PALMDALE RECYCLED WATER AUTHORITY (PRWA)
PALMDALE WATER DISTRICT
2029 EAST AVENUE Q
PALMDALE, CALIFORNIA
REGULAR MEETING AGENDA NO. 5
MAY 15, 2013
7:00 P.M.

www.cityofpalmdale.org
www.palmdalewater.org.

WELCOME

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

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

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

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

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

1. CALL TO ORDER.

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

3. PLEDGE OF ALLEGIANCE.

4. WAIVER OF FULL READING OF RESOLUTION(S).

Motion: Move to waive full reading of the Resolution(s) to be considered and voted on at this meeting. (Voice Vote - Requires a majority to waive.)

5. CONSENT CALENDAR – PUBLIC COMMENTS ONLY: If you wish to comment on any item(s) listed on the Consent Calendar on this agenda, please come forward to the podium and state the item number(s) and your comments. **PLEASE NOTE: A three-minute time limit** will be imposed on each speaker other than staff members.

6. CONSENT CALENDAR:

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

6.1 Resolution No. PRWA 2013-013, a Resolution of the Board of Directors of the Palmdale Recycled Water Authority approving continuing the tenure of Authority Counsel Ditzhazy until December 31, 2013 or until a successor Authority Counsel is appointed. (Staff Reference: Authority Counsel Ditzhazy)

6.2 Approve the Minutes from the previous meeting held on April 17, 2013. (Staff Reference: Secretary Smith)

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

7. APPOINTMENTS:

7.1 Resolution No. PRWA 2013-012, a Resolution of the Palmdale Recycled Water Authority appointing its Chair and Vice Chair through December 31,

2013 or until appointment of successor Chair or Vice Chair. (Staff Reference: Authority Counsel Ditzhazy)

Call for Public Comments

Staff Recommendation: Move to adopt Resolution No. PRWA 2013-012. (Voice Vote- Requires a majority to adopt.)

8. NEW BUSINESS:

8.1 Discussion and possible action regarding authorization to establish the PRWA web site with the third party host. (Staff Reference: Executive Director LaMoreaux)

There is No Staff Report for this Item, Oral Presentation only.

Call for Public Comments

8.2 Status of the reassignment of Recycled Water Contracts. (Staff Reference: Assistant Executive Director Mischel)

There is No Staff Report for this Item, Oral Presentation only.

Call for Public Comments

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

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

11. ADJOURNMENT to June 19, 2013 at 7:00 p.m. at the City of Palmdale City Hall Council Chambers located at 38300 Sierra Highway, Suite B, Palmdale, California.

_____

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

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

PALMDALE RECYCLED WATER AUTHORITY

BOARD MEMORANDUM

DATE: May 2, 2013 **May 15, 2013**

TO: BOARD OF DIRECTORS **Board Meeting**

FROM: Wm. Matthew Ditzhazy, Authority Counsel

VIA: Mr. Dennis LaMoreaux, Executive Director, PRWA

RE: ***AGENDA ITEM NO. 6.1 – CONSIDERATION AND POSSIBLE ACTION ON RESOLUTION NO. PRWA 2013-013 – A RESOLUTION OF THE PALMDALE RECYCLED WATER AUTHORITY APPOINTING WM. MATTHEW DITZHAZY AS AUTHORITY COUNSEL THROUGH DECEMBER 31, 2013 OR UNTIL APPOINTMENT OF SUCCESSOR AUTHORITY COUNSEL***

Recommendation:

Palmdale Recycled Water Authority (PRWA) staff recommends adoption of Resolution No. PRWA 2013-013 Appointing Wm. Matthew Ditzhazy as Authority Counsel through December 31, 2013 or until the appointment of Successor Authority Counsel.

Background:

At the Palmdale Recycled Water Authority Meeting of January 16, 2013, the Board informally appointed Wm. Matthew Ditzhazy as Authortiy Counsel pending approval of a conflict of interest waiver by his primary employer (City) and approval by the Authority. Authority approval was obtained on February 20, 3013 and City authority was obtained on March 6, 2013. The conflict waiver was executed by the Authority Chair and the Mayor of the City of Palmdale following said approvals.

PRWA Resolution No. 2013-013 would continue Mr. Ditzhazy as Authority Counsel for the balance of 2013 or until the appointment of a new Authority Counsel.

Financial Impact:

There is no fiscal impact.

Supporting Documents:

Proposed PRWA Resolution No. PRWA 2013-013.

PALMDALE RECYCLED WATER AUTHORITY

RESOLUTION PRWA 2013-013

A RESOLUTION OF THE PALMDALE RECYCLED WATER AUTHORITY APPOINTING WM. MATTHEW DITZHAZY AS AUTHORITY COUNSEL THROUGH DECEMBER 31, 2013 OR UNTIL APPOINTMENT OF SUCCESSOR AUTHORITY COUNSEL

WHEREAS, Section 4.20 of the Joint Exercise of Powers Agreement Creating the Palmdale Recycled Water Authority authorizes the Board of Directors to appoint Authority Counsel who shall be responsible for assisting the Board in conducting its operations in a lawful manner.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. Wm. Matthew Ditzhazy is appointed Authority Counsel until December 31, 2013 or until appointment of a successor authority counsel. Authority Counsel Ditzhazy may appoint an Assistant Authority Counsel who may serve as Acting Authority Counsel in his absence.

