PALMDALE WATER DISTRICT

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Board of Directors

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STEVE R. CORDOVA
Division 5

May 2, 2013

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, May 8, 2013

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.

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 regular meeting held April 25, 2013.

6.2) Payment of bills for May 8, 2013.

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) Presentation, consideration, and possible action on acceptance and filing of 2012 Audit and Management Report. (Charles Z. Fedak & Company, CPAs/Financial Advisor Egan/Finance Manager Williams)

7.2) Status report on Cash Flow Statement and Current Cash Balances as of March 31, 2013. (Financial Advisor Egan/Finance Committee)

7.3) Status report on Financial Statements, Revenue and Expense and Departmental Budget Reports for March 31, 2013. (Finance Manager Williams/Finance Committee)

7.4) Status report on committed contracts issued. (Engineering Manager Knudson/Finance Committee)

7.5) Status report on project financing options. (Financial Advisor Egan/Finance Manager Williams/Finance Committee)

7.6) Consideration and possible acton on claim received from Pejman Mokhtar. (Finance Manager Williams)

7.7) Consideration and possible action on lease for cell tower at Lower El Camino Tank Site. (Revenue $28,800.00 /year – Engineering Manager Knudson/Facilities Committee)

7.8) Consideration and possible action on award of contract for Specification No. 1101-A being the site improvements for the Granular Activated Carbon (GAC) Adsorption System located at the Underground Booster Station. ($TBD - Budgeted – Engineering Manager Knudson)

7.9) Consideration and possible action on Board and staff attendance at conferences, seminars, and training sessions as follows:

a) ITRON MV-RS Training Class to be held May 22 and 23, 2013 in Rancho Cucamonga.

b) Fundamentals of Inspection Practice Seminar to be held June 11 and 12, 2013 in Ontario.

c) California Special Districts Association "General Manager Leadership Summit" to be held July 14 – 16, 2013 in Newport Beach.

7.10) Adjourn to meeting of the Palmdale Water District Public Facilities Corporation.

8) Information Items:

8.1) Reports of Directors: Meetings, Committee meetings, and general report.

8.2) Report of General Manager.

a) District vacancies.

b) Palmdale Recycled Water Authority status.

8.3) Report of Attorney.

9) Public comments on closed session agenda matters.

10) Closed session under:

10.1) Government Code Section 54956.9(a), existing litigation: *Antelope Valley Ground Water Cases.*

10.2) Government Code Section 54956.9(a), existing 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(a), 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(a), pending litigation: *Velez v. City of Palmdale, et al, Los Angeles Superior Court Case No. MC023216.*

10.5) Government Code Section 54956.9(a), pending litigation: *Miller v. Fairweather, et al, Los Angeles Superior Court Case No. MC023677.*

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

PALMDALE WATER DISTRICT

BOARD MEMORANDUM

DATE:	May 2, 2013	**May 8, 2013**
TO:	BOARD OF DIRECTORS	**Board Meeting**
FROM:	Mr. Bob Egan, Financial Advisor	
RE:	***AGENDA ITEM NO. 7.2 – STATUS REPORT ON CASH FLOW STATEMENT AND CURRENT CASH BALANCES AS OF MARCH 31, 2013***	

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

PALMDALE WATER DISTRICT
INVESTMENT FUNDS REPORT

				March 31, 2013					revised
DESCR							March-13		February-13
A/C #							VALUE		VALUE
CASH									
0-0103	Citizens/US Bank - Checking						295,769.84		315,256.42
0-0104	Citizens- Merchant						78,625.43		138,335.11
						Bank cash	374,395.27		453,591.53
0-0119	PETTY CASH						300.00		300.00
0-0120	CASH ON HAND						3,400.00		3,400.00
	TOTAL CASH						378,095.27		457,291.53
INVESTMENTS									
0-0110	UBS ACCOUNT SS 11469 GG								
	UBS RMA Government Portfolio						3,014,851.72		4,540,988.57
	UBS Bank USA Dep acct						250,000.00		250,000.00
	1998 Debt Reserve Fund								
		FHLB par 1.4Mil matures 10/18/13 3.625% interest					1,426,684.00		1,430,016.00
	Accrued interest						22,555.54		18,326.42
							4,714,091.26		6,239,330.99
0-1110	UBS ACCOUNT SS 11475 GG								
	UBS Bank USA Dep acct						133,489.13		83,945.15
	UBS RMA Government Portfolio						0.00		0.00
							133,489.13		83,945.15
0-0115	LAIF						11,682.45		11,682.45
0-0111	UBS ACCOUNT SS 11432 GG								
	UBS Bank USA Dep acct						48,716.48		48,715.35
	UBS RMA Government Portfolio						0.00		0.00
		Accrued interest					7,520.15		5,218.05
	US GOVERNMENT SECURITIES:								
		ISSUE DATE	ISSUER	EXPIR DATE	RATE	PAR	MARKET VALUE		MARKET VALUE
			FNMA	10/26/15	1.625	500,000	515,590.00		515,980.00
			FNMA	06/28/17	1.125	500,000	501,175.00		501,350.00
			FNMA	07/17/17	1.2	500,000	501,485.00		501,640.00
			FNMA	08/22/17	0.625	500,000	499,775.00		500,460.00
			FHLB	12/28/17	0.95	500,000	498,310.00		498,700.00
						2,500,000.00	2,516,335.00		2,518,130.00
	TOTAL MANAGED ACCOUNT						2,572,571.63		2,572,063.40
	TOTAL INVESTMENTS						7,431,834.47		8,907,021.99
	GRAND TOTAL CASH AND RESTRICTED CASH						7,809,929.74		9,364,313.52
						Incr (Decr)	(1,554,383.78)		
			Checking		378,095				
			UBS MM		4,847,580				
			LAIF		11,682				
			UBS Investment		2,572,572				
			Restricted		0				
				Total	7,809,930				

REVISED 05/01/13	2013 January	2013 February	2013 March	2013 April	2013 May	2013 June	2013 July	2013 August	2013 September	2013 October	2013 November	2013 December	YTD
Water Sales	1,650,519	1,596,949	1,675,412	1,530,000	1,686,200	2,048,500	2,340,300	2,454,000	2,452,200	2,221,000	2,054,200	1,759,700	23,468,979
	1,650,519	1,596,949	1,675,412	1,530,000	1,686,200	2,048,500	2,340,300	2,454,000	2,452,200	2,221,000	2,054,200	1,759,700	
`													
Beginning Balance	9,001,455	9,043,624	9,364,314	7,809,930	9,009,167	9,700,249	9,522,431	9,862,713	10,297,895	8,626,338	8,352,770	8,561,352	
Water Receipts	2,428,492	1,596,949	1,905,179	1,530,000	1,686,200	2,048,500	2,340,300	2,454,000	2,452,200	2,221,000	2,054,200	1,759,700	24,476,720
Other													
Total Operating Revenue	2,428,492	1,596,949	1,905,179	1,530,000	1,686,200	2,048,500	2,340,300	2,454,000	2,452,200	2,221,000	2,054,200	1,759,700	
Operating Expenses:													
Total Operating Expenses excl GAC	1,953,262	1,477,034	1,512,196	1,175,900	1,108,100	1,718,600	1,729,200	1,776,600	1,725,700	1,839,550	1,794,100	2,255,100	20,065,342
													3,403,637
Non-Operating Revenue Expensess:													
Assessments, net	620,213	287,572		1,470,300	684,500	2,800	394,200	143,000			113,500	2,383,600	6,099,685
Special Avek CIF Payment													0
Interest	(5,316)	(6,054)	1,396	2,100	2,100	2,100	2,100	1,900	2,100	2,100	2,100	2,100	8,725
Grant Re-imbursement					485,000								485,000
Capital Improvement Fees		44,176	(116,241)	0	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	27,935
													0
DWR Refund													0
Other /Palmdale Redevel Agncy	9,828	54,653	6,774										71,255
Total Non-Operating Revenues	624,724	380,347	(108,071)	1,472,400	1,184,100	17,400	408,800	157,400	14,600	14,600	128,100	2,398,200	6,692,601
Capital Expenditures	(194,434)		(61,168)	(174,645)	(62,500)	(322,500)			(12,000)				(827,247)
GAC	(233,893)			(273,000)	(339,000)	(23,000)		(220,000)	(220,000)				(1,308,893)
SWP Capitalized	(629,459)	(156,354)	(180,606)	(156,400)	(156,400)	(156,400)	(656,400)	(156,400)	(184,600)	(156,400)	(156,400)	(156,400)	(2,902,219)
Prepaid Insurance (paid) refunded			(65,835)										(65,835)
Bond Payments Interest			(1,010,820)						(1,056,660)				(2,067,480)
Principal			(517,540)						(916,179)				(1,433,719)
System Work for AVEK													0
Butte payments					(490,000)					(490,000)			(980,000)
Capital leases		(23,218)	(3,327)	(23,218)	(23,218)	(23,218)	(23,218)	(23,218)	(23,218)	(23,218)	(23,218)	(23,218)	(235,507)
Legal adjudication fees													0
Total Cash Ending Balance	9,043,624	9,364,314	7,809,930	9,009,167	9,700,249	9,522,431	9,862,713	10,297,895	8,626,338	8,352,770	8,561,352	10,284,534	(9,820,900)
											Budget	8,193,078	275,338
											diff	2,091,456	

PALMDALE WATER DISTRICT

BOARD MEMORANDUM

DATE:	April 30, 2013	**May 8, 2013**
TO:	Board of Directors	**Board Meeting**
FROM:	Michael Williams, Finance Manager/CFO	
VIA:	Mr. Dennis LaMoreaux, General Manager	
RE:	***AGENDA ITEM 7.3 – STATUS REPORT ON FINANCIAL STATEMENTS, REVENUE AND EXPENSE AND DEPARTMENTAL BUDGET REPORTS FOR MARCH 31, 2013***	

Discussion:

Presented here are the Balance Sheet and Profit/Loss Statement for the period ending March 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 March 2013.

This is the third month of the District's Budget Year 2013. The target percentage is 25%. Revenues ideally are at or above, and expenditures ideally are below.

Balance Sheet:

- Page 1 is our balance sheet on March 31, 2013. Our investments are down by approximately $1.4MM. This is due to our bond payment. The balancing entry can be seen by a reduction in the liabilities section under current principal and interest.

Profit/Loss Statement:

- Page 3 is our profit/loss statement on March, 2013.
- Operating revenue is at 21% of budget.
- Cash operating expense is at 18% of budget.
- All departments are operating at 25% or less of their respective budget with the exception of Engineering which is at 27%. This is due to the payment for the GIS project.
- Service Cost Construction is showing a negative because we received an insurance reimbursement for the Hydro-Electric Generator.
- Capital Improvement Fees is showing a negative because we refunded fees paid for a project from 2 years ago that never developed.

Year-To-Year Comparison P&L:

- Page 7 is our comparison of March 2012 to March 2013.
- Total operating revenue is up by $116K or 7%.
- Operating expenditures are down by $192K or 12%.
- Page 8 is a graphic presentation of the water consumption comparison. Units billed in acre feet were down by 216, or 18%, with total operating revenue per unit consumed up by $0.96, or 31%. Total operating revenue per connection was up by $4.66, or 7%.

There were 87 less active connections this March compared to last year. The increases are due to the ACWA/JPIA refund received which you will see in revenue analysis.

Revenue Analysis Year-To-Date:

- Page 9 is our comparison of revenue, year-to-date.
- Operating revenue through March 2013 is up by $464K, or 10%, compared to 2012.
- Other revenue is showing a year-to-date increase of $132K which is due to the JPIA refund check received in the amount of $155K.
- Total revenue is up $255K, or 4%, despite the refunding of Capital Improvement Fees. This is due to the increased assessments we are receiving and the rate adjustment.

Expense Analysis Year-To-Date:

- Page 11 is our comparison of expense, year-to-date.
- Cash Operating Expenses through March 2013 are down by $610K, or 15%, compared to 2012. This is due primarily to the reduction in legal expense under Administration and the reduction in water purchases.
- Total Expenses are down by $758K, or 9%, compared to 2012.

Departments:

- Pages 14 through 22 are detailed budgets of each department. As stated earlier, all departments are below the target 25%, with the exception of Engineering on page 16.

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.

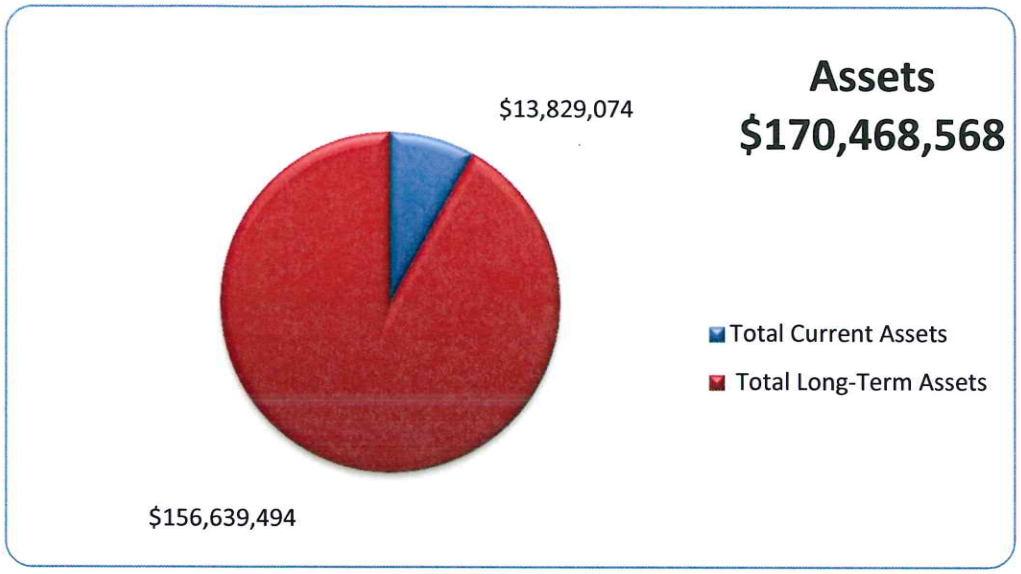
Service Cost Construction: The value of material, parts & supplies from inventory used to construct, repair and maintain our asset infrastructure.

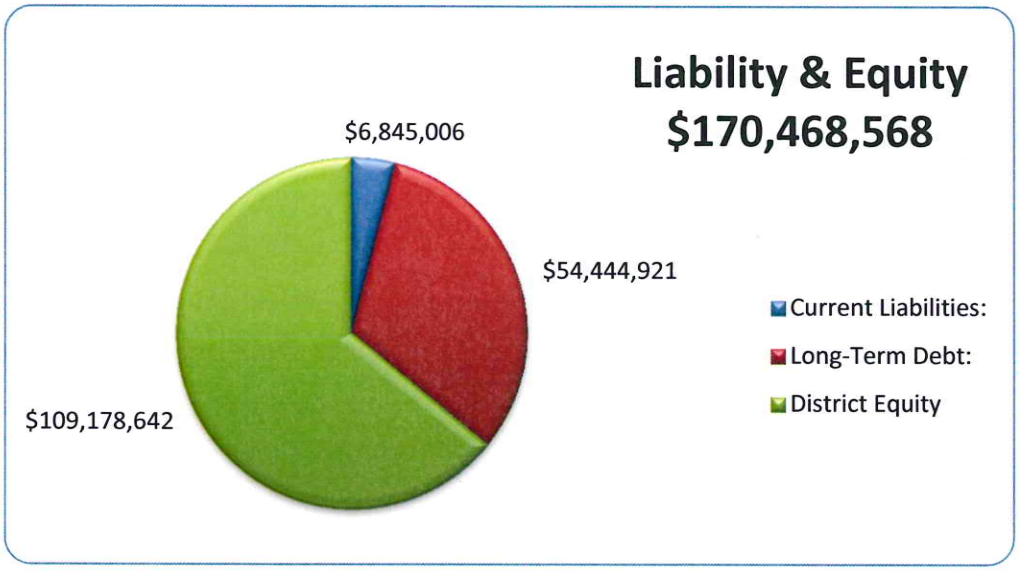
Capitalized Construction: The value of our labor force used to construct our asset infrastructure.

