PALMDALE WATER DISTRICT

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Board of Directors

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Division 3

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Division 4

VINCENT DINO
Division 5

April 2, 2015

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, April 8, 2015

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 x 1003 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 (Government Code Section 54957.5). 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. (PWD Rules and Regulations, Appendix CC, Sec. IV.A.)

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) Presentation on ACWA/JPIA Insurance Rebate. (Melody McDonald, ACWA/JPIA Executive Committee)

5.2) Presentation on new on-site water recycling technologies and their application in the Antelope Valley area. (Mark Petroff, CEO, NexusEwater)

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 March 25,2015.

6.2) Payment of bills for April 8, 2015.

6.3) Approval of job description and salary range for Operations Technician I/II which will include our current Pump Operator I/II, Equipment Mechanic I/II, Plant Maintenance Mechanic I/II, and Senior Plant Maintenance Mechanic. (Human Resources Director Emery/Personnel Committee)

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) Discussion and possible action on Itzen Architects' office remodel recommendations and potential next steps. (Itzen Architects/General Manager LaMoreaux)

7.2) Consideration and possible action on Resolution No. 15-8 Approving the Submittal of a Water Recycling Planning Grant Request for the Palmdale Regional Groundwater Recharge and Recovery Project. (Engineering/Grant Manager Riley)

7.3) Consideration and possible action on authorization of the following conferences, seminars, and training sessions for Board and staff attendance within budget amounts previously approved in the 2015 Budget: none at this time.

8) Information Items:

8.1) Reports of Directors:

a) Meetings/General Report.

b) Standing Committee/Assignment Reports (Chair):
1) Outreach Committee
2) Personnel Committee
3) Facilities Committee

8.2) Report of General Manager.

8.3) Report of General Counsel.

9) Public comments on closed session agenda matters.

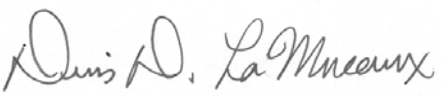
10) Closed session under:

10.1) Conference with Legal Counsel – Existing Litigation: A closed session will be held, pursuant to Government Code §54956.9 (d)(l), to confer with Special Litigation Counsel regarding pending litigation to which the District is a party. The title of such litigation is as follows: *Antelope Valley Ground Water Cases.*

11) Public report of any action taken in closed session.

12) Board members' requests for future agenda items.

13) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

P A L M D A L E W A T E R D I S T R I C T

B O A R D M E M O R A N D U M

DATE:	April 1, 2015	**April 8, 2015**
TO:	PERSONNEL COMMITTEE	**Board Meeting**
FROM:	Jennifer Emery, Human Resources Director	
VIA:	Mr. Dennis D. LaMoreaux, General Manager	
RE:	***AGENDA ITEM NO. 6.3 - APPROVAL OF JOB DESCRIPTION AND SALARY RANGE FOR OPERATIONS TECHNICIAN I/II WHICH WILL INCLUDE OUR CURRENT PUMP OPERATOR I/II, EQUIPMENT MECHANIC I/II, PLANT MAINTENANCE MECHANIC I/II, AND SENIOR PLANT MAINTENANCE MECHANIC.***	

Recommendation:
Staff and the Personnel Committee recommend that the Board approve the consolidation of the following job descriptions into the attached Operations Technician I/II job description: Equipment Mechanic I/II, Pump Operator I/II, Plant Maintenance Mechanic I/II, and Senior Plant Maintenance Mechanic.

Alternative Options:
The alternative is to maintain the current individual job descriptions.

Background:
The Board of Directors expressed interest in consolidating the maintenance work of the District in order to gain efficiencies. This is the last stage of that process which brought the majority of the maintenance positions into the Facilities Department. This would standardize our requirements across our maintenance positions and allow for flexibility among specialty groups, which would allow us to assign staffing where most needed rather than have them confined to their specialty areas.

Strategic Plan Initiative:
This work is part of Strategic Plan Initiative #2: Increased Efficiency.

Budget:
The additional cost this year would be $8,200. This would include a promotion of one employee to the Operations Technician I category from Plant Maintenance Mechanic I/II. Four employees would move from salary range 24 to 26, and one employee would move from salary range 27 to 26. This would not increase budget this year but would allow additional step increases in the future.

Supporting Documents:
- Operations Technician I/II Job Description
- Salary Survey

OPERATIONS TECHNICIAN 1
OPERATIONS TECHNICIAN 2

FLSA Status: Non-Exempt

DEFINITION

Individuals within the Operations Technician series can expect to perform semi-skilled and skilled duties related to the construction, repair, maintenance and operations of District water facilities.

District employees are expected to work overtime, weekends, evenings and holidays as required to accommodate the District needs, in addition to responding as a Disaster Services Emergency Worker.

The performance of this team is essential to providing quick and efficient response to ensure reliability in water delivery. The team performs semi-skilled and skilled work in the installation, maintenance and repair of the District's distribution system as well as the District's equipment and fleet.

Systems Team:

The Systems Team has primary responsibility for the installation, maintenance, and repair of wells, boosters, tanks, PRV's, Littlerock Dam, and Hypo-generation.

Equipment Mechanic Team:

The Equipment Mechanic Team has primary responsibility for the maintenance and repair of the fleet, District buildings, engines, generators, fabrication and HVAC systems.

Treatment Plant Team:

The Treatment Plant Team has primary responsibility for maintenance, repair, operation, construction and inspection tasks in connection with operating and maintaining facilities and equipment associated with the District's Treatment Plant, Little Rock Dam, and Lake Palmdale.

DISTINGUISHING CHARACTERISTICS

Operations Technician 1 - This is the entry level class in the Operations Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Operations Technician 1 class is distinguished from the 2 level by the performance of less than the full range of duties

assigned to the 2 level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Operations Technician 2 - This is the journey level class in the Operation Technician series and is distinguished from the 1 level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the 1 level.