PROPOSED

PASSED, APPROVED and ADOPTED this 15th day of May, 2013, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____ ABSENT: _____

_____
James C. Ledford, Jr.
Chair

ATTEST:

_____
Rebecca J. Smith
Board Secretary

APPROVED AS TO FORM:

_____
Wm. Matthew Ditzhazy
Authority Counsel

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

www.cityofpalmdale.org
www.palmdalewater.org.

1. CALL TO ORDER.

Called to order at 7:00 p.m.

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

Directors Ledford, Bettencourt and Mac Laren were present.

Motion: Excuse the absence of Directors Dexter and Gonzalez.
Moved by Director Bettencourt, seconded by Director Mac Laren.

Vote: Motion carried (3-0).
Yes: Chair Ledford and Directors Bettencourt and Mac Laren.
Absent: Directors Dexter and Gonzalez.

3. PLEDGE OF ALLEGIANCE.

4. CONSENT CALENDAR:

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

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

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

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

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

Motion: Approve the recommendations and findings on all items listed under this Consent Calendar.
Moved by Director Mac Laren, seconded by Director Bettencourt.

Vote: Motion carried (3-0).
Yes: Chair Ledford and Directors Bettencourt and Mac Laren.
Absent: Directors Dexter and Gonzalez.

5. PUBLIC COMMENTS:

None.

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

Assistant to Executive Director Matthew Knudson stated that it was relayed to him that neither Executive Director LaMoreaux nor Assistant Executive Director Mischel had anything to report.

Director Bettencourt asked everyone to keep Nigel Hardy's family in their hearts and prayers.

Director Mac Laren stated that she would like to also include Dr. Fisher and his family in everyone's hearts and prayers.

Assistant to Authority Counsel Noel Doran stated he did not have anything to report.

7. ADJOURNMENT.

Chair Ledford adjourned the meeting at 7:05 p.m. to Wednesday, May 15, 2013 at 7:00 p.m. at the Palmdale Water District Board Room located at 2029 East Avenue Q, Palmdale, California.

PASSED, APPROVED, AND ADOPTED this 15th day of May 2013.

_____
James C. Ledford, Jr.
Chair

ATTEST:

_____
Rebecca J. Smith
Secretary

PALMDALE RECYCLED WATER AUTHORITY

BOARD MEMORANDUM

DATE: May 2, 2013 **May 15, 2013**

TO: BOARD OF DIRECTORS **Board Meeting**

FROM: Wm. Matthew Ditzhazy, Authority Counsel

VIA: Mr. Dennis LaMoreaux, Executive Director, PRWA

RE: ***AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION ON RESOLUTION NO. PRWA 2013-012 – A RESOLUTION OF THE PALMDALE RECYCLED WATER AUTHORITY APPOINTING ITS CHAIR AND VICE-CHAIR THROUGH DECEMBER 31, 2013 OR UNTIL APPOINTMENT OF SUCCESSOR CHAIR AND VICE-CHAIR***

Recommendation:

Palmdale Recycled Water Authority (PRWA) staff recommends adoption of Resolution No. PRWA 2013-012 Appointing Its Chair and Vice-Chair through December 31, 2013 or until the appointment of Successor Chair and Vice-Chair.

Background:

At the Palmdale Recycled Water Authority Meeting of January 16, 2013, the Board informally appointed James C. Ledford, Jr. as its temporary or acting Chair. The Board reasoned that it would make its formal appointment of the Chair and Vice-Chair once the 5th member of the Board was appointed. The latter appointment occurred following the approval of Helen Gonzalez by the Palmdale Water District and the City of Palmdale at their respective meetings. Ms. Gonzales was sworn in on March 20, 2013 but was unable to attend the subsequent Authority meeting.

PRWA Resolution No. 2013-012 would appoint a Chair and Vice-Chair for the balance of 2013 or until the appointment of a new chair and vice-chair.

Financial Impact:

There is no fiscal impact.

Supporting Documents:

Proposed PRWA Resolution No. PRWA 2013-012.

PALMDALE RECYCLED WATER AUTHORITY

RESOLUTION PRWA 2013-012

A RESOLUTION OF THE PALMDALE RECYCLED WATER AUTHORITY APPOINTING ITS CHAIR AND VICE-CHAIR THROUGH DECEMBER 31, 2013 OR UNTIL APPOINTMENT OF SUCCESSOR CHAIR AND VICE-CHAIR

WHEREAS, Section 4.10 of the Joint Exercise of Powers Agreement Creating the Palmdale Recycled Water Authority authorizes the Board of Directors to appoint a Chair and Vice-Chair. The Chair shall be the presiding officer and shall represent the Authority and execute any contracts and other documents when required. The Vice-Chair shall serve in the absence of the Chair.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. _____ is appointed Chair until December 31, 2013. or until the Authority Board shall meet and appoint a successor chair.

Section 2. _____ is appointed Vice-Chair until December 31, 2013 or until the Authority Board shall meet and appoint a successor vice-chair.

PROPOSED

PASSED, APPROVED and ADOPTED this 15th day of May, 2013, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____ ABSENT: _____

_____
James C. Ledford, Jr.
Chair

ATTEST:

_____
Rebecca J. Smith
Board Secretary

APPROVED AS TO FORM:

_____
Wm. Matthew Ditzhazy
Authority Counsel