Palmdale Water District
Balance Sheet Report
For the Three Months Ending 3/31/2013

	March 2013	February 2013
ASSETS		
Current Assets:		
Cash and Cash Equivalents	$ 378,095	$ 457,292
Investments	7,431,834	8,907,022
Market Adjustment	-	-
	$ 7,809,930	$ 9,364,314
Receivables:		
Accounts Receivables - Water Sales	$ 1,295,948	$ 1,384,974
Accounts Receivables - Miscellaneous	623,794	149,098
Allowance for Uncollected Accounts	(49,317)	(49,317)
	$ 1,870,426	$ 1,484,756
Interest Receivable	$ 9	$ 9
Assessments Receivables	3,093,065	3,006,784
Meters, Materials and Supplies	902,693	788,019
Prepaid Expenses	152,951	173,964
Total Current Assets	**$ 13,829,074**	**$ 14,817,847**
Long-Term Assets:		
Property, Plant, and Equipment, net	$ 118,701,335	$ 119,195,017
Participation Rights in State Water Project, net	37,164,140	37,128,279
Bond Issuance Cost, Net	774,019	778,332
Total Long-Term Assets	**$ 156,639,494**	**$ 157,101,628**
Total Assets	**$ 170,468,568**	**$ 171,919,475**
LIABILITIES AND DISTRICT EQUITY		
Current Liabilities:		
Current Interest Installment of Long-term Debt	$ (0)	$ 837,550
Current Principal Installment of Long-term Debt	1,079,665	1,597,205
Accounts Payable and Accrued Expenses	4,765,344	4,647,808
Deferred Assessments	999,997	1,999,997
Total Current Liabilities	**$ 6,845,006**	**$ 9,082,561**
Long-Term Debt:		
Pension-Related Debt	$ 1,141,041	$ 1,141,041
OPEB Liability	6,412,833	6,267,612
2012 - Certificates of Participation	10,951,559	10,944,761
2004 - Certificates of Participation	35,400,617	35,401,530
2011 - Capital Lease Payable	538,871	552,335
Total Long-Term Liabilities	**$ 54,444,921**	**$ 54,307,280**
Total Liabilities	**$ 61,289,927**	**$ 63,389,840**
District Equity		
Revenue from Operations	$ (251,559)	$ 36,057
Retained Earnings	109,430,200	108,493,579
Total Liabilities and District Equity	**$ 170,468,568**	**$ 171,919,475**

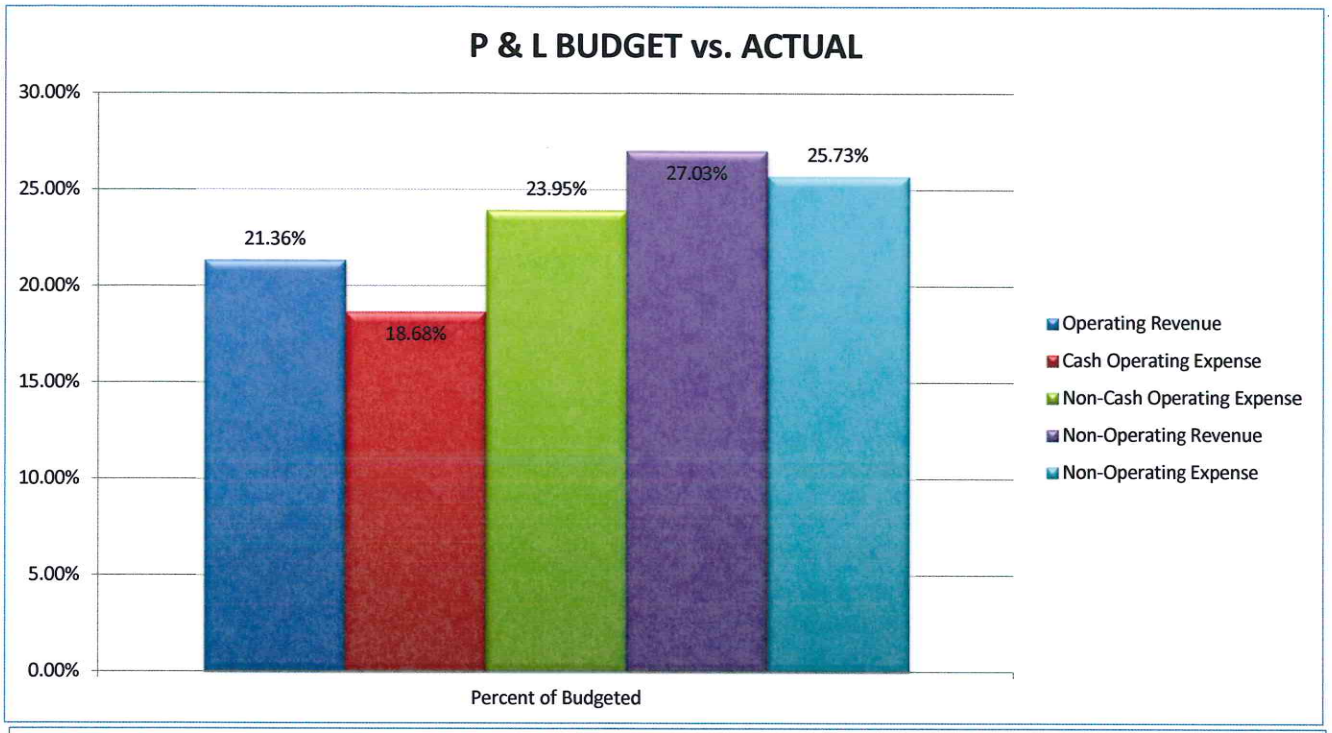
BALANCE SHEET AS OF MARCH 31, 2013

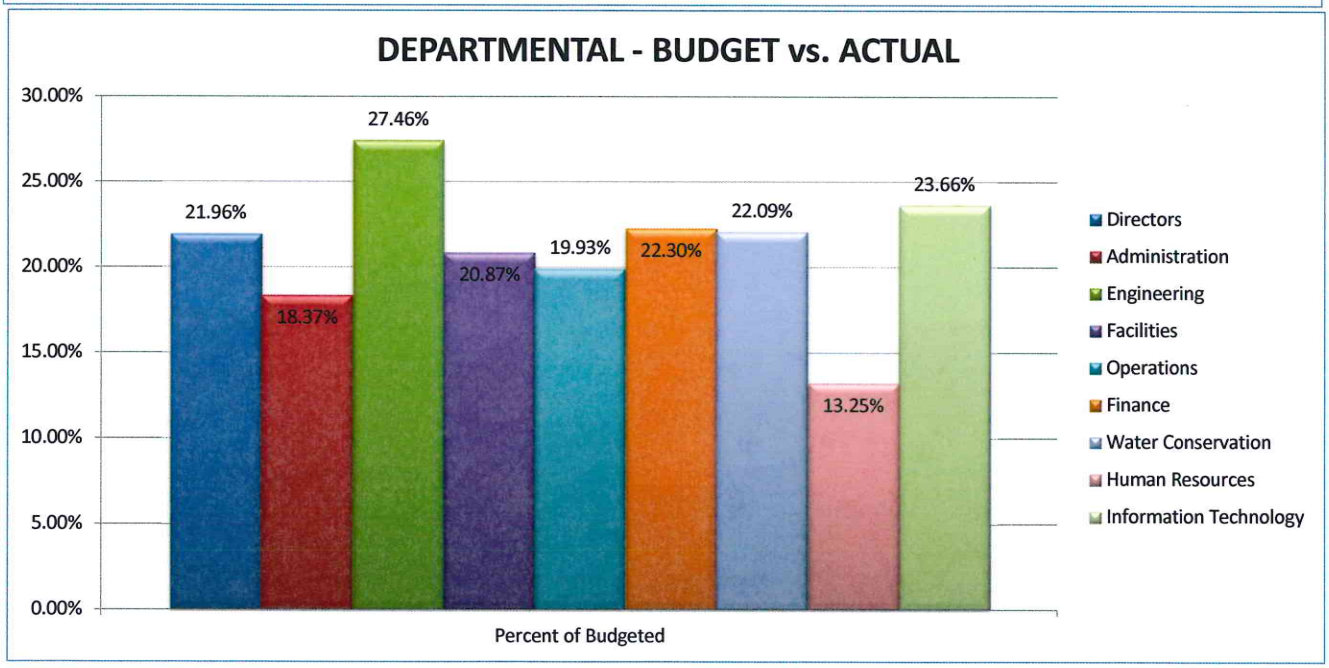


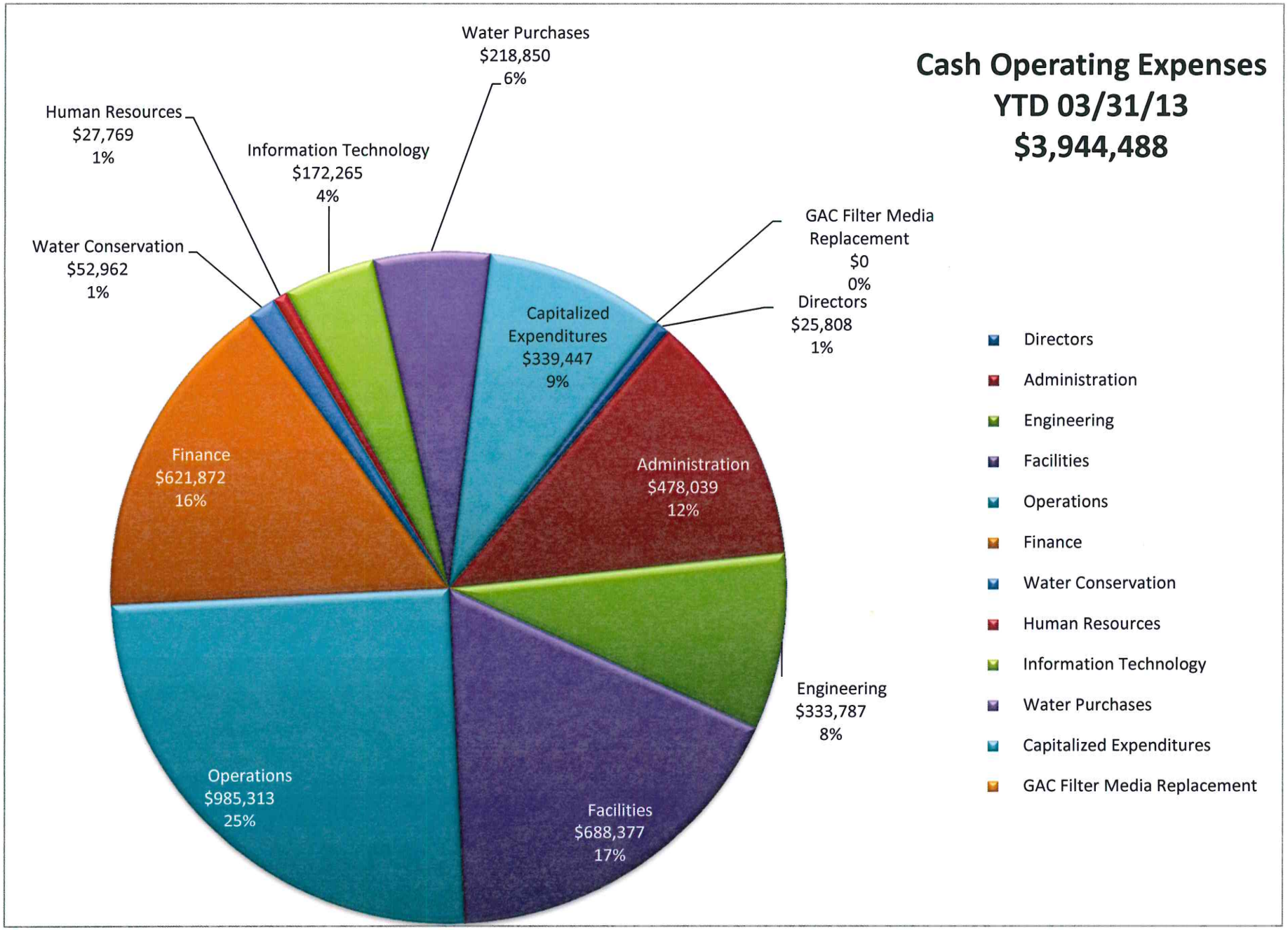


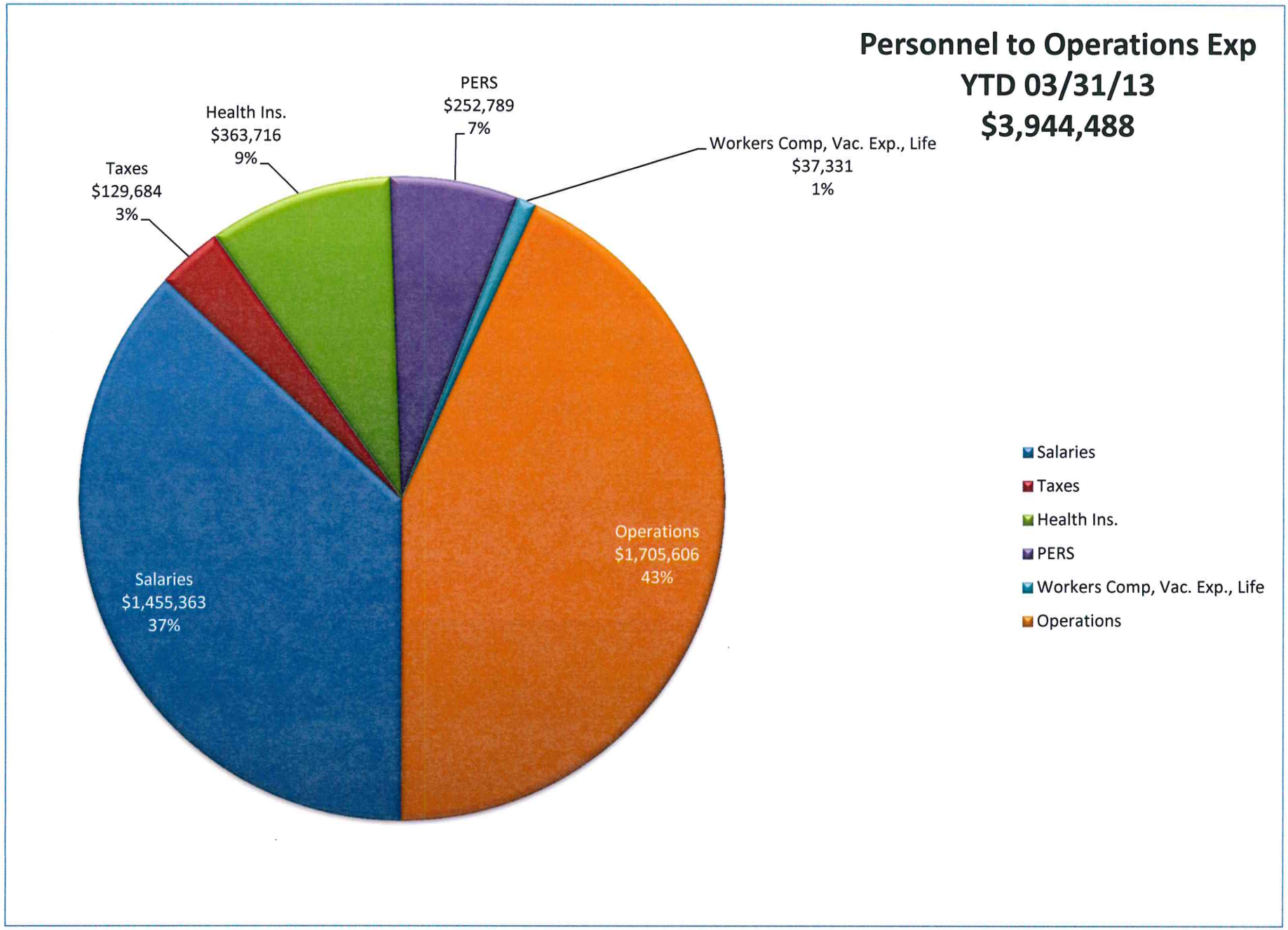
Palmdale Water District
Consolidated Profit and Loss Statement
For the Three Months Ending 3/31/2013

	Thru February	March	Year-to-Date	Adjustments	Adjusted Budget	% of Budget
Operating Revenue:						
Wholesale Water	$ 4,624	$ 170	$ 4,794		$ 175,000	2.74%
Water Sales	926,044	371,704	1,297,748		8,198,000	15.83%
Meter Fees	1,839,834	920,678	2,760,512		11,232,000	24.58%
Water Quality Fees	162,264	83,871	246,135		1,638,000	15.03%
Elevation Fees	46,850	25,076	71,927		550,000	13.08%
Other	267,851	273,912	541,763		1,250,000	43.34%
Total Water Sales	**$ 3,247,467**	**$ 1,675,412**	**$ 4,922,879**	**$ -**	**$ 23,043,000**	**21.36%**
Cash Operating Expenses:						
Directors	$ 16,466	$ 9,342	$ 25,808		$ 117,500	21.96%
Administration	320,262	157,777	478,039		2,602,000	18.37%
Engineering	201,022	132,765	333,787		1,215,750	27.46%
Facilities	471,990	216,387	688,377		3,298,500	20.87%
Operations	649,474	335,839	985,313		4,944,250	19.93%
Finance	399,385	222,486	621,872		2,789,000	22.30%
Water Conservation	34,688	18,274	52,962		239,750	22.09%
Human Resources	18,898	8,871	27,769		209,600	13.25%
Information Technology	95,631	76,634	172,265		728,000	23.66%
Water Purchases	324,426	28,074	352,500		2,600,000	13.56%
Water Recovery	(133,650)	-	(133,650)		(100,000)	133.65%
Capitalized Expenditures	217,034	122,413	339,447		836,500	40.58%
GAC Filter Media Replacement	-	-	-		1,638,000	0.00%
Total Cash Operating Expenses	**$ 2,615,626**	**$ 1,328,862**	**$ 3,944,488**	**$ -**	**$ 21,118,850**	**18.68%**
Non-Cash Operating Expenses:						
Depreciation	$ 1,182,692	$ 590,474	$ 1,773,166		$ 7,250,000	24.46%
OPEB Accrual Expense	330,445	165,223	495,668		2,000,000	24.78%
Bad Debts	4,836	-	4,836		100,000	4.84%
Service Costs Construction	54,553	(98,233)	(43,680)		125,000	-34.94%
Capitalized Construction	(122,847)	(77,106)	(199,953)		(1,000,000)	20.00%
Total Non-Cash Operating Expenses	**$ 1,449,680**	**$ 580,358**	**$ 2,030,038**	**$ -**	**$ 8,475,000**	**23.95%**
Net Operating Profit/(Loss)	**$ (817,839)**	**$ (233,807)**	**$ (1,051,646)**	**$ -**	**$ (6,550,850)**	**16.05%**
Non-Operating Revenues:						
Assessments (Debt Service)	$ 996,326	$ 380,448	$ 1,376,774		$ 4,300,000	32.02%
Assessments (1%)	313,085	119,552	432,637		1,500,000	28.84%
DWR Fixed Charge Recovery	-	-	-		100,000	0.00%
Interest	(2,218)	1,396	(822)		25,000	-3.29%
Capital Improvement Fees	44,176	(116,241)	(72,065)		150,000	-48.04%
State Grants	-	-	-		485,000	0.00%
Other	70,458	6,774	77,231		150,000	51.49%
Total Non-Operating Revenues	**$ 1,421,827**	**$ 391,929**	**$ 1,813,756**	**$ -**	**$ 6,710,000**	**27.03%**
Non-Operating Expenses:						
Interest on Long-Term Debt	$ 371,876	$ 185,870	$ 557,746		$ 2,111,000	26.42%
Amortization of SWP	286,874	144,745	431,619		1,679,000	25.71%
Water Conservation Programs	18,578	5,725	24,303		150,000	16.20%
Total Non-Operating Expenses	**$ 677,328**	**$ 336,340**	**$ 1,013,668**	**$ -**	**$ 3,940,000**	**25.73%**
Net Earnings	**$ (73,340)**	**$ (178,218)**	**$ (251,559)**	**$ -**	**$ (3,780,850)**	**6.65%**


P & L BUDGET vs. ACTUAL
30.00%
25.00%
20.00%
15.00%
10.00%
5.00%
0.00%
21.36%
18.68%
23.95%
27.03%
25.73%
Operating Revenue
Cash Operating Expense
Non-Cash Operating Expense
Non-Operating Revenue
Non-Operating Expense
Percent of Budgeted


