



# PALMDALE WATER DISTRICT

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Fax (661) 947-8604  
[www.palmdalewater.org](http://www.palmdalewater.org)

LAGERLOF, SENECA, GOSNEY & KRUSE LLP  
Attorneys



## Board of Directors

ROBERT E. ALVARADO  
Division 1  
GORDON G. DEXTER  
Division 2  
GLORIA DIZMANG  
Division 3  
KATHY MAC LAREN  
Division 4  
STEVE R. CORDOVA  
Division 5

January 17, 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, January 23, 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.

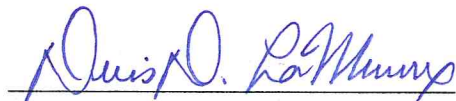
**PUBLIC COMMENT GUIDELINES:** The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting 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 at this time.

- 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 workshop meeting held January 4, 2013.
  - 6.2) Approval of minutes of regular meeting held January 9, 2013.
  - 6.3) Payment of bills for January 23, 2013.
  - 6.4) Approval of Resolution No. 13-1 Adopting the Reapportionment Plan for the District. (Engineering Manager Knudson)
- 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) Consideration and possible action on adoption of Sanitary Survey. (Engineering Manager Knudson/Black & Veatch)
  - 7.2) Consideration and possible action on adoption of Resolution No. 13-2 Authorizing the Submission of an Application to the California Department of Water Resources to Obtain Stormwater Flood Management Grant Funding Pursuant to the Disaster Preparedness and Flood Prevention Bond Act of 2006 (Public Resource Code Section 5096.800 et. seq.) for the Littlerock Reservoir Sediment Removal Project and to Enter into an Agreement With Respect Thereto. (Engineering Manager Knudson)
  - 7.3) Consideration and possible action on cost estimate for implementing a level pay program. (Director Dizmang/Finance Manager Williams)
  - 7.4) Consideration and possible action on establishing a staff per diem travel expense policy. (Director Dizmang/Finance Manager Williams)
  - 7.5) Consideration and possible action on reorganization of the Board of Directors. (Director Alvarado)
  - 7.6) Consideration and possible action on Board and staff attendance at conferences, seminars, and training sessions as follows:
    - a) American Water Works Association 2013 Inorganic Contaminants Symposium and Water Research Foundation Hexavalent Chromium Workshop to be held February 4 – 6, 2013 in Sacramento.
    - b) California Special Districts Association Board Secretary/Clerk Conference to be held February 28 – March 1, 2013 in Anaheim.
- 8) Information Items:
  - 8.1) Reports of Directors: Meetings/Committee Meetings/General Report.
  - 8.2) Report of General Manager.
    - a) District vacancies.

- b) Palmdale Recycled Water Authority status.
- 8.3) Report of Attorney.
- 9) Public comment 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), existing 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*.
- 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

- Resolution No. 13-1 Adopting the Reapportionment Plan for the District



**PALMDALE WATER DISTRICT  
RESOLUTION NO. 13-1**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE PALMDALE WATER DISTRICT  
ADOPTING THE REAPPORTIONMENT  
PLAN FOR THE DISTRICT**

**WHEREAS**, Palmdale Water District ("District") is a California Irrigation District under Division 11 of the California Water Code;

**WHEREAS**, Water Code Section 21605(b) provides that the boundaries of an irrigation district must be adjusted after each decennial census by following the requirements of Election Code Section 22000 et seq.;

**WHEREAS**, the District engaged National Demographics Corporation ("NDC") to prepare an analysis for the potential reapportionment of the District's boundaries;

**WHEREAS**, NDC presented its analysis, including a series of adjustment options, to the District's Board of Directors on January 9, 2013.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Palmdale Water District hereby adopts Reapportionment Plan A, attached hereto as Exhibit A and incorporated herein by reference, and elects to proceed with the reapportionment of the District's boundaries pursuant to the terms and boundaries set forth in Reapportionment Plan A.

**PASSED AND ADOPTED** at a meeting of the Board of Directors of the Palmdale Water District on January 23, 2013.

\_\_\_\_\_  
President

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
(date)

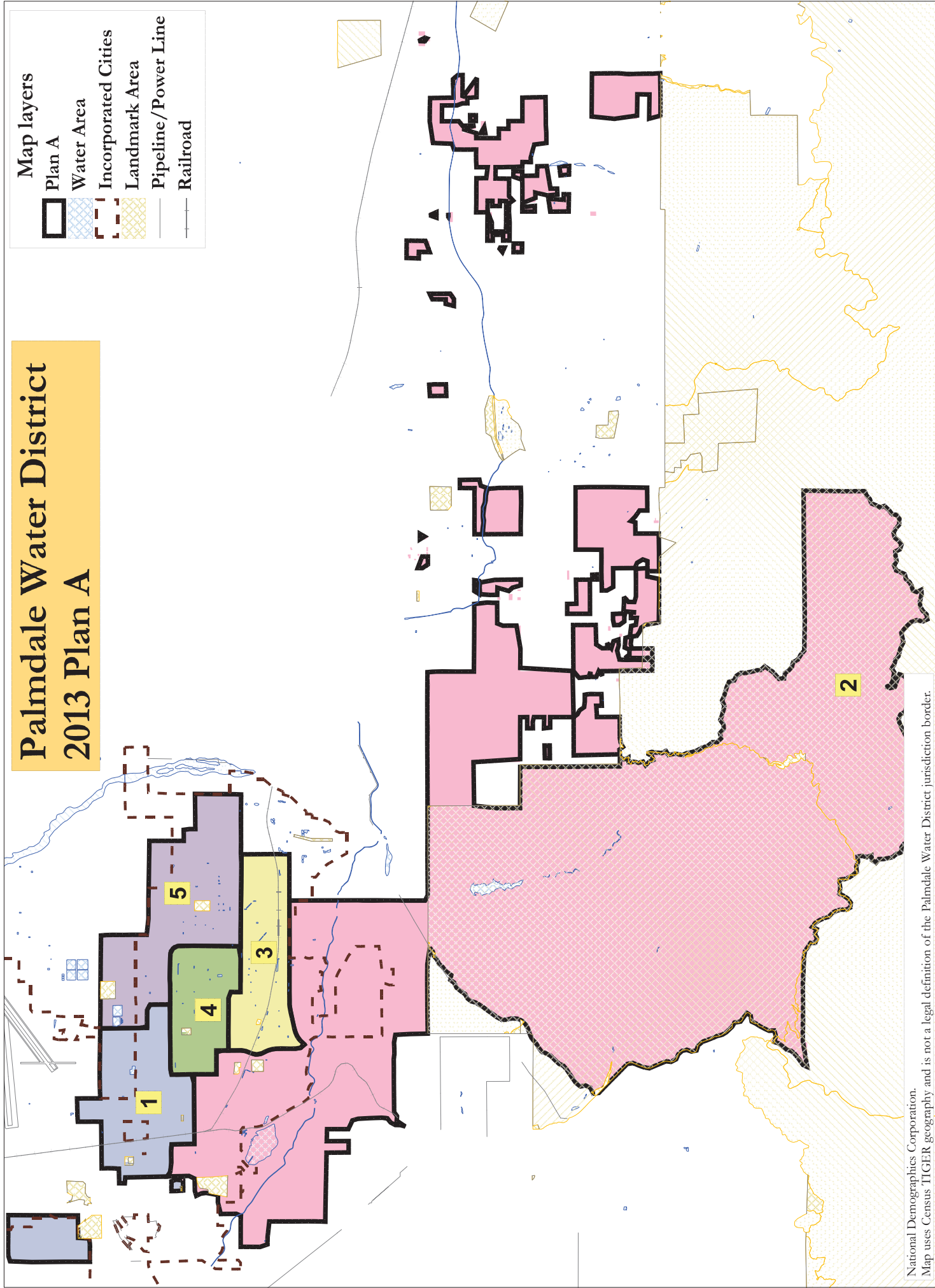


# Exhibit A



# Palmdale Water District 2013 Plan A

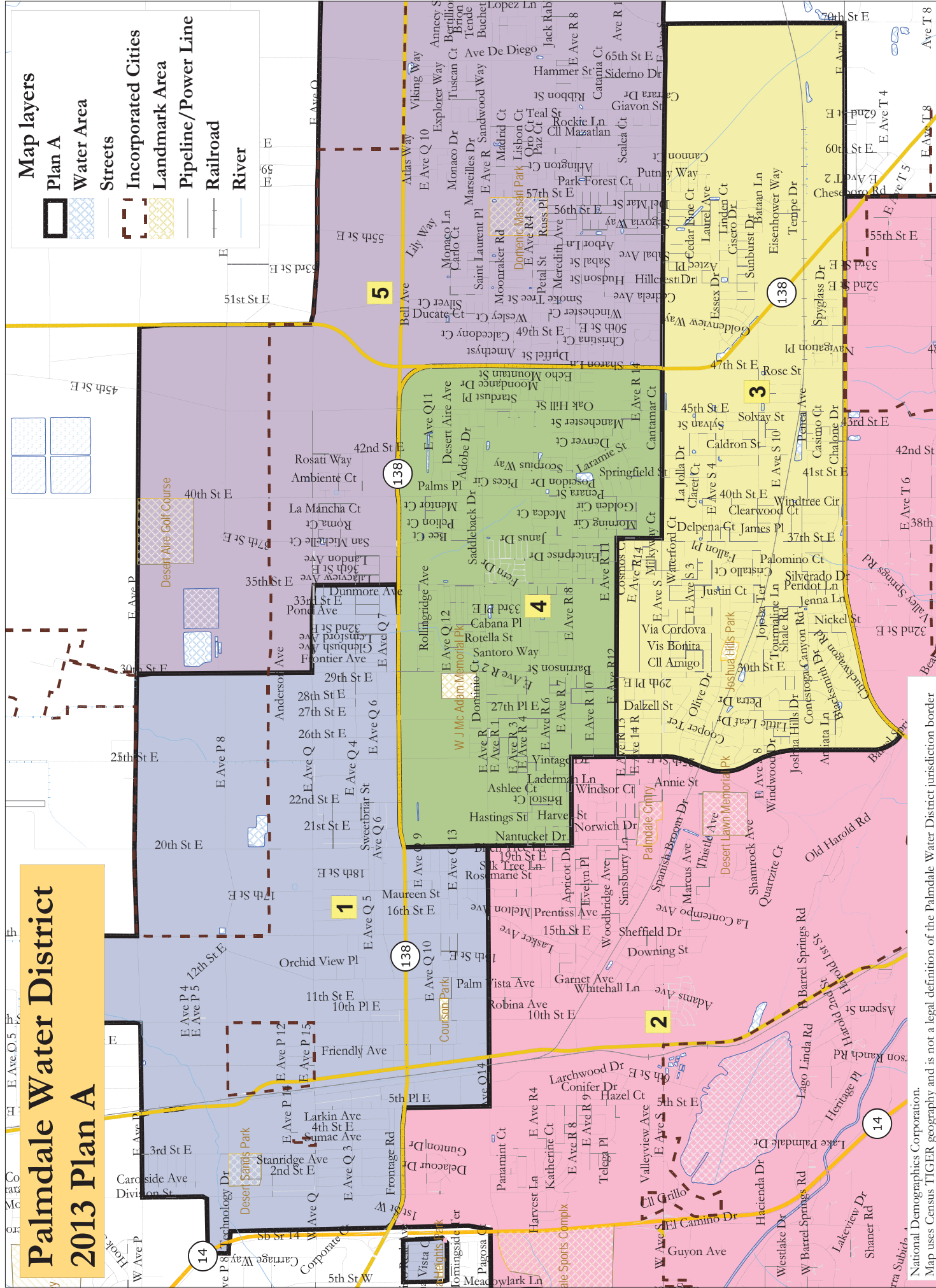
- Map layers
- Plan A
  - Water Area
  - Incorporated Cities
  - Landmark Area
  - Pipeline/Power Line
  - Railroad



National Demographics Corporation.  
Map uses Census TIGER geography and is not a legal definition of the Palmdale Water District jurisdiction border.

