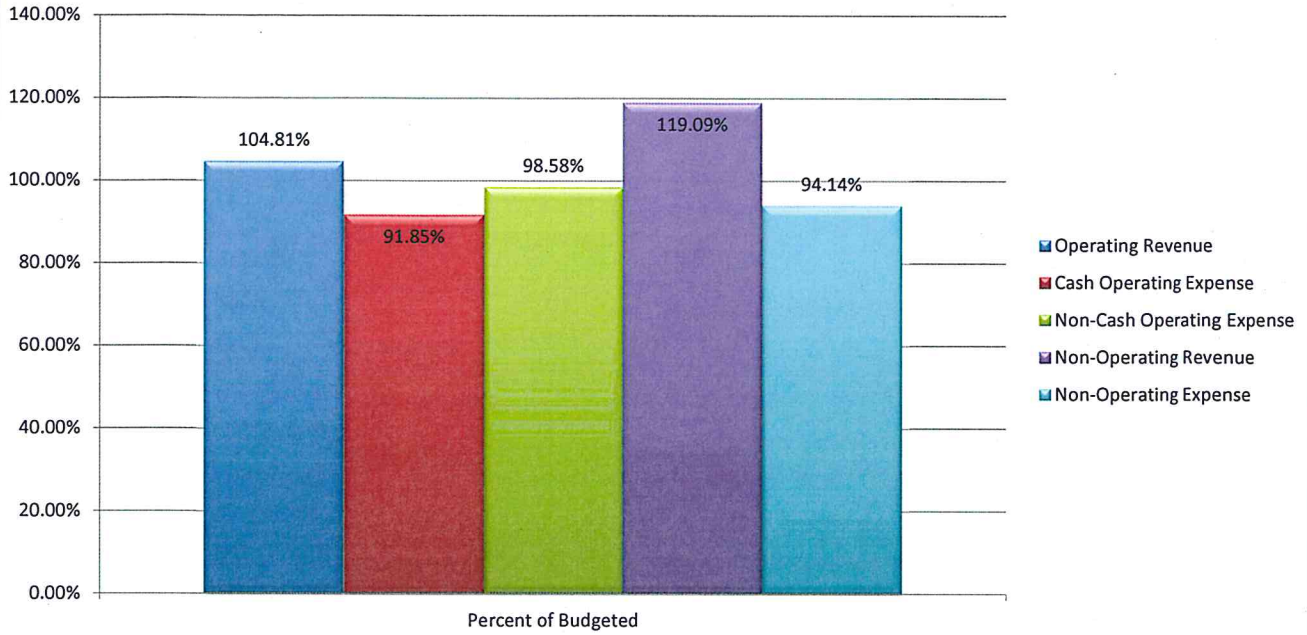
	Thru November	December	Year-to-Date	Adjustments	Adjusted Budget	% of Budget
Operating Revenue:						
Wholesale Water	\$ 165,237	\$ 27,079	\$ 192,316		\$ 175,000	109.89%
Water Sales	8,448,298	577,195	9,025,493		8,198,000	110.09%
Meter Fees	10,134,979	924,722	11,059,700		11,232,000	98.47%
Water Quality Fees	1,556,261	94,290	1,650,551		1,638,000	100.77%
Elevation Fees	523,351	30,280	553,631		550,000	100.66%
Other	1,570,010	100,361	1,670,371		1,250,000	133.63%
Total Water Sales	\$ 22,398,136	\$ 1,753,927	\$ 24,152,063	\$ -	\$ 23,043,000	104.81%
Cash Operating Expenses:						
Directors	\$ 90,922	\$ 11,484	\$ 102,406		\$ 117,500	87.15%
Administration	1,995,484	179,391	2,174,876		2,602,000	83.58%
Engineering	1,140,439	98,687	1,239,125		1,215,750	101.92%
Facilities*	2,669,090	209,233	2,878,323	(24,000)	3,274,500	87.90%
Operations	4,763,482	399,827	5,163,309		4,944,250	104.43%
Finance*	2,619,768	230,688	2,850,456	(24,300)	2,764,700	103.10%
Water Conservation	210,922	20,717	231,638		239,750	96.62%
Human Resources*	177,029	19,115	196,144	48,300	257,900	76.05%
Information Technology	574,167	55,740	629,907		728,000	86.53%
Water Purchases	2,147,378	99,869	2,247,247		2,600,000	86.43%
Water Purchases-Prior Year OAP	436,485	-	436,485		-	
Water Recovery	(611,563)	-	(611,563)		(100,000)	611.56%
Capitalized Expenditures	682,830	43,304	726,135		836,500	86.81%
GAC Filter Media Replacement	1,133,176	-	1,133,176		1,638,000	69.18%
Total Cash Operating Expenses	\$ 18,029,608	\$ 1,368,055	\$ 19,397,663	\$ -	\$ 21,118,850	91.85%
Non-Cash Operating Expenses:						
Depreciation	\$ 6,928,654	\$ 554,382	\$ 7,483,036		\$ 7,250,000	103.21%
OPEB Accrual Expense	1,817,449	165,223	1,982,672		2,000,000	99.13%
Bad Debts	11,984	1,892	13,875		100,000	13.88%
Service Costs Construction	89,682	(567)	89,115		125,000	71.29%
Capitalized Construction	(1,118,193)	(96,138)	(1,214,331)		(1,000,000)	121.43%
Total Non-Cash Operating Expenses	\$ 7,729,576	\$ 624,791	\$ 8,354,367	\$ -	\$ 8,475,000	98.58%
Net Operating Profit/(Loss)	\$ (3,361,048)	\$ (238,919)	\$ (3,599,967)	\$ -	\$ (6,550,850)	54.95%
Non-Operating Revenues:						
Assessments (Debt Service)	\$ 3,315,083	\$ 1,584,674	\$ 4,899,758		\$ 4,300,000	113.95%
Assessments (1%)	1,810,369	606,561	2,416,930		1,500,000	161.13%
DWR Fixed Charge Recovery	233,833	-	233,833		100,000	233.83%
Interest	(342)	(4,445)	(4,787)		25,000	-19.15%
Capital Improvement Fees	2,366	242,583	244,949		150,000	163.30%
State Grants	-	-	-		485,000	0.00%
Other	198,178	2,367	200,545		150,000	133.70%
Total Non-Operating Revenues	\$ 5,559,488	\$ 2,431,740	\$ 7,991,227	\$ -	\$ 6,710,000	119.09%
Non-Operating Expenses:						
Interest on Long-Term Debt	\$ 1,767,427	\$ 118,546	\$ 1,885,972		\$ 2,111,000	89.34%
Amortization of SWP	1,576,395	131,561	1,707,956		1,679,000	101.72%
Water Conservation Programs	113,177	1,986	115,163		150,000	76.78%
Total Non-Operating Expenses	\$ 3,456,999	\$ 252,093	\$ 3,709,091	\$ -	\$ 3,940,000	94.14%
Net Earnings	\$ (1,258,559)	\$ 1,940,728	\$ 682,169	\$ -	\$ (3,780,850)	-18.04%

* Budget adjustments by General Manager per Appendix A

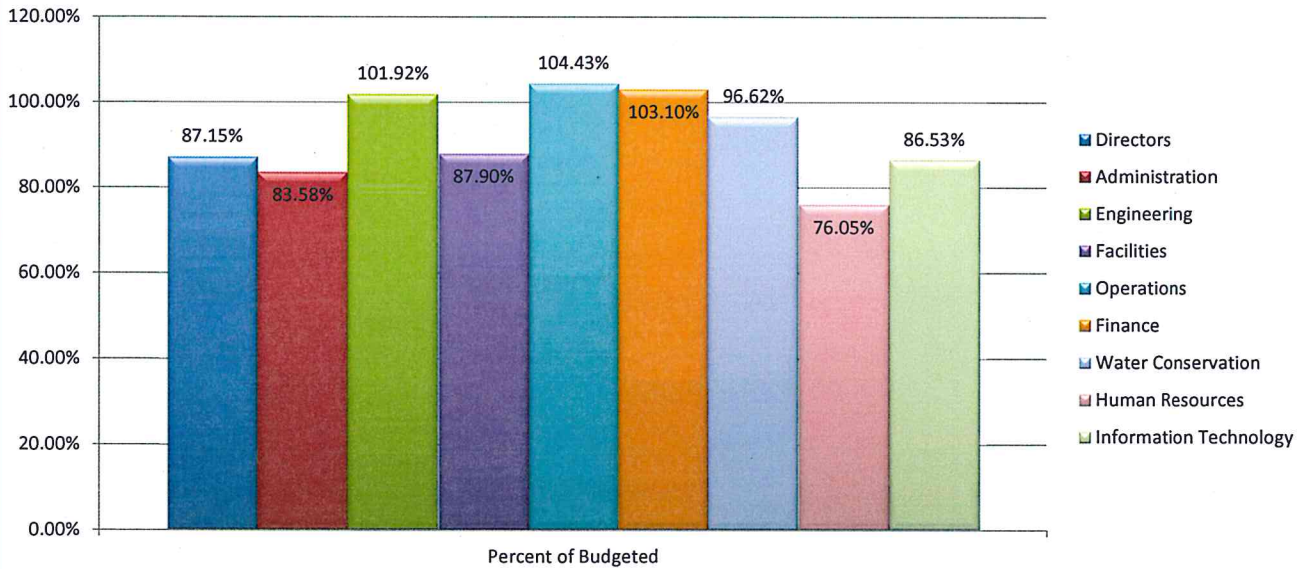
OTHER OPERATING REVENUE

Account Setup Charge(\$25)	\$2,085.00
Account Setup Charge/CC (\$35)	\$2,450.00
After Hours Service Call	\$105.00
Credit Check(\$10)	\$20.00
Customer Request Turn On/Off(\$15)	\$60.00
Door Tag Fee(\$20)	\$38,540.00
Lock Broken or Missing(\$15)	\$105.00
Meter Exchange 1" to 5/8"(\$240)	\$480.00
Monthly Service Charge	\$26.97
Pulled Meter Service Charge(\$60)	\$300.00
Repair Angle Stop After Hours(\$600.00)	\$600.00
Repair Angle Stop(\$440.00)	\$3,960.00
Service Charge for Meter Testing(\$65)	\$30.00
Shut-Off Charge(\$30)	\$4,005.00
Shut-Off Processing Fee(\$20)	\$20.00
Standard Trip Charge(\$15)	\$550.00
Waste Water 2nd Notice(\$50.00)	\$50.00
Late Fees	\$50,792.83
NSF Fee	\$1,275.00
	<u>\$105,454.80</u>

P & L BUDGET vs. ACTUAL



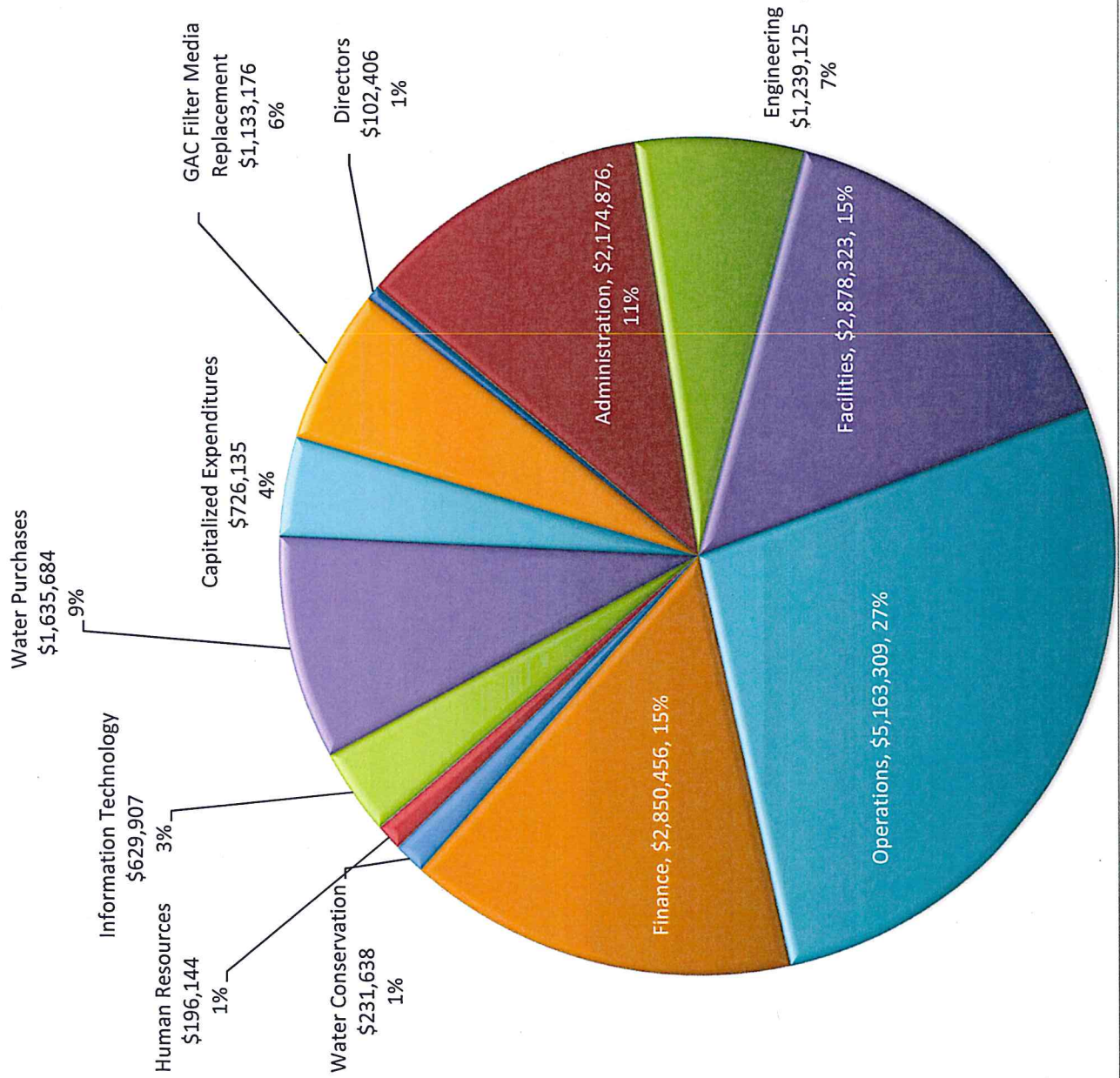
DEPARTMENTAL - BUDGET vs. ACTUAL



Cash Operating Expenses

YTD 12/31/13

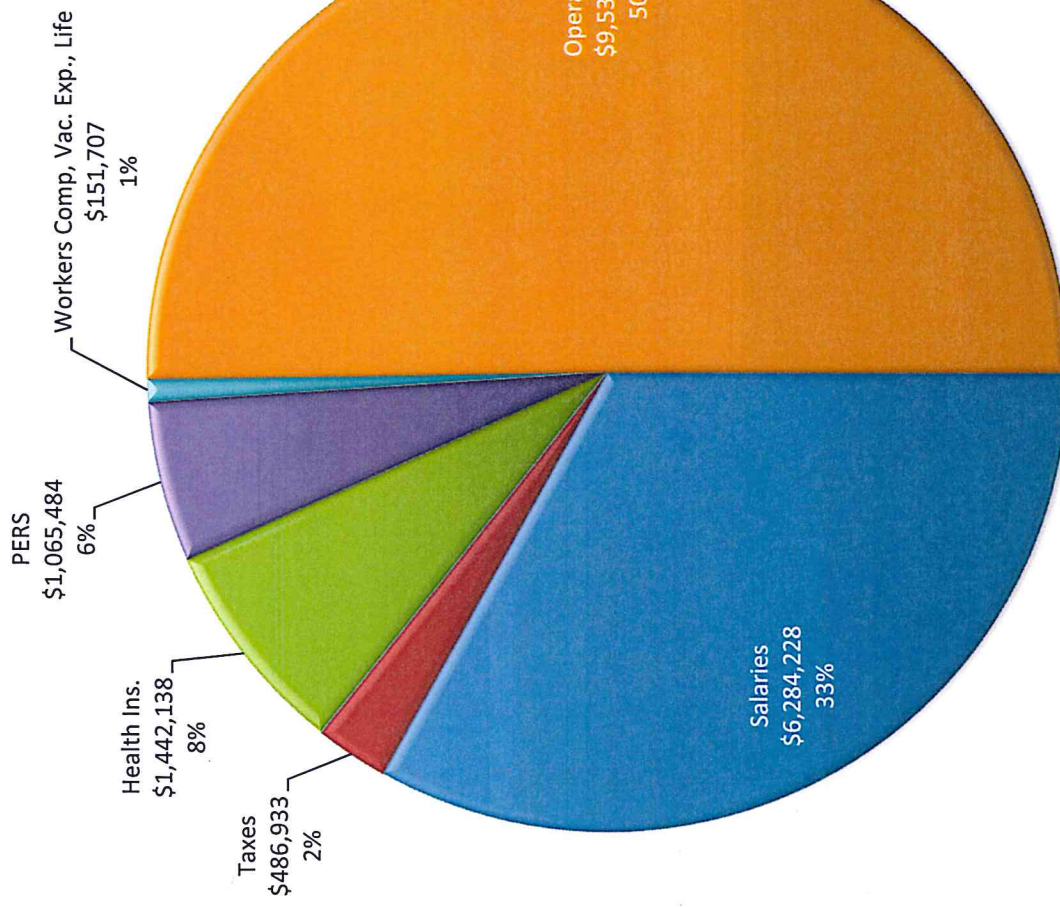
\$19,397,663



Personnel to Operations Exp

YTD 12/31/13

\$19,397,663



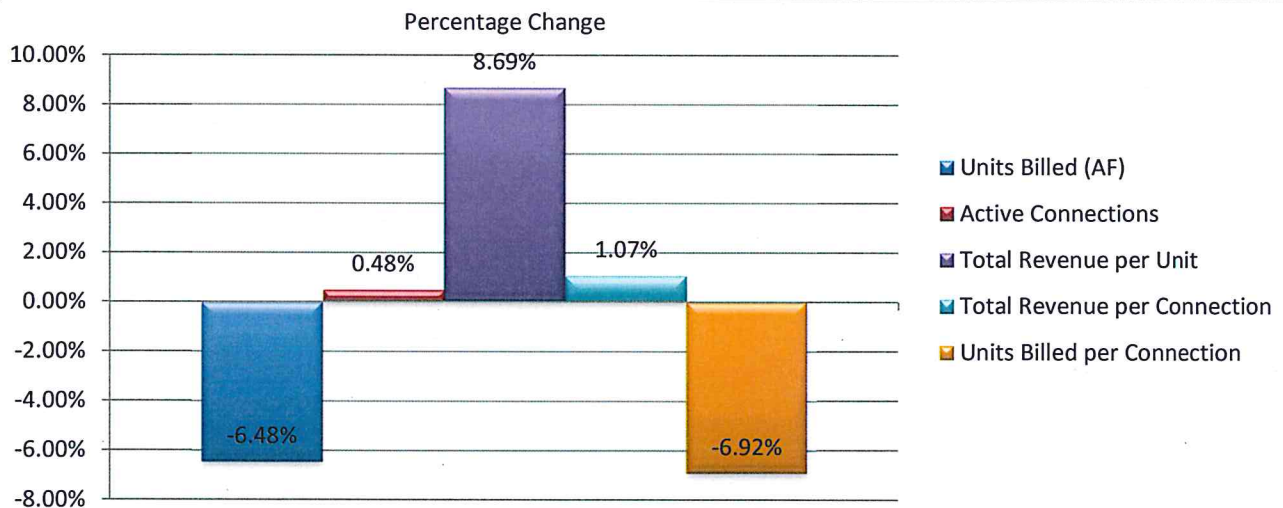
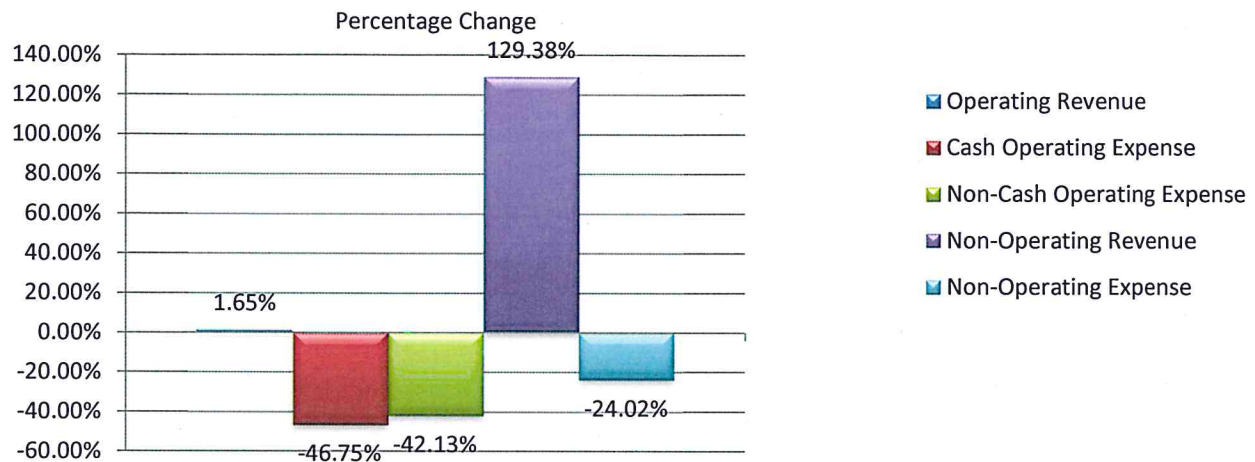
- Salaries
- Taxes
- Health Ins.
- PERS
- Workers Comp, Vac. Exp., Life
- Operations

Palmdale Water District
Profit and Loss Statement
Year-To-Year Comparison - December

	2012	2013		%	Consumption Comparison		
	December	December	Change	Change	Units Billed	2012	2013
Operating Revenue:						505,013	472,300
Wholesale Water	\$ 11,878	\$ 27,079	\$ 15,201		Active	26,219	26,345
Water Sales	636,381	577,195	(59,186)	-9.30%	Vacant	1,122	1,008
Meter Fees	847,570	924,722	77,152	9.10%			
Water Quality Fees	101,003	94,290	(6,713)	-6.65%			
Elevation Fees	31,454	30,280	(1,174)	-3.73%	Rev/unit	\$ 3.42	\$ 3.71
Other	97,234	100,361	3,127	3.22%	Rev/con	\$ 62.10	\$ 62.77
Total Water Sales	\$ 1,725,520	\$ 1,753,927	\$ 28,407	1.65%	Unit/con	19.26	17.93
Cash Operating Expenses:							
Directors	\$ 10,046	\$ 11,484	\$ 1,438	14.32%			
Administration	192,630	179,391	(13,238)	-6.87%			
Engineering	117,894	98,687	(19,207)	-16.29%			
Facilities	161,360	209,233	47,873	29.67%			
Operations	485,042	399,827	(85,215)	-17.57%			
Finance	266,258	230,688	(35,570)	-13.36%			
Water Conservation	23,026	20,717	(2,309)	-10.03%			
Human Resources	3,750	19,115	15,365	409.80%			
Information Technology	108,143	55,740	(52,403)	-48.46%			
Water Purchases	493,545	99,869	(393,676)	-79.76%			
Water Purchases-Prior Year OAP	-	-	-				
Water Recovery	285,418	-	(285,418)				
Capitalized Expenditures	173,845	43,304	(130,541)	-75.09%			
GAC Filter Media Replacement	248,313	-	(248,313)	-100.00%			
Total Cash Operating Expenses	\$ 2,569,268	\$ 1,368,055	\$ (1,201,213)	-46.75%			
Non-Cash Operating Expenses:							
Depreciation	\$ 1,214,767	\$ 554,382	\$ (660,385)	-54.36%			
OPEB Accrual Expense	(68,638)	165,223	233,860	-340.72%			
Bad Debts	(111,208)	1,892	113,100	-101.70%			
Service Costs Construction	150,311	(567)	(150,878)	-100.38%			
Capitalized Construction	(105,594)	(96,138)	9,455	-8.95%			
Total Non-Cash Operating Expenses	\$ 1,079,639	\$ 624,791	\$ (454,848)	-42.13%			
Net Operating Profit/(Loss)	\$ (1,923,386)	\$ (238,919)	\$ 1,684,468	-87.58%			
Non-Operating Revenues:							
Assessments	\$ 1,157,829	\$ 2,191,235	\$ 1,033,406	89.25%			
DWR Fixed Charge Recovery	-	-	-				
Interest	575	(4,445)	(5,020)	-873.37%			
Capital Improvement Fees	(81,682)	242,583	324,265				
State Grants	-	-	-				
Other	(16,578)	2,367	18,946	-114.28%			
Total Non-Operating Revenues	\$ 1,060,143	\$ 2,431,740	\$ 1,371,597	129.38%			
Non-Operating Expenses:							
Interest on Long-Term Debt	\$ 183,467	\$ 118,546	\$ (64,921)	-35.39%			
Amortization of SWP	144,745	131,561	(13,184)	-9.11%			
Water Conservation Programs	3,572	1,986	(1,586)	-44.41%			
Total Non-Operating Expenses	\$ 331,784	\$ 252,093	\$ (79,691)	-24.02%			
Net Earnings	\$ (1,195,028)	\$ 1,940,728	\$ 3,135,756	-262.40%			

YEAR-TO-YEAR COMPARISON

December '12 -To- December '13



	2012	2013	Change	
Units Billed (AF)	1,159	1,084	-75	-6.48%
Active Connections	26,219	26,345	126	0.48%
Non-Active	1,122	1,008	-114	-10.16%
Total Revenue per Unit	\$3.42	\$3.71	\$0.30	8.69%
Total Revenue per Connection	\$62.10	\$62.77	\$0.66	1.07%
Units Billed per Connection	19.26	17.93	-1	-6.92%

Palmdale Water District

Revenue Analysis

For the Twelve Months Ending 12/31/2013

2012 to 2013 Comparison

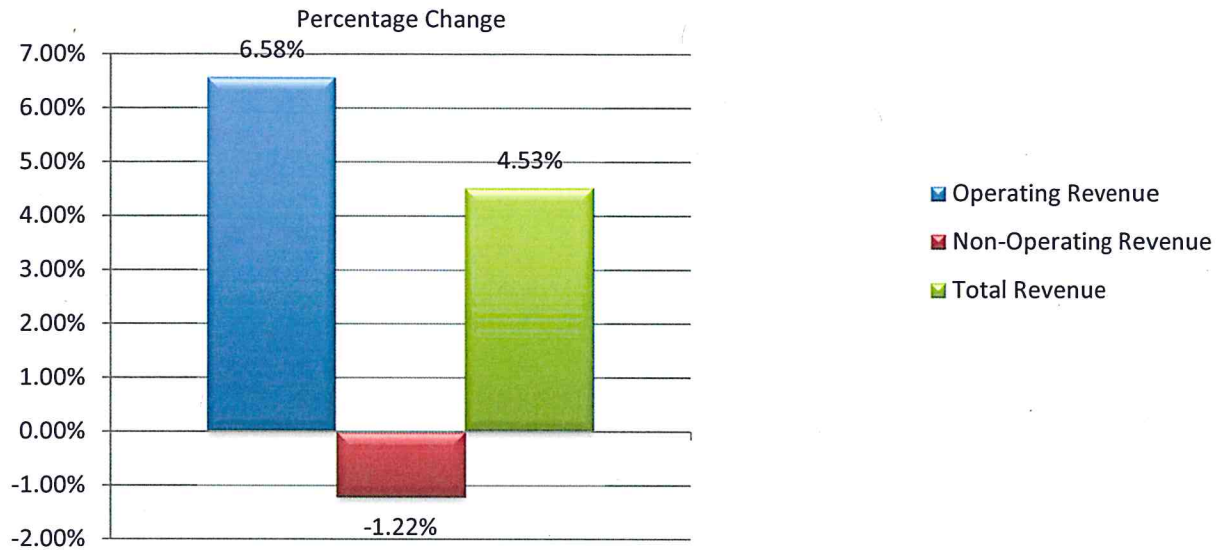
	2013				2012				
	Thru November	December	Year-to-Date	Adjusted Budget	% of Budget	Thru November	December	Year-to-Date	
Operating Revenue:									
Wholesale Water	\$ 165,237	\$ 27,079	\$ 192,316	\$ 175,000	109.89%	\$ 165,237	\$ 15,201	\$ 141,971	
Water Sales	8,448,298	577,195	9,025,493	8,198,000	110.09%	352,569	(59,186)	293,383	3.36%
Meter Fees	10,134,979	924,722	11,059,700	11,232,000	98.47%	664,516	77,152	741,668	7.19%
Water Quality Fees	1,556,261	94,290	1,650,551	1,638,000	100.77%	(1,154)	(6,713)	(7,867)	-0.47%
Elevation Fees	523,351	30,280	553,631	550,000	100.66%	(8,694)	(1,174)	(9,868)	-1.75%
Other	1,570,010	100,361	1,670,371	1,250,000	133.63%	328,161	3,127	331,288	24.74%
Total Water Sales	\$ 22,398,136	\$ 1,753,927	\$24,152,063	\$23,043,000	104.81%	\$ 1,500,636	\$ 28,407	\$ 1,490,576	6.58%
Non-Operating Revenues:									
Assessments (Debt Service)	\$ 3,315,083	\$ 1,584,674	\$ 4,899,758	\$ 4,300,000	113.95%	\$ (444,595)	\$ 703,687	\$ 259,092	5.58%
Assessments (1%)	1,810,369	606,561	2,416,930	3,916,930	61.70%	628,929	329,719	958,648	65.74%
DWR Fixed Charge Recovery	233,833	-	233,833	100,000	233.83%	(315,541)	-	(315,541)	
Interest	(342)	(4,445)	(4,787)	25,000	-19.15%	(24,633)	(5,020)	(29,653)	-119.25%
Capital Improvement Fees	2,366	242,583	244,949	150,000	163.30%	(1,337,134)	324,265	(1,012,869)	-80.53%
State Grants	-	-	-	485,000	0.00%	-	-	-	
Other	198,178	2,367	200,545	150,000	133.70%	22,361	18,946	41,306	25.94%
Total Non-Operating Revenues	\$ 5,559,488	\$ 2,431,740	\$ 7,991,227	\$ 9,126,930	87.56%	\$ (1,470,613)	\$ 1,371,597	\$ (99,016)	-1.22%
Total Revenue	\$ 27,957,624	\$ 4,185,666	\$32,143,290	\$32,169,930	99.92%	\$ 30,023	\$ 1,400,003	\$ 1,391,560	4.53%

2012

	2012				
	Thru November	December	Year-to-Date	Adjusted Budget	
Operating Revenue:					
Wholesale Water	\$ 38,467	\$ 11,878	\$ 50,345	\$ 175,000	28.77%
Water Sales	8,095,729	636,381	8,732,110	8,145,000	107.21%
Meter Fees	9,470,462	847,570	10,318,032	10,400,000	99.21%
Water Quality Fees	1,557,415	101,003	1,658,418	1,550,000	106.99%
Elevation Fees	532,045	31,454	563,499	525,000	107.33%
Other	1,241,850	97,234	1,339,084	1,250,000	107.13%
Total Water Sales	\$ 20,897,500	\$ 1,725,520	\$22,661,487	\$21,870,000	103.62%
Non-Operating Revenues:					
Assessments (Debt Service)	\$ 3,759,678	\$ 880,988	\$ 4,640,665	\$ 4,000,000	116.02%
Assessments (1%)	1,181,441	276,841	1,458,282	1,500,000	97.22%
DWR Fixed Charge Recovery	549,374	-	549,374	-	
Interest	24,291	575	24,866	60,000	41.44%
Capital Improvement Fees	1,339,500	(81,682)	1,257,818	1,286,848	97.74%
State Grants	-	-	-	250,000	0.00%
Other	175,817	(16,578)	159,238	100,000	159.24%
Total Non-Operating Revenues	\$ 7,030,100	\$ 1,060,143	\$ 8,090,243	\$ 7,196,848	112.41%
Total Revenue	\$ 27,927,601	\$ 2,785,663	\$30,751,731	\$29,066,848	105.80%

REVENUE COMPARISON YEAR-TO-DATE

December '12-To-December '13



Palmdale Water District

Operating Expense Analysis

For the Twelve Months Ending 12/31/2013

2013

2012 to 2013 Comparison

	Thru November	December	Year-to-Date	Adjusted Budget	% of Budget	Thru November	December	Year-to-Date	% Change
Cash Operating Expenses:									
Directors	\$ 90,922	\$ 11,484	\$ 102,406	\$ 117,500	87.15%	\$ (8,848)	\$ 1,438	\$ (7,410)	-6.75%
Administration	1,995,484	179,391	2,174,876	2,602,000	83.58%	(311,207)	(13,238)	(324,445)	-12.98%
Engineering	1,140,439	98,687	1,239,125	1,215,750	101.92%	102,533	(19,207)	83,326	7.21%
Facilities	2,669,090	209,233	2,878,323	3,298,500	87.26%	(475,144)	47,873	(427,271)	-12.93%
Operations	4,763,482	399,827	5,163,309	4,944,250	104.43%	512,278	(85,215)	427,063	9.02%
Finance	2,619,768	230,688	2,850,456	2,789,000	102.20%	45,675	(35,570)	10,105	0.36%
Water Conservation	210,922	20,717	231,638	239,750	96.62%	10,144	(2,309)	7,834	3.50%
Human Resources	177,029	19,115	196,144	209,600	93.58%	(11,428)	15,365	3,937	2.05%
Information Technology	574,167	55,740	629,907	728,000	86.53%	(38,863)	(52,403)	(91,266)	-12.66%
Water Purchases	2,147,378	99,869	2,247,247	2,600,000	86.43%	(973,938)	(393,676)	(1,367,614)	-37.83%
Water Purchases-Prior Year OAP	436,485	-	436,485	-		436,485	-	436,485	
Water Recovery	(611,563)	-	(611,563)	(100,000)	611.56%	68,757	(285,418)	(216,661)	54.86%
Capitalized Expenditures	682,830	43,304	726,135	836,500	86.81%	143,035	(130,541)	12,494	1.75%
GAC Filter Media Replacement	1,133,176	-	1,133,176	1,638,000	69.18%	(168,896)	(248,313)	(417,008)	-26.90%
Total Cash Operating Expenses	\$ 18,029,608	\$ 1,368,055	\$ 19,397,663	\$ 21,118,850	91.85%	\$ (669,216)	\$ (1,201,213)	\$ (1,870,430)	-9.64%
Non-Cash Operating Expenses:									
Depreciation	\$ 6,928,654	\$ 554,382	\$ 7,483,036	\$ 7,250,000	103.21%	\$ 374,973	\$ (660,385)	\$ (285,412)	-3.67%
OPEB Accrual Expense	1,817,449	165,223	1,982,672	3,982,672	49.78%	32,103	233,860	265,963	15.49%
Bad Debts	11,984	1,892	13,875	113,875	12.18%	5,501	113,100	118,600	-113.25%
Service Costs Construction	89,682	(567)	89,115	214,115	41.62%	71,287	(150,878)	(79,591)	-47.18%
Capitalized Construction	(1,118,193)	(96,138)	(1,214,331)	(2,214,331)	54.84%	(230,817)	9,455	(221,362)	22.29%
Total Non-Cash Operating Expenses	\$ 7,729,576	\$ 624,791	\$ 8,354,367	\$ 9,346,331	89.39%	\$ 253,047	\$ (454,848)	\$ (201,801)	-2.42%
Non-Operating Expenses:									
Interest on Long-Term Debt	\$ 1,767,427	\$ 118,546	\$ 1,885,972	\$ 2,111,000	89.34%	\$ (466,426)	\$ (64,921)	\$ (531,347)	-21.98%
Amortization of SWP	1,576,395	131,561	1,707,956	1,679,000	101.72%	142,200	(13,184)	129,016	8.17%
Water Conservation Programs	113,177	1,986	115,163	150,000	76.78%	67,527	(1,586)	65,940	1.63%
Total Non-Operating Expenses	\$ 3,456,999	\$ 252,093	\$ 3,709,091	\$ 3,940,000	94.14%	\$ (256,699)	\$ (79,691)	\$ (336,391)	-8.32%
Total Expenses	\$ 29,216,183	\$ 2,244,938	\$ 31,461,121	\$ 34,405,181	91.44%	\$ (672,869)	\$ (1,735,753)	\$ (2,408,622)	-7.11%

Palmdale Water District

Operating Expense Analysis

For the Twelve Months Ending 12/31/2013

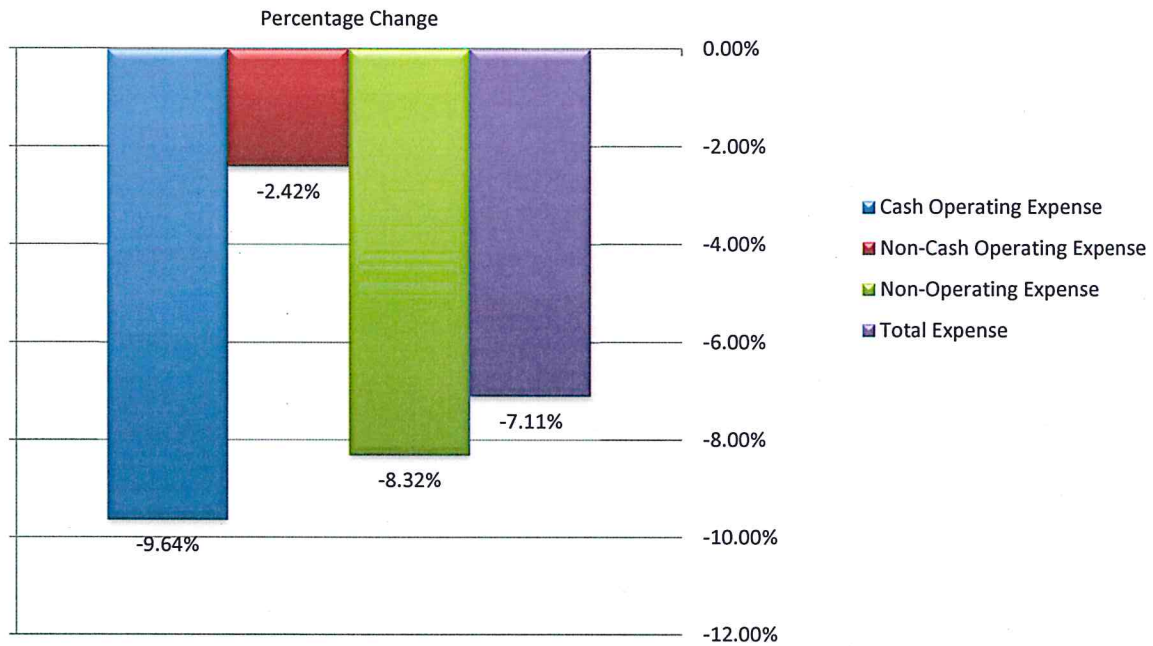
2012 to 2013 Comparison

2012

	Thru					Adjusted	% of
	November	December	Year-to-Date	Budget	Budget	Budget	Budget
Cash Operating Expenses:							
Directors	\$ 99,770	\$ 10,046	\$ 109,815	\$ 154,000			71.31%
Administration	2,306,691	192,630	2,499,320	3,547,000			70.46%
Engineering	1,037,905	117,894	1,155,799	1,169,000			98.87%
Facilities	3,144,234	161,360	3,305,594	3,490,500			94.70%
Operations	4,251,204	485,042	4,736,246	5,113,750			92.62%
Finance	2,574,092	266,258	2,840,351	2,788,750			101.85%
Water Conservation	200,778	23,026	223,804	223,500			100.14%
Human Resources	188,457	3,750	192,206	267,850			71.76%
Information Technology	613,029	108,143	721,173	736,750			97.89%
Water Purchases	3,121,316	493,545	3,614,861	2,800,000			129.10%
Water Purchases-Prior Year OAP		-	-	-			
Water Recovery	(680,320)	285,418	(394,902)	(200,000)			197.45%
Capitalized Expenditures	539,796	173,845	713,641	412,500			173.00%
GAC Filter Media Replacement	1,301,872	248,313	1,550,184	1,550,000			100.01%
Total Cash Operating Expenses	\$ 18,698,825	\$ 2,569,268	\$ 21,268,093	\$ 22,053,600			96.44%
Non-Cash Operating Expenses:							
Depreciation	\$ 6,553,681	\$ 1,214,767	\$ 7,768,448	\$ 7,800,000			99.60%
OPEB Accrual Expense	1,785,346	(68,638)	1,716,709	2,000,000			85.84%
Bad Debts	6,483	(111,208)	(104,725)	100,000			-104.73%
Service Costs Construction	18,396	150,311	168,706	125,000			134.97%
Capitalized Construction	(887,376)	(105,594)	(992,970)	(1,000,000)			99.30%
Total Non-Cash Operating Expenses	\$ 7,476,529	\$ 1,079,639	\$ 8,556,168	\$ 9,025,000			94.81%
Non-Operating Expenses:							
Interest on Long-Term Debt	\$ 2,233,853	\$ 183,467	\$ 2,417,320	\$ 2,490,000			97.08%
Amortization of SWP	1,434,195	144,745	1,578,940	1,680,000			93.98%
Capital Lease	-	-	-	212,000			
Water Conservation Programs	45,650	3,572	49,222	150,000			32.81%
Total Non-Operating Expenses	\$ 3,713,698	\$ 331,784	\$ 4,045,482	\$ 4,532,000			89.26%
Total Expenses	\$ 29,889,052	\$ 3,980,691	\$ 33,869,743	\$ 35,610,600			95.11%