DEPARTMENTAL - BUDGET vs. ACTUAL
30.00%
25.00%
20.00%
15.00%
10.00%
5.00%
0.00%
21.96%
18.37%
27.46%
20.87%
19.93%
22.30%
22.09%
13.25%
23.66%
Directors
Administration
Engineering
Facilities
Operations
Finance
Water Conservation
Human Resources
Information Technology
Percent of Budgeted


Cash Operating Expenses
YTD 03/31/13
$3,944,488
Water Purchases
$218,850
6%
Human Resources
$27,769
1%
Information Technology
$172,265
4%
Water Conservation
$52,962
1%
GAC Filter Media
Replacement
$0
0%
Directors
$25,808
1%
Capitalized
Expenditures
$339,447
9%
Finance
$621,872
16%
Administration
$478,039
12%
Engineering
$333,787
8%
Operations
$985,313
25%
Facilities
$688,377
17%
Directors
Administration
Engineering
Facilities
Operations
Finance
Water Conservation
Human Resources
Information Technology
Water Purchases
Capitalized Expenditures
GAC Filter Media Replacement


Personnel to Operations Exp
YTD 03/31/13
$3,944,488
PERS
$252,789
7%
Health Ins.
$363,716
9%
Taxes
$129,684
3%
Workers Comp, Vac. Exp., Life
$37,331
1%
Operations
$1,705,606
43%
Salaries
$1,455,363
37%
Salaries
Taxes
Health Ins.
PERS
Workers Comp, Vac. Exp., Life
Operations

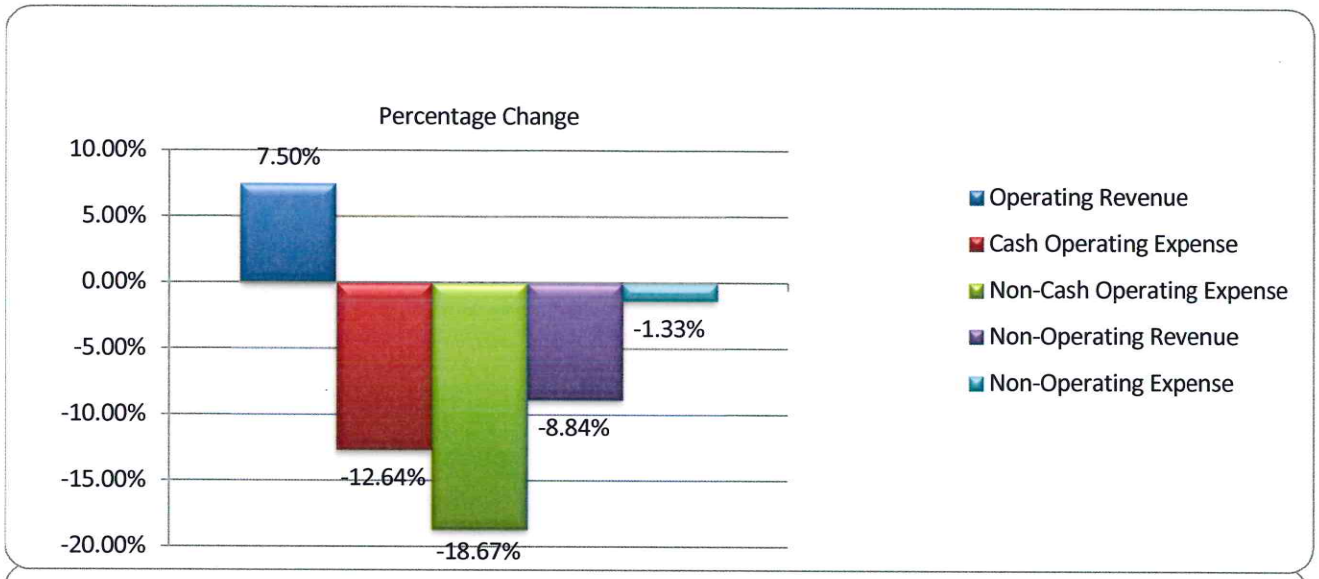
Palmdale Water District
Profit and Loss Statement
Year-To-Year Comparison - March

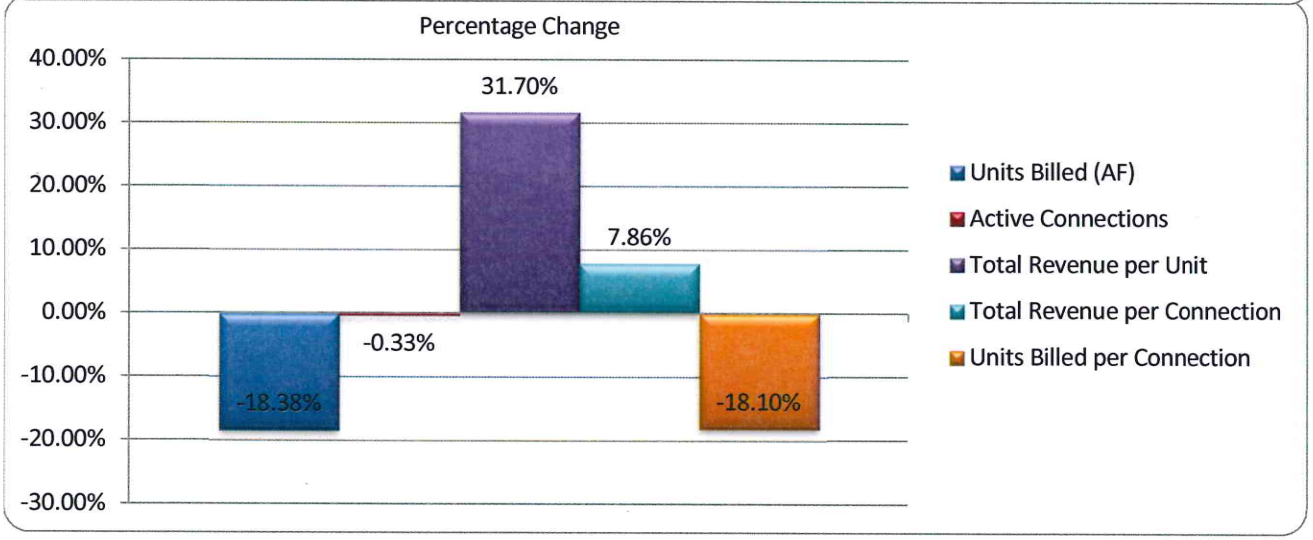
	2012 March	2013 March	Change	% Change
Operating Revenue:				
Wholesale Water	$ -	$ 170	$ 170	
Water Sales	400,006	371,704	(28,302)	-7.08%
Meter Fees	862,093	920,678	58,586	6.80%
Water Quality Fees	87,137	83,871	(3,266)	-3.75%
Elevation Fees	28,403	25,076	(3,326)	-11.71%
Other	180,890	273,912	93,022	51.42%
Total Water Sales	**$ 1,558,529**	**$ 1,675,412**	**$ 116,883**	**7.50%**
Cash Operating Expenses:				
Directors	$ 11,225	$ 9,342	$ (1,883)	-16.78%
Administration	360,387	157,777	(202,610)	-56.22%
Engineering	91,472	132,765	41,293	45.14%
Facilities	259,235	216,387	(42,849)	-16.53%
Operations	369,534	335,839	(33,695)	-9.12%
Finance	228,465	222,486	(5,979)	-2.62%
Water Conservation	18,017	18,274	257	1.43%
Human Resources	19,679	8,871	(10,809)	-54.92%
Information Technology	35,280	76,634	41,355	117.22%
Water Purchases	96,594	28,074	(68,520)	-70.94%
Water Recovery	-	-	-	
Capitalized Expenditures	31,192	122,413	91,220	292.45%
GAC Filter Media Replacement	-	-	-	
Total Cash Operating Expenses	**$ 1,521,079**	**$ 1,328,862**	**$ (192,218)**	**-12.64%**
Non-Cash Operating Expenses:				
Depreciation	$ 577,894	$ 590,474	$ 12,580	2.18%
OPEB Accrual Expense	201,308	165,223	(36,085)	-17.93%
Bad Debts	(158)	-	158	-100.00%
Service Costs Construction	(7,372)	(98,233)	(90,861)	1232.48%
Capitalized Construction	(58,122)	(77,106)	(18,984)	32.66%
Total Non-Cash Operating Expenses	**$ 713,550**	**$ 580,358**	**$ (133,193)**	**-18.67%**
Net Operating Profit/(Loss)	**$ (676,101)**	**$ (233,807)**	**$ 442,294**	**-65.42%**
Non-Operating Revenues:				
Assessments	$ 416,668	$ 500,000	$ 83,332	20.00%
DWR Fixed Charge Recovery	-	-	-	
Interest	2,018	1,396	(622)	-30.81%
Capital Improvement Fees	-	(116,241)	(116,241)	
State Grants	-	-	-	
Other	11,229	6,774	(4,455)	-39.68%
Total Non-Operating Revenues	**$ 429,914**	**$ 391,929**	**$ (37,985)**	-8.84%
Non-Operating Expenses:				
Interest on Long-Term Debt	$ 208,555	$ 185,870	$ (22,684)	-10.88%
Amortization of SWP	128,945	144,745	15,800	12.25%
Capital Lease	-	-		
Water Conservation Programs	3,390	5,725	2,335	68.87%
Total Non-Operating Expenses	**$ 340,890**	**$ 336,340**	**$ (4,550)**	-1.33%
Net Earnings	**$ (587,076)**	**$ (178,218)**	**$ 408,858**	**-69.64%**

Consumption Comparison

	2012	2013
Units Billed	512,664	418,458
Active	26,290	26,203
Vacant	1,352	1,140
Rev/unit	$ 3.04	$ 4.00
Rev/con	$ 59.28	$ 63.94
Unit/con	19.50	15.97

YEAR-TO-YEAR COMPARISON
March '12 -To- March '13





	2012	2013	Change	
Units Billed (AF)	1,177	961	-216	-18.38%
Active Connections	26,290	26,203	-87	-0.33%
Non-Active	1,352	1,140	-212	-15.68%
Total Revenue per Unit	$3.04	$4.00	$0.96	31.70%
Total Revenue per Connection	$59.28	$63.94	$4.66	7.86%
Units Billed per Connection	19.50	15.97	-4	-18.10%

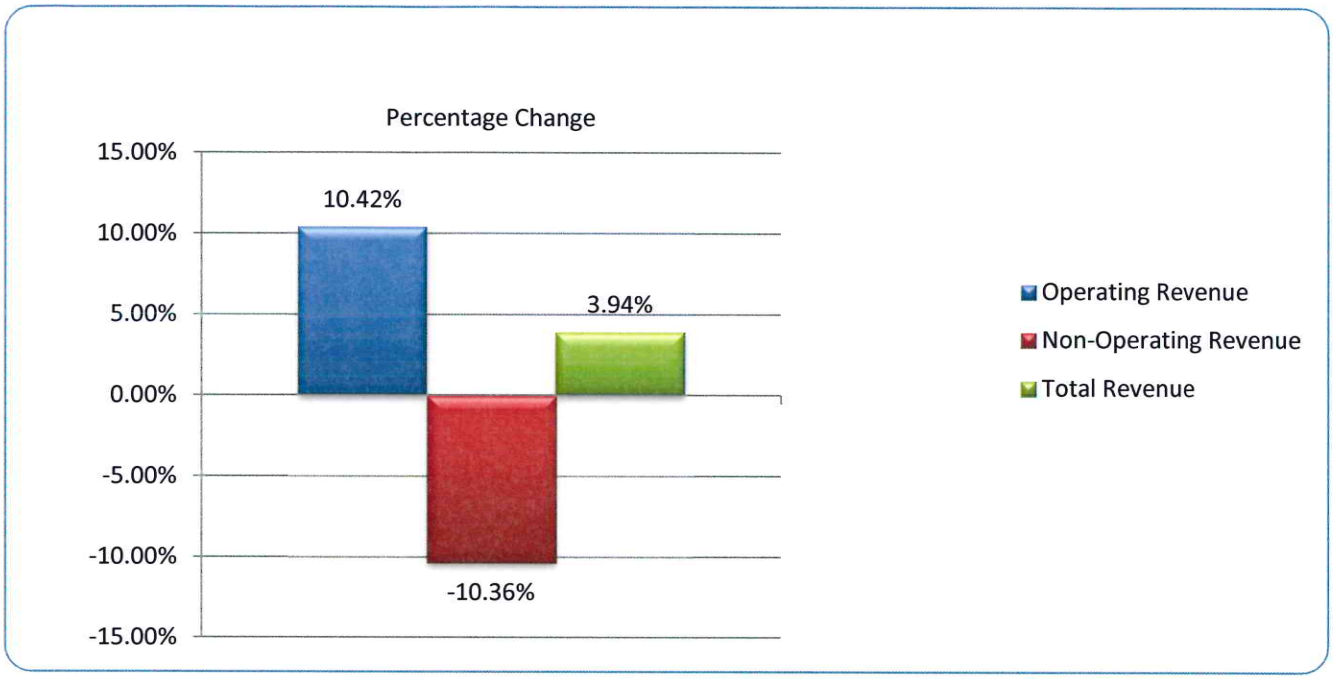
Palmdale Water District
Revenue Analysis
For the Three Months Ending 3/31/2013

	2013 Thru February	March	Year-to-Date	Adjusted Budget	% of Budget	2012 to 2013 Comparison Thru February	March	Year-to-Date	% Change
Operating Revenue:									
Wholesale Water	$ 4,624	$ 170	$ 4,794	$ 175,000	2.74%	$ 4,624	170	4,794	
Water Sales	926,044	371,704	1,297,748	8,198,000	15.83%	196,582	(28,302)	168,280	14.90%
Meter Fees	1,839,834	920,678	2,760,512	11,232,000	24.58%	122,629	58,586	181,215	7.03%
Water Quality Fees	162,264	83,871	246,135	1,638,000	15.03%	(8,321)	(3,266)	(11,587)	-4.50%
Elevation Fees	46,850	25,076	71,927	550,000	13.08%	(6,756)	(3,326)	(10,082)	-12.29%
Other	267,851	273,912	541,763	1,250,000	43.34%	39,089	93,022	132,111	32.25%
Total Water Sales	**$ 3,247,467**	**$ 1,675,412**	**$ 4,922,879**	**$ 23,043,000**	**21.36%**	**$ 347,848**	**$ 116,883**	**$ 464,731**	**10.42%**
Non-Operating Revenues:									
Assessments (Debt Service)	$ 996,326	$ 380,448	$ 1,376,774	$ 4,300,000	32.02%	$ 386,283	$ 75,426	$ 461,709	50.46%
Assessments (1%)	313,085	119,552	432,637	1,932,637	22.39%	89,794	7,906	97,700	29.17%
DWR Fixed Charge Recovery	-	-	-	100,000	0.00%	-	-	-	
Interest	(2,218)	1,396	(822)	25,000	-3.29%	(9,370)	(622)	(9,992)	-108.97%
Capital Improvement Fees	44,176	(116,241)	(72,065)	150,000	-48.04%	(649,111)	(116,241)	(765,352)	-110.39%
State Grants	-	-	-	485,000	0.00%	-	-	-	
Other	70,458	6,774	77,231	150,000	51.49%	10,810	(4,455)	6,354	8.97%
Total Non-Operating Revenues	**$ 1,421,827**	**$ 391,929**	**$ 1,813,756**	**$ 7,142,637**	**25.39%**	**$ (171,595)**	**$ (37,985)**	**$ (209,580)**	**-10.36%**
Total Revenue	**$ 4,669,294**	**$ 2,067,341**	**$ 6,736,635**	**$ 30,185,637**	**22.32%**	**$ 176,253**	**$ 78,898**	**$ 255,151**	**3.94%**

	2012 Thru February	March	Year-to-Date	Adjusted Budget	% of Budget
Operating Revenue:					
Wholesale Water	$ -	$ -	$ -	$ 175,000	0.00%
Water Sales	729,463	400,006	1,129,469	8,145,000	13.87%
Meter Fees	1,717,204	862,093	2,579,297	10,400,000	24.80%
Water Quality Fees	170,585	87,137	257,722	1,550,000	16.63%
Elevation Fees	53,606	28,403	82,009	525,000	15.62%
Other	228,761	180,890	409,652	1,250,000	32.77%
Total Water Sales	**$ 2,899,619**	**$ 1,558,529**	**$ 4,458,148**	**$ 21,870,000**	**20.38%**
Non-Operating Revenues:					
Assessments (Debt Service)	$ 610,044	$ 305,022	$ 915,066	$ 4,000,000	22.88%
Assessments (1%)	$ 223,292	111,646	334,937	1,500,000	22.33%
DWR Fixed Charge Recovery	-	-	-	-	
Interest	7,152	2,018	9,169	60,000	15.28%
Capital Improvement Fees	693,287	-	693,287	1,286,848	53.87%
State Grants	-	-	-	250,000	0.00%
Other	59,648	11,229	70,877	100,000	70.88%
Total Non-Operating Revenues	**$ 1,593,422**	**$ 429,914**	**$ 2,023,337**	**$ 7,196,848**	**28.11%**
Total Revenue	**$ 4,493,041**	**$ 1,988,443**	**$ 6,481,485**	**$ 29,066,848**	**22.30%**