# Palmdale Water District 2013 Plan A

- Map layers**
- Plan A
  - Water Area
  - Streets
  - Incorporated Cities
  - Landmark Area
  - Pipeline/Power Line
  - Railroad
  - River



Map uses Census TIGER geography and is not a legal definition of the Palmdale Water District jurisdiction border  
National Demographics Corporation.



# National Demographics Corporation

## Street by Street Division Border Description for Palmdale Water District “Plan A”

**First Division:** The region bounded and described as follows: Beginning at the point of intersection of E Avenue P and 30<sup>th</sup> St E, and proceeding southerly along 30<sup>th</sup> St E to E Avenue Q, and proceeding easterly along E Avenue Q to 35<sup>th</sup> St E, and proceeding southerly along 35<sup>th</sup> St E to State Hwy 138, and proceeding westerly along State Hwy 138 to 20<sup>th</sup> St E, and proceeding southerly along 20<sup>th</sup> St E to E Avenue R, and proceeding westerly along E Avenue R to 5<sup>th</sup> St E, and proceeding northerly along 5<sup>th</sup> St E to State Hwy 138, and proceeding westerly along State Hwy 138 to the District border, and proceeding northerly and easterly to the point of beginning. The First District also includes all of the non-contiguous District territories located to the west and northwest of the primary district territory.

**Second Division:** The region bounded and described as follows: Beginning at the point of intersection of 70<sup>th</sup> St E and E Avenue T, and proceeding westerly along E Avenue T to Pearblossom Hwy, and proceeding westerly along Pearblossom Hwy to Barrel Springs Rd, and proceeding northerly along Barrel Springs Rd to 25<sup>th</sup> St E, and proceeding northerly along 25<sup>th</sup> St E to E Avenue R 8, and proceeding westerly along E Avenue R 8 to 20<sup>th</sup> St E, and proceeding northerly along 20<sup>th</sup> St E to E Avenue R, and proceeding westerly along E Avenue R to 5<sup>th</sup> St E, and proceeding northerly along 5<sup>th</sup> St E to State Hwy 138, and proceeding westerly along State Hwy 138 to the District border, and proceeding counter-clockwise along the District border to the point of beginning. The Second District also includes all of the non-contiguous District territories located to the south and southeast of the primary district territory.

**Third Division:** The region bounded and described as follows: Beginning at the point of intersection of 25<sup>th</sup> St E and Barrel Springs Rd, and proceeding northerly along 25<sup>th</sup> St E to E Avenue R12, and proceeding easterly along E Avenue R12 to 37<sup>th</sup> St E, and proceeding southerly along 37<sup>th</sup> St E to E Ave S, and proceeding easterly along E Ave S to 70<sup>th</sup> St E, and proceeding southerly along the District border extending south from 70<sup>th</sup> St E to E Avenue T, and proceeding westerly along E Avenue T to Pearblossom Hwy, and proceeding westerly along Pearblossom Hwy to Barrel Springs Rd, and proceeding northerly along Barrel Springs Rd to the point of beginning.

**Fourth Division:** The region bounded and described as follows: Beginning at the point of intersection of State Hwy 138 and 20<sup>th</sup> St E, and proceeding easterly and southerly along State Hwy 138 to E Ave S, and proceeding westerly along E Ave S to 37<sup>th</sup> St E, and proceeding northerly along 37<sup>th</sup> St E to E Avenue R12, and proceeding westerly along E Avenue R12 to 25<sup>th</sup> St E, and proceeding northerly along 25<sup>th</sup> St E to E Ave R 8, and proceeding westerly along E Ave R 8 to 20<sup>th</sup> St E, and proceeding northerly along 20<sup>th</sup> St E to the point of beginning.

**Fifth Division:** The region bounded and described as follows: Beginning at the point of intersection of E Avenue P and 30<sup>th</sup> St E, and proceeding southerly along 30<sup>th</sup> St E to E Avenue Q, and proceeding easterly along E Avenue Q to 35<sup>th</sup> St E, and proceeding southerly along 35<sup>th</sup> St E to State Hwy 138, and proceeding easterly and southerly along State Hwy 138 to E Ave S, and proceeding easterly along E Ave S to the District border, and proceeding counter-clockwise along the District border to the point of beginning.

A Board Memorandum and the Sanitary Survey, if available, will be hand-delivered prior to the Board meeting.



**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** January 17, 2013 **January 23, 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. 7.2– CONSIDERATION AND POSSIBLE ACTION  
ON ADOPTION OF RESOLUTION NO. 13-2 AUTHORIZING THE  
SUBMISSION OF AN APPLICATION TO THE CALIFORNIA  
DEPARTMENT OF WATER RESOURCES TO OBTAIN STORMWATER  
FLOOD MANAGEMENT GRANT FUNDING PURSUANT TO THE  
DISASTER PREPAREDNESS AND FLOOD PREVENTION BOND ACT  
OF 2006 FOR THE LITTLEROCK RESERVOIR SEDIMENT REMOVAL  
PROJECT AND TO ENTER INTO AN AGREEMENT WITH RESPECT  
THERETO***

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**Recommendation:**

Staff recommends approving the attached Resolution No. 13-2 authorizing the submission of an application to the California Department of Water Resources to obtain a Stormwater Flood Management (SWFM) grant for the proposed Littlerock Reservoir Sediment Removal project and to enter into an agreement with respect thereto.

**Background:**

In October, 2007, the Antelope Valley State Water Contractors Association Commissioners approved the concept of the Association performing consultant contract administration on behalf of the Advisory Team of the Antelope Valley Integrated Regional Water Management Team. The Littlerock Sediment Removal Project was chosen as one of the high priority projects within the IRWMP.

Restricted funds are available to fund the work covered by the agreement to have RMC Water and Environment prepare the grant application package for this project. These funds were previously contributed by members of the Regional Water Management Group and the Antelope Valley Building Industry Association.

The California Department of Water Resources requires each applicant to submit documentation, such as a resolution adopted by the applicant's governing body, designating an authorized representative to file an application for SWFM grant and enter into an agreement with the State of California.

January 17, 2013

The Integrated Regional Water Management Grant Program is designed to encourage integrated regional strategies for management of water resources, including flood management, and to provide funding for programs and projects that support integrated water management planning and implementation. This is in conjunction with the 2012 Guidelines to disburse this second round of SWFM Grant funding under the Disaster Preparedness and Flood Prevention Bond Act of 2006 (Proposition 1E). DWR will evaluate the SWFM Grant applications in accordance with the 2012 Guidelines. For the Proposition 1E SWFM funding, Public Resources Code §5096.827(a) requires a minimum funding match of 50% of the total cost of each project. Project costs must be incurred after September 30, 2008 to be considered as funding match.

If this project is successful in the proposal process and DWR awards a contract to fund this project, Palmdale Water District will be the contracting and funding agency for the required matching funds.

**Strategic Plan Element:**

This work is part of Strategic Goal 2.2 – Improve reliability of groundwater through local groundwater storage projects.

**Budget:**

The approval of the attached Resolution No. 13-2 will have no impact on the District's 2013 Budget.

**Supporting Documents:**

- Proposed Resolution No. 13-2

## **RESOLUTION NO. 13-2**

### **RESOLUTION OF BOARD OF DIRECTORS OF PALMDALE WATER DISTRICT AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE CALIFORNIA DEPARTMENT OF WATER RESOURCES TO OBTAIN STORMWATER FLOOD MANAGEMENT GRANT FUNDING PURSUANT TO THE DISASTER PREPAREDNESS AND FLOOD PREVENTION BOND ACT OF 2006 (PUBLIC RESOURCE CODE SECTION 5096.800 ET. SEQ.) FOR THE LITTLEROCK RESERVOIR SEDIMENT REMOVAL PROJECT, AND TO ENTER INTO AN AGREEMENT WITH RESPECT THERETO**

WHEREAS, Palmdale Water District ("District") is an irrigation district formed under Division 11 of the California Water Code; and

WHEREAS, the District is a "local agency" within the meaning of California Water Code §10701(a) and therefore is eligible to apply for a Stormwater Flood Management Grant administered by the California Department of Water Resources; and

WHEREAS, the District is in the process of developing a project known as the Littlerock Reservoir Sediment Removal Project, which will enable the District to more effectively and efficiently manage stormwater and its other resources for the benefit of its customers; and

WHEREAS, a grant from the California Department of Water Resources under the Local Groundwater Assistance Grant Program will be of significant benefit to the District and its customers in bringing the Littlerock Reservoir Sediment Removal Project to fruition.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Palmdale Water District hereby authorizes and directs that an application be made to the California Department of Water Resources to obtain a Stormwater Flood Management Grant (the "Grant") pursuant to the Disaster Preparedness and Flood Prevention Bond Act of 2006 (Public Resource Code §5096.800, et. seq.).

BE IT FURTHER RESOLVED, the District's Board of Directors authorizes the District's General Manager to enter into an agreement to receive the Grant for the Littlerock Reservoir Sediment Removal Project, and the General Manager, or his designee, is hereby authorized and directed to prepare the necessary data, conduct investigations, file such applications and execute such grant agreements with the California Department of Water Resources as may be appropriate in connection with the Grant.

BE IT FURTHER RESOLVED, that the General Manager and the staff of Palmdale Water District are hereby authorized and directed to take such other and further action that may be necessary or appropriate to carry out and further the purposes of this resolution.

PASSED AND ADOPTED at a meeting of the Board of Directors of Palmdale Water District on January 23, 2013.

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President

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(date)

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Secretary

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(date)



**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** January 17, 2013 **January 23, 2013**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Michael Williams, Finance Manager/CFO  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.3 –CONSIDERATION AND POSSIBLE ACTION  
ON COST ESTIMATE FOR IMPLEMENTING A LEVEL PAY  
PROGRAM***

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**Recommendation:**

Staff has no recommendation on implementing a level pay plan at this time.

**Alternative Options:**

Continue the billing process as is until a level pay plan can be implemented under the water budget billing structure.

**Impact of Taking No Action:**

There is no impact on taking no action.

**Background:**

In August 2010, staff was asked to look into the Budget Billing System (Level Pay Plan) offered by Cogsdale, the Utility Billing Software provider at that time. Issues discussed at that time determined that the District would need three years historical data under the water budget rate structure. It was determined that the best time to begin implementation was January 2014.

In June 2012, an update on the possibility of implementing a level pay plan was given to the Board with a recommendation from staff to NOT implement a level pay plan due to the numerous problems with the utility billing software in place at that time.

Currently, the District is now using a new utility billing software known as Utility TrakR by Starnik Inc., and the Board is interested in exploring the possibility of implementing a level pay plan. A meeting with the Starnik Inc. designer and developer took place and discussed the design and needs of the District in developing a level pay plan in order to obtain cost estimates of development.

January 17, 2013

The following is a list of key points covered in the discussion:

- Monthly level payment will be based on 3 year billing history.
- Customers should have a minimum of 12 months history at the location.
- Monthly billing will continue in the same billing cycle without the need of new templates or payment coupons.
- Monthly statements will display running balance so that customers are aware of position, plus or minus.
- Customers will be able to sign-up for the level pay plan at any time of the year.
- System has the ability to adjust level pay plan based on rate adjustments, plus or minus.
- The 12<sup>th</sup> month payment will be the clean-up payment, plus or minus.
- If a payment is missed, customer will automatically be removed from the level pay plan.
- Notifications and safeguards must be in place for staff to easily identify the customer is on level pay plan to prevent collection activities. In addition, the system needs to incorporate the plan into on-line activity as well as telephone automation.
- Certain criteria must be met by the customer in order for the customer to be eligible to sign up for the level pay plan. These areas become administrative decisions but must be accounted for in the development.