EXPENSE COMPARISON YEAR-TO-DATE

December '12-To-December '13



Palmdale Water District
2013 Directors Budget
For the Twelve Months Ending Tuesday, December 31, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-01-4000-000 Directors Pay	\$ 49,950	\$ 45,000	\$ -	\$ (4,950)	111.00%
Employee Benefits					
1-01-4005-000 Payroll Taxes	3,821	5,500		1,679	69.48%
1-01-4010-000 Health Insurance	45,405	57,000		11,595	79.66%
Subtotal (Benefits)	49,226	62,500	-	11,595	78.76%
Total Personnel Expenses	<u>\$ 99,176</u>	<u>\$ 107,500</u>	<u>\$ -</u>	<u>\$ 6,645</u>	<u>92.26%</u>
OPERATING EXPENSES:					
1-01-4050-000 Directors Travel, Seminars & Meetings	3,229	10,000		6,771	32.29%
Subtotal Operating Expenses	3,229	10,000	-	6,771	32.29%
Total O & M Expenses	<u>\$ 102,406</u>	<u>\$ 117,500</u>	<u>\$ -</u>	<u>\$ 13,415</u>	<u>87.15%</u>

Palmdale Water District
2013 Administration Budget
For the Twelve Months Ending Tuesday, December 31, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-02-4000-000 Salaries	\$ 475,422	\$ 471,500		\$ (3,922)	100.83%
1-02-4000-100 Overtime	7,450	5,000		(2,450)	149.00%
1-02-4000-200 On-Call	55,665	60,000		4,335	92.77%
Subtotal (Salaries)	\$ 538,536	\$ 536,500		\$ (2,036)	100.38%
Employee Benefits					
1-02-4005-000 Payroll Taxes	30,878	41,000		10,122	75.31%
1-02-4010-000 Health Insurance	80,560	80,750		190	99.76%
1-02-4015-000 PERS	86,034	90,750		4,716	94.80%
1-02-4020-000 Worker's Compensation	110,558	160,000		49,442	69.10%
1-02-4025-000 Vacation Benefit Expense	33,866	35,000		1,134	96.76%
1-02-4030-000 Life Insurance	7,283	7,500		217	97.11%
Subtotal (Benefits)	\$ 349,179	\$ 415,000	\$ -	\$ 65,821	84.14%
Total Personnel Expenses	\$ 887,716	\$ 951,500	\$ -	\$ 63,785	93.30%
OPERATING EXPENSES:					
1-02-4050-000 Staff Travel	\$ 6,058	\$ 8,000		\$ 1,942	75.72%
1-02-4050-100 General Manager Travel	6,056	5,000		(1,056)	121.12%
1-02-4060-000 Staff Conferences & Seminars	1,150	3,000		1,850	38.33%
1-02-4060-100 General Manager Conferences & Seminars	2,631	4,500		1,869	58.48%
1-02-4070-000 Employee Expense	24,014	40,000		15,986	60.03%
1-02-4080-000 Other Operating	19,627	20,000		373	98.14%
1-02-4110-000 Consultants	42,590	134,000		91,410	31.78%
1-02-4125-000 Insurance	254,505	325,000		70,495	78.31%
1-02-4130-000 Bank Charges	118,886	130,000		11,114	91.45%
1-02-4135-000 Groundwater Adjudication	289,112	400,000		110,888	72.28%
1-02-4140-000 Legal Services	121,927	250,000		128,073	48.77%
1-02-4150-000 Accounting Services	23,692	20,000		(3,692)	118.46%
1-02-4155-000 Contracted Services	27,955	40,000		12,045	69.89%
1-02-4165-000 Memberships/Subscriptions	218,621	110,000		(108,621)	198.75%
1-02-4175-000 Permits	9,230	20,000		10,770	46.15%
1-02-4180-000 Postage	16,640	30,000		13,360	55.47%
1-02-4190-100 Public Relations - Publications	33,949	30,000		(3,949)	113.16%
1-02-4190-900 Public Relations - Other	1,201	1,000		(201)	120.10%
1-02-4200-000 Advertising	2,095	5,000		2,905	41.90%
1-02-4205-000 Office Supplies	17,886	20,000		2,114	89.43%
1-02-4215-200 Natural Gas - Office Building	3,529	5,000		1,471	70.59%
1-02-4220-200 Electricity - Office Building	45,805	50,000		4,195	91.61%
Subtotal Operating Expenses	\$ 1,287,160	\$ 1,650,500	\$ -	\$ 363,340	77.99%
Total Departmental Expenses	\$ 2,174,876	\$ 2,602,000	\$ -	\$ 427,124	83.58%

Palmdale Water District
2013 Engineering Budget
For the Twelve Months Ending Tuesday, December 31, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-03-4000-000 Salaries	\$ 776,122	\$ 749,000		\$ (27,122)	103.62%
1-03-4000-100 Overtime	5,977	6,000		23	99.61%
Subtotal (Salaries)	\$ 782,099	\$ 755,000		\$ (27,099)	103.59%
Employee Benefits					
1-03-4005-000 Payroll Taxes	60,690	58,000		(2,690)	104.64%
1-03-4010-000 Health Insurance	165,163	165,500		337	99.80%
1-03-4015-000 PERS	139,915	143,250		3,335	97.67%
Subtotal (Benefits)	\$ 365,768	\$ 366,750	\$ -	\$ 982	99.73%
Total Personnel Expenses	\$ 1,147,867	\$ 1,121,750	\$ -	\$ (26,117)	102.33%
OPERATING EXPENSES:					
1-03-4050-000 Staff Travel	\$ 4,218	\$ 3,000		\$ (1,218)	140.60%
1-03-4060-000 Staff Conferences & Seminars	1,460	2,500		1,040	58.40%
1-03-4155-000 Contracted Services	11,023	12,000		977	91.86%
1-03-4165-000 Memberships/Subscriptions	1,390	2,000		610	69.50%
1-03-4250-000 General Materials & Supplies	6,268	2,500		(3,768)	250.73%
1-03-8100-100 Computer Software - Maint. & Support	66,900	72,000		5,100	92.92%
Subtotal Operating Expenses	\$ 91,259	\$ 94,000	\$ -	\$ 2,741	97.08%
Total Departmental Expenses	\$ 1,239,125	\$ 1,215,750	\$ -	\$ (23,375)	101.92%

Palmdale Water District
2013 Facilities Budget
For the Twelve Months Ending Tuesday, December 31, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-04-4000-000 Salaries*	\$ 1,258,983	\$ 1,339,000	\$ (24,000)	\$ 80,017	94.02%
1-04-4000-100 Overtime	49,412	40,000		(9,412)	123.53%
Subtotal (Salaries)	\$ 1,308,396	\$ 1,379,000		\$ 70,604	94.88%
Employee Benefits					
1-04-4005-000 Payroll Taxes	106,666	105,000		(1,666)	101.59%
1-04-4010-000 Health Insurance	380,429	384,000		3,571	99.07%
1-04-4015-000 PERS	224,502	254,500		29,998	88.21%
Subtotal (Benefits)	\$ 711,598	\$ 743,500	\$ -	\$ 31,902	95.71%
Total Personnel Expenses	\$ 2,019,993	\$ 2,122,500	\$ (24,000)	\$ 111,919	95.17%
OPERATING EXPENSES:					
1-04-4050-000 Staff Travel	\$ 731	\$ 2,500		1,769	29.23%
1-04-4060-000 Staff Conferences & Seminars	2,225	3,000		775	74.17%
1-04-4155-000 Contracted Services	65,671	28,500		(37,171)	230.42%
1-04-4155-430 Contracted Services-Pest Control	1,920	-		(1,920)	
1-04-4175-000 Permits-Dams*	45,887	-	38,900	(6,987)	
1-04-4215-200 Natural Gas - Buildings	3,185	4,500		1,315	70.77%
1-04-4220-200 Electricity - Buildings	19,777	30,000		10,223	65.92%
1-04-4225-000 Maint. & Repair - Vehicles	33,536	45,000		11,464	74.53%
1-04-4230-100 Maint. & Rep. Office Building	4,036	18,000		13,964	22.42%
1-04-4235-110 Maint. & Rep. Equipment	7,156	7,500		344	95.42%
1-04-4235-400 Maint. & Rep. Operations - Wells	41,435	150,000		108,565	27.62%
1-04-4235-405 Maint. & Rep. Operations - Boosters	56,137	50,000		(6,137)	112.27%
1-04-4235-410 Maint. & Rep. Operations - Shop Bldgs	9,209	10,000		791	92.09%
1-04-4235-415 Maint. & Rep. Operations - Facilities	13,145	15,000		1,855	87.63%
1-04-4235-420 Maint. & Rep. Operations - Water Lines	245,015	350,000		104,985	70.00%
1-04-4235-425 Maint. & Rep. Operations - Littlerock Dam*	-	20,000	(18,100)	1,900	0.00%
1-04-4235-430 Maint. & Rep. Operations - Palmdale Dam*	-	26,500	(20,800)	5,700	0.00%
1-04-4235-435 Maint. & Rep. Operations - Palmdale Canal	230	3,000		2,770	7.66%
1-04-4235-455 Maint. & Rep. Operations - Heavy Equipment	29,289	35,000		5,711	83.68%
1-04-4235-460 Maint. & Rep. Operations - Storage Reservoirs	223	5,000		4,777	4.47%
1-04-6000-000 Waste Disposal	21,687	40,000		18,313	54.22%
1-04-6100-100 Fuel and Lube - Vehicle	114,837	130,000		15,163	88.34%
1-04-6100-200 Fuel and Lube - Machinery	25,012	43,000		17,988	58.17%
1-04-6200-000 Uniforms	20,783	20,000		(783)	103.92%
1-04-6300-100 Supplies - Misc.	39,783	47,500		7,717	83.75%
1-04-6300-800 Supplies - Construction Materials	33,398	65,000		31,602	51.38%
1-04-6400-000 Tools	11,207	12,000		793	93.39%
1-04-7000-100 Leases -Equipment	12,817	15,000		2,183	85.45%
Subtotal Operating Expenses	\$ 858,330	\$ 1,176,000	\$ -	\$ 317,671	72.99%
Total Departmental Expenses	\$ 2,878,323	\$ 3,298,500	\$ (24,000)	\$ 429,589	87.90%

Palmdale Water District
2013 Operation Budget
For the Twelve Months Ending Tuesday, December 31, 2013

YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
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Personnel Budget:

1-05-4000-000 Salaries	\$ 1,557,704	\$ 1,608,500	\$ 50,796	96.84%
1-05-4000-100 Overtime	91,792	61,500	(30,292)	149.26%
Subtotal (Salaries)	\$ 1,649,496	\$ 1,670,000	\$ 20,504	98.77%

Employee Benefits

1-05-4005-000 Payroll Taxes	130,648	128,000	(2,648)	102.07%
1-05-4010-000 Health Insurance	357,431	378,500	21,069	94.43%
1-05-4015-000 PERS	274,670	307,000	32,330	89.47%
Subtotal (Benefits)	\$ 762,750	\$ 813,500	\$ -	93.76%

Total Personnel Expenses

\$ 2,412,246	\$ 2,483,500	\$ -	\$ 101,546	97.13%
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OPERATING EXPENSES:

1-05-4050-000 Staff Travel	\$ 9,618	\$ 8,000	\$ (1,618)	120.22%
1-05-4060-000 Staff Conferences & Seminars	6,177	9,500	3,323	65.02%
1-05-4120-100 Training - Lab Equipment	-	4,500	4,500	0.00%
1-05-4120-200 Training - SCADA Network	3,729	9,000		41.44%
1-05-4155-000 Contracted Services	127,564	59,000	(68,564)	216.21%
1-05-4155-525 Contracted Services-Wind Turbine	3,507	-	(3,507)	
1-05-4175-000 Permits	36,598	45,000	8,402	81.33%
1-05-4215-100 Natural Gas - Wells & Boosters	152,638	160,000	7,362	95.40%
1-05-4215-200 Natural Gas - WTP	2,571	3,000	429	85.68%
1-05-4220-100 Electricity - Wells & Boosters	1,455,798	1,285,000	(170,798)	113.29%
1-05-4220-200 Electricity - WTP	112,683	125,000	12,317	90.15%
1-05-4230-110 Maint. & Rep. - Office Equipment	395	500	105	79.09%
1-05-4235-110 Maint. & Rep. Operations - Equipment	10,787	15,000	4,213	71.91%
1-05-4235-410 Maint. & Rep. Operations - Shop Bldgs	15,254	6,000	(9,254)	254.23%
1-05-4235-415 Maint. & Rep. Operations - Facilities	49,150	38,000	(11,150)	129.34%
1-05-4235-445 Maint. & Rep. Operations - Telemetry	4,807	2,250	(2,557)	213.65%
1-05-4235-450 Maint. & Rep. Operations - Hypo Generator	22,296	10,000	(12,296)	222.96%
1-05-4236-000 Palmdale Lake Management	10,114	15,000	4,886	67.43%
1-05-4270-300 Telecommunication - Other	2,784	2,750	(34)	101.25%
1-05-4300-300 Testing - Edison	5,385	9,000	3,615	59.83%
1-05-6000-000 Waste Disposal	23,904	22,000	(1,904)	108.65%
1-05-6200-000 Uniforms	12,355	10,000	(2,355)	123.55%
1-05-6300-100 Supplies - Misc.	21,774	15,000	(6,774)	145.16%
1-05-6300-200 Supplies - Hypo Generator	3,750	6,750	3,000	55.56%
1-05-6300-300 Supplies - Electrical	2,414	3,500	1,086	68.96%
1-05-6300-400 Supplies - Telemetry	7,819	7,500	(319)	104.25%
1-05-6300-600 Supplies - Lab	35,310	35,000	(310)	100.89%
1-05-6300-700 Outside Lab Work	103,006	60,000	(43,006)	171.68%
1-05-6400-000 Tools	5,807	6,500	693	89.33%
1-05-6500-000 Chemicals	502,609	485,000	(17,609)	103.63%
1-05-7000-100 Leases -Equipment	460	3,000	2,540	15.34%
Subtotal Operating Expenses	\$ 2,751,063	\$ 2,460,750	\$ -	\$ (295,584) 111.80%

Total Departmental Expenses

\$ 5,163,309	\$ 4,944,250	\$ -	\$ (194,038)	104.43%
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Palmdale Water District
2013 Finance Budget
For the Twelve Months Ending Tuesday, December 31, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-06-4000-000 Salaries*	\$ 1,467,520	\$ 1,482,000	\$ (24,300)	\$ 14,480	99.02%
1-06-4000-100 Overtime	32,507	20,000		(12,507)	162.54%
Subtotal (Salaries)	\$ 1,500,027	\$ 1,502,000	\$ (24,300)	\$ 1,973	99.87%
Employee Benefits					
1-06-4005-000 Payroll Taxes	119,116	115,000		(4,116)	31.04%
1-06-4010-000 Health Insurance	344,111	383,750		39,639	121.81%
1-06-4015-000 PERS	272,569	282,500		9,931	34.89%
Subtotal (Benefits)	\$ 735,796	\$ 781,250	\$ -	\$ 45,454	94.18%
Total Personnel Expenses	\$ 2,235,823	\$ 2,283,250	\$ (24,300)	\$ 47,427	97.92%
OPERATING EXPENSES:					
1-06-4050-000 Staff Travel	\$ 412	\$ 250		(162)	164.78%
1-06-4060-000 Staff Conferences & Seminars	920	1,000		80	91.98%
1-06-4155-300 Contracted Services	9,088	24,500		15,412	37.10%
1-06-4155-100 Contracted Services - Infosend	185,652	205,000		19,348	90.56%
1-06-4155-610 Contracted Services - Credit Report Service	262				
1-06-4165-000 Memberships/Subscriptions	-	500		500	0.00%
1-06-4230-110 Maintenance & Repair - Office Equipment	-	1,000		1,000	0.00%
1-06-4235-440 Maint. & Rep. Operations - Large Meters	7,520	10,000		2,480	75.20%
1-06-4235-470 Maint. & Rep. Operations - Meter Exchanges	351,146	175,000		(176,146)	200.65%
1-06-4250-000 General Material & Supplies	8,056	4,000		(4,056)	201.41%
1-06-4260-000 Business Forms	10,394	10,000		(394)	103.94%
1-06-4270-100 Telecommunication - Office	10,863	30,000		19,137	36.21%
1-06-4270-200 Telecommunication - Cellular Stipend	14,465	17,000		2,535	85.09%
1-06-4270-300 Telecommunication - Cellular	213	3,000		2,787	7.11%
1-06-4300-200 Testing - Large Meter Testing	13,140	21,500		8,360	61.12%
1-06-7000-100 Leases - Equipment	2,501	3,000		499	83.37%
Subtotal Operating Expenses	\$ 614,632	\$ 505,750	\$ -	\$ (108,620)	121.53%
Total Departmental Expenses	\$ 2,850,456	\$ 2,789,000	\$ (24,300)	\$ (61,193)	103.10%

* Budget adjustments by General Manager per Appendix A

Palmdale Water District
2013 Water Conservation Budget
For the Twelve Months Ending Tuesday, December 31, 2013

YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
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Personnel Budget:

1-07-4000-000 Salaries	\$ 153,057	\$ 153,000	\$ (57)	100.04%
1-07-4000-100 Overtime	1,104	1,000	(104)	110.44%
Subtotal (Salaries)	\$ 154,161	\$ 154,000	\$ (161)	100.10%

Employee Benefits

1-07-4005-000 Payroll Taxes	12,244	11,750	(494)	104.20%
1-07-4010-000 Health Insurance	27,415	22,750	(4,665)	120.51%
1-07-4015-000 PERS	28,866	29,250	384	98.69%
Subtotal (Benefits)	\$ 68,524	\$ 63,750	\$ -	\$ (4,774) 107.49%

Total Personnel Expenses

\$ 222,685	\$ 217,750	\$ -	\$ (4,831)	102.27%
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OPERATING EXPENSES:

1-07-4050-000 Staff Travel	\$ 571	\$ 1,000	\$ 429	57.05%
1-07-4060-000 Staff Conferences & Seminars	1,338	1,000	(338)	133.80%
1-07-4190-300 Public Relations - Landscape Workshop/Training	243	1,000	757	24.29%
1-07-4190-400 Public Relations - Contests	709	1,000	291	70.86%
1-07-4190-500 Public Relations - Education Programs	906	5,000	4,094	18.13%
1-07-4190-700 Public Relations -General Media	1,535	3,000	1,465	51.17%
1-07-4190-900 Public Relations - Other	180	5,000	4,820	3.60%
1-07-6300-100 Supplies - Misc.	3,472	5,000	1,528	69.44%
Subtotal Operating Expenses	\$ 8,953	\$ 22,000	\$ -	\$ 13,047 40.70%

Total Departmental Expenses

\$ 231,638	\$ 239,750	\$ -	\$ 8,216	96.62%
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Palmdale Water District
2013 Human Resources Budget
For the Twelve Months Ending Tuesday, December 31, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-08-4000-000 Salaries	\$ 87,147	\$ 84,000		\$ (3,147)	103.75%
Employee Benefits					
1-08-4005-000 Payroll Taxes	6,677	6,500		(177)	102.72%
1-08-4010-000 Health Insurance	-	18,000		18,000	0.00%
1-08-4015-000 PERS	434	16,000		15,566	2.71%
Subtotal (Benefits)	\$ 7,110	\$ 40,500	\$ -	\$ 33,390	17.56%
Total Personnel Expenses	\$ 94,257	\$ 124,500	\$ -	\$ 30,243	75.71%

OPERATING EXPENSES:

1-08-4050-000 Staff Travel	\$ 60	\$ 500		\$ 440	11.95%
1-08-4060-000 Staff Conferences & Seminars	-	500		500	0.00%
1-08-4090-000 Temporary Staffing*	59,256	-	48,300	(10,956)	
1-08-4095-000 Employee Recruitment	3,611	3,000		(611)	120.38%
1-08-4100-000 Employee Retention	1,457	1,500		43	97.12%
1-08-4105-000 Employee Relations	3,506	3,500		(6)	100.16%
1-08-4110-000 Consultants	-	1,000		1,000	0.00%
1-08-4120-100 Training-Safety Consultants	25,710	38,000		12,290	67.66%
1-08-4121-000 Safety Program	-	1,000		1,000	0.00%
1-08-4165-000 Membership/Subscriptions	599	1,600		1,001	37.44%
1-08-4165-100 HR/Safety Publications	289	1,000		711	28.93%
1-08-6300-500 Supplies - Safety	7,400	33,500		26,100	22.09%
Subtotal Operating Expenses	\$ 101,887	\$ 85,100	\$ 48,300	\$ 31,513	76.38%
Total Departmental Expenses	\$ 196,144	\$ 209,600	\$ 48,300	\$ 61,756	76.05%

* Budget adjustments by General Manager per Appendix A

Palmdale Water District
2013 Information Technology Budget
For the Twelve Months Ending Tuesday, December 31, 2013

YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
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Personnel Budget:

1-09-4000-000 Salaries	\$ 212,756	\$ 204,000	\$ (8,756)	104.29%
1-09-4000-100 Overtime	1,660	2,500	840	66.41%
Subtotal (Salaries)	\$ 214,416	\$ 206,500	\$ (7,916)	103.83%

Employee Benefits

1-09-4005-000 Payroll Taxes	16,193	16,000	(193)	101.21%
1-09-4010-000 Health Insurance	41,624	41,250	(374)	100.91%
1-09-4015-000 PERS	38,495	39,250	755	98.08%
Subtotal (Benefits)	\$ 96,312	\$ 96,500	\$ -	99.81%

Total Personnel Expenses

\$ 310,728	\$ 303,000	\$ -	\$ (8,568)	102.55%
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OPERATING EXPENSES:

1-09-4050-000 Staff Travel	\$ 997	\$ 3,000	2,003	33.23%
1-09-4060-000 Staff Conferences & Seminars	11,402	15,000	3,598	76.01%
1-09-4155-300 Contracted Services - Computer Vendors	56,850	108,000	(55,500)	(4,350) 108.28%
1-09-4165-000 Memberships/Subscriptions	-	500	500	0.00%
1-09-4270-000 Telecommunications	54,809	-	55,500	691 98.76%
1-09-8000-100 Computer Equipment - Computers	18,251	45,000	26,749	40.56%
1-09-8000-200 Computer Equipment - Laptops	-	10,000	10,000	0.00%
1-09-8000-300 Computer Equipment - Monitors	493	2,000	1,507	24.67%
1-09-8000-400 Computer Equipment - Printers	12	2,500	2,488	0.48%
1-09-8000-500 Computer Equipment - Toner Cartridges	1,324	3,000	1,676	44.12%
1-09-8000-600 Computer Equipment - Other	8,684	35,000	26,316	24.81%
1-09-8100-100 Computer Software - Maint. and Support	37,321	70,000	32,679	53.32%
1-09-8100-140 Computer Software - Starnik	94,800	86,000	(8,800)	110.23%
1-09-8100-150 Computer Software - Cogsdale Maint and Support	27,796	30,000	2,204	92.65%
1-09-8100-200 Computer Software - Software and Upgrades	6,441	15,000	8,559	42.94%
Subtotal Operating Expenses	\$ 319,179	\$ 425,000	\$ -	\$ 105,821 75.10%

Total Departmental Expenses

\$ 629,907	\$ 728,000	\$ -	\$ 97,254	86.53%
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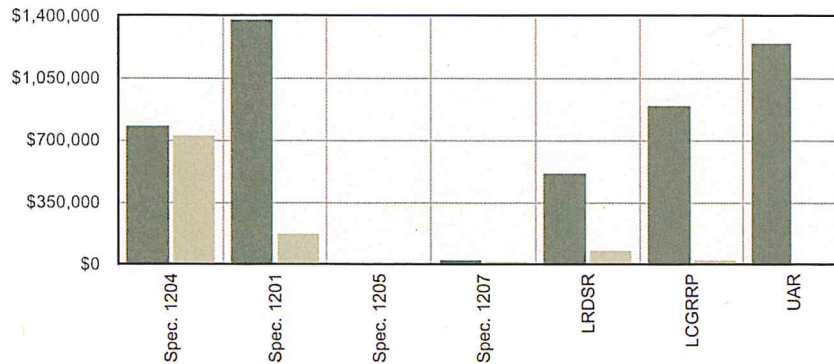
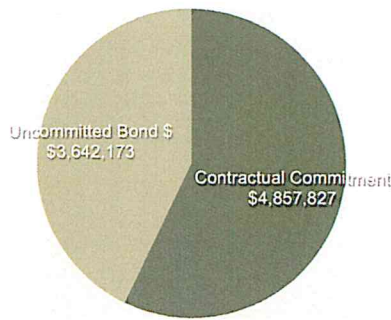
Additional reports on this item will be hand-delivered either prior to the Board meeting or at the Board meeting.

PWD WATER REVENUE BONDS - SERIES 2013A

● Contractual Commitment ● Uncommitted Bond \$

■ Contractual Commitment

■ Payout to Date



Project Commitment and Payout Summary

Project	Work Order No.	Description	CEQA	Allocated Bond \$	Contractual Commitment	Payout to Date	Uncommitted Bond \$
Spec. 1204	603-12	Ave. Q - Q-3, Division and Sumac	4/28/13	\$725,000	\$781,857	\$726,831	(\$56,857)
Spec. 1201	606-11	20th, Puerta, Sweetbriar, and 22nd St. E.	5/8/13	\$1,450,000	\$1,387,042	\$177,069	\$62,958
Spec. 1205	605-12	Frontier, 31st St. E., etc. between Ave. Q and Q-4	5/8/13	\$1,200,000	\$0	\$0	\$1,200,000
Spec. 1207	607-12	10th St. E. between Ave. P and Palmdale Blvd.	6/16/13	\$1,400,000	\$23,510	\$18,626	\$1,376,490
LRDSR	501-04	Little Rock Sediment Removal (EIR/EIS/Permits)	TBD	\$975,000	\$515,925	\$79,061	\$459,075
LCGRRP	400-12	Little Rock Recharge and Recovery (Feasibility)	TBD	\$1,500,000	\$899,493	\$24,066	\$600,507
UAR	TBD	Upper Amargosa Recharge (Project Capacity)	11/20/12	\$1,250,000	\$1,250,000	\$0	\$0
Totals:				\$8,500,000	\$4,857,827	\$1,025,653	\$3,642,173

Project Payout Detail

Date	Project	Description	Invoice No.	Requisition No.	Payment Amount
Jul 8, 2013	WRB	Issuance Costs	N/A	2	\$ 24,815.84
Jul 9, 2013	Spec. 1204	BV Construction - Progress Payment #1	1	3	\$ 98,552.53
Jul 17, 2013	Spec. 1207	JT Eng. - Design Progress Payment	5187	4	\$ 9,108.00
Aug 5, 2013	Spec. 1204	BV Construction - Progress Payment #2	2	5	\$ 145,175.44
Sep 4, 2013	Spec. 1204	BV Construction - Progress Payment #3-4	3 and 4	6	\$ 167,790.43
Sep 30, 2013	LRDSR	Aspen - EIR/EIS Progress Payment	1116.002-01	7	\$ 18,499.60
Sep 30, 2013	Spec. 1204	BV Construction - Progress Payment #5	5	8	\$ 46,862.08
Oct 24, 2013	Spec. 1204	BV Construction - Progress Payment #6	6	9	\$ 51,052.05
Oct 24, 2013	LRDSR	Aspen - EIR/EIS Progress Payment	1116.002-02	10	\$ 8,410.32
Nov 7, 2013	Spec. 1204	BV Construction - Progress Payment #7	7	11	\$ 87,960.50
Dec 4, 2013	Spec. 1204	BV Construction - Progress Payment #8	8	12	\$ 70,650.08
Dec 4, 2013	LRDSR	Aspen - EIR/EIS Progress Payment	1116.002-03	13	\$ 11,054.97
Jan 2, 2014	LCGRRP	Kennedy/Jenks - Progress Payment	78236	14	\$ 24,066.25
Jan 2, 2014	Spec. 1201	BV Construction - Progress Payment #1	1	14	\$ 29,925.00
Jan 2, 2014	Spec. 1204	BV Construction - Progress Payment #9	9	14	\$ 58,787.84
Jan 2, 2014	LRDSR	Aspen - EIR/EIS Progress Payment	1116.002-04	14	\$ 36,178.95
Jan 2, 2014	Spec. 1207	JT Eng. - Design Progress Payment	5200	14	\$ 9,518.00
Jan 21, 2014	Spec. 1201	BV Construction - Progress Payment #2 & #3	2 & 3	15	\$ 114,095.00
Feb 3, 2014	LRDSR	Aspen - EIR/EIS Progress Payment	1116.002-05	16	\$ 4,917.47
Feb 3, 2014	Spec. 1201	BV Construction - Progress Payment #4	4	16	\$ 33,048.60

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: February 6, 2014 **February 12, 2014**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Matthew Knudson, Assistant General Manager
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.4 – CONSIDERATION AND POSSIBLE ACTION
ON RESOLUTION NO. 14-4 APPROVING WAIVER OF DISTRICT BID
PROCUREMENT AND CHANGE ORDER POLICY WITH RESPECT TO
ACCEPTANCE OF PROPOSAL FOR CONSTRUCTION OF PALMDALE
LAKE OUTLET DREDGING AND REPAIR.***

Recommendation:

Staff recommends the Board approve Resolution No. 14-4 Approving Waiver of District Bid Procurement and Change Order Policy with respect to acceptance of proposal for construction of Palmdale Lake outlet dredging and repair.

Alternative Options:

The alternative is to not approve Resolution No. 14-4.

Impact of Taking No Action:

The impact of taking no action would result in staff obtaining competitive bids for construction of the Palmdale Lake outlet dredging and repair, which would delay this critical project and miss the opportunity to perform this work while the water treatment plant is offline.

Background:

Resolution No. 14-4 will approve a waiver of District Bid Procurement and Change Order Policy under Appendix M of the Rules and Regulations with respect to acceptance of proposal for construction of Palmdale Lake outlet dredging and repair. Due to the timing and urgent nature of the dredging and repairs, it is difficult to go through the process of soliciting competitive bids for this work.

The Lake Outlet Structure is a concrete structure located on the north side of Lake Palmdale and has various equipment within it that is necessary to divert water to the water treatment plant. Agenda Item No. 7.5 has more information related to the proposed scope of work to be performed with said dredging and repairs.

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

February 6, 2014

Strategic Plan Element:

This work is part of Strategic Element 3.0 – Infrastructure Management.

Budget:

There is no impact to the 2014 Budget by approving Resolution No. 14-4.

Supporting Documents:

- Resolution No. 14-4
- Appendix M – Bid Procurement and Change Order Policy

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
PALMDALE WATER DISTRICT APPROVING WAIVER OF
DISTRICT BID PROCUREMENT AND CHANGE ORDER POLICY
RESOLUTION NO. 14-4**

WHEREAS, the Board of Directors of the Palmdale Water District (“District”) has previously adopted a Bid Procurement and Change Order Policy, as fully set forth in Appendix M of the District’s Rules and Regulations; and

WHEREAS, the District’s Bid Procurement and Change Order Policy generally requires solicitation of bids for any project the District undertakes which has an estimated cost in excess of \$25,000, and the subsequent letting of any contract for such a project to the lowest responsible bidder; and

WHEREAS, Section VI of the District’s Bid Procurement and Change Order Policy provides that notwithstanding that policy, all contracts for projects the District undertakes may be made or entered into upon such terms and conditions and in such manner as the Board of Directors determines is in the best interest of the District; and

WHEREAS, the outlet structure at Palmdale Lake must be dredged and repaired from time to time, and Palmdale Lake has reached the condition where such dredging and repair must occur in the immediate future; and

WHEREAS, due to the timing and urgent nature of the dredging and repairs, obtaining competitive bids for this work may restrict the District’s ability to provide water from Palmdale Lake and may result in damage to District facilities; and

WHEREAS, the District has received a proposal from a potential contractor for performing the Palmdale Lake outlet dredging and repair and related work which District staff has reviewed and believes to be fair and reasonable.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT DOES HEREBY RESOLVE that it is in the District’s best interest to proceed with consideration of the proposal received for performing the Palmdale Lake outlet dredging and repair and related work without further compliance with the District’s Bid Procurement and Change Order Policy relative to the required solicitation of multiple bids as set forth in that policy, and in that regard waives that aspect of that policy as to the Palmdale Lake outlet dredging and repair work.

PASSED AND ADOPTED by the Board of Directors of the Palmdale Water District this 12th day of February, 2014.

Kathy Mac Laren, President, Board of Directors

ATTEST:

Joe Estes, Secretary, Board of Directors

CERTIFICATION

The undersigned, duly appointed Secretary of the Board of Directors of Palmdale Water District hereby certifies that the foregoing Resolution No. 14-4 was duly and regularly adopted by the Board of Directors at its regular meeting on February 12, 2014 and that said Resolution has not been rescinded or amended since its adoption and is now in full force and effect.

Dated: _____

Joe Estes, Secretary,
Board of Directors

APPENDIX M

BID PROCUREMENT AND CHANGE ORDER POLICY

I. Work Costing More Than \$25,000

a. Except as otherwise provided in this statement of policy, all contracts for any improvement, job, construction project or unit of work (herein referred to as work), and all acquisitions of material or equipment, estimated to cost or to have a value when completed in excess of Twenty-Five Thousand Dollars (\$25,000), shall be let to the lowest responsible bidder in the manner hereinafter provided.

b. The Board shall first determine whether the contract shall be let or the acquisition made, as a single unit for the whole of the work or acquisition, or whether it shall be divided into severable convenient parts.

c. The Contract documents shall be prepared utilizing the District's standard forms, with such modification as may be appropriate for the particular work or unit of work, or the acquisition of materials or equipment. In the case of work to be performed for the District, the documents to be prepared shall ordinarily include the Notice Inviting Bids, Instructions to Bidders, the Proposal for submission by the bidder, the Information Required of Bidder, setting forth the equipment and material source and other required information, Contractor's Licensing Statement, List of Subcontractors, Bid Security Form, Agreement, Faithful Performance Bond, Payment Bond, Non-Collusion Affidavit, Notice to Proceed, General Provisions, Special Provisions, and Plans and Specifications.

d. Unless otherwise required by the provisions of the Public Contract Code, the District may advertise in the F. W. Dodge Green Sheet, the Construction Market Data and

similar publications, inviting sealed proposals for furnishing labor for or materials or supplies for use or incorporation in, the proposed work or unit of work, or for providing materials or equipment. To the extent applicable to a specific work or acquisition, the notice calling for bids shall contain the information specified in Section 20564 of the Public Contract Code. In the event that the construction of works is to be paid for with the proceeds of the sale of bonds or a limited assessment, the District shall give said notice by publication once a week for three (3) successive weeks in a newspaper of general circulation published in the District as specified in Section 20563 of the Public Contracts Code.

e. All bids shall be presented under sealed cover on forms furnished by the District, and, in the case of a bid to perform work for the District, it shall be accompanied by one of the following forms of bidder's security: (1) cash, (2) a cashier's check made payable to the District, (3) a certified check made payable to the District, or (4) a bidder's bond executed by an admitted surety insurer made payable to the District.

f. At the time and place appointed and set forth in the Notice Inviting Bids, the bids shall be opened in public.

g. The District shall assign a five (5) percent contract bid reduction to a bidder which is a "Local Contractor or Vendor," as defined in (n)(1).

h. The Board may reject any and all proposals or bids should it deem it to be for the public good, or may award the contract for the work or unit of work, or materials or equipment, to the lowest responsible bidder at the prices named or specified in the bid or proposal subject however to Paragraph i.

i. Once all bids have been opened, the bids of those bidders which are "Local Contractors or Vendors" shall be reduced by five percent (5%) for purposes of determining the lowest responsible bidder. If the bid of a Local Contractor or Vendor, after applying the contract

similar publications, inviting sealed proposals for furnishing labor for or materials or supplies for use or incorporation in, the proposed work or unit of work, or for providing materials or equipment. To the extent applicable to a specific work or acquisition, the notice calling for bids shall contain the information specified in Section 20564 of the Public Contract Code. In the event that the construction of works is to be paid for with the proceeds of the sale of bonds or a limited assessment, the District shall give said notice by publication once a week for three (3) successive weeks in a newspaper of general circulation published in the District as specified in Section 20563 of the Public Contracts Code.

e. All bids shall be presented under sealed cover on forms furnished by the District, and, in the case of a bid to perform work for the District, it shall be accompanied by one of the following forms of bidder's security: (1) cash, (2) a cashier's check made payable to the District, (3) a certified check made payable to the District, or (4) a bidder's bond executed by an admitted surety insurer made payable to the District.

f. At the time and place appointed and set forth in the Notice Inviting Bids, the bids shall be opened in public.

g. The District shall assign a five (5) percent contract bid reduction to a bidder which is a "Local Contractor or Vendor," as defined in (n)(1).

h. The Board may reject any and all proposals or bids should it deem it to be for the public good, or may award the contract for the work or unit of work, or materials or equipment, to the lowest responsible bidder at the prices named or specified in the bid or proposal subject however to Paragraph i.

i. Once all bids have been opened, the bids of those bidders which are "Local Contractors or Vendors" shall be reduced by five percent (5%) for purposes of determining the lowest responsible bidder. If the bid of a Local Contractor or Vendor, after applying the contract

bid reduction provided for in Paragraph g, is then the lowest responsible bid , that Local Contractor or Vendor shall be awarded the contract at the amount of its bid without regard to any contract bid reduction, subject to the remaining provisions of this policy.

j. The District or its agents may refuse to award a contract under Section i to a Local Contractor or Vendor if it makes a determination that the products purchased or work provided by a bidder cannot be provided within a timely manner for the performance of the contract or a determination the Local Contractor or Vendor cannot meet specified quality performance standards or experience requirements.

k. If any federal or state statute or regulation precludes the granting of federal or state assistance or reduces the amount of that assistance for a particular public works project because of a preference awarded according to the terms of this policy, this policy shall not apply insofar as its application would preclude or reduce federal or state assistance for that work.

l. In the case of work to be performed for the District, the District shall require the successful bidder or bidders to file with the Board good and sufficient bonds, to be approved by the Board, conditioned upon the faithful performance of the contract and upon payment of all claims for labor and materials in connection therewith.

m. In the case of work to be performed from the District, the District shall require the successful bidder or bidders to carry public liability and property damage insurance, workers' compensation insurance, and other insurance, in the amounts and under the terms stipulated in the Contract documents.

n. The following terms shall have the following meanings:

1) "Local Contractor or Vendor" means a contractor or vendor whose principal place of business as reflected in official records is located in the area shown on the Local Contractor and Vendor Boundary Map attached hereto.

