PALMDALE RECYCLED WATER AUTHORITY (PRWA)
PALMDALE WATER DISTRICT
2029 EAST AVENUE Q
PALMDALE, CALIFORNIA
REGULAR MEETING AGENDA NO. 1
JANUARY 16, 2013
7:00 P.M.

www.cityofpalmdale.org
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1. CALL TO ORDER.

Called to order at 7:00 p.m.

2. ROLL CALL: DIRECTORS JAMES C. LEDFORD, JR., GORDON DEXTER, LAURA BETTENCOURT, KATHRYN MAC LAREN, AND VACANT

Directors Ledford, Dexter, Bettencourt and Mac Laren were present.

3. OATH OF OFFICE SIGNING.

All Board of Directors present signed their Oath of Office.

City of Palmdale City Attorney Ditzhazy asked the Board if they would like to sign their Oaths of Office and skip the optional administration of oath listed on the Agenda as Item No. 7. The Board of Directors concurred with skipping Item No. 7.

City Attorney Ditzhazy presented the Board with a copy of the Joint Powers Authority, the Settlement Agreement, and the Press Release regarding the partnership.

4. PLEDGE OF ALLEGIANCE.

5. DISCUSSION AND APPOINTMENT OF A TEMPORARY CHAIR.

City of Palmdale City Attorney Ditzhazy recommended appointing a temporary chair and advised the Board that they may wish to consider appointment of a

permanent Chair when the fifth member is present since it is a one-year term appointment.

Public Comments: Robert Alvarado thanked the City of Palmdale and Palmdale Water District for the Palmdale Water Recycled Authority partnership.

There was discussion among the Board of Directors.

Motion: Appoint James C. Ledford, Jr. as Temporary Chair.
Moved by Director Mac Laren, seconded by Director Bettencourt.

Vote: Motion carried (4-0).
Yes: Director Ledford, Dexter, Bettencourt and Mac Laren.

6. APPOINTMENT OF SECRETARY.

Public Comments: None.

Motion: Appoint Rebecca J. Smith as Secretary.
Moved by Director Mac Laren, seconded by Director Dexter.

Vote: Motion carried (4-0).
Yes: Chair Ledford and Directors Dexter, Bettencourt and Mac Laren.

7. ADMINISTRATION OF OATH BY SECRETARY (OPTIONAL).

No action was taken on this item.

8. APPOINTMENT OF EXECUTIVE DIRECTOR, ASSISTANT EXECUTIVE DIRECTOR, AUTHORITY COUNSEL, TREASURER, AUDITOR, AND OTHER OFFICERS.

City of Palmdale City Attorney Ditzhazy spoke regarding the duties of the Executive Director and Assistant Executive Director.

Public Comments: None.

Motion: Appoint Dennis LaMoreaux as Executive Director.
Moved by Director Mac Laren, seconded by Director Dexter.

Vote: Motion carried (4-0).
Yes: Chair Ledford and Directors Dexter, Bettencourt and Mac Laren.

Motion: Appoint Mike Mischel as Assistant Executive Director.
Moved by Director Mac Laren, seconded by Director Bettencourt.

Vote: Motion carried (4-0).
Yes: Chair Ledford and Directors Dexter, Bettencourt and Mac Laren.

City of Palmdale City Attorney Ditzhazy advised the Board that a Conflict of Interest Waiver is pending and will be placed on the City of Palmdale February 6, 2013 regular meeting agenda for Council approval.

Motion: Appoint Wm. Matthew Ditzhazy as Authority Counsel, pending approval and execution of a Conflict of Interest Waiver.
Moved by Director Dexter, seconded by Director Bettencourt.

Vote: Motion carried (4-0).
Yes: Chair Ledford and Directors Dexter, Bettencourt and Mac Laren.

Motion: Appoint Betsy St. John as Treasurer and Auditor.
Moved by Director Mac Laren, seconded by Director Bettencourt.

Vote: Motion carried (4-0).
Yes: Chair Ledford and Directors Dexter, Bettencourt and Mac Laren.

9. PRESENTATION BY PALMDALE CITY ATTORNEY DITZHAZY OF PALMDALE RECYCLED WATER AUTHORITY DIRECTOR DUTIES, SETTLEMENT AGREEMENT AND JOINT POWERS AUTHORITY.

Authority Counsel Ditzhazy spoke regarding the background of the settlement, the Board of Directors authority, powers, and duties, and outlined the Joint Powers Authority Agreement. Authority Counsel Ditzhazy also advised that the Board of Directors, Chair, and Vice Chair appointments were one year terms.

10. WAIVER OF FULL READING OF RESOLUTIONS.

No action was taken on this item.

