PALMDALE RECYCLED WATER AUTHORITY (PRWA)
CITY OF PALMDALE
CITY HALL COUNCIL CHAMBERS
38300 SIERRA HIGHWAY, SUITE B
PALMDALE, CALIFORNIA
REGULAR MEETING AGENDA NO. 4
APRIL 17, 2013
7:00 P.M.

www.cityofpalmdale.org
www.palmdalewater.org.

WELCOME

NOTE*:* Materials related to an item on this Agenda submitted to the Palmdale Recycled Water Authority Board of Directors, or after distribution of the agenda packet, are available for public inspection at the City of Palmdale City Hall, located at 38300 Sierra Highway, Suite A, Palmdale, California, and at the Palmdale Water District, 2029 East Avenue Q, Palmdale, California during normal business hours and will also be available at the meeting. Those items provided by others at the meeting will be available at City Hall during normal business hours.

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

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Palmdale Water District at least 48 hours prior to the meeting.

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

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

1. CALL TO ORDER.

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

3. PLEDGE OF ALLEGIANCE.

4. CONSENT CALENDAR:

4.1 Resolution No. PRWA 2013-006, a Resolution of the Board of Directors of the Palmdale Recycled Water Authority establishing a Records Retention policy. (Staff Reference: Authority Counsel Ditzhazy)

4.2 Resolution No. PRWA 2013-008, a Resolution of the Board of Directors of the Palmdale Recycled Water Authority adopting a procedure by which checks, drafts or notes are executed by the Authority. (Staff Reference: Authority Counsel Ditzhazy)

4.3 Resolution No. PRWA 2013-009, a Resolution of the Board of Directors of the Palmdale Recycled Water Authority authorizing the execution of the Water Recycling Facilities Planning Grant Application for a grant from the State Water Resources Control Board. (Staff Reference: Executive Director LaMoureaux)

4.4 Resolution No. PRWA 2013-010, a Resolution of the Board of Directors of the Palmdale Recycled Water Authority authorizing the adoption of the Palmdale Recycled Water Authority 2013 budget. (Staff Reference: Assistant Executive Director Mischel)

4.5 Approve the Minutes from the previous meeting held on March 20, 2013. (Staff Reference: Secretary Smith)

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

5. PUBLIC COMMENTS: This portion of the Agenda allows an individual the opportunity to address the Board of Directors on any subject regarding Palmdale Recycled Water Authority business. Under state legislation, no action can be taken on items not specifically referenced on the Agenda. **PLEASE NOTE: A three-minute time limit** will be imposed on each speaker other than staff members.

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

7. ADJOURNMENT to May 15, 2013 at 7:00 p.m. at the Palmdale Water District Board Room located at 2029 East Avenue Q, Palmdale, California.

Complete packets can be viewed at City Hall, located at 38300 Sierra Highway, Suite A, Palmdale, California; Palmdale Water District, 2029 East Avenue Q, Palmdale, California, and the Main Library, located at 700 East Palmdale Boulevard, Palmdale, California. You can also view the Agenda for the Palmdale Recycled Water Authority on the City's website at www.cityofpalmdale.org or the Palmdale Water District website at www.palmdalewater.org.

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

PALMDALE RECYCLED WATER AUTHORITY

BOARD MEMORANDUM

DATE: April 17, 2013 **April 17, 2013**

TO: BOARD OF DIRECTORS **Board Meeting**

FROM: Wm. Matthew Ditzhazy, Authority Counsel

VIA: Mr. Dennis LaMoreaux, Executive Director, PRWA

RE: ***AGENDA ITEM NO. 4.1 – CONSIDERATION AND POSSIBLE ACTION ON RESOLUTION NO. PRWA 2013-006 – A RESOLUTION OF THE PALMDALE RECYCLED WATER AUTHORITY ESTABLISHING A RECORDS RETENTION POLICY***

Recommendation:

Palmdale Recycled Water Authority (PRWA) staff recommends adoption of Resolution No. PRWA 2013-006 Establishing a Records Retention Policy

Background:

All public agencies are required by the California Government Code to adopt a policy regarding the retention of records and setting forth reasonable retention periods and authorizing the destruction of un-needed and duplicative records. Section 4.3 of the Joint Powers Authority Agreement between the City of Palmdale and the Palmdale Water District authorizes the Authority Board to enact such a policy. The attached Records Retention Policy comports with State of California guidelines and is substantially similar to the policy of the Palmdale Water District (the City's policy is currently undergoing substantial revisions).