Those claiming to be Local Contractors and Vendors shall submit proof of their principal place of business with their bid.

2) "Lowest Responsible Bidder" shall mean a person who submits the lowest monetary bid, taking into account the contract bid reduction provided for in paragraph g, and which responds to the terms upon which bids were requested, and who has the capacity, integrity and ability to perform the particular requirements of the contract. Factors which may be considered in determining the "lowest responsible bidder" include, but are not limited to, all of the following:

a) The contractor's prior record of performance on other public works projects, if any, including timely completion of performance, quality of work, and completion of projects within project budget or bid amount submitted.

b) The contractor's involvement in any ongoing litigation or contract disputes with the awarding authority which could impair satisfactory performance on the contract to be awarded.

c) The contractor's history of noncompliance with occupational safety and health requirements, labor statutes and regulations, and other local, state, and federal laws.

II. Work or Acquisitions Costing More Than \$3,000, But Not More than \$25,000

All contracts for any work or unit of work, and all acquisitions of materials or equipment, estimated to cost or to have a value when completed in excess of Three Thousand Dollars (\$3,000), but not more than Twenty-Five Thousand Dollars (\$25,000), shall be reviewed by a Committee of the Board, and shall be submitted for formal competitive bids in accordance with this statement of policy only if the Committee shall so recommend and the Board shall concur by

a majority vote. In the event no formal competitive bids are solicited, the Board may also give local contractors and vendors a preference.

III. Work or Acquisitions Costing Less Than \$3,000

All contracts for any work or unit of work, and all acquisitions of materials or equipment, estimated to cost or to have a value when completed that is less than Three Thousand Dollars (\$3,000), may be authorized by the District's General Manager without compliance with any formal competitive bidding procedure or prior Board approval, and in any such case he may authorize the work or unit of work or acquire the materials or equipment, by informal bidding or quotations or by purchase on the open market without advertising. The District's General Manager may give local contractors and vendors a preference.

IV. Change Order Policy

All change orders occurring during the performance of a contract shall be reported to the Board. Change order amounts which are Three Thousand Dollars (\$3,000) or less or which are ten percent (10%) or less of the original contract amount up to a maximum amount of Twenty-Five Thousand Dollars (\$25,000) may be authorized by the District's General Manager; however, change order amounts greater than Three Thousand Dollars (\$3,000) and greater than ten percent (10%) of the original contract amount up to a maximum change order amount of Twenty-Five Thousand Dollars (\$25,000) shall be approved by the Bid Committee of the Board. The Board shall by a majority vote approve all change order amounts in excess of Twenty-Five Thousand Dollars (\$25,000). In the case of contracts with unit prices, if the number of units of significant bid items increases by twenty percent (20%) or more, Board approval must be obtained.

V. Exceptions to Statement of Policy

The policy specified in this statement shall not apply in the following cases or circumstances:

- (1) A contract for the acquisition or disposal of any real property.
- (2) A contract for the leasing of any personal property or the acquisition of personal property other than materials and equipment for use in construction activities.
- (3) A contract for the purchase of water or water rights.
- (4) A contract for the repair of District equipment.
- (5) A contract for legal, engineering and other professional services.
- (6) A contract for the performance of work or acquisition of materials or equipment deemed by the Board to be of urgent necessity for the preservation of life, health or property, or in order to continue to provide water to the District's existing customers, and such action is authorized by a two-thirds vote of the District's Board.
- (7) The repair, alteration, addition, or the making of improvements, by force account.
- (8) Work related to and in furtherance of the purposes of the District, or materials or equipment acquired for such purposes, where such work is to be performed or such materials or equipment are to be acquired, for the account of other persons or entities, an example of such work or acquisition being the construction of a water transmission line or the installation of meters or other facilities for a developer and done at the developer's expense.
- (9) A contract for the performance of work or acquisition of materials in instances where work and materials are regularly and periodically required and work and materials are repairs or replacements of prior works or materials relating to the following:
 - (a) Asphalt and concrete patching;
 - (b) Janitorial supplies;

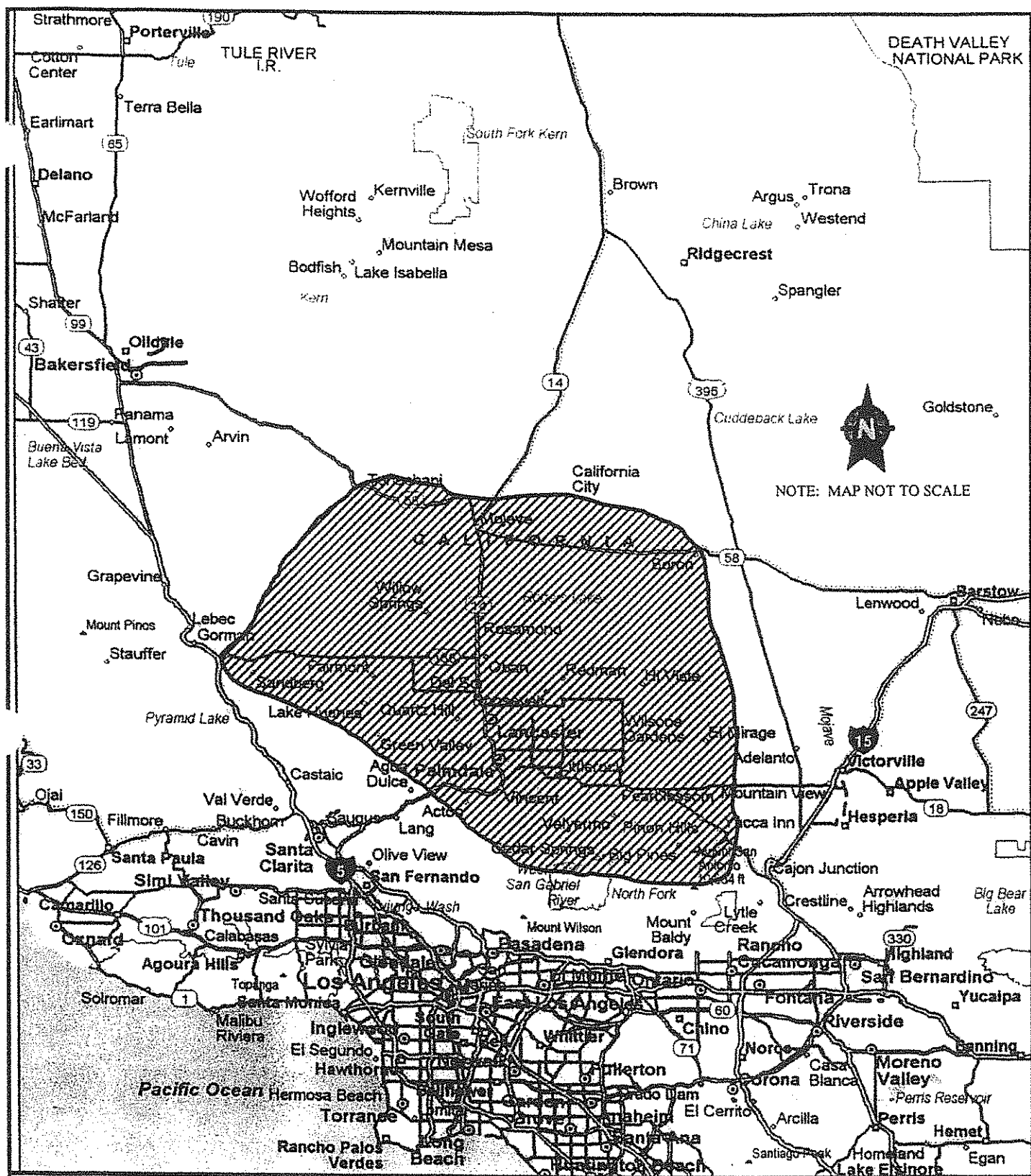
- (c) Office supplies;
- (d) Aggregate (sand, base and similar materials);
- (e) Cold mix asphalt;
- (f) Data mailers;
- (g) Water meters.

VI. Scope of Statement of Policy

This statement of policy establishes the manner of calling for bids and letting contracts for the performance of work for the District or the acquisition of materials or equipment. However, notwithstanding this statement, all contracts for work and all contracts for acquisition of materials and equipment, may be made or entered into upon such terms and conditions and in such manner as the Board may determine is in the best interest of the District.

BID PROCUREMENT POLICY APPROVED AND ADOPTED AT A
REGULAR BOARD MEETING OF THE PALMDALE WATER DISTRICT
BOARD OF DIRECTORS HELD April 19, 1990

Revised 1-14-92
Revised 9-15-92
Revised 4-25-94
Revised 11-10-97



PALMDALE WATER DISTRICT RULES AND REGULATIONS
APPENDIX "M"

LOCAL CONTRACTOR AND VENDOR BOUNDARY MAP

APPROVED: APRIL 25, 1994

Additional information on this item will be hand-delivered either prior to the Board meeting or at the Board meeting.

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

DATE: February 5, 2014 **February 12, 2014**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.6 – CONSIDERATION AND POSSIBLE ACTION
ON RESOLUTION NO. 14-5 ACKNOWLEDGING CONTRIBUTIONS
MADE BY ANDY RUTLEDGE TO THE WATER INDUSTRY***

Recommendation:

Staff recommends the Board approve Resolution No. 14-5 Acknowledging Contributions Made by Andy Rutledge to the Water Industry.

Background:

Mr. Andy Rutledge recently announced his retirement from the Board of Directors of the Antelope Valley East Kern Water Agency (AVEK). Mr. Rutledge served on AVEK's Board of Directors since 1988 and also served as a Commissioner for the Antelope Valley State Water Contractors Association since its formation in 1999.

It was expressed at a recent Board meeting to acknowledge the contributions Mr. Rutledge has made to the water industry. Resolution No. 14-5 was developed to address the Board's request.

Strategic Plan Element:

This work is part of Strategic Element 5.0 Administrative Management.

Budget:

Resolution No. 14-5 will have no budget impact.

Supporting Documents:

- Resolution No. 14-5 Acknowledging Contributions Made by Andy Rutledge to the Water Industry.

RESOLUTION NO. 14-5

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PALMDALE WATER DISTRICT
ACKNOWLEDGING CONTRIBUTIONS MADE BY
ANDY RUTLEDGE
TO THE WATER INDUSTRY**

WHEREAS, the Board of Directors of the Palmdale Water District have worked with the Board of Directors and staff of the Antelope Valley East Kern Water Agency for many years further enhancing this working relationship with the formation of the Antelope Valley State Water Contractors Association;

WHEREAS, Andy Rutledge served on the Board of Directors for the Antelope Valley East Kern Agency since 1988 and as a Commissioner for the Antelope Valley State Water Contractors Association since its formation in 1999;

WHEREAS, the Board of Directors of the Palmdale Water District acknowledge the leadership, integrity, and wisdom Andy Rutledge has shown through his dedication to not only the Antelope Valley State Water Contractors Association, but to the water industry as a whole, and sincerely appreciate his valuable service.

NOW, THEREFORE, the Board of Directors of the Palmdale Water District do hereby recognize the overall contributions Andy Rutledge has made to the water industry and do hereby wish him well in his retirement and future endeavors.

PASSED AND ADOPTED by the Board of Directors of the Palmdale Water District at a regular meeting held February 12, 2014.

KATHY MAC LAREN, President,
Board of Directors

ATTEST:

JOE ESTES, Secretary,
Board of Directors

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

DATE: February 5, 2014 **February 12, 2014**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Jim Stanton, Information Technology Manager
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.7 – CONSIDERATION AND POSSIBLE ACTION
TO APPROVE iPad LOAN AGREEMENT AND PROVIDE FOR THE
USE OF iPADS BY DIRECTORS.***

Recommendation:

Staff recommends issuing iPads to each Director to conduct District business and further our goals towards e-governance.

Background:

Board members who use iPads say that it greatly improves their ability to prepare for meetings through reading and marking up agenda packets on the screen as well as through the voice option.

The organizations that have looked at the payback period before investing in iPads have found that they pay for themselves in terms of paper/printing costs, postage, and staff time in as little as six months. The District anticipates that within 18 months, the iPads will pay for themselves and result in an annual savings of at least \$5,000.00. Plus, the interaction of iPads and web-based Board portals makes for an efficient and easy way to conduct business.

Staff will set up the iPads and will train each Director to insure they are comfortable with the technology.

Strategic Plan Element:

This work is part of the IT Strategic Goal and the ongoing Mobile Device Initiative.

Budget:

The current 2014 budget has \$25,000 allocated for computer acquisition.

Supporting Documents:

- Average Cost to Deliver Agenda Packets to 5 Board Members
- E-Delivery Costs
- Draft iPad Loan Agreement
- Employee Handbook Information Technology Policies

Average Cost to Deliver Agenda Packets to 5 Board Members

Current Costs

Average # of Pages in Agenda Packet	Average # of Agenda Packets Produced per Month	Average per page cost to print (Double sided Black & White)	Average monthly Agenda print cost	Yearly Total	
40	20	\$ 0.15	\$ 120.00	\$	1,440.00
Average # of Pages in Committee Packet	Average # of Committee Packets Produced per Month	Average per page cost to print (Double sided Black & White)	Average monthly Agenda print cost		
20	10	\$ 0.15	\$ 30.00	\$	360.00
Average miles to deliver	Average hourly cost to operate district vehicle	Average time to deliver to all 5 Directors	Average Cost per trip	Average # of trips	Monthly Operating Cost to Deliver
15	\$ 7.00	0.75	\$ 5.25	5	\$ 26.25
					\$ 315.00
Average Staff Time to Stuff Binders and Deliver Packets	Average Hourly Cost Staff Time	Average Monthly Cost to Stuff Binders and Deliver Packets			
8.75	\$ 40.60	\$ 355.25			
					\$ 4,263.00
Monthly Cost to Produce and Deliver				Annual	
\$ 531.50				\$	6,378.00
Cost per Director	\$ 106.30				\$ 1,275.60

E-Delivery Costs

One Time Costs				Total			
iPad	\$	800.00	5	\$	4,000.00		
Case	\$	109.50	5	\$	547.50		
Training		0.5 \$	40.60	\$	20.30	Cost	
				\$	4,567.80	\$	4,567.80
Recurring Costs		Staff Time	Staff Cost	Average Cost	Avg # of Deliveries	Monthly Cost	Annual
Agenda Delivery		0.25 \$	40.60 \$	10.15	20 \$	203.00 \$	2,436.00
							Year 1 Cost
							\$ 7,003.80
Projected Savings after ROI							
\$		3,942.00					

If all 5 board members elected to go with electronic delivery the District would see a Return on Investment (ROI) in approximately 18 months and an annual savings of approximately **\$3,942.00** thereafter.

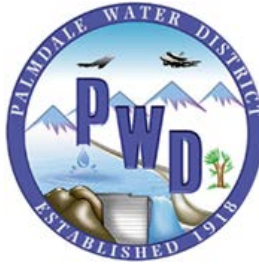
Yr 1 Cost per Director

\$ 1,400.76

Annual Savings per Director

\$ 788.40

IPAD LOAN AGREEMENT



This IPAD Loan Agreement ("Agreement") is between **Director** _____, ("User") and the Palmdale Water District ("PWD"), and is subject to the terms and conditions below.

I. TERMS AND CONDITIONS

- A. CUSTODY.** The above-identified User is a licensee with rights to utilize the PWD's IPAD during the term of this Agreement, contingent upon all other terms and conditions stated herein. This Agreement memorializes the User's right to use the subject IPAD, and in no way shall be construed to convey to User any ownership right in that IPAD, as PWD shall remain the sole owner of the subject IPAD during the term of this Agreement.
- B. TERM.** The term of this Agreement shall begin upon the date signed and terminates upon the first to occur of: (i) when the User's term as a director of PWD ends, (ii) if the User decides to return the IPAD to PWD prior to the expiration or earlier termination of the User's term as a PWD director; or (iii) if PWD determines to end its IPAD Loan Program.
- C. GENERAL CONDITIONS FOR USE**
- These resources are provided for use in the pursuit of PWD-related business and to reduce the paperwork, copying and delivery expenses PWD incurs annually. The User may be permitted to use the IPAD for limited non-work purposes with the understanding that any personal materials, software, applications, Apps, pictures, emails, etc., that remain on the computer after it is returned to PWD., and any right to privacy in such items, to the extent it may exist, may be forfeited.
- D. PRIVACY.** During and after the term of this Agreement, the User has no right of privacy as to any information or files maintained in or on the IPAD or transmitted by or to, or stored on the IPAD.
- E. MAINTENANCE AND REPAIR; SOFTWARE; COMPUTER USE POLICY.** The User shall keep the IPAD and all software in good working order and condition. If repairs are necessary, the IPAD and software shall be repaired by the District, or another entity designated and approved by the PWD's Information Technology Department. User shall not load any software onto the IPAD without the approval of PWD's general manager or his or her designee. All software, applications and Apps loaded onto the IPAD shall be properly licensed and shall not consist of pirated materials. User shall fully comply with PWD's Computer Use Policy, which is attached hereto as Exhibit A and is incorporated herein by this reference.

- F. TERMINATION; RETURN OF IPAD.** Upon the termination of this Agreement or expiration of the term specified in Paragraph B, above, the User will within three business days of such termination or expiration return the IPAD and any accompanying accessories PWD provided to PWD in its original condition, ordinary wear and tear excepted.
- G. THEFT OR LOSS.** PWD shall bear the risk of theft or loss of the IPAD so long as User exercises due care to protect and safeguard the IPAD during the term of this Agreement.

I have reviewed the above-stated terms and agree to comply with the terms.

Signature

Date

INFORMATION TECHNOLOGY DEPARTMENT DIRECTIVES – EMAIL SYSTEMS AND RESOURCES

Purpose

The purpose is to document existing practices regarding usage of Palmdale Water District's E-mail systems and resources.

Scope

The scope of this policy includes all users who have, or are responsible for, the receiving and sending of e-mail at the Palmdale Water District.

Policy

NO EXPECTATION OF PRIVACY; PROHIBITED CONDUCT; SYSTEM SECURITY

The Palmdale Water District respects the individual privacy of its employees. However, an employee cannot expect privacy rights to extend to work-related conduct or the use of Palmdale Water District owned equipment or supplies. Consequently, system users shall have no reasonable expectation of privacy in communications sent over the e-mail. These communications are not confidential and management reserves the right to access or disclose private electronic messages or the files of an employee for any valid business purpose without the employee's permission or knowledge. Employees hereby acknowledge that messages may be read by someone other than their intended addressee or may have to be disclosed to outside parties or a court in connection with litigation or public records requests.

Accordingly, employees must take care to ensure that their messages are courteous, professional and business-like. Use of e-mail to engage in any communications that are in violation of Palmdale Water District policy, including, but not limited to the transmission of defamatory, obscene, offensive or harassing messages or messages that disclose personal information without authorization, is prohibited. Electronic mail is intended for the business use of the addressee, and any unauthorized monitoring or accessing of these communications addressed to another person is a violation of this policy.

INCIDENTAL PERSONAL USE

While the Palmdale Water District's systems are intended for business-related purposes, it is permissible, where specifically authorized, to use them for incidental personal purposes, in much the same manner the telephone may be used when necessary. Access by employees shall be limited to a reasonable amount of time, as established by the employee's department head and supervisor.

Your communications should be brief and not require any substantial expenditures of time. They are not to include any uses for profit (such as

Tupperware, Girl Scout Cookies (a non-profit organization), personal fund-raisers, etc.) or any use that would otherwise violate the law or any Palmdale Water District policy. Mass communications, such as those sent to "All Users," shall not be sent for personal use.

ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS

Some messages sent, received, or stored on the Palmdale Water District electronic mail system may constitute confidential, privileged communications between the Palmdale Water District and its legal counsel. Upon receipt of a message either from or to legal counsel, employees shall not forward it to anyone without legal counsel's authorization. The text portion of such messages should always begin with the wording "Confidential. Not Open to Public Inspection. Attorney- Client Privileged Communication."

ELECTRONIC MAIL RETENTION AND DESTRUCTION

Retention of electronic mail fills up large amounts of storage space and significantly slows the performance of the network. Therefore, the Palmdale Water District requires its employees to promptly delete any non-record messages they have been sent or received that no longer require action or are not necessary to an ongoing project.

Employees in possession of electronic mail messages that qualify as "public records" under the California Public Records Act must transfer said information to a paper format and file it in an appropriate subject or project file. Examples of the types of items which are not normally classified as public records are:

- Reference material
- Informal notes
- Preliminary drafts
- Interagency or intra-agency memoranda that are not customarily retained by the public agency in the ordinary course of business
- Copies of information/data retained in another location or format or storage medium

Employees must limit the storage of their electronic mail to the maximum set forth by their department for their position and follow the best electronic message storage management practices set forth by the Information Technology Department.

Enforcement

All users must read and sign the Palmdale Water District's Electronic Mail Use, Voice Mail, and Internet Policy as part of the PWD Employee Manual.

Any user found to have violated this policy may be subject to disciplinary action in accordance with the District's Employee Handbook, up to and including termination of employment.

INFORMATION TECHNOLOGY DEPARTMENT

INTERNET DIRECTIVES

Purpose

The purpose is to document existing practices regarding usage of Internet systems and resources. The Internet usage policy was established by the Palmdale Water District.

Scope

The scope of this policy includes all users who have or are responsible for Internet access on any system that resides at any Palmdale Water District facility.

Policy

Accountability: Department directors and supervisors are accountable for Web access by their staff members.

Expanded URL monitoring: The IT Division shall monitor the "Top 25 URL locations" visited to proactively identify questionable sites. Said monitoring reports shall be generated on a monthly basis by the IT Department and will be reviewed by the Palmdale Water District IT Manager.

Incidental personal use: Employees may occasionally use Palmdale Water District email and Internet resources during breaks for personal use, provided such use does not interfere with job performance, consume significant amounts of time, distract other employees, does not potentially cause discredit to the Palmdale Water District, does not result in personal profit or gain, and is done in a professional and courteous manner.

Standard access:

1. The lowest level-filtering category shall be named "Standard Access."
2. Effective January 01, 2009 all employees shall have their Internet access set at "Standard" Internet filtering unless elevated by the Palmdale Water District Finance Director, or designated representative, via a form from the staff member through their department supervisor listing specific sites and/or filtered categories with the recommendation of the department director or manager.
3. "Work period" and "personal period" time settings shall be established during the employee lunch break period. The default time period shall be set at 11:30 AM - 1:30 PM. Limited before and after work access may also be authorized.

Enhanced access:

A filtering category of enhanced access will be created to provide a common set of tools and sites for staff members whose jobs require frequent Internet access.

Definition of excessive, unauthorized Internet use:

Evidence of potential excessive Internet access arises whenever an employee visits one or more URLs that are either (1) prohibited by Palmdale Water District policy or (2) without clear business purpose to such an extent that the total visits by the employee to the URL(s) resulted in the URL(s) being tabulated as among the top 25 "most frequently visited URLs" in the reporting period.

Internet access usage investigation protocol:

1. It is the responsibility of the employee's department to investigate any cases of potential excessive, unauthorized Internet use.
2. Where abuse occurs, a department shall uniformly apply principles of progressive discipline. Counseling is the least amount of discipline that should be applied for an initial violation.
3. Depending on the severity of the misuse, its timing (work time or not) or whether it is repeated, more serious forms of discipline ("up to and including dismissal") shall be applied on a case-by-case basis.
4. At least temporary loss of Internet privileges should be applied in almost all cases of prima facie excessive, unauthorized use. Absent a compelling case that the employee or his/her supervisor could not perform a significant, ongoing job responsibility, Internet privileges shall be terminated during the investigation period upon consultation with the employee's department director or manager. Privileges shall be reinstated only upon the request of the department director and only then following a review of "the best interests of the Palmdale Water District."
5. Reinstatement of privileges may be accompanied by restricting employees to only "authorized" Web sites ("Standard Access" or an appropriate modification thereof).

Passes for short-term Internet access:

One, two, three, five and up to 30-day-"filtered passes" may be authorized by email request by a department director or designee to specific Web sites or access categories by the Palmdale Water District Finance Director or the Information Technology Department Manager based on agreed criteria (e.g., Palmdale Water District Manager approval of passes in excess of five days); however, a random review of site visits shall be regularly conducted of employees who are issued "passes." Department heads or designee must sign-off on all "passes" with a copy filed with Palmdale Water District Finance Director and the Information Technology Department Manager. The IT Division shall keep a log of all passes issued.

Department Internet access designee:

In order to provide a point of contact within each department for expanded, business-related Website access, a department director may designate one or more department staff members to have rights to approve unblocking URLs.

Usage monitoring:

In addition to review following suspected cases of access misuse, users with expanded access rights shall be periodically monitored as to the URLs they visit.

Palmdale Water District Manager approval: The Palmdale Water District General Manager, IT Manager or Finance Manager shall approve all filtering categories, including "Standard" and divisional access filtering categories.

Enforcement

All users must read and sign the Palmdale Water District's Electronic Mail Use, Voice Mail, and Internet Policy.

Any user found to have violated this policy may be subject to disciplinary action in accordance with the District's Employee Handbook, up to and including termination of employment.

INFORMATION TECHNOLOGY DEPARTMENT DIRECTIVES

CONTROLS FOR ESTABLISHING STRONG PASSWORDS

Purpose

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

Scope

The scope of this policy includes all users who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Palmdale Water District facility that has access to the Palmdale Water District network, or stores any non-public Palmdale Water District information.

Policy

General

1. Non-Palmdale Water District users will not be granted network accounts without the prior written approval of the Information Technology Department Manager.
2. All users must sign both a confidentiality agreement and an information system security agreement prior to being given a user identification allowing access to Palmdale Water District systems.
3. Users will be notified about security policies and their responsibilities before they are authorized for use of the system.
4. All users must have a unique user identification that identifies only one user and a personal secret password in order to gain access to every Palmdale Water District multi-user computer and computer network.
5. Shared or group user ids are not permitted. Users will not disclose their network login IDs nor passwords to anyone. Requests for passwords should be directed to the IT Help Desk at extension 194.
6. All system-level passwords (e.g., root, enable, network administration, application administration accounts, etc.) must be changed at least every 90 days.
7. All production system-level passwords must be part of the IT Operations administered global password management database.
8. All user-level passwords (e.g., email, web, desktop computer, etc.) must be changed at least every 90 days. Passwords must not be inserted into email messages or other forms of electronic communication.
9. All user-level and system-level passwords must conform to the guidelines described below.

Guidelines

1. General Password Construction Guidelines

Poor, weak passwords have the following characteristics:

- The password contains less than eight characters
- The password is a word found in a dictionary (English or foreign)
- The password is a common usage word such as:
 - Names of family, pets, friends, co-workers, fantasy characters, etc.
 - Computer terms and names, commands, sites, companies, hardware, software.
 - The words "Palmdale", "Water", "District", "PWD", or any derivation.
 - Birthdays and other personal information such as addresses and phone numbers.
 - Word or number patterns like aaabbb, qwerty, zyxwvuts, 123321, etc.
 - Any of the above spelled backwards.
 - Any of the above preceded or followed by a digit (e.g., secret1, 1secret)

Strong passwords have the following characteristics:

Contain characters from the following categories:

- Uppercase characters (e.g. A through Z)
- Lowercase characters (e.g. a through z)
- Numeric digits (e.g. 0 through 9)
- Special, non-alphabet characters (for example, !, \$, #, %)
- Are at least eight alphanumeric characters long.
- Is not a word or phrase in any language, slang, dialect, jargon, etc.
- Are not based on personal information, names of family, etc.

2. Passwords should never be written down or stored on-line.
3. Try to create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "This May Be One Way To Remember" and the password could be: "TmB1w2R!" or "Tmb1W>r~" or some other variation. NOTE: Do not use these examples as passwords!
4. All Palmdale Water District passwords will be at least 8 characters long, contain a combination of alpha and numeric characters, and contain at least 1 special, non-alphabet character. An example would be Se(ur1+y NOTE: Do not use these examples as passwords!

Password Protection Standards

1. Do not use the same password for Palmdale Water District accounts as for other non-Palmdale Water District access (e.g., personal ISP account, option trading, benefits, etc.).
2. Do not share passwords with anyone, including administrative assistants or secretaries. All passwords are to be treated as sensitive, confidential Palmdale Water District information.
3. If an account or password is suspected to have been compromised, report the incident to the IT Help Desk and change all passwords.
4. The IT Department or its delegates may perform password cracking or guessing on a periodic or random basis. If a password is guessed or cracked during one of these scans, the user will be required to change it.

Here is a list of "don'ts":

- Don't reveal a password over the phone to ANYONE.
- Don't reveal a password in an email message.
- Don't reveal a password to your boss, supervisor, co-worker, family, or friends.
- Don't talk about a password in front of others.
- Don't hint at the format of a password (e.g., "my family name").
- Don't reveal a password on questionnaires or security forms.
- Don't share a password with family members.
- Don't reveal a password to co-workers while on vacation.
- Don't write down a password and keep it within the general area of the computer.
- Don't use the "Remember Password" feature of applications (e.g., Eudora, Outlook, Netscape Messenger).

Account and Password Guidelines for New Applications

New applications being considered for Palmdale Water District implementation must adhere to the following security precautions.

Applications:

- Should support authentication of individual users.
- Should not store passwords in clear text or in any easily reversible form.
- Should provide for some sort of role management, such that one user can take over the functions of another without having to know the other's password.
- Should support TACACS+ , RADIUS and/or X.509 with LDAP security retrieval, wherever possible.

Use of Passwords and Pass Phrases for Remote Access Users

Access to the Palmdale Water District Networks via remote access is to be controlled using either a one-time password authentication or a public/private key system with a strong passphrase.

Pass Phrases

Pass phrases are generally used for public/private key authentication. A public/private key system defines a mathematical relationship between the public key that is known by all, and the private key, that is known only to the user. Without the passphrase to "unlock" the private key, the user cannot gain access.

Pass phrases are not the same as passwords. A pass phrase is a longer version of a password and is, therefore, more secure. A passphrase is typically composed of multiple words. Because of this, a passphrase is more secure against "dictionary attacks."

A good passphrase is relatively long and contains a combination of upper and lowercase letters and numeric and punctuation characters. An example of a good pass phrase:

"The*?#>*@TrafficOnThe101Was*&!#ThisMorning"

All of the rules above that apply to passwords apply to pass phrases.

Enforcement

All users must sign both a Palmdale Water District confidentiality agreement and a Palmdale Water District security agreement prior to being given a user id allowing access to Palmdale Water District systems. Users will be notified about security policies and their responsibilities before they are authorized for use of the system.

Any user found to have violated this policy may be subject to disciplinary action in accordance with the District's Employee Handbook, up to and including termination of employment.

INFORMATION TECHNOLOGY DEPARTMENT DIRECTIVES

INTERNET ACCESS CONTROL

Purpose

The purpose of this policy is to define standards for connecting to the Palmdale Water District's network from any host. These standards are designed to minimize the potential exposure to the Palmdale Water District from damages that may result from unauthorized use of Palmdale Water District resources. Damages include the loss of sensitive confidential data, intellectual property, damage to public image, damage to critical Palmdale Water District internal systems, etc.

Scope

This policy applies to all Palmdale Water District employees, contractors, vendors and agents with a Palmdale Water District owned or personally owned computer or workstation used to connect to the Palmdale Water District's network. This policy applies to remote access connections used to do work on behalf of the Palmdale Water District, including reading or sending email and viewing intranet web resources by way of a dial in, VPN, or wireless connection.

Remote access implementations that are covered by this policy include, but are not limited to, dial-in modems, frame relay, ISDN, DSL, VPN, SSH, cable modems, etc.

Policy

General

1. The District utilizes a tiered network architecture to segregate and separate computing systems based on their design and production functions.
2. All internal access to external networks must occur through known and defined gateways.
3. General access to the Internet, for recreational use by immediate household members, through the Palmdale Water District's network on personal computers is not permitted.
4. All external access to public servers must occur through known and defined gateways.
5. It is the responsibility of Palmdale Water District employees, contractors, vendors and agents with remote access privileges to the Palmdale Water District's network to ensure that their remote access connection is given the same consideration as the user's on-site connection to the Palmdale Water District network.
6. Personal equipment that is used to connect to the Palmdale Water District's networks must meet the requirements of Palmdale Water District owned equipment for remote access.

7. All hosts or personal computers that are connected to the Palmdale Water District's internal networks via remote access technologies must use the most up-to-date anti-virus, anti-malware, and anti-spyware software.
8. Secure remote access must be strictly controlled. Control will be enforced via one-time password authentication or passwords with strong pass-phrases. For information on creating a strong pass-phrase see the Strong Password Policy.
9. At no time should any Palmdale Water District employee provide his or her login or email password for the District's network to anyone, not even family members. Palmdale Water District employees and contractors with remote access privileges must ensure that their Palmdale Water District owned or personal computer (when remotely connected to the Palmdale Water District's network) is not simultaneously connected to any other network; with the exception of personal networks that are under the complete control of the user.
10. Palmdale Water District employees and contractors with remote access privileges to the Palmdale Water District's network must not use non-Palmdale Water District email accounts (i.e., Hotmail, Yahoo, AOL), or other external resources to conduct Palmdale Water District business, thereby ensuring that official business is never confused with personal business.
11. Reconfiguration of a home user's equipment for the purpose of split-tunneling or dual homing is not permitted at any time.

Network Architecture

Consist of three different kinds of nodes:

1. Clients
2. Application servers which process data for the clients
3. Database servers, which store data for the application servers

This configuration is called a three-tier architecture, and is the most commonly used type of client-server architecture.

External Access

All internal users (accessing external networks) must comply with Palmdale Water District's usage guidelines. The guidelines are documented in Palmdale Water District's Best Practices Use of Internet Systems and Resources.

Requesting Remote Access

All remote use by Palmdale Water District users and vendors, require prior request to and authorization from the Palmdale Water District's Finance Director and the Information Technology Department Manager. Appropriate remote access privileges will be determined based on need.

Vendor requests for remote access to the Palmdale Water District's network must also comply with the Extranet Connection Policy.

Dial-In Requirements

Palmdale Water District employees and authorized third parties (customers, vendors, etc.) can use dial-in connections to gain access to the network. Dial-in access should be strictly controlled, using password authentication.

1. Request approvals from the Information Technology Department Manager for all remote access privileges apply.
2. An employee who is granted dial-in access privileges must remain constantly aware that dial-in connections between their location and the Palmdale Water District are literal extensions of the Palmdale Water District's network, and that they provide a potential path to the Palmdale Water District's most sensitive information. The employee and/or authorized third party individual must take every reasonable measure to protect Palmdale Water District assets.

Note: Dial-in accounts are considered 'as needed' accounts. Account activity is monitored, and if a dial-in account is not used for a period of six months the account will expire and no longer function. If dial-in access is subsequently required, the individual must request a new account as described above.

VPN Requirements

1. When actively connected to the network, VPNs will force all traffic to and from the PC over the VPN tunnel: all other traffic will be dropped.
2. Dual (split) tunneling is NOT permitted; only one network connection is allowed.
3. VPN gateways will be set up and managed by the Palmdale Water District's IT Department.
4. All computers connected to the Palmdale Water District's internal networks via VPN or any other technology must use the most up-to-date anti-virus software that is the Palmdale Water District standard.
5. VPN users will be automatically disconnected from the Palmdale Water District's network after 60 minutes of inactivity. The user must then logon again to reconnect to the network. Pings or other artificial network processes are not to be used to keep the connection open.
6. The VPN concentrator is limited to an absolute connection time of 24 hours.
7. Users of computers that are not Palmdale Water District owned equipment must configure the equipment to comply with Palmdale Water District's VPN and Network policies.
8. Only Palmdale Water District IT Department approved VPN clients may be used.
9. By using VPN technology with personal equipment, users must understand that their machines are a de facto extension of the Palmdale Water District's network, and as such are subject to the same rules and regulations that apply to the Palmdale Water District-owned equipment.

Wireless Requirements

This policy covers all wireless data communication devices (e.g., personal computers, cellular phones, PDAs, etc.) connected to any of the Palmdale Water District's internal networks. This includes any form of wireless communication device capable of transmitting packet data. Wireless Access Points that are connected to any of the Palmdale Water District's internal networks is strictly forbidden. Wireless devices and/or networks without any connectivity to the Palmdale Water District's networks do not fall under the purview of this policy.

To comply with this policy, wireless implementations must: Maintain point-to-point hardware encryption of at least 56 bits and maintain a hardware address that can be registered and tracked, i.e., a MAC address.

Enforcement

Any user found to have violated this policy may be subject to disciplinary action in accordance with the District's Employee Handbook, up to and including termination of employment.

Definitions

Term:	Definition
Client-server:	Computing architecture, which separates a client from a server, and is almost always implemented over a computer network. Each client or server connected to a network can also be referred to as a node.
Cable Modem:	Cable companies such as AT&T Broadband provide Internet access over Cable TV coaxial cable. A cable modem accepts this coaxial cable and can receive data from the Internet at over 1.5 Mbps. Cable is currently available only in certain communities.
Dial-in Modem:	A peripheral device that connects computers to each other for sending communications via the telephone lines. The modem modulates the digital data of computers into analog signals to send over the telephone lines, then demodulates back into digital signals to be read by the computer on the other end; thus the name "modem" for modulator/demodulator.
Dual Homing:	Having concurrent connectivity to more than one network from a computer or network device. Examples include: Being logged into the Palmdale Water District network via a local Ethernet connection, and dialing into AOL or other Internet service provider (ISP). Being on a District-provided Remote Access home network, and connecting to another network, such as a spouse's remote

access. Configuring an ISDN router to dial into Palmdale Water District and an ISP, depending on packet destination.

- DSL:** Digital Subscriber Line (DSL) is a form of high-speed Internet access competing with cable modems. DSL works over standard phone lines and supports data speeds of over 2 Mbps downstream (to the user) and slower speeds upstream (to the Internet).
- Remote Access:** Any access to Palmdale Water District's network through a non-Palmdale Water District controlled network, device, or medium.
- Split-tunneling:** Simultaneous direct access to a non- Palmdale Water District network (such as the Internet, or a home network) from a remote device (PC, PDA, WAP phone, etc.) while connected into Palmdale Water District's network via a VPN tunnel. VPN Virtual Private Network (VPN) is a method for accessing a remote network via "tunneling" through the Internet.

