

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

www.cityofpalmdale.org
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1. CALL TO ORDER.

Called to order at 7:00 p.m.

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

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

3. PLEDGE OF ALLEGIANCE.

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

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

5. CONSENT CALENDAR:

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

Public Comments: None

Motion: Approve the Minutes from the previous meeting held on February 20, 2013.

Moved by Director Dexter, seconded by Director Bettencourt.

Vote: Motion carried (5-0).

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

6. SPECIAL REPORTS:

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

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

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

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

Motion: Approve Item No. 6.1.

Moved by Director Dexter, seconded by Director Bettencourt.

Vote: Motion carried (5-0).

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

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

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

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

Public Comments: None

Motion: Approve Item No. 6.2.

Moved by Director Bettencourt, seconded by Director Dexter.

Vote: Motion carried (5-0).

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

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

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

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

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

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

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

Public Comment: None.

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

Vote: Motion carried (5-0).

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

7. PUBLIC COMMENTS.

None.

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

Director Bettencourt: Welcomed Helen Gonzalez.

Director Ledford: Stated that McAdam Park is a recycled water project and looks greener.

Executive Director LaMoreaux: Stated that he will have more items to discuss after next week's meeting.

Assistant Executive Director Mischel: Stated that the recycled water allocations are "inching" forward and making progress.

Director Dexter: Asked staff if we are taking the lead on the benefits of using recycled water.

Assistant Executive Director Mischel responded that we are seen as a model.

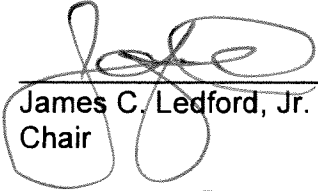
Authority Counsel Ditzhazy: Stated that he will not be able to make the next meeting and that his assistant Noel Doran will take his place.

Director Dexter: Stated he will not make it to the next meeting because he will be out of town.

9. ADJOURNMENT.

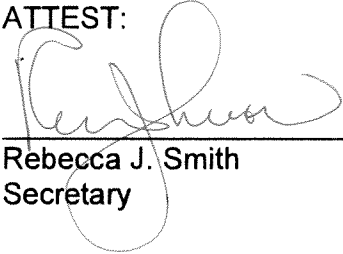
Chair Ledford adjourned the meeting at 7:25 p.m. to Wednesday, April 17, 2013 at 7:00 p.m. at City of Palmdale City Hall Council Chambers located at 38300 Sierra Highway, Suite B, Palmdale, California.

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



James C. Ledford, Jr.
Chair

ATTEST:



Rebecca J. Smith
Secretary