SUPERVISION RECEIVED AND EXERCISED

Operations Technician 1

Systems Team:

Receives immediate supervision from the Systems Supervisor; may receive technical and functional supervision from an Operations Technician 2 or Equipment Mechanic Supervisor, as appropriate.

Equipment Mechanics Team:

Receives immediate supervision from the Equipment Mechanic Supervisor; may receive technical and functional supervision from an Operations Technician 2 or Systems Supervisor, as appropriate.

Treatment Plant Team:

Receives immediate supervision from the Operations Manager; may receive technical and functional supervision from an Operations Technician 2.

Operations Technician 2

Systems Team:

Receives immediate supervision from the Systems Supervisor.

Equipment Mechanics Team:

Receives immediate supervision from the Equipment Mechanic Supervisor.

Treatment Plant Team:

Receives immediate supervision from the Operations Manager.

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

The Operations Technicians are responsible for ensuring Title 17, 22, and AWWA standards are upheld.

Perform preventive maintenance and priority repair on a variety of treatment/distribution mechanical equipment.

Inspect and monitor well sites, reservoirs, and tanks; check pumps/pump structures and motor operations, and make adjustments/repairs as needed; check well levels and measure tank and reservoir levels, including collection of water production and related data.

Inspect, service, and maintain oil and air filters, magnetic starters, fuses, circuit breakers, probes, circuits, time delays, coils, switches, bearings, mechanical packings, seals, oil lines, drippers, and gages.

Perform a variety of preventive maintenance on pump engines, gas engines, generators and equipment; perform maintenance and repair related to a variety of water distribution/treatment facilities and systems, and pump buildings.

Transport and install temporary generators as needed due to electrical power outages; shut down wells as necessary according to District procedures.

Keep and maintain computerized and written work-related records.

Inspect, repair, maintain, and test various pumps, motors, and engines used in water treatment processes and distribution systems; remove such equipment as needed from site; re-install and follow procedures for disinfection/safety to the District's water supply. Assists in servicing, maintaining, troubleshooting, and repairing varied and complex plant equipment and structures.

Plan and/or perform rigging and crane operations for moving and/or placing heavy machinery or equipment. Operate a variety of construction equipment, compressors, hand and power tools in a safe and effective manner.

Coordinate with distribution and treatment plant staff regarding maintenance/repair to wells, booster stations, or treatment plant operations to ensure limited interruption/continued service to customers.

Transport and install temporary generators as needed due to electrical power outages; shut down wells as necessary according to District procedures.

Perform repairs and maintenance to buildings and grounds such as well sites, fences, doors and roofs, as necessary; report breaches of security to supervisory and management staff.

Perform welding and fabrication work.

Perform building maintenance and grounds work as directed.

Maintain accurate and regular records of work performed.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

Systems Team Specialized Job Duties:

Maintain and repair pumps and related control systems related to liquid level controls, and a variety of automatic, check, globe, gate, and pressure relief valves; check and maintain seismic valves.

Conduct periodic inspection and perform maintenance work at reservoirs, including checking inlet control valves; conduct inspection and perform repair and maintenance on pressure relief stations and altitude valves.

Adjust and maintain chlorine feed rates at reservoirs and wells, as needed; maintain sodium hypochlorite generators; collect samples for water quality analysis; flush and disinfect wells, pumps, and tanks.

Equipment Mechanic Team Specialized Job Duties:

Perform preventive maintenance and priority repair on a variety of automotive and construction equipment.

Inspect and diagnose problems with automobiles, light and heavy trucks, construction vehicles and other mechanical equipment; determine needed repairs, estimate time, materials, and equipment needed to perform the work.

Repair, clean, adjust, and install fuel, ignition, electrical, electronic, steering, suspension, cooling, braking, hydraulic, air conditioning, signaling and other systems.

Maintain, adjust, and repair transmission; road test vehicles/construction equipment for performance and safety; install, adjust, and balance tires; install, adjust and maintain smog devices, headlamps, and brakes to meet State-mandated inspection requirements.

Treatment Plant Team Specialized Job Duties:

Performs preventative and corrective maintenance of plant equipment and facilities.

Inspects, maintains, repairs, and operates aqueduct valves, dams, outlet structure, and other lake facilities.

Installs, maintains, and repairs fences, gates, sprinkler systems, sprays, cuts, mulches, and burns brush and weeks; removes debris, maintains poisons and pest controls.

Perform a variety of lake management tasks; including but not limited to; application of herbicides and algaecides.

MINIMUM QUALIFICATIONS

Operations Technician 1

Knowledge of:

Practices, methods, techniques, and tools/equipment used in the installation, service, maintenance, repair and adjustment of mechanical equipment, gas and diesel powered equipment, including automobiles, light/heavy trucks, mechanical pumps, motors, engines, and construction equipment.

Machine shop procedures and practices.

Basic practices relating to buildings and grounds maintenance techniques and methods.

Basic computer usage to enter and retrieve data and maintain records.

Safe work practices.

Ability to:

Perform semi-skilled work in the installation, maintenance, and repair of pumps, engines, motors, automotive, heavy/light construction vehicles, equipment, and related water facilities.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports or driving vehicles or equipment; bend, squat, climb, kneel and twist when performing installation, maintenance or repair activities; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight up to 50 pounds.

Learn to diagnose and troubleshoot operating problems on pumps, electric motors, engines, valves, automatic controls systems, vehicles, and related equipment.

Learn operational characteristics of hydraulic systems and treatment plant equipment; learn to use various chemicals and disinfecting agents in the field.

Learn and understand the treatment plant process and characteristics to aid in maintenance and repairs.

Learn to use welding equipment to perform repairs and fabricate parts.

Learn to operate a variety of mechanized equipment such as forklifts, backhoes, loaders, cranes, and heavy equipment and trailers.

Disassemble and reassemble pumps, motors, and valves.

Use hand and power tools and equipment.

Read and interpret pump charts, reservoir charts, gauges, shop drawings and plans; prepare rough sketches as needed.