After the meeting, Starnik analyzed the needs of the District's level pay plan and gave a ball park estimated time of development and testing of five months and would have the implementation ready for go live June 1, 2013 with an estimated cost to develop of \$30,000. If the Board approves moving forward with development a more detailed scope of work, time frame and cost estimate will be given.

**Strategic Plan Element:**

7.0 Customer Service

**Budget:**

There will be additional cost for development of approximately \$30,000. The exact cost will be determined later if authorized to move forward with project.

**Supporting Documents:**

None

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** January 16, 2013 **January 23, 2013**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Michael Williams, Finance Manager/CFO  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.4 – CONSIDERATION AND POSSIBLE ACTION  
ON ESTABLISHING A STAFF PER DIEM TRAVEL EXPENSE POLICY***

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**Recommendation:**

Staff recommends keeping the current expense reimbursement policy with the following modifications. Air travel arrangements will be made by the Administrative Assistant, reserving the lowest and most reasonable airfare and travel time available. Change meal allowance as follows: Increase Dinner to \$31.00, add Incidentals \$5.00, increase full day travel to \$61.00. If travel is by vehicle, employee must use a District vehicle.

**Alternative Options:**

The first alternative is to leave the current expense reimbursement policy as is. The second alternative is to replace the current reimbursement policy with a set per diem based on 2012 average cost as follows: Hotels outside California \$173.59/day; in California \$133.14/day. Airfare outside California \$357.80/round trip; in California \$306.55/round trip. Meals \$30.26/day.

**Impact of Taking No Action:**

The impact of taking no action will leave the current expense reimbursement policy in place, with the possibility of employees reserving higher air fare for travel and employees not having an allowance for incidental costs per day while traveling.

**Background:**

The request from Director Dizmang was to research if having a per diem travel policy would save the District costs associated with employees' District-related travel as opposed to the current expense reimbursement policy.

BOARD OF DIRECTORS  
PALMDALE WATER DISTRICT

VIA: Mr. Dennis D. LaMoreaux, General Manager

January 16, 2013

The research included gathering the past two year's costs by employees under the current reimbursement policy and to come up with an average cost per category. The categories are air travel, hotel, meals, and mileage. The reason only the last two years were used is because there were very minimal costs in 2010 and 2009. Including those years would distort the results. The averages are hotels outside California \$152.52/day, in California \$132.70/day; airfare outside California \$384.61/round trip, in California \$270.57/round trip; meals \$32.45/day; mileage reimbursement \$101.09/event.

Also included in the research was a review of the current expense reimbursement policy. The current policy is very thorough in covering every area associated with travel and encourages employees to be prudent in their choices. The only area found that would allow a choice outside this encouragement was airfare. In the category of meals, the District was compared to the U.S. General Services Administration for the areas most traveled and found that the District did not provide for incidentals for a total difference of \$6.00/day.

It is staff's opinion that establishing a per diem policy would not add any substantial savings to what is already in practice. However, establishing a per diem policy could discourage employees from attending important and vital training due to the possibility of having to pay any overages out of their own pocket. The possibilities of that out of pocket cost can stem from time of year travel is required. Some airfares are higher at certain times of year than others. There is also the possibility of spikes in fuel costs. In addition, staff believes that by incorporating the recommended changes, this helps ensure that the best, least expensive form of travel is used at the time the travel is required.

**Strategic Plan Element:**

This work is part of Strategic Element 5.0 Administrative Management.

**Budget:**

This item has no impact on the current or future budgets.

**Supporting Documents:**

- Section 7 of the Employee Handbook-Staff Expense Reimbursement
- Summary of the per diem analysis
- U.S. General Services Administration Meal and Incidental Expenses

## **Section VII — Staff Expense Reimbursement Guidelines**

The District will fully compensate employees in accordance with California law for all reasonable and prudent expenses incurred in the course of business as described below:

### **A. Credit Card Use**

Credit cards will be issued to specific employees who either travel on a regular basis on District business, or have the need to frequently purchase supplies or services. Credit cards shall be used only for legitimate, approved business of the District, subject to the following regulations. These cards should be used for all approved expenses as authorized in this section.

- No personal items may be charged on the District's credit card;
- All charges must be in line with District travel guidelines and policies, or as otherwise approved by management; and
- Receipts must be submitted to Finance with the approved travel expense report, expense claims reimbursement form or the charge card request/authorization form within one week of making the charge.

### **B. Employee Incurred Expenses**

Expenses under the amount of \$50, which are incurred by employees for District purposes, will be reimbursed through the District's petty cash checking account. Expenses over that amount will be reimbursed through normal accounting procedures after you have completed and submitted an expense report. All expenses must be approved in advance by management before submitting to Finance for reimbursement.

### **C. Mileage**

The mileage reimbursement rate to operate privately-owned vehicles used on District business, including attendance at meetings or conferences, will be the allowable IRS rate in effect at the time the expense is incurred. The mileage distance subject to reimbursement should be calculated based on the actual miles traveled. Any employee incurring out-of-pocket expenses due to traffic accidents while on District business (i.e. deductibles), may, in the sole discretion of the District, be reimbursed by the District.

Those of you driving private vehicles on District business will be required to attend a defensive driving class every four years and from time to time, to

have your driving records reviewed. In addition, you are required to provide the District with proof of insurance coverage for your personal vehicle.

You are expected to practice good defensive driving techniques and operate the vehicle in a safe and responsible manner.

## **D. Air Travel**

When appropriate and approved by management, employees may make their own travel arrangements when traveling on District business.

Employees make their own reservations either by going on-line or calling associated airlines.

Employees are expected to get the least expensive flight; however, refundable tickets should be purchased. First class travel is prohibited unless there is no other alternative available and the travel on that particular flight is absolutely necessary. Although you are not asked to take flights with "crazy schedules" or stay over a Saturday to save money, if it is on the whole cost beneficial to the District, and you so choose, the additional expenses will be reimbursed.

## **E. Car Rentals**

The District's policy is to allow you to rent a mid-size automobile. Contact automobile rental locations for reservations by using online or telephone services.

When renting a car on District business, use your District Cal Card. Before traveling, inquire with department manager regarding whether you should obtain additional car rental loss and damage coverage.

## **F. Meals**

The following guidelines should be used for reimbursement of meals while traveling on District business. Special circumstances will be required to justify reimbursement for amounts above the following:

<u>Partial Day Travel</u>		<u>Full Day Travel</u>
Breakfast	\$10.00	\$55/day
Lunch	\$15.00	
Dinner	\$30.00	

In order to be eligible for meal reimbursement, the following criteria must be met:

- For Breakfast - you must have started traveling prior to 7 a.m. or have stayed overnight.
- For Lunch - you must have started traveling prior to 11 a.m. or have stayed overnight. If the travel ends prior to noon, lunch expenses will not be eligible for reimbursement.
- For Dinner - you must have started traveling prior to 4 p.m. or have stayed overnight. If the travel ends prior to 6 p.m., dinner expenses will not be eligible for reimbursement.

## **G. Lodging**

The reimbursement rate should not exceed the published conference rates for lodging unless the conference hotels are completely full. Then, choose a hotel with comparable lodging costs.

## **H. Phone**

Employees that travel frequently are expected to use a District-issued cellular phone that will be used to place all calls, including personal, while traveling on District business. Employees not issued a cellular phone and traveling on District business will be reimbursed for up to 10 minutes every other night for necessary personal calls using their personal cellular phone.

## **I. Parking**

Airport parking shall be reimbursed for District travel.

## **J. Expense Reports**

Expense reports must be turned into Finance within one week of returning to the District office. Reimbursement for expenses will appear on the next scheduled pay check.

## **K. Travel Time**

Employees in positions classified as non-exempt under the Fair Labor Standards Act are eligible for compensation for the time they spend traveling during non-work hours. The compensation an employee receives depends upon the kind of travel and whether the travel time takes place within normal work hours or outside of normal work hours.

"Travel time" is defined as including the time the employee arrives at the airport to the time the employee reaches his/her destination. If an employee is traveling to a location, then the destination is either the hotel or the work site. Travel between home and work or between the hotel and worksite is considered normal commuting time and is not eligible for compensation.

Before planning any travel for which compensation may be payable by the District, an employee shall obtain approval from his or her department manager or, if applicable, the General Manager with respect to the necessary travel arrangements and compensation issues. Any portion of authorized travel time (with the exception of driving time) that takes place outside of normal work hours is considered to be outside travel hours that are subject to compensation for non-exempt employees. When non-exempt staff are required to travel outside of normal work hours, he/she will be compensated for that portion of travel time that takes place outside of normal work hours at the greater of: (i) one-half his/her regular hourly rate, or (ii) the applicable minimum wage. Unlike work hours, outside travel hours are not factored into overtime calculations.



**PALMDALE WATER DISTRICT  
Per Diem Analysis Summary  
2011 & 2012 Review Period**

**Hotels (Average nightly cost)**

	<u>2011</u>		<u>2012</u>	
<b>Average</b>	131.46		173.59	
<b>Minimum</b>	39.20	Stateline, NV	46.32	Las Vegas, NV
<b>Maximum</b>	400.96	Washington DC	470.81	Washington DC

**Sacramento**

<b>Average</b>	132.25		133.14
<b>Minimum</b>	65.33		94.55
<b>Maximum</b>	203.28		165.60

**Airfare**

	<u>2011</u>		<u>2012</u>	
<b>Average</b>	234.49	Sacramento	306.65	Sacramento
	411.42	All Others	357.80	All Others

**Meals**

	<u>2011</u>	<u>2012</u>
<b>Average</b>	34.63	30.26
<b>Minimum</b>	3.71	6.00
<b>Maximum</b>	79.18	125.95

**Mileage Re-imbursements**

	<u>2011</u>	<u>2012</u>
<b>Average</b>	117.26	84.92
<b>Minimum</b>	51.01	56.06
<b>Maximum</b>	662.00	254.68

**Fuel Re-imbursements**

	<u>2011</u>	<u>2012</u>
<b>Average</b>	55.30	54.60



U.S. General Services Administration

## Meals and Incidental Expenses ( M&IE) Breakdown

The following table is provided for federal employees who need to deduct provided meals from their daily meals and incidental expense (M&IE) allowance. Refer to Section 301-11.18 of the Federal Travel Regulation for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$46 to \$71). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers), as well as the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

M&IE Total	\$46	\$51	\$56	\$61	\$66	\$71
Continental Breakfast/ Breakfast	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	\$11	\$12	\$13	\$15	\$16	\$18
Dinner	\$23	\$26	\$29	\$31	\$34	\$36
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5
First & Last Day of Travel	\$34.50	\$38.25	\$42	\$45.75	\$49.50	\$53.25

The shortcut to this page is [www.gsa.gov/mie](http://www.gsa.gov/mie).

*Last Reviewed 2012-10-16*

**RE:     *AGENDA ITEM NO. 7.5 – CONSIDERATION AND POSSIBLE ACTION  
ON REORGANIZATION OF THE BOARD OF DIRECTORS.***

Attached is a copy of Article 4, Sections 4.04 and 4.05, of the District's Rules and Regulations outlining the officers and duties of the Board of Directors.



circulation, radio or television station requesting such notice in writing, at least 72 hours before the time of the meeting. The call and notice of any meeting must specify the time and place of the meeting and the business to be transacted.

#### **4.03.2 SPECIAL MEETINGS OF THE BOARD**

Special meetings of the Board shall be held at a time and place as may be designated by the presiding officer or by a 3/5ths majority of the members of the Board. Written notice of such a meeting is to be mailed to and received by, or personally delivered to, each Board member at least 24 hours prior to such special meeting.