Financial Impact:

The keeping of the Authority's records will be accomplished jointly by the Palmdale City Clerk's Office and the Palmdale Water District's Board secretary. Like most other duties for the Authority both the city clerk and the board secretary are employees of their respective entities and no charges will be levied against the Authority, hence no fiscal impact.

Supporting Documents:

Proposed PRWA Resolution No. PRWA 2013-006

PALMDALE RECYCLED WATER AUTHORITY

RESOLUTION PRWA 2013-006

A RESOLUTION OF THE PALMDALE RECYCLED WATER AUTHORITY ESTABLISHING A RECORDS RETENTION POLICY

WHEREAS, the Palmdale Recycled Water Authority ("Authority") is a California Joint Exercise of Powers Authority as codified under California Government Code Sections 6500 *et seq.* and created by agreement of the Palmdale Water District and the City of Palmdale on September 26, 2012; and

PROPOSED

WHEREAS, Section 4. 3 of the Joint Exercise of Powers Agreement creating the Authority authorizes the Authority Board of Directors ("Board") to adopt such operating rules and regulations, including policies and procedures needed for the conduct of its affairs as are deemed necessary by the Authority Board; and

WHEREAS, the Board desires to establish a program for the administration of a comprehensive Records Retention Policy in full compliance with California Government Code; and

WHEREAS, attached to this Resolution is a 4-page recitation of the Records Retention Policy and a listing of the time periods which particular classes of documents should be held and when some classes of documents may be destroyed in the normal course of business.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The four-page Records Retention Policy and Schedule in the form attached hereto and incorporated herein by this reference to this Resolution is approved and adopted.

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Section 2. This Resolution is effective upon its adoption.

PASSED, APPROVED and ADOPTED this 17th day of April, 2013, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____ ABSENT: _____

PROPOSED

_____
James C. Ledford, Jr.
Chair

ATTEST:

_____
Rebecca J. Smith
Secretary

APPROVED AS TO FORM:

_____
Wm. Matthew Ditzhazy
Authority Counsel

PALMDALE RECYCLED WATER AUTHORITY

RECORD RETENTION POLICY

In order to establish guidelines for the retention of Palmdale Recycled Water Authority ("Authority") records and to identify those records which are no longer required for or important to Authority operations, and are therefore appropriate for destruction, the following guidelines are established for the retention of Authority Records.

Different types of Authority records and a recommended retention period for those records are set forth on the attachment to this Policy. Although every effort has been made to provide a thorough list of the different types of Authority records, the attached list is not all –inclusive, and there may be records which do not fall within one of the listed categories. In such case, the Executive Director of the Authority is authorized to make a determination as to the appropriate retention period for that particular record.

Each record on the attached list shall be maintained in Authority records for the period indicated. In some instances, circumstances may exist which justify maintenance of a particular record for a longer period of time. The period of retention begins at the end of the fiscal year during which the record was created, not from the date of the record itself.

Certain records are identified on the attachment as "Permanent Records" which shall be retained permanently in Authority records. Some Permanent Records should be retained in their original form, including minute books, resolutions and ordinances; records relating to the Authority's formation, and formation of any improvement or assessment districts; recycled water distribution system design, installation and repair records; well records; deeds, easements and other real property records; insurance policies; annual and audited financial reports; and court judgments and settlement agreements. Other permanent records may be photographed, digitized, scanned, microfilmed or reproduced on optical disk or other medium to facilitate their retention as required by this Policy.

In normal operations of the Authority, duplicate records are often created. Unless the Board of Directors provides otherwise, the Executive Director may authorize the destruction of any duplicate record so long as the original or a permanent photographic or scanned reproduction, digitized or optical disk copy of the record is created and maintained in accordance with this Policy.

In accordance with *Government Code Section 60201,* the Authority may utilize alternative storage methods for those records which are not required to be maintained in their original form. Upon Board authorization, Authority records may be photographed, micro-photographed, reproduced by electronic video images on magnetic surfaces, recorded in the electronic data processing system, scanned, recorded on optical disk, produced on film or any other reliable medium which does not permit additions, deletions or changes to the original document. This preservation must comply with minimum standards or guidelines recommended by the American National Standards Institute or the Association for Information of Image Management for recording of permanent records or non-permanent records.