Perform arithmetical calculations to determine chlorine dosages, reservoir volumes, well production, and related data.

Keep and maintain records related to work activities, including well sounding, production, flows and volume; available capacity of storage tanks and reservoirs, and chemical usage.

Learn to use computer applications such as word processing and spreadsheet programs to complete required reports related to work activities.

Work outdoors in a variety of weather conditions.

Perform building and grounds maintenance work.

Work assigned shift schedules; be available for after-hours or call back emergencies.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of responsible experience repairing and maintaining pumps, motors, and engines.

One year of semi-skilled work in mechanical repair, installation, or maintenance of automotive equipment and various pumps, motors, and engines.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

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

Possession of, or ability to obtain within one year, a Distribution Operator Grade 1 Certificate as issued by the State of California Department of Public Health.

Possession of a Water Treatment Operator Grade 1 Certificate as issued by the State of California Department of Public Health is desired.

Operations Technician 2

In addition to the qualifications for the Operations Technician 1:

Knowledge of:

Motors, pumps, compressors, electrical panels, automatic controls, valves, and timers used in operating and controlling a water distribution system.

Methods and techniques of troubleshooting and diagnosing mechanical equipment problems.

Operational characteristics of hydraulic systems and treatment plant processes.

Ability to:

Independently perform semi-skilled work in the installation, maintenance, and repair of pumps, engines, motors, automotive, heavy/light construction vehicles, equipment, buildings, grounds, landscaping, and related water facilities.

Operate a variety of mechanized equipment including, but not limited to, backhoes, forklifts, cranes, loaders, skid steers, sprayers, and heavy equipment and trailers.

Weld and fit water tight pipelines and assemblies.

Exercise resourcefulness in the field and work without immediate supervision.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible journey experience performing duties similar to an Operations Technician 1 with the Palmdale Water District.

Training:

Equivalent to the completion of the twelfth grade.

Adequate training which ensures the ability to weld and fit water tight pipelines and assemblies.

Completed and passed 40 hour beginning/intermediate Arc Welding Course

License and Certificate

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

Possession of a Distribution Operator Grade 2 Certificate as issued by the State of California Department of Health Services is required.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State of California Department of Public Health is required.

Possession of a Service Truck Crane 10,000 Lb Capacity Certification is required.

Equipment Mechanic Team Additional Certification

Possession of certification from the National Institute for Automotive Service Excellence (ASE) is desired.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

_____ _____
Employee Signature Date

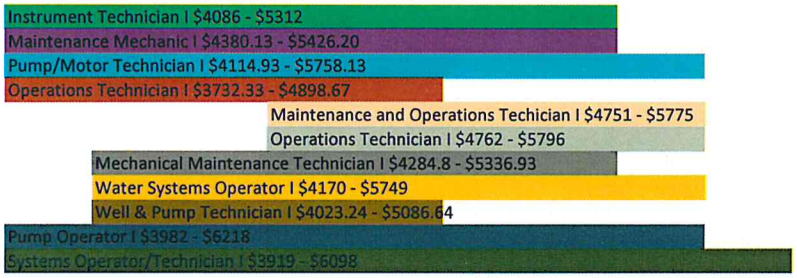
_____ _____
Supervisor Signature Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

Recommended

	20	21	22	23	24	25	26	27	28	29	30
	4684.96	4919.21	5165.17	5423.43	5694.6	5979.33	6278.29	6592.21	6921.82	7267.91	7631.31

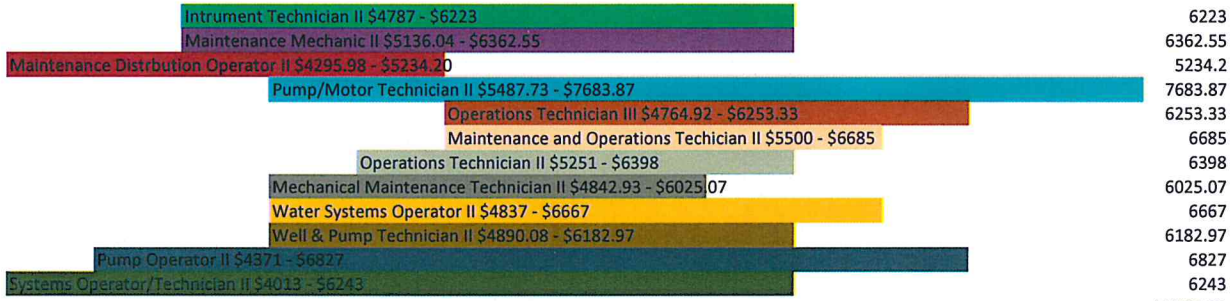
Operations Technician I



5312	
5426.2	
5758.13	
4898.67	
5775	
5796	
5336.93	
5749	
5086.64	
6218	
6098	
61454.57	5586.779 Salary Grade 24

	20	21	22	23	24	25	26	27	28	29	30
	4684.96	4919.21	5165.17	5423.43	5694.6	5979.33	6278.29	6592.21	6921.82	7267.91	7631.31

Operations Technician II



6223	
6362.55	
5234.2	
7683.87	
6253.33	
6685	
6398	
6025.07	
6667	
6182.97	
6827	
6243	
76784.99	6398.749 Salary Grad

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:	April 1, 2015	**April 8, 2015**
TO:	BOARD OF DIRECTORS	**Board Meeting**
FROM:	Mr. Dennis D. LaMoreaux, General Manager	
RE:	***AGENDA ITEM NO. 7.1 – DISCUSSION AND POSSIBLE ACTION ON ITZEN ARCHITECTS' OFFICE REMODEL RECOMMENDATIONS AND POTENTIAL NEXT STEPS. (ITZEN ARCHITECTS/GENERAL MANAGER LaMOREAUX)***	

Itzen Architects will provide a presentation on their schematic design ideas at the Board meeting.