INFORMATION TECHNOLOGY DEPARTMENT DIRECTIVES

PASSWORD IDENTIFICATION AND CONTROL

Purpose

User Identification is one component of a conscientious information security policy for systems. It involves rules for granting access, and procedures for granting, changing and deleting access for users of a system. In addition, management of password practices is also a critical element for information security. Passwords are the keys that control system access. Adhering to secure password procedures will help reduce the compromise of user accounts on the Palmdale Water District's systems.

Scope

The scope of this policy includes all users who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Palmdale Water District facility that has access to the Palmdale Water District network, or stores any non-public Palmdale Water District information.

Policy

User Identification

While the formality and numbers of people involved will vary, best practice in implementing a user identification program will include:

1. Develop an access policy and strategy for implementation.
 - Develop, approve and implement formal information access criteria.
 - Develop, approve and implement standard user access profiles based upon the system owner's information access criteria. Test each standard user profile before implementing into production. This ensures that the functionality of user access profile agrees with the system owner's access criteria.
 - Systems should be designed so that the default access is either NO ACCESS or the lowest level of access ever granted. This will help ensure that additional access privileges aren't given out inadvertently.
2. Procedures for granting new users access to the system.
 - Identify who should have access.
 - Identify what data the individual should see. For example: only data for a certain department or certain types of data (names and addresses but not salary).
 - Identify what the individual can do with the data. Access should be based on what is required for them to do their job. Some examples of things to consider:

- Read only access versus ability to create or change.
 - Ability to create versus ability to approve.
 - Highly sensitive functions should be restricted to a few individuals.
 - Ability to change some data but not all fields.
 - Who can approve requests for new users.
 - Ensure that each user access request is documented, validated and approved prior to be implemented.
3. Procedures for dealing with changes to access privileges.
- Develop and have in place forms and processes for requesting changes.
 - Approval for changes is to be completed by the department head.
4. Procedures for monitoring systems usage and reviewing access privileges when:
- Users don't use the system for a prolonged period (what's considered prolonged will vary from system to system)
 - Users change responsibilities.
 - To facilitate ongoing review, department managers may be asked to review current users on a periodic basis. The period used, quarterly, monthly, etc. would be determined by the rate of change of the user population and the sensitivity of the system involved.
5. Procedures for disabling system access when users no longer have a need for it.
- Inclusion of system access removal on a termination checklist (from Personnel).
 - The periodic manual review mentioned above could also help to catch users who no longer need access.
 - Where feasible, periodically monitor the effective termination of users by electronically comparing their current system access privileges to their current organizational roles within the human resource system.

Password Control

Best practices for secure password management include the following points:

1. Do not share passwords with anyone, including administrative assistants or secretaries. All passwords are to be treated as sensitive, Confidential Palmdale Water District information.
2. Password complexity: Establish policy and train users on choosing strong, hard to guess, passwords. See Best Practices document "Secure Account Passwords Policy".
3. IT recommends invoking systemically enforced password complexity options where available on servers and applications.
4. Protect applications with access to confidential information whenever possible.

5. Default passwords: Establish procedures for management of default passwords.
 - System Administrators must change default passwords on all system accounts before connecting a server to the network.
 - Users should always change any passwords they were given for initial access the first time they use a system.
6. Password Changes: At a minimum, users should abide by the Palmdale Water District's Secure Account Passwords Policy. The policy mandates that users change passwords where required by law, contract, or other external rules.
7. In lieu of password changes, a multi-factor security authentication mechanism such as SecurID or biometrics could be used. Multi-factor authentication employs the concept of 'what you know' (your password) combined with one or both of the following: 'what you have' (your token such as a smart card) and 'what you are' (your finger print or eye scan).
8. Password reuse: Do not reuse passwords within 6 months where password changes are required.
9. Compromised passwords: Change a password as soon as there is any suspicion that it has been compromised.
10. Password Protection: Train users to keep their passwords secure. Users should:
 - Avoid writing down passwords (If you must write a password down, keep them on your person or locked in your desk. If electronically saved they should be in a file using a secure encryption technology.)

Enforcement

All users must sign both a Palmdale Water District confidentiality agreement and a Palmdale Water District security agreement prior to being given a user ID allowing access to Palmdale Water District systems. Users will be notified about security policies and their responsibilities before they are authorized for use of the system.

Any user found to have violated this policy may be subject to disciplinary action in accordance with the District's Employee Handbook, up to and including termination of employment.

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: February 6, 2014 **February 12, 2014**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Jennifer Emery, Human Resources Manager
VIA: Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.8 – CONSIDERATION AND POSSIBLE ACTION
ON RESOLUTION NO. 14-6 FOR EXCEPTION TO THE 180-DAY WAIT
PERIOD UNDER GOVERNMENT CODE SECTIONS 7522.56 AND
21221(h) FOR THE TEMPORARY EMPLOYMENT OF RETIRED
ANNUITANT CLAUDETTE BECK AND REVISIONS TO THE
TEMPORARY EMPLOYMENT AGREEMENT FOR RETIRED
ANNUITANT CLAUDETTE BECK***

Recommendation:

Staff recommends the Board approve Resolution No. 14-6 Authorizing an Exception to the 180-Day Wait Period Under Government Code Sections 7522.56 and 21221(h) for the temporary employment of Retired Annuitant Claudette Beck (Ms. Beck) and revisions to the Temporary Employment Agreement.

Alternative Options:

The alternative is the District will wait for the recruitment process to be completed before being able to fully pursue its conservation efforts.

Impact of Taking No Action:

The District is currently experiencing drought conditions and would be without a Water Conservation Supervisor until such time that the recruitment process is completed.

Background:

All CalPERS retirees working in any capacity for CalPERS employers are subject to a 180-day wait period between the retirement date and the date employment begins, unless an exception applies. An exception applies if the public agency's governing body presents CalPERS with a resolution, passed in a public meeting, that approves the appointment in which the employer has certified the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days have passed. The appointment may not be placed on a consent calendar. Given the drought situation in California, the Water Conservation Supervisor is a critically needed position.

BOARD OF DIRECTORS
PALMDALE WATER DISTRICT
VIA: Dennis D. LaMoreaux, General Manager

February 6, 2014

Strategic Plan Element:

This work is part of Strategic Goals 4.0 – Personnel Management and 5.0 – Administrative Management.

Budget:

The 2014 Budget contains funding for the Water Conservation Supervisor position.

Supporting Documents:

- Resolution and Temporary Employment Agreement for Retired Annuitant Claudette Beck in Compliance with CalPERS regulations.

RESOLUTION NO. 14-6

**RESOLUTION OF THE BOARD OF DIRECTORS OF
PALMDALE WATER DISTRICT FOR EXCEPTION
TO THE 180-DAY WAIT PERIOD UNDER
GOVERNMENT CODE SECTIONS 7522.56 AND 21221(h)**

WHEREAS, in compliance with Government Code Section 7522.56 the Palmdale Water District (the “District”) must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since his or her retirement date; and

WHEREAS, Claudette Beck (“Ms. Beck”) retired from the District in the position of Water Conservation Supervisor, effective December 29, 2013; and

WHEREAS, Government Code Section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is June 28, 2014 without this certification resolution; and

WHEREAS, Government Code Section 7522.56 provides that this exception to the 180 day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the District’s Board of Directors, the District and Ms. Beck certify that Ms. Beck has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the District’s Board of Directors hereby appoints Ms. Beck as an interim appointment retired annuitant to the vacant position of Water Conservation Supervisor for the District under Government Code Section 21221(h), effective February 13, 2014; and

WHEREAS, an appointment under Government Code Section 21221(h) requires an active, publicly posted recruitment for a permanent replacement; and

WHEREAS, the current status of this recruitment is that it is underway in accordance with the District’s policies with respect to the filling of vacant positions; and

WHEREAS, this Section 21221(h) appointment shall only be made once and therefore will end no later than June 30, 2014; and

WHEREAS, the entire employment agreement between Ms. Beck and the District has been reviewed by this body and is attached herein; and

WHEREAS, this Resolution shall rescind any prior matters, issues, terms or conditions related to this employment and appointment and no further matters, issues, terms or conditions have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is \$8,225.97 and the hourly equivalent is \$47.4575, and the minimum base salary for this position is \$6,767.52 and the hourly equivalent is \$39.0434; and

WHEREAS, the hourly rate paid to Ms. Beck will be \$47.45; and

WHEREAS, Ms. Beck has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

THEREFORE, BE IT RESOLVED THAT the Board of Directors of Palmdale Water District hereby certifies the nature of the appointment of Claudette Beck as described herein and detailed in the attached employment agreement and that this appointment is necessary to fill the critically needed position of Water Conservation Supervisor for the Palmdale Water District by February 13, 2014 because of the District's need for oversight and coordination of water conservation efforts, being that the need for such efforts has been significantly heightened by reason of the ongoing drought in the State of California and particularly within the District's service area.

PASSED AND ADOPTED by the Board of Directors of the Palmdale Water District at a duly called and noticed public meeting of said Board held on February 12, 2014.

President

(date)

Secretary

(date)

Temporary Employment
Agreement for Retired Annuitant
Claudette Beck

1. IDENTIFICATION

This Temporary Employment Agreement for Retired Annuitant, hereinafter referred to as "Agreement," is made and entered into this 12th day of February, 2014 by and between Palmdale Water District, an irrigation district organized and existing under the provisions of the California Water Code, hereinafter referred to as "District," and Claudette Beck, a retired annuitant, hereinafter referred to as "Ms. Beck."

2. RECITALS

- 2.1 Ms. Beck served as the District's Water Conservation Supervisor and retired on December 29, 2013, thereafter becoming entitled to receive retirement benefits from CalPERS.
- 2.2 District currently has a dire need for professional services related to the coordination of its water conservation programs.
- 2.3 District is actively recruiting to fill the vacancy in the Water Conservation Supervisor position.
- 2.4 Ms. Beck has the skills necessary to meet, on a temporary basis, the District's needs in connection with its ongoing water conservation programs.
- 2.5 District and Ms. Beck desire to enter into a temporary contract for the provision of professional services as Water Conservation Supervisor as delineated in the Scope of Work attached hereto as Exhibit A, subject to the terms and conditions of this Agreement.

3. AGREEMENT

NOW THEREFORE, in consideration of the premises and covenants hereinafter contained, it is mutually agreed as follows;

- 3.1 District hereby retains Ms. Beck to perform the professional services described in Exhibit A as a retired annuitant. Ms. Beck agrees to perform such services in a timely and professional manner and with due diligence.
- 3.2 The General Manager of the District shall manage and direct Ms. Beck' effort in performance of her services.

- 3.5 District shall have the right to terminate this Agreement at any time upon thirty (30) days' written notice to Ms. Beck. In the event of such termination, District shall compensate Ms. Beck through the notice date for services actually performed hereunder in accordance with Paragraph 3.6, below. This Agreement shall terminate upon the recruitment and hiring of a replacement Water Conservation Supervisor or June 30, 2014, whichever occurs first.
- 3.6 District shall compensate Ms. Beck for her services at the hourly rate of \$47.45, subject to required withholdings.
- 3.7 Ms. Beck may work no more than nine hundred sixty (960) hours under this Agreement during the CalPERS fiscal year that commences July 1, 2013 and ends June 30, 2014.
- 3.8 Ms. Beck shall not assign this Agreement without the prior written consent of District.

4. **GENERAL PROVISIONS**

- 4.1 This Agreement constitutes the entire agreement between the parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement. No amendments to this Agreement may be made except by a writing signed by both parties.
- 4.2 The validity, interpretation, performance and effect of this Agreement shall be construed in accordance with the laws of the State of California.
- 4.3 Any notice or communication required or permitted to be given under this Agreement shall be effective when deposited, postage prepaid, in the United States Mail. Any notice shall be addressed as follows:

Palmdale Water District
2029 East Avenue Q
Palmdale, CA 93550

Notice to Ms. Beck shall be addressed to her last-known address as reflected on the records of the District.

- 4.4 If any provision of this Agreement is held invalid and unenforceable, the remainder of this Agreement shall nevertheless remain in full force and effect.
- 4.5 The failure of either party to insist on strict compliance with any of the terms, covenants or conditions of this Agreement by either party shall not be deemed as a waiver of that term, covenant or condition, nor shall any waiver or

relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other time.

- 4.6 If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorneys’ fees, costs and necessary disbursements in addition to any other relief to which the party may be entitled.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT as of the date first hereinabove written.

PALMDALE WATER DISTRICT

By: _____
Dennis D. LaMoreaux
General Manager

Claudette Beck

Exhibit “A”

Job Description

[INSERT WATER CONSERVATION SUPERVISOR JOB DESCRIPTION]

PALMDALE WATER DISTRICT

WATER CONSERVATION SUPERVISOR

FLSA Status: Exempt

DEFINITION

To plan, organize, direct and review the activities and operations of the Water Conservation division including water education and outreach programs and demand management; to coordinate assigned activities with other departments and outside agencies.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Community & Government Affairs Coordinator.

Exercises direct supervision over assigned staff.

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

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

Coordinate division 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 Water Conservation 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.

Plan, develop, and prepare cost analysis of best management practices programs; prepare a variety of technical, professional, and cost analysis reports.

Develop marketing plans and prepare outreach materials related to water conservation and demand management activities; identify sources for and methods of distributing related information, such as newsletters, mailings, and various media public service announcements/press releases.

Oversee implementation and maintenance of the evapo-transpiration (ET) controller program; oversee administration of various grants encouraging “smart” water usage by customers.

Plan and coordinate a variety of public special events, workshops, and presentations related to water conservation practices; prepare and make educational presentations to schools, professional organizations and community groups.

Represent the division 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.

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 natural resource management, water conservation, landscape maintenance, and irrigation systems.

Principles and practices of public information communication.

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 Water Conservation division.

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 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 20 pounds.

Prepare and administer division 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.

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 natural resource management or education/communication, including three years of administrative and management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental studies, resource management, horticulture or a related field.

License and Certificate

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

Possession of a Grade III Water Conservation Practitioner Certificate issued by the American Water Works Association (AWWA).

Approved: 12/16/2009

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.

ADVANCE REGISTRATION DEADLINE:

DEPARTMENTAL TRAVEL BUDGET:

PROPOSED EXPENSES: Registration: _____
 Transportation: _____
 Meals:* _____
 Miscellaneous: _____
 TOTAL: _____

*FOR STAFF: Meal limitations are outlined on pages 30 and 31 of the District's Employee Manual. Please review these limitations.

TYPE OF ACCOMMODATIONS: _____ SINGLE (1 PERSON)
 _____ DOUBLE (2 PEOPLE)
 _____ (2 PEOPLE/2 BEDS)

RETURN FROM _____ on _____ at _____ AM/PM
(airport) (date) (time)

SUPERVISOR APPROVAL: _____ DATE: _____

Feb. 14, 2014 • Crest Theater • Sacramento

2014 DROUGHT

Impacts and Actions: What You Need to Know

WHAT: 2014 Drought Briefing – Impacts and Actions: What You Need to Know

WHEN: Friday, February 14, 2014, 9 a.m. to 12:30 p.m.

WHERE: Crest Theater, 1013 K Street, Sacramento

INTENDED AUDIENCE:

Media, local elected officials, water managers, legislative staff, statewide business / agricultural leaders.

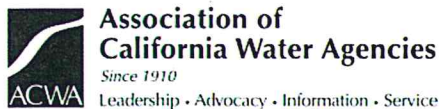
Whether it's the lowest Sierra snowpack on record or the historic announcement of zero deliveries from the State Water Project, it's clear that California is in a drought of epic proportions.

Local, state and federal agencies are mobilizing to address the challenge, but experts agree we are in uncharted territory. What will these unprecedented conditions and unprecedented response measures mean for Californians in 2014? How will impacts of the drought reverberate across the state this summer?

Find out what you need to know at a special briefing on the 2014 drought sponsored by the Association of California Water Agencies (ACWA), the California Department of Water Resources, the County Supervisors Association of California (CSAC), the League of California Cities, the California Farm Water Coalition, the California Farm Bureau Federation and others. The briefing is set for 9 a.m. to 12:30 p.m. on Friday, Feb. 14 at the Crest Theater in Sacramento.

For more information, contact Paula Currie at 916-441-4545

This program is underwritten by:



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Co-sponsors:



CALIFORNIA FARM BUREAU FEDERATION



REGISTRATION

Registration is available online at
WWW.ACWA.COM

There is no charge to attend this event, but registration is required.

There will be a live webcast of the event. Please register to receive the webcast information.



HOTEL

This event does not have
a room block reserved.

*Participants are responsible for their
own lodging or driving in on their own.*



PRELIMINARY AGENDA

Among the topics to be covered:

- Overview of California's Drought Conditions
- A Look at Local Impacts Around the State
- Managing the Drought Crisis on the Ground
- The Ripple Effect
- Reaching the California Consumer

GO TO ACWA.COM FOR UPDATED INFO

ANTELOPE VALLEY BOARD OF TRADE
BUSINESS OUTLOOK CONFERENCE
February 21, 2014
Mojave, CA

NAME: _____

ADVANCE REGISTRATION DEADLINE: _____

MEALS: ☐ YES SPOUSE: ☐ YES SPOUSES' TOUR: ☐ YES
 ☐ NO ☐ NO ☐ NO

DEPARTMENTAL TRAVEL BUDGET:

REGISTRATION: _____ TRAVEL: _____

TOTAL REMAINING BALANCE: _____

PROPOSED EXPENSES: Registration: _____
 Transportation: _____
 Meals:* _____
 Miscellaneous: _____
 TOTAL: _____

*DIRECTORS: Expenses are outlined in Section 4.06.1 of the District's Rules and Regulations.

*FOR STAFF: Meal limitations are outlined on pages 30 and 31 of the District's Employee Manual.
Please review these limitations.

HOTEL ACCOMMODATIONS: ☐ YES ☐ NO REGISTRATION DEADLINE: _____

ARRIVAL DATE/TIME: _____ DEPARTURE DATE/TIME: _____

TYPE OF ACCOMMODATIONS: _____ SINGLE (1 PERSON)
 _____ DOUBLE (2 PEOPLE)
 _____ (2 PEOPLE/2 BEDS)

AIRLINE RESERVATIONS: ☐ YES ☐ NO

DEPART FROM _____ on _____ at _____ AM/PM
 (airport) (date) (time)

RETURN FROM _____ on _____ at _____ AM/PM
 (airport) (date) (time)

SUPERVISOR APPROVAL: _____ DATE: _____

BUSINESS OUTLOOK CONFERENCE



BREAKING BOUNDARIES

FRIDAY, FEBRUARY 21, 2014



George Whitesides
Virgin Galactic



Christopher Thornberg
Beacon Economics



Kevin Mickey
Scaled Composites



John C. Miller
Denny's



Major General Arnold W. Bunch, Jr.
Air Force Test Center



Captain Mark Kelly
Astronaut and Author



David McBride
NASA-Dryden Flight Research Center

MOJAVE
AIR & SPACE PORT

Our next **Business Outlook Conference** is on **Friday, February 21, 2014** at the Mojave Air & Space Port. When you think of the center of the universe for innovation...you think MOJAVE AIR & SPACE PORT – so we are going to take you there. Be prepared for motivation and inspiration and catching up with 900 of your closest friends and colleagues for an all-day event. Sponsorships are open with the same price as years past. Take a look at the package here and let us know on how you would like to get involved: Sponsorship Program 2014 We get better every year.

Outlook Conference Theme Fits the Mission for 2014



"Breaking Boundaries," the theme just announced for the 2014 Antelope Valley Business Outlook Conference, is based on innovative plans and preparations that promise to break decades-old program practices, while enlivening the experience for an expected 800 visitors.

Al Hoffman, chairman of the Antelope Valley Board of Trade's Business Outlook Committee, said: "The theme is a good match for the 2014 conference. We broke the first boundary by moving the Outlook Conference location to Mojave Air and Spaceport for next year. And that bold move broke physical boundaries that limited our capability to make the conference experience more rewarding for our visitors."

Hoffman explained that maybe the biggest boundary to be broken is the political line at Avenue A that divides the Greater Antelope Valley economic region among desert and mountain portions of Southeastern Kern and Northern Los Angeles counties. He said, "In reality, our real, day-to-day interests, our economy and our aspirations transcend political subdivisions. We rise or fall together as a region."

The 2014 Antelope Valley Business Outlook Conference will take place on Friday, Feb. 21, 2014 in the newly completed Events Center at Mojave Air and Space Port. The completely renovated Events Center, a hangar style structure dating back to World War II, will allow Outlook Conference attendees to see displays of real aerospace and other technology hardware inside and outside the building, as they hear top flight speakers offer insights on the region's economic future. The building is designed to accommodate up to 1,400 conference-goers, but Hoffman projects attendance in the area of 900 for 2014. The additional floor space, inside and out, will allow organizers to showcase hardware from some of the 45 companies working on advanced technologies in aerospace, energy, transportation and communications at the Mojave Air & Spaceport and companies from throughout the region. "It makes sense to offer a more interactive experience by showing off all the great technologies being created from throughout the Valley," Hoffman said.

Officers and Directors of the sponsoring Antelope Valley Board of Trade enthusiastically embraced Business Outlook Conference Chairman Hoffman's recommendation to relocate the premiere business conference to Mojave for one year. Hoffman said, "We think this is a great opportunity. We are focusing this Outlook Conference on innovation, inspiration, and shaping the future. That fits in very well with the Mojave Air and Spaceport."

"My goal is 900 in attendance," said Hoffman, site manager for The Boeing Co. at Edwards AFB and NASA-Dryden Flight Research Center.



Astronaut Mark Kelly To be Keynote Speaker At Outlook Conference

Capt. Mark Kelly, record-setting American astronaut, retired US Navy combat pilot, and husband of former Arizona Congresswoman Gabrielle (Gabby) Giffords, is scheduled to be the keynote speaker for Southern California's Antelope Valley Business Outlook Conference, Friday, Feb. 21, 2014. Kelly, who commanded six NASA Space Shuttle missions, and is one of only two astronauts to have visited the International Space Station on four missions, will address an audience of up to 800 expected for the day-long business conference at the Mojave Air and Space Port .

Capt. Kelly will be accompanied on the program by a long list of presenters who are leaders in the fields of regional economics, business, manufacturing, technology, renewable, energy, education, aerospace research and development, defense and transportation. The 42nd annual Business Outlook Conference, organized by the Antelope Valley Board of Trade, opens at 7:30 a.m. and adjourns at 2:30 p.m.

The 2014 Business Outlook Conference theme, "Breaking Boundaries" will be brought to life in a number of ways, beginning with its location at Mojave Air and Space Port, where private-sector companies pioneer in the great civilian leaps into commercial space business.

Outlook Conference Chairman and Boeing executive Al Hoffman said the 2014 event will also give attendees the opportunity to see first-hand the cutting-edge aerospace hardware emerging from many of the Mojave Air & Space Port tenants.

Call the Antelope Valley Board of Trade's Palmdale office at 661-947-9033, or email Vicki@avbot.org for ticket information and reservations. More information is also available on the Board of Trade website: www.avbot.org

Astronaut Kelly, #1 *New York Times* best-selling author, and naval aviator who flew combat missions during the Gulf War, is the recipient of many awards, including the Legion of Merit, two Defense Superior Service Medals and two Distinguished Flying Crosses, Kelly was selected as an astronaut in 1996. He flew his first of four missions in 2001 aboard Space Shuttle *Endeavour*, the same space shuttle that he commanded on its final flight in May 2011. He has also commanded Space Shuttle *Discovery* and is one of only two individuals who have visited the International Space Station on four different occasions.

Already a celebrated American, Kelly became the center of international attention after the January 2011 assassination attempt on his wife, former US Congresswoman Gabrielle Giffords. In their best-selling memoir, *Gabby*, the couple share their story of hope and resilience. Kelly has also written two children's books about the space explorations of a little mouse chosen for space missions, *Mousetronaut: A Partially True Story*, and *Mousetronaut Goes to Mars*.

SPACEFLIGHT EXPERIENCE: Kelly's first trip into space was as pilot of STS-108. Lifting off on Dec. 5, 2001, STS-108 Endeavour visited the ISS, delivering over three tons of equipment, supplies, and a fresh crew to the orbiting outpost. Kelly and Mission Specialist Linda Godwin used the shuttle's robotic arm to lift the Raffaello Multi-Purpose Logistics Module from the shuttle payload bay and attach it to a berth on the station's Unity node.

Mission managers extended Endeavour's flight duration to 12 days to allow the crew to assist with additional maintenance tasks on the station, including work on a treadmill and replacing a failed compressor in one of the air conditioners in the Zvezda Service Module. Kelly traveled over 4.8 million miles and orbited the earth 186 times over 11 days and 19+ hours.

In July 2006, Kelly served as pilot for STS-121 Discovery, the second "Return to Flight" mission following the loss of Columbia in February 2003. The main purposes of the mission were to test new safety and repair techniques introduced following the Columbia disaster as well as to deliver supplies, equipment, and European Space Agency (ESA) astronaut Thomas Reiter from Germany to the ISS. Kelly traveled over 5.28 million miles and orbited the Earth 202 times over 12 days and 18+ hours.

STS-124 Discovery was Kelly's first mission as commander. Kelly and his crew delivered the pressurized module for Kibo to the ISS. The module is the largest component of the Kibo laboratory and the station's largest habitable module. Discovery also delivered Kibo's Remote Manipulator System. Perhaps the most important part they delivered was a replacement part for the station's toilet. The single toilet on the ISS had been malfunctioning for a week, creating a

potentially serious problem for the crew. Kelly traveled over 5.7 million miles and orbited the earth 218 times over 13 days and 18 hours.

STS-134 launched on May 16, 2011. Kelly's wife, Gabrielle Giffords, traveled to Florida on her first trip since moving from Tucson to Houston in January after an attempted assassination. Kelly was the commander of the mission, which was Space Shuttle Endeavour's last. He and his crew delivered the Alpha Magnetic Spectrometer (AMS) to the ISS. AMS is a 15,000-lb cosmic particle detector that was installed on the outside of the space station. Its experiments will help researchers study the formation of the universe and search for evidence of dark matter and antimatter. Kelly traveled more than 6.5 million miles and orbited the earth 248 times over 15 days, 17 hours, and 38 minutes.



Economic forecaster Thornberg To Address Outlook Conference

Economist Christopher Thornberg, Ph.D, founding partner of Beacon Economics, LLC, and one of California's leading economists, will deliver the regional economic forecast at the Antelope Valley Business Outlook Conference, Friday, Feb. 21, 2014.

AV Board of Trade Business Outlook Conference Chairman Al Hoffman said Thornberg was invited to return to the conference because the regional economic forecast he delivered in his most recent appearance in 2007 received exceptionally high marks in an audience survey. Hoffman said Thornberg's previous BOC forecasts were popular because of his focus and analysis on regional economics, labor markets, economic policy and real estate. Thornberg was one of the first and most

adamant predictors of the subprime mortgage market crash that began in 2007, and he also provided an early warning of the global economic recession that followed.

In his economic forecast to the 2014 Business Outlook Conference, Thornberg will be speaking in a new venue, the Events Center of the Mojave Air & Space Port in the Northern Antelope Valley Region of Southern California. Call the Antelope Valley Board of Trade office for ticket reservations and further information. Or visit the Board online at www.avbot.org

Dr. Thornberg is highly visible in news media reports on the state and national economies. He appears on televised news programs and is regularly quoted by such national publications as the Wall Street Journal and the New York Times.

Thornberg holds a Ph.D in Business Economics from the Anderson School at UCLA and a bachelor's degree in Business Administration from New York State University, Buffalo. Prior to launching Beacon Economics, Thornberg was a senior economist with UCLA's Anderson Forecast where he regularly authored economic outlooks for California, Los Angeles and the East Bay, as well as other areas. He also developed specialized forecasts for a variety of public and private entities. He previously taught in the MBA program at UCLA's Anderson School, in the Rady School of Business at the University of California San Diego, and at Thammasat University in Bangkok, Thailand. He also held a faculty position in the economics department of Clemson University.

Dr. Thornberg has been involved in research and development of analytic products for international clients, exploring trade and economic connections between the United States and the world. This work has focused on the impact U.S. trading partners have on U.S. global competitiveness.

Dr. Thornberg serves on the editorial board of the Graziadio Business Report, a peer-reviewed publication of the Graziadio School of Business and Management at Pepperdine University. He also serves on the Residential Real Estate Committee at the University of San Diego's Burnham-Moores Center. He is also a member of the National Association of Business Economists' quarterly "Outlook" and a contributor to the "Economic Consensus Outlook," published by the Journal of Business Forecasting.

Dr. Thornberg also serves on the boards of a number of business and nonprofit organizations, including the Board of Directors of the Los Angeles Area Chamber of Commerce. Since 2006, he has served on the advisory board of the Wall Street hedge fund, Paulson & Co., Inc. Between 2008 and 2012 he served as a chief economic advisor to the California State Controller's Office and as chairman of Controller John Chiang's Council of Economic Advisors. Dr. Thornberg regularly presents to leading business, government, and nonprofit organizations around the world.



Denny's CEO to address 2014 Antelope Valley Outlook Event

John Miller, president and CEO for Denny's Corporation, one of the nation's largest and most durable family service restaurant companies, will be among the featured speakers addressing the Antelope Valley Business Outlook Conference, Feb. 21, 2014.

Named to his position by the Denny's Corp. Board of Directors in January 2011, career restaurant executive Miller was credited with leading Denny's back from recessionary setbacks and returning the company to growth and profitability. In the second quarter of this year, Denny's posted a 35% increase in profitability.

Now in its 60th year of operation, Denny's has company-owned or franchised locations in all 50 states, Canada, Puerto Rico, Guam, Mexico, Honduras, Costa Rica, Curacao, the Dominican Republic and New Zealand, with combined sales of about \$2.5 billion.

Miller's appearance at the Antelope Valley Board of Trade-organized Business Outlook Conference was brought about through an invitation from Lancaster City Councilman Ken Mann, a consulting executive with Denny's Corp.

The day-long 2014 Business Outlook Conference will be held in the new Events Center at Mojave Air & Space Port.

CEO Miller, who was quoted as saying, "The most sacred thing about running a restaurant is that the customer comes back," is expected to share insights into leadership, management and strategy gained from his more than 30-year career in restaurant operations. Prior to joining Denny's, Miller served as CEO of Taco Bueno Restaurants, Inc. He also spent 17 years with Brinker International where he held numerous management positions, including president of Romano's Macaroni Grill and president of Brinker's Mexican Concepts, responsible for overseeing On the Border and Cozymel's. Earlier in his career, Mr. Miller held various operations and restaurant management positions at Unigate Restaurant/Casa Bonita in Dallas, TX. Miller is also a member of Denny's Board of Directors.

Started in 1953 in Lakewood, CA under the name Danny's Donuts, the company expanded its menu to include sandwiches and entrees the following year, and by 1959, with 20 restaurants, changed its name to Denny's, a name that today enjoys public brand recognition in the high 90% range. Denny's has nearly 1,700 restaurants and employs more than 21,000 people.

For ticket reservations and details about Antelope Valley Business Outlook Conference sponsorship opportunities, call Executive Director Vicki Medina in the Palmdale office at 661-947-9033, email Vicki@avbot.org or visit the Board of Trade website at www.avbot.org

The Antelope Valley Board of Trade's mission is to maintain and promote diverse business and industry, quality infrastructure and a strong legislative voice for business in the Greater Antelope Valley, an economic region encompassing the high desert and mountain region of Northern Los Angeles and Southeastern Kern counties. The Antelope Valley Board of Trade was founded in 1957.

Private Space Vehicle Innovators to Headline at Economic Outlook Event

MOJAVE, Ca – Senior executives of two companies partnered in pioneering civilian space travel and new commercial space business will be among the speakers for the Friday, Feb. 21, 2014 Antelope Valley Business Outlook Conference at Southern California's Mojave Air and Space Port.

The Antelope Valley Board of Trade, organizer of the annual day-long event, announced that George T. Whitesides, CEO of Virgin Galactic, the spaceflight company founded by Sir Richard Branson, and Kevin Mickey, President of Scaled Composites, which won the X-Prize by being the first private company to carry passengers to space and back, have accepted invitations to appear on the program.

The two private sector aerospace leaders will address an audience of up to 800 at the conference, which also includes Astronaut Mark Kelly. Email vicki@avbot.org for ticket reservations.

Scaled Composites, founded by legendary Antelope Valley aerospace innovator Burt Rutan, achieved international recognition in the mid-1980s for designing and building "Voyager," which his brother Dick flew around the world non-stop and unrefueled. Scaled found greater fame with the first ever private launch of people into space aboard SpaceShipOne. Scaled Composites, now a wholly-owned subsidiary of Northrop Grumman Corp., is developing SpaceShipTwo and its launch vehicle, WhiteKnightTwo, in addition to designing and building the world's largest wingspan airplane for Stratolaunch a Paul Allen company

Last year Virgin Galactic, the world's first commercial spaceline, took full ownership of its sister organization, The Spaceship Company, earlier formed under a joint venture with Scaled Composites and Virgin Galactic. During this development phase, The Spaceship Company completed the build out of manufacturing and assembly facilities at Mojave Air and Space Port, established a specialized workforce and transitioned assets from Scaled to begin building Virgin Galactic's commercial fleet of WhiteKnightTwo (WK2) carrier aircraft and SpaceShipTwo (SS2) manned sub-orbital spacecraft. The vehicles will be used for Virgin Galactic's spaceline operations at Spaceport America in southern New Mexico.



George Whitesides is responsible for guiding all aspects of the company to commercial operation, including oversight of The Spaceship Company at Mojave, CA.

Before joining Virgin Galactic, George served as Chief of Staff for NASA, where he provided policy and staff support to the agency's Administrator. Upon departure from NASA, he received the Distinguished Service Medal, the highest award the agency confers. Prior to his role at NASA, George served as Executive Director of the National Space Society (NSS), a space policy and advocacy group founded by Apollo program leader Wernher von Braun and the journalist Hugh Downs.

George began his career at Orbital Sciences Corporation as Executive Intern, and later, Special Assistant to the President. He served as Vice President of Marketing for Zero Gravity Corporation, a private space-tourism company, during its launch period, and Director of Marketing for Blastoff Corporation, a space experience company funded by film and technology leaders.

Currently, George serves on the board of Virgin Unite USA, the philanthropic organization of Virgin Group. He is also a member of the World Economic Forum's Global Agenda Council on Space Security; an advisory board member of the Rotary National Award for Space Achievement Foundation; a fellow of the UK's Royal Aeronautical Society; and an associate fellow of the American Institute for Aeronautics and Astronautics. He previously chaired the Reusable Launch Vehicle Working Group for the FAA's Commercial Space Transportation Advisory Committee. He served for four years on the Board of Trustees of Princeton University.

An honors graduate of Princeton University's Woodrow Wilson School, George earned his undergraduate degree in public and international affairs. He earned a master's degree in geographic information systems and remote sensing from the University of Cambridge in England, and was a Fulbright Scholar to Tunisia. George is a licensed private pilot and certified parabolic flight coach.



Scaled Composites LLC President Kevin Mickey is an officer and senior management committee member of Scaled, a wholly owned subsidiary of the Northrop Grumman Corporation.

Previously, Mickey was Executive Vice President/General Manager. Prior to that he served as Vice President/CFO, where he co-led the sale of Scaled to Northrop. He is a senior member of the leadership that increased revenues ten-fold and held the line on profits throughout that rapid growth. He was responsible for directing the company's overall financial policies and oversight of all financial functions including accounting, budget, insurance and tax.

As President, Mr. Mickey is concerned with the leadership and management of the enterprise as a whole. Responsibilities include overall program performance, strategic planning, new business and overall customer management and satisfaction for a broad range of customers. He is a 20-plus year veteran of aerospace and has participated in or been responsible for over 25 manned flight vehicles and held a senior leadership position during Scaled's successful winning of the \$10M Ansari X-prize for the first private manned funded spacecraft to exceed an altitude of 328,000 feet.

Before rejoining Scaled in 2006, Mickey held positions of increasing responsibility in project management and leadership at Lockheed Martin Skunk Works in Palmdale, CA. His responsibilities encompassed the management of projects demonstrating new methods, technologies and air vehicles associated with low observables.

He holds a Bachelor of Science in Business/Technical Management from the University of LaVerne and a Masters in Business Administration in Aviation from Embry-Riddle Aeronautical University. Mr. Mickey also holds a Program Management Certification from the Defense Acquisition University and has served as Adjunct Instructor on the topics of program management and business at Embry-Riddle University.

He served as Vice Chairman of the Aviation and Aerospace Commission for the city of Palmdale, appointed by the Mayor. He is a frequent speaker on program management and the

creative/innovative environment to organizations such as Coca-Cola, British American Business Counsel, Society of Plastics Engineers and the Society for the Advancement of Materials and Processes (SAMPE).

Air Force and NASA to be featured at Outlook Conference



Maj. Gen. Arnold W. Bunch, Jr., commander of the Air Force Test Center, and David McBride, director of NASA's Dryden Flight Research Center, both at Edwards Air Force Base, Calif., have accepted invitations from the Antelope Valley Board of Trade to address the Antelope Valley Business Outlook Conference.

Maj. Gen. Bunch and Dryden Director McBride head two of the region's largest economic assets, with vital links to the Antelope Valley's aerospace and defense industry employers.

Maj. Gen. Bunch directs a \$31 billion enterprise of more than 18,000 military, civilian and contractor personnel across Edwards AFB, Eglin AFB and Arnold AFB. The AFTC provides developmental test and evaluation of experimental and research manned and unmanned air, space and cyber systems for military services, DARPA, NASA and international partners, in addition to operations of the Air Force Test Pilot School at Edwards.

General Bunch was commissioned in 1984 as a graduate of the U.S. Air Force Academy. He completed undergraduate pilot training in 1985 and performed operational assignments as an instructor, evaluator and aircraft commander for B-52 Stratofortresses. Following graduation from the Air Force Test Pilot School, Gen. Bunch conducted developmental testing in the B-2 Spirit and B-52 and served as an instructor in each. Additionally, he commanded at the squadron, group and wing levels. Prior to his current assignment, he was the Commander of the Air Force Security Assistance Center, Air Force Materiel Command, Wright-Patterson AFB, Ohio.

He was promoted to the rank of Major General on Aug. 23, 2013.

NASA Director McBride



As director of NASA's Dryden Flight Research Center, David D. McBride oversees all aspects of center management, strategy, and operations. NASA Dryden is, one of the 10 field centers of the National Aeronautics and Space Administration.

Mr. McBride was appointed director of NASA Dryden on Jan. 4, 2010, after having served as acting director since April 2009 upon the retirement of former center director Kevin L. Petersen. He had previously served as Dryden's deputy director since June 2008, first in an acting capacity and subsequently receiving the official appointment in January 2009.

Mr. McBride's prior management assignments at NASA Dryden include serving as Associate Director for Programs, overseeing the complete portfolio of Dryden projects supporting Exploration, Science, and Aeronautics. He also was program manager for NASA's Flight Research Program at NASA Dryden. The Flight Research Program and Flight and Systems Demonstrations Project conducted flight research and discovery that expanded aerospace knowledge and capabilities – activities included the record-breaking flight of the solar-powered Helios aircraft to over 96,000 feet, the Active Aeroelastic Wing flight research project and the revolutionary Intelligent Flight Control System, demonstrating adaptive neural network flight control systems.