#### **4.03.3 EMERGENCY MEETINGS OF THE BOARD**

In case of an emergency involving matters upon which prompt action is necessary due to disruption or threatened disruption of public facilities, a special meeting of the Board may be held at a time and place as may be designated by the presiding officer without complying with the 24 hour prior notice requirement. All other meeting requirements must nonetheless be met. The minutes of such an emergency meeting shall list those persons notified or who were attempted to be notified. A copy of the roll call vote on any action taken must be posted for at least 10 days as soon after the meeting as possible.

#### **4.03.4 QUORUM**

The quorum consists of three Board Members. A quorum must be present for the Board to take action on any matter. A 3/5 Board majority is required for any action by the Board, except for a motion to adjourn or a motion to adjourn for a stated time.

#### **4.04: OFFICERS OF THE BOARD**

The officers of the Board shall be:

**President, Vice President, Treasurer and Secretary.**

The Board may reorganize from time to time upon a 3/5 majority vote of the Board or annually when called for by the President.

**4.05: DUTIES OF OFFICERS**

**4.05.1 DUTIES AND OBLIGATIONS IN GENERAL**

In addition to such duties and obligations imposed by law or by action of the Board of Directors, the duties of each officer of the District are as follows:

**4.05.1.1 President**

Preside over and conduct all meetings of the BoD and carry out the resolutions and orders of the Board. Exercise other powers and perform other duties as prescribed by the Board. Approve Board meeting agendas. Form or disband standing and ad hoc committees. Appoint committee members and the Chair of said committees. Write and/or sign correspondence in behalf of the BoD and PWD.

**4.05.1.2 Vice President**

Exercise the duties of the President in the absence of, when the President stands down or when the President is unable to continue in his/her duties due to any other reason.

**4.05.1.3 Treasurer**

Sign financial instruments as required and serve as the Finance Committee Chairman. The Treasurer acts on behalf of the President in the event the President and Vice President are unable to do so.

**4.05.1.4 Secretary**

Certify or attest to the actions taken by the Board. Sign the minutes of the Board meeting following their approval.

**4.06: BOARD OF DIRECTORS COMPENSATION**

The Board of Directors shall be compensated for attendance at regular and special meetings of the Board, including committee meetings, and other functions as approved in advance by the Board of Directors, at a rate of

ADVANCE REGISTRATION DEADLINE:

MEALS:      \_\_\_YES            SPOUSE:      \_\_\_YES            SPOUSES' TOUR:      \_\_\_YES  
               NO                          NO                          NO

REGISTRATION: \_\_\_\_\_ TRAVEL: \_\_\_\_\_  
TOTAL REMAINING BALANCE: \_\_\_\_\_

**PROPOSED EXPENSES:** Registration: \_\_\_\_\_  
 Transportation: \_\_\_\_\_  
 Meals:\* \_\_\_\_\_  
 Miscellaneous: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

\*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: \_\_\_\_\_







CALIFORNIA-NEVADA SECTION  
American Water Works Association

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2013 SYMPOSIUM

# Inorganic

Contaminants  
Symposium



CALIFORNIA-NEVADA SECTION  
American Water Works Association

February 5-6, 2013  
Sacramento, CA

- [Overview](#)
- [Preliminary Program](#)
- [Learning Outcomes](#)
- [Registration and Hotel Information](#)
- [Sponsorship Opportunities](#)
- [Partnership with Water Research Foundation](#)
- [Planning Committee](#)

## Overview

Leading U.S. and international experts gather to share the latest knowledge on inorganic contaminants in drinking water - sources and occurrence, treatment, regulation, and communicating their risks. Symposium topics include:

- New regulations: Development and implementation
- Inorganic Nitrogen in various forms
- Challenging treatment issues - ClO<sub>4</sub>, Mn, Cr, As
- Managing filters, media, and residuals
- Biological treatment techniques
- Radionuclides
- Plus - Lead service lines, green buildings, desalination

## Preliminary Program Highlights

Opening Session:

- Alan Roberson, AWWA - Changing regulations
- Kip Duchon, CDC - New target for Fluoride
- Andy Eaton, Eaton Eurofins Analytical - UCMR3
- Lisa Ragain, Aqua Vitae - Communicating risks of inorganics

Other Sessions Include: Inorganic Nitrogen in Various Forms; Challenging Treatment Issues; Arsenic and Chromium; and Potpourri (touching on formation of chlorate, perchlorate and bromate; lead service line replacement; corrosion issues; radioactive iodine; and more.

Poster Session has been added; posters are still being accepted (send description/abstract to Tim Worley at [tworley@ca-nv-awwa.org](mailto:tworley@ca-nv-awwa.org))

Available "Contact Hours" are eleven (11).

We would like to thank our Silver Sponsors

**HAZEN AND SAWYER**  
Environmental Engineers & Scientists



**E.S. BABCOCK & SONS, INC.**  
Environmental Laboratories and AXN



**carollo**  
Engineers...Working Wonders With Water®

[Click here for the preliminary listing of technical sessions.](#)

### Learning Outcomes

Click below to see a listing of each technical session and the expected learning outcomes. Plan ahead to make the most of your conference experience.

[Click here for the learning outcomes](#)

### Registration

Registration prices have been reduced from 2010 rates by as much as 20% in most cases. Additional discounts for regulators, speakers, academics and students are available.

[Online Registration Form here.](#)

Download the [FAX Registration Form](#) here.

### Hotel Information

Hyatt Regency, Sacramento

1209 L Street

Sacramento, California, USA 95814

Tel: (916) 443-1234 Fax: (916) 321-3779

Symposium Room Rate \$179 if reserved before January 14, 2013

[Book Your Room Today](#)

### Sponsorship Opportunities

Sponsors are being sought for the Symposium. Sponsor levels range from \$750 - \$5,000, with corresponding value.

To sponsor, contact Tim Worley at 909-291-2102 or [tworley@ca-nv-awwa.org](mailto:tworley@ca-nv-awwa.org); or Armando Apodaca 909-291-2119 or [aapodaca@ca-nv-awwa.org](mailto:aapodaca@ca-nv-awwa.org). Follow [this link](#) to review your sponsorship options.

Support our Sponsors, please visit their websites	
<b>EVENT SPONSORS</b>	
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<b>Bronze Level</b>	<a href="#">WQTS, Inc.</a>  <a href="#">Eurofins Eaton Analytical, Inc.</a>

### Water Research Foundation (WaterRF)

We invite you to maximize your experience. Preceding the Symposium on Monday, February 4, WaterRF will hold a separate one-day Hexavalent Chromium Workshop. Free to WaterRF subscribers and low-cost for non-subscribers, this workshop covers in-depth the very latest developments on health effects research, regulation as a contaminant, treatment techniques and their challenges and costs. [Register for the workshop](#)

### Planning Committee

California - Nevada Section, AWWA would like to recognize our planning committee for their efforts in securing the leaders and experts that will make the Symposium a can't miss event.

- John Consolvo, Chair; Philadelphia Water Department
- Michelle DeHaan, Park City (UT)
- Alice Fulmer, Water Research Foundation
- Amlan Ghosh, Jacobs Engineering
- Tarrah Henrie, California Water Service Company
- Tom Sorg, Co-chair; U.S. Environmental Protection Agency
- Mary Jo Kirisits, University of Texas, Austin
- Bruce MacIer, U.S. Environmental Protection Agency

- Issam Najm, Water Quality Technology Solutions
- Chad Seidel, Jacobs Engineering

Please direct any questions to the Planning Committee Chair, John Consolvo, email:  
[john.consolvo@phila.gov](mailto:john.consolvo@phila.gov)

[Sitemap](#)



# Inorganic

Contaminants  
Symposium

## PRELIMINARY TECHNICAL PROGRAM

Inorganic Contaminants Symposium  
February 5-6, 2013

Sacramento Convention Center Complex  
1400 J Street  
Sacramento, CA 95814

### Preliminary Program Highlights

- Alan Roberson, AWWA – Changing regulations
  - Kip Duchon, CDC – New target for Fluoride
  - Andy Eaton, Eaton Eurofins Analytical – UCMR3
  - Lisa Ragain, Aqua Vitae – Communicating risks of inorganics
  - Other Sessions Include: Inorganic Nitrogen in Various Forms; Challenging Treatment Issues; Arsenic and Chromium; and Potpourri (touching on formation of chlorate, perchlorate and bromate; lead service line replacement; corrosion issues; radioactive iodine; and more.
- Poster Session has been added; posters are still being accepted (send description/abstract to Tim Worley at [tworley@ca-nv-awwa.org](mailto:tworley@ca-nv-awwa.org) )

### February 5, 2013 General Morning Sessions COMING REGULATIONS, THE SCIENCE & COMMUNICATION

---

- 9:00 -10:00 Welcome and Keynote**  
J. Alan Roberson, AWWA  
*An Update on Inorganic Regulations – Many Regulations are on the Move!*
- 10:00-10:30 Guest Speaker**  
Kip Duchon, Centers for Disease Control  
*Staying on Target: Implications of Revised Water Fluoridation Recommendation*
- 10:30 -11:00 Guest Speaker**  
Russell Bartlett, California Department of Public Health  
*The Occurrence, Exposure and Health Effects of Perchlorate*
- 11:00-11:30 Guest Speaker**  
Andrew Eaton  
*Predicting the Future – UCMR3 Inorganic Metals*
- 11:30-12:00 Guest Speaker**  
Lisa Ragain  
*Uncertain Science & Audience Variability:  
The Need to Advance Water System Communication Practice for Inorganics*
- 12:00-1:30 Lunch**
-

# Inorganic

Contaminants  
Symposium

## PRELIMINARY TECHNICAL PROGRAM

### February 5, 2013 Track 1

#### CHALLENGING TREATMENT ISSUES

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- 1:30 -2:00 Sarah Clark, HDR, Inc**  
*Got Manganese? Guidance for its Control in Drinking Water*
- 2:00-2:30 Jantinus Bruins, UNESCO-IHE**  
*The use of MOCS and MOCA to shorten ripening time of filter media for manganese removal*
- 2:30-3:00 Chance Lauderdale, Carollo**  
*Optimizing Filter Conditions for Manganese Control During Conversion to Biofiltration*
- 3:00-3:30 Break**
- 3:30 -4:00 James Leserman, Castaic Lake Water Agency**  
*Operation of the Saugus Perchlorate Treatment Facility—A Saga of Unintended Consequences*
- 4:00-4:30 Erin Mackey, Carollo Engineers**  
*Contaminant Removal without Brine Disposal - Using Tailored Fixed-Bed Biological Treatment to Meet Multiple Treatment Goals*
- 4:30-5:00 Cindy Bertsch, Water Works Engineers**  
*Treatment of Highly Challenging Groundwater: Managing a Water Source with Ammonia, Methane, TOC/DOC, Manganese, Iron, and Color*
- 5:00 Reception – with Poster Session and Sponsors**
- 

### February 5, 2013 Track 2

#### INORGANIC NITROGEN IN VARIOUS FORMS

---

- 1:30 -2:00 Phil Brandhuber**  
*Raw water ammonia and implications on water quality*
- 2:00-2:30 Nicholas R. Dugan, U.S. Environmental Protection Agency**  
*Biological Ammonia Removal: From Basics to Case Studies in Twenty Minutes*
- 2:30-3:00 Xueying Wu, Hazen and Sawyer**  
*Nitrification Control Using Chlorite: Demonstration Testing in Irvine, CA*
- 3:00-3:30 Break**
- 3:30 -4:00 Richard S. Dennis, Severn Trent Services, Inc.**  
*Nitrate Removal from Water via Ion Exchange*
- 4:00-4:30 Craig Gorman, Jacobs Engineering**  
*Selective Electrodialysis: A New Tool in the Nitrate Treatment Toolbox*
- 4:30-5:00 Issam Najm, WQTS**  
*Biological Denitrification of Groundwater – Results of Pilot Scale Testing at Glendale, California*
- 5:00 Reception – with Poster Session and Sponsors**
-