REVENUE COMPARISON YEAR-TO-DATE

March '12-To-March '13



Palmdale Water District

Operating Expense Analysis

For the Three Months Ending 3/31/2013

	2013					2012 to 2013 Comparison			
	Thru February	March	Year-to-Date	Adjusted Budget	% of Budget	Thru February	March	Year-to-Date	% Change
Cash Operating Expenses:									
Directors	$ 16,466	$ 9,342	$ 25,808	$ 117,500	21.96%	$ (6,708)	$ (1,883)	$ (8,591)	-24.97%
Administration	320,262	157,777	478,039	2,602,000	18.37%	(170,163)	(202,610)	(372,773)	-43.81%
Engineering	201,022	132,765	333,787	1,215,750	27.46%	5,496	41,293	46,789	16.30%
Facilities	471,990	216,387	688,377	3,298,500	20.87%	(88,659)	(42,849)	(131,507)	-16.04%
Operations	649,474	335,839	985,313	4,944,250	19.93%	(50,617)	(33,695)	(84,312)	-7.88%
Finance	399,385	222,486	621,872	2,789,000	22.30%	(72,429)	(5,979)	(78,408)	-11.20%
Water Conservation	34,688	18,274	52,962	239,750	22.09%	1,071	257	1,328	2.57%
Human Resources	18,898	8,871	27,769	209,600	13.25%	(17,678)	(10,809)	(28,486)	-50.64%
Information Technology	95,631	76,634	172,265	728,000	23.66%	95,631	41,355	56,614	48.95%
Water Purchases	324,426	28,074	352,500	2,600,000	13.56%	(184,321)	(68,520)	(252,841)	-41.77%
Water Recovery	(133,650)	-	(133,650)	(100,000)	133.65%	(58,801)	-	(58,801)	78.56%
Capitalized Expenditures	217,034	122,413	339,447	836,500	40.58%	209,275	91,220	300,495	771.46%
GAC Filter Media Replacement	-	-	-	1,638,000	0.00%	-	-	-	
Total Cash Operating Expenses	**$ 2,615,626**	**$ 1,328,862**	**$ 3,944,488**	**$ 21,118,850**	**18.68%**	**$ (337,905)**	**$ (192,218)**	**$ (610,494)**	**-15.48%**
Non-Cash Operating Expenses:									
Depreciation	$ 1,182,692	$ 590,474	$ 1,773,166	$ 7,250,000	24.46%	$ (19,463)	$ 12,580	$ (6,883)	-0.39%
OPEB Accrual Expense	330,445	165,223	495,668	2,495,668	19.86%	(72,171)	(36,085)	(108,256)	-17.93%
Bad Debts	4,836	-	4,836	104,836	4.61%	1,633	158	1,790	58.79%
Service Costs Construction	54,553	(98,233)	(43,680)	81,320	-53.71%	65,786	(90,861)	(25,075)	134.78%
Capitalized Construction	(122,847)	(77,106)	(199,953)	(1,199,953)	16.66%	16,624	(18,984)	(2,361)	1.19%
Total Non-Cash Operating Expenses	**$ 1,449,680**	**$ 580,358**	**$ 2,030,038**	**$ 8,731,871**	**23.25%**	**$ (7,592)**	**$ (133,193)**	**$ (140,784)**	**-6.94%**
Non-Operating Expenses:									
Interest on Long-Term Debt	$ 371,876	$ 185,870	$ 557,746	$ 2,111,000	26.42%	$ (45,234)	$ (22,684)	$ (67,918)	-10.86%
Amortization of SWP	286,874	144,745	431,619	1,679,000	25.71%	28,984	15,800	44,784	11.58%
Water Conservation Programs	18,578	5,725	24,303	150,000	16.20%	14,023	2,335	16,358	1.60%
Total Non-Operating Expenses	**$ 677,328**	**$ 336,340**	**$ 1,013,668**	**$ 3,940,000**	**25.73%**	**$ (2,227)**	**$ (4,550)**	**$ (6,776)**	**-0.66%**
Total Expenses	**$ 4,742,634**	**$ 2,245,560**	**$ 6,988,194**	**$ 33,790,721**	**20.68%**	**$ (347,723)**	**$ (329,960)**	**$ (758,054)**	**-9.79%**

Palmdale Water District

Operating Expense Analysis

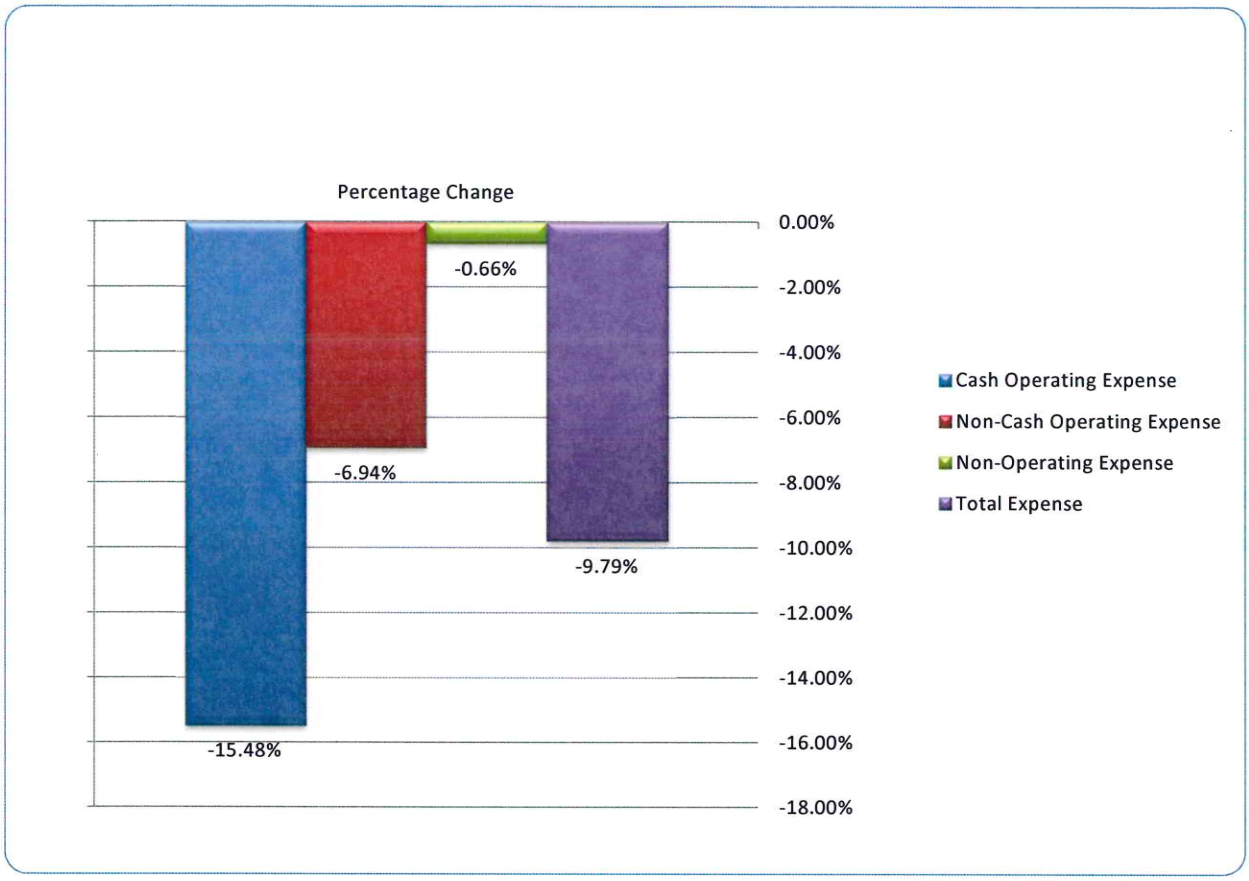
For the Three Months Ending 3/31/2013

2012 to 2013 Comparison

	2012 Thru February	March	Year-to-Date	Adjusted Budget	% of Budget
Cash Operating Expenses:					
Directors	$ 23,174	$ 11,225	$ 34,399	$ 154,000	22.34%
Administration	490,425	360,387	850,812	3,547,000	23.99%
Engineering	195,527	91,472	286,998	1,169,000	24.55%
Facilities	560,649	259,235	819,884	3,490,500	23.49%
Operations	700,091	369,534	1,069,625	5,113,750	20.92%
Finance	471,815	228,465	700,280	2,788,750	25.11%
Water Conservation	33,617	18,017	51,634	223,500	23.10%
Human Resources	36,576	19,679	56,255	267,850	21.00%
Information Technology	80,371	35,280	115,651	736,750	15.70%
Water Purchases	508,747	96,594	605,341	2,800,000	21.62%
Water Recovery	(74,849)	-	(74,849)	(200,000)	37.42%
Capitalized Expenditures	7,759	31,192	38,952	412,500	9.44%
GAC Filter Media Replacement	-	-	-	1,550,000	0.00%
Total Cash Operating Expenses	**$ 3,033,902**	**$ 1,521,079**	**$ 4,554,982**	**$ 22,053,600**	**20.65%**
Non-Cash Operating Expenses:					
Depreciation	$ 1,202,156	$ 577,894	$ 1,780,049	$ 7,800,000	22.82%
OPEB Accrual Expense	402,616	201,308	603,924	2,000,000	30.20%
Bad Debts	3,203	(158)	3,045	100,000	3.05%
Service Costs Construction	(11,233)	(7,372)	(18,605)	125,000	-14.88%
Capitalized Construction	(139,470)	(58,122)	(197,592)	(1,000,000)	19.76%
Total Non-Cash Operating Expenses	**$ 1,457,272**	**$ 713,550**	**$ 2,170,822**	**$ 9,025,000**	**24.05%**
Non-Operating Expenses:					
Interest on Long-Term Debt	$ 417,110	$ 208,555	$ 625,664	$ 2,490,000	25.13%
Amortization of SWP	257,890	128,945	386,835	1,680,000	23.03%
Capital Lease	-	-	-	212,000	
Water Conservation Programs	4,555	3,390	7,945	150,000	
Total Non-Operating Expenses	**$ 679,555**	**$ 340,890**	**$ 1,020,445**	**$ 4,532,000**	**22.52%**
Total Expenses	**$ 5,170,729**	**$ 2,575,520**	**$ 7,746,248**	**$ 35,610,600**	**21.75%**

EXPENSE COMPARISON YEAR-TO-DATE

March '12-To-March '13



Palmdale Water District
2013 Directors Budget
For the Three Months Ending Sunday, March 31, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-01-4000-000 Directors Pay	$ 11,400	$ 45,000	$ -	$ 33,600	25.33%
Employee Benefits					
1-01-4005-000 Payroll Taxes	872	5,500		4,628	15.86%
1-01-4010-000 Health Insurance	12,792	57,000		44,208	22.44%
Subtotal (Benefits)	13,664	62,500	-	44,208	21.86%
Total Personnel Expenses	$ 25,064	$ 107,500	$ -	$ 77,808	23.32%
OPERATING EXPENSES:					
1-01-4050-000 Directors Travel, Seminars & Meetings	744	10,000		9,256	7.44%
Subtotal Operating Expenses	744	10,000	-	9,256	7.44%
Total O & M Expenses	$ 25,808	$ 117,500	$ -	$ 87,064	21.96%

Palmdale Water District
2013 Administration Budget
For the Three Months Ending Sunday, March 31, 2013

		YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:						
1-02-4000-000	Salaries	$ 117,249	$ 471,500		$ 354,251	24.87%
1-02-4000-100	Overtime	1,927	5,000		3,073	38.54%
1-02-4000-200	On-Call	14,294	60,000		45,706	23.82%
	Subtotal (Salaries)	$ 133,470	$ 536,500		$ 403,030	24.88%
Employee Benefits						
1-02-4005-000	Payroll Taxes	10,534	41,000		30,466	25.69%
1-02-4010-000	Health Insurance	20,140	80,750		60,610	24.94%
1-02-4015-000	PERS	20,981	90,750		69,769	23.12%
1-02-4020-000	Worker's Compensation	-	160,000		160,000	0.00%
1-02-4025-000	Vacation Benefit Expense	35,184	35,000		(184)	100.53%
1-02-4030-000	Life Insurance	2,147	7,500		5,353	28.63%
	Subtotal (Benefits)	$ 88,986	$ 415,000	$ -	$ 326,014	21.44%
	Total Personnel Expenses	$ 222,457	$ 951,500	$ -	$ 729,043	23.38%
OPERATING EXPENSES:						
1-02-4050-000	Staff Travel	$ 2,861	$ 8,000		$ 5,139	35.76%
1-02-4050-100	General Manager Travel	74	5,000		4,926	1.47%
1-02-4060-000	Staff Conferences & Seminars	1,150	3,000		1,850	38.33%
1-02-4060-100	General Manager Conferences & Seminars	830	4,500		3,670	18.44%
1-02-4070-000	Employee Expense	7,789	40,000		32,211	19.47%
1-02-4080-000	Other Operating	(877)	20,000		20,877	-4.39%
1-02-4110-000	Consultants	11,291	134,000		122,709	8.43%
1-02-4125-000	Insurance	63,040	325,000		261,960	19.40%
1-02-4130-000	Bank Charges	29,116	130,000		100,884	22.40%
1-02-4135-000	Groundwater Adjudication	46,931	400,000		353,069	11.73%
1-02-4140-000	Legal Services	29,192	250,000		220,808	11.68%
1-02-4150-000	Accounting Services	15,685	20,000		4,315	78.43%
1-02-4155-000	Contracted Services	9,168	40,000		30,832	22.92%
1-02-4165-000	Memberships/Subscriptions	15,712	110,000		94,288	14.28%
1-02-4175-000	Permits	-	20,000		20,000	0.00%
1-02-4180-000	Postage	4,587	30,000		25,413	15.29%
1-02-4190-100	Public Relations - Publications	7,914	30,000		22,086	26.38%
1-02-4190-900	Public Relations - Other	353	1,000		647	35.30%
1-02-4200-000	Advertising	212	5,000		4,788	4.23%
1-02-4205-000	Office Supplies	3,492	20,000		16,508	17.46%
1-02-4215-200	Natural Gas - Office Building	1,750	5,000		3,250	35.01%
1-02-4220-200	Electricity - Office Building	5,312	50,000		44,688	10.62%
	Subtotal Operating Expenses	$ 255,582	$ 1,650,500	$ -	$ 1,394,918	15.49%
	Total Departmental Expenses	$ 478,039	$ 2,602,000	$ -	$ 2,123,961	18.37%

Palmdale Water District
2013 Engineering Budget
For the Three Months Ending Sunday, March 31, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-03-4000-000 Salaries	$ 181,521	$ 749,000		$ 567,479	24.24%
1-03-4000-100 Overtime	1,692	6,000		4,308	28.19%
Subtotal (Salaries)	$ 183,212	$ 755,000		$ 571,788	24.27%
Employee Benefits					
1-03-4005-000 Payroll Taxes	16,240	58,000		41,760	28.00%
1-03-4010-000 Health Insurance	41,502	165,500		123,998	25.08%
1-03-4015-000 PERS	33,072	143,250		110,178	23.09%
Subtotal (Benefits)	$ 90,814	$ 366,750	$ -	$ 275,936	24.76%
Total Personnel Expenses	$ 274,026	$ 1,121,750	$ -	$ 847,724	24.43%
OPERATING EXPENSES:					
1-03-4050-000 Staff Travel	$ 1,255	$ 3,000		$ 1,745	41.83%
1-03-4060-000 Staff Conferences & Seminars	865	2,500		1,635	34.60%
1-03-4155-000 Contracted Services	2,530	12,000		9,470	21.08%
1-03-4165-000 Memberships/Subscriptions	325	2,000		1,675	16.25%
1-03-4250-000 General Materials & Supplies	348	2,500		2,152	13.93%
1-03-8100-100 Computer Software - Maint. & Support	54,438	72,000		17,562	75.61%
Subtotal Operating Expenses	$ 59,761	$ 94,000	$ -	$ 34,239	63.58%
Total Departmental Expenses	$ 333,787	$ 1,215,750	$ -	$ 881,963	27.46%

Palmdale Water District
2013 Facilities Budget
For the Three Months Ending Sunday, March 31, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-04-4000-000 Salaries	$ 281,915	$ 1,339,000		$ 1,057,085	21.05%
1-04-4000-100 Overtime	8,869	40,000		31,131	22.17%
Subtotal (Salaries)	$ 290,785	$ 1,379,000		$ 1,088,215	21.09%
Employee Benefits					
1-04-4005-000 Payroll Taxes	26,989	105,000		78,011	25.70%
1-04-4010-000 Health Insurance	100,770	384,000		283,230	26.24%
1-04-4015-000 PERS	53,985	254,500		200,515	21.21%
Subtotal (Benefits)	$ 181,744	$ 743,500	$ -	$ 561,756	24.44%
Total Personnel Expenses	$ 472,529	$ 2,122,500	$ -	$ 1,618,840	22.26%
OPERATING EXPENSES:					
1-04-4050-000 Staff Travel	$ -	$ 2,500		2,500	0.00%
1-04-4060-000 Staff Conferences & Seminars	235	3,000		2,765	7.83%
1-04-4155-000 Contracted Services	2,826	28,500		25,674	9.92%
1-04-4215-200 Natural Gas - Buildings	841	4,500		3,659	18.69%
1-04-4220-200 Electricity - Buildings	3,097	30,000		26,903	10.32%
1-04-4225-000 Maint. & Repair - Vehicles	3,676	45,000		41,324	8.17%
1-04-4230-100 Maint. & Rep. Office Building	444	18,000		17,556	2.47%
1-04-4235-110 Maint. & Rep. Equipment	1,059	7,500		6,441	14.12%
1-04-4235-400 Maint. & Rep. Operations - Wells	1,742	150,000		148,258	1.16%
1-04-4235-405 Maint. & Rep. Operations - Boosters	28,956	50,000		21,044	57.91%
1-04-4235-410 Maint. & Rep. Operations - Shop Bldgs	5,415	10,000		4,585	54.15%
1-04-4235-415 Maint. & Rep. Operations - Facilities	3,501	15,000		11,499	23.34%
1-04-4235-420 Maint. & Rep. Operations - Water Lines	71,092	350,000		278,908	20.31%
1-04-4235-425 Maint. & Rep. Operations - Littlerock Dam	-	20,000		20,000	0.00%
1-04-4235-430 Maint. & Rep. Operations - Palmdale Dam	5,760	26,500		20,740	21.74%
1-04-4235-435 Maint. & Rep. Operations - Palmdale Canal	-	3,000		3,000	0.00%
1-04-4235-455 Maint. & Rep. Operations - Heavy Equipment	8,476	35,000		26,524	24.22%
1-04-4235-460 Maint. & Rep. Operations - Storage Reservoirs	-	5,000		5,000	0.00%
1-04-6000-000 Waste Disposal	11,437	40,000		28,563	28.59%
1-04-6100-100 Fuel and Lube - Vehicle	30,252	130,000		99,748	23.27%
1-04-6100-200 Fuel and Lube - Machinery	7,288	43,000		35,712	16.95%
1-04-6200-000 Uniforms	5,074	20,000		14,926	25.37%
1-04-6300-100 Supplies - Misc.	10,741	47,500		36,759	22.61%
1-04-6300-800 Supplies - Construction Materials	7,149	65,000		57,851	11.00%
1-04-6400-000 Tools	3,933	12,000		8,067	32.78%
1-04-7000-100 Leases -Equipment	2,854	15,000		12,146	19.03%
Subtotal Operating Expenses	$ 215,848	$ 1,176,000	$ -	$ 960,152	18.35%
Total Departmental Expenses	$ 688,377	$ 3,298,500	$ -	$ 2,578,992	20.87%