P A L M D A L E W A T E R D I S T R I C T

B O A R D M E M O R A N D U M

DATE:	April 1, 2015	**April 8, 2015**
TO:	BOARD OF DIRECTORS	**Board Meeting**
FROM:	Mr. James Riley, Engineering/Grant Manager	
VIA:	Mr. Dennis D. LaMoreaux, General Manager Mr. Matthew Knudson, Assistant General Manager	
RE:	***AGENDA ITEM NO. 7.2 – CONSIDERATION AND POSSIBLE ACTION ON RESOLUTION NO. 15-8 APPROVING THE SUBMITTAL OF A WATER RECYCLING PLANNING GRANT REQUEST FOR THE PALMDALE REGIONAL GROUNDWATER RECHARGE AND RECOVERY PROJECT.***	

Recommendation:

That the Board:

1. Approve the staff to prepare a water recycling planning grant application to the California State Water Resources Control Board (SWRCB);

2. Approve a grant request to the SWRCB to provide $75,000, or any amount deemed eligible by SWRCB, in cost share funding from the Water Recycling component of Proposition 1;

3. Authorize the Board President to execute Resolution No. 15-8; and

4. Authorize the General Manager to transmit the application when completed to SWRCB.

Impact of Taking No Action:

The District would lose the opportunity to expedite consideration for grant funding under the Water Recycling Grant component of Proposition 1.

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Background:

On November 4, 2014, California voters approved Proposition 1, the Water Quality, Supply and Infrastructure Improvement Act of 2014. The Act authorizes $7.5 billion in general obligation bonds for new water programs.

The Act allocates $630 million for water recycling projects. Projects eligible for funding include those that are in the planning stage such as the Palmdale Regional Groundwater Recharge and Recovery Project. The SWRCB issued draft guidelines in March, 2015 regarding applications and criteria for funding. The guidelines state that grant funds will cover 75% of eligible costs up to a maximum of $75,000 with the remaining project funds coming from local cost share.

On March 25, 2015, the Board authorized local cost sharing funds of $1,530,000 for completing planning activities for preliminary design, environmental compliance and obtaining the necessary permits for construction of the Project.

It is advantageous for the District to submit a request of the SWRCB for grant funding under the Water Recycling component of Proposition 1. By submitting an application at this time, the District will have an opportunity to gain an audience with officials of the SWRCB to make them aware of the Palmdale Regional Groundwater Recharge and Recovery Project. This would increase the chances of the project to receive construction funds.

Strategic Plan Element:

This work is part of Strategic Initiative # 1 – Outstanding Water Management by expanding local water storage capacity and Strategic Initiative # 4 – Regional Leadership by expanding recycled water use.

Budget:

The budget for the project is as follows:

Uncommitted 2013A Series Water Revenue Bond Funds:	$ 855,612
Projected EPA Grant Funding:	$ 485,000
Projected U.S. Bureau of Reclamation's Title XVI Funding:	$ 150,000
Projected CA Water Resources Control Board:	$ 75,000
Total Available and Projected Funds:	$1,565,612

Supporting Documents:

- Resolution No. 15-8

RESOLUTION NO. 15-8

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT APPROVING THE SUBMITTAL OF A WATER RECYCLING PLANNING GRANT REQUEST FOR PALMDALE REGIONAL GROUNDWATER RECHARGE AND RECOVERY PROJECT

WHEREAS, the voters of the State of California approved on November 4, 2014 the Water Quality, Supply and Infrastructure Act of 2014 (Act) authorizing $7.5 billion in general obligation bonds for new water programs;

WHEREAS, the Act authorizes $630 million in funding for water recycling projects;

WHEREAS, the California State Water Resources Control Board (SWRCB) issued in March, 2015 water recycling guidelines for grant funding under the water recycling component of the Act for eligible entities interested in conducting a feasibility level study of projects that make beneficial use of recycled water;

WHEREAS, the Palmdale Water District has need for funding to complete a feasibility level study of using recycled water to meet future municipal and industrial water needs, particularly for the Palmdale Regional Groundwater Recharge and Recovery Project (the "Project");

WHEREAS, the SWRCB guidelines state that grant funds will cover 75% of eligible costs up to a maximum of $75,000 with the remaining project costs to be funded by local agency cost sharing;

WHEREAS, the Board of Directors of the Palmdale Water District has approved $1,530,000 in local cost sharing funds for the Project;

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Funding for the Palmdale Regional Groundwater Recharge and Recovery Project (the "Project") under the Proposition 1 Grant Program meets the objectives of Strategic Initiative # 1 – Outstanding Water Management and Strategic Initiative #4 – Regional Leadership.

SECTION 2. If selected for a Water Recycling Grant, up to $1,530,000 of funds shall be committed for funding the District's proportionate share of the Project, as may be required by the SWRCB under the Water Recycling Grant component of Proposition 1, and the District will work with the SWRCB to meet established deadlines for entering into an agreement to commit such funds.

SECTION 3. The General Manager or his/her designee is hereby authorized to sign and file, for and on behalf of the Palmdale Water District, a Water Recycling Planning Grant Application for a grant from the State Water Resources Control Board in the amount of $75,000, or any other amount deemed eligible by the State Water Resources Control Board, for a facilities planning study of the Palmdale Regional Groundwater Recharge and Recovery Project.

SECTION 4. The Palmdale Water District hereby agrees and further does authorize the aforementioned representative or his/her designee to certify that the Agency has and will comply with all applicable state statutory and regulatory requirements related to any state grant funds received.

SECTION 5. The General Manager or his/her designee of the Palmdale Water District is hereby authorized to negotiate and execute a contract and any amendments or change orders thereto on behalf of the Palmdale Water District.

PASSED, APPROVED and ADOPTED this 8th day of April, 2015.

_____
Kathy Mac Laren, President
Board of Directors
Palmdale Water District

_____
Joe Estes, Secretary
Board of Directors
Palmdale Water District

Approved as to form:

_____
Aleshire & Wynder, LLP
District Legal Counsel

MINUTES OF MEETING OF THE FINANCE COMMITTEE OF THE PALMDALE WATER DISTRICT, FEBRUARY 9, 2015:

A meeting of the Finance Committee of the Palmdale Water District was held Monday, February 9, 2015, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dizmang called the meeting to order.