Such reproduction shall be maintained in conveniently-accessible files with provision being made by the Authority for preserving, examining and using files. The reproductions can be certified, and such certified reproductions shall be deemed to be original public records for all purposes pursuant to *Government Code 60203.* Certification of the record must comply with standards approved by the California Attorney General, including a statement of identity, description and disposition or location of the records reproduced and the date, reason and authorization for such reproduction.

The Executive Director shall oversee the process for destruction of Authority records in accordance with the guidelines attached to this Policy. Records (whether originals or reproductions) can be destroyed by the Authority unless it is determined that a compelling reason then exists to continue retention of the document. Alternatively, those records which are maintained in their original form during the retention period could, upon expiration of the retention period be converted to microfilm or other photographic reproduction for so long as circumstances reasonably dictate.

Immediately prior to destruction, the Executive Director shall make a determination that no reason then exists to preserve the record. Where warranted or necessary to protect Authority confidential or financial information, or to protect an individual's privacy, documents may be destroyed through a confidential shredding process

The following list of records with suggested retention periods is comprised primarily of records commonly found in the general business community, and is not intended as an exhaustive listing of all Authority records. Except as noted, the figures represent the number of years for retaining the records. The periods begin at the end of the fiscal year during which the record was created, not from the date of the record. The retention period for items supporting tax returns begins on the filing date of the return or its due date, whichever is later.

"P" = permanently; "AT" = after termination; "AD" -= after disposal of the underlying asset; "AE" = after election; "AEG" = after end of grant; "AM" = after meeting; "AR" = after revision.

Accident reports (settled)	7
Agendas; meeting notices	2
Audits (see also Financial Reports)	P
Bank deposit slips	3
Bank reconciliations	3
Bank statements	7
Billing records	2
Bills of lading	5
Board meeting packets	30days
Bonds (records of issuance)	P
Budgets and related updates	3
Check register	10
Checks paid by customers	3
Checks (paid and canceled)	7 AD
Contracts:	
Employee	7 AT
Vendor/consultant	7
For acquisition, operation, Maintenance of land, recycled water systems; water entitlement; water rights	P
Correspondence:	
Accounting	7
Credit and collection	7
General	3
Personnel	7 AT
Cost accounting records	5
Deposit slip copies	3
Depreciation schedules	7 AD
Developer agreements	P
Authority Formation records	P
Easements	P
Election records	4 AE
Environmental review documents: EIRs, negative declarations, notices of exemption, notices of determination	
Environmental review; correspondence	3
Equipment leases (after expiration)	7
Equipment repair records	3
Expense reimbursement records	3
Financial reports:	
Audited	P
Annual	P
Interim	3
Fixed asset records	7 AD
FPPC records (Forms 700)	7 AT
Garnishments	3 AT
Grant applications (successful)	5 AEG
Grant funding records	5 AEG
Insurance Policies	P
Inventory records	7 AD
Invoices (not including water hills)	7
Labor records:	
Applications (employee)	7 AT
Applications (non-hirees)	
Contracts	7 AT
Daily time reports	5
Disability claims	7 AT
Earnings records	7
Employee manual	2 AR
Employee service records	7 AT
Interview documents (employees)	7 AT
Interview documents (non-hirees)	2
Paychecks	7
Personnel files	7 AT
Salary and wage changes	7 AT
Salary receipts	7 AT
Time cards, tickets and clock records	5
Training records	7
Unemployment claims	7 AT
Withholding certificates	7 AT
Workers' compensation reports	10
Leases	
Ledgers and journals;	
Accounts payable ledger	7
Accounts receivable ledger	7
Cash journal	10
Customer ledger	7
General journal	10
General ledger	P
Journal entries-year-end	P
Payroll journal	10

Plant ledger	P
Purchase journal	10
Licenses – certifications (employees)	1 AT
Litigation files (resolved)	5
Judgments, orders, settlement agreements	
Maintenance records	
Building	7
Machinery	7
Meter History	7
Meter Complaint Inquiries	7
Minute books, Resolutions, Ordinances	
Mortgages	7 AT
Notes (canceled)	7
NPDES permits	
Oaths of Office	6 AT
Options	7 AT
Ordinances	
Pension records	
Petty cash records	3
Plant acquisition records	7 AD
Real estate development records:	
Design, Engineering, Construction	10
As-builts w/District Approval	
Planning documents	3 AR
Policies and procedures	3 AR
Property records:	
Appraisals	
Damage reports	7
Deeds, easements, licenses	
Depreciation	7 AD
Plans and specifications	
Purchases	
Reconveyences	
Sales	
Taxes	10
Public Records Act requests	2
Purchase order copies	3
Purchase invoices	7
Rates and charges	3 AR
Receiving reports	3
Remittance statements	3
Resolutions	
Rules and Regulations	
Software License agreements and documentation (after expiration)	3
Staff reports	2
Surety bonds	3 AT
Tapes-audio and video of Board mtgs	½ AM
Tax records	10
Tax returns (copies)	20
Travel records (employees)	3
Vehicle records	2 AD
Water bills and related reports	7
Water distribution system design, Installation and repair records	P
Water quality tests – bacteriological	5
Water quality tests – other	
Water quality reports	12
Water quality violations	3
Well records	P