McBride's prior technical assignments include responsibilities as chief engineer for the X-33 Extended Test Range, and lead flight systems engineer for the X-31 and X-29 flight research programs and Dryden's F/A-18 Systems Research Aircraft. During a hiatus from NASA, McBride served as executive vice president and chief information officer of McBride and Associates, Inc., Albuquerque, NM, from 1993 through 1998.

McBride began his career at Dryden as a cooperative education student in 1982, specializing in digital flight control systems analysis. He earned a Bachelor of Science degree in Electrical Engineering from the University of New Mexico in 1985 and an executive Masters of Business Administration from the University of New Mexico in 1998.



Business Outlook Conference FEBRUARY 21, 2014



Mojave Air & Space Port
1434 Flight Line, Mojave, CA 93501

Denny's CEO
JOHN MILLER



KEYNOTE SPEAKERS

**Captain
Mark Kelly**

Astronaut
Ret. US Navy Combat Pilot
Author



Beacon Economics
**CHRISTOPHER
THORNBURG**



**FRIDAY
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Call the AVBOT office for event information and ticket sales! (661) 947-9033

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- ☐ Please reserve ____ conference ticket(s) x \$150/ticket *AVBOT Members Save 10% (\$135/ticket)*
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SOLUTIONS OF MCSE 2013 BOOT CAMP
March 3 - 8, 2014 and August 11 – 16, 2014
Las Vegas, NV

NAME: _____

ADVANCE REGISTRATION DEADLINE: _____

MEALS: ___ YES SPOUSE: ___ YES SPOUSES' TOUR: ___ YES
 ___ NO ___ NO ___ NO

DEPARTMENTAL TRAVEL BUDGET:

REGISTRATION: _____ TRAVEL: _____

TOTAL REMAINING BALANCE: _____

PROPOSED EXPENSES: Registration: _____
 Transportation: _____
 Meals:* _____
 Miscellaneous: _____
 TOTAL: _____

*DIRECTORS: Expenses are outlined in Section 4.06.1 of the District's Rules and Regulations.

*FOR STAFF: Meal limitations are outlined on pages 30 and 31 of the District's Employee Manual.

Please review these limitations.

HOTEL ACCOMMODATIONS: ___ YES ___ NO REGISTRATION DEADLINE: _____

ARRIVAL DATE/TIME: _____ DEPARTURE DATE/TIME: _____

TYPE OF ACCOMMODATIONS: _____

 _____ SINGLE (1 PERSON)
 DOUBLE (2 PEOPLE)
 (2 PEOPLE/2 BEDS)

AIRLINE RESERVATIONS: ___ YES ___ NO

DEPART FROM _____ on _____ at _____ AM/PM
 (airport) (date) (time)

RETURN FROM _____ on _____ at _____ AM/PM
 (airport) (date) (time)

SUPERVISOR APPROVAL: _____ DATE: _____

20331: Core Solutions of Microsoft SharePoint Server 2013 Boot Camp (3 days)

Course Objectives

- Describe the key features of SharePoint 2013
- Design an information architecture
- Design logical and physical architectures
- Install and configure SharePoint Server 2013
- Create web applications and site collections
- Plan and configure service applications
- Manage users and permissions
- Configure authentication for SharePoint 2013
- Secure a SharePoint 2013 deployment
- Manage taxonomy
- Configure user profiles
- Configure enterprise search
- Monitor and maintain a SharePoint 2013 environment

Course Outline

- Module 1: Introducing SharePoint Server 2013
 - a. Key Components of a SharePoint Deployment
 - b. New Features in SharePoint 2013
 - c. SharePoint 2013 Deployment Options
 - d. After completing this module, you will be able to:
 - e. Identify the capabilities and architecture of SharePoint 2013.
 - f. Identify new and deprecated features in SharePoint 2013.
 - g. Identify deployment options for SharePoint 2013.
- Module 2: Designing an Information Architecture
 - a. Identifying Business Requirements
 - b. Understanding Business Requirements
 - c. Organizing Information in SharePoint 2013
 - d. Planning for Discoverability
 - e. Lab : Creating an Information Architecture - Part One
 - f. Lab : Creating an Information Architecture - Part Two
- Module 3: Designing a Logical Architecture
 - a. Overview of SharePoint 2013 Logical Architecture
 - b. Documenting Your Logical Architecture
 - c. Lab : Designing a Logical Architecture
- Module 4: Designing a Physical Architecture
 - a. Designing Physical Components for SharePoint Deployments
 - b. Designing Supporting Components for SharePoint Deployments
 - c. SharePoint Farm Topologies

- d. Mapping a Logical Architecture Design to a Physical Architecture Design
 - e. Lab : Designing a Physical Architecture
- Module 5: Installing and Configuring SharePoint Server 2013
 - a. Installing SharePoint Server 2013
 - b. Scripting Installation and Configuration
 - c. Configuring SharePoint Server 2013 Farm Settings
 - d. Lab : Deploying and Configuring SharePoint Server 2013 - Part One
 - e. Lab : Configuring SharePoint Server 2013 Farm Settings
- Module 6: Creating Web Applications and Site Collections
 - a. Creating Web Applications
 - b. Configuring Web Applications
 - c. Creating and Configuring Site Collections
 - d. Lab : Creating and Configuring Web Applications
 - e. Lab : Creating and Configuring Site Collections
- Module 7: Planning and Configuring Service Applications
 - a. Introduction to Service Application Architecture
 - b. Creating and Configuring Service Applications
 - c. Lab : Planning and Configuring Service Applications
- Module 8: Managing Users and Permissions
 - a. Authorization in SharePoint 2013
 - b. Managing Access to Content
 - c. Lab : Managing Users and Groups
 - d. Lab : Securing Content in SharePoint Sites
- Module 9: Configuring Authentication for SharePoint 2013
 - a. Overview of Authentication
 - b. Configuring Federated Authentication
 - c. Configuring Server-to-Server Authentication
 - d. Lab : Configuring SharePoint 2013 to Use Federated Identities
- Module 10: Securing a SharePoint 2013 Deployment
 - a. Securing the Platform
 - b. Configuring Farm-Level Security
 - c. Lab : Hardening a SharePoint 2013 Server Farm
 - d. Lab : Configuring Farm-Level Security
- Module 11: Managing Taxonomy
 - a. Managing Content Types
 - b. Understanding Term Stores and Term Sets
 - c. Managing Term Stores and Term Sets
 - d. Lab : Configuring Content Type Propagation
 - e. Lab : Configuring and Using Managed Metadata Term Sets
- Module 12: Configuring User Profiles
 - a. Configuring the User Profile Service Application
 - b. Managing User Profiles and Audiences

- c. Lab : Configuring User Profiles
 - d. Lab : Configuring My Sites and Audiences
- Module 13: Configuring Enterprise Search
 - a. Understanding the Search Service Architecture
 - b. Configuring Enterprise Search
 - c. Managing Enterprise Search
 - d. Lab : Configuring Enterprise Search
 - e. Lab : Configuring the Search Experience
- Module 14: Monitoring and Maintaining a SharePoint 2013 Environment
 - a. Monitoring a SharePoint 2013 Environment
 - b. Tuning and Optimizing a SharePoint Environment
 - c. Planning and Configuring Caching
 - d. Troubleshooting a SharePoint 2013 Environment
 - e. Lab : Monitoring a SharePoint 2013 Deployment
 - f. Lab : Investigating Page Load Times

20332: Advanced Solutions of Microsoft SharePoint Server 2013 Boot Camp (3 days)

Course Objectives

- Describe the core features of SharePoint 2013
- Plan and design a SharePoint 2013 environment to meet requirements for high availability and disaster recovery
- Plan and implement a service application architecture for a SharePoint 2013 deployment
- Configure and manage Business Connectivity Services features in a SharePoint 2013 deployment
- Plan and configure social computing features
- Plan and configure productivity and collaboration platforms and features
- Plan and configure Business Intelligence solutions
- Optimize the search experience for an enterprise environment
- Plan and configure enterprise content management in a SharePoint 2013 deployment
- Plan and configure a web content management infrastructure to meet business requirements
- Manage solutions in a SharePoint 2013 deployment
- Configure and manage apps in a SharePoint Server 2013 environment
- Develop and implement a governance plan for SharePoint Server 2013
- Perform an upgrade or migration to SharePoint Server 2013

Course Outline

- Module 1: Understanding the SharePoint Server 2013 Architecture

- a. Core Components of the SharePoint 2013 Architecture
 - b. New Features in SharePoint Server 2013
 - c. SharePoint Server 2013 and SharePoint Online Editions
 - d. Lab : Reviewing Core SharePoint Concepts
- Module 2: Designing Business Continuity Management Strategies
 - a. Designing Database Topologies for High Availability and Disaster Recovery
 - b. Designing SharePoint Infrastructure for High Availability
 - c. Planning for Disaster Recovery
 - d. Lab : Planning and Performing Backups and Restores
- Module 3: Planning and Implementing a Service Application Architecture
 - a. Planning Service Applications
 - b. Designing and Configuring a Service Application Topology
 - c. Configuring Service Application Federation
 - d. Lab : Planning a Service Application Architecture
 - e. Lab : Federating Service Applications between SharePoint Server Farms
- Module 4: Configuring and Managing Business Connectivity Services
 - a. Planning and Configuring Business Connectivity Services
 - b. Configuring the Secure Store Service
 - c. Managing Business Data Connectivity Models
 - d. Lab : Configuring BCS and the Secure Store Service
 - e. Lab : Managing Business Data Connectivity Models
- Module 5: Connecting People
 - a. Managing User Profiles
 - b. Enabling Social Interaction
 - c. Building Communities
 - d. Lab : Configuring Profile Synchronization and My Sites
 - e. Lab : Configuring Community Sites
- Module 6: Enabling Productivity and Collaboration
 - a. Aggregating Tasks
 - b. Planning and Configuring Collaboration Features
 - c. Planning and Configuring Composites
 - d. Lab : Configuring Project Sites
 - e. Lab : Configuring Workflow
- Module 7: Planning and Configuring Business intelligence
 - a. Planning for Business Intelligence
 - b. Planning, Deploying, and Managing Business Intelligence Services
 - c. Planning and Configuring Advanced Analysis Tools
 - d. Lab : Configuring Excel Services
 - e. Lab : Configuring PowerPivot and Power View for SharePoint
- Module 8: Planning and Configuring Enterprise Search
 - a. Configuring Search for an Enterprise Environment
 - b. Configuring the Search Experience

- c. Optimizing Search
 - d. Lab : Planning an Enterprise Search Deployment
 - e. Lab : Managing Search Relevance in SharePoint Server 2013
- Module 9: Planning and Configuring Enterprise Content Management
 - a. Planning Content Management
 - b. Planning and Configuring eDiscovery
 - c. Planning Records Management
 - d. Lab : Configuring eDiscovery in SharePoint Server 2013
 - e. Lab : Configuring Records Management in SharePoint Server 2013
- Module 10: Planning and Configuring Web Content Management
 - a. Planning and Implementing a Web Content Management Infrastructure
 - b. Configuring Managed Navigation and Catalog Sites
 - c. Supporting Multiple Languages and Locales
 - d. Enabling Design and Customization
 - e. Supporting Mobile Users
 - f. Lab : Configuring Managed Navigation and Catalog Sites
 - g. Lab : Configuring Device Channels
- Module 11: Managing Solutions in SharePoint Server 2013
 - a. Understanding the SharePoint Solution Architecture
 - b. Managing Sandbox Solutions
 - c. Lab : Managing Solutions
- Module 12: Managing Apps for SharePoint Server 2013
 - a. Understanding the SharePoint App Architecture
 - b. Provisioning and Managing Apps and App Catalogs
 - c. Lab : Configuring and Managing SharePoint Apps
- Module 13: Developing a Governance Plan
 - a. Introduction to Governance Planning
 - b. Key Elements of a Governance Plan
 - c. Planning for Governance in SharePoint 2013
 - d. Implementing Governance in SharePoint 2013
 - e. Lab : Developing a Plan for Governance
 - f. Lab : Managing Site Creation and Deletion
- Module 14: Upgrading and Migrating to SharePoint Server 2013
 - a. Preparing the Upgrade or Migration Environment
 - b. Performing the Upgrade Process
 - c. Managing a Site Collection Upgrade
 - d. Lab : Performing a Database-Attach Upgrade
 - e. Lab : Managing Site Collection Upgrades

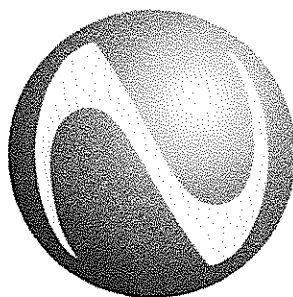
This training prepares students for the following exams:

- 70-331 : Core Solutions of Microsoft SharePoint Server 2013
- 70-332 : Advanced Solutions of Microsoft SharePoint Server 2013

LEARNING SOLUTION

for
Jim Stanton
Palmdale Water District

January 31, 2014



NetComTM
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NetComLearning.com

Prepared By



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Corporate Learning Consultant

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Enrollment Agreement

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Fax: 646.292.5170

Palmdale Water District
Contact: Jim Stanton
2029 East Avenue Q
Palmdale, ca 93550
Business: 661.947.4111 ext. 150

Tuition Summary

MCSE: SharePoint Boot Camp

Location: Las Vegas, NV

Times: 8:00am – 6:00pm PST

Date(s): Mon, 3/3/2014; Tue, 3/4/2014; Wed, 3/5/2014; Thu, 3/6/2014; Fri, 3/7/2014; Sat, 3/8/2014

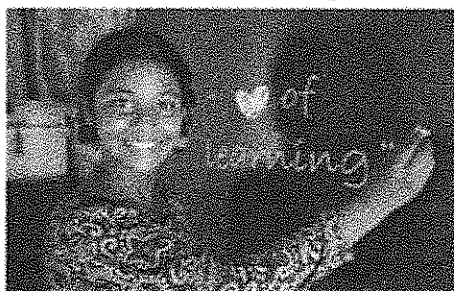
Tuition with lunch and am/pm breaks, Hampton Inn Tropicana Hotel \$4,959.00

Repeat Business Discount \$-644.85

Total **\$4,314.15**

1. All courses include official curriculum where applicable.
2. Only courses with boot camps in title include exam vouchers and available exam preparation software including:
 - Core Solutions of Microsoft SharePoint Server 2013
 - Advanced Solutions of Microsoft SharePoint Server 2013

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Policies

The undersigned client agrees to the following policies pertaining to the classes reflected in this training agreement. If any particular provision of this agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such provision was omitted.

Contact

At any time, in addition to contacting their educational consultant, client can contact customerservice@netcomlearning.com.

Shipping Policy

NetCom Learning offers free shipping for your class materials within the continental United States once payment is received. Shipping must be requested more than one week before class start date. A \$100 fee will be applied for course materials that are shipped internationally more than one week prior to class or a \$200 fee if less than one week prior to class.

To enable an optimal learning experience and to avoid unforeseen transit delays, NetCom Learning requests that at least two weeks are allowed for shipping.

Enrollment in Training Class

Enrollment is confirmed on a first pay first registered basis. A seat may be temporarily reserved for two business days by faxing a signed copy of this enrollment agreement; however full payment or approved purchase order is required to confirm a seat. Client may be moved to waitlisted status if the class is booked before payment is received and enrollment is confirmed. Payment may be made with credit card, cash, check or a company purchase order upon credit approval. If you confirm your enrollment with 3 or less days before class start date, you may not receive a book on the first day. Please confirm with your Educational Consultant.

Live Online Training

Students taking online classes, agree that they will have completed connectivity and audio tests per instructions on NetCom's website, well before the class start date. The instructions are also sent to the student to the email address on record upon registration. Completing the test ahead of time, helps ensure there is enough time for troubleshooting in case student needs help with the live online environment.

Training Class Rescheduling/Cancellation

Once the client sends this signed training agreement, the client reserves enrollment in a training class. Not paying for, not showing up for, or not completing a class does not constitute cancellation and the client remains liable for the entire amount in this training agreement.

If the client cannot attend any training class for any reason, the client must inform NetCom Learning immediately by emailing customerservice@netcomlearning.com. NetCom will take the following steps:

- Try to reschedule the client into another date for the same course. A \$100 reschedule fee is due and payable immediately if reschedule is requested with less than 15 calendar days from class start date. All reschedule requests must be emailed to customerservice@netcomlearning.com.
- In case another date is not available or the original course is not offered any more, NetCom Learning may choose to offer a different, comparable training class other than what client originally signed up for and apply the applicable amount towards the tuition of the other training class.
- If client cannot attend, NetCom Learning will make any balance amount available to client through NetCom Vouchers which can be redeemed by any person for any NetCom public open enrollment class. These vouchers must be redeemed within a period of one year from issue date of the vouchers.
- If client books training using MS SATV and cancels or is no-show for class, client agrees to pay the regular tuition for class.

Any nonrefundable costs that NetCom Learning has incurred on client or on client's behalf (example airfare) and any amount applicable towards classes already completed will be deducted before issuing credit for another course or issuing vouchers.

No-Show

If client is unable to attend the training class, client can attend the training class under the training class retake policy mentioned below.

Training Class Satisfaction

Client must review class outline and ensure correct pre-requisite knowledge of students for the class being enrolled in. We guarantee your satisfaction with your learning experience. However, if you are not satisfied for any reason, you can attend per the training class retake policy below.

Training Class Retake

Client can retake an open enrollment class that client has already paid for, once, within a period of one year from the start date of the original class client was enrolled in. Client can attend as long as the class is still being offered and there are available seats. Please confirm at least 2 – 3 business days before the repeat class start date to confirm seat availability. If the same class is not offered in the future, NetCom will offer client a different comparable class. There may be additional costs involved. To attend, simply retain course materials. If the courseware has changed, client must purchase the latest course material. If the class has upgraded and is for a different version, it is considered a new class and will not be available under this retake policy. If after registering for a repeat class, client does not attend, client will not be able to attend the class again for free. For any repeat class, client will only need to pay for exam vouchers, if applicable and any optional travel costs.

Class Attendance

The client must be present at a minimum of 80% of the class time to receive a certification of completion. Please maintain punctuality as classes start on time and return from breaks in a timely fashion.

Class Timings

Please arrive at least 10 minutes prior to the start time of your class. Call us at 212.629.7265 if you are running late. If you are more than 15 minutes late your seat may be given to a waitlisted student. Students arriving more than 30 minutes late may not be admitted to class.

Travel Package (Hotel and/or Air)

If airfare and / or hotel is included with this training, our dedicated travel consultant on staff can help you with any travel arrangements you may need. You could have family accompany you or might need a multi-destination air ticket. Our dedicated travel consultant will work with you to find the best possible travel and accommodation plans that meet your budget and taste. In the past, we have helped students from US, Canada, Europe and other places travel to one of our many locations for training. Please ask us for details. Client agrees that failure to cancel a hotel reservation made for client through NetCom, without written notice to NetCom Customer Service as indicated above at least two days before the check-in date will result in a charge of two hotel nights. NetCom budgets for \$300 for airfare. Client agrees to pay any difference over \$300 to NetCom.

Late Payment, Returned Check and Default Payments

All payments due must be made before or on the first day of training class. A 5% late payment fee will be added for payments not made by the due date. A \$50.00 fee would be assessed for all returned or cancelled checks. Checks will not be accepted from clients who have had a returned or cancelled check. A late payment fee will apply to the due amount if a check is returned after payment due date. In case of default payments, the client agrees to pay any legal interest on the balance due, together with any cancellation costs and reasonable attorney fees incurred to effect collection of all outstanding balance. If any due amounts are placed in collections, client will be responsible for any additional collection and or attorney fees. Any delinquent account will accrue the maximum monthly interest allowable by law.

Non-Solicitation

During the term of engagement and for 36 months thereafter, client or any entity related to client will not directly or indirectly (i) encourage or solicit any NetCom representative, employee or consultant (ii) assist any other person or entity in such encouragement or solicitation; or (iii) hire, contract, or assist in hiring or retaining any such representative, employee or consultant. Any breach of this section of the agreement can cause irreparable and incalculable damage to NetCom and implies clients acceptance to immediately pay damages to NetCom, in the amount determined by NetCom. Client is encouraged to solicit work from NetCom by communicating such requests directly to NetCom management, Client's Educational Consultant or NetCom customer service.

US Government Transactions

US Government and GSA orders that are not pre-paid using US Government credit card are due net 30 from the completion day of each delivered class. Any volume or bulk purchases receiving discounting shall be subject to pre-payment requirements. Payment processing, late fees, travel expenses and other fees related to US government or GSA orders will follow US Government procurement guidelines.

NOTICE: ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER. I understand that this agreement is a legal and binding instrument when signed by the client and accepted by NetCom Learning.

The person signing this enrollment agreement acknowledges that he or she is authorized by the client to guarantee payment on behalf of the client. By signing below, the client agrees to the terms of this agreement. This agreement and any listed attachments is the only agreement between NetCom and the client. No other promises made by NetCom Learning or any of its employees or agents should be relied upon by the client.

☐ Credit Card
☐ Visa ☐ MasterCard ☐ American Express ☐ Discover ☐ Other _____

Card Number _____ Exp. Date _____

Name on Card _____ CVV/CVC _____ Billing Addr. ZIP _____

Cardholder Signature _____

☐ Check
Check Number _____

☐ Automatic Bank Account Debit

Bank Name _____ Routing Number _____

Bank Street Address _____ Account Number _____

Bank City, State, Zip _____ Check Number (optional) _____


☐ Purchase Order (PO)

POs are subject to credit approval by NetCom. Client must be on the NetCom Approved Vendor list.

PO Number _____ PO Date _____

This training quote is based on payment due before first day of class. An additional 20% of the Total Tuition may apply for payment received after registration.

This proposal is valid until December 31, 2013.

Ilya Piyevesky, Corporate Learning Consultant	_____	January 31, 2014
Prepared By	Signature	Date
Jim Stanton		31 Jan 14
Client Name	Signature	Date
_____ Supervisor	_____ Signature	_____ Date

Once approved, please sign above and fax the preceding pages (beginning with the *Enrollment Agreement* section), to my attention, Ilya Piyevesky, at 646.292.5170 or 646.843.4960.

Course Overview

MCSE: SHAREPOINT BOOT CAMP

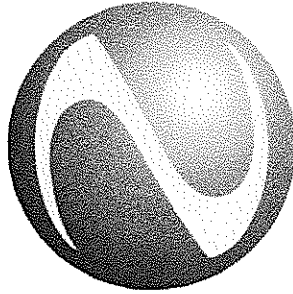
SharePoint 2013 is part of the new version of Office, making it easy for people to stay connected, access files anytime, and maintain messaging security. Get certified as an MCSE in SharePoint and earn recognition for your expertise in helping a company organize, sync, collaborate, and share information across the organization.

This 6-day Boot Camp is geared towards preparing students to achieve their MCSE: SharePoint certification. To earn your MCSE SharePoint certification, start with the MCSA: Windows Server 2012 certification, then pass Exams 70-331 and 70-332.

LEARNING SOLUTION

for
Tyrone Jones
Palmdale Water District

January 31, 2014



NetComTM
LEARNING

NetComLearning.com

Prepared By



Ilya Piyevesky
Corporate Learning Consultant

20 West 33rd Street
4th Floor
New York, NY 10001

Direct: 646.747.5417
Toll Free: 866.629.7265
Fax: 646.292.5170

E-mail: ilya.piyevesky@netcomlearning.com
Web: www.netcomlearning.com

Tuition Summary

MCSE: SharePoint Boot Camp

Location: Las Vegas, NV

Times: 8:00am - 6:00pm PST

Date(s): Mon, 8/11/2014; Tue, 8/12/2014; Wed, 8/13/2014; Thu, 8/14/2014; Fri, 8/15/2014;
Sat, 8/16/2014


Tuition with lunch and am/pm breaks, Hampton Inn Tropicana Hotel..... \$4,959.00

Less Promotion \$-644.85

Total..... \$4,314.15

1. All courses include official curriculum where applicable.
2. Only courses with boot camps in title include exam vouchers and available exam preparation software including:
 - Core Solutions of Microsoft SharePoint Server 2013
 - Advanced Solutions of Microsoft SharePoint Server 2013

The Love of Learning is all about helping others to further their education



Your Class Enrollment = 1 Year Education for a Child

NetCom Learning would like to join with you in celebrating our lifelong passion for learning with plenty of love. Our purpose is to promote the values of lifelong learning around the world, and we would like you to join us by celebrating your love for learning.

For every course enrollment, NetCom Learning fully funds the education of one child for one year in an underdeveloped country. Empower a child today and share your love of learning.

For more information or to match the donation, contact your Learning Consultant.

Terms and conditions: This program applies to technical courses with a prepaid price of \$2,000 or greater. This program is not redeemable for cash. This program is not valid with other savings programs, discounts, or promotions. Void where prohibited by law. Other restrictions may apply.

Policies

The undersigned client agrees to the following policies pertaining to the classes reflected in this training agreement. If any particular provision of this agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such provision was omitted.

Contact

At any time, in addition to contacting their educational consultant, client can contact customerservice@netcomlearning.com.

Shipping Policy

NetCom Learning offers free shipping for your class materials within the continental United States once payment is received. Shipping must be requested more than one week before class start date. A \$100 fee will be applied for course materials that are shipped internationally more than one week prior to class or a \$200 fee if less than one week prior to class.

To enable an optimal learning experience and to avoid unforeseen transit delays, NetCom Learning requests that at least two weeks are allowed for shipping.

Enrollment in Training Class

Enrollment is confirmed on a first pay first registered basis. A seat may be temporarily reserved for two business days by faxing a signed copy of this enrollment agreement; however full payment or approved purchase order is required to confirm a seat. Client may be moved to waitlisted status if the class is booked before payment is received and enrollment is confirmed. Payment may be made with credit card, cash, check or a company purchase order upon credit approval. If you confirm your enrollment with 3 or less days before class start date, you may not receive a book on the first day. Please confirm with your Educational Consultant.

Live Online Training

Students taking online classes, agree that they will have completed connectivity and audio tests per instructions on NetCom's website, well before the class start date. The instructions are also sent to the student to the email address on record upon registration. Completing the test ahead of time, helps ensure there is enough time for troubleshooting in case student needs help with the live online environment.

Training Class Rescheduling/Cancellation

Once the client sends this signed training agreement, the client reserves enrollment in a training class. Not paying for, not showing up for, or not completing a class does not constitute cancellation and the client remains liable for the entire amount in this training agreement.

If the client cannot attend any training class for any reason, the client must inform NetCom Learning immediately by emailing customerservice@netcomlearning.com. NetCom will take the following steps:

- Try to reschedule the client into another date for the same course. A \$100 reschedule fee is due and payable immediately if reschedule is requested with less than 15 calendar days from class start date. All reschedule requests must be emailed to customerservice@netcomlearning.com.
- In case another date is not available or the original course is not offered any more, NetCom Learning may choose to offer a different, comparable training class other than what client originally signed up for and apply the applicable amount towards the tuition of the other training class.
- If client cannot attend, NetCom Learning will make any balance amount available to client through NetCom Vouchers which can be redeemed by any person for any NetCom public open enrollment class. These vouchers must be redeemed within a period of one year from issue date of the vouchers.
- If client books training using MS SATV and cancels or is no-show for class, client agrees to pay the regular tuition for class.

Any nonrefundable costs that NetCom Learning has incurred on client or on client's behalf (example airfare) and any amount applicable towards classes already completed will be deducted before issuing credit for another course or issuing vouchers.

No-Show

If client is unable to attend the training class, client can attend the training class under the training class retake policy mentioned below.

Training Class Satisfaction

Client must review class outline and ensure correct pre-requisite knowledge of students for the class being enrolled in. We guarantee your satisfaction with your learning experience. However, if you are not satisfied for any reason, you can attend per the training class retake policy below.

Training Class Retake

Client can retake an open enrollment class that client has already paid for, once, within a period of one year from the start date of the original class client was enrolled in. Client can attend as long as the class is still being offered

and there are available seats. Please confirm at least 2 - 3 business days before the repeat class start date to confirm seat availability. If the same class is not offered in the future, NetCom will offer client a different comparable class. There may be additional costs involved. To attend, simply retain course materials. If the courseware has changed, client must purchase the latest course material. If the class has upgraded and is for a different version, it is considered a new class and will not be available under this retake policy. If after registering for a repeat class, client does not attend, client will not be able to attend the class again for free. For any repeat class, client will only need to pay for exam vouchers, if applicable and any optional travel costs.

Class Attendance

The client must be present at a minimum of 80% of the class time to receive a certification of completion. Please maintain punctuality as classes start on time and return from breaks in a timely fashion.

Class Timings

Please arrive at least 10 minutes prior to the start time of your class. Call us at 212.629.7265 if you are running late. If you are more than 15 minutes late your seat may be given to a waitlisted student. Students arriving more than 30 minutes late may not be admitted to class.

Travel Package (Hotel and/or Air)

If airfare and / or hotel is included with this training, our dedicated travel consultant on staff can help you with any travel arrangements you may need. You could have family accompany you or might need a multi-destination air ticket. Our dedicated travel consultant will work with you to find the best possible travel and accommodation plans that meet your budget and taste. In the past, we have helped students from US, Canada, Europe and other places travel to one of our many locations for training. Please ask us for details. Client agrees that failure to cancel a hotel reservation made for client through NetCom, without written notice to NetCom Customer Service as indicated above at least two days before the check-in date will result in a charge of two hotel nights. NetCom budgets for \$300 for airfare. Client agrees to pay any difference over \$300 to NetCom.

Late Payment, Returned Check and Default Payments

All payments due must be made before or on the first day of training class. A 5% late payment fee will be added for payments not made by the due date. A \$50.00 fee would be assessed for all returned or cancelled checks. Checks will not be accepted from clients who have had a returned or cancelled check. A late payment fee will apply to the due amount if a check is returned after payment due date. In case of default payments, the client agrees to pay any legal interest on the balance due, together with any cancellation costs and reasonable attorney fees incurred to effect collection of all outstanding balance. If any due amounts are placed in collections, client will be responsible for any additional collection and or attorney fees. Any delinquent account will accrue the maximum monthly interest allowable by law.

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☐ Register and Pay Online
[Click here to Register and Pay Online](#)

☐ Credit Card
☐ Visa ☐ MasterCard ☐ American Express ☐ Discover ☐ Other _____

Card Number _____ Exp. Date _____

Name on Card _____ CVV/CVC _____ Billing Addr. ZIP _____

Cardholder Signature _____

☐ Check
Check Number _____

☐ Automatic Bank Account Debit

Bank Name _____ Routing Number _____

Bank Street Address _____ Account Number _____

Bank City, State, Zip _____ Check Number (optional) _____

☐ Purchase Order (PO)
POs are subject to credit approval by NetCom. Client must be on the NetCom Approved Vendor list.

PO Number _____ PO Date _____

This training quote is based on payment due before first day of class. An additional 20% of the Total Tuition may apply for payment received after registration.

This proposal is valid until February 20, 2014.

**Ilya Piyevesky,
Corporate Learning Consultant**

Prepared By

Signature

January 31, 2014

Date

Client Name

Signature

Date

Supervisor

Signature

Date

Once approved, please sign above and fax the preceding pages (beginning with the *Enrollment Agreement* section), to my attention, Ilya Piyevesky, at 646.292.5170 or 646.843.4960.

Course Overview

MCSE: SHAREPOINT BOOT CAMP

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This 6-day Boot Camp is geared towards preparing students to achieve their MCSE: SharePoint certification. To earn your MCSE SharePoint certification, start with the MCSA: Windows Server 2012 certification, then pass Exams 70-331 and 70-332.

ASSOCIATION OF CALIFORNIA WATER AGENCIES
LEGISLATIVE SYMPOSIUM

March 5, 2014
Sacramento, CA

NAME: _____

ADVANCE REGISTRATION DEADLINE: _____ FEBRUARY 19, 2014

MEALS: ___ YES SPOUSE: ___ YES SPOUSES' TOUR: ___ YES
 ___ NO ___ NO ___ NO

DEPARTMENTAL TRAVEL BUDGET:

REGISTRATION: _____ TRAVEL: _____
TOTAL REMAINING BALANCE: _____

PROPOSED EXPENSES: Registration: _____
 Transportation: _____
 Meals:* _____
 Miscellaneous: _____
 TOTAL: _____

*DIRECTORS: Expenses are outlined in Section 4.06.1 of the District's Rules and Regulations.

*FOR STAFF: Meal limitations are outlined on pages 30 and 31 of the District's Employee Manual.

Please review these limitations.

HOTEL ACCOMMODATIONS: ___ YES ___ NO REGISTRATION DEADLINE: 2-11-14
ARRIVAL DATE/TIME: _____ DEPARTURE DATE/TIME: _____

TYPE OF ACCOMMODATIONS: ___ SINGLE (1 PERSON)
 ___ DOUBLE (2 PEOPLE)
 ___ (2 PEOPLE/2 BEDS)

AIRLINE RESERVATIONS: ___ YES ___ NO

DEPART FROM _____ on _____ at _____ AM/PM
 (airport) (date) (time)

RETURN FROM _____ on _____ at _____ AM/PM
 (airport) (date) (time)

SUPERVISOR APPROVAL: _____ DATE: _____

2014 LEGISLATIVE SYMPOSIUM

March 5, 2014 • Sacramento Convention Center
Register Online at www.acwa.com

REGISTRATION & CANCELLATION DEADLINE IS FEBRUARY 19, 2014

PRICING REFERENCE SHEET

REGISTRATION FEES	REGULAR (ends 2/19/14)	ONSITE
Advantage (For ACWA public agency members, affiliates & associates ONLY)	\$210	\$230
Standard (Applies to non-members of ACWA)	\$315	\$345

Your registration fee includes: continental breakfast, refreshment breaks, lunch and handout materials.

HOTEL INFORMATION

You must be registered for the ACWA Legislative Symposium in order to make hotel reservations at the special room rate.

Hyatt Regency Sacramento

1209 L Street, Sacramento, CA
800-223-1234

Special Hotel Rate: \$179 per night (The cut-off date to receive the \$179 per night special rate is February 11, 2014)

Reservations can be made by one of the following ways:

ONLINE: <https://resweb.passkey.com/go/H2OA2014>

PHONE: Call 888-421-1442 (Please identify yourself as part of the Association of California Water Agencies)

Any reservation made after February 11, 2014 is subject to the hotel's regular room rate and based on availability.

Hotel Questions, Cancellation or Changes: Contact hotel directly at 888-421-1442

PAYMENT INFORMATION

- ☒ Check payable to ACWA – 910 K Street, Ste. 100 • Sacramento, CA 95814
- ☒ Bill me
- ☒ Charge credit card: MasterCard or Visa

If you select check or bill me payment option, to expedite the check-in process onsite, ACWA must receive payment two weeks prior to the event.

Questions? Contact us at 916.441.4545, toll free 888.666.2292 (Event terms and conditions available at acwa.com in the event section.)

Register online @ acwa.com

Regular registration and cancellation deadline is February 19, 2014 • 4:30 p.m. (PST)

WHO IS ELIGIBLE FOR "ACWA ADVANTAGE" PRICING?

ACWA Advantage pricing is available to the following registrants:

- An officer or director of an ACWA member agency.
- A person directly employed by an ACWA public agency member, affiliate or associate organization. This does not include independent contractors, service providers, or third-party vendors.
- Any ACWA board member whose fee is paid for by member agency.
- Any state or federal administrative or legislative personnel in elected, appointed or staff positions.
- Staff of ACWA/JPIA, Water Education Foundation and California Water Awareness Campaign.
- Any individual or honorary life member of ACWA.

MEMBERSHIP INFORMATION – *Become a Member & Save on ACWA Events*

If you are interested in learning more about becoming an Associate Friend of ACWA, contact Melanie Medina at melaniem@acwa.com or Lori Doucette at lolid@acwa.com. For public agency membership, please contact Tiffany Giammona at tiffanyg@acwa.com.

CANCELLATIONS

All registration cancellations must be made in writing by the event registration deadline. Valid cancellation requests will receive a refund of any registration fees paid minus a \$50 processing charge. No refunds will be granted after the registration deadline. Submit request in writing to Margie Knight at margiek@acwa.com.

SUBSTITUTIONS

Event registrations are transferable from one participant to another within the same organization. Please submit your request in writing before the event registration deadline to Margie Knight at margiek@acwa.com. Include the original registrant's name, the new person's name, title and email address with your request. After the registration deadline, substitutions will be handled on-site. Only one substitution is permitted per original registrant. The individual submitting the substitution request is responsible for all financial obligations (including any balance due) associated with the original registration. There is no fee to transfer an eligible registration.

CHANGES, SPECIAL REQUESTS & ACCOMMODATIONS

Changes to your registration or other special requests must be submitted in writing to Margie Knight at margiek@acwa.com. Participants are encouraged to submit changes and special requests as soon as possible.

If you have a disability that requires an accommodation, please contact Margie Knight at margiek@acwa.com or call toll free at (888) 666-2292 to discuss your needs.

REFUNDS

Except as otherwise provided in this document, all payments and fees are nonrefundable after the registration deadline.

NONATTENDANCE

Registrants who fail to attend the event, in part or in whole, are not eligible for a refund or credit and will be billed for any balance due.



PRELIMINARY AGENDA

9:00 – 9:30 a.m.

Registration & Continental Breakfast

9:30 – 9:45 a.m.

Welcome

9:45-10:45 a.m.

How Do We Pass a Water Bond in 2014? While the Water Bond has been delayed twice, the need for investment in water supply reliability and ecosystem enhancements has grown. Consistent with ACWA's proposal for a modified water bond, there is growing consensus in the Legislature that the Bond needs to be altered to improve its chance of passage. Changing the Bond requires a challenging two-thirds vote in both houses and approval by the Governor. Hear first-hand from water leaders what the key issues are and how the Water Bond could be passed in 2014.

Moderator:

Tim Quinn, Executive Director, Association of California Water Agencies

Panelists:

Senator Jean Fuller (R-Bakersfield)

Assemblyman Anthony Rendon (D-Lakewood) *(invited)*

11:00 a.m. – Noon

Drinking Water Reorganization – How Will it Fit on the Water Board's Plate? The Brown Administration plans to move the Drinking Water Program from its home in the California Department of Public Health over to the State Water Resources Control Board through the State Budget process. The planned date for the transfer is July 1, 2014. ACWA has made recommendations to the Administration to ensure that the transfer works and does not disrupt this program that is critical to public health. Hear from the Brown Administration about why the

Governor is now proposing the transfer, how the transfer will work – from the permitting to rulemaking – and how the State Water Board intends to fit this program in with its other priorities.

Moderator:

Cindy Tuck, Deputy Executive Director, Government Relations, Association of California Water Agencies

Panelists:

Martha Guzman-Aceves, Deputy Legislative Secretary (*invited*)

Felicia Marcus, Chair, State Water Resources Control Board

Mark Starr, Deputy Director for Environmental Health, California Department of Public Health

Noon – 1:00 p.m.

Luncheon Program:

Sustainable Groundwater Management

Keynote Speaker:

Felicia Marcus, Chair, State Water Resources Control Board

1:15 – 2:15 p.m.

Special District Transparency: Why You Need to Care! In this era of 24-hour news cycles and increased scrutiny by federal and state officials, how can your district proactively demonstrate a commitment to public accountability? We will show you some practical and workable steps to increase your district's transparency.