1) **Roll Call.**

Attendance:	**Others Present:**
Finance Committee:	Dennis LaMoreaux, General Manager
Gloria Dizmang, Chair	Matt Knudson, Assistant General Manager
Vincent Dino, Committee Member	Mike Williams, Finance Manager
	Dennis Hoffmeyer, Senior Accountant
	Bob Egan, Financial Advisor
	Dawn Deans, Executive Assistant
	0 members of the public

2) **Adoption of Agenda.**

It was moved by Committee Member Dino, seconded by Chair Dizmang, and unanimously carried to adopt the agenda, as written.

3) **Public Comments.**

There were no public comments.

4) **Action Items:**

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held January 12, 2015.

It was moved by Committee Member Dino, seconded by Chair Dizmang, and unanimously carried to approve the minutes of the Finance Committee meeting held January 12, 2015, as written.

4.2) Discussion and Overview of Cash Flow Statement and Current Cash Balances as of December 31, 2014. (Financial Advisor Egan)

Financial Advisor Egan reviewed the investment funds and cash flow reports as of December 31, 2014, along with preliminary reports through January 31, 2015,

including assessments and redevelopment fees received, the Butte payment, GAC payments, final year-end balances, and projects carried forward to 2015.

4.3) Discussion and Overview of Financial Statements, Revenue, and Expense and Departmental Budget Reports for December 31, 2014. (Finance Manager Williams)

Finance Manager Williams reviewed the balance sheet, profit and loss statement, year-to-year comparisons, month-to-month comparisons, consumption comparisons, and revenue and expense analysis reports for the period ending December 31, 2014, along with the graphic presentations for these reports, and then stated that most departments are operating below the targeted expenditure percentage of 100% followed by discussion of capitalized construction, overtime charges, Operations Department supplies, employment recruitment, and Information Technology Department memberships, subscriptions, and laptop purchases.

It was then stated that a list of miscellaneous supplies for the Operations Department and Information Technology Department laptop purchases will be provided at the next meeting.

4.4) Discussion and Overview of Committed Contracts Issued and Water Revenue Bond Projects. (Assistant General Manager Knudson)

Assistant General Manager Knudson reviewed the status of approved 2015 engineering projects included in the Committed Contracts and Payout Schedule, including those projects contractually committed, budgeted projects, and payments for projects funded from the Water Revenue Series 2013A Bonds followed by discussion of GAC change-outs and the status of the environmental work for the Littlerock Dam Sediment Removal Project.

5) Information Items.

5.1) Status of Debt Service Coverage. (Financial Advisor Egan)

Financial Advisor Egan stated that the Debt Service Coverage schedule is a work in process, and staff will have this available in the next few days.

5.2) Other.

General Manager LaMoreaux stated that the budget summary is complete and now follows the five Strategic Initiatives of the Strategic Plan; that a copy has been placed in the Directors' in-boxes; and that the final budget will be published.

Finance Manager Williams stated that as of January 31, there are 155 participants in the Rate Assistance Program.

He then stated that an interim contact meeting with the auditors is scheduled for February 11; that the auditors will be on site February 25; and that they are on target to have the audit complete and ready for presentment to the full Board on March 25, 2015.

After a brief discussion of the Finance Committee's review of the final audit report prior to Board presentment, it was determined that the next Finance Committee meeting will be held March 23, 2015 at 10:30 a.m. to review financial statements and the final audit report and that these items will be presented to the full Board at the March 25, 2015 Regular Board meeting.

There were no additional information items.

6) **Board Members' Requests for Future Agenda Items.**

It was stated that "Discussion and possible action on final audit report for 2014 audit" will be placed on the next agenda.

There were no further requests for future agenda items.

It was then stated that the next Finance Committee meeting will be held March 23, 2015 at 10:30 a.m.

7) **Adjournment.**

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

Gloria A. Lemmons
Chair

MINUTES OF REGULAR MEETING OF THE WATER SUPPLY & RELIABILITY COMMITTEE OF THE PALMDALE WATER DISTRICT, FEBRUARY 23, 2015:

A regular meeting of the Water Supply & Reliability Committee of the Palmdale Water District was held Monday, February 23, 2015, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dizmang called the meeting to order.

1) **Roll Call.**

Attendance:	**Others Present:**
Water Supply & Reliability Cmte:	Dennis LaMoreaux, General Manager
Gloria Dizmang, Chair	Robert Alvarado, PWD Director
Vincent Dino, Committee Member	Matt Knudson, Assistant General Manager
	Jon Pernula, Water & Energy Resources Director
	Dawn Deans, Executive Assistant
	3 members of the public

2) **Adoption of Agenda.**

It was moved by Committee Member Dino, seconded by Chair Dizmang, and unanimously carried to adopt the agenda, as written.

3) **Public Comments.**

There were no public comments.

4) Action Items:

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held January 26, 2015.

It was moved by Committee Member Dino, seconded by Chair Dizmang, and unanimously carried to approve the minutes of the Water Supply & Reliability Committee meeting held January 26, 2015, as written.

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

Water & Energy Resources Director Pernula reviewed the water supply projections and charts included in the agenda packets through January 2015 and stated that projections and actual consumption are tracking very close for this period.

4.3) Presentation on Littlerock Creek Recharge and Recovery Project. (Assistant General Manager Knudson)

Mr. David Ferguson and Mr. Paul Tinhpheng, of Kennedy/Jenks Consultants, provided a detailed overview of the results of their Feasibility Study for the Littlerock Creek Groundwater Recharge and Recovery Project including their findings and the purpose of the Project, a long term water supply strategy incorporating recycled water, a description of the project and the best location for recharge, other alternatives considered, a conceptual drawing of how the Project will operate, the cost and potential partners, public outreach, land and easement acquisitions, and their proposal for preparing the environmental work for this Project.