PALMDALE RECYCLED WATER AUTHORITY

BOARD MEMORANDUM

DATE: April 10, 2013 **April 17, 2013**

TO: BOARD OF DIRECTORS **Board Meeting**

FROM: Mr. Wm. Matthew Ditzhazy, Authority Counsel, PRWA

VIA: Mr. Dennis LaMoreaux, Executive Director, PRWA

RE: ***AGENDA ITEM NO. 4.2 – CONSIDERATION AND POSSIBLE ACTION ON RESOLUTION PRWA 2013-008 ADOPTING A PROCEDURE BY WHICH CHECKS, DRAFTS OR NOTES ARE EXECUTED BY THE AUTHORITY***

Recommendation:

Palmdale Recycled Water Authority (PRWA) staff recommends adoption of Resolution PRWA 2013-008 adopting a procedure by which checks, drafts or notes are executed by the Authority.

Background:

Section 4.13 of the Joint Exercise of Powers Agreement Creating the Palmdale Recycled Water Authority provides that the Treasurer shall act as the depositary of the Authority and have custody of all the money of the Authority. In addition, Section 5.4(c) of the Joint Exercise of Powers Agreement Creating the Palmdale Recycled Water Authority authorizes the Treasurer to draw checks or warrants or make payments by other means for claims or disbursements not within an applicable budget upon the prior approval of the Board. Resolution PRWA 2013-008 would establish a procedure by which payments are made by the Treasurer. Specifically, all checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Palmdale Recycled Water Authority will be issued by the Treasurer and must be signed by one authorized member of the Board of Directors and one authorized Staff member. The Chair and Vice Chair are authorized to sign as a member of the Board of Directors, and the Treasurer and Assistant Treasurer are authorized to sign as a Staff member. Staff recommends that the Palmdale Recycled Water Authority adopt Resolution PRWA 2013-008.

Financial Impact:

There is no financial impact.

Supporting Documents:

Proposed Resolution PRWA 2013-008.

PALMDALE RECYCLED WATER AUTHORITY

RESOLUTION PRWA 2013-008

A RESOLUTION OF THE PALMDALE RECYCLED WATER AUTHORITY ADOPTING A PROCEDURE BY WHICH CHECKS, DRAFTS OR NOTES ARE EXECUTED BY THE AUTHORITY

WHEREAS, Section 5.4(c) of the Joint Exercise of Powers Agreement Creating the Palmdale Recycled Water Authority authorizes the Treasurer to draw checks or warrants or make payments by other means for claims or disbursements not within an applicable budget upon the prior approval of the Board; and

PROPOSED

WHEREAS, Section 4.13 of the Joint Exercise of Powers Agreement Creating the Palmdale Recycled Water Authority authorizes the Board of Directors to appoint a Treasurer who shall act as the depositary of the Authority and have custody of all the money of the Authority, from whatever source, and as such, shall have all of the duties and responsibilities specified in Section 6505.5 of the Joint Exercise of Powers Act; and

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Palmdale Recycled Water Authority shall be issued by the Treasurer and must be signed by one authorized member of the Board of Directors and one authorized Staff member.

SECTION 2. The Chair and Vice Chair are authorized to sign as a member of the Board of Directors.

SECTION 3. The Treasurer and Assistant Treasurer are authorized to sign as a Staff member.

SECTION 4. This Resolution is effective upon its adoption.