Moderator:

Wendy Ridderbusch, Director of State Relations, Association of California Water Agencies

Panelists:

Dorothy Holzem, Legislative Representative, California Special Districts Association

Lisa Lien-Mager, Director of Communications, Association of California Water Agencies

Programs are subject to change without notice.

2014 WATEREUSE CALIFORNIA ANNUAL CONFERENCE

March 16 - 18, 2014

Newport Beach, CA

NAME: _____

ADVANCE REGISTRATION DEADLINE: _____ FEBRUARY 3, 2014

MEALS: ☐ YES SPOUSE: ☐ YES SPOUSES' TOUR: ☐ YES
 ☐ NO ☐ NO ☐ NO

DEPARTMENTAL TRAVEL BUDGET:

REGISTRATION: _____ TRAVEL: _____

TOTAL REMAINING BALANCE: _____

PROPOSED EXPENSES: Registration: _____
 Transportation: _____
 Meals:* _____
 Miscellaneous: _____
 TOTAL: _____

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Please review these limitations.

HOTEL ACCOMMODATIONS: ☐ YES ☐ NO REGISTRATION DEADLINE: _____

ARRIVAL DATE/TIME: _____ DEPARTURE DATE/TIME: _____

TYPE OF ACCOMMODATIONS: _____ SINGLE (1 PERSON)
 _____ DOUBLE (2 PEOPLE)
 _____ (2 PEOPLE/2 BEDS)

AIRLINE RESERVATIONS: ☐ YES ☐ NO

DEPART FROM _____ on _____ at _____ AM/PM
 (airport) (date) (time)

RETURN FROM _____ on _____ at _____ AM/PM
 (airport) (date) (time)

SUPERVISOR APPROVAL: _____ DATE: _____



REGISTRATION

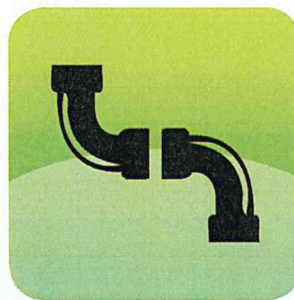
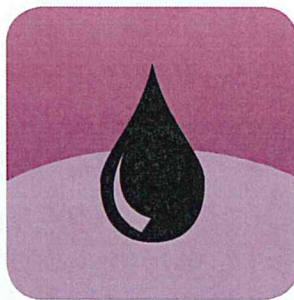
2014 WATERREUSE

CALIFORNIA ANNUAL CONFERENCE

.....

NEWPORT BEACH MARRIOTT HOTEL & SPA
NEWPORT BEACH, CA

MARCH 16-18, 2014



THE WATERREUSE CALIFORNIA ANNUAL CONFERENCE

is the premier statewide conference devoted to sustaining supplies through water recycling and desalination. The conference is designed for individuals, organizations, and agencies that are associated with or interested in the design, management, operation, and use of water recycling and desalination facilities and projects in California. The conference will feature technical presentations, educational workshops, a technical tour, receptions, an awards luncheon, the annual Gordon Cologne Breakfast, a plenary session about direct potable reuse, and the ever popular exhibition component.

The WaterReuse Association is a nonprofit organization whose mission is to advance the beneficial and efficient uses of high quality, locally produced, sustainable water sources for the betterment of society and the environment through advocacy, education and outreach, research, and membership. Across the United States and the world, communities face water supply challenges due to increasing demand, drought, depletion and contamination of groundwater, and dependence on single sources of supply. WaterReuse addresses these challenges by working with local agencies to implement water reuse and desalination projects that resolve water resource issues and create value for communities.

CORE TOPIC AREAS

- Case Studies
- Climate Change and Drought Solutions
- Cross-Connection Prevention and On-site Retrofits
- Customer Experiences (Commercial, Industrial, Urban Reuse, and Agriculture)
- Customer Marketing and Serving New Types of Demands
- Economics & Financing
- Energy Efficiency
- Environmental Enhancement with Reuse
- Industrial Reuse
- Innovative Treatment Technologies
- Operation and Maintenance Experiences
- Planning and Program Issues
- Potable Reuse (Indirect or Direct)
- Public Outreach & Education
- Regulatory, Policy & Legal Issues
- Research
- Salinity and Nutrient Management
- University Research
- Water Quality & Emerging Health Issues

WHO SHOULD ATTEND

- Academic Institutions
- Advocacy Groups
- Consulting Engineering Firms
- Desalination Industry
- Environmental Organizations
- Government Officials
- Manufacturers
- Regulators
- Suppliers
- Water and Wastewater Agencies
- Water Reuse Industry

SCHEDULE AT A GLANCE

SUNDAY, MARCH 16, 2014

8:00 a.m. – 1:00 p.m.	Golf at Oak Creek Golf Course (additional fees apply)
9:30 a.m. – 2:30 p.m.	Technical Tour: Behind-the-Scenes Tour of California Adventure Park at the Disneyland Resort (additional fees apply)
12:00 p.m. – 5:30 p.m.	Registration Open
2:00 p.m. – 5:00 p.m.	Pre-Conference Workshops (additional fees apply) WS1: Membrane Treatment for Reuse WS2: Ozonation, AOP, Disinfection
5:30 p.m. – 7:00 p.m.	Exhibit Hall Open
5:30 p.m. – 7:00 p.m.	Welcome Reception in the Exhibit Hall

MONDAY, MARCH 17, 2014

7:30 a.m. – 3:30 p.m.	Registration Open
7:30 a.m. – 3:30 p.m.	Exhibit Hall Open
7:30 a.m. – 8:30 a.m.	Continental Breakfast
8:30 a.m. – 9:30 a.m.	Opening Session
9:30 a.m. – 10:00 a.m.	Networking Break
10:00 a.m. – 12:00 p.m.	Technical Sessions A1: Case Studies: Planning through Operation—Part 1 B1: Potable Reuse: Indirect or Direct C1: Public Outreach and Education
12:00 p.m. – 1:30 p.m.	Awards Luncheon and Annual Membership Meeting
1:30 p.m. – 3:00 p.m.	Technical Sessions A2: Industrial Reuse B2: Environmental Enhancement with Reuse C2: Regulatory Roundtable: A New Regulatory Structure for Recycled Water in California
3:00 p.m. – 3:30 p.m.	Networking Break
3:30 p.m. – 5:00 p.m.	Town Hall Plenary Session
5:30 p.m. – 7:00 p.m.	President's Reception

TUESDAY, MARCH 18, 2014

8:00 a.m. – 12:00 p.m.	Registration Open
8:00 a.m. – 9:30 a.m.	Gordon Cologne Breakfast
9:30 a.m. – 3:00 p.m.	Exhibit Hall Open
9:30 a.m. – 10:00 a.m.	Networking Break
10:00 a.m. – 10:30 a.m.	Overview of WaterReuse California's Strategic and Business Plan for 2014–2018
10:00 a.m. – 12:00 p.m.	Technical Sessions A3: Regulatory and Policy Issues B3: Planning and Program Issues C3: Economics and Financing
12:00 p.m. – 1:00 p.m.	Networking Lunch in the Exhibit Hall
12:15 p.m. – 5:00 p.m.	Technical Tour: Orange County Water District and Irvine Ranch Water District (additional fees apply)
1:00 p.m. – 2:30 p.m.	Technical Sessions A4: Research B4: Water Quality & Emerging Health Issues C4: Panel Discussion: Water in the Media
2:30 p.m. – 3:00 p.m.	Networking Break
3:00 p.m. – 4:30 p.m.	Technical Sessions A5: Innovative Treatment Technologies B5: Case Studies: Planning through Operation—Part 2 C5: Salinity and Nutrient Management





GOLF

Oak Creek Golf Course
Sunday, March 16, 2014
8:00 a.m. – 1:00 p.m.
Golf Fee: \$115

In true Tom Fazio form, Oak Creek Golf Club beckons the competitive spirit of golf players at all levels. Each of the 18 holes throughout this Orange County golf course presents new challenges amid tapered fairways, scenic greens, beautiful lakes and bull-nose carved bunkers. With dense and dynamic flora, Oak Creek creates a sanctuary not only for your playing experience but for a variety of birds and other fauna as well.

www.oakcreekgolfclub.com

HOTEL INFORMATION

The 2014 WateReuse California Annual Conference will be held at the Newport Beach Marriott Hotel & Spa in Newport Beach, California. Please refer to the WateReuse California Annual Conference when making reservations to obtain the conference rate.

We have a limited block of rooms at the hotel; therefore, all rooms are on a first-come, first-served basis. All reservations must be made by Saturday, February 22, 2014 to ensure the special conference room rate.

Newport Beach Marriott Hotel & Spa
900 Newport Center Drive
Newport Beach, CA 92660

Room Rate: \$189 per night plus tax

The room rate includes complimentary internet access in guest rooms.

The room rate will be available 3 days prior and 3 days after the Conference, subject to availability of guest rooms and rate at the time of reservation.

For Reservations:

To make your reservation call 1-866-440-3375





PRE-CONFERENCE WORKSHOPS

WS1: MEMBRANE TREATMENT FOR REUSE

Sunday March 16, 2014

2:00 p.m. – 5:00 p.m.

Workshop Fee: \$75

As the supply of water in arid regions are become less available there is driver towards finding new sources. These new sources were not available in recent history due to the lack of technology that was economically feasible to treat these flows. These sources included treated wastewater normally not used for beneficial purpose or relegated to limited non-potable Applications. The maturity in membrane technology over the past twenty years has led to a more feasible way to expand the use of recycled water. In particular the cost and reliability of microfiltration, ultrafiltration, and reverse osmosis have expanded the use of recycled water beyond just non-potable applications. The use of membrane technology allows for large scale indirect potable and possibly direct potable reuse. This workshop will provide a framework of how membrane technology works, how it can be applied to reuse applications, and provide real world case histories demonstrating its effectiveness.

Topics to cover:

- Introduction to Low Pressure Membrane Basics
- Introduction to High Pressure Membrane Basics Regulatory
- Requirements Driving the Need for Membrane Technology
- Case Study of a Non-Potable Reuse facility using membranes
- Case Study of an Indirect Potable Reuse facility using membranes
- Case Study of an industrial reuse facility using membranes

WS2: OZONATION, AOP, DISINFECTION

Sunday, March 16, 2014

2:00 p.m. – 5:00 p.m.

Workshop Fee: \$75

Alternative processes to the mature membrane treatment train are emerging that offer benefits for disinfection, destruction of many trace organic contaminants (TOxC), and bulk organic and UV removal. These treatment processes may provide potable reuse alternatives for utilities that are unable to dispose of a concentrated brine stream and these processes may also have a role in a future direct potable reuse facility. This workshop will focus on the latest developments in the application of ozone oxidation for organics transformation and TOxC removal as well as highlight potential benefits of biologically active filtration following ozone. This workshop will also discuss the disinfection capabilities of various technologies (including ozone, UV, and chlorine) for virus, bacteria and protozoa inactivation in water reuse applications. Finally, the advanced oxidation process used to treat reverse osmosis permeate is evolving to focus on the new groundwater recharge regulations that require 0.5-log 1,4-Dioxane removal and no longer require 1.2-log NDMA removal —the latest developments in AOP technology will be presented.

Topics to cover:

- Ozonation
- Advanced Oxidation Process (AOP)
- Disinfection
- Biologically Activated Carbon (BAC)





TECHNICAL TOURS

While you are in Newport Beach for the conference, we would like to invite you to take advantage of a unique opportunity—register for a local tour! All tours will depart from the main entrance of the hotel. Please check the schedule of events as some of the tours may conflict with other scheduled conference activities.

BEHIND-THE-SCENES TOUR OF CALIFORNIA ADVENTURE PARK AT THE DISNEYLAND RESORT TECHNICAL TOUR

Sunday, March 16, 2014

9:30 a.m. – 2:30 p.m.

Tour Fee: \$45

Transportation provided to and from the hotel. Lunch on your own.

For nearly 60 years, the Disneyland Resort in Anaheim, California has been entertaining guests and helping create wonderful memories for generations of families. Since opening in 1955, the Disneyland Resort has welcomed more than 550 million guests. The Disneyland Resort is committed to developing socially responsible and environmentally friendly practices that promote environmental protection and economic growth. It is reducing its environmental impact through projects big and small. From investing in reforestation around the world to reducing water usage and electricity consumption, the Resort is at the forefront of corporate environmental stewardship.

In 2008, the water in Paradise Bay at Disney's California Adventure Park was drained to perform detailed work needed to prepare for "World of Color," its nighttime spectacular that debuted in 2010. In partnership with the Orange County Water District and the Orange County Sanitation District, 16 million gallons of water was sent via the sanitary sewer

for recycling through the Groundwater Replenishment System, instead of being released to the ocean through storm drains. In 2009, the Disneyland Resort received the Governor's Environmental and Economic Leadership Award for demonstrating exceptional leadership for voluntary achievements in conserving California's resources, protecting and enhancing the environment and building public-private partnerships. Guests of the 2014 California Section WaterReuse Conference will have a unique opportunity to get a behind-the-scenes tour of the California Adventure Park at the Disneyland Resort to get a first-hand look at some of the resort's water and environmental operations and projects.

Sign-up fast as space is limited for this special tour. Tour guests must be 18 years of age or older. Guests will depart from the Hotel Lobby at 9:30 a.m. via bus and will arrive at the Disneyland Resort at 10:00 a.m. The tour will be approximately 2 hours. After the tour, guests are free to have lunch at one of 15 dining locations at Downtown Disney or shop at one of more than 20 stores. Dining reservations may be made at <https://disneyland.disney.go.com/dining/#/downtown-disney-district/> or (714) 781-DINE. The bus will depart from the Disneyland Resort at 2:00 p.m. Guests must bring photo I.D. and are encouraged to wear comfortable shoes as the tour will require walking moderate distances and some stairs. Tour guests affiliated with public agencies that are required to complete and file Form 700 with the CA FPPC, please notify Courtney Tharpe at ctharpe@watereuse.org.



ORANGE COUNTY WATER DISTRICT AND IRVINE RANCH WATER DISTRICT TECHNICAL TOUR

Tuesday, March 18, 2014

12:15 p.m. – 5:00 p.m.

Tour Fee: \$45

*Transportation provided to and from the hotel with a stop at OC's John Wayne Airport (at end of tour, approximately at 5:00 p.m.)
Lunch will be provided at OCWD as part of the tour.*

ORANGE COUNTY WATER DISTRICT

World's Largest Water Purification System for Potable Reuse

The first stop on this tour will be the Orange County Water District's (OCWD) Groundwater Replenishment System (GWRS), which is undergoing a major expansion of its recycled water treatment processes. GWRS takes highly treated wastewater that would have previously been discharged into the Pacific Ocean and purifies it using a three-step advanced purification process consisting of microfiltration, reverse osmosis, and ultraviolet light with hydrogen peroxide. The process produces high-quality water that is superior to all state and federal drinking water standards.

Operational since January 2008, this state-of-the-art water purification project can currently produce up to 70 million gallons (265,000 cubic meters) of high-quality water every day. This is enough water to meet the needs of nearly 600,000 residents in north and central Orange County, California.

The design and construction of the GWRS was a project jointly funded by the Orange County Water District and the Orange County Sanitation District. These two public agencies have worked cooperatively on water reuse for more than 40 years. They are leading the way in water recycling and providing a locally-controlled, drought-proof, and reliable supply of high-quality water in an environmentally sensitive and economical manner.

The Orange County Water District is expanding the Groundwater Replenishment System (GWRS). The \$142.7 million project will create an additional 30 million gallons per day of new water supplies to serve north and central Orange County bringing the total production of the GWRS to 103,000 acre feet per year (AFY), enough water for approximately 850,000 people. Construction is expected to be completed in 2015.

IRVINE RANCH WATER DISTRICT

Leading the Way in Water Recycling

The second stop on the tour will be at IRWD's Michelson WRP, which is scheduled to finish a major expansion and upgrade of IRWD's biggest water recycling plant. Established in 1961, IRWD provides drinking water, wastewater collection, and treatment to produce recycled water. IRWD's tertiary treatment of wastewater at its Michelson Water Recycling Plant (MWRP) results in an excellent quality of recycled water that is used for landscape and agricultural irrigation, and for industrial and commercial needs. IRWD's proactive long-term planning identified the need to expand MWRP in order to meet the projected 56 percent increased recycled water demands by the year 2025.

In 1967, IRWD's Michelson Water Recycling Plant began delivering approximately two million gallons per day (mgd) of tertiary-treated recycled water to agricultural users. Over the years, IRWD's water recycling program grew from this limited use to a nationally-recognized program that provides recycled water for a variety of other non-drinking water uses. IRWD service area continues to grow and the recycled water system must grow along with it. By 2008, MWRP's capacity had grown to 18 mgd. Planners estimate that, when the service area reaches "final build out" in approximately 2025, a recycled water capacity of 33 million per day will be required to meet demands. A master plan was prepared to ensure that the plant will meet these requirements. A second plant expansion, currently under construction, will increase the MWRP by an additional 10 mgd.

About 20 percent of IRWD's current supply is recycled water, enough to provide landscape irrigation for 80 percent of the District's business and community customers including parks, school grounds, and golf courses. Every gallon of recycled water used to irrigate crops or landscaping saves a gallon of drinking water, an equation that helps keep IRWD's water rates among the lowest in Orange County. The MWRP Phase II Expansion will enable IRWD to provide water to meet the future needs of our growing community, while decreasing IRWD's dependence on imported drinking water.

The MWRP Phase II Expansion Project will increase the capacity of the plant from approximately 18 mgd to 28 mgd. Expansion includes a new influent trunk sewer lines, headworks facility, primary clarifiers, a high-rate clarifier, electrical buildings, membrane bioreactor facility, ultra-violet disinfection facility, and a masonry wall to protect the plant from flooding of San Diego Creek. Construction began in September 2009. The MBR facilities and UV validation testing is expected to be completed in early 2014.

OVERVIEW OF EVENTS

OPENING SESSION

Monday, March 17, 2014

8:30 a.m. – 9:30 a.m.

BENJAMIN EDWARDS, HURLEY



Benjamin Edwards leads the Corporate Outreach and Sustainability efforts for Hurley. He manages its H2O campaign and works to forge creative relationships with non-profit agencies and individuals in an effort to help provide clean water for those in need

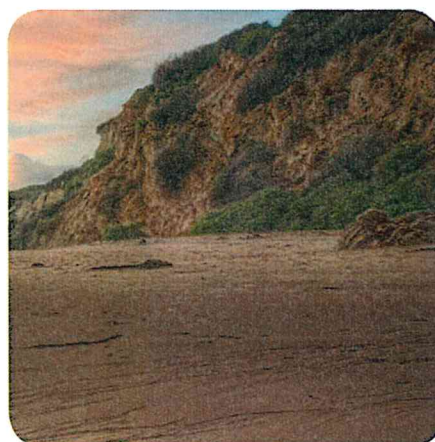
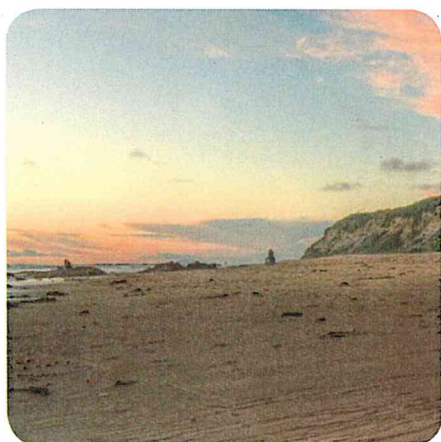
around the globe. Currently partnering with Waves for Water and the Ecology Center, H2O aims to combat water scarcity and enlist others to join the effort. One in six people do not have access to clean water and H2O inspires water activists to change the statistics. Its key message is "One in six people do not have access to clean water, but five in six can help."

As part of the H2O campaign, Benjamin has personally traveled to Haiti and Indonesia for recent water relief missions. To date, the equivalent of over 10 million people now have access to clean water or have been affected by Hurley's program. H2O has also partnered with the U.S. Armed Forces to provide safe, clean water to war torn nations. Hurley is a water-borne company that started with Hurley Surfboards in Costa Mesa, California in 1979. It has made water awareness part of its everyday conversation and decision-making and continues to prove that there are still tremendous opportunities in the

competitive market to grow profits while implementing creative and impactful environmental initiatives.

Prior to Hurley, Benjamin led the RED (product) division of Converse, partnering with artists to amplify conscious consumerism for the footwear industry. As Director of Premium Collaborations, he created the Converse 1HUND(RED) project, bringing 100 globally relevant artists—ranging from Damien Hirst to "The Edge" of U2—to design unique product and help fight AIDS in Africa. The campaign included influencer and press events, in addition to on-line activity, while generating awareness and revenue. In addition, he created a robust Sub-Saharan African Sourcing program as a sustainable business model for Converse, designed to help support economic growth in Africa. In total, his efforts helped raise more than \$4 million to fund anti-retroviral medication.

Prior to Converse, Benjamin spent 10 years in various marketing and product-related roles for Nike Inc. He helped launch retail concepts with NIKETOWN, NIKE Women's and Outlets, generating record revenue for the brand. Before Nike, Mr. Edwards worked in advertising in the Portland, Oregon area. Benjamin now resides in San Clemente, California with his lively five-year-old daughter, lovely wife and friendly Labrador.



AWARDS LUNCHEON AND ANNUAL MEMBERSHIP MEETING

Monday, March 17, 2014

12:00 p.m. – 1:30 p.m.

The Awards Luncheon recognizes excellent water reuse, reclamation, and recycling projects and practitioners. The California Section of the WaterReuse Association will present the following Awards of Excellence during the luncheon on Tuesday:

- Recycled Water Agency of the Year (Large, Medium, and Small)
- Recycled Water Community Outreach/Public Education Program of the Year
- Recycled Water Advocate of the Year
- Recycled Water Customer of the Year
- Recycled Water Staff Person of the Year

The California Section of the WaterReuse Association will also conduct its annual membership meeting during this luncheon.

TOWN HALL PLENARY SESSION

Monday, March 17, 2014

3:30 p.m. – 5:00 p.m.

This session will feature a panel of water recycling leaders from throughout the state to discuss current issues regarding the challenges and successes in today's environment and the future. This thought-provoking discussion will cover legislative and policy issues of interest to water recycling professionals, such as balancing goals for recycled water use, fiscal responsibility, and direct potable reuse. Panelists will include elected officials who lead public entities responsible for local supply development. This forum will be an excellent opportunity to learn about issues faced by our local elected representatives.

GORDON COLOGNE BREAKFAST

Tuesday, March 18, 2014

8:00 a.m. – 9:30 a.m.

The Gordon Cologne Breakfast, honoring Judge Gordon Cologne (ret.), author of the Porter-Cologne Act and the first lobbyist for the WaterReuse Association, brings together policy makers and conferees for an informal update of the latest issues of the day in Sacramento and Washington DC.

The popular session includes a prominent speaker and the presentation of the Gordon Cologne Award which recognizes individuals who have made a significant contribution to the legislative or regulatory advancement of water recycling in California.

POSTER PRESENTATIONS

A Half Century of Salinity and Nutrient Management of Two Groundwater Basins in Southern Los Angeles County, California
Phuong Ly, Water Replenishment District of Southern California

Desalination Demonstration on Innovative Sub-surface Intake Source
Richard Bell, Municipal Water District of Orange County

Disco is dead but Permitting continues: Bringing recycled water customers from 1970's into compliance with Title 22 Regulations
Kraig Erickson, RMC Water and Environment

Identification of Surface Factors Related to RO Specific Flux
Jana Safarik, Orange County Water District

Steam Symbiosis: Putting a Wastewater Surplus to Work for Energy Production
John Crews, Cannon

When Top-Down Decisions Speak Louder Than Words: Re-Evaluating of The Value of Water In San Diego, CA
Clementine Stip

Zero Discharge Desalination (ZDD) Performance Assessment
Philip Brandhuber, HDR Engineering

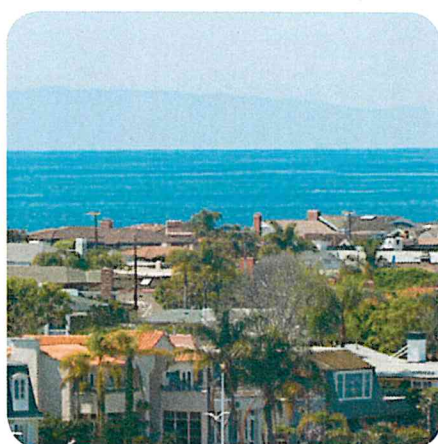
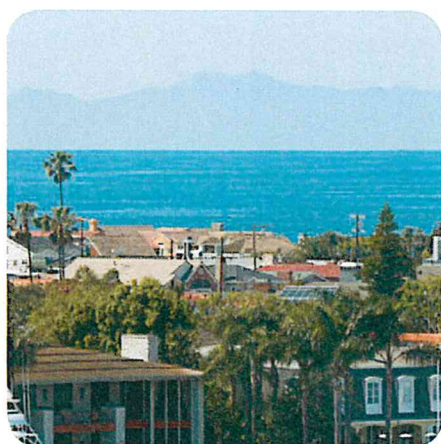
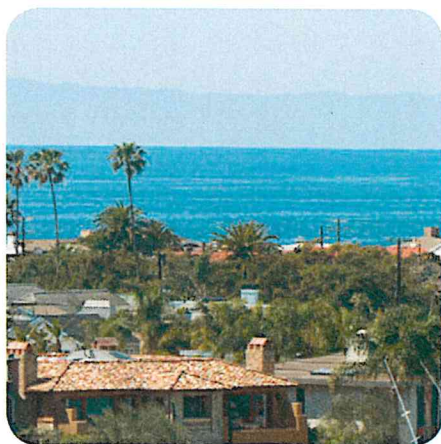
SCHEDULE

SUNDAY, MARCH 16, 2014

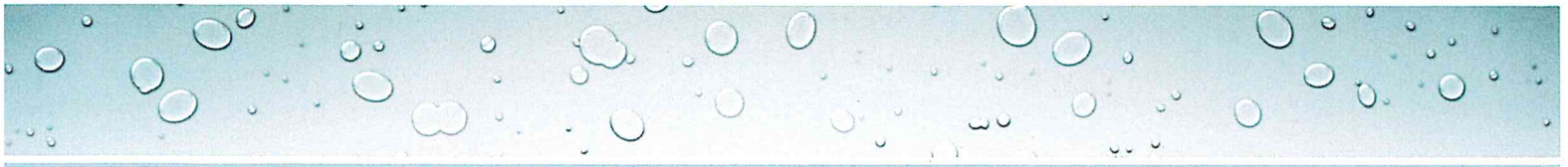
8:00 a.m. – 1:00 p.m.	Golf at Oak Creek Golf Course <i>(additional fees apply)</i>
9:30 a.m. – 2:30 p.m.	Technical Tour: Behind-the-Scenes Tour of California Adventure Park at the Disneyland Resort <i>(additional fees apply)</i>
12:00 p.m. – 5:30 p.m.	Registration Open
2:00 p.m. – 5:00 p.m.	Pre-Conference Workshops <i>(additional fees apply)</i> WS1: Membrane Treatment for Reuse WS2: Ozonation, AOP, Disinfection
5:30 p.m. – 7:00 p.m.	Exhibit Hall Open
5:30 p.m. – 7:00 p.m.	Welcome Reception

MONDAY, MARCH 17, 2014

7:30 a.m. – 3:30 p.m.	Registration Open
7:30 a.m. – 3:30 p.m.	Exhibit Hall Open
7:30 a.m. – 8:30 a.m.	Continental Breakfast
8:30 a.m. – 9:30 a.m.	Opening Session
9:30 a.m. – 10:00 a.m.	Networking Break



	A1: Case Studies: Planning through Operation—Part 1	B1: Potable Reuse: Indirect or Direct	C1: Public Outreach and Education
10:00 a.m. – 10:30 a.m.	Designing a Green Stadium— Gaining Regulatory Approval for Recycled Water Use at Levi’s Stadium Adrian Clarke, GHD Inc.	Achieving Reliability in Direct Potable Reuse: The Four “R’s” Brian Pecson, Trussell Technologies	Update on Development of Public Communication Toolkit for Desalination Projects Mark Millan, Data Instincts, Public Outreach Consultants
10:30 a.m. – 11:00 a.m.	The North Valley Regional Recycled Water Program: Putting Title 22 Water to Beneficial Use in California’s Central Valley Carrie Del Boccio, RMC Water and Environment	Developing Potable Reuse in San Diego Marsi Steirer, City of San Diego Public Utilities Department	The Citizen’s Perspective on Potable Reuse Mary Grace Pawson, GHD Inc.
11:00 a.m. – 11:30 a.m.	Oxnard’s Advanced Water Purification Facility Daniel Rydberg, City of Oxnard	Identifying the Best Potable Reuse Treatment Approach with the Triple Bottom Line in Mind Larry Schimmoller, CH2M HILL	Social Media and the Power of Engaging Your Audience Stephen Groner, S. Groner Associates, Inc.
11:30 a.m. – 12:00 p.m.	A Close-up Look at the First (Amended) Indirect Potable Reuse Permit Implementing the Latest California Cathy Chang, Water Replenishment District of Southern California	Potential Potable Reuse for Expanding Recycled Water in Santa Clara County Hossein Ashktorab, Santa Clara Valley Water District	Best Management Practices for Industrial Water Use Miluska Propersi, RMC Water and Environment
12:00 p.m. – 1:30 p.m.	Awards Luncheon and Annual Membership Meeting		
	A2: Industrial Reuse	B2: Environmental Enhancement with Reuse	C2: Regulatory Roundtable: A New Regulatory Structure for Recycled Water in California
1:30 p.m. – 2:00 p.m.	How Satellite Treatment Facilities Can Help the City of Los Angeles Meet its Water Recycling Goals Harmik Aghanian, Carollo Engineers	Napa Sonoma Marsh Restoration Project using Recycled Water Kevin Booker, Sonoma County Water Agency	The focus of the roundtable this year will be the transfer of CDPH’s drinking and recycled water permitting and regulatory functions to SWRCB. These three confirmed panelists are on point to make the transition occur smoothly and effectively Felicia Markus, State Water Resources Control Board Liz Haven, State Water Resources Control Board Kathleen Billingsley, California Department of Public Health
2:00 p.m. – 2:30 p.m.	New Technology to Improve Water Quality for West Basin Carson Kevin Alexander, SPI	South Orange County California Urban Water Reuse Project Solves Supply Deficiency and Provides Valuable Side Benefits Andy Komer, PACE	
2:30 p.m. – 3:00 p.m.	Onsite Industrial Water Reuse: A Roadmap for Collaboration and Growth Joan Oppenheimer, MWH	Injection of Reclaimed Water for Salt Water Barrier Khaliq Khan, Marine Corps Base Camp Pendleton	
3:00 p.m. – 3:30 p.m.	Networking Break		
3:30 p.m. – 5:00 p.m.	Town Hall Plenary Session		
5:30 p.m. – 7:00 p.m.	President’s Reception		



TUESDAY, MARCH 18, 2014			
8:00 a.m. – 12:00 p.m.	Registration Open		
8:00 a.m. – 9:30 a.m.	Gordon Cologne Breakfast		
9:30 a.m. – 3:00 p.m.	Exhibit Hall Open		
9:30 a.m. – 10:00 a.m.	Networking Break		
10:00 a.m. – 10:30 a.m.	Overview of WateReuse California's Strategic and Business Plan for 2014–2018		
	A3: Regulatory and Policy Issues	B3: Planning and Program Issues	C3: Economics and Financing
10:00 a.m. – 10:30 a.m.	Potable Reuse Regulations in California Brian Bernados, California Department of Public Health	Are there Regional Opportunities for Reuse in Santa Barbara County? Scott Lynch, RMC Water and Environment	Update on Metropolitan's Local Resources Program Ray Mokhtari, Metropolitan Water District of Southern California
10:30 a.m. – 11:00 a.m.	A Tale of Two Standards: Comparison of Methods for Determining Subsurface Retention Time with Tracer Tests Jason Dadakis, Orange County Water District	Potable Reuse Program for the City of Escondido James Strayer, Black & Veatch	Providing Guidance to the Market—How a Cost of Service Study Helped North San Diego County Go to the Next Level Mary Grace Pawson, GHD Inc.
11:00 a.m. – 11:30 a.m.	Nitrogen in Recycled Water: Threat to Groundwater Quality? Bahman Sheikh, Water Reuse Consultant	Supporting Recycled Water Through Integrated Regional Water Management Planning Toby Roy, San Diego County Water Authority	EMWD Plans for Indirect Potable Reuse Hossein Juybari, Eastern Municipal Water District
11:30 a.m. – 12:00 p.m.	The Once Traveled Road: Obtaining Final Approval for Coverage Under the Recycled Water General Permit Amanda Roa, Delta Diablo Sanitation District	Using GIS for the Integrated Planning, Implementation and Management of Recycled Water Use John Wuerth and James Lee, Eastern Municipal Water District	Indirect Potable Reuse Concept Study: Rancho California Water District Analyzes Several Options to Achieve Multiple Benefits Scott Goldman, RMC Water and Environment
12:00 p.m. – 1:00 p.m.	Networking Lunch in the Exhibit Hall		
12:15 p.m. – 5:00 p.m.	Technical Tour: Orange County Water District and Irvine Ranch Water District (additional fees apply)		

	A4: Research	B4: Water Quality & Emerging Health Issues	C4: Panel Discussion: Water in the Media
1:00 p.m. – 1:30 p.m.	New Directions in Potable Reuse— DPR in Texas and California Andrew Salvesson, Carollo Engineers	Use of Indicators to Identify Sources of Pathogens in Waterbodies Impacted by Recycled Water Menu Leddy, Orange County Water District	Forgetting “Toilet to Tap” and Introducing “Sustainable and Pure”
1:30 p.m. – 2:00 p.m.	Enhancing the Soil Aquifer Treatment Process for Potable Reuse: Comparison of Two Disinfection Strategies Sangam Tiwari, Trussell Technologies	State-of-Science on Integrity Testing and On-Line Monitoring of NF and RO Membranes Arun Subramani, MWH	
2:00 p.m. – 2:30 p.m.	Turning RO Brine into Resource with Pressure-Retarded Osmosis Andrea Achilli, Humboldt State University	Potable Reuse Equivalency Criteria and Treatment Train Evaluation Fredrick Gerring, Trussell Technologies	
2:30 p.m. – 3:00 p.m.	Networking Break		
	A5: Innovative Treatment Technologies	B5: Case Studies: Planning through Operation—Part 2	C5: Salinity and Nutrient Management
3:00 p.m. – 3:30 p.m.	Zero Liquid Discharge without Liquid or Solid Waste Byproducts Rick Bond, Black & Veatch	The Use of Critical Control Points for Successful Operation of the Groundwater Replenishment System Mehul Patel, Orange County Water District	Development of Salt and Nutrient Management Plans in California in Accordance with the State Recycled Water Policy Diane Barclay and Fisayo Osibodu, State Water Resources Control Board
3:30 p.m. – 4:00 p.m.	ECLWRF Phase V Expansion Project— Pioneering Innovative Water Reuse Technology Rajen Budhia, West Basin Municipal Water District	Cost and Contrary Policy Implications of The Diluent Requirement in the California IPR Regulations Inge Wiersema, Carollo Engineers	Recycled Water and Proper Nutrient Uptake/Nitrogen Balance for Feed and Fodder Irrigation in Kern County, California Amando Garza, Cannon
4:00 p.m. – 4:30 pm.	NDMA Control in Water Recycling: Implications of Ozone, BAC, Ion Exchange, and UV Ben Stanford, Hazen and Sawyer	Bench-scale Pretreatment Investigations of Potential Source Waters for the MRWPCA Ground Water Replenishment Project Gordon Williams, Trussell Technologies	Indirect Potable Recharge Opportunities at Camp Pendleton Khalique Khan, Marine Corps Base Camp Pendelton

REGISTRATION INFORMATION

Register early and save! The Early Bird Registration

Deadline is February 3, 2014. All registration forms accompanied by full payment and received on or before February 3, 2014 will qualify for the Early Bird Registration rate. All registrations received after February 3, 2014 will be charged an additional \$50.00.

The Advance Registration Deadline is March 3, 2014.

Registrations received after March 3, 2014 will not be processed and you will need to register onsite at the Newport Beach Marriott Hotel & Spa. There will be an additional \$50 fee for all onsite registrations.

Badges and conference materials may be picked up at the conference registration desk onsite at the Newport Beach Marriott Hotel & Spa beginning Sunday, March 16.

CONFIRMATIONS

All registrants will receive a confirmation via e-mail once registration and full payment have been processed. This confirmation will also serve as your receipt of payment. Please allow two weeks from the time your registration is submitted until you receive your confirmation via e-mail.

CANCELLATION POLICY

All cancellations must be submitted in writing by **March 3, 2014** to qualify for a refund. A \$50 administrative fee will be deducted from all refund requests received by March 3, 2014. No refunds will be made after March 3, 2014. Refunds are not given for no-shows.

E-mail cancellation or substitution requests to ctharpe@watereuse.org.

REGISTER FOUR WAYS



Online

www.watereuse.org/conferences/california/14



E-mail

Scan your registration form and e-mail it to ctharpe@watereuse.org



Fax

(703) 548-5085

Faxed registration must be accompanied by full payment.



Mail

WateReuse Association
1199 North Fairfax Street, Suite 410
Alexandria, VA 22314

WHAT IS INCLUDED WITH YOUR REGISTRATION

	Member Registration	Nonmember Registration	Student Registration	Speaker Registration	One Day Only Registration
Technical Tours	No	No	No	No	No
Pre-Conference Workshops	No	No	No	No	No
Technical Sessions	✓	✓	✓	✓	Registered Day Only
Exhibit Hall	✓	✓	✓	✓	Registered Day Only
Welcome Reception (Sunday)	✓	✓	✓	✓	Sunday Only Registrants
Continental Breakfast (Monday)	✓	✓	✓	✓	Monday Only Registrants
Awards Luncheon (Monday)	✓	✓	✓	✓	Monday Only Registrants
President's Reception (Monday)	✓	✓	✓	✓	Monday Only Registrants
Gordon Cologne Breakfast (Tuesday)	✓	✓	✓	✓	Tuesday Only Registrants
Networking Luncheon (Tuesday)	✓	✓	✓	✓	Tuesday Only Registrants

2014 WATEREUSE CALIFORNIA ANNUAL CONFERENCE ADVANCE REGISTRATION FORM

CONTACT INFORMATION

FULL NAME _____

FIRST NAME AS IT SHOULD APPEAR ON YOUR BADGE _____

TITLE _____

ORGANIZATION _____

ADDRESS _____

CITY _____ STATE/PROVINCE _____ POSTAL/ZIP CODE _____

COUNTRY _____

PHONE _____

FAX _____

E-MAIL ADDRESS _____

CC: E-MAIL ADDRESS _____

ADDITIONAL INFORMATION

Please check all that apply.

- ☐ This is my first California Section Conference
- ☐ I have the following dietary restrictions:

Do you prefer to receive a paper copy of the Onsite Program Book or utilize the Conference App? (available for iPhone, iPad, Android, Windows Mobile, or Blackberry users)

- ☐ Paper Copy of the Onsite Program Book
- ☐ Electronic Version of the Onsite Program Book via the Conference App

PAYMENT

Full payment must accompany your advance registration form. Your signature below authorizes the WaterReuse Association to charge your credit card the total payment and acknowledges there are no refunds after March 3, 2014.