Palmdale Water District
2013 Operation Budget
For the Three Months Ending Sunday, March 31, 2013

		YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:						
1-05-4000-000	Salaries	$ 354,625	$ 1,608,500		$ 1,253,875	22.05%
1-05-4000-100	Overtime	19,379	61,500		42,121	31.51%
	Subtotal (Salaries)	$ 374,004	$ 1,670,000		$ 1,295,996	22.40%
Employee Benefits						
1-05-4005-000	Payroll Taxes	33,520	128,000		94,480	26.19%
1-05-4010-000	Health Insurance	88,443	378,500		290,057	23.37%
1-05-4015-000	PERS	64,209	307,000		242,791	20.91%
	Subtotal (Benefits)	$ 186,172	$ 813,500	$ -	$ 627,328	22.89%
	Total Personnel Expenses	$ 560,176	$ 2,483,500	$ -	$ 1,881,203	22.56%
OPERATING EXPENSES:						
1-05-4050-000	Staff Travel	$ 81	$ 8,000		$ 7,919	1.01%
1-05-4060-000	Staff Conferences & Seminars	-	9,500		9,500	0.00%
1-05-4120-100	Training - Lab Equipment	-	4,500		4,500	0.00%
1-05-4120-200	Training - SCADA Network	-	9,000			
1-05-4155-000	Contracted Services	14,535	59,000		44,465	24.64%
1-05-4175-000	Permits	4,334	45,000		40,666	9.63%
1-05-4215-100	Natural Gas - Wells & Boosters	42,426	160,000		117,574	26.52%
1-05-4215-200	Natural Gas - WTP	1,873	3,000		1,127	62.42%
1-05-4220-100	Electricity - Wells & Boosters	174,863	1,285,000		1,110,137	13.61%
1-05-4220-200	Electricity - WTP	24,344	125,000		100,656	19.48%
1-05-4230-110	Maint. & Rep. - Office Equipment	147	500		353	29.49%
1-05-4235-110	Maint. & Rep. Operations - Equipment	3,539	15,000		11,461	23.59%
1-05-4235-410	Maint. & Rep. Operations - Shop Bldgs	1,089	6,000		4,911	18.15%
1-05-4235-415	Maint. & Rep. Operations - Facilities	14,683	38,000		23,317	38.64%
1-05-4235-445	Maint. & Rep. Operations - Telemetry	-	2,250		2,250	0.00%
1-05-4235-450	Maint. & Rep. Operations - Hypo Generator	-	10,000		10,000	0.00%
1-05-4236-000	Palmdale Lake Management	1,159	15,000		13,841	7.73%
1-05-4270-300	Telecommunication - Other	675	2,750		2,075	0.00%
1-05-4300-300	Testing - Edison	-	9,000		9,000	9.66%
1-05-6000-000	Waste Disposal	869	22,000		21,131	12.65%
1-05-6200-000	Uniforms	2,784	10,000		7,216	13.07%
1-05-6300-100	Supplies - Misc.	1,307	15,000		13,693	0.00%
1-05-6300-200	Supplies - Hypo Generator	-	6,750		6,750	3.75%
1-05-6300-300	Supplies - Electrical	253	3,500		3,247	13.97%
1-05-6300-400	Supplies - Telemetry	489	7,500		7,011	155.77%
1-05-6300-600	Supplies - Lab	11,683	35,000		23,317	147.66%
1-05-6300-700	Outside Lab Work	51,680	60,000		8,320	0.29%
1-05-6400-000	Tools	174	6,500		6,326	
1-05-6500-000	Chemicals	72,053	485,000		412,947	0.02%
1-05-7000-100	Leases -Equipment	96	3,000		2,904	
	Subtotal Operating Expenses	$ 425,137	$ 2,460,750	$ -	$ 2,026,613	17.28%
	Total Departmental Expenses	$ 985,313	$ 4,944,250	$ -	$ 3,907,816	19.93%

Palmdale Water District
2013 Finance Budget
For the Three Months Ending Sunday, March 31, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-06-4000-000 Salaries	$ 346,602	$ 1,482,000		$ 1,135,398	23.39%
1-06-4000-100 Overtime	9,486	20,000		10,514	47.43%
Subtotal (Salaries)	$ 356,088	$ 1,502,000		$ 1,145,912	23.71%
Employee Benefits					
1-06-4005-000 Payroll Taxes	32,310	115,000.00		351,440	8.42%
1-06-4010-000 Health Insurance	83,765	383,750		198,735	29.65%
1-06-4015-000 PERS	64,681	282,500		601,569	9.71%
Subtotal (Benefits)	$ 180,756	$ 666,250	$ -	$ 1,151,744	27.13%
Total Personnel Expenses	$ 536,845	$ 2,168,250	$ -	$ 2,287,141	24.76%
OPERATING EXPENSES:					
1-06-4050-000 Staff Travel	$ -	$ 250		250	0.00%
1-06-4060-000 Staff Conferences & Seminars	-	1,000		1,000	0.00%
1-06-4155-300 Contracted Services	1,589	10,000		8,411	15.89%
1-06-4155-100 Contracted Services - Infosend	45,043	205,000		159,957	21.97%
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	45	10,000		9,955	0.45%
1-06-4235-470 Maint. & Rep. Operations - Meter Exchanges	23,480	175,000		151,520	13.42%
1-06-4250-000 General Material & Supplies	2,949	4,000		1,051	73.72%
1-06-4260-000 Business Forms	2,018	10,000		7,982	20.18%
1-06-4270-100 Telecommunication - Office	2,596	30,000		27,404	8.65%
1-06-4270-200 Telecommunication - Cellular Stipend	3,510	17,000		13,490	20.65%
1-06-4270-300 Telecommunication - Cellular	213	3,000		2,787	7.11%
1-06-4300-200 Testing - Large Meter Testing	2,985	21,500		18,515	13.88%
1-06-7000-100 Leases - Equipment	598	3,000		2,402	19.94%
Subtotal Operating Expenses	$ 85,027	$ 491,250	$ -	$ 406,223	17.31%
Total Departmental Expenses	$ 621,872	$ 2,659,500	$ -	$ 2,693,364	23.38%

Palmdale Water District
2013 Water Conservation Budget
For the Three Months Ending Sunday, March 31, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-07-4000-000 Salaries	$ 35,323	$ 153,000		$ 117,677	23.09%
1-07-4000-100 Overtime	122	1,000		878	12.22%
Subtotal (Salaries)	$ 35,445	$ 154,000		$ 118,555	23.02%
Employee Benefits					
1-07-4005-000 Payroll Taxes	3,162	11,750		8,588	26.91%
1-07-4010-000 Health Insurance	5,898	22,750		16,852	25.92%
1-07-4015-000 PERS	6,796	29,250		22,454	23.23%
Subtotal (Benefits)	$ 15,856	$ 63,750	$ -	$ 47,894	24.87%
Total Personnel Expenses	$ 51,301	$ 217,750	$ -	$ 165,571	23.56%
OPERATING EXPENSES:					
1-07-4050-000 Staff Travel	$ -	$ 1,000		$ 1,000	0.00%
1-07-4060-000 Staff Conferences & Seminars	598	1,000		402	59.80%
1-07-4190-300 Public Relations - Landscape Workshop/Training	-	1,000		1,000	0.00%
1-07-4190-400 Public Relations - Contests	-	1,000		1,000	0.00%
1-07-4190-500 Public Relations - Education Programs	740	5,000		4,260	14.79%
1-07-4190-700 Public Relations -General Media	-	3,000		3,000	0.00%
1-07-4190-900 Public Relations - Other	180	5,000			
1-07-6300-100 Supplies - Misc.	143	5,000		4,857	2.86%
Subtotal Operating Expenses	$ 1,661	$ 22,000	$ -	$ 15,519	7.55%
Total Departmental Expenses	$ 52,962	$ 239,750	$ -	$ 181,090	22.09%

Palmdale Water District
2013 Human Resources Budget
For the Three Months Ending Sunday, March 31, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-08-4000-000 Salaries	$ 20,948	$ 84,000		$ 63,052	24.94%
Employee Benefits					
1-08-4005-000 Payroll Taxes	1,603	6,500		4,897	24.65%
1-08-4010-000 Health Insurance	-	18,000		18,000	0.00%
1-08-4015-000 PERS	-	16,000		16,000	0.00%
Subtotal (Benefits)	$ 1,603	$ 40,500	$ -	$ 38,897	3.96%
Total Personnel Expenses	$ 22,551	$ 124,500	$ -	$ 101,949	18.11%
OPERATING EXPENSES:					
1-08-4050-000 Staff Travel	$ -	$ 500		$ 500	0.00%
1-08-4060-000 Staff Conferences & Seminars	-	500		500	0.00%
1-08-4095-000 Employee Recruitment	441	3,000		2,560	14.68%
1-08-4100-000 Employee Retention	65	1,500		1,435	4.33%
1-08-4105-000 Employee Relations	3,121	3,500		379	89.18%
1-08-4110-000 Consultants	-	1,000		1,000	0.00%
1-08-4120-100 Training-Safety Consultants	200	38,000		37,800	0.53%
1-08-4121-000 Safety Program	-	1,000		1,000	0.00%
1-08-4165-000 Membership/Subscriptions	449	1,600		1,151	28.06%
1-08-4165-100 HR/Safety Publications	-	1,000		1,000	0.00%
1-08-6300-500 Supplies - Safety	942	33,500		32,558	2.81%
Subtotal Operating Expenses	$ 5,218	$ 85,100	$ -	$ 79,882	6.13%
Total Departmental Expenses	$ 27,769	$ 209,600	$ -	$ 181,831	13.25%

Palmdale Water District
2013 Information Technology Budget
For the Three Months Ending Sunday, March 31, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-09-4000-000 Salaries	$ 48,625	$ 204,000		$ 155,375	23.84%
1-09-4000-100 Overtime	1,384	2,500		1,116	55.36%
Subtotal (Salaries)	$ 50,009	$ 206,500		$ 156,491	24.22%
Employee Benefits					
1-09-4005-000 Payroll Taxes	4,455	16,000		11,545	27.84%
1-09-4010-000 Health Insurance	10,406	41,250		30,844	25.23%
1-09-4015-000 PERS	9,064	39,250		30,186	23.09%
Subtotal (Benefits)	$ 23,925	$ 96,500	$ -	$ 72,575	24.79%
Total Personnel Expenses	$ 73,934	$ 303,000	$ -	$ 227,950	24.40%
OPERATING EXPENSES:					
1-09-4050-000 Staff Travel	$ 68	$ 3,000		2,932	2.28%
1-09-4060-000 Staff Conferences & Seminars	10,999	15,000		4,001	73.33%
1-09-4155-300 Contracted Services - Computer Vendors	29,798	108,000		78,202	27.59%
1-09-4165-000 Memberships/Subscriptions	-	500		500	0.00%
1-09-8000-100 Computer Equipment - Computers	-	45,000		45,000	0.00%
1-09-8000-200 Computer Equipment - Laptops	-	10,000		10,000	0.00%
1-09-8000-300 Computer Equipment - Monitors	-	2,000		2,000	0.00%
1-09-8000-400 Computer Equipment - Printers	-	2,500		2,500	0.00%
1-09-8000-500 Computer Equipment - Toner Cartridges	304	3,000		2,696	10.14%
1-09-8000-600 Computer Equipment - Other	110	35,000		34,890	0.31%
1-09-8100-100 Computer Software - Maint. and Support	5,376	70,000		64,624	7.68%
1-09-8100-140 Computer Software - Starnik	23,700	86,000			
1-09-8100-150 Computer Software - Cogsdale Maint and Support	26,790	30,000		3,210	89.30%
1-09-8100-200 Computer Software - Software and Upgrades	1,186	15,000		13,814	7.90%
Subtotal Operating Expenses	$ 98,331	$ 425,000	$ -	$ 264,369	23.14%
Total Departmental Expenses	$ 172,265	$ 728,000	$ -	$ 492,319	23.66%

Engineering Department Projected Payout Schedule
May - 2013

Project Title	2013 Budget	Budget No.	Payee	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13
Littlerock Dam Sediment Removal	$ 270,000	NCP02	Aspen	$ 1,874		$ 8,955	$ 27,645	$ 2,500	$ 2,500						
Acquisition of Tax Defaulted Property	$ 18,000	NCC03	LA County					$ 18,000				$ 12,000			
Annual Tank Maint. (Year 1 of 5)	$ 315,000	RCP04	TBD							$ 315,000					
Spec. No. 0902 - Ave. Q-3, Division, Sumac	$ 125,000	RCP03	BV Const.	$ 192,560		$ 42,713	$ 76,000	$ 47,254							
3600' Hydro-Pneumatic Tank Replacement	$ 80,000	N/A	Superior Tank					$ 79,000							
2012 Redistricting	$ 10,000	PL01	NDC			$ 8,500									
Water Supply Fee Policy	$ 25,000	PL06	TBD					$ 5,000	$ 15,000	$ 5,000					
Total Projected Payout:				$ 194,434	$ -	$ 60,168	$ 103,645	$ 151,754	$ 17,500	$ 320,000	$ -	$ 12,000	$ -	$ -	$ -

Water Quality Fund	2013 Budget	Budget No.	Payee	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12
2013 Granular Activated Carbon Supply	$ 1,388,000	N/A													
2013 Change-Outs			Calgon					$ 217,000	$ 217,000		$ 218,000	$ 217,000			
2013 Change-Out			Siemens							$ 217,000					
GAC @ Underground Booster Station - Vessel			Prominent					$ 23,000	$ 54,000	$ 13,000					
GAC @ Underground Booster Station - Misc.			TBD					$ 10,000	$ 40,000	$ 20,000					
Total Water Quality Projected Payout:				$ -	$ -	$ -	$ -	$ 250,000	$ 311,000	$ 250,000	$ 218,000	$ 217,000	$ -	$ -	$ -

= Approved for Payment

AGENDA ITEM NO. 7.4

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:	May 1, 2013	**May 8, 2013**
TO:	BOARD OF DIRECTORS	**Board Meeting**
FROM:	Mr. Matthew R. Knudson, Engineering Manager	
VIA:	Mr. Dennis D. LaMoreaux, General Manager	
RE:	***AGENDA ITEM NO. 7.7 – CONSIDERATION AND POSSIBLE ACTION ON LEASE FOR CELL TOWER AT LOWER EL CAMINO TANK SITE. (REVENUE $28,800.00/YEAR – ENGINEERING MANAGER KNUDSON/FACILITIES COMMITTEE***	

Additional information on this item, if available, will be hand-delivered prior to 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: May 1, 2013 **May 8, 2013**

TO: BOARD OF DIRECTORS **Board Meeting**

FROM: Mr. Matthew R. Knudson, Engineering Manager

VIA: Mr. Dennis D. LaMoreaux, General Manager

RE: ***AGENDA ITEM NO. 7.8 – CONSIDERATION AND POSSIBLE ACTION ON AWARD OF CONTRACT FOR SPECIFICATION NO. 1101-A BEING THE SITE IMPROVEMENTS FOR THE GRANULAR ACTIVATED CARBON (GAC) ADSORPTION SYSTEM LOCATED AT THE UNDERGROUND BOOSTER STATION. ($TBD – BUDGETED – ENGINEERING MANAGER KNUDSON)***

Recommendation:

Staff is in the process of receiving and evaluating bids to perform the work associated with this proposed contract. Staff will distribute a staff report with a recommendation to the Board prior to the regularly scheduled meeting.

Background:

The work associated with this proposed contract will be the site improvements, which include the influent and effluent piping, concrete pad, and access improvements that are necessary to accommodate the installation of the proposed GAC Adsorption System with a GAC capacity of 30,000 lbs. at the existing Underground Booster Station. The Board awarded a contract on December 12, 2012 to Prominent Systems, Inc. for the fabrication, delivery, and installation of said GAC Adsorption System.

These improvements will allow the District to extend the useful life of the GAC at the Leslie O. Carter Water Treatment Plant (LOCWTP) and continue to meet Stage II of the Disinfection/Disinfection By-Product Rule (DDBPR). Utilizing existing water quality conditions and operational parameters, it is estimated that the installation of said GAC Adsorption System at the Underground Booster Station will allow the District to reduce the GAC replacement costs at the LOCWTP by 20% per year. These savings assumptions are based on average raw water quality. Any realized savings would help build a reserve within the Water Quality Fund. Accumulating a reserve within the Water Quality Fund will help the District prepare for compliance during prolonged negative shifts in raw quality.

Operations Staff has recently performed pilot testing at the Underground Booster Station utilizing various types of GAC media to determine the effectiveness of GAC in the reduction of Total Trihalomethane (TTHM) levels within the distribution system and specifically at this location in the distribution system. The results of said testing shows substantial reduction in TTHM levels and the installation of the proposed GAC Adsorption System will improve water quality within the area of the distribution system that receives water that is pumped through the Underground Booster Station.

AGENDA ITEM NO. 7.9

ITRON MV-RS TRAINING CLASS
May 22 and 23, 2013
Rancho Cucamonga

NAME:_____

_____

ADVANCE REGISTRATION DEADLINE: MAY 17, 2013

MEALS: ___YES ___NO SPOUSE: ___YES ___NO SPOUSES' TOUR: ___YES ___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 _____ (airport) on _____ (date) at _____ (time) AM/PM

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

SUPERVISOR APPROVAL:_____ DATE:_____

JUSTIFICATION FOR ATTENDANCE AND BENEFIT TO THE DISTRICT:

The District utilizes the Itron MV-RS software to read the District meters that have a radio units attached to the meter. It is important for the District to have a person who has a good understanding of the software and how it is configured. The two day training will allow the District to understand and better utilize the MV-RS software. Please see the attached for the training class agenda.

MV-RS Training
May 22-23, 2013
Rancho Cucamonga, California

Customer-hosted MV-RS training classes provide a great opportunity for local Itron users to gather for the purpose of meeting others, while expanding their MV-RS knowledge. In this case, the host utility, Cucamonga Valley Water District, provides the centralized location for an Itron MV-RS class.