11. DISCUSSION AND POSSIBLE ACTION ON APPOINTMENT PROCESS FOR 5TH BOARD MEMBER.

Authority Counsel Ditzhazy clarified that the appointment of the fifth member is appointed jointly by the City of Palmdale and the Palmdale Water District and recommended that the Board come to a consensus regarding qualifications for appointment. The Board discussed qualifications. Authority Counsel Ditzhazy stated that staff could send out a proposal regarding experience, education, and residency within the District. Director Dexter stated he felt applicant should reside in the District but does not feel having a background in water is

necessary. Chair Ledford agreed that the applicant could be a layperson. The Board concurred that the applicant should reside in the District.

Public Comment: Robert Alvarado and Lowell Havilland spoke regarding selection of fifth member.

The Board concurred that the fifth member should reside in the boundaries of the district with a one year term. Chair Ledford suggested that staff could create a map displaying the boundaries of the Palmdale Recycled Water Authority.

There was further discussion among the Board of Directors. The Board concurred that they want to allow the fifth member to serve the full one-year term and that the two executives should get together to discuss advertising for the fifth member.

Authority Counsel Ditzhazy stated that the Joint Powers Authority Agreement would have to be amended to provide that the fifth member could not be removed during their one-year term.

Motion: Approve amending the Joint Powers Authority Agreement to allow the fifth member to serve a full one-year term.
Moved by Chair Ledford, seconded by Director Mac Laren.

Vote: Motion carried (4-0).
Yes: Chair Ledford and Directors Dexter, Bettencourt and Mac Laren.

12. EXECUTIVE DIRECTOR DISCUSSION REGARDING INITIAL 2013 ACTION PLAN:

- Recycled Water Facilities Plan
- Palmdale Water Recycled Water Authority By-Laws
- Budget
- Recycled Water Cost Study
- Facilities Status Update
- Re-allocation of Recycled Water
- Grants

Executive Director LaMoreaux spoke regarding the Initial 2013 Action Plan. Assistant Executive Director Mischel spoke regarding allocations and commitment from the County. Executive Director LaMoreaux advised the Board that Palmdale Water District staff will be trained for site preparation and the Board concurred.

13. DISCUSSION AND POSSIBLE ACTION REGARDING HIRING FACILITIES PLAN CONSULTANT.

Assistant Executive Director Mischel spoke regarding the scope of work to be done by the Facilities Plan Consultant and advised the Board that he has solicited proposals and is currently negotiating amounts with the consultants regarding the plan to merge the City of Palmdale and Palmdale Water District plans. He also advised the Board that a possible rate study would be done.

The Board discussed and spoke in favor of the actions being taken to hire a Facilities Plan Consultant.

Public Comments: None.

14. DISCUSSION AND POSSIBLE ACTION ON APPOINTMENT ON AN AD HOC COMMITTEE TO DRAFT PALMDALE RECYCLED WATER AUTHORITY BY-LAWS.

Authority Counsel Ditzhazy spoke regarding the creation of the Ad Hoc Committee to possibly include Palmdale Water District's firm and the City Attorney's office, the two Executive Directors, and a member from each entity After Board discussion, the Board suggested creating an Ad Hoc Technical Committee to bring ideas to the Board.

Public Comments: None.

Motion: Approve an Ad Hoc Technical Committee, with Board members being appointed later.
Moved by Director Mac Laren, seconded by Director Bettencourt.

Vote: Motion carried (4-0).
Yes: Chair Ledford and Directors Dexter, Bettencourt and Mac Laren.

15. DISCUSSION AND POSSIBLE ACTION REGARDING BUDGETING.

Executive Director LaMoreaux presented the Board with a draft budget. Assistant Executive Director Mischel stated that the City must still meet to discuss their budget and may wish to consider waiting until after the fifth member is appointed to the Board.

Public Comments: A gentlemen, who did not give his name, spoke regarding creating a budget for name plates.

There was Board discussion. No action was taken on this item at this time.

16. DISCUSSION AND POSSIBLE ACTION REGARDING SCHEDULING FUTURE MEETINGS ON THE THIRD WEDNESDAY OF EACH MONTH.

Authority Counsel Ditzhazy stated a Resolution must be prepared and brought to a future meeting for the Board approval in order to set a regular meeting schedule. The Board discussed setting regular meetings on the third Wednesday of each month and also splitting the meetings between the two locations of the City Hall Council Chambers and the Palmdale Water District.

No action was taken on this item at this time.

Public Comments: Robert Alvarado spoke in favor of the meetings.

17. PUBLIC COMMENTS:

None.

Director Bettencourt stated that she is happy that the City and the Palmdale Water District are working together.
Director Mac Laren stated that the partnership is great for progress.

18. ADJOURN.

Chair Ledford adjourned the meeting at 8:20 p.m. to Wednesday, February 20, 2013 at 7:00 p.m. in the City of Palmdale City Hall Council Chambers located at 38300 Sierra Highway, Suite B, Palmdale, California.

PASSED, APPROVED, and ADOPTED this 20th day of February 2013.

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James C. Ledford, Jr.
Chair

ATTEST:

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Rebecca J. Smith
Secretary