Assistant General Manager Knudson then stated that local agencies have been invited to a Stakeholder Meeting on this Project on February 25, 2015; that this presentation will be made to the full Board at the February 25, 2015 Board meeting; that staff has reached out to several potential partners for this Project; that a meeting was held with Los Angeles County Sanitation Districts as landowners of a large portion of the property for this Project; that an agreement is nearing completion for the use of recycled water through the Palmdale Recycled Water Authority; that some remaining 2013A Water Revenue Bond funds can be used towards funding the next step of this Project; that a grant proposal will be presented at the February 25, 2015 Regular Board meeting for potential funding for this Project; and that staff has authorized Kennedy/Jenks to move forward with critical field work for the environmental work for this Project.

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

Water & Energy Resources Director Pernula reviewed the level of Lake Oroville, precipitation to date, and the Feather River contract provision regarding curtailment, and stated that there have been no indications of increases to the District's State Water Project Allocation.

Chair Dizmang then stated that Agenda Item No. 5.4 would now be considered.

5) Project Updates.

5.4) Status on Drought. (Water & Energy Resources Director Pernula)

Water & Energy Resources Director Pernula reviewed the District's water needs for 2015, sources of water supply, State Water Project programs for water supply, and the cost of water after which General Manager LaMoreaux stated that the District's past planning efforts have helped insure the District can meet current water demands.

Chair Dizmang then stated that Agenda Item No. 5.1 would now be considered.

5.1) Littlerock Dam Sediment Removal Project. (Assistant General Manager Knudson)

Assistant General Manager Knudson stated that the Forest Service has completed their review of the environmental documents for this Project and have requested a meeting in early March to review their comments; that a field visit was held between the Forest Service and Aspen Environmental with another field visit scheduled with the Fish & Wildlife Services; and that these meetings are part of the outreach process related to permits needed from the various regulatory agencies.

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

General Manager LaMoreaux stated that the Palmdale Recycled Water Authority Board approved the Master Plan at their last meeting; that staff prepared a Request for Proposals to design a pipeline from 30th St. E. and Ave. R to Ave. R-8 and 30th St. E. to 55th St. E. to Domenic Massari Park and is evaluating the five proposals received; that these proposals will be presented for consideration at the Authority's meeting scheduled for March 18, 2015; and that funds provided by the City and District will cover the cost of this design work.

He then stated that the Sanitation Districts are revising Los Angeles County Waterworks' contract to reduce the amount of water they are served with this water moved to contracts with the City of Lancaster, City of Palmdale, and the Palmdale Recycled Water Authority and that the Sanitation Districts are pleased with the District's work on the Littlerock Creek Recharge and Recovery Project as they see the potential to dispose of their water with this Project.

5.3) City of Palmdale's Upper Amargosa Recharge Project. (Assistant General Manager Knudson)

Assistant General Manager Knudson stated that the four partner agencies for this Project are still reviewing the 60% construction design drawings.

6) **Information Items.**

6.1) Water Purchase Opportunities. (Water & Energy Resources Director Pernula)

Water & Energy Resources Director Pernula stated that the District has submitted a request for 5,000 acre feet of water through the Dry-Year Transfer Program with an administrative fee deposit and 50% agency deposit due by the end of March and that he will keep the Committee informed of this water purchase, which is budgeted.

6.2) Other.

Water & Energy Resources Director Pernula stated that along with treated recycled water for future water supply, the District will stay involved in the State Water Project contract extension and proportionate share of the Delta tunnels and that farmers may opt out of the State Water Project in the future, which will lead to a reduction in the cost of State Water Project water.

There were no further information items.

7) **Board Members' Requests for Future Agenda Items.**

Chair Dizmang requested "Status on drought" remain as a standing item for future agendas.

There were no requests for future agenda items.

It was then stated that the next Water Supply & Reliability Committee meeting will be held March 23, 2015 at 2:30 p.m.

8) **Adjournment.**

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

Gloria L. Dizmang
Chair

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, MARCH 2, 2015:

A meeting of the Personnel Committee of the Palmdale Water District was held Monday, March 2, 2015, 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:
Personnel Committee:
Kathy Mac Laren, Chair
Joe Estes, Committee Member

Others Present:
Dennis LaMoreaux, General Manager
Robert Alvarado, PWD Director
Matt Knudson, Assistant General Manager
Jennifer Emery, Human Resources Director
Mike Williams, Finance Manager
Gene Taylor, Customer Finance Supervisor
Judith Hernandez, Senior Customer Care Rep.
Dawn Deans, Executive Assistant
0 members of the public

2) **Adoption of Agenda.**

It was moved by Committee Member Estes, 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 February 2, 2015.

It was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried to approve the minutes of the Personnel Committee meeting held February 2, 2015, as written.

4.2) Discussion and Review of Human Resources Calendar. (Human Resources Director Emery)

Human Resources Director Emery reviewed the Human Resources Calendar goals for each quarter of 2015 adding the Wellness Program and requested any additions from the Committee.

4.3) Discussion and Review of Job Descriptions for Customer Care Department and Finance Department. (Human Resources Director Emery)

Human Resources Director Emery reviewed staff's recommendation to approve the job descriptions for the Customer Care and Finance Departments, and after a brief discussion, it was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried that the Committee concurs with staff's recommendation to approve the job descriptions for the Customer Care Department and Finance Department and that this item be presented to the full Board for consideration at the March 11, 2015 Regular Board meeting.

4.4) Discussion and Review of Customer Service Survey. (Senior Customer Care Rep. Hernandez)

Senior Customer Care Rep. Hernandez stated that 3,008 Customer Service Surveys were received either by phone, via mail, or on line and then provided an overview of the results, which indicate that staff is doing a good job overall with customer service, and the comments received in the categories of providing good or excellent customer service, customer service needs improvement, rates and District policies, phone and website services, general comments or suggestions, and water conservation and quality.

Customer Finance Supervisor Taylor then reviewed the graphs associated with the Customer Service Survey results.