During these classes the students bring their own laptop computers. Itron handhelds are provided. Class starts with the install of a clean version of MV-RS, which is then used throughout the class for hands on learning exercises. Additionally, the class is led in an open-learning environment where students can learn from each other in what works for them. It's a win-win situation that is both productive and educational.

This comprehensive class was designed to cater to both the novice and experienced MV-RS user and touches on subjects that affect every utility.

» Audience
Potential students include meter readers, MV-RS Operators, and IT Support personnel that need to better understand MV-RS operations or are new to the MV-RS system.

» Suggested Prerequisites
Students should have at least one month exposure to MV-RS basic operations and basic familiarity with meter reading terminology. Standard knowledge of Windows Operating Interface is also helpful, but not required.

» Class Size
In addition to the hosting utility's employees, Itron requires at least eight additonal students from surrounding utilities to form an adequate class size, not to exceed 16 students.

» Training Fee
Training fee for the two-day class is $495, payable via credit card at time of registration. Cancelations received by May 17, 2013 will be refunded less a $100 processing fee. There will be no refunds after May 17th. Students are responsible for food, lodging and related travel expenses.

» Training Facility
Frontier Project Building
Cucamonga Valley Water District
10435 Ashford Street,
Rancho Cucamonga, CA 91730
Conference Room A & B

» Hotel Suggestion
Aloft Ontario-Rancho Cucamonga
10480 Fourth StreetRancho
Cucamonga, CA
866-716-8143

» Questions
Amy Antos or Clare Reich, Itron Technical Support Services
Liberty Lake, WA
1-877-487-6602 Option 2, Option 2, Option 1

Day 1
MV-RS PC and Handheld Operations
- > Navigating within MV-RS
- > Basic Operations Center
- > Read Devices Setup
- > Formatting Radio Reads (Truncation)
- > Handheld, MCLite Shortcuts and Radio Reads
- > 100G and 100W ERT Technology

Day 2
MV-RS Administration and Optimization
- > View Daily Reads using Datalogging Data
- > Filtering Screen Views
- > Configure Unattended Processing
- > Advantages of Network and Distributive Systems
- > Configure Handheld Options
- > Customize the Handheld Display
- > Tips to Sort Route Data Quickly
- > Automatic Backups and File Cleanup
- > Making the most out of Route Data using Reports

Agenda subject to change.
Download the 2013 MV-RS Training Agenda.

When
Wednesday, May 22, 2013 - Thursday, May 23, 2013
8:30 AM - 4:30 PM
Pacific Time

Where
Cucamonga Valley Water District
10435 Ashford Street
Frontier Project Building
Conference Room A&B
Rancho Cucamonga, CA 91730

Itron Contact
Clare Reich

Itron Training Agenda

Customer MV-RS Hosted Training

Two days of MV-RS training conducted for 16 or less students

Audience

Potential students include meter readers, MV-RS Operators, and IT Support personnel that need to better understand MV-RS operations.

Suggested Prerequisites

Students should have at least one month exposure to MV-RS basic operations and basic familiarity with meter reading terminology. Standard knowledge of Windows operating interface is also helpful.

Class Size

In addition to the hosting utility's employees, Itron requires at least eight additional students from surrounding utilities to form an adequate class size, not to exceed sixteen students.

Hosting utility provides a room with 16 seats, electrical outlets and white boards.

Overview

Customer MV-RS Hosted Training classes provide a great opportunity for local Itron users to gather for the purpose of meeting others, while expanding their MV-RS knowledge. Hosted classes are held at a utility site where an Itron Trainer can provide training in a centralized location for attendees. In return, Itron provides this utility free training for two of its employees.

During these classes the students bring their own laptop computers. Itron handhelds are provided. Class starts with the install of a clean version of MV-RS, which is then used throughout the class for hands-on learning exercises. Additionally, the class is lead in an open-learning environment where students can learn from each other in what works for them. It's a win-win situation that is both productive and educational. Topics covered include the following:

Day 1

- Installing MV-RS on laptop
- Navigating within MV-RS
- Basic Operations Center
- Read Devices Setup
- Formatting Radio Reads (Truncation)
- Importing / Export Route Data
- Handheld, MCLite Shortcuts, and Radio Reads
- 100G and 100W ERT Technology

Day 2

- View daily reads using datalogging data
- Integration of Fixed Network and GPS data
- Configure Unattended Processing
- Advantages of Network and Distributive Systems
- Configure Handheld Options
- Customize the Handheld Display
- Tips to Sort Route Data Quickly
- Automatic Backups and File Cleanup
- Making the Most Out of Route Data using Reports

FUNDAMENTALS OF INSPECTION PRACTICE
June 11 and 12, 2013
Ontario

NAME:_____

_____

ADVANCE REGISTRATION DEADLINE:_____

MEALS: ___YES ___NO SPOUSE: ___YES ___NO SPOUSES' TOUR: ___YES ___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:_____

Registration Tools

- Log In
- New Account
- Registration FAQs

Registration Links

- Search Courses
- Complete Course Catalog
- Upcoming Courses
- By Subject
- By City
- On Request
- Instructors & Affiliates

PD-01 Fundamentals of Inspection Practice

There are still openings remaining at this time.

Class Information

Location

Location: Holiday Inn & Suites, Ontario (Ontario, CA)

Instructors

Instructor Information

Date and Time

This class begins on 06/11/2013 and ends on 06/12/2013. The class meets Tu & W: 8:00 AM-5:00 PM, 2 Sessions.

Check for other dates/locations

Class Fees

Category	Description	Amount
Course Fee (Basic)	Standard individual	$ 595.00

CEUs: 1.60

Registration

To register online you must use a credit card to pay any fee.

Register Yourself OR Register Someone Else

Use this form to register by mail or fax.

Description

Inspectors are key members of the construction project team. Inspectors ensure that public agencies produce quality projects and help reduce potential liability caused by poor engineering performance. The administrative and technical responsibilities of the inspector continue throughout project delivery and are critical for effectively maintaining a project's compliance with contract requirements.

This course provides an introduction to all of the basic skills needed by the field inspector for most traditional highway construction projects.

Click here for a detailed course outline.

Topics Include

- scope of an inspector's authority and responsibilities
- documentation, reports, and legal requirements
- how the inspector helps ensure safety on the job site
- how to minimize disputes and claims between parties and get your point across to the contractor
- inspection methods and tips for earthworks, pilings, asphalt pavement construction, pipelines, portland cement, protective coatings
- duties of the inspector at project closeout

What You Will Learn

Students gain good working knowledge of the sources, scope, and limits of the inspector's authority and responsibilities, including the importance of inspectors for reducing liability risks for the public agency. Students learn how to inspect wood construction, structural steel, earthworks, pavement, pipelines, Portland Cement concrete, and protective coatings; what to do when a problem is found; and how to be an effective member of the construction project team.

Who Should Attend

This course is intended for public agency resident engineers and construction inspectors responsible for the physical observation and inspection of construction work on the job site.

Note: To cancel your enrollment and receive a refund of your registration fee (less $40 processing), your written request to cancel must be received in writing at least five (5) business days before the class is scheduled to begin. In lieu of canceling, agencies may send a substitute. Please contact us at least five (5) working days before the class is scheduled to begin so we can revise attendance information for the instructor.

For more questions about cancellations, refunds, and substitutions,

- see our Registration FAQ
- email:Registrar@techtransfer.berkeley.edu
- call 510-643-4393

Return to Course Listing

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CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
GENERAL MANAGER LEADERSHIP SUMMIT
July 14 - 16, 2013
Newport Beach

NAME:_____

_____

ADVANCE REGISTRATION DEADLINE: JUNE 14, 2013

MEALS: ___YES ___NO SPOUSE: ___YES ___NO SPOUSES' TOUR: ___YES ___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 _____ (airport) on _____ (date) at _____ (time) AM/PM

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

SUPERVISOR APPROVAL:_____ DATE:_____

#gmsummit2013

Always new content and material!

Your job as a **general manager** or emerging leader of a special district demands that you stay current on governance best practices, state laws, human resource issues, pension reform issues, budgeting, risk management, policies and procedures and much more!

CSDA has created the **General Manager Leadership Summit** as a way for you to come together with other special district leaders from throughout the state to network and learn more about your specific job responsibilities. Return to your district after two days of specialized training and education ready to take your board relationship, staff and district to the next level.

Others that would benefit from attending:

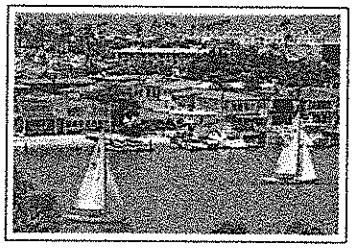
Operation Managers | Board Clerks | Office Managers | District Administrators | Finance Officers | Business Managers | Assistant General Managers | Legal Counsel

SDRMA
Credit Incentive Points

SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the General Manager Leadership Summit thereby helping to reduce the SDRMA Member's annual contribution amount.

Printed on recycled paper.



Newport Beach Area Information

Welcome to Newport Beach, California! The weather is great year-round, the activities are plenty, and there is never a shortage of great dining, things for families or couples to do and beautiful scenery. Offering visitors over 10 miles of beautiful Orange County coastline and some of the cleanest beaches in Southern California, surfing, swimming and body boarding may quickly come to mind, but a Newport Beach vacation is not complete without an excursion on Newport Harbor, a drive down Newport Coast, a hike in the Upper Newport Bay nature preserve and reserve, or the best shopping in Orange County at Fashion Island in Newport Beach. Don't forget the large selection of family and couple-friendly restaurants, where you can "dock and dine" along Newport Harbor. Enjoy the legendary "Balboa Bar" on Balboa Island or ride the waves at "The Wedge," one of the best surfing spots in Southern California.

Getting to Newport Beach

Newport Beach is located on the Orange County coast of Southern California, nestled between Los Angeles and San Diego and within close proximity to other major cities and attractions. The most convenient way to get around the city is by car. The Hyatt Regency Newport Beach offers complimentary transportation between the hotel and John Wayne/Orange County Airport. Contact the hotel for schedule details at 949-729-1234.

Distances to Newport Beach

From Los Angeles - 50 miles south
From San Diego - 85 miles north
From Disneyland (Anaheim) - 14 miles west
From Long Beach - 20 miles south
From Palm Springs - 64 miles west



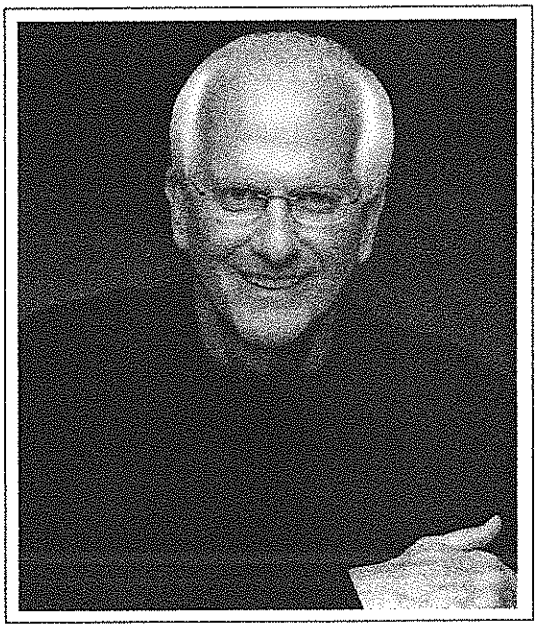
Schedule of Events

SUNDAY, JULY 14

4:00 – 6:00 p.m.
Registration

5:30 – 7:00 p.m.
Welcome Reception

MONDAY, JULY 15

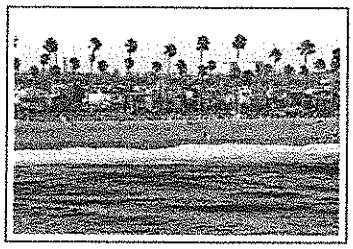


9:00 - 10:30 a.m.
OPENING KEYNOTE AND
CONTINENTAL BREAKFAST
"The Leadership Formula – It's a PROCESS, Not an EVENT"
Robert Stevenson
The Leadership program's focus is on practical, insightful and useful skills that help to make relationships work and districts prosper. Designed with the goal of helping organizations thrive in today's marketplace, Stevenson identifies how to start, maintain, and deepen working relationships. This program starts with the nine elements of the Leadership Formula then delves even deeper into the philosophy of relationships. Stevenson addresses courage and challenge, confidence and commitment, compassion and communication, change, cooperation, and control. Participants will be able to: establish rapport, develop respect, recognize effort, provide effective encouragement, deal with differing viewpoints, improve listening skills, and master the skills to gain willing cooperation.

10:30 a.m. – 12:00 p.m.
<<< 90 MINUTE BREAKOUT SESSIONS >>>

Effective Use of Social Media for Special Districts
Linda Hunter, Hunter Squared
This panel discussion will focus on how special districts can incorporate social media into their existing community outreach program. We will also discuss the maze of different social media outlets, which ones to use and which ones are not worth the time and effort. We will educate the attendees on: when and why to use social media to reach customers/ constituents; how to set up an effective social media program; which social media outlets are most effective for the various special districts; how to build followers and what to share through social media outlets.

Making the Record: How to Effectively Document Employee Performance
George Joseph, Nossaman LLP
Making an effective written record of employee performance management is essential not only to ensure clear communication of expectations, but also to prepare employers and managers to respond to grievances, claims and lawsuits. Through the use of hypothetical situations and interactive discussion, this session will focus on best practices to ensure that documentation achieves these goals and avoids legal pitfalls that can create trouble later on. The objective of the session is to equip managers with documentation strategies that strike an appropriate balance between positive encouragement and direct, effective communication, in three areas: (1) writing effective employee performance appraisals (2) appropriately documenting employee counseling and discipline (3) making an accurate record when investigating employee concerns.



MONDAY, JULY 15 CONTINUED

12:00 – 1:30 p.m.
Networking Lunch

1:30 – 3:00 p.m.
<<< 90 MINUTE BREAKOUT SESSIONS >>>

Optimizing Your District...Strategically!
Brent Ives, BHI Management Consulting
Strategic planning comes in many forms. Find out from the expert how a proper strategic plan that is customized to special districts can smooth out many of the issues or potential issues that districts face today. Brent Ives is a foremost authority in strategic planning for special districts, working across the state with many agencies on this very subject. His unique planning model, customized to special districts, has been incorporated in over 100 California special districts. The class will cover: why a strategic plan is critical to optimizing a district; what a good plan should look like and include; who does what for a proper strategic plan and what a strategic plan will mean to a district, its staff and its Board today and tomorrow.

Building and Maintaining Community Support: Dealing with Difficult Outreach and Communication Challenges
Martin Rauch, Rauch Communication Consultants, Inc.
This session will help you explore your agency's communication approach in normal times and at times of controversy. It includes examples, case studies and tips, as well as time for managers to share their experiences and have their questions answered. We will identify appropriate roles for staff, directors and consultants. Examples will be given for lower-cost outreach techniques, and for measuring outreach program performance. The session will also cover: methods for gaining public support for controversial projects; ways of turning the tide when your agency is under attack; proven guidelines for dealing with vocal activist and opponent groups; techniques for working with the press; using social media and more.

3:00 – 3:30 p.m.
Break and Networking with Exhibitors

3:30 – 4:30 p.m.
<<< 60 MINUTE BREAKOUT SESSIONS >>>

Discrimination and Disability Claims: What Are Your Duties and Responsibilities?
Dennis Timoney, Special District Risk Management Authority and Christine Balbo Reed, Esq. – Partner, Low Ball & Lynch
This session will address new changes with the Department of Fair Employment & Housing Commission (DFEC) and potential exposures public entity employers face today. Under California law how is the term "disability" defined? What are the employer's duties? What does the "Interactive Process" look like? How much does a "Reasonable Accommodation" cost? What "Affirmative Duty" does your entity have? These questions and more will be discussed to assist your agency in developing policies to comply with the new regulations.

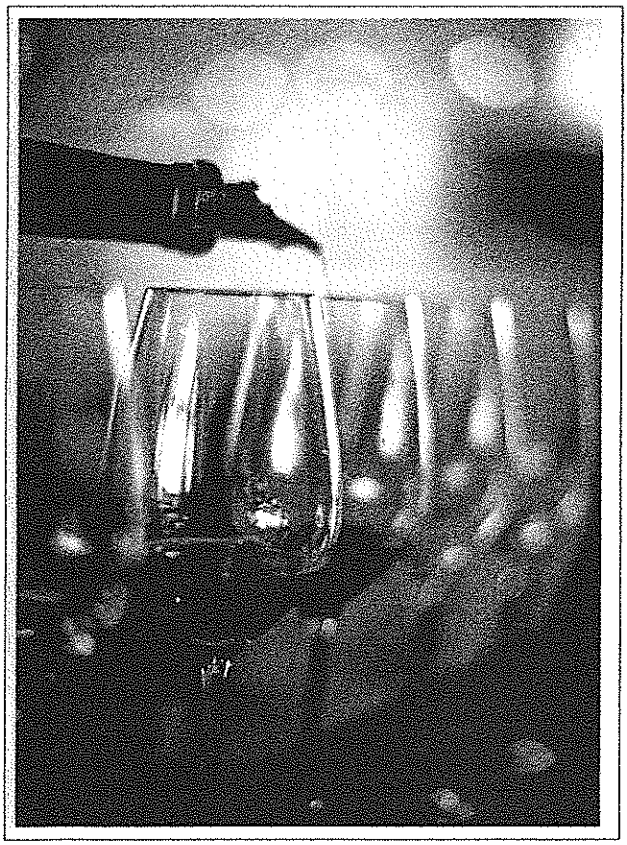
What's Up with Public Employees' Pension Reform Act of 2013 (PEPRA)?
Jeff Chang, Chang, Ruthenberg & Long, Attorney
Jeff Chang will provide a high level overview of what is going on as special districts attempt to comply with the Public Employees' Pension Reform Act of 2013, including: important resources for learning more about PEPRA; the status of technical corrections and clarifications to the original legislation; advice and guidance coming from CalPERS on PEPRA; best practices for complying with PEPRA – depending on whether you are in or out of CalPERS and problems and issues not addressed by PEPRA. Bring your questions about PEPRA to make the overall discussion more practical.