PASSED, APPROVED and ADOPTED this 17th day of April, 2013, by the following vote:

PROPOSED

AYES: _____

NOES: _____

ABSTAIN: _____ ABSENT: _____

_____
James C. Ledford, Jr.
Chair

ATTEST:

_____
Rebecca J. Smith
Secretary

APPROVED AS TO FORM:

_____
Noel Doran
Assistant Authority Counsel

PALMDALE RECYCLED WATER AUTHORITY

BOARD MEMORANDUM

DATE: April 4, 2013 **April 17, 2013**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Michael J. Mischel, Assistant Executive Director, PRWA
VIA: Mr. Dennis LaMoreaux, Executive Director, PRWA

RE: AGENDA ITEM NO. 4.4 – CONSIDERATION AND POSSIBLE ACTION ON RESOLUTION NO. PRWA 2013-010 AUTHORIZING THE ADOPTION OF THE PALMDALE RECYCLED WATER AUTHORITY 2013 BUDGET

Recommendation:

Palmdale Recycled Water Authority (PRWA) staff recommends approval of Resolution No. PRWA 2013-010 authorizing the adoption of the Palmdale Recycled Water Authority 2013 Budget.

Background:

A part of the Palmdale Recycled Water Authority's duties is to create an annual operating budget. The proposed 2013 Budget highlights revenue from water sales, member contributions, and anticipated grants. The budget also outlines expenditures such as consultant services, training, and recycled water purchases.

Due to the possibility of unanticipated expenditures, staff recommends setting aside the unencumbered balance of funds. This balance of funds will also offset any unexpected repairs on either the pump station or the mainline.

Financial Impact:

As set forth in the budget document, the fiscal year 2013 budgeted unappropriated reserves are $94,000. The Authority's policy is to have unappropriated reserves for emergencies. Due to the likelihood of a multitude of unknowns, this budget being the first budget for the newly formed Authority it is recommended to have a large unappropriated fund balance.

Supporting Documents:

Resolution No. PRWA 2013-010

RESOLUTION NO. PRWA 2013-010

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE RECYCLED WATER AUTHORITY AUTHORIZING THE ADOPTION OF THE PALMDALE RECYCLED WATER AUTHORITY 2013 BUDGET

WHEREAS, The Palmdale Recycled Water Authority has identified the need for a 2013 Budget, and

WHEREAS, The Palmdale Recycled Water Authority Board reviewed the proposed Budget for fiscal year 2013 on March 20, 2013, at which time said proposed Budget was heard and considered; and

WHEREAS, the Palmdale Recycled Water Authority considered the proposed budget as submitted and made all changes and amendments thereto which said Authority, desired to make therein; and

WHEREAS, individual project costs have been proportionately budgeted to the respective project areas based upon the benefit attributable to the targeted project area including improving inadequate public improvements and public facilities, improving and correcting depreciated values; and,

PROPOSED

WHEREAS, the Palmdale Recycled Water Authority has approved a fund reserve for emergency situations such as natural disasters; and,

WHEREAS, the Palmdale Recycled Water Authority has heretofore, or hereafter will, raise sufficient revenues to finance and balance said budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Palmdale Recycled Water Authority:

SECTION 1: The original of the Budget of the Palmdale Recycled Water Authority shall be placed on file in the office of the Authority Clerk and shall be open to public inspection.

SECTION 2: The Palmdale Recycled Water Authority hereby approves all of the adjustments to the fiscal year 2013 revenues and expenditures as presented in the fiscal year 2013 budget document.

SECTION 3: The Budget of the Palmdale Recycled Water Authority is hereby approved and adopted. In adopting said budget the Authority Board approved the specified amounts for each of the various programs and accounts set forth.

SECTION 4: The Authority Treasurer is hereby authorized and instructed to take all steps necessary to implement this resolution in accordance with the provisions of the budget document.

SECTION 5: Without prior approval of the Authority Board, the Executive Director shall have authority to transfer up to $25,000 from program to program, except for shifts in appropriations relating to personnel. Any transfer of more than such amount shall be approved by the Authority Board.

SECTION 6: The Authority Treasurer, with the approval of the Executive Director shall approve the Encumbrances and Continuing Appropriations from the Authority's budget for fiscal year 2013.

SECTION 7: The Budget for fiscal year 2013, as submitted, amended, modified, revised, corrected, adopted, and filed by the Authority shall be the fiscal year 2013 Budget for the Palmdale Recycled Water Authority. The Budget is subject to the requirements of Article XIII B of the California Constitution.

SECTION 8: The Clerk of the Authority shall certify to the adoption of this Resolution and enter it into the official records of the Authority.