The Committee then requested Department Heads be informed of the comments affecting their departments, the Committee be kept informed on potential improvements based on survey results, and thanked staff for the presentation.

Senior Customer Care Rep. Hernandez then stated that there has been positive feedback on the Welcome Packets and requested suggestions for improvement.

She then stated that field customer care and on-call staff have been provided with information binders to better address customer questions and concerns; that all rebate form applications have been translated to Spanish and will be uploaded on the website;

and that staff continues work on texting options for customers after which the Committee requested welcome information be developed for businesses and the information be shared with local Chambers of Commerce.

4.5) Discussion and Possible Action on Development of a Wellness Program. (Chair Mac Laren/Human Resources Director Emery)

Human Resources Director Emery reviewed Wellness Program options after which the Committee concurred with introducing quarterly wellness programs through charity walks, a biggest loser contest, bike rides, or other community involvement activities.

4.6) Discussion and Possible Action on Retirement Benefits. (Chair Mac Laren/Human Resources Director Emery)

Chair Mac Laren inquired about changes to retiree benefits as indicated by ACWA after which Human Resources Director Emery reviewed the emerging trend of account-based healthcare plans, allowing retiree participation in open enrollment, and of requiring retirees to opt for Parts A and B of Medicare benefits followed by discussion of ensuring adequate healthcare coverage for retirees.

5) Project Updates.

5.1) Status on Customer Service 2015 Campaign. (General Manager LaMoreaux)

General Manager LaMoreaux stated that in addition to the report provided by Senior Customer Care Rep. Hernandez and Customer Finance Supervisor Taylor under Agenda Item No. 4.4, the District is now on a 4/10 work schedule, the Finance Department and Customer Care Department have been defined and divided, the Field Customer Care Department has implemented several new ideas, the number of customers visiting the office between 5 and 6 p.m. is increasing, and on-call personnel have been trained on providing new water service after which Finance Manager Williams stated that the number of IVR payments increased last weekend from 60 to over 100.

5.2) Status on Organizational Assessment. (General Manager LaMoreaux)

General Manager LaMoreaux stated that Article 4 of the Rules and Regulations will be presented to the Board for consideration at the March 11, 2015 Board meeting; that

individual meetings between the Directors and BHI Management Consulting will be scheduled prior to their Board Workshop; and that The Mathis Group will continue to update the Strategic Plan and the cultural survey.

5.3) **Other.**

There were no other items for discussion.

6) **Information Items.**

There were no further information items.

7) **Board Members' Requests for Future Agenda Items.**

Director Estes requested an item be placed on the next agenda for "Presentation from Learn for Life Director John Fleming regarding participation in the District's Internship Program."

There were no further requests for future agenda items.

It was then stated that the next Personnel Committee meeting will be held April 2, 2015 at 9:00 a.m.

8) **Adjournment.**

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

Chair

MINUTES OF MEETING OF THE OUTREACH COMMITTEE OF THE PALMDALE WATER DISTRICT, MARCH 3, 2015:

A regular meeting of the Outreach Committee of the Palmdale Water District was held Tuesday, March 3, 2015, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dizmang called the meeting to order.

1) **Roll Call.**

Attendance:	**Others Present:**
Outreach Committee:	Dennis LaMoreaux, General Manager
Gloria Dizmang, Chair	Matt Knudson, Assistant General Manager
Joe Estes, Committee Member	Mike McNutt, PIO/Conservation Director
	Dawn Deans, Executive Assistant
	0 members of the public

2) **Adoption of Agenda.**

It was moved by Committee Member Estes, seconded by Chair Dizmang, and unanimously carried to adopt the agenda, as written.

3) **Public Comments.**

There were no public comments.

4) **Action Items:**

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held February 12, 2015.

After a brief discussion, it was moved by Committee Member Estes, seconded by Chair Dizmang, and unanimously carried to approve the minutes of the meeting held February 12, 2015, as written.

4.2) Review of April, 2015 Newsletter. (PIO/Conservation Director McNutt)

PIO/Conservation Director McNutt requested content for the April, 2015 issue of The Pipeline and reviewed changes that will be made to the color and font size followed by discussion of articles and recommendations for the next issue.

4.3) Consideration and Review of Outreach Calendar. (PIO/Conservation Director McNutt)

PIO/Conservation Director McNutt reviewed the items included on the Outreach Calendar and stated that recording of the District's YouTube monthly videos will begin shortly after which the Committee requested event times be included on the calendar.

4.4) Discussion and Possible Action on School Conservation Program. (PIO/Conservation Director McNutt)

PIO/Conservation Director McNutt stated that the Antelope Valley Union High School District (AVUHSD) science fair is scheduled for April 27, and the Committee will be scheduled to judge the environmental entries; that the District will work with the AVUHSD regarding a water piece for next year; that District guest speaking opportunities with the AVUHSD are available; and that the rules for the elementary school contests will be distributed and water conservation presentations provided after which the Committee recommended charter schools also be involved.

4.5) Discussion and Possible Action on Advertising With Lamar Outdoor Advertising. ($3,350.00 – Non-Budgeted – PIO/Conservation Director McNutt)

PIO/Conservation Director McNutt stated that staff recommends the District not participate with Lamar Outdoor Advertising at this time followed by discussion of placing poster contest winners on the billboards and the benefit of billboard advertising.

5) Information Items.

5.1) Status on Reaching Out Program. (PIO/Conservation Director McNutt)

PIO/Conservation Director McNutt stated that staff continues work to be included in the District's Reaching Out Program, which includes the Commercial Certification Program, and that the Water Conservation Intern will be assisting with this Program.

5.2) Status on Video Production and District-Hosted Webinars. (PIO/Conservation Director McNutt)

PIO/Conservation Director McNutt stated that WebX is in place; that contracts have been signed; and that the target date for the first webinar is April 15 with future webinars to be held every other month.