MONDAY
FOOD & WINE EXPERIENCE

5:30 – 7:00 p.m.
FOOD & WINE EXPERIENCE RECEPTION
Reception and Networking with the Exhibitors

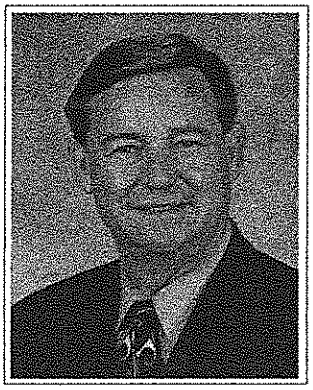
SDRMA
Sponsored by Special District Risk Management Authority

A reception you won't want to miss! The Hyatt will feature some great food and wine pairings featuring fresh local ingredients that reflect the season and local flavors.



TUESDAY, JULY 16

7:30 – 8:30 a.m.
Coffee with the Exhibitors



8:30 – 10:00 a.m.
SDLF SPONSORED KEYNOTE AND BREAKFAST
Bringing out the Best in Your Board: How to Prepare, Interact and Communicate
Brent Ives, BHI Management Consulting

SDLF

Experience tells us there are common issues that can effect optimal board dynamics and the overall organizational health of a district (rogue member, un-focused board, lack of respect for one another and more). This session will review those, discuss examples and provide remedies. *This keynote includes recognition of current Special District Administrators.*

10:00 – 10:30 a.m.
Break and Networking with Exhibitors

10:30 a.m. – 11:30 a.m.
<<< 60 MINUTE BREAKOUT SESSIONS >>>

Managing Ethics in a Crisis
Joan Gladstone, Gladstone International
Ethical decision-making while in the "heat of the moment" is critical to preserving your district's reputation over the long-term. Districts and boards must have the courage to manage media and public pressure in the first critical hours of a crisis without compromising integrity. This session will examine the seven enemies of ethical conduct in a crisis and offer specific leadership concepts. By examining actual cases, you'll learn new ways to guide ethical decision-making the next time you and your board face a major issue or crisis situation. Learning outcomes include: how to achieve consensus when time is of the essence; how to neutralize tension and emotion; ways to develop "crystal ball" thinking to forecast outcomes, assess options and compare consequences and when to seek third-party support to break logjams and add new perspectives.

Bringing out the Best in Your Board: How to Prepare, Interact and Communicate is sponsored by the Special District Leadership Foundation.

TUESDAY, JULY 16 CONTINUED

10:30 a.m. – 11:30 a.m.

<<< 60 MINUTE BREAKOUT SESSIONS >>>

Public Records Act – To Disclose or Not Disclose? It's More Complicated Now Than Ever Before

Mark Meyerhoff, Liebert Cassidy Whitmore

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 handle responding 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 public agency 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.



11:30 a.m. – 1:00 p.m.

LUNCHEON

Mid-Year Legislative Update

Kyle Packham, CSDA Advocacy and Public Affairs Director

Kyle will share the latest details on the hottest legislative topics of 2013. This mid-year legislative overview will include a run-down of the critical legislation and public policy issues impacting special districts' revenue, governance and operations. Hear about CEQA reform, pension reform implementation and "cleanup bills," new opportunities and threats facing property tax revenue and more. Learn what all of this means for your district and how you can work together with CSDA to impact the legislative process in Sacramento.

SDLF

Special District Leadership Foundation

FOR GENERAL MANAGERS AND TOP MANAGEMENT

Special District Administrator Certification

Become a Certified Leader in Special Districts

The Special District Administrator (SDA) Certification is a voluntary designation sought by individuals who strive to be the best in their field. Administrators with various academic and professional backgrounds can be candidates for the program.

The certification examination and study guide were developed through the participation of over 100 volunteer subject matter experts who know about special district administration. Guided by the SDLF Board, Certification and Audit Advisory Committee and under direction by a professional examination development firm, this certification gives successful candidates recognition unmatched by any other program.

The two hour exam covers all key aspects of special district administration including: Governance, Legal Requirements, Policy Development, Ethics in Public Service, Strategic Planning, Public Finance and more. To find out the requirements for taking the Special District Administrator examination visit www.sdlf.org or call 916-231-2939.

The General Manager Leadership Summit qualifies for 16 hours of continuing education toward the Special District Administrator Certification.

TUESDAY, JULY 16 CONTINUED

1:00 – 2:30 p.m.

<<< 90 MINUTE BREAKOUT SESSIONS >>>

Effective GM Performance Evaluation: A Critical Element of the Board/Manager Relationship

Martin Rauch, Rauch Communication Consultants, Inc.

Every board has a responsibility to evaluate their manager effectively, and every manager should insist on a quality process that identifies both good performance and problem areas, as well as provide opportunities for feedback. This session outlines a proven process that gives each board member and the manager an opportunity to hear from each other; incorporates both subjective and objective metrics; provides an opportunity for the manager to lay out his or her accomplishments for the past year; ensures there is policy level direction to clarify the managers goals for the coming year, and links evaluation to the strategic plan and manager's goals for the year. The session includes opportunities to share evaluation experiences, ask questions, and explore broader issues related to board and manager roles and relationships.

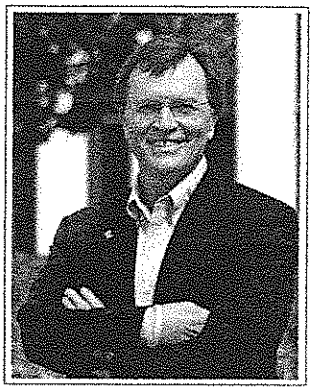
I See What You Mean! Using Visual Tools to Share Ideas and Solve Problems

Eris Weaver, Facilitator and Group Process Consultant

As a special district leader, you address complex problems. You are asked to do more work with fewer resources in a constantly changing social and political environment. You juggle the needs of competing constituencies and must communicate a consistent message in settings. Wouldn't it be great if this were easier? It can be! Learn cutting-edge tools to improve your team's creativity, communication and problem solving skills, as well as more effectively communicate your message. These tools can not only save time and money, but boost employee engagement and morale. In this highly participatory workshop, we will briefly review the building blocks of visual communication and then grab markers, sticky notes, and play-dough and get to it! We'll explore mind mapping, graphic recording, kinesthetic modeling, and gamestorming tools. All materials as well as an extensive resource list will be provided. Artistic ability is not required!

2:30 – 3:00 p.m.

Break and Networking with Exhibitors



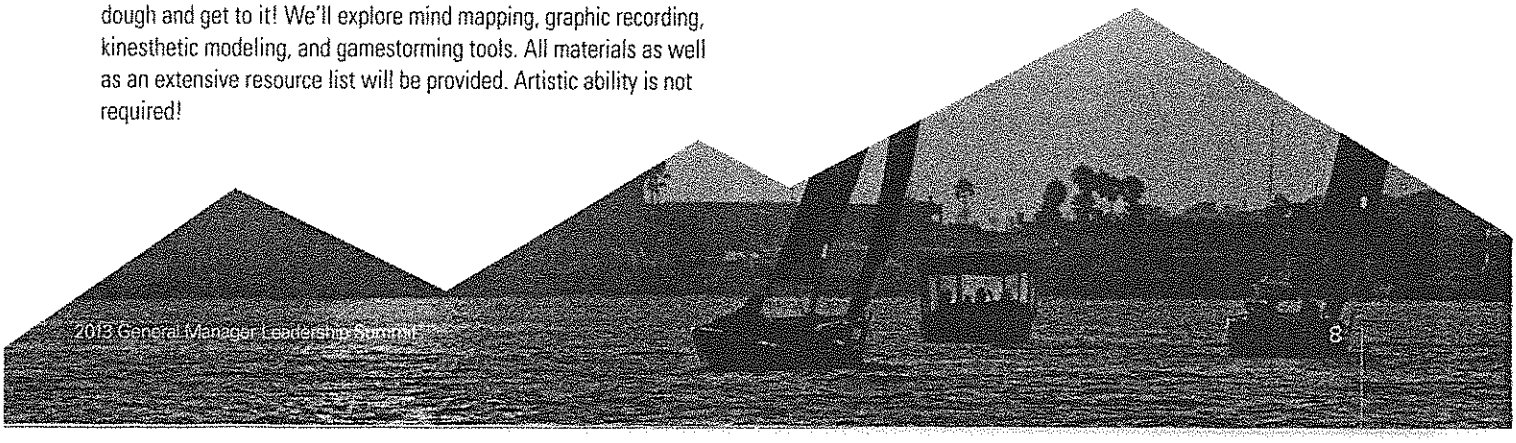
3:00 – 4:15 p.m.

CLOSING SESSION

Surviving the "Retirement Wave" – 10 Lessons in Growing Our Successors

Dr. Frank Benest, former City Manager of Palo Alto, California, and Senior Advisor for Next Generation Initiatives for the International City/County Management Association.

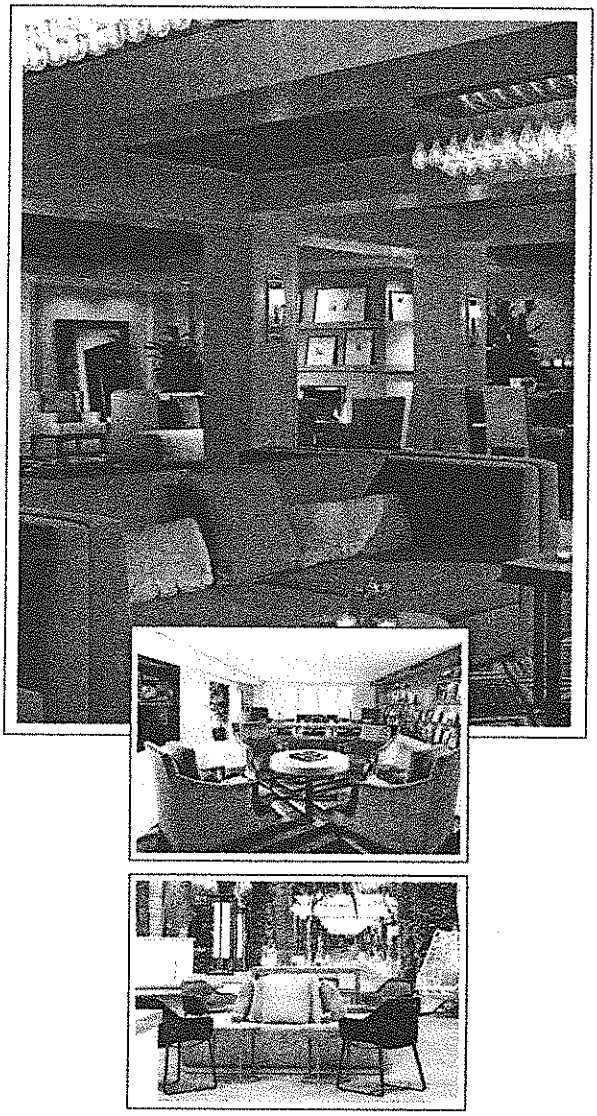
As a generation of baby-boomer managers retires from local government, there are fewer numbers of Generation Xers ready and able to replace them. Learn about the demographic trends that have contributed to this leadership and brain drain crisis in the public sector and the talent development and succession planning strategies that can address the "Next Generation" challenge. This session will also identify ten lessons learned from succession planning initiatives from local governments around the country.



Location

Hyatt Regency Newport Beach
1107 Jamboree Road
Newport Beach, CA 92660
Room Rate; $165 single or double occupancy, plus tax, complimentary self-parking and complimentary guest room internet.

Room reservations can be made by calling 1-888-421-1442 and asking for the CSDA General Manager Leadership Summit rate. All room reservations must be guaranteed with a major credit card. The room reservation cut-off is Friday, June 14, however, rooms at the CSDA rate are expected to sell out before this date.



Bring a Guest

Whether your passion is world-class shopping, dining, boating, or performing arts – you'll find it in Newport Beach. Go sailing on beautiful Newport Bay, walk over the bridge to Balboa Island or relax on stellar beaches. The Hyatt Regency Newport Beach also offers a complimentary shuttle to/from Fashion Island and Balboa Island.

Guest Fee (cannot be from a district)
Includes Welcome Reception, Continental Breakfast on Monday and Tuesday, and Food and Wine Experience on Monday for only $175 at the Early Bird price.

Registration Fees

Early Bird (on or before June 14, 2013):

Member	$600
Non-Member	$725
Guest (cannot be from a district)	$175

Regular (after June 14, 2013):

Member	$650
Non-Member	$775
Guest (cannot be from a district)	$200

Full Conference Registration fees include:

- Welcome Reception on Sunday, July 14
- Keynote sessions
- All breakout sessions
- Continental breakfast on July 15 and 16
- Luncheon on July 15 and 16
- Food & Wine Experience Reception on July 15

Guest registration includes Welcome Reception, continental breakfasts, and Food & Wine Experience Reception only.

If you need special payment arrangements, please contact the CSDA Professional Development Department at 877-924-2732.

CSDA General Manager Leadership Summit Registration Form

(Use one form per registrant)

Three Ways to Register

- *Register* online by visiting the General Manager Leadership Summit website at www.csda.net/gmsummit.
- *Fax number:* 916-520.2465. All faxed registration forms must include credit card payment.
- *Mail:* CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cathrine Lemaire at cathrinel@csda.net, or call toll-free at 877-924-2732.

Name/Title:		
District:		
Address:		
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Phone:	Fax:	
☐ Member ☐ Non-member	Email:	
Emergency Contact - Name & Phone:		

Registration Fees

EARLY BIRD (ON OR BEFORE JUNE 14)		REGULAR (AFTER JUNE 14)	
☐ CSDA Member	$600	☐ CSDA Member	$650
☐ Non-Member	$725	☐ Non-Member	$775
☐ Guest	$175	☐ Guest	$200

Breakout Sessions - (Please select the breakout sessions you plan on attending)

MONDAY, JULY 15

10:30 a.m. – 12:00 p.m.

- ☐ Effective use of Social Media for Special Districts
- ☐ Making the Record: How to Effectively Document Employee Performance

1:30 – 3:00 p.m.

- ☐ Optimizing Your District…Strategically!
- ☐ Building and Maintaining Community Support: Dealing with Difficult Outreach and Communication Challenges

3:30 – 4:30

- ☐ Discrimination and Disability Claims: What Are Your Duties and Responsibilities?
- ☐ What's Up with Public Employees' Pension Reform Act of 2013 (PEPRA)?

TUESDAY, JULY 16

10:30 a.m. – 11:30 p.m.

- ☐ Managing Ethics in a Crisis
- ☐ Public Records Act – To Disclose or Not Disclose? It's More Complicated Now Than Ever Before

1:00 – 2:30 p.m.

- ☐ Effective GM Performance Evaluation: A Critical Element of the Board/Manager Relationship
- ☐ I See What You Mean! Using Visual Tools to Share Ideas and Solve Problems

Payment

☐ Check ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Acct. name:	Acct. Number:
Expiration date:	Authorized Signature:

Special needs

☐ Vegetarian ☐ Other:

CANCELLATIONS/SUBSTITUTION POLICY: Cancellations must be in writing and received by CSDA no later than June 28, 2013. All cancellations received by this date will be refunded less a $75 processing fee. There will be no refunds for cancellations made after June 28. Substitutions are acceptable and must be done in writing no later than July 9, 2013. Please submit any cancellation notice or substitution request to meganh@csda.net or fax to 916-520-2465.

MINUTES OF REGULAR MEETING OF THE COMMISSIONERS OF THE ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION, FEBRUARY 14, 2013.

A regular meeting of the Commissioners of the Antelope Valley State Water Contractors Association was held Thursday, February 14, 2013, at the Palmdale Water District at 2029 East Avenue Q, Palmdale. Vice Chair Hogan called the meeting to order.

1) **Pledge of Allegiance.**

Vice Chair Hogan led the pledge of allegiance.

2) **Roll Call.**

Attendance:	**Others Present:**
Barbara Hogan, Vice Chair	Matt Knudson, General Manager
Leo Thibault, Treasurer-Auditor	Mike Riddell, Attorney
Kathy Mac Laren, Commissioner	Tom Barnes, Controller
Robert Alvarado, Commissioner	Brad Bones, LCID General Manager
Keith Dyas, Commissioner	Dawn Deans, Executive Assistant
	3 members of the public
Andy Rutledge, Secretary – EXCUSED ABSENCE	

3) **Public Comments for Items Not on the Agenda.**

There were no public comments.

4) **Approval of Minutes of Special Meeting Held October 18, 2012.**

It was moved by Commissioner Mac Laren and seconded by Commissioner Thibault to approve the minutes of the regular meeting held October 18, 2012, as written.

Adding an item to the agenda for "Consideration and possible action on business cards for Commissioners" was then discussed, and it was determined that this item will be included on the agenda for the next regular meeting.

The motion then unanimously carried.

5) Payment of Bills.

After a brief discussion, it was moved by Commissioner Thibault, seconded by Commissioner Mac Laren, and unanimously carried to pay the bills received from PWD in the amounts of $188.34 and $63.18 for staff time; from AVEK in the amount of $1,114.16 for staff time; from ACWA/JPIA in the amount of $1,625.00 for dues; and from IES in the amount of $294.00 for the website.

Commissioner Thibault then requested an update on the Association's website after which Controller Barnes provided an overview of these updates.

It was then determined that an item for "Report on AVSWCA website status" will be included on future agendas.

6) Consideration and Possible Action on Election of Officers.

After a brief discussion of the officer nominations, it was moved by Commissioner Alvarado, seconded by Commissioner Dyas, and unanimously carried that the officers of the Association are as follows:

Kathy Mac Laren, Chair
Barbara Hogan, Vice Chair
Andy Rutledge, Secretary
Leo Thibault, Treasurer-Auditor
Keith Dyas, Commissioner
Robert Alvarado, Commissioner

Commissioner Mac Laren then assumed the duties of Chair and continued the meeting.

7) Ratification of Professional Services Agreement With RMC Water and Environment for Proposition 1E, Round 2 Stormwater Flood Management Grant Application for the Littlerock Dam Sediment Removal Project. (General Manager Knudson)

General Manager Knudson reviewed the work included under this Agreement and staff's recommendation to ratify said Agreement, and after a brief discussion, it was moved by Commissioner Thibault, seconded by Commissioner Hogan, and

unanimously carried to ratify the Professional Services Agreement With RMC Water and Environment for the Proposition 1E, Round 2 Stormwater Flood Management Grant Application for the Littlerock Dam Sediment Removal Project in the not-to-exceed amount of $28,840.00.