- ☐ Check (payable to the WaterReuse Association)
- ☐ Visa ☐ MasterCard ☐ American Express

Purchase Order # _____

Total amount to be charged: \$ _____

CREDIT CARD # _____

EXPIRATION DATE _____ SECURITY CODE _____

CARDHOLDER NAME _____

BILLING ADDRESS _____

CITY _____ STATE/PROVINCE _____ POSTAL/ZIP CODE _____

SIGNATURE _____ DATE _____

REGISTRATION FEES

Please circle the appropriate fees that apply.

	On or Before 2/3/14	Between 2/4/14 – 3/3/14	Onsite Registration After 3/3/14
REGISTRATION RATES			
WaterReuse Association Members	\$375	\$425	\$475
NonMembers	\$450	\$500	\$550
Full Time Student (requires valid student I.D.)	\$150	\$200	\$250
Speaker Registration	\$250	\$300	\$350
One Day Rate—Monday	\$225	\$275	\$325
One Day Rate—Tuesday	\$225	\$275	\$325

PRE-CONFERENCE WORKSHOPS (SUNDAY)

WS1: Membrane Treatment for Reuse	\$75
WS2: Ozonation, AOP, Disinfection	\$75

TECHNICAL TOURS

Behind-the-Scenes Tour of California Adventure Park at the Disneyland Resort (Sunday)	\$45
Orange County Water District and Irvine Ranch Water District (Tuesday)	\$45

GOLF

Oak Creek Golf Course	\$115
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GUEST TICKETS

Guest at Sunday's Welcome Reception	\$30
NAME OF GUEST: _____	
Guest at Monday's Awards Luncheon	\$25
NAME OF GUEST: _____	
Guest at Monday's President's Reception	\$30
NAME OF GUEST: _____	
Guest at Tuesday's Gordon Cologne Breakfast	\$20
NAME OF GUEST: _____	

E-MAIL, FAX OR MAIL COMPLETED REGISTRATION FORMS TO:



E-mail

Scan your registration form and e-mail it to ctharp@watereuse.org



Fax

(703) 548-5085

Faxed registration must be accompanied by full payment.



Mail

WaterReuse Association
1199 North Fairfax Street, Suite 410
Alexandria, VA 22314



1199 N. Fairfax Street, Suite 410
Alexandria, VA 22314

UPCOMING EVENTS

18TH ANNUAL WATER REUSE & DESALINATION RESEARCH CONFERENCE

Westin Las Vegas ■ Las Vegas, NV
May 19–20, 2014

29TH ANNUAL WATERREUSE SYMPOSIUM

The Fairmont Dallas ■ Dallas, TX
September 7–10, 2014



ASSOCIATION OF CALIFORNIA WATER AGENCIES
SMALL HYDRO WORKSHOP & TOUR
March 21, 2014
Rancho Cucamonga, CA

NAME: _____

ADVANCE REGISTRATION DEADLINE: _____ MARCH 14, 2014

MEALS: ___ YES SPOUSE: ___ YES SPOUSES' TOUR: ___ YES
 ___ NO ___ NO ___ NO

DEPARTMENTAL TRAVEL BUDGET:

REGISTRATION: _____ TRAVEL: _____
TOTAL REMAINING BALANCE: _____

PROPOSED EXPENSES: Registration: _____
 Transportation: _____
 Meals:* _____
 Miscellaneous: _____
 TOTAL: _____

*DIRECTORS: Expenses are outlined in Section 4.06.1 of the District's Rules and Regulations.

*FOR STAFF: Meal limitations are outlined on pages 30 and 31 of the District's Employee Manual.
Please review these limitations.

HOTEL ACCOMMODATIONS: ___ YES ___ NO REGISTRATION DEADLINE: _____
ARRIVAL DATE/TIME: _____ DEPARTURE DATE/TIME: _____

TYPE OF ACCOMMODATIONS: _____ SINGLE (1 PERSON)
 _____ DOUBLE (2 PEOPLE)
 _____ (2 PEOPLE/2 BEDS)

AIRLINE RESERVATIONS: ___ YES ___ NO

DEPART FROM _____ on _____ at _____ AM/PM
 (airport) (date) (time)

RETURN FROM _____ on _____ at _____ AM/PM
 (airport) (date) (time)

SUPERVISOR APPROVAL: _____ DATE: _____

ACWA SMALL HYDRO WORKSHOP & TOUR

MARCH 21, 2014



REGISTRATION

Registration is available online at
WWW.ACWA.COM

Registration and cancellation
deadline is **March 14, 2014**

Registration Fee:

Advantage: \$89 per person

Standard: \$135 per person

To be eligible for "Advantage" Pricing you **MUST** be an
ACWA Public Agency member, Associate or Affiliate.



HOTEL

This event does not have
a room block reserved.

*Participants are responsible for their
own lodging or driving in on their own.*



WORKSHOP AGENDA

This workshop will include
programs such as:

- Small Hydro Site Selection – Where to Start Looking
- Small Hydro Technologies – How to Generate It
- Small Hydro Permitting – How to Permit It
- Small Hydro Financing – How to Pay for It (Tariffs, Grants & Subsidies)
- Small Hydro Case Studies – Who Has Done It

EDUCATIONAL WORKSHOP:

8:00 a.m. – 12:30 p.m.

Cucamonga Valley Water District Frontier Project
10435 Ashford Street, Rancho Cucamonga, CA 91730

Attendance limited to first 50 registrants

Registration includes: Continental breakfast and box lunch

OPTIONAL FACILITY TOUR:


12:30 p.m. – 4:30 p.m.

Fontana Water Company Sandhill Small Hydro Facility
1482 W. Summit Street, Rialto, CA 92377

Attendance limited to first 40 registrants

Tour is included in registration fee

Questions? Please call Melanie Medina at 916.441.4545

 **Association of
California Water Agencies**
Since 1910
Leadership • Advocacy • Information • Service


NLINE ENERGY™
EVERY DROP OF ENERGY



This workshop may qualify towards the Certified Energy Manager (CEM) continuing education credit in the amount of 4.0 hours, plus an additional 1.5 hours of credit for attending the water treatment plant tour.

DETAILED AGENDA & TOUR SCHEDULE ON REVERSE



PRELIMINARY AGENDA & TOUR SCHEDULE

PRELIMINARY WORKSHOP AGENDA

8:00 – 8:30 a.m.	Registration and Continental Breakfast
8:30 – 8:45 a.m.	Opening Remarks
8:45 – 9:30 a.m.	Small Hydro Site Selection – Where to Start Looking This session will focus on identification of sites within a water agency's infrastructure where an energy recovery turbine may be suitable to include high-head, low-head, and small pumped hydro storage. Speaker: Matt Swindle, CEO, NLine Energy (ACWA Preferred Provider)
9:30 – 10:15 a.m.	Small Hydro Technologies – How to Generate It This session will detail and discuss both conventional hydropower technologies and new small hydropower technologies. Speaker: David Powell, PE, NLine Energy (ACWA Preferred Provider)
10:15 – 10:30 a.m.	Networking Break Meet and mingle with other water professionals and small hydro experts.
10:30 – 11:00 a.m.	Small Hydro Permitting – How to Permit It This session will provide an overview of the various local, state and federal requirements to permit your facility for operation, including the California Contracting Code. Speaker: Dr. Lon House, Ph.D, Water and Energy Consulting
11:00 – 11:30 a.m.	Small Hydro Financing – How to Pay for It (Tariffs, Grants & Subsidies) This session will discuss how to monetize the energy that is generated by the hydro station; available grants and subsidies; and long-term finance and contract methods. Speaker: Gene Goodenough, NLine Energy (ACWA Preferred Provider)
11:30 – 12:30 p.m.	Small Hydro Case Studies – Who Has Done It Water agencies will provide an overview of their experience with small hydro projects. Speakers: Rick Hansen, General Manager, Three Valleys Municipal Water District Doug Headrick, General Manager, San Bernardino Valley Municipal Water District
12:30 p.m.	Workshop Complete

PRELIMINARY TOUR SCHEDULE

12:30 – 12:45 p.m.	Board Tour Bus with Box Lunch
12:45 – 1:30 p.m.	Arrive at Sandhill Water Treatment Plant
1:30 – 1:45 p.m.	Welcome Remarks
1:45 – 3:30 p.m.	Tour of Facility <i>CDPH has approved the water treatment plant tour for 1.5 contact hours of continuing education for operator certification.</i>
3:30 – 3:45 p.m.	Load Tour Bus / Departure
4:30 p.m.	Arrive back at CVWD

REGISTER ONLINE TODAY AT WWW.ACWA.COM

ASSOCIATION OF CALIFORNIA WATER AGENCIES
2014 SPRING CONFERENCE & EXHIBITION
May 6 - 9, 2014
Monterey, CA

NAME: _____

ADVANCE REGISTRATION DEADLINE: _____ FEBRUARY 24, 2014

MEALS: ☐ YES SPOUSE: ☐ YES SPOUSES' TOUR: ☐ YES
 ☐ NO ☐ NO ☐ NO

DEPARTMENTAL TRAVEL BUDGET:

REGISTRATION: _____ TRAVEL: _____
TOTAL REMAINING BALANCE: _____

PROPOSED EXPENSES: Registration: _____
 Transportation: _____
 Meals:* _____
 Miscellaneous: _____
 TOTAL: _____

*DIRECTORS: Expenses are outlined in Section 4.06.1 of the District's Rules and Regulations.

*FOR STAFF: Meal limitations are outlined on pages 30 and 31 of the District's Employee Manual.
Please review these limitations.

HOTEL ACCOMMODATIONS: ☐ YES ☐ NO REGISTRATION DEADLINE: 2-24-14
ARRIVAL DATE/TIME: _____ DEPARTURE DATE/TIME: _____

TYPE OF ACCOMMODATIONS: _____ SINGLE (1 PERSON)
 _____ DOUBLE (2 PEOPLE)
 _____ (2 PEOPLE/2 BEDS)

AIRLINE RESERVATIONS: ☐ YES ☐ NO

DEPART FROM _____ on _____ at _____ AM/PM
 (airport) (date) (time)

RETURN FROM _____ on _____ at _____ AM/PM
 (airport) (date) (time)

SUPERVISOR APPROVAL: _____ DATE: _____

PRICING REFERENCE SHEET



ACWA 2014 Spring Conference & Exhibition REGISTRATION, MEALS & HOTEL PRICING Portola & Marriott Hotels, Monterey

MAY
6-9
2014

Register online @ acwa.com

Regular registration and cancellation deadline is April 10, 2014 • 4:30 p.m. (PST)

REGISTRATION FEES & OPTIONS	REGULAR	ONSITE
Advantage (For ACWA public agency members, affiliates & associates ONLY)	(ends 4/10/14)	
Full Conference Registration & Meals Package	\$695	Not Avail.
Full Conference Registration Only (meals sold separately)	\$510	\$540
Partial Conference Registration Only (meals sold separately): Tues 5/6 & Wed 5/7 -OR- Thur 5/8 & Fri 5/9	\$275	\$300
Standard (Applies to non-members of ACWA)		
Full Conference Registration Only (meals sold separately)	\$765	\$795
Partial Conference Registration Only (meals sold separately): Tues 5/6 & Wed 5/7 -OR- Thur 5/8 & Fri 5/9	\$395	\$450
Guest (Guest registration is not available to anyone with a professional reason to attend.)		
Guest Conference Registration Only (meals sold separately)	\$45	\$45
MEAL FUNCTIONS	REGULAR	ONSITE
Wednesday – May 7		
Opening Breakfast	\$45	\$50
Wednesday Luncheon	\$50	\$55
Thursday – May 8		
Networking Continental Breakfast	\$35	\$40
Thursday Luncheon	\$50	\$55
Thursday Dinner	\$65	\$70
Friday – May 9		
Friday Breakfast	\$45	\$50

HOTEL INFORMATION

You must be registered for the ACWA conference in order to receive hotel reservation information and conference special room rate. Conference special rate is available February 24 – April 14, based on availability.

Special Hotel Rates

Portola Plaza HotelSingle/Double \$209
Subject to 10.065% occupancy tax per room per night plus \$2 county tourism assessment fee.

Monterey Marriot Hotel.....Single/Double \$195
Subject to 10% occupancy tax per room per night plus \$2 county tourism assessment fee.

Hotel Pacific..... Junior Suite \$240
Subject to 10% occupancy tax per room per night plus \$1 county tourism assessment fee.

Important Dates:

For those **registering for conference prior to February 24**, hotel information will be provided via e-mail on February 24.

For those **registering for conference from February 24 to April 14**, your confirmation e-mail will include hotel reservation information and an opportunity to receive a conference special hotel rate.

Hotel Reservation Questions?

Email clientservices@seemonterey.com
or call 831.657.6437 (ask for Ellin)

PAYMENT METHODS FOR CONFERENCE REGISTRATION

- ☒ Check payable to ACWA – 910 K Street, Ste. 100 • Sacramento, CA 95814
- ☒ Bill me
- ☒ Charge credit card: MasterCard or Visa

If you select check or bill me payment option, to expedite the check-in process onsite, ACWA must receive payment two weeks prior to the event.

Questions? Contact us at 916.441.4545, toll free 888.666.2292.
Conference terms and conditions available at acwa.com in the event section.

REGISTRATION TERMS & CONDITIONS

ACWA 2014 Spring Conference & Exhibition Portola & Marriott Hotels, Monterey

MAY
6-9
2014

Register online @ acwa.com

Regular registration and cancellation deadline is April 10, 2014 • 4:30 p.m. (PST)

WHO IS ELIGIBLE FOR "ACWA ADVANTAGE" PRICING?

ACWA Advantage pricing is available to the following registrants:

- An officer or director of an ACWA member agency.
- A person directly employed by an ACWA public agency member, affiliate or associate organization. This does not include independent contractors, service providers, or third-party vendors.
- Any ACWA board member whose fee is paid for by member agency.
- Any state or federal administrative or legislative personnel in elected, appointed or staff positions.
- Staff of ACWA/JPIA, Water Education Foundation and California Water Awareness Campaign.
- Any individual or honorary life member of ACWA.

MEMBERSHIP INFORMATION – *Become a Member & Save on ACWA Events*

If you are interested in learning more about becoming an Associate Friend of ACWA, contact Melanie Medina at melaniem@acwa.com or Lori Doucette at lolid@acwa.com. For public agency membership, please contact Tiffany Giammona at tiffanyg@acwa.com.

CANCELLATIONS & CHANGES

All registration changes and cancellations must be made in writing by the event registration deadline. Valid cancellation requests will receive a refund of any registration fees paid minus a \$75 processing charge. No refunds will be granted after the registration deadline. Submit request in writing to Margie Knight at margiek@acwa.com.

SUBSTITUTIONS

Event registrations are transferable from one participant to another within the same organization. Please submit your request in writing before the event registration deadline to Margie Knight at margiek@acwa.com. Include the original registrant's name, the new person's name, title and email address with your request. After the registration deadline, substitutions will be handled on-site. Only one substitution is permitted per original registrant. The individual submitting the substitution request is responsible for all financial obligations (including any balance due) associated with the original registration. There is no fee to transfer an eligible registration.

SPECIAL REQUESTS & ACCOMMODATIONS

Special requests must be submitted in writing to Margie Knight at margiek@acwa.com. Participants are encouraged to submit special requests as soon as possible.

If you have a disability that requires an accommodation, please contact Margie Knight at margiek@acwa.com or call toll free at (888) 666-2292 to discuss your needs.

REFUNDS

Except as otherwise provided in this document, all payments and fees are nonrefundable after the registration deadline.

MEAL TICKETS

After registration deadline, meal tickets are not eligible for exchange, refund or credit after the event registration deadline.

NONATTENDANCE

Registrants who fail to attend the event, in part or in whole, are not eligible for a refund or credit and will be billed for any balance due.

GUEST REGISTRATION

Guest registration is available to a spouse, companion or guest of an ACWA event registrant. Guest registration is not available to ACWA members (public agencies) or "Friends of ACWA" (affiliates, associates or individuals). Guest registration is also not available to anyone with a professional reason to attend for purposes of learning or business. The guest registration includes admission to the Exhibit Hall, the opening reception and the ability to purchase meal tickets and attend meal functions. **Guest registrants are not eligible for cash or prize drawings.**

Questions? Contact us at 916.441.4545, toll free 888.666.2292.


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ACWA Conferences and Events

- ▶ Sponsorship
- ▶ Conference Exhibitors
- ▶ Past ACWA Conferences & Events

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Conference Exhibitors

Please see Exhibit Hall information below for the 2014 ACWA Spring Conference & Exhibition in Monterey.

Exhibit Space

ACWA welcomes your participation in our 2014 Spring Conference & Exhibition May 6-9 in Monterey!

[EXHIBIT BOOTH REGISTRATION](#)

[EXHIBIT HALL FLOOR PLAN](#)

Exhibit Booth space is assigned on a first-come, first-served basis, as complete applications and payments are received. A confirmation e-mail with information regarding how to register booth personnel, order furniture, electricity, and internet; and reserve hotel rooms will be sent after Exhibit Space Application & Contract is received and processed.

Exhibit Booth (8' x 10') Rental

- ▶ Advantage Pricing: \$1,175*
- ▶ Standard Pricing: \$2,350

*** Must be an ACWA Public Agency Member, Affiliate, or Associate to qualify for discounted Advantage pricing.**

Interested in joining ACWA? Contact Melanie Medina @ melaniem@acwa.com or (916) 441-4545.

Exhibit Hall Hours

Exhibit Hall Hours		
Tuesday, May 6	Move-In	8:00am – 4:00pm (All exhibits MUST be in place by 4pm)
	Welcome Reception	5:00 - 6:30pm (Booth staff MUST be present)
Wednesday, May 7	Regular Hours	9:00am – Noon
	Regular Hours	1:30 – 5:00pm
Thursday, May 8	Regular Hours	8:00am – Noon
	Move-Out	Noon – 4:30pm (Exhibit Hall MUST be vacated by 4:30 pm)

What is included with Exhibit Booth Registration?

- ▶ Exhibit Booth space (8' deep x 10' wide) includes 8' draped back wall and 3' draped side walls
- ▶ Exhibitor I.D. Sign and Number
- ▶ Conference Registration for three (3) allotted Exhibit booth personnel -- *Meals may be purchased separately*
- ▶ Additional 'Exhibit Hall Only' booth personnel badges available for purchase
- ▶ Complimentary Pre-Conference and Post Conference Attendees List
- ▶ Company Description listed in the official Conference Program, and Mobile App
- ▶ Company Description listed on ACWA Website
- ▶ Sponsorship Opportunities available
- ▶ Connect directly with the immense California Water Community in one place!

Exhibit Hall Location

Serra Ballroom - Monterey Conference Center

Exhibitor Registration

Serra Ballroom - Monterey Conference Center

For more information contact Melanie Medina in Member Services & Events at 916.441.4545 or melaniem@acwa.com.

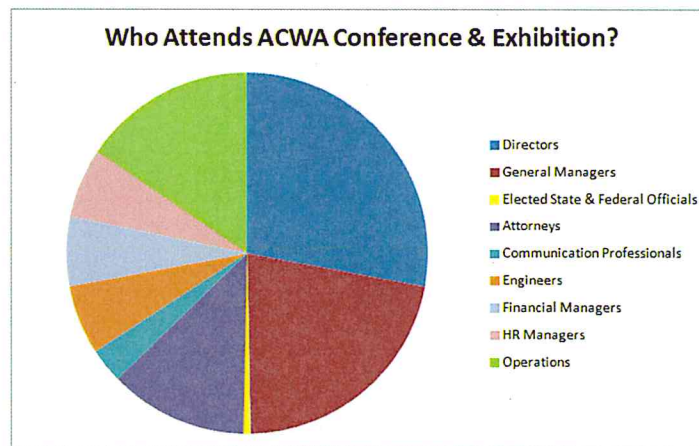
Frequently Asked Questions

Read our [PDF](#).

What's 'Happening in the Hall'....

- ▶ **Dedicated Exhibit Hall Hours** – One-on-one time with key decision makers
- ▶ **Popular Tuesday 'Welcome Reception'** – Showcase your products & services
- ▶ **Popular Snack Break** – Attendees grab a snack in the Exhibit Hall
- ▶ **Thursday Networking Continental Breakfast** -- Connect with attendees in the Exhibit Hall
- ▶ **Cash prize drawings & more!**

Connect directly with the immense California Water Community in one place!



[ACWA Conferences average between 1600-1800 attendees]

Exhibitor Technical Presentations

Exhibitor Technical Presentations are made available to Conference exhibitors only.

Exhibitors may request to schedule one technical presentation during the Conference. The number of slots is limited to eight and presentation assignments are based on appropriateness of content as determined by ACWA. After time slots have been filled, there will be a waiting list. Confirmed Exhibitor Technical Presentations will be listed in the Conference Program.

ACWA does not provide a 'topic list', but requires that presentations are 'technical' in nature and relevant to the membership at large. Presentations are typically diverse and in the past have ranged from regulatory and compliance measures, to scientific, solar, and fleet management.

Exhibitor Technical Presentation Requests will be forwarded with Exhibitor Confirmation Information.

Official Service Contractor

Furniture, electricity and internet access are not provided, but may be ordered through American Exposition Services.

[American Exposition Services](#)

1627 Main Ave. Ste 2
Sacramento, CA 95838

Phone: 916.925.3976
 FAX: 916.925.3975
 Email: info@american-expo.com

► [AES Online Ordering](#)

Conference Sponsorship Opportunities

When you become an ACWA sponsor, your company joins forces with a century-old guiding force in California water policy. You will gain recognition, respect and the opportunity to develop relationships with California's immense water community.

► [Read more about sponsorship opportunities](#)

Be a Part of ACWA's Conference & Exhibitions

A list of ACWA's scheduled conferences and exhibition shows are listed on the [upcoming conference page](#).

- [2012 Spring Exhibitors](#)
- [2012 Fall Exhibitors](#)
- [2013 Spring Exhibitors](#)
- [2013 Fall Exhibitors](#)
-

Attachment	Size
Exhibitor Frequently Asked Questions.pdf	190.34 KB

About ACWA	Member Services	News	Advocacy	Water Information	ACWA Spotlight	Contact Us
ACWA Board of Directors	Benefits & Insurance	Water News	Current Issues	Climate Change	Water for Tomorrow	Map and Directions
ACWA Leadership	ACWA Conferences and	News Releases	State Legislation	Conservation	Save Our Water	Staff Directory
ACWA Committees	Events	ACWA eNews	Federal Relations	The Delta	California's Water	Email Us
ACWA Regions	Preferred Providers	Digital ACWA News	Regulatory Affairs	Energy	ACWA Centennial	
Calendar	Products & Publications	Voices on Water	ACWA Policy Principles	Groundwater	No Time to Waste	
FAQ	Awards	Photo Gallery	ACWA's Outreach	Water Quality	Value of Water	
How to Join	Scholarships	Member-Sourced News	Program	Water Recycling		
Member and Staff	Classified Ads			Water Supply Challenges		
Directory	Translated Tier 1 Notices			Find your Local Water		
				Agency		
				Web Resources		

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
EDUCATION WEBINARS
various dates

NAME: _____

ADVANCE REGISTRATION DEADLINE: _____

MEALS: ☐ YES SPOUSE: ☐ YES SPOUSES' TOUR: ☐ YES
 ☐ NO ☐ NO ☐ NO

DEPARTMENTAL TRAVEL BUDGET:

REGISTRATION: _____ TRAVEL: _____
TOTAL REMAINING BALANCE: _____

PROPOSED EXPENSES: Registration: _____
 Transportation: _____
 Meals:* _____
 Miscellaneous: _____
 TOTAL: _____

*DIRECTORS: Expenses are outlined in Section 4.06.1 of the District's Rules and Regulations.

*FOR STAFF: Meal limitations are outlined on pages 30 and 31 of the District's Employee Manual.
Please review these limitations.

HOTEL ACCOMMODATIONS: ☐ YES ☐ NO REGISTRATION DEADLINE: _____
ARRIVAL DATE/TIME: _____ DEPARTURE DATE/TIME: _____

TYPE OF ACCOMMODATIONS: _____ SINGLE (1 PERSON)
 _____ DOUBLE (2 PEOPLE)
 _____ (2 PEOPLE/2 BEDS)

AIRLINE RESERVATIONS: ☐ YES ☐ NO

DEPART FROM _____ on _____ at _____ AM/PM
 (airport) (date) (time)

RETURN FROM _____ on _____ at _____ AM/PM
 (airport) (date) (time)

SUPERVISOR APPROVAL: _____ DATE: _____

Webinar: The Essential Guide to the Brown Act

PLEASE NOTE: CORRECT DATE IS
FEBRUARY 13

[Back](#)[Register](#)[Structure](#)

Presenter: Alexandra Barnhill, Burke Williams Sorenson

This webinar provides the nuts and bolts of the Brown Act, California's open meetings law. Learn what constitutes a meeting and what does not, what agenda requirements exist, when closed sessions can take place, and what the role the public has in agency meetings. Find out about recent legislative updates to the law and the consequences of violating the law. Whether you are new to an agency or a seasoned professional, this webinar will provide core information and keep you up to date.

10:00 am - 12:00 pm

Free SDRMA Member
\$69 CSDA Member
\$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 12:00 pm

Start Date: Thursday, February 13, 2014

End Date: Thursday, February 13, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csda.net

Directions: PLEASE NOTE CORRECT DATE IS FEBRUARY 13

You must log on before continuing through the checkout process.

Thank you for using the CSDA web site.

Webinar: Understanding Board Member & District Liability Iss

Presenter: Dennis Timoney, Special
District Risk Management Authority

[Back](#)[Register](#)[Structure](#)

Having a complete understanding of the potential liability issues in your district can prevent problems in the future and even assist with efficiency and communication protocols. This webinar is a discussion of the legal role of the Board in the management and operation of a public agency and the role of individual Board members acting within the course and scope of their official duties.

10:00 am - 12:00 pm

Free SDRMA Member
\$69 CSDA Member
\$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 12:00 pm

Start Date: Wednesday, February 19, 2014

End Date: Wednesday, February 19, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csda.net

You must log on before continuing through the checkout process.

Thank you for using the CSDA web site.

Webinar: Maximize Your CSDA Membership - Website Resources

Presenter: CSDA Member Services

[Back](#)[Register](#)[Printout](#)

You recognize the value of CSDA membership, but do you know how to get the best value from your district's investment? CSDA offers two complimentary webinars to provide you with a greater understanding of full range of benefits your district has access to. Our first webinar takes you on a tour through our newly launched website and explores the members' only resources available there. The second webinar covers the wide array of special programs and discounts especially designed help members cut costs and save money. Attend either or both of these webinars and start getting more out of your CSDA membership.

Date: February 25, 2014, Website Resources

Date: May 13, 2014, Cost Saving Programs

10:00 am - 11:00 am

There is no fee for this webinar

Free Webinar 10:00 am - 11:00 am

Start Date: Tuesday, February 25, 2014**End Date:** Tuesday, February 25, 2014**Coordinators:** Sharon Foster, Professional Development Assistant - sharonf@csda.net

You must log on before continuing through the checkout process.

Thank you for using the CSDA web site.

Webinar: Required Ethics Compliance Training - AB 1234

Presenters: Meyers Nave

[Back](#)[Register](#)[Brochure](#)

This two-hour workshop covers general ethics principles and state laws related to:

- personal gain by public servants
- conflict of interest
- bribery and nepotism
- gift, travel, and mass mailing restrictions
- honoraria, financial interest disclosure and competitive bidding
- Prohibitions on the use of public resources for personal or political purposes
- The Brown Act Open meeting law
- The Public Records Act.

10:00 am - 12:00 pm

Free SDRMA Member

\$69 CSDA Member

\$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 12:00 pm

Start Date: Wednesday, March 05, 2014**End Date:** Wednesday, March 05, 2014**Coordinators:** Sharon Foster, Professional Development Assistant - sharonf@csda.net

You must log on before continuing through the checkout process.

Thank you for using the CSDA web site.

Webinar: What is a Public Record? How to Comply with the PRA

Presenter: Morin Jacob, Liebert
Cassidy Whitmore

Back

Register

Shopping Cart

With government transparency a top priority in today's political culture, public agencies are facing increasing demands under the Public Records Act (PRA). How do you respond to a PRA request that involves potentially thousands of emails that contain confidential information? How do you respond when you know the PRA request is informal discovery? What must a special district disclose with respect to employee compensation and retiree pension amounts? Come discuss these and other recent PRA related challenges facing your agency. This session is everything you always wanted to know about the PRA but were afraid to ask.

10:00 am - 12:00 pm

\$69 CSDA Member

\$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 12:00 pm

Start Date: Tuesday, March 11, 2014

End Date: Tuesday, March 11, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csda.net

You must log on before continuing through the checkout process.

Thank you for using the CSDA web site.

Webinar: New Developments Under PEPRA

Presenters: Danny Brown, CalPERS,
Steve Berliner, Liebert Cassidy
Whitmore, Renee Ostrander, CalPERS

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There have been recent developments that could help your compliance efforts with the California Public Employees' Pension Reform Act (PEPRA) of 2013. This webinar will discuss recent clean up legislation and CalPERS' regulatory actions that will help untangle implementation questions and varying interpretations of the Act. This webinar will also discuss the pending legal challenges related to PEPRA.

10:00 am - 12:00 pm

\$69 CSDA Member

\$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 12:00 pm

Start Date: Thursday, March 13, 2014

End Date: Thursday, March 13, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csda.net

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Webinar: Affordable Care Act - Present & Future

Presenters: Heather DeBlanc &
Jessica Frier, Liebert Cassidy
Whitmore

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This webinar will help you navigate the basics, answer pressing questions, make sure you're on track for 2014 and prepared for 2015 and beyond regarding the Affordable Care Act. This presentation will provide an overview of the potential impact the ACA can have on special districts and their employees. Participants will gain knowledge necessary to avoid penalties and properly implement ACA policies within their districts.

10:00 am - 12:00 pm

\$69 CSDA Member
\$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 12:00 pm

Start Date: Thursday, March 20, 2014

End Date: Thursday, March 20, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csla.net

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Webinar: Talent Management: Building Your Workforce

Presenter: Patrick Ibarra, The
Mejorando Group

Register

Register

Register

Trends show employees continue to retire from the public sector at record numbers. Add to this the new economic normal and the transformational role government is experiencing and leaders are confronting unprecedented challenges in attracting, developing and retaining the type of talent needed to succeed in the 21st century. In this webinar, powerful and practical "next practices" will be shared so you can immediately translate the headwinds of change into a tailwind and realize immediate benefit to ensure your agency's workforce is well prepared with the mix of skills and competencies needed to provide exemplary services.

10:00 am - 12:00 pm

\$69 CSDA Member

\$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 12:00 pm

Start Date: Tuesday, March 25, 2014

End Date: Tuesday, March 25, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csda.net

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Webinar: Legislative Round-Up

Presenters: CSDA Advocacy & Public
Affairs Department

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Free to CSDA Members

Free bi-annual webinar series for CSDA members only. Each year the State Legislature introduces thousands of bills; hundreds have potentially serious implications for special districts. Hear from CSDA's advocacy team about the most significant bills and how they will impact your ability to deliver core services, maintain and build infrastructure, raise and protect revenue sources, manage personnel and more. Ask your questions directly to CSDA's lobbyists walking the Capitol halls and learn how your district can join the advocacy effort.

10:00 am - 12:00 pm

Free Webinar 10:00 am - 12:00 pm

Start Date: Thursday, March 27, 2014

End Date: Thursday, March 27, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csda.net

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Webinar: Ask the Experts: CSDA Finance Corporation

Presenters: CSDA Finance Corporation

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The services provided by water, sanitation, utility and other enterprise districts are critical to the health and well-being of California communities. Frequently these agencies are faced with the need to upgrade, expand and maintain an aging and overburdened infrastructure. If your agency needs help finding ways to finance these important projects, join the CSDA Finance Corporation expert consultants in a free, interactive webinar. The online question and answer forum is designed to address all your financing questions and assist you in moving your projects forward.

10:00 am - 11:30 am

Free Webinar 10:00 am - 11:30 am

Start Date: Wednesday, April 02, 2014**End Date:** Wednesday, April 02, 2014**Coordinators:** Sharon Foster, Professional Development Assistant - sharonf@csda.net

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Webinar: Incident Writing: Just the Facts

Presenter: Dennis Timoney, Special
District Risk Management Authority

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As Joe Friday stated "Just the facts". After an event has occurred, it is key to create a record of what occurred. Names, contact information and critical observations are required in creating a proper Incident Report. This session will identify specific examples of critical report writing that identifies the key elements necessary in these reports.

10:00 am - 11:30 am

Free SDRMA Member
\$69 CSDA Member
\$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 11:30 am

Start Date: Tuesday, April 08, 2014

End Date: Tuesday, April 08, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csda.net

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Webinar: Best Practices in Agenda Preparation & Minutes

Presenter: Brooke Miller, Best Best & Krieger

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Agendas and minutes drive the various meetings special district staff and elected officials participate in regularly. Understanding the essential and required components in agendas and how you can assist with agenda items is a key function for staff. Accurately recording minutes at meetings is also a critical function as they serve to reflect the general discussion and action taken at a meeting as well as being historical documents for the district. In this webinar, attendees will learn some best practices and legal requirements as they relate to agendas and minutes.

10:00 am - 11:30 am

\$49 SDRMA Member

\$69 CSDA Member

\$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 11:30 am

Start Date: Thursday, April 10, 2014

End Date: Thursday, April 10, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csda.net

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Webinar: Records Retention & Management

Presenters: Hedy Belttary,
Incrementum & Roxanne Diaz,
Richards Watson & Gershon

This webinar provides attendees with information on the details of creating a records retention schedule for a special district. Information provided will include appropriate retention policies, what's required by law, where to go to research the laws and how to determine the right retention requirements. This course will also offer suggestions on document storage and use of electronic documents in records retention and management.

10:00 am - 12:00 pm

\$49 SDRMA Member
\$69 CSDA Member
\$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 11:30 am

Start Date: Wednesday, April 23, 2014

End Date: Wednesday, April 23, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csga.net

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Webinar: Proposition 218, Proposition 26 & Rate Setting

Presenter: Kelly Salt, Best Best & Krieger

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On November 2, 1996, the California voters approved Proposition 218, which amended the California Constitution by adding new substantive and procedural requirements for the adoption of taxes, assessments, and property-related fees and charges. On November 2, 2010, the voters approved Proposition 26, another ballot initiative that further restricts the ability of the state and local governments to raise revenues to fund government services, facilities, and programs, by reclassifying certain fees and charges as taxes. This workshop will provide an update on recent cases and legislation interpreting and clarifying Proposition 218. Additionally, it will provide an overview of the provisions of Proposition 26 and the impacts that it may have on local governments and their ability to raise revenues.

10:00 am - 12:00 pm

\$69 CSDA Member

\$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 12:00 pm

Start Date: Tuesday, April 29, 2014

End Date: Tuesday, April 29, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csda.net

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Webinar: R.A.P.I.D Innovation: Converting Ideas into Results

Presenter: Patrick Ibarra, The
Mejorando Group



Governments are in business?in the business of public service. Whether in lean times or flush times, playing it safe is no longer playing it smart. Dramatic change is necessary today and through the use of RAPID Innovation, leaders can inject a booster rocket into their organizational mind-set of problem-solving. Based on extensive research, RAPID Innovation is a fresh, problem solving tool designed to generate immediate dividends all through the directed efforts of your workforce.

RAPID is an acronym for:

- Ramp up the Idea Generator
- Analyze the Impact
- Prepare the solution
- Implement the solution
- D - do it again

10:00 am - 12:00 pm

\$69 CSDA Member
\$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 12:00 pm

Start Date: Thursday, May 01, 2014

End Date: Thursday, May 01, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csda.net

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Webinar: Top Ten Tips for Trouble-Free Construction Project

Presenter: Randy Parent, Liebert
Cassidy Whitomre

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This webinar will provide participants with the top ten tips to make sure their construction projects run smoothly. We will provide helpful hints from the inception of a project through completion, including advice on contract documents, project personnel and course of constructions issues relating to payment and performance. Further, we will discuss common pitfalls that your agency should avoid and how to best prepare for and manage risks during your project..

10:00 am - 12:00 pm

Free CSDA Member
\$25 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 12:00 pm

Start Date: Wednesday, June 04, 2014

End Date: Wednesday, June 04, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csda.net

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Webinar: Best Practices-Managing Special District Investment

Presenters: Lyle Defenbaugh, Wells
Capital Management/CalTRUST &
John Williams, Wells Fargo Bank

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Special Districts are challenged with meeting constituents' need to earn higher yields without taking on excess liquidity risk or risk to principal preservation. In this difficult rate environment many investors are choosing to avoid markets entirely, maintaining significant balances in deposit accounts. The cost of keeping investment dollars fully liquid shows up in missed earning opportunities. Developing a cash balance forecast and linking expected net cash flows to suitable investment alternatives, special districts can satisfy the needs of their stakeholders. We will discuss cash balance forecasting, the investment process, how to implement investment strategies, California Government Code Section 53601, where professional money managers are finding value, updates on Agency issuance, and how to invest in a rising rate environment.

10:00 am - 12:00 pm

\$69 CSDA Member, \$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 11:30 am

Start Date: Wednesday, June 11, 2014

End Date: Wednesday, June 11, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csda.net

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Webinar: Harassment Prevention Training - AB 1825

Presenter: Dennis Timoney, Special
District Risk Management Authority

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Receive your AB 1825 compliance training for special districts with this webinar. AB 1825 makes sexual harassment prevention training mandatory for supervisory employees of special districts and other organizations. This legislation requires employers to ensure that all managers/supervisory employees receive at least two hours of sexual harassment prevention training every two years.

10:00 am - 12:00 pm

Free SDRMA Member
\$69 CSDA Member
\$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 12:00 pm

Start Date: Wednesday, July 16, 2014

End Date: Wednesday, July 16, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csda.net

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Webinar: Improve Your Outreach Skills & Build Bridges

Presenter: Martin Rauch, Rauch
Communications Consultants, Inc.

Date

7-23-2014

Duration

This session will help you explore your agency's communications in normal times and times of controversy. It includes examples, case studies and tips, as well as time for participants to share experiences and have questions answered. We will identify appropriate roles for staff, directors and consultants. Examples will be given for lower-cost outreach techniques. The session will also cover: gaining support for controversial projects; turning the tide when you are under attack; proven guidelines for dealing with vocal activists; techniques for working with the press, using social media, and more.

10:00 am - 12:00 pm

\$69 CSDA Member

\$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 11:30 am

Start Date: Wednesday, August 06, 2014

End Date: Wednesday, August 06, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csda.net

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Webinar: The New Transparent District-Building Public Trust

Presenter: Neil McCormick, SDLF
Program Administrator

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Free to CSDA Members

Sponsored by the Special District Leadership Foundation

In these times of increased public scrutiny, it is more important than ever that districts are open and accessible for their constituents. This webinar will focus on what's required by law, what's a best practice and what steps your district can take to demonstrate transparency to the public before an isolated incident pushes all local agencies in the spotlight.