# Inorganic

Contaminants  
Symposium

## PRELIMINARY TECHNICAL PROGRAM

### February 6, 2013 Track 1

#### CHROMIUM AND ARSENIC

- 
- |              |   |
|--------------|---|
| 8:00 -8:30   | <b>J. Alan Roberson, AWWA</b><br><i>Impacts of Household Income on Arsenic Non-Compliance</i>   |
| 8:30-9:00    | <b>Tom Sorg, U.S. Environmental Protection Agency</b><br><i>Capital and Operating Costs of Small Arsenic Removal Adsorptive Media Systems</i>   |
| 9:00-9:30    | <b>Richard Brown, EE&amp;T</b><br><i>Arsenic Residuals - Minimization and Treatment Issues</i>  |
| 9:30-10:00   | <b>Masakazu Kanematsu, University of California, Davis</b><br><i>Comparison of chromate and arsenate adsorption onto a goethite-based adsorbent in the presence of co-existing ions: A predictive model consistent of molecular information</i> |
| 10:00 -10:30 | <b>BREAK</b>  |
| 10:30-11:00  | <b>Mac Gifford, Arizona State University</b><br><i>Simultaneous Removal of Hexavalent Chromium and Arsenic by Commercially Available Sorbents</i>   |
| 11:00-11:30  | <b>Kathita Chittaladakorn, Virginia Tech University</b><br><i>Effect of water chemistry on Cr(VI) release in stainless steel plumbing</i>   |
| 11:30-12:00  | <b>Andrew Eaton, Eurofins Eaton Analytical</b><br><i>Evaluating hexavalent chromium and total chromium data and occurrence - Are we sure of our measurements?</i>   |
- 

### February 6, 2013 Track 2

#### POTPOURRI

- 
- |              |  |
|--------------|--|
| 8:00 -8:30   | <b>Aleksey Pisarenko, Southern Nevada Water Authority</b><br><i>On-Site Generated Hypochlorite as a source of Chlorate, Perchlorate, and Bromate: Data from National Occurrence and Recommendation for Utilities</i> |
| 8:30-9:00    | <b>Justin St. Clair, Virginia Tech</b><br><i>Long-Term Evaluation of Partial Lead Service Line Replacements and Influence of Real-World Connectors on Lead Release</i>   |
| 9:00-9:30    | <b>Gregory Korshin</b><br><i>Accumulation, binding and release of inorganic contaminants by corrosion scales formed in drinking water</i>  |
| 9:30-10:00   | <b>Andy Hill, Confluence Engineering Group</b><br><i>Inorganic Contaminant Accumulation-Occurrence, Implications, and Mitigation Strategies</i>  |
| 10:00 -10:30 | <b>BREAK</b>   |
| 10:30-11:00  | <b>William Rhoads, Virginia Tech</b><br><i>Potential Implications of Green Building Design and Standard Practice on Water Quality</i>  |
| 11:00-11:30  | <b>Jerry Lowry, PhD, PE, Lowry Engineering</b><br><i>Rapid destructive corrosion of a stainless steel air stripper by chloramines</i>  |
| 11:30-12:00  | <b>John Consolvo, Philadelphia Water Dept</b><br><i>Philadelphia's Investigation of Iodine-131 in its Drinking Water</i>   |
-

2013 SYMPOSIUM

**Inorganic** Contaminants  
Symposium

## Inorganic Contaminants Symposium

February 5-6, 2013  
Sacramento Convention Center Complex  
1400 J Street  
Sacramento, CA 95814

*The Inorganic Contaminants Symposium offers a wide-range of technical sessions that provide limitless learning opportunities, a wealth of high-level knowledge and expertise. Below is a listing of each technical session and the expected learning outcome to help you get the most out of your experience.*

*The Use Of MOCS And MOCA To Shorten Ripening Time Of Filter Media For Manganese Removal From Groundwater*

Jantinus Bruins, MSc WLN-technology / UNESCO-IHE

Participants will learn how to shorten the ripening time of filter media for manganese removal and how to improve manganese removal in traditional aeration filtration groundwater treatment plants without the use of strong chemicals like chlorine (Cl<sub>2</sub>), Ozone (O<sub>3</sub>) and Potassium permanganate (KMnO<sub>4</sub>).

*Treatment Of Highly Challenging Groundwater: Managing A Water Source With Ammonia, Methane, TOC/DOC, Manganese, Iron, And Color*

Cindy Bertsch, Project Manager/ Project Engineer, Water Works Engineers, LLC

Participants of this session will learn from one utility's experience with groundwater treatment of co-occurring contaminants including color, methane, TOC/DOC, iron, manganese, and ammonia.

*Comparison Of Chromate And Arsenate Adsorption Onto A Goethite-Based Adsorbent In The Presence Of Co-Existing Ions: A Predictive Model Consistent Of Molecular Information*

Masakazu Kanematsu, Postdoctoral fellow, University of California, Davis

Participants in this session will learn how chromate, Chromium(VI), and arsenate, Arsenic(V) adsorption on adsorptive media is influenced by other co-existing ions based on a theoretical model consistent with molecular information.

*The Impacts Of Household Income On Arsenic Non-Compliance*

J. Alan Roberson, P.E. Director of Federal Relations, American Water Works Association

Participants in this session will develop a better understanding of arsenic non-compliance and the role that median household income plays in non-compliance with the arsenic regulation.

*Long-Term Evaluation Of Partial Lead Service Line Replacements And Influence Of Real-World Connectors On Lead Release*

Justin St. Clair, Graduate Research Assistant, Virginia Tech

Participants will learn long-term effectiveness of partial lead service line replacements, Influence of real-world connectors on lead release in PLSLRs and the effectiveness of typical whole-house filters to capture and quantify lead release from PLSLRs.

*Arsenic Species In The Ground Water*

Thomas J. Sorg, Research Engineer, USEPA

Participants will learn about arsenic species in wells water and how they vary regionally and their relationship to the other water quality parameters.



*Capital And Operating Costs Of Small Arsenic Removal Adsorptive Media Systems.*

Thomas J. Sorg, Research Engineer, USEPA

Participants will learn about the capital and O/M costs of arsenic removal adsorptive media systems obtained from the operation of 28 different AM system in the USEPA Arsenic Demonstration Program.

*Groundwater Remediation Of Inorganic Contaminants*

Cathy Swanson, Inorganic Remediation Specialist for Groundwater Siemens Industry Inc.

Participants will learn the best available technologies for perchlorate, chrome, and nitrate treatment. They will also hear about exciting new technologies for selenium, chrome, and other heavy metals.

*Potential Implications Of Green Building Design And Standard Practice On Water Quality*

William Rhoads, Graduate Research Assistant, Virginia Tech

Marc Edwards, Virginia Tech - Civil & Env. Engineering

Annie Pearce, Virginia Tech, Building Construction

Participants will learn the mechanisms of disinfectant residual decay in premise plumbing and the effect of stagnation in premise plumbing dead ends on temperature and disinfectant residuals in pipes.

*Predicting The Future - UCMR3 Inorganic Metals*

Dr. Andy Eaton, Technical Director, Eurofins Eaton Analytical Inc.

Participants will learn about the likely frequent occurrence of most of the UCMR3 metals, in particular chromium, molybdenum, vanadium and strontium. Thinking in advance about occurrence will help utilities prepare appropriate communication strategies for their customers.

*Evaluating Hexavalent Chromium And Total Chromium Data And Occurrence- Are We Sure Of Our Measurements?*

Dr. Andy Eaton, Technical Director, Eurofins Eaton Analytical Inc.

Participants will learn about the potential for inaccurate measurements of both total and hexavalent chromium, which could impact occurrence data and treatment information. Thinking in advance about occurrence will help utilities prepare appropriate communication strategies for their customers.

*An Update On Inorganic Regulations - Many Regulations Are On The Move!*

Alan Roberson, Director of Federal Relations, American Water Works Association

Participants in this session will learn about the status of several upcoming inorganic regulations and how to better prepare for these regulations.

*Nitrate Removal From Water Via Ion Exchange*

Richard S. Dennis, Product Manager, Severn Trent Services, Inc.

Participants will learn about a new commercial process for removing nitrate from drinking waters via ion exchange using a synergistic process for treating the spent ion exchange brine regenerate so it can be reused without having to discharge any wastestream.

*Nitrate Impacted Water Systems - A National Perspective*

Vivian B. Jensen, Ph.D. Student, University of California, Davis

Participants in this session will learn about the scope and scale of nitrate contamination nationally through examination of the incidence of nitrate impacted water systems, nitrate MCL violations, and nitrate treatment installations.

Contaminant Removal Without Brine Disposal—Using Tailored Fixed-Bed Biological Treatment To  
Meet Multiple Treatment Goals

Dr. Erin D. Mackey, Carollo Engineers

Participants in the session will learn how tailored fixed-bed biological treatment can be used to remove multiple inorganic contaminants at a reduced cost and environmental footprint as compared to “traditional” treatment alternatives.

Philadelphia's Investigation of Iodine-131 in its Drinking Water

John Consolvo Supervisor, Lab Research Unit, Philadelphia Water Department

Participants will learn that surface water systems downstream of wastewater treatment plants may receive spikes of water with detectable iodine-131.

Simultaneous Removal Of Hexavalent Chromium And Arsenic By Commercially Available Sorbents

Mr. Mac Gifford, Arizona State University

Participants will learn about pending regulation for hexavalent chromium in drinking water and the capacity of commercially available sorbents to simultaneously remove arsenic and hexavalent chromium. They will learn evaluation of treatment options from a perspective of small groundwater systems.

Effect Of Water Chemistry On Cr(VI) Release In Stainless Steel Plumbing

Kathita Chittaladakorn, Graduate Research Assistant, Virginia Tech

Participants will learn the effect of water chemistry on the release of Cr(VI), impacts of disinfectants on stainless steel pipe corrosion and implications of corrosion for maintaining disinfectant residuals.

**Nitrification Control Using Chlorite: Demonstration Testing In Irvine, California**

Xueying Wu, Principal Scientist, Hazen and Sawyer

Participants in this session will learn nitrification background, monitoring program, and control strategies, specifically using a continuous low dose of chlorite ion.

**Selective Electrodialysis: A New Tool In The Nitrate Treatment Toolbox**

Craig Gorman, Water Process Engineer, Jacobs Engineering Group

Participants in this session will learn about the benefits of an emerging nitrate treatment technology.

**Operation Of The Saugus Perchlorate Treatment Facility--A Saga Of Unintended Consequences**

James Leserman, Senior Engineer, Castaic Lake Water Agency

Participants in this session will learn about CLWA's experience in the start-up and first two years of operation and how the Agency confronted and overcame a number of challenges posed by confounding factors that were not anticipated. The responses that CLWA took will be instructive to other water agencies who might be involved in removal of perchlorate or other anions.

**Uncertain Science & Audience Variability: The Need To Advance Water System Communication  
Practice For Inorganics**

Lisa Ragain, Principal, Aqua Vitae

Participants in this session will learn to: Identify common communication themes for inorganics, recognize the limitations of regulatory driven approaches, and differentiate potential audiences in conjunction with specific communication needs, associate strategies with specific inorganics, including communicating research findings and sampling results.

2013 SYMPOSIUM

# Inorganic

Contaminants  
Symposium

## On-Site Generated Hypochlorite As A Source Of Chlorate, Perchlorate, And Bromate: Data From National Occurrence And Recommendation For Utilities

Aleksey N. Pisarenko, Postdoctoral Researcher, Southern Nevada Water Authority

Participants in this session will learn about occurrence of chlorate, perchlorate, and bromate in on-site generated sodium hypochlorite from utilities around the country and the potential contamination of water with these contaminants.