PASSED, APPROVED and ADOPTED this 17th day of April, 2013, by the following vote:

PROPOSED

AYES:_____

NOES:_____

ABSENT:_____ ABSTAIN:_____

_____
James C. Ledford, Jr., Chair

ATTEST:

_____
Rebecca Smith,
Authority Secretary

Approved as to form:

_____
Wm. Matthew Ditzhazy,
Authority Counsel

Palmdale Recycled Water Authority

Proposed Budget - CY 2013

	2013 Proposed	2014 Projected	2015 Projected	2016 Projected
Revenues:				
Palmdale Water District Contributions	$ 100,000	$ -	$ -	$ -
City of Palmdale Contributions	$ 100,000	$ -	$ -	$ -
Interest Earnings	$ -	$ -	$ -	$ -
Water Sales	$ 17,000	$ -	$ -	$ -
Meter Fees	$ 3,000	$ -	$ -	$ -
Developer/Capacity Fees	$ -	$ -	$ -	$ -
Grants	$ 60,000	$ -	$ -	$ -
Total Revenue	$ 280,000	$ -	$ -	$ -
Expenditures:				
Director's Compensation	$ -	$ -	$ -	$ -
Insurance	$ 5,000	$ -	$ -	$ -
Office Supplies	$ 1,000	$ -	$ -	$ -
Training	$ 10,000	$ -	$ -	$ -
Memberships	$ 6,000	$ -	$ -	$ -
Outreach	$ 1,000	$ -	$ -	$ -
Legal Services	$ -	$ -	$ -	$ -
Recycled Water System Master Plan	$ 115,000	$ -	$ -	$ -
Recycled Water Rate Study	$ 25,000	$ -	$ -	$ -
Membership Contract Services - Administration (COP)	$ -	$ -	$ -	$ -
Membership Contract Services - Financial (COP)	$ -	$ -	$ -	$ -
Membership Contract Services - Operations and Maintenance (PWD)	$ -	$ -	$ -	$ -
Membership Contract Services - Engineering and Planning (Jointly)	$ -	$ -	$ -	$ -
Contracted Services - Miscellaneous	$ -	$ -	$ -	$ -
Capital Construction - Distribution System	$ -	$ -	$ -	$ -
Capital Construction - On-Site Conversion	$ -	$ -	$ -	
Water Purchases - LACSD	$ 15,000	$ -	$ -	$ -
Electricity - Booster Station LACSD	$ 8,000	$ -	$ -	$ -
Total Expenditures	$ 186,000	$ -	$ -	$ -
Net Income (Loss)	$ 94,000	$ -	$ -	$ -

Prepared 10/11/12

PALMDALE RECYCLED WATER AUTHORITY

BOARD MEMORANDUM

DATE:	April 2, 2013	**April 17, 2013**
TO:	BOARD OF DIRECTORS	**Board Meeting**
FROM:	Mr. Matthew Knudson, Engineering Manager, PWD	
VIA:	Mr. Dennis LaMoreaux, Executive Director, PRWA	

RE: *AGENDA ITEM NO. 4.3 – CONSIDERATION AND POSSIBLE ACTION ON RESOLUTION NO. PRWA 2013-009 AUTHORIZING THE EXECUTION OF THE WATER RECYCLING FACILITIES PLANNING GRANT APPLICATION FOR A GRANT FROM THE STATE WATER RESOURCES CONTROL BOARD*

Recommendation:

Palmdale Recycled Water Authority (PRWA) staff recommends approval of Resolution No. PRWA 2013-009 Authorizing the Execution of the Water Recycling Facilities Planning Grant Application for a Grant from the State Water Resources Control Board (SWRCB).

Background:

Prior to the formation of the PRWA, both the City of Palmdale and Palmdale Water District prepared Recycled Water Facilities Master Plans. With the formation of the PRWA, the PRWA now needs a consolidated document and planning tool that reflects the most recent information on water demand projections, regulations, alternatives, necessary facilities, costs, and environmental impacts. In addition, the PRWA also needs a clear plan for how to finance construction of the facilities and meanwhile place itself in the strongest position possible for any available grant funding.

At the March 20, 2013 PRWA Board meeting, the Board approved a contract with Carollo Engineers, Inc. in the not-to-exceed amount of $126,667 to complete the tasks associated with the consolidation of the two planning documents, related environmental review, and the preparation of the above referenced grant application.

The SWRCB Water Recycling Facilities Planning Grant Program will provide 50 percent match up to $75,000 to complete a Facilities Planning Study.

Financial Impact:

This action has no fiscal impact. However, if the PRWA is successful in obtaining grant funding from the SWRCB, the PRWA may be awarded a 50 percent matching grant for up to $75,000 to assist with completing a Recycled Water Facilities Master Plan.