5.3) Status on Monthly H_2O Talk on the District's YouTube Channel. ($3,600.00 – Budgeted – PIO/Conservation Director McNutt)

There was no additional information to report on this item.

5.4) Status on Radio Advertising. (PIO/Conservation Director McNutt)

PIO/Conservation Director McNutt reviewed the District's radio ad and the stations on which it will be aired followed by discussion of presentations to various service clubs and community organizations.

5.5) Status on Commercial Certification Program. (PIO/Conservation Director McNutt)

PIO/Conservation Director McNutt stated that a field trip will be scheduled to Santa Barbara to discuss their commercial conservation program, which includes water audits, followed by a brief discussion of water audits.

5.6) Status on Santa Clarita Shakespeare Festival Resource Management Program. (PIO/Conservation Director McNutt)

PIO/Conservation Director McNutt stated that the District will not be participating in this Program.

5.7) Other.

PIO/Conservation Director McNutt reviewed a yard sign for Cash for Grass Program recipients and stated that the District's new tag line is "Less is More, Save for Our Future" and that a Read Across America event is scheduled for March 12 at 9 a.m.

Chair Dizmang then requested the District expand or change its hand-out inventory followed by discussion of the District's participation at upcoming events and events suitable for the A.V. Water Partners and the Antelope Valley State Water Contractors Association.

PIO/Conservation Director McNutt then stated that the National Forest Foundation invited the District to participate in their San Gabriel Mountains Community Collaborative process; that he and General Manager LaMoreaux will attend the first meeting tomorrow in Los Angeles; and that participation will help insure the Littlerock Dam area is protected after which Committee Member Estes expressed an interest in attending these meetings.

Presenting a Certificate of Appreciation to Mr. Isaac Barcelona, co-founder and outgoing President of the Antelope Valley Hispanic Chamber of Commerce, was discussed, and the Committee directed staff to prepare a Certificate of Appreciation for Isaac Barcelona on a one time basis due to the District's involvement in the Antelope Valley Hispanic Chamber of Commerce.

There were no additional information items.

6) **Board Members' Requests for Future Agenda Items.**

There were no further requests for future agenda items.

It was then stated that the next Outreach Committee meeting will be held April 1, 2015 at 10:30 a.m.

7) **Adjournment.**

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

Chair

PRELIMINARY OPPOSITION

Real party in interest Palmdale Water District submits this preliminary opposition to the Verified Petition for Writ of Mandate, Writ of Prohibition, or Other Appropriate Relief, filed March 25, 2015.

The Antelope Valley Groundwater cases are a comprehensive adjudication of all the groundwater rights in the Antelope Valley. Trial of the coordinated and consolidated cases has been held in phases. One of those phases was a trial of two of the eight causes of action in Petitioner's cross complaint. The trial court found that Petitioner has no water rights. Petitioner is asking this court to overturn that determination. However, Petitioner has an adequate remedy by appeal.

The case has been going on for over fifteen years. It is extraordinarily complex. There are over 140 active parties, including the federal government, plus a class consisting of all landowners who have never pumped water, and a second class consisting of landowners who pumped small amounts. The case was assigned by the Chair of the Judicial Council to Judge Jack Komar in Santa Clara County, who is experienced in groundwater cases. Judge Komar has conducted five phases of trial, determining such matters as basin boundaries and safe yield. In the meantime, the parties have devoted immense amounts of time to settlement discussions. They have employed three different mediators, the last one being Justice Ronald Robie of the Third District Court of Appeal, who devoted over ten full days of his time at no charge.

Petitioner's claims were tried separately because Petitioner is differently situated from the other public water suppliers. Petitioner did not pump water from the adjudication area until after the lawsuit was commenced. While the other public water suppliers base their water rights claims mainly on prescriptive rights, Petitioner does not have prescriptive rights, which require continuous pumping for five years prior to the lawsuit. (See *City of Santa Maria v. Adam* (2012) 211 Cal.App.4th 266, 279; *Yorba v. Anaheim Union Water Co.* (1953) 41 Cal.2d 265, 270.)

The parties were unable to reach settlement with Petitioner, and suggested to the court that Petitioner's rights be determined, in order to facilitate the overall settlement. At Petitioner's request, only two of Petitioner's eight causes of action were tried, namely Petitioner's claims of appropriative rights and return flow rights. The trial was largely on stipulated facts, with additional testimony by Petitioner's general manager and an expert witness on hydrology. At the conclusion of Petitioner's evidence, the court granted a motion for judgment (Civ. Proc. Code sec. 631.8), and determined that Petitioner had no water rights. The court supported this determination with a statement of decision. (A copy of the statement of decision is attached as Exhibit 1; it is also in Petitioner's Appendix, Vol. 15, Tab 165.)

Subsequently, the overwhelming majority of the other parties agreed on a settlement. The settlement includes a physical solution, which is a plan for management of the groundwater basin. This settlement was filed with the court for approval. An approval hearing is currently scheduled for August 3, 2015. As part of this hearing, claims of non-stipulating parties, including Petitioner's remaining claims, will be heard and determined.

The petition is an attempt to derail this process. Petitioner is concerned that the settlement excludes Petitioner. However, Petitioner has an adequate remedy by appeal. It makes more sense to allow the court to determine whether to approve the settlement and its physical solution, to which numerous parties have devoted so much time and effort, and then to review Petitioner's claims of error in the context of the entire case.

Contrary to Petitioner's assertion, there will not be an unnecessary trial if the writ is not granted. In any case, it will be necessary to consider the parties' proposed physical solution. Nor is Petitioner prejudiced, because there is no restriction on Petitioner's pumping in the meantime.

This preliminary opposition does not address the merits of Petitioner's claims of error. Those are best addressed in a future appeal. However, if the court desires a further opposition, Real Party would be happy to provide it.

Dated: March 26, 2015

LAGERLOF, SENECAL, GOSNEY & KRUSE, LLP

By: Thomas S. Bunn III

Thomas S. Bunn III
Attorneys for Real Party in Interest
Palmdale Water District