**2013**CALIFORNIA-NEVADA SECTION  
Division of Water Supply AssociationAmerican Water Works  
Association

# Inorganic

Contaminants  
SymposiumFebruary 5-6, 2013  
Sacramento Convention Center  
Sacramento, CA

## OVERVIEW

Leading U.S. and international experts gather to share the latest knowledge on inorganic contaminants in drinking water - sources and occurrence, treatment, regulation, and communicating their risks.

Symposium topics include:

- New regulations: Development and implementation
- Inorganic Nitrogen in various forms
- Challenging treatment issues - ClO<sub>4</sub>, Mn, Cr, As
- Managing filters, media, and residuals
- Biological treatment techniques
- Radionuclides
- Plus - Lead service lines, green buildings, desalination

Contact the Section Office 909.291.2119 with any questions.

*Registration is Now Open!*

Price Reduction of 20% or more! Special rates for professors and students. Full registration stipends available for state and federal government officials.

## MAXIMIZE YOUR EXPERIENCE!

Preceding the Symposium on Monday, February 4, WaterRF will hold a one-day Hexavalent Chromium Workshop. Free to WaterRF subscribers and low-cost for non-subscribers, this workshop covers in-depth the very latest developments on health effects research, regulation as a contaminant, treatment techniques and their challenges and costs.

Attendee Name: \_\_\_\_\_

Attendee Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Attendee E-mail: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

AWWA Member #: \_\_\_\_\_

Make checks payable, in U.S. funds, to CA-NV AWWA

Check # \_\_\_\_\_ PO # \_\_\_\_\_

(Must be accompanied by a physical copy of the Purchase Order)

Payment Method: Credit Card: Visa \_\_\_\_\_ MC \_\_\_\_\_ AMEX \_\_\_\_\_

Name on Card: \_\_\_\_\_

Credit Card # \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Total Amount Due: \_\_\_\_\_

If you need a copy of your receipt, please enter e-mail address:

E-mail \_\_\_\_\_

## PRICING

Registration Option	Member	Regular Rate
Full Registration (on or before January 4, 2012)	\$395	\$495
Full Registration (on or after January 5, 2012)	\$450	\$550
One Day Registration	\$265	\$325
Speakers/University Professors/Regulators & Policy makers	\$225	\$225
Students	\$60	\$60

Please fill out this form completely and mail in with check, money order, or purchase order to:

**CA-NV Section AWWA**

**10574 Acacia St., Ste. D6**

**Rancho Cucamonga, CA 91730**

Or fax in with credit card information or physical copy of the purchase order to (909) 291-2107 (secure fax line).

For Registration inquiries please call (909) 291-2117

## CA-NV AWWA CANCELLATION POLICY

Requests for refunds and requests for transfers must be made in writing and are subject to the following conditions: Full refund of fee paid (minus \$50.00 handling fee) will be issued for cancellations received more than two weeks prior to class date. All fees are non-refundable thereafter. Transfers are based on the availability. No transfer requests will be authorized within 72 hours prior to the class date.

[Contact Us](#) [Workshops](#)


This Site: WaterRF Hexavalent Chromium Workshop 2013

[WaterRF Collab > Workshops > WaterRF Hexavalent Chromium Workshop 2013](#)

Site created by Dan Biscup &amp; Gretchen Reyes Oct 2012. Pay Pal connection completed by Phil Martinez Nov 2012.

**WaterRF Hexavalent Chromium Workshop 2013****REGISTER NOW**[Subscriber & Regulator Registration](#)[Non-Subscriber Registration](#)**Workshop Information**

Actions ▾

Type	Name	Modified	Modified By
	Agenda for Hex Chrome 2013 Workshop	1/14/2013 1:48 PM	Alice Fulmer

**Announcements**

Actions ▾

	Document Title	Modified
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There are no items to show in this view of the "Announcements" list.



The Water Research Foundation is offering a one-day Hexavalent Chromium Workshop. This workshop will provide in-depth information related to the latest developments in health effects research, regulation as a contaminant, treatment techniques and associated challenges and costs.

**When and Where:****February 4, 2013****9 am -- 5 pm****Sacramento Convention Center****1400 J Street, Sacramento, CA 95814****Cost:**Water Research Foundation Subscribers and Regulators--**Free** (includes lunch)Non-subscribing utilities, consultants, and all others - **\$125** (includes lunch)*Not sure if you are a subscriber? Contact Shonnie Cline***AWWA Inorganic Contaminants Symposium Information:**

Maximize your trip to Sacramento by attending the AWWA Inorganic Contaminants Symposium which will be held February 5-6 also at the Sacramento Convention Center. You must register separately for this event by going to [www.ca-nv-awwa.org](http://www.ca-nv-awwa.org)

Water Research Foundation Hexavalent Chromium Workshop

February 4, 2013


Sacramento Convention Center  
Sacramento, CA

Agenda

- 9:00 Welcome (Shonnie Cline, Water Research Foundation)
- 9:05 Overview of Workshop and WaterRF Activities (Alice Fulmer, Water Research Foundation)
- 9:15 California Regulatory Update (David Mazzera, California Department of Public Health)
- 9:45 Health Effects and Risk Assessment Update (Deborah Proctor, ToxStrategies)
- 10:15 Break (15 minutes)
- 10:30 Chromium Analytical Issues and Occurrence in Treatment Chemicals and through Water Treatment Plants (Laurie McNeill, Utah State University)
- 11:15 Chromium Treatment Studies at Glendale, Residuals, and Treatment Testing Guidelines (Nicole Blute, Hazen and Sawyer)
- Noon Lunch (1 hour)
- 1:00 Case Study Cost Estimate for Treating Hexavalent (Tarrah Henrie, California Water Service Company)
- 1:15 Chromium Occurrence Analyses and Basis for Cost Estimates (Chad Seidel, Jacobs Engineering)
- 1:30 Chromium Cost Estimates and Impact of Water Quality on Treatment Performance and Cost (Issam Najm, Water Quality & Treatment Solutions)
- 2:30 Break (15 minutes)
- 2:45 Treatment of Hexavalent Chromium at Coachella Valley (Steve Bigley, Coachella Valley Water District)
- 3:00 Sources, Fate, and Treatment of Hexavalent Chromium at 5 Utilities (Phil Brandhuber, HDR)
- 3:15 Treatment of Hexavalent Chromium at Soquel Creek (Chad Seidel, Jacobs Engineering)
- 3:30 Biological Treatment for Hexavalent Chromium at the City of Davis (Joe Drago, Kennedy/Jenks)
- 4:00 Discussion Forum
- 5:00 Adjourn



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[WaterRF Collab](#) > [Workshops](#) > [WaterRF Hexavalent Chromium Workshop 2013](#)


**SUBSCRIBER STATUS:** Only individuals who currently work for agencies in good standing as a Water Research Foundation subscriber will be allowed free registration. If you are not sure if your agency is a subscriber please contact Patricia Schrader at [PSchrader@waterrf.org](mailto:PSchrader@waterrf.org) or call 303-347-6128

**REGULATOR STATUS:** Only individuals currently working for state or federal regulatory agencies will be allowed to register for free. If you have questions about whether your agency is considered to be eligible for free registration please contact Shonnie Cline at [sccline@waterrf.org](mailto:sccline@waterrf.org) or call 303-347-6106.

OK

Cancel

\* indicates a required field

Full Name \*

Job Title

Company \*

Address

City

State/Province

Zip/Postal Code

Business Phone \*

E-mail \*

Status \*

Subscriber 

OK

Cancel



NAME: \_\_\_\_\_

MEALS:      \_\_\_YES      SPOUSE:      \_\_\_YES      SPOUSES' TOUR:      \_\_\_YES  
              \_\_\_NO               \_\_\_NO               \_\_\_NO

REGISTRATION: \_\_\_\_\_ TRAVEL: \_\_\_\_\_  
TOTAL REMAINING BALANCE: \_\_\_\_\_

\*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:**   2-4-13    
**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: \_\_\_\_\_



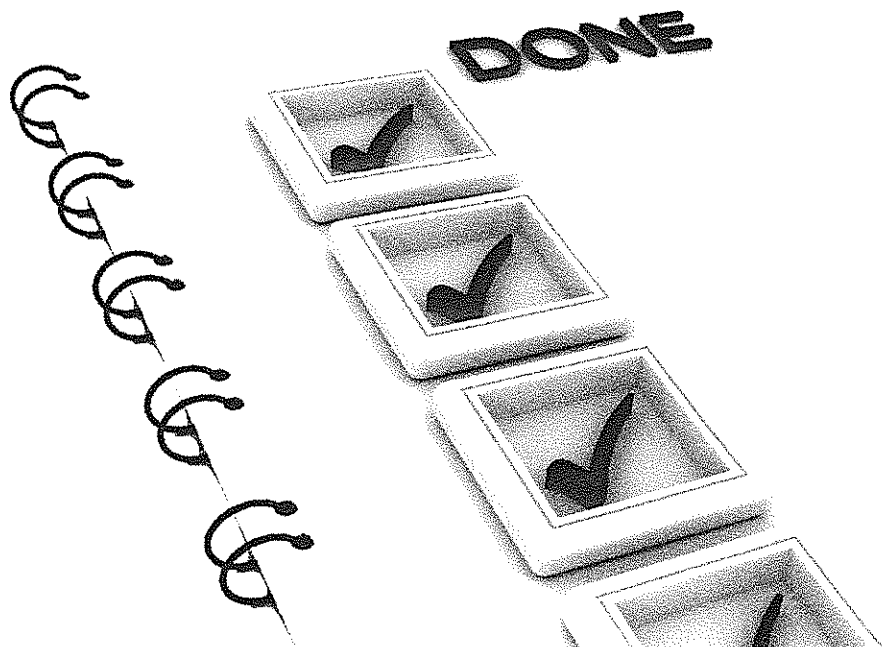


**California Special  
Districts Association**  
*Districts Stronger Together*

# BOARD SECRETARY/CLERK CONFERENCE

*Premiere Training for Board Secretaries/Clerks and returning certificate holders*

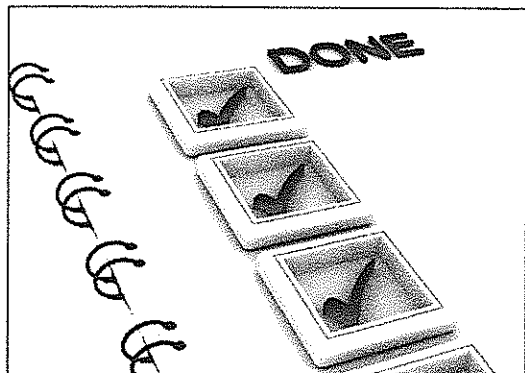
**February 28 - March 1, 2013 • Anaheim, California**



*Co-sponsored by the  
Special District Risk Management Authority*

CSDA's Special District

# Board Secretary/Clerk Conference & Certificate Program™



Whether you are a new or seasoned board secretary/clerk, continuing education is essential to keeping current on the many aspects of your job. In an effort to expand educational opportunities for this important position in special districts and to provide an opportunity to recognize individuals that invest the time in becoming trained in the various components of the job, CSDA created this certificate program.

Now in its third year, the board secretary/clerk certification has become the gold standard for special district board secretaries and clerks throughout California. We invite you to participate as a first time attendee to earn your certificate and come back year after year to advance your knowledge of special districts through new and exciting breakout sessions tailored for you.