Supporting Documents:

Resolution No. PRWA 2013-009

RESOLUTION NO. PRWA 2013-009

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE RECYCLED WATER AUTHORITY AUTHORIZING THE EXECUTION OF THE WATER RECYCLING FACILITIES PLANNING GRANT APPLICATION FOR A GRANT FROM THE STATE WATER RESOURCES CONTROL BOARD

WHEREAS, The Palmdale Recycled Water Authority has identified the need for a Recycled Water Facilities Master Plan, and

WHEREAS, providing recycled water is currently identified as a high priority project in the Antelope Valley Integrated Regional Water Management Plan (AVIRWMP), and

WHEREAS, the State Water Resources Control Board (SWRCB) Water Recycling Facilities Planning Grant Program will provide a 50 percent match up to $75,000 to complete a Facilities Planning Study, and

WHEREAS, it is in the best interests of the Palmdale Recycled Water Authority and its members to apply for a grant under the SWRCB Water Recycling Facilities Planning Grant Program to assist in financing the preparation and completion of a Facilities Planning Study.

PROPOSED

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Palmdale Recycled Water Authority:

SECTION 1: The Executive Director or his designee is hereby authorized and directed to sign and file, for and on behalf of the Palmdale Recycled Water Authority, a Water Recycling Facilities Planning Grant Application for a grant from the State Water Resources Control Board in the amount not to exceed $75,000 to assist in financing the preparation and completion of a Facility Planning Study.

SECTION 2: The Palmdale Recycled Water Authority hereby agrees and further does authorize the aforementioned representative or his designee to certify that the Agency has and will comply with all applicable State statutory and regulatory requirements related to any State grant funds received.

SECTION 3: The Executive Director or his designee is hereby authorized to negotiate with the State Water Resources Control Board and execute a grant contract and any amendments or change orders thereto on behalf of the Palmdale Recycled Water Authority.

SECTION 4: The Clerk of the Authority shall certify to the adoption of this Resolution and enter it into the official records of the Authority.

PASSED, APPROVED and ADOPTED this 17th day of April, 2013, by the following vote:

PROPOSED

AYES:_____

NOES:_____

ABSENT:_____ ABSTAIN:_____

_____
James C. Ledford, Jr., Chair

ATTEST:

_____
Rebecca Smith,
Authority Secretary

Approved as to form:

Wm. Matthew Ditzhazy,
Authority Counsel

PALMDALE RECYCLED WATER AUTHORITY (PRWA)
PALMDALE WATER DISTRICT
2029 EAST AVENUE Q
PALMDALE, CALIFORNIA
REGULAR MEETING AGENDA NO. 3
MARCH 20, 2013
7:00 P.M.

www.cityofpalmdale.org
www.palmdalewater.org.

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. PLEDGE OF ALLEGIANCE.

4. ADMINISTRATION OF OATH OF OFFICE TO DIRECTOR HELEN GONZALEZ.

Secretary Smith administered the Oath of Office to Director Helen Gonzalez.

5. CONSENT CALENDAR:

5.1 Approve the Minutes from the previous meeting held on February 20, 2013. (Staff Reference: Secretary Smith)

Public Comments: None

Motion: Approve the Minutes from the previous meeting held on February 20, 2013.
Moved by Director Dexter, seconded by Director Bettencourt.

Vote: Motion carried (5-0).

Yes: Chair Ledford and Directors Dexter, Bettencourt, Mac Laren, and Gonzalez.

6. SPECIAL REPORTS:

6.1 Consideration and possible action on awarding a Professional Services Agreement with Carollo Engineers, Inc., in an amount not to exceed of $126,667, for the preparation of the Recycled Water Facilities Master Plan, related CEQA/NEPA documentation, and Rate Study and authorize staff and Authority Attorney to finalize the draft Agreement. (Staff Reference: Executive Director LaMoreaux)

Executive Director LaMoreaux presented the staff report. Director Bettencourt asked questions regarding when they would apply for the grant. Executive Director LaMoreaux stated that the grant will be applied for at a later date after approval by the Board at a future meeting. Director Gonzalez asked if Carolllo Engineers have done work for the Palmdale Water District prior to this. Executive Director LaMoreaux responded that they have done work in the past for the Palmdale Water District.

Public Comments: Gloria Dizmang asked questions whether this was done by a bid process or other process. Executive Director LaMoreaux stated both Master Plans were done by RMC, a different engineering firm, and later staff developed an expanded scope which was sent to Carollo Engineering as well. Both RMC and Carollo were presented with a request for proposal with the same scope of work and this was not advertised.