8) Consideration and Possible Action on Continuation of the Cooperative Water Resources Program Agreement Between AVSWCA and the United States Geological Survey (USGS) During the Period November 1, 2012 to October 31, 2013. (General Manager Knudson)

General Manager Knudson reviewed the tasks and costs under this proposed Agreement and staff's recommendation to approve Tasks 1 and 2 as budgeted and after United States Geological Survey clarification of these tasks and costs, it was moved by Commissioner Alvarado, seconded by Commissioner Dyas, and unanimously carried to approve Tasks 1 and 2 of the Cooperative Water Resources Program Agreement Between AVSWCA and the United States Geological Survey (USGS) During the Period November 1, 2012 to October 31, 2013 in the not-to-exceed amount of $56,050.00.

General Manager Knudson then clarified that staff will continue working with the United States Geological Survey and present Task 3 to the Commissioners for consideration at a later date.

9) Consideration and Possible Action on In-Lieu Water Banking Agreements Between the Antelope Valley State Water Contractors Association, AVEK, and Tejon Ranch. (Controller Barnes)

Controller Barnes reviewed the In-Lieu Water Banking Agreements for on-going in-lieu water banking projects and staff's recommendation to approve both Agreements, and after a brief discussion, it was moved by Commissioner Alvarado and seconded by Commissioner Dyas to approve the In-Lieu Water Banking Agreements between the Antelope Valley State Water Contractors Association, AVEK, and Tejon Ranch.

After a further discussion of potential liability due to the adjudication process, of the Association's involvement in these Agreements as a regional project, and of Attorney Riddell's recommended revisions to the Agreements, it was moved by Commissioner Thibault, seconded by Commissioner Hogan, and unanimously carried to table this item until the next regular meeting of the Association.

10) Consideration and Possible Action on Regional Control of Water From the State Water Project. (General Manager Knudson)

General Manager Knudson informed the Commissioners that some work has occurred on this item; that staff will work with the three agency's attorneys to develop a draft agreement; and that the goal will be to have more progress on this item at the next meeting.

11) Report of General Manager.

General Manager Knudson stated that he has no further report.

12) Report of Controller.

Controller Barnes stated that he has no further report.

13) Reports of Commissioners.

Commissioner Alvarado reported that he is excited to become part of the Association and looks forward to working with the different agencies.

Commissioner Hogan reported that she will miss the next few meetings.

Commissioner Thibault reported that he read the recent A.V. Press articles regarding the large solar and water banking projects in the Cantil area and that consistent with the purpose of the Association, he would appreciate a report on the status of these projects.

14) Report of Attorney.

Attorney Riddell reported that he has no further report.

15) Commission Members' Requests for Future Agenda Items.

It was determined that "Consideration and possible action on business cards for Commissioners," "Consideration and possible action on In-Lieu Water Banking Agreements between the Antelope Valley State Water Contractors Association, AVEK, and Tejon Ranch," "Consideration and possible action on regional control of water from

the State Water Project," and "Report on AVSWCA website status" will be included on the next agenda.

There were no further requests for future agenda items.

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

It was determined that the next regular meeting of the Association will be held April 11, 2013 at 6:30 p.m. at PWD.

17) 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.

Chair

MINUTES OF MEETING OF THE FACILITIES COMMITTEE OF THE PALMDALE WATER DISTRICT, MARCH 19, 2013:

A meeting of the Facilities Committee of the Palmdale Water District was held Tuesday, March 19, 2013, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Alvarado called the meeting to order.

1) **Roll Call.**

Attendance:	**Others Present:**
Facilities Committee:	Dennis LaMoreaux, General Manager
Robert Alvarado, Chair	Tim Moore, Facilities Manager
Gordon Dexter, Committee Member	Peter Thompson II, Operations Manager
	Randy Hardenbrook, Equipment Mechanic Spvsr.
	Kelly Jeters, Systems Supervisor
	Dawn Deans, Executive Assistant
	1 member of the public

2) **Adoption of Agenda.**

It was moved by Committee Member Dexter, seconded by Chair Alvarado, 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 Regular Meeting Held February 19, 2013.

It was moved by Committee Member Dexter, seconded by Chair Alvarado, and unanimously carried to approve the minutes of the Facilities Committee meeting held February 19, 2013, as written.

4.2) Discussion and Possible Action on Infrastructure Management Elements Identified in the Strategic Plan. (Chair Alvarado)

General Manager LaMoreaux provided an overview of the infrastructure management elements included in the Strategic Plan, the status of these elements, and potential updates, and after a further discussion of the status of the infrastructure management elements, staff was directed to develop an overview of the District's adopted Plans for review at the upcoming Strategic Plan Workshop.

4.3) Discussion and Possible Action on Pending Water Quality Regulations. (Committee Member Dexter)

Operations Manager Thompson II reviewed pending water quality regulations regarding the Chromium VI MCL, the revised Total Coliform Rule, the Unregulated Contaminant Monitoring Rule 3, and the Public Health Goal Report along with the District's status on these regulations followed by discussion of the regulating agencies, public notifications, and the cost of meeting regulations.

4.4) Discussion and Possible Action on Budget Increase for Palmdale Ditch Maintenance and Repair. (Chair Alvarado)

Facilities Manager Moore reviewed the two main areas of concern in Palmdale Ditch, the minimal anticipated water loss through the Ditch, high repair costs, underground springs, the timeline for flowing water through the Ditch, and the current budget and stated that staff recommends the budget for repair and maintenance of Palmdale Ditch not be increased as the current budgeted amount is sufficient followed by discussion of grant funding, repairing the Ditch through the Littlerock Dam Sediment Removal project, ground movement, and removal of debris from Palmdale Ditch.

5) Information Items.

5.1) Update on Facilities Committee Goals and District Projects. (Chair Alvarado)

Operations Manager Thompson II reviewed the water treatment plant's current focus of completing the SCADA radio backbone upgrade, focusing the second stage of this upgrade on the worst areas of communication within the distribution system, and ensuring the security system at the water treatment plant provides adequate coverage under the current budget followed by discussion of grant funding for security systems.

Equipment Mechanic Supervisor Hardenbrook then reviewed the status of the 35th Street booster pump replacement, the valve job on Well No. 15, the clutch conversion on Well No. 11, and the search for options on purchasing the two vehicles recently approved by the Board followed by discussion of including more purchasing flexibility in the budget process.

Committee Member Dexter then requested a report on single point failures be provided at the next Committee meeting.

5.2) Update on Monitoring of Wind Turbine Through Black & Veatch. (Engineering Manager Knudson)

General Manager LaMoreaux informed the Committee that communication has been established between the wind turbine and the office of Black & Veatch; that repairs have been made to the wind turbine; and that an overall report on the operations of the wind turbine from the time it began operating will be provided at a future Committee meeting.

5.3) Other.

Chair Alvarado requested an item be included on the next agenda under Agenda Item No. 5 regarding the protocol for inviting individuals, groups, or other agencies to tours of the water treatment plant followed by discussion of tours being scheduled per request, the District's Facility Tour Policy, past open houses, security concerns, the dangers of water treatment plants, and previous tours targeted for local and state legislators after which Operations Manager Thompson II stated that he will provide an outline of school tours and past Open Houses at the next Committee meeting.

General Manager LaMoreaux informed the Committee that the debris at Palmdale Lake has been compacted and hydroseeded and the County may not pursue its previous notice and that Board member pictures have been moved to the lobby and historical pieces are now on display in the hallway display case.

Chair Alvarado thanked staff for this effort and then commended the District crews working in the field.

Equipment Mechanic Supervisor Hardenbrook then informed the Committee that Truck No. 4 has been repainted and is back in service.

There were no additional information items to discuss.

6) Board Members' Requests for Future Agenda Items.

Committee Member Dexter requested "Report on single point failures" be included on the agenda for the next Committee meeting.

Chair Alvarado then requested "Review of school tours and past Open Houses" and "Review of the District's Emergency Response Plan" be included on the agenda for the next Committee meeting.

There were no further requests for future agenda items.

The next Facilities Committee meeting was then scheduled for April 23, 2013 at 5:15 p.m.

7) Adjournment.

There being no further business to come before the Facilities Committee, the meeting was adjourned.

Robert E. Alvarado
Chair

MINUTES OF MEETING OF THE WATER SUPPLY & RELIABILITY COMMITTEE OF THE PALMDALE WATER DISTRICT, MARCH 22, 2013:

A meeting of the Water Supply & Reliability Committee of the Palmdale Water District was held Friday, March 22, 2013, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dexter called the meeting to order.

1) **Roll Call.**

Attendance:	**Others Present:**
Water Supply & Reliability Cmte:	Dennis LaMoreaux, General Manager
Gordon Dexter, Chair	Jon Pernula, Water & Energy Resources Mngr.
Gloria Dizmang, Committee Member	Matt Knudson, Engineering Manager
	Danielle Henry, Administrative Assistant
	0 members of the public

2) **Adoption of Agenda.**

It was moved by Committee Member Dizmang, seconded by Chair Dexter, 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 February 15, 2013.

It was moved by Committee Member Dizmang, seconded by Chair Dexter, and unanimously carried to approve the minutes of the Water Supply & Reliability Committee meeting held February 15, 2013, as written.

4.2) Presentation of Monthly Water Demand and Supply Status. (Water & Energy Resources Manager Pernula)

Water & Energy Resources Manager Pernula reviewed the water supply projections and charts included with the agenda packet and informed the Committee that it is still early in the year; that the District's State Water Project allocation has been reduced to 35% due to several issues including below average snowpack and low

precipitation; that water use charts will be updated to reflect this reduction; and then reviewed the District's water supply amounts followed by discussion of water supply strategies for continuing dry years, limits on groundwater supplies, reservoir levels, the Delta smelt, and data on this species.

4.3) Discussion of the District's Water Banking Opportunities. (Chair Dexter)

Water & Energy Resources Manager Pernula informed the Committee that staff is in discussions with various agencies regarding water banking opportunities; that other agencies are realizing the benefit of water banking; and that an agreement for water banking may be possible this year.

4.4) Status on the Operations of the State Water Project. (Water & Energy Resources Manager Pernula)

Water & Energy Resources Manager Pernula informed the Committee that this item was reviewed under Agenda Item No. 4.2.

4.5) Consideration and Possible Action on Awarding a Professional Services Agreement to Conduct a Water Supply Fee Analysis Based on the Adopted Strategic Water Resources Plan. ($23,851.00 – Budgeted – Engineering Manger Knudson)

Engineering Manager Knudson stated that the Strategic Water Resources Plan and environmental work have been adopted; that the next step is the development of a Water Supply Fee and policy for collecting fees from new customers dedicated towards new water supply; and then reviewed the Request for Proposals, the proposals received, and staff's recommendation to award a contract to Carollo Engineers for the preparation of a Water Supply Fee Analysis, and after a brief discussion of the proposals, the Committee concurred with staff's recommendation to award a Professional Services Agreement to Carollo Engineers for conducting a Water Supply Fee Analysis based on the adopted Strategic Water Resources Plan in the not-to-exceed amount of $23,851.00 and that this item be presented to the full Board for consideration at the next regular Board meeting.

5) Project Updates.

5.1) Palmdale Recycled Water Authority. (General Manager LaMoreaux)

General Manager LaMoreaux stated that the Palmdale Recycled Water Authority has hired Carollo Engineers to combine the District's and the City's Master Plans in order

to obtain state and federal funding for build-out of the Master Plan and for the creation of developer fees; that future agendas will include authorization to apply for grant funding; and that a budget was approved with each agency contributing $100,000.

5.2) Water Purchase Opportunities. (Water & Energy Resources Manager Pernula)

Water & Energy Resources Manager Pernula stated that staff is scheduled to meet with the Department of Water Resources next week along with the waterworks financial consultant to review Table A transfers and that staff is also reviewing other water purchase opportunities and will keep the Committee informed of any progress.

5.3) Littlerock Dam Sediment Removal Project. (Engineering Manager Knudson)

Engineering Manager Knudson stated that the letter sent to the Forest Service expressing the District's dissatisfaction with their lack of progress on review of the documents for this project was distributed to the Board; that this letter seemed to have some positive impact as there has been activity this week from the Forest Supervisor's office; and that an amendment to the agreement with Aspen Environmental Group to continue working on the EIR/EIS for this Project, to design the grade control structure to protect the arroyo toad, and to start working with the regulatory agencies on obtaining necessary permits will be presented to the Committee for consideration.

6) Information Items.

Water & Energy Resources Manager Pernula informed the Committee that a one for one water exchange agreement with Central Coast Water Agency was previously developed; that the District borrowed 2,500 acre feet of water from Central Coast Water Agency as they had water in San Luis Reservoir that would spill and needed to put the water to beneficial use; and that the District may be able to repay this supply under the exchange agreement later this year.

He then distributed and reviewed presentations on the Hyatt/Thermalito Power Plant below Oroville.

General Manager LaMoreaux then informed the Committee that the District's field crew will be working on Palmdale Ditch in preparation of taking water from Littlerock Reservoir; that staff anticipates taking the water at one time but this may change to

maintain a minimum level in the Reservoir until Labor Day; and that the Reservoir level is within 7 – 8 feet of the spillway.

There were no additional information items to discuss.

7) Board Members' Requests for Future Agenda Items.

The next Water Supply & Reliability Committee meeting was scheduled for April 26, 2013 at 3:00 p.m.

8) Adjournment.

There being no further business to come before the Water Supply & Reliability Committee, the meeting was adjourned.

Chair

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, APRIL 3, 2013:

A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, April 3, 2013, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Mac Laren called the meeting to order.

1) **Roll Call.**

Attendance:	**Others Present:**
Personnel Committee:	Dennis LaMoreaux, General Manager
Kathy Mac Laren, Chair	Jeannie Burns, Acting Human Resources Manager
Gloria Dizmang, Committee Member	Peter Thompson II, Operations Manager
	Randy Hardenbrook, Equipment Mechanic Spvsr.
	Dennis Hoffmeyer, Senior Accountant
	Dawn Deans, Executive Assistant
	5 members of the public

2) **Adoption of Agenda.**

It was moved by Committee Member Dizmang, seconded by Chair Mac Laren, 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 March 6, 2013.

It was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to approve the minutes of the Personnel Committee meeting held March 6, 2013, as written.

4.2) Presentations and Discussion of Proposals Received for Conducting an Organizational Assessment. (General Manager LaMoreaux)

General Manager LaMoreaux stated that representatives from EMA and The Mathis Group are present to review their proposals for conducting an Organizational Assessment for the District after which Mr. Tim Payne, Executive Vice President in charge of operations for EMA, reviewed their proposal and qualifications, their method and approach for conducting the Organizational Assessment, and the scope of work and cost for their services.

At 7:21 p.m., Chair Mac Laren called for a three-minute recess. She reconvened the Committee meeting at 7:24 p.m.

Dr. Bill Mathis and Mrs. Janice Mathis, of The Mathis Group, then reviewed their proposal and qualifications, their method and approach for conducting the Organizational Assessment, and the scope of work and cost for their services.

At 8:30 p.m., Chair Mac Laren called for a six-minute recess. She reconvened the Committee meeting at 8:36 p.m.

The Committee and staff then discussed the presentations, the different methods for conducting the Organizational Assessment, the cost of the two proposals, the experience of the firms, the District's previous QualServe assessment, and the District's budget after which it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to recommend the proposal received from The Mathis Group in the amount of $29,500.00 for conducting an Organizational Assessment for the District be presented to the full Board for consideration.

Including future Organizational Assessments in the Strategic Plan update was then discussed.

4.3) Discussion and Possible Action on Optional Healthcare Plans. (Acting Human Resources Manager Burns)

General Manager LaMoreaux stated that there is no additional information to report on this item as Acting Human Resources Manager Burns is waiting for a quotation.

4.4) Discussion and Possible Action on Minimal Employee Premium Contribution Towards Health Insurance Benefits. (Acting Human Resources Manager Burns)

4.5) Discussion and Possible Action on Retiree Healthcare Benefits. (Acting Human Resources Manager Burns)

Acting Human Resources Manager Burns reviewed the costs and coverages of other water district's benefit plans and a proposal for the District to pay the entire cost of family coverage under the District's lowest cost health plan with employees paying the difference if they choose another offered health plan with this same proposal also applying to retirees after which the Committee requested staff research a PPO plan similar in cost to the District's lowest cost HMO plan and the cost of a broker-provided plan for discussion at the next Committee meeting.

4.6) Discussion and Possible Action on Developing a Wellness Program. (Acting Human Resources Manager Burns)

Acting Human Resources Manager Burns distributed and reviewed the City of Palmdale's Rewards Point System Wellness Program and then distributed a proposed District Wellness Program, a draft survey to determine Wellness Program employee needs, and other wellness ideas and costs after which the Committee stated they will review this information and discuss this item at the next Committee meeting.

General Manager LaMoreaux then informed the Committee that Universal Gym has not yet responded on gym discounts for District employees.

4.7) Consideration and Possible Action on Recruitment to Fill Water Quality Supervisor Position. (General Manager LaMoreaux)

Operations Manager Thompson II reviewed the need and purpose of this position, and at 9:25 p.m., Chair Mac Laren called for a two-minute recess. She reconvened the Committee meeting at 9:27 p.m.

After a brief discussion of this position and the salary range, it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to recommend that staff recruit to fill the Water Quality Supervisor position and that this item be presented to the full Board for consideration.

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.

It was determined that the next Personnel Committee meeting will be held May 1, 2013 at 6:30 p.m.

7) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned.

Chair

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: May 1, 2013 **May 8, 2013**

TO: BOARD OF DIRECTORS **Board Meeting**

FROM: Mr. Dennis D. LaMoreaux, General Manager

RE: ***AGENDA ITEM NO. 8.2 – REPORT OF GENERAL MANAGER – DISTRICT VACANCIES***

All budgeted positions are currently filled with the following exceptions:

Position	**Department**	**Comment**
Human Resources Manager	Human Resources	Retired
Treatment Plant Supervisor	Operations	Executing hiring process approved 2/13/13
Senior Plant Maintenance Worker	Operations	Executing hiring process approved 11/14/12
Water Quality Supervisor	Operations	Executing hiring process approved 4/10/13