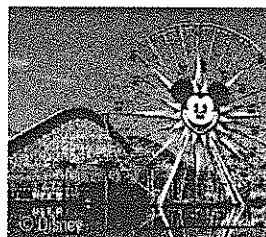
## Board Secretary/Clerk Conference February 28 - March 1, 2013 Anaheim, California

Embassy Suites Anaheim South  
11767 Harbor Blvd  
Garden Grove, CA 92840  
1.800.Hiltons  
Room reservation cut-off: Feb. 4, 2013

Rooms rates are only \$139 single/double by calling 1-800-HILTONS and asking for the CSDA rate. Group rates are also available to attendees three days before and three days after the event based on hotel availability. Room reservations must be accompanied by a deposit equal to one night room and tax. The deposit becomes non-refundable if a reservation is cancelled after Monday, February 4, 2013. The room reservation cut-off is Monday, February 4, 2013. Space is limited and attendees are encouraged to make their reservations early.

## Plan your adventure in Anaheim

Welcome to the place where imagination is the destination. For young and old, big and small - it's the happiest place on earth! Come build memories with your family that last a lifetime as you discover the wonder of this magical, fantastical world. When you enter one of the Lands that comprise Disneyland Park, stories come to life around you, immersing you in tales from some of your favorite Disney films. For information on all that Anaheim has to offer visit the Anaheim Orange County Visitor and Convention Bureau at [anaheimoc.org](http://anaheimoc.org).





A conference training program for board secretaries/clerks packed into two full days of education on all major aspects related to a board secretary/clerk's responsibilities.

## Board Secretary/Clerk Conference Schedule

Thursday, February 28, 2013			
	<i>First Time Attendees</i>	<i>Advanced: Current Certificate Holders</i>	
7:30 a.m.	Registration Open, Breakfast available		
8:30 - 10:00 a.m.	Board Secretary/Clerk Foundations	Get Control of Stress, Time Management and Clutter	
10:00 - 10:30 a.m.	Break, Networking with the Exhibitors		
10:30 a.m. - 12:00 p.m.	Board Secretary/Clerk Foundations	Policy & Procedure Review and Writing	Form 700 - Easier than it Looks
12:00 - 1:30 p.m.	Luncheon and Keynote Speaker: Upgrade to Free - Top Tech Tools for District Staff Today		
1:30 - 3:00 p.m.	Board Secretary/Clerk Foundations	Human Resources 101	"The Write Way" Tips and Tricks for Writing Email, Memos and More
3:00 - 3:30 p.m.	Break and Networking with the Exhibitors		
3:30 - 5:00 p.m.	Rules of Order and Facilitating Board Protocols	Compliance with the Public Records Act	How to Deal with Difficult People: Building Connections without Burning Bridges
5:30 - 7:00 p.m.	Hosted Reception and Networking with the Exhibitors (Raffle)		
Friday, March 1, 2013			
	<i>First Time Attendees</i>	<i>Advanced: Current Certificate Holders</i>	
7:30 - 8:30 a.m.	Breakfast with the Exhibitors (Raffle)		
8:30 - 10:00 a.m.	Staying in Compliance: Understanding Fundamental Special District Laws	Interactive Rules of Order and Facilitating Board Protocols	
10:00 - 10:30 a.m.	Break		
10:30 a.m. - 12:00 p.m.	Staying in Compliance: Understanding Fundamental Special District Laws	Brown Act Compliance Training	Proposition 218, Proposition 26 and Rate Setting
12:00 - 1:30 p.m.	Networking Luncheon (Raffle)		
1:30 - 3:00 p.m.	Records Retention & Management	Technology Traps for the Unwary	What Would You Do If?
3:00 - 3:30 p.m.	Break and Networking with the Exhibitors		
3:30 - 5:00 p.m.	Understanding Board Member & District Liability Issues	Elections and Filling Board Vacancies, Board Orientation	



### Luncheon & Keynote Speaker

Upgrade to Free – Top Tech Tools for District Staff Today  
*Beth Ziesenis*

As a busy professional, you don't have a moment to spare. You need your computer time to be productive, your boards to communicate effectively and your world to run smoothly. Today's technology can help, but how do you know what tools to choose?

Your Nerdy Best Friend, also known as author Beth Ziesenis, has the solution. Join us for an entertaining, energetic session on the Top Technology Tools that will solve your biggest time-wasting, frustrating challenges and make your life so much easier. And best of all, the tools she shares are all either free or darn cheap, perfect for any budget.

## Scheduled Breakouts for Returning Attendees

### Get Control of Stress, Time Management, and Clutter

*Dr. Bob Jerome, CPS HR Consulting*

Stress, anxieties, and attitudes are just symptoms of our increasingly complex and cluttered world. In this session, we discuss the choices you make every day: to become buried under an avalanche of clutter or to streamline and simplify.

### Policy & Procedure Review and Writing

*Oliver Yee, Liebert Cassidy Whitmore*

Do your district's personnel rules cover contemporary issues facing employers in today's employment environment? Are they user friendly, understandable and consistent with the ever-changing employment laws? If not, you are not alone. Join us to discuss optimum approaches for your district's personnel rules from a policy and legal standpoint. Bring along a copy of your personnel rules so that we can have an interactive discussion of suggested additions and revisions.

### Form 700 – Easier Than It Looks

*Roxanne Diaz, Richards, Watson, and Gershon*

As a public official or designated filer, you have a legal duty to file a Statement of Economic Interest, commonly known as a Form 700. How do you fill it out? What do you need to disclose? Given the recent headlines, the expectations for transparency in government have grown. This training will explain the "ins" and "outs" of the Form 700 geared toward current filers on how to satisfy your state-mandated financial disclosure requirements. We will also discuss ways in which the Form 700 can be used to help staff identify and avoid conflict.

### Human Resources 101

*Oliver Yee, Liebert Cassidy Whitmore*

This is a Human Resources 101 workshop that will provide a general overview of relevant HR issues that face special districts. We will cover an array of important topics including personnel files, leave and absenteeism, performance evaluations and role of the supervisor/manager.

### "The Write Way" Tips and Tricks for Writing Email, Memos and More

*Dr. Bob Jerome, CPS HR Consulting*

This workshop will help you write letters, memos, and emails that clearly state your message and get the results you want. You will learn various shortcuts and techniques for getting started, for identifying your audience and agency's needs, for adjusting tone and style, for effectively reviewing preliminary drafts, and for formatting the final product.

### Compliance with the Public Records Act

*Roxanne Diaz, Richards, Watson, and Gershon*

This program provides attendees with in-depth and up-to-date information about California's Public Records Act. The speaker will discuss the nuts and bolts of the Public Records Act, practical tips to assist with access to public records, ways to ensure compliance and pitfalls to avoid non-compliance and new legislative updates.

### How to Deal with Difficult People: Building Connections without Burning Bridges

*Dr. Bob Jerome, CPS HR Consulting*

Interpersonal skills are the foundation of effective relationships at work. With an emphasis on professional and clear communication, this workshop will help you improve your oral communication skills, increase your ability to understand and be understood, and help you have more influence. This class provides you with practice in these skills, and opportunities to discuss and solve actual interpersonal work issues.

### Rules of Order and Facilitating Board Protocols (Interactive Session)

*Lorenzo Cuesta, Professional Registered Parliamentarian*

Learn proper minute taking practices; the motion to refer; the motion to postpone; point of order and the appeal process; the motion to suspend the rules; how to translate a desired action into a motion; how to champion a motion; and the ranking of motions.

### Brown Act Compliance Training

*Donald Davis and Alexandra Barnhill, Burke, Williams & Sorensen, LLP*

With heightened scrutiny on government transparency laws such as the Ralph M. Brown Act, it is crucial that your district maintain full compliance with California's opening meetings law. This interactive workshop will review many of the Brown Act's key provisions that affect special districts, provide an update on recent changes to the Brown Act and emphasize ways to ensure that district open meeting practices keep pace with rapidly evolving changes in technology (smart phones, iPads, etc.).

### Proposition 218, Proposition 26, and Rate Setting

*Kelly Salt, Best Best & Krieger*

Both Proposition 218 and Proposition 26 impact the ways local governments can raise the funds they need for important projects and services. This workshop will provide an update on recent cases and legislation interpreting and clarifying Proposition 218. Additionally, it will provide an overview of the provisions of Proposition 26 and the impacts that it may have on local governments and their ability to raise revenues.



## For First-time Attendees

### Technology Traps for the Unwary

*David Tyra, Kronick Moskowitz  
Tiedemann & Girard*

The sharp increase in electronic communication and the use of computers and new technology to conduct business has led to a unique set of concerns and questions for government agencies. These concerns will be addressed in this informative seminar on the challenges faced by public agencies in following California and federal law as specifically applied to the unique issues created by the electronic workplace.

### What Would You Do If?

*David Aranda, General Manager, North  
of the River Municipal Water District and  
Ruthann Ziegler, Meyers Nave*

This session is your chance to get your questions answered! Selected questions submitted by conference attendees will be reviewed by our expert panel.

### The Board Clerk's Road Map through Elections, Board Vacancies, and Board Orientation

*Krysten Hicks, Meyers Nave*

As a board clerk, what do you need to know about elections, board vacancies and board orientation? Attend this session and find out. What are the important items a board clerk should know about elections and vacancies? When called upon to provide orientation to new board members, what should the orientation include? Where do your responsibilities start, or perhaps more importantly, where do they end? What do you do if a board member doesn't complete ethics training? Attend this informative session and gain the skills and insight you need to seamlessly navigate the elections process from vacancy to election to orientation.

### Board Secretary/Clerk Foundations

The board secretary in a special district plays a multi-faceted role that is also one of the most highly visible in the district. The board secretary must ensure the district's compliance with extensive legal requirements, handle contentious situations and respond to the needs of board members and the public. This course provides a comprehensive review and insight into all components of the board secretary/clerk position.

### Rules of Order and Facilitating Board Protocols

*Lorenzo Cuesta, Professional Registered Parliamentarian*  
Learn how to facilitate proper debate protocol in a board; the rights and obligations of the board and those of the public during a board meeting, especially in view of the recent State Budget Act; the six steps to handling a motion; and the three forms of amendments.

### Staying in Compliance: Understanding Fundamental Special District Laws

*Ruthann Ziegler and Krysten Hicks, Meyers Nave*

As times change, so does the need to re-interpret and review the laws governing special districts. This workshop covers crucial areas of the law as they relate to all types of special districts.

### Records Retention & Management

*Matthew "Mal" Richardson, Best Best & Krieger LLP and  
Hedy Belttary, Incrementum*

This session provides attendees with information on creating a records retention schedule for a special district. Information provided will include appropriate retention policies, what's required by law, where to go to research the laws and how to determine the right retention requirements.

### Understanding Board Member & District Liability Issues

*Dennis Timoney, SDRMA*

Having a complete understanding of the potential liability issues in your district can prevent problems in the future and even assist with efficiency and communication protocols. This workshop is a discussion of the legal role of the board in the management and operation of a public agency and the role of individual board members acting within the course and scope of their official duties.

## Certified on your own

**Unable to make it to this year's conference? No problem! You can still earn your certificate at your own pace!** Simply complete the required coursework within two years and CSDA will send you your official certificate.

In order to become certified using this option, you must complete the Board Secretary/Clerk Foundations Training, the Staying in Compliance: Understanding Fundamental Special Districts Laws workshop and four of the seven available webinars under the program.

You can take the courses in any order you would like and, once completed, send in the Graduate Certificate Application to CSDA within six months of finishing the last course. You can obtain the application by contacting the CSDA office at 877.924.2732.

For a full listing of the courses available under this program and additional information on the certificate requirements, visit [www.csda.net/boardsecretaryconference](http://www.csda.net/boardsecretaryconference) or watch your mailbox for the 2013 CSDA Education Catalog in December



Special District Risk Management Authority 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 Board Secretary/Clerk Conference as well as the webinars and workshops associated with the Board Secretary/Clerk Certificate.  
[\* SDRMA CIP]

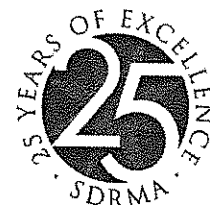


## Maximizing Protection. Minimizing Risk.

As California's trusted risk management advisor, SDRMA brings together a unique combination of world-class risk management consulting and technical experts that make our Member Programs superior to everything else on the market. Our goal is to serve as an extension of your staff so our service is seamless to you and your agency. Visit our website at [www.sdrma.org](http://www.sdrma.org) or call us at **800.537.7790** for more information about our Workers' Compensation, Property/Liability or Health Benefits Programs. We look forward to serving you!