Gloria Dizmang also asked if the PRWA has a policy for a bid process other than those required by law. Authority Counsel Ditzhazy stated that at this time we do not have a separate policy for bidding on professional services, but other services such as purchases of supplies or construction would have to go out to bid. There were further discussions by the Board and staff regarding the bidding process and future policies in this regard.

Motion: Approve Item No. 6.1.
Moved by Director Dexter, seconded by Director Bettencourt.

Vote: Motion carried (5-0).
Yes: Chair Ledford and Directors Dexter, Bettencourt, Mac Laren, and Gonzalez.

6.2 Consideration and possible action on Association of California Water Agencies (ACWA) and WateReuse Association memberships. (Staff Reference: Executive Director LaMoreaux)

Executive Director LaMoreaux presented the staff report. Director Bettencourt commented that training and water industry newsletters are important to stay informed and would like to be included. Directors concurred that they would like to receive information and training.

Authority Counsel Ditzhazy stated that the staff report makes a recommendation that the Board make a motion to authorize staff to submit membership applications and pay association annual dues.

Public Comments: None

Motion: Approve Item No. 6.2.
Moved by Director Bettencourt, seconded by Director Dexter.

Vote: Motion carried (5-0).
Yes: Chair Ledford and Directors Dexter, Bettencourt, Mac Laren, and Gonzalez.

6.3 Report on the draft By-Laws. (Staff Reference: Authority Counsel Ditzhazy).

There was no staff report for this item. Authority Counsel Ditzhazy recommended that after much discussion between staff and attorneys that the they should not prepare By-Laws at this time because so much of the items that would be included in the By-Laws are currently already addressed in the Joint Powers Authority. He further recommended that when the need arises, the Joint Powers Authority will be amended on an as-needed basis. No action was taken at this time.

6.4 Consideration and possible action on the Palmdale Recycled Water Authority's 2013 budget. (Staff Reference: Executive Director LaMoreaux)

Executive Director LaMoreaux presented the staff report. Director Bettencourt requested information regarding the budget and whether the funds can be rolled over to the following year or must they be used in that calendar year. Authority Counsel Ditzhazy stated that once the money is allocated to the Authority it will stay with the Authority until it is terminated. Assistant Executive Director Mischel stated that the intention is to use the money when the funds are made available for recycled projects.

Director Dexter asked if attorney services will be contributed on a voluntary basis. Authority Counsel Ditzhazy responded stating that the services by staff are parceled out among the two agencies and spoke regarding the overall structure of the shared services between the Palmdale Water District and the City of Palmdale.

Director Dexter stated that we should track services and time. Executive Director LaMoreaux and Authority Counsel Ditzhazy spoke regarding the cooperation between the City of Palmdale staff and the Palmdale Water District and that staff for both entities will be meeting next week to discuss coming up with internal systems for keeping track of time and services.

Public Comment: None.

Motion: Approve the 2013 Palmdale Recycled Water Authority Budget.
Moved by Director Dexter, seconded by Director Bettencourt.

Vote: Motion carried (5-0).
Yes: Chair Ledford and Directors Dexter, Bettencourt, Mac Laren, and Gonzalez.

7. PUBLIC COMMENTS.

None.

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

Director Bettencourt: Welcomed Helen Gonzalez.
Director Ledford: Stated that McAdam Park is a recycled water project and looks greener.
Executive Director LaMoreaux: Stated that he will have more items to discuss after next week's meeting.
Assistant Executive Director Mischel: Stated that the recycled water allocations are "inching" forward and making progress.
Director Dexter: Asked staff if we are taking the lead on the benefits of using recycled water.
Assistant Executive Director Mischel responded that we are seen as a model.
Authority Counsel Ditzhazy: Stated that he will not be able to make the next meeting and that his assistant Noel Doran will take his place.
Director Dexter: Stated he will not make it to the next meeting because he will be out of town.

9. ADJOURNMENT.

Chair Ledford adjourned the meeting at 7:25 p.m. to Wednesday, April 17, 2013 at 7:00 p.m. at City of Palmdale City Hall Council Chambers located at 38300 Sierra Highway, Suite B, Palmdale, California.

PASSED, APPROVED, AND ADOPTED this 17th day of April 2013.

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James C. Ledford, Jr.
Chair

ATTEST:

_____
Rebecca J. Smith
Secretary