10:00 am - 11:00 am

Free Webinar 10:00 am - 12:00 pm

Start Date: Tuesday, August 19, 2014

End Date: Tuesday, August 19, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csda.net

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Webinar: Understanding the Brown Act: Beyond the Basics

Presenter: Alexandra Barnhill, Burke
Williams & Sorenson

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Agency staff and officials familiar with the Brown Act recognize that while the principle of open meetings initially seems simple, the application of the law can prove to be quite complex. This webinar provides advanced training for California's open meeting law. This interactive session will cover some of the more complex aspects of the Brown Act: from serial meetings, to open and closed session agenda and reporting out requirements, to teleconferencing, email and social media considerations. Participants will work through hypotheticals to apply their knowledge of the law. Common mistakes made under the Brown Act and practical tips to avoid violations will also be covered.

10:00 am - 12:00 pm

Free SDRMA Member
\$69 CSDA Member
\$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 12:00 pm

Start Date: Thursday, August 21, 2014

End Date: Thursday, August 21, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csda.net

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Webinar: Dos and Don'ts for Employee Performance Evaluations

Presenter: Che Johnson, Liebert
Cassidy Whitmore

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This webinar is designed to give department heads, managers, supervisors, and human resources staff the practical skills and techniques they need to successfully transform the performance evaluation process from an annual chore into an effective and ongoing management tool. Learn to maximize the positive performance management and professional development benefits of effective performance evaluations and minimize potential risks related to performance evaluations.

10:00 am - 12:00 pm

Free SDRMA Member, \$69 CSDA Member, \$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 12:00 pm

Start Date: Wednesday, August 27, 2014

End Date: Wednesday, August 27, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@cda.net

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Webinar: Now is Not the Time to Panic: Emergency Preparednes

Presenter: Dennis Timoney, Special
District Risk Management Authority

Event

Registration

Registration

Emergencies can come in all shapes and sizes, both natural and manmade. Does your agency have a clear written communication protocol in the case of a disaster? Who's in charge? How do you coordinate essential services with other public agencies in your area? Police, Fire, Medial Services, Utility Services all must be coordinated with to provide essential public services in an emergency.

10:00 am - 12:00 pm

Free SDRMA Member
\$69 CSDA Member
\$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 12:00 pm

Start Date: Wednesday, October 22, 2014

End Date: Wednesday, October 22, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csda.net

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Webinar: Must Have Communication Protocols-Board & Staff

Instructor: Brent Ives, BHI
Management Consulting

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Communication is the fluid that keeps organizations working smoothly. The opposite is an organization with friction. This webinar looks at common communication breakdowns in public agencies among staff and directors/trustees. It will discuss the proper and effective communication methods to fix current situations and prevent future failures. There will also be time for specific questions regarding your agency.

10:00 am - 12:00 pm

Free SDRMA Member, \$69 CSDA Member, \$99 Non-Member

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee. 10:00 am - 12:00 pm

Start Date: Wednesday, December 10, 2014

End Date: Wednesday, December 10, 2014

Coordinators: Sharon Foster, Professional Development Assistant - sharonf@csda.net

Address: Webinar

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MINUTES OF REGULAR MEETING OF THE COMMISSIONERS OF THE ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION, OCTOBER 24, 2013.

A regular meeting of the Commissioners of the Antelope Valley State Water Contractors Association was held Thursday, October 24, 2013, at the Palmdale Water District at 2029 East Avenue Q, Palmdale. Chair Mac Laren called the meeting to order.

1) Pledge of Allegiance.

At the request of Chair Mac Laren, Commissioner Hogan led the pledge of allegiance.

2) Roll Call.

Attendance:

Kathy Mac Laren, Chair
Barbara Hogan, Vice Chair
Andy Rutledge, Secretary
Robert Alvarado, Commissioner
Keith Dyas, Commissioner
Tim Clark, Alt. Commissioner
Leo Thibault, Treas.-Auditor –
EXCUSED ABSENCE

Others Present:

Matt Knudson, General Manager
Tom Barnes, Controller
Brad Bones, LCID General Manager
Dwayne Chisam, AVEK Asst. General Mngr.
George Lane, Alt. Commissioner
Vincent Dino, PWD Director-Elect
Dawn Deans, Executive Assistant
5 members of the public

3) Public Comments for Items Not on the Agenda.

There were no public comments.

4) Approval of Minutes of Regular Meeting Held September 12, 2013.

It was moved by Commissioner Rutledge, seconded by Commissioner Alvarado, and unanimously carried to approve the minutes of the regular meeting held September 12, 2013, as written.

5) Payment of Bills.

After a brief discussion of the bills, it was moved by Commissioner Alvarado, seconded by Commissioner Rutledge, and unanimously carried to approve payment of

the bills received from PWD in the amount of \$1,043.79 and from AVEK in the amount of \$719.16.

6) Consideration and Possible Action on 2013/2014 Budget. (General Manager Knudson)

General Manager Knudson reviewed the proposed 2013/2014 budget, including the anticipated total contribution from each of the member agencies, and after a brief discussion, it was moved by Commissioner Rutledge, seconded by Commissioner Alvarado, and unanimously carried to adopt the 2013/2014 Budget, as presented.

7) Consideration and Possible Action on Joint Funding Agreement for Continuation of the Cooperative Water Resources Program Between AVSWCA and USGS for the Period November 1, 2013 to October 31, 2014 Tabled From September 12, 2013 Meeting. (General Manager Knudson)

General Manager Knudson reviewed the Joint Funding Agreement for groundwater monitoring in the Antelope Valley with USGS, and after a brief discussion, it was moved by Commissioner Alvarado, seconded by Commissioner Dyas, and unanimously carried to approve the Joint Funding Agreement for the continuation of the Cooperative Water Resources Program between the AVSWCA and USGS for the period of November 1, 2013 to October 31, 2014 in the not-to-exceed amount of \$89,500.00 spreading the cost of Tasks 3A and 3B over a two-year period with the maps and website associated with this work available in 2015.

8) Consideration and Possible Action on the Association's Website. (Commissioner Thibault)

Controller Barnes provided a brief update on the content of the Association's website, reminded the Commissioners of their login ability, and requested input and ideas for content after which Commissioner Hogan provided information about LCID and General Manager Knudson stated that updates on PWD's Littlerock Creek Groundwater Recharge and Recovery Project Feasibility Study will be provided as this project may develop into a regional project.

9) Consideration and Possible Action on Proposals for Providing Auditing Services for the Association. (General Manager Knudson)

General Manager Knudson provided an overview of the need to conduct audits for the AVSWCA and the proposal received for this work after which it was moved by Commissioner Rutledge, seconded by Commissioner Alvarado, and unanimously carried to accept the proposal received from Burkey Cox Evans & Bradford for providing auditing services for years ending June 30, 2010, June 30, 2011, and June 30, 2012 in the not-to-exceed amount of \$2,000 per year.

10) Report of General Manager.

a) AVSWCA General Manager Position.

General Manager Knudson inquired about rotating the General Manager position among the member agencies after which the Commissioners stated they are pleased with General Manager Knudson's performance.

11) Report of Controller.

Controller Barnes stated that within two weeks they will be receiving \$3.5 million out of the total \$5.5 million awarded in Prop. 84 Implementation Grant Funds for their WSSP II Groundwater Banking Project and that this project is over 80% complete.

12) Reports of Commissioners.

There were no reports of Commissioners.

13) Report of Attorney.

No attorney was present.

14) Commission Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

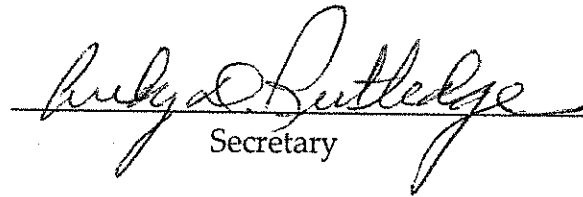
15) Consideration and Possible Action on Scheduling the Next Association Meeting.

ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION
OCTOBER 24, 2013
REGULAR MEETING

It was determined that the next regular meeting of the Association will be held January 9, 2013 at 6:30 p.m. at PWD.

16) Adjournment.

There being no further business to come before the Commissioners, the regular meeting of the Commissioners of the Antelope Valley State Water Contractors Association was adjourned.


Secretary

**MINUTES OF MEETING OF THE FINANCE COMMITTEE OF THE PALMDALE
WATER DISTRICT, NOVEMBER 13, 2013:**

A meeting of the Finance Committee of the Palmdale Water District was held Wednesday, November 13, 2013, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dizmang called the meeting to order.

1) Roll Call.

Attendance:

Finance Committee:

Gloria Dizmang, Chair

Steve Cordova, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager

Vincent Dino, PWD Director-Elect

Mike Williams, Finance Manager

Matt Knudson, Engineering Manager

Dennis Hoffmeyer, Senior Accountant

Bob Egan, Financial Advisor

Dawn Deans, Executive Assistant

0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Cordova, seconded by Chair Dizmang, and unanimously carried to adopt the agenda, as written.

3) Public Comments.

There were no public comments.

4) Action Items:

**4.1) Consideration and Possible Action on Approval of Minutes of Meeting
Held October 9, 2013.**

It was moved by Committee Member Cordova, seconded by Chair Dizmang, and unanimously carried to approve the minutes of the Finance Committee meeting held October 9, 2013, as written.

**4.2) Discussion and Overview of Cash Flow Statement and Current Cash
Balances as of September 30, 2013. (Financial Advisor Egan)**

Financial Advisor Egan reviewed the investment funds and cash flow reports as of September 30, 2013, including the decrease in cash due to the bond principal and interest payments, and stated that previously restricted accounts have been moved to the investment accounts; that grant funds are now anticipated for receipt in 2014; that year-end cash is now anticipated approximately \$1 million over budget; and that based on the upcoming Reserve Policy, it is important that budgeting does not decrease cash but maintains or increases it.

Methods for increasing funds and ensuring there is no decrease in cash through the budget process were then discussed.

4.3) Discussion and Overview of Financial Statements, Revenue and Expense and Departmental Budget Reports for September 30, 2013. (Finance Manager Williams)

Finance Manager Williams reviewed the balance sheet, profit and loss statement, year-to-year comparisons, month-to-month comparisons, consumption comparisons, and revenue and expense analysis reports for the period ending September 30, 2013 and stated that all departments, with the exceptions of Operations, Engineering, and Finance are operating at or below the targeted expenditure percentage of 75% or less and then reviewed the line items over budget.

4.4) Discussion and Overview of Committed Contracts Issued. (Engineering Manager Knudson)

Engineering Manager Knudson reviewed payments included in the Committed Contracts and Payout Schedules for capital projects, projects funded by the Water Quality Fee, and projects funded from the Water Revenue Series 2013A Bonds and then informed the Committee of upcoming water main replacement projects.

4.5) Discussion and Review of 2014 Budget. (Finance Manager Williams)

Finance Manager Williams reviewed the 2014 budget projections and stated that salary and benefit costs, capital expenditures, rate changes, and departmental accomplishments and goals need to be finalized and that staff anticipates a final budget to be provided at the November 27, 2013 Board meeting for informational purposes with a budget workshop and potential adoption of the budget scheduled for December 11, 2013.

Potential rate increases for 2014 and the effect on the budget, the ratepayers, and reserves were then discussed after which Financial Advisor Egan recommended a 3% rate increase be included in the 2014 budget.

4.6) Consideration and Possible Action on Request for Proposals for Preparing a Rate Study. (General Manager LaMoreaux)

General Manager LaMoreaux stated that a Request for Proposals is in the draft stage and recommended that the Request for Proposals be reviewed by legal counsel and sent prior to Committee review due to the timing of the next Committee meeting and that the Request for Proposals will include a section for the financial analysis, projections, and changes to the water budget rate structure and a section for assistance with public information on the process of the rate study.

5) Information Items.

There were no further information items.

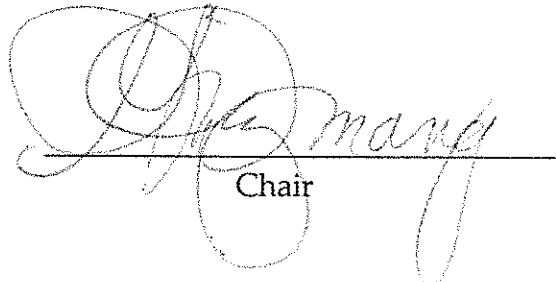
6) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

7) Adjournment.

Committee Member Cordova then stated that this is his last meeting and that it has been a pleasure working with each and every member of staff and Financial Consultant Egan.

There being no further business to come before the Finance Committee, the meeting was adjourned.


Chair

**MINUTES OF MEETING OF THE OUTREACH COMMITTEE OF THE PALMDALE
WATER DISTRICT, DECEMBER 9, 2013:**

A regular meeting of the Outreach Committee of the Palmdale Water District was held Monday, December 9, 2013, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dizmang called the meeting to order.

1) Roll Call.

Attendance:

Outreach Committee:

Gloria Dizmang, Chair

Robert Alvarado, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager

Vincent Dino, PWD Director-Elect

Jim Stanton, Information Technology Mngr.

Claudette Beck, Water Conservation Spvsnr.

Danielle Henry, Administrative Assistant

Dawn Deans, Executive Assistant

0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Alvarado, seconded by Chair Dizmang, and unanimously carried to adopt the agenda, as written.

3) Public Comments.

There were no public comments.

4) Action Items:

**4.1) Consideration and Possible Action on Approval of Minutes of Meeting
Held November 4, 2013.**

After a brief discussion, it was moved by Committee Member Alvarado, seconded by Chair Dizmang, and unanimously carried to approve the minutes of the meeting held November 4, 2013, as written.

**4.2) Discussion of Next Issue of Water News. (Water Conservation Supervisor
Beck)**

Water Conservation Supervisor Beck reviewed the articles for the next two issues of Water News followed by discussion of the articles, revisions, and future articles.

Executive Assistant Deans then reviewed a summary of Constant Contact e-Water News deliveries followed by discussion of the best day to send the e-Water News.

4.3) Discussion of "Before the First Drop" Marketing Campaign. (Water Conservation Supervisor Beck/Information Technology Manager Stanton)

Water Conservation Supervisor Beck stated that the flash mob dance video for the "Before the First Drop" campaign is expected to be complete by December 18; that work continues on the landscape makeover video; that the Committee will need to determine how to present these videos; and that October 1, 2014 is the deadline to submit the District's entry for this campaign in ACWA's "Best in Blue" recognition program.

Executive Assistant Deans then presented a meeting schedule with local legislators for delivery of "Before the First Drop" legislative packets followed by discussion of these meetings and a future editorial meeting with the Antelope Valley Press.

5) Information Items.

5.1) Status of District Website Redesign. (Information Technology Manager Stanton)

Information Technology Manager Stanton stated that work is progressing on the District's website redesign and that content and format updates have been requested from Department Heads and Supervisors.

Agenda Item No. 5.3 was then considered.

5.3) Other.

Information Technology Manager Stanton stated that a free "Like us on Facebook" window cling has been ordered and that these may be an effective future giveaway item followed by discussion of distributing Facebook campaign t-shirts at the Palmdale Christmas Parade and at Lancaster Jethawks' Stadium.

Water Conservation Supervisor Beck then reviewed the District's float for the Palmdale Christmas Parade.

General Manager LaMoreaux then stated that due to the freezing temperatures, tips to help customers prevent frozen pipes have been posted on the District's website.

He then reviewed advertising options for unclaimed checks, including the cost to advertise in the Antelope Valley Press to meet legal requirements and the cost to advertise in La Prensa Magazine as an additional option, and after a brief discussion, the Committee recommended unclaimed checks be advertised in both the Antelope Valley Press and La Prensa Magazine.

There were no additional information items.

Agenda Item No. 5.2 was then considered.

5.2) Status of Updating Content on the Lobby Monitors. (Committee Member Alvarado)

Information Technology Manager Stanton stated that the movies have been posted on the lobby monitors followed by discussion of providing information in as many different formats as possible and posting a notice in both English and Spanish on the lobby monitors regarding unclaimed checks and where the unclaimed check notices will be published.

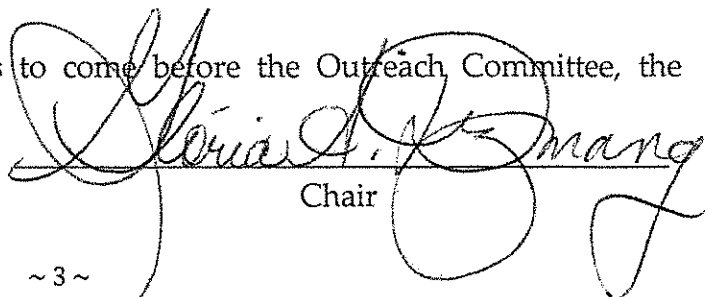
6) Board Members' Requests for Future Agenda Items.

It was stated that an item will be included on the next agenda for "Summary on 'Before the First Drop' legislative meetings."

There were no further requests for future agenda items.

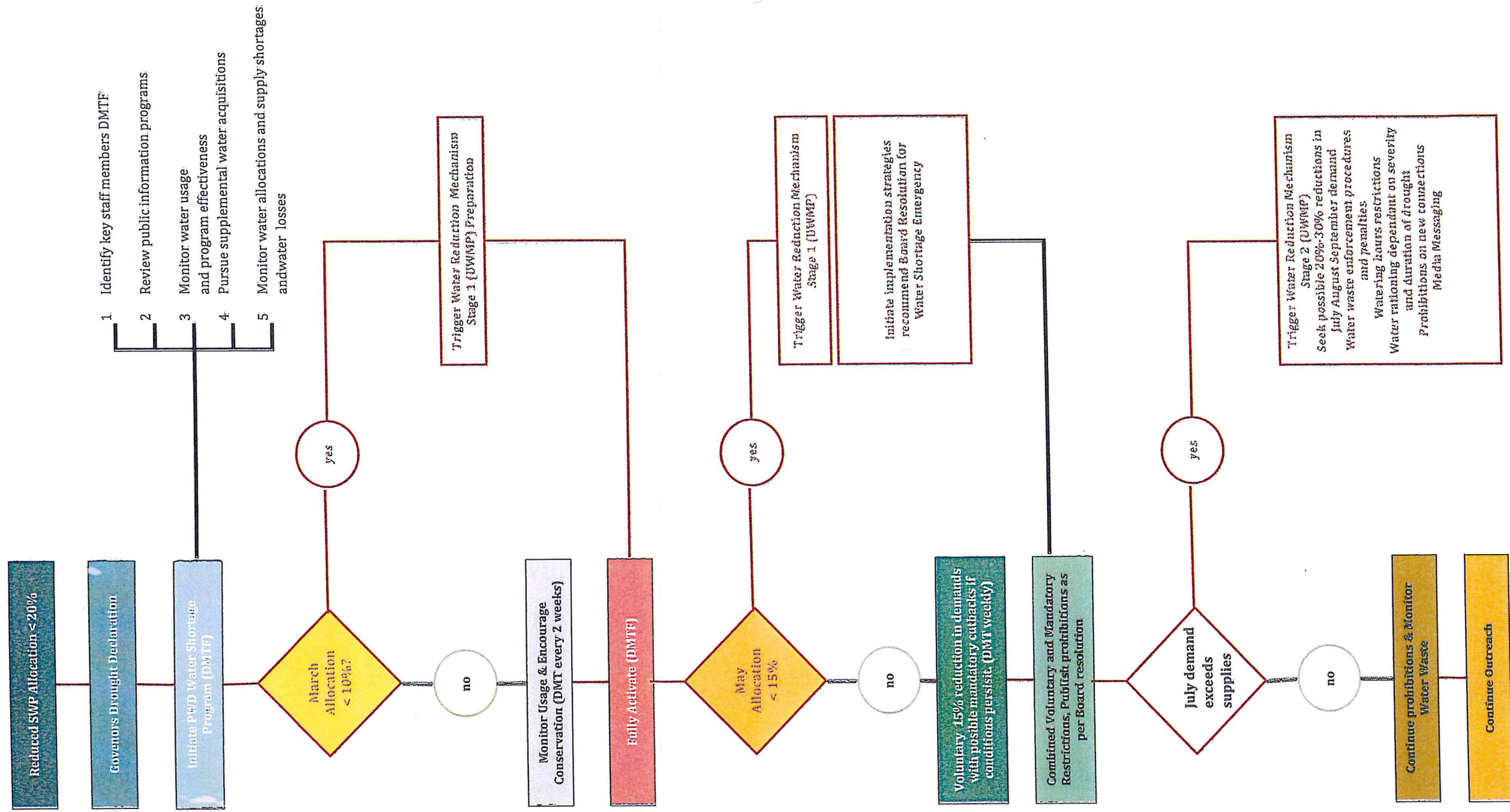
7) Adjournment.

There being no further business to come before the Outreach Committee, the meeting was adjourned.


Chair

DROUGHT MANAGEMENT TASK FORCE

2014 DROUGHT MANAGEMENT PROGRAM IMPLEMENTATION



Section 5 Water Reliability and Water Quality

5.1 Water Shortage Contingency Planning

5.1.1 History of Water Shortage and Conservation Resolutions

In 1991, the State of California experienced a four-year drought condition. Subsequently, the District's Board of Directors approved several resolutions for voluntary and mandatory water conservation measures.

On February 21, 1991, the Board of Directors approved Resolution 91-4 (included in Appendix F) adopting a voluntary water conservation program with a goal of reducing water use by 15 percent. This resolution encouraged District customers to practice water conservation methods including adjustment of sprinklers to avoid over spray and runoff; avoidance of watering during the daytime or during peak morning and evening hours; installation of drought tolerant landscaping and efficient irrigation systems; reduction/elimination of decorative fountains; reduction/avoidance of hosing down of driveways, sidewalks or other paved surfaces; installation of pool and spa covers; reduction/avoidance of hose runoff while washing vehicles; retrofitting of indoor plumbing fixtures with low flow devices, and audits to check plumbing and irrigation systems for leaks and provide subsequent repairs.

On April 9, 1991, the Board of Directors approved Resolution 91-9 (included in Appendix F) declaring a water shortage emergency condition and adopting regulations and restrictions on the delivery and consumption of water for public use. This resolution authorized the General Manager to implement the regulations and restrictions set forth in the resolution, including issuing a moratorium on new connections and mandatory water rationing.

On July 9, 1991, the Board of Directors approved Resolution 91-10 (included in Appendix F) establishing conservation regulations. This resolution established the base water use for the customers as the amount of water delivered to that customer during the water year ending on December 31, 1990. Water consumed in excess of the established conservation percentage was charged at a rate of \$3.00 per 100 cubic feet, in addition to the base water rate. A conservation goal of twenty percent was established. A method of adjusting the base amount was included in the resolution for special circumstances. Mandatory water conservation regulations were imposed. These included restrictions on hosing down paved areas; washing of vehicles in public eating areas, commercial nurseries, parks and other public open spaces; noticing requirements for water conservation methods at public lodging facilities, including hotels, inns and motels; and restrictions on the use of water from fire hydrants.

On August 13, 1991, the Board of Directors adopted a Water Waste Policy as an addition to the District Policy Manual (included in Appendix F). The Water Waste Policy imposes fines for water or misuse of water and provides for disconnection of service for repeated offenses.

In March 1992, the District Board of Directors moved to withdraw from the voluntary water rationing program.

On May 23, 2007 the District Board of Directors adopted Resolution No. 07-04 adopting a voluntary water conservation program (included in Appendix F).

On August 29, 2007 the District Board of Directors adopted Resolution No. 07-9 declaring a water shortage emergency condition and adopting regulations and restrictions on the delivery and consumption of water for public use (included in Appendix F). This resolution authorized the General Manager to implement the regulations and restrictions set forth in the resolution, including issuing a moratorium on

new connections and mandatory water rationing.

Resolution No. 07-9 was revised on November 14, 2007, to include exemptions to the regulations under section 4, items #6 and item #9 (described below).

Resolution No. 07-9

Section 4. Items #6 and #9

6) No lawn, landscape, or other turf area shall be watered more often than three (3) days per week and no more often than every other day nor during the hours between 10:00 a.m. and 8:00 p.m. Water days will be set as follows: addresses ending in an even number starting on Monday, and; addresses ending in an odd number starting on Tuesday.

Exemptions:

1. No watering hour restrictions during the months of November, December, January, and March. Watering can occur between the hours of 6:00 a.m. and 8:00 p.m.
2. The District will allow an exemption from the watering schedule if an ET controller is installed and operating. The ET controller Exemption Form must be completed and the installation verified by a licensed landscape architect or PWD staff.

9) Commercial nurseries, golf courses, parks, school yards, and other public open space, and landscaped areas shall be prohibited from watering lawn, landscaping, and other turf areas more often than five days per week and between the hours of 10:00 a.m. and 8:00 p.m., except that there shall be no restriction on watering utilizing reclaimed water or where public use requires a modified and approved watering schedule.

Exemptions:

1. Athletic field watering can occur between the hours of 6:00 p.m. and 10:00 a.m. the following morning.
2. No watering hour restrictions during the months of November, December, January, and March. Watering can occur between the hours of 6:00 a.m. and 6:00 p.m.
3. The District will allow an exemption from the watering schedule if an ET controller is installed and operating. The ET controller Exemption Form must be completed and the installation verified by a licensed landscape architect or PWD staff.
4. Watering schedules must be adhered to at all times. The District requires advance written notice of maintenance activities requiring water use between the hours of 6:00 a.m. and 6:00 p.m.

On March 11, 2009, the Board of Directors adopted and approved Resolution No. 09-04 declaring a water shortage emergency condition and adopting regulations and restrictions on the delivery and consumption of water for public use.

On December 9, 2009 the Board of Directors adopted and approved Resolution No. 09-19 declaring water conservation regulations and amending the mandatory water conservation measures in resolution No. 09-04. The District's new water budget allocation based rate has reduced water demand, although the waste of water policy is still in effect. The resolution also sets an ultimate conservation goal of a 20 percent reduction by 2020.

The District will commence using these same resolutions of water conservation regulations as necessary, depending on shortages of rainfall or reductions in the District allotment of SWP water. Reduced

availability of SWP water and the District's intent to provide up to 40 percent of supply with groundwater may result in the need to use voluntary conservation measures when dry years occur.

5.1.2 Mandatory Prohibitions and Consumption Reduction

Mandatory compliance measures enacted during a water shortage are more severe than voluntary measures, produce greater savings, and are less costly to the utility. The principal drawback to these measures is customer resentment if the measures are not seen as equitable. These types of measures need to be accompanied by effective public relations campaigns. Mandatory measures may include:

- Ordinances prohibiting water waste
- Ordinances controlling landscape irrigation
- Ordinances restricting outdoor irrigation water uses
- Prohibitions on new connections of the incorporation of new areas
- Rationing of water supplies

Prohibitions on new development may conflict with other policies and needs. However, if existing customers are called upon to make sacrifices during a drought period, they may feel that water agencies should concentrate on fulfilling current obligations rather than taking on new customers. Such prohibitions may need to be considered in the event of a critical shortage, such as the District's 40-50 percent reduction program. If necessary, an offset program might be considered whereby developers demonstrate that they will implement measures to conserve at least as much water in the existing community as their new project will use. In some cases, a two to one offset may be required of the new development.

Upon specific authorization by the Board of Directors, the General Manager shall implement phased water rationing to protect the water supply of the District and to guarantee adequate supply for domestic use, sanitation, and fire protection. Table 5-1 lists the District's consumption reduction methods.

Table 5-1: Consumption Reduction Methods

Consumption Reduction Methods	Stage When Method Takes Effect	Projected Reduction (%)
Water Rationing	1	20% of water deliveries to all District customers
Water Rationing	2	30% of water deliveries to all District customers
Water Rationing	3	40% of water deliveries to all District customers

During a water shortage the District will enforce Resolution 91-10 (included in Appendix F). Resolution 91-10 becomes mandatory when a Stage 1 Water Shortage Emergency is declared. Table 5-2 lists the District's mandatory prohibitions.

Table 5-2: Mandatory Prohibitions

Prohibitions	Stage When Prohibition Becomes Mandatory
There shall be no washing of sidewalks, walkways, buildings, walls, patios, driveways, parking areas, or other paved surfaces, or walls, except to eliminate conditions dangerous to public health or safety or when required as surface preparation for application of architectural coating or painting.	Stage 1 Water Shortage Emergency

Prohibitions	Stage When Prohibition Becomes Mandatory
Washing of motor vehicles, trailers, boats and other types of equipment shall be done only with a hand held bucket or a hose equipped with a positive shut off nozzle for quick rinses. Washing may also be done with reclaimed wastewater or by a commercial car wash using a recycled system.	Stage 1 Water Shortage Emergency
No water shall be used to clean, fill or maintain levels in decorative fountains, ponds, lakes or other similar aesthetic structures unless such water is part of a recycling system.	Stage 1 Water Shortage Emergency
No restaurant, hotel, café, cafeteria or other public place where food is sold, served or offered for sale, shall serve drinking water to any customer unless expressly requested and shall display a notice to that effect.	Stage 1 Water Shortage Emergency
All water users shall promptly repair all leaks from indoor and outdoor plumbing fixtures.	Stage 1 Water Shortage Emergency
No lawn, landscape or other turf area shall be watered more than once every other day nor during the hours between 10:00 a.m. and 4:00 p.m.	Stage 1 Water Shortage Emergency
No water users shall cause or allow the water to runoff landscape areas into adjoining streets, sidewalks, or other paved areas due to incorrectly directed or maintained sprinklers or excessive watering.	Stage 1 Water Shortage Emergency
The owner and manager of every hotel, motel, inn, guest-house, bed and breakfast facility and short-term commercial lodging shall post a notice to such shortage and any necessary compliance measures.	Stage 1 Water Shortage Emergency
Commercial nurseries, golf courses, parks, school yards, and other public open space and landscaped areas shall be prohibited from watering lawn, landscaping, and other turf areas more often than every third day and between the hours of 6:00 a.m. and 6:00 p.m.	Stage 1 Water Shortage Emergency
The use of water from fire hydrants shall be limited to fire fighting and related activities and other uses of water for municipal purposes shall be limited to activities necessary to maintain public health, safety and welfare.	Stage 1 Water Shortage Emergency

The District has developed a three-stage rationing plan that will be invoked during declared water shortages. Each stage includes a water reduction objective, in percent of normal demands. The rationing plan is dependent on the cause; severity and anticipated duration of the water supply shortage (see Table 5-3).

Table 5-3: Rationing Stages to Address Water Supply Shortages

Stage No.	Water Supply Conditions	% Shortage
1	Minor Shortage Potential	20% reduction in supplies
2	Moderate Shortage Potential	35% reduction in supplies
3	Critical Shortage Potential	40-50% reduction in supplies

5.1.3 Penalties and Charges

Customers found wasting or misusing water shall be subject to the actions listed in Table 5-4 based on the number of violations. A customer that has been assessed a penalty for violating or exceeding the water use allocation will have the right to a review of the penalty by the District's General Manager. The customer has five working days to file a request for reconsideration. If the customer is not satisfied with

the General Manager's decision; the customer has 15 days to file an appeal with the Board. The Board's decision is final and conclusive.

Table 5-4: Penalties and Charges

Penalties or Charges	Stage When Penalty Takes Effect
A written warning of the violation shall be issued by District personnel to the respective water customer. Photographic record of the violation will be made and the warning will be logged in the customer's service record.	First Violation
A written warning of the violation shall be issued by District personnel to the respective water customer stating that a third violation will result in disconnection. The customer will also be charged a \$50.00 penalty.	Second Violation
A written warning of the violation shall be issued by District personnel to the respective water customer stating that disconnection will occur within five days after the notice. The customer will be charged a disconnection fee, as well as a reconnection fee if service is later restored.	Third Violation

5.1.4 Water Reduction Stage Triggering Mechanism

Emergency response stage actions become effective when the Board of Directors declares that the District is unable to provide sufficient water supply to meet ordinary demands, to the extent that insufficient supplies would be available for human consumption, sanitation and fire protection. Then the General Manager is authorized to implement regulations and restrictions, including a moratorium on new connections and mandatory water rationing.

A combination of voluntary and mandatory water conservation measures would be used to reduce water usage in the event of water shortages. Reduction in deliveries is based upon the amount of water delivered to that customer during the preceding year.

5.1.5 Administration of Water Shortage Program

The administration of a water shortage program as described in this section would involve coordination between a number of local agencies. A District staff individual would be identified as the Program Manager and be the primary coordinator of water shortage activities.

An appropriate organizational structure for a water shortage management team would be determined based on the actual situation. Specific individuals would be designated to fill the identified roles (see Figure 5-1). The District would probably not have to hire additional staff or outside contractors to implement the program.

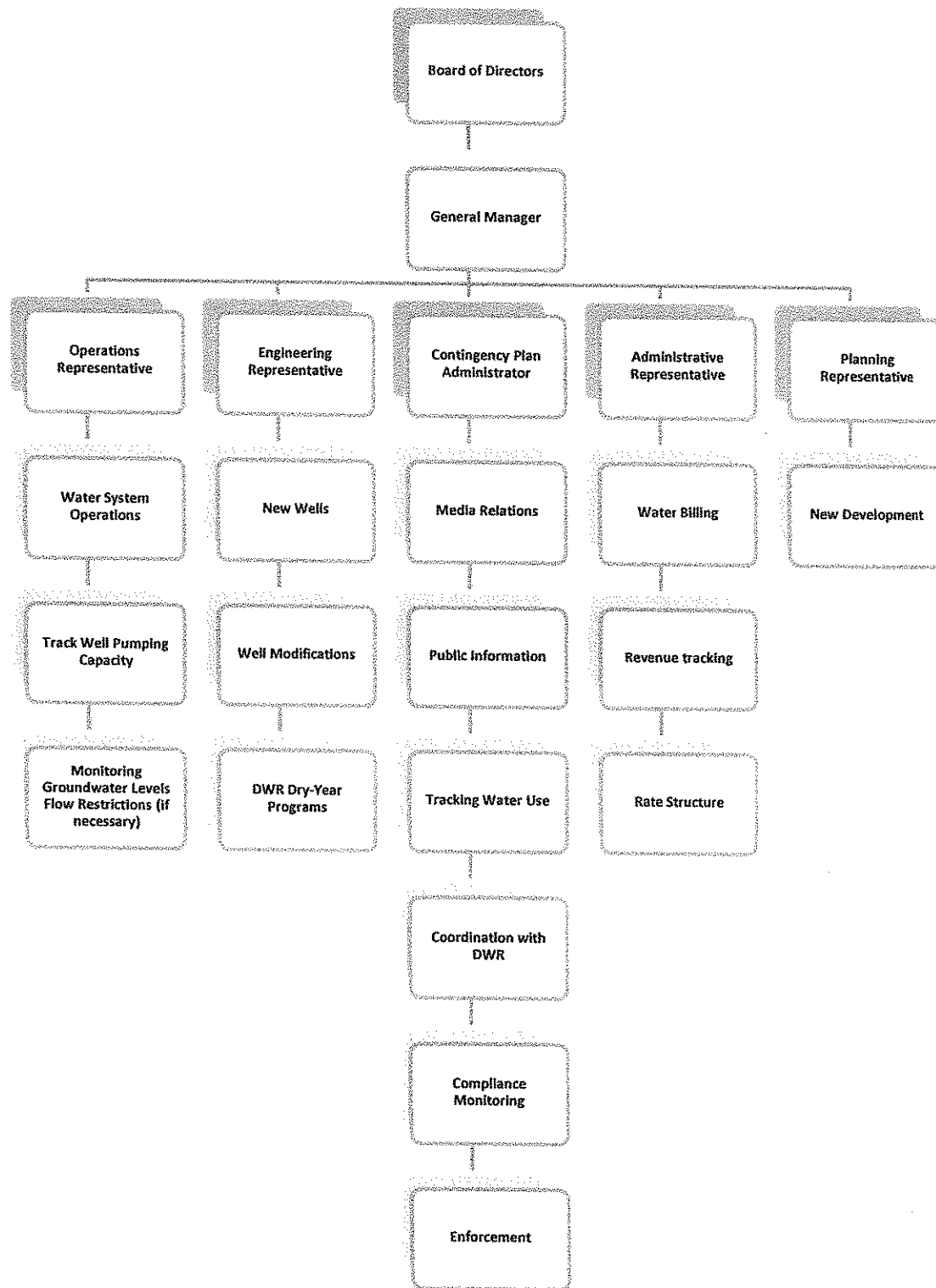
The major elements to be considered in administering and implementing the program include:

- *Identifying the District staff members to fill the key roles on the water shortage management team.* It is anticipated that the General Manager for the District would designate the appropriate individuals.
- *Intensifying the public information program to provide comprehensive information on the water shortage as necessary actions that must be undertaken by the District and by the public.* The scope of the public information program can be developed by reviewing published references, especially those published by DWR, and researching successful aspects of the current programs conducted by neighboring water agencies. A public information hotline may be advisable to answer any questions regarding the program.

- *Monitoring program effectiveness.* Ongoing monitoring will be needed to track supply availability and actual water user reductions. This procedure will allow the District to continuously re-evaluate the situation and make informed decisions as to whether another reduction level is needed.
- *Enforcing program requirements.* For the 20 to 40 percent reduction programs, enforcement of water use prohibitions and water use allocations will be more important in achieving the program goals than other measures. Inspectors and enforcement personnel could be identified among District staff that is in the community on other business.
- *Dealing with equity issues that might arise from the mandatory restrictions or higher water rates.* Depending on the level of restriction, there may be a greater need to address specific concerns of individual customers who might have special conditions or extenuating circumstances and are unduly affected by the program. A procedure should be identified for dealing with such special requests and/or for reviewing specific accounts.
- *Coordinating with other agencies.* Since most of the District's primary service area lies within the Palmdale city limits, it is critical to have ongoing coordination with a specific contact person at the City who will be aware of District developments.
- *Adjusting water rates.* Revenues from water sales should be reviewed periodically to determine whether an increase in rates might be needed to cover revenue shortfalls due to the decrease in demand.
- *Addressing new development proposals.* During periods of severe water shortage, it may be necessary to impose additional requirements on new developments to reduce new demand or to temporarily curtail new connections.

It is required that the water shortage contingency plan undergoes a formal public review process, including a public hearing. A thorough public review process will help minimize future objections when mandatory prohibitions are needed.

Figure 5-1: District Management Team in Water Shortage Contingency Plan¹⁵



¹⁵ Water Shortage Contingency Plan, Palmdale Water District, 2010

5.1.6 Actions during a Catastrophic Interruption

During declared shortages, or when a shortage declaration appears imminent, the General Manager will activate a water shortage response team. The team includes: water, fire, planning, health, and emergency personnel. Other actions and procedures to follow during catastrophic events will be developed.

An interconnection exists between AVEK and the District for reciprocal emergency water supply.

5.1.7 Reduction Measuring Mechanism

The District's water system is supplied by groundwater wells and treated surface water. The District measures the amount of water entering the distribution system through flow monitoring devices installed on each well and at the Water Treatment Plant. There are also meters on all connections that measure the amount of water used. These devices will be used to monitor District-wide reduction in water use.

5.1.8 Impact on Revenues and Expenditures

When significant conservation programs are undertaken, a budget deficit is likely to occur (see Table 5-5). The District has annual revenue of approximately twenty million dollars. Surplus revenues are carried over in a reserve fund for maintenance, capital improvement and budget deficits. However, the District can also purchase dry-year water in lieu of implementing conservation measures. Though this will impact the District's expenditures, it will not significantly impact revenues.

Table 5-5 shows a detailed breakdown of the District revenues, expenses, and change in net assets for 2009 and 2010. This table demonstrates that revenues can remain relatively constant as the overall value of net assets fluctuates year to year.