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY



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# Board Secretary/Clerk Conference - February 28 - March 1, 2013

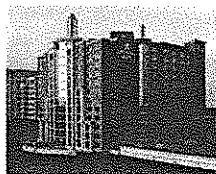
## Registration Form

One form per registrant. Please make copies as needed.		
Name/Title:		
District:		
Address:		
City:	State:	ZIP:
Phone:	Fax:	
Email:		
Special Needs:		
Emergency Contact Name:	Phone:	
<b>BOARD SECRETARY/CLERK CONFERENCE OPTIONS</b>		
Member status: <input type="checkbox"/> SDRMA Member - \$500 <input type="checkbox"/> CSDA Member - \$575 <input type="checkbox"/> Non-member - \$725		
Current Certificate Holder: <input type="checkbox"/> Yes <input type="checkbox"/> No		
I will be participating as: <input type="checkbox"/> First-time Attendee <input type="checkbox"/> Advanced - Returning Attendee - If advanced, please select breakout session options:		
<b>Thursday</b> 10:30 a.m. <input type="checkbox"/> Policy & Procedure Review and Writing <input type="checkbox"/> Form 700: Easier than it Looks  1:30 p.m. <input type="checkbox"/> Human Resources 101 <input type="checkbox"/> "The Write Way" Tips and Tricks for Writing Email, Memos and More  3:30 p.m. <input type="checkbox"/> Compliance with the Public Records Act <input type="checkbox"/> How to Deal with Difficult People		
<b>Friday</b> 10:30 a.m. <input type="checkbox"/> Brown Act Compliance Training <input type="checkbox"/> Proposition 218, Proposition 26 and Rate Setting  1:30 p.m. <input type="checkbox"/> Technology Traps for the Unwary <input type="checkbox"/> What Would You Do If?		
<b>Payment Information</b>		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		
Acct. name:	Acct. Number	
Expiration date:	Authorized Signature:	

**Mail or Fax completed form to:**  
California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814  
t: 916.442.7889

**Questions?**  
Please contact us toll-free:  
877.924.2732

**Conference Cancellation Policy**  
Cancellations must be made IN WRITING and received via fax or mail no later than three business days prior to the conference. All cancellations made within the specified time will be refunded less a \$75 processing fee.



**Conference Date and Location**  
February 28 - March 1, 2013  
Embassy Suites Anaheim South  
11767 Harbor Blvd  
Garden Grove, CA 92840  
1.800.Hiltons  
Room reservation cut-off: Feb. 4, 2013



California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814

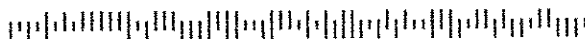
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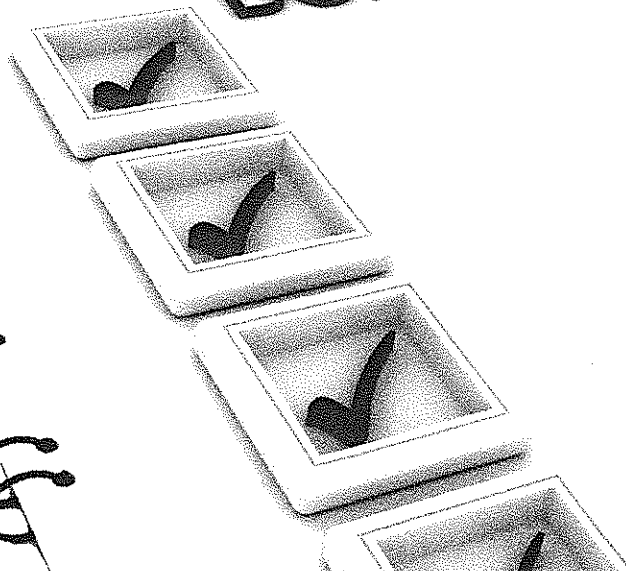
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Ms. Dawn Deans  
Executive Assistant  
Palmdale Water District  
2029 E Avenue Q  
Palmdale, CA 93550-4038



**DONE**



**MINUTES OF MEETING OF THE OUTREACH COMMITTEE OF THE PALMDALE WATER DISTRICT, DECEMBER 3, 2012:**

*A regular meeting of the Outreach Committee of the Palmdale Water District was held Monday, December 3, 2012, 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:**

Outreach Committee:

Gloria Dizmang, Chair

Robert Alvarado, Committee  
Member

**Others Present:**

Matt Knudson, Engineering Manager

Jim Stanton, Information Technology Manager

Claudette Beck, Water Conservation Supervisor

Dawn Deans, Executive Assistant

0 members of the public

**2) Adoption of Agenda.**

It was moved by Committee Member Alvarado, seconded by Chair Dizmang, and unanimously carried to adopt the agenda, as amended, with Agenda Item No.'s 4.2, 4.4, 4.5, 4.7, 5.3, and 6.2 considered prior to other agenda items.

**3) Public Comments.**

There were no public comments.

**4) Action Items:**

**4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held November 5, 2012.**

After a brief discussion, it was moved by Committee Member Alvarado, seconded by Chair Dizmang, and unanimously carried to approve the minutes of the meeting held November 5, 2012, as written.

**4.2) Discussion of Next Issue of Water News. (Water Conservation Supervisor Beck)**

Water Conservation Supervisor Beck reviewed the upcoming issue of Water News followed by discussion of the articles and revisions.

**4.4) Discussion and Possible Action on List and Cost of Annual Community Events for District Participation. (Water Conservation Supervisor Beck)**

Water Conservation Supervisor Beck reviewed the community events proposed for District participation in 2013 at an estimated cost increase of \$2,500 plus staff time followed by a brief discussion of these events.

**4.5) Discussion and Possible Action on Cash for Grass Program for 2013. (Water Conservation Supervisor Beck)**

Water Conservation Supervisor Beck reviewed the Cash for Grass Program participants and costs for 2010, 2011, and 2012 and revisions to the rebate amounts for the 2013 Cash for Grass Program after which the Committee discussed the 2013 budget and concurred with these amounts.

**4.7) Discussion and Possible Action on 2013 Estimated Water Conservation Outreach Costs. (Chair Dizmang/Water Conservation Supervisor Beck)**

Water Conservation Supervisor Beck reviewed the water conservation outreach budget for 2012 and staff's recommendations for 2013 including community events, rebates and training, landscape workshops, public information and outreach, Water News both direct mail and email, the web site, and radio advertising and general media, and then reviewed the District's water conservation program and outreach for meeting Best Management Practices and reporting requirements.

Chair Dizmang then requested additional promotion of the District followed by discussion of the 2013 budget, the cost of media advertising and free air time, public information ads, and participating in 30-minute on air radio discussions and 3-minute on air cable tv discussions after which staff was directed to develop a priority list of water conservation outreach costs, a list of topics for on air discussions for Committee review, and a barebones budget for water conservation outreach costs.

**5) Old Business.**

**5.3) Discussion and Possible Action on Video Media for Front Lobby. (Committee Member Alvarado)**



Water Conservation Supervisor Beck informed the Committee that a Cash for Grass Powerpoint presentation has been developed for the video media for the front lobby, and it was requested that this also be prepared in Spanish.

**6) Information Items.**

**6.2) Update on 2012-2013 Water Awareness School Education Programs.  
(Water Conservation Supervisor Beck)**

Water Conservation Supervisor Beck informed the Committee of the costs of the water awareness school education contests for 2012 and for 2013 and then provided the Committee with entry forms for all contests.

**4) Action Items:**

**4.3) Discussion of "Before the First Drop" Marketing Campaign. (Chair Dizmang)**

Information Technology Manager Stanton informed the Committee that phase 1 of the interactive "Before the First Drop" marketing campaign is live on the District's web site and that Water Conservation Supervisor Beck is providing the content for phase 2.

**4.6) Discussion and Possible Action on Social Media Marketing Campaign.  
(Committee Member Dizmang)**

Executive Assistant Deans reviewed the t-shirt designs developed by Administrative Assistant Henry for the social media marketing campaign to promote the District's Facebook page and to increase the District's email notification list and the quotations received, and after a brief discussion of the budget and of selling extra t-shirts, the Committee directed staff to order 25 adult and 25 youth t-shirts for the campaign at a cost of \$500.00.

**4.8) Discussion and Possible Action on 2013 Estimated Information Technology Outreach Costs. (Chair Dizmang/Information Technology Manager Stanton)**

Information Technology Manager Stanton reviewed the information technology budget for 2012 and staff's recommendations for 2013 followed by discussion of these

recommendations being mostly fixed costs after which the Committee requested staff obtain lower cost alternatives for Nemo-Q.

**5) Old Business.**

**5.1) Status of Water Cost Comparison with Different Water Districts and Comparisons to Gas and Electricity Costs. (Director Dizmang)**

There was no additional information on this item.

**5.2) Discussion of Amendment to the District's Rules and Regulations Regarding Community Presentations and Policy for Requesting District Speakers and Presentations. (General Manager LaMoreaux)**

Executive Assistant Deans informed the Committee that emails have been sent to various community organizations inquiring about presentation topics and that the Committee will be updated as responses are received.

**5.3) Discussion and Possible Action on Video Media for Front Lobby. (Committee Member Alvarado)**

Information Technology Manager Stanton informed the Committee that holiday greetings and a presentation requested by General Manager LaMoreaux have been added to the video media for the front lobby and that the Cash for Grass presentation provided by Water Conservation Supervisor Beck will be added by next week after which the Committee requested historical photos and before and after Cash for Grass photos also be added.

**6) Information Items.**

**6.1) Update on Landscape Workshops. (Water Conservation Supervisor Roberts)**

There was no additional information on this item.

**6.3) Status Report on Enhancing the District's Web Site and Social Media Presence. (Information Technology Manager Stanton/Water Conservation Supervisor Roberts)**



Information Technology Manager Stanton informed the Committee that the water quality FAQs for the web site are currently being updated to an interactive presentation and that the mobile web site is anticipated to be available by year-end.

**6.4) Other.**

There were no further information items.

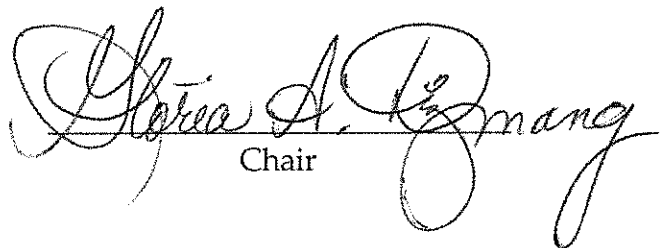
**6) Board Members' Requests for Future Agenda Items.**

There were no requests for future agenda items.

The next Outreach Committee meeting was then scheduled for January 7, 2013 at 3:00 p.m.

**7) Adjournment.**

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

  
Chair

<b>DATE:</b>	January 17, 2013	<b>January 23, 2013</b>
<b>TO:</b>	BOARD OF DIRECTORS	<b>Board Meeting</b>
<b>FROM:</b>	Mr. Dennis D. LaMoreaux, General Manager	
<b>RE:</b>	<b><i>AGENDA ITEM NO. 8.2 – REPORT OF GENERAL MANAGER – DISTRICT VACANCIES</i></b>	

<u>Position</u>	<u>Department</u>	<u>Comment</u>
Human Resources Manager	Human Resources	Retired
Treatment Plant Supervisor	Operations	Retired
Senior Plant Maintenance Worker	Operations	
Service Worker	Facilities	
Field Service Worker I	Finance	