

**PALMDALE RECYCLED WATER AUTHORITY (PRWA)  
CITY OF PALMDALE  
CITY HALL COUNCIL CHAMBERS  
38300 SIERRA HIGHWAY, SUITE B  
PALMDALE, CALIFORNIA  
REGULAR MEETING AGENDA NO. 6  
JUNE 19, 2013  
7:00 P.M.**

[www.cityofpalmdale.org](http://www.cityofpalmdale.org)  
[www.palmdalewater.org](http://www.palmdalewater.org).

**WELCOME**

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

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

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

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

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

**1. CALL TO ORDER.**

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

3. **PLEDGE OF ALLEGIANCE.**

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

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

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

6. **CONSENT CALENDAR:**

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

6.1 Adopt Resolution No. PRWA 2013-014, a Resolution of the Palmdale Recycled Water Authority approving the PRWA website. (Staff Reference: Authority Counsel Ditzhazy)

6.2 Approve the Minutes from the previous meeting held on May 15, 2013. (Staff Reference: Secretary Smith)

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

7. **PUBLIC COMMENTS:** This portion of the Agenda allows an individual the opportunity to address the Board of Directors on any subject regarding Palmdale Recycled Water Authority business. Under state legislation, no action can be

taken on items not specifically referenced on the Agenda. **PLEASE NOTE: A three-minute time limit** will be imposed on each speaker other than staff members.

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

**9. ADJOURNMENT** to \_\_\_\_\_, 2013 at 7:00 p.m. at the Palmdale Water District Board Room located at 2029 East Avenue Q, Palmdale, California.

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

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

# PALMDALE RECYCLED WATER AUTHORITY BOARD MEMORANDUM

**DATE:** June 12, 2013 June 19, 2013  
**TO:** BOARD OF DIRECTORS Board Meeting  
**FROM:** Wm. Matthew Ditzhazy, Authority Counsel  
**VIA:** Mr. Dennis LaMoreaux, Executive Director, PRWA

**RE:** *AGENDA ITEM NO. 6.1 – CONSIDERATION AND POSSIBLE ACTION ON  
RESOLUTION NO. PRWA 2013-014, A RESOLUTION OF THE BOARD OF  
DIRECTORS OF THE PALMDALE RECYCLED WATER AUTHORITY  
APPROVING THE PRWA WEBSITE*

## **Recommendation:**

Palmdale Recycled Water Authority (PRWA) staff recommends that the Authority Board approve Resolution No. PRWA 2013-014, a Resolution of the Board of Directors of the Palmdale Recycled Water Authority approving the PRWA website.

## **Background:**

At the Authority Meeting of May 15, 2013, the Board saw a brief presentation and heard staff estimates as to the content and costs associated with the building and maintaining of an official PRWA Internet website. The Board gave additional direction as to content of the website that tentatively included a discussion of creation of the PRWA, its structure, service area, annual budget and goals. The website will contain a listing and biography of PRWA Board members, schedule of Board meetings and location, upcoming agendas and the official minutes of past PRWA Board meetings.

The PRWA website will have a public access area (the primary portion of the website) and a “staff area” for draft agendas, staff reports, resolutions and the like. It is anticipated that both the staff of the City of Palmdale and that of the Palmdale Water District will jointly manage and have access to the websites content so that regular updates can occur (although the website will be maintained on the City system). Responsibility for maintaining the website will alternate between the two agencies with the City setting it up and maintaining it for the balance of 2013 when the District will take over for 2014. The Board also directed, if possible, that the ultimate plans for the

combined recycled water infrastructure be placed on the website once completed. Finally, the Board authorized its staff to continue operation of the website and approved the initial costs and ongoing maintenance of the system.

The Authority Board approved an initial annual estimated budget of \$7,303.58 which includes a one-time VPN Access cost of \$65.00, an annual domain name registration cost of \$69.98 and monthly cost of \$602.80 (firewall, support and cloud server). As the Board can only act via resolution, the foregoing is included in PRWA Resolution No. 2013-014 as well as authorization for its executive director to enter into website agreements as necessary and approve and pay for charges for the website from PRWA funds. Updating costs and those for servicing the system will be borne by the City for 2013 and the District for 2014 and then alternately thereafter.

**Financial Impact:**

Approximately \$7375.00 the first year and approximately \$7310.00 per year thereafter.

**Supporting Documents:**

PRWA Resolution No. 2013-014

## **RESOLUTION NO. PRWA 2013-014**

### **A RESOLUTION OF THE PALMDALE RECYCLED WATER AUTHORITY APPROVING THE PRWA WEBSITE**

WHEREAS, Section 3.1(c) and (f) of the "Joint Exercise of Powers Agreement Creating the Palmdale Recycled Water Authority", authorized the Board of the Palmdale Recycled Water Authority, hereinafter the "Board" to enter into contracts and promote the services of the Authority, and

WHEREAS, at its meeting held on May 15, 2013, the Board heard a brief presentation and heard staff estimates as to the content and costs associated with the building and maintaining of an official PRWA Internet website, and

WHEREAS, the Board gave additional direction as to the content of the website that tentatively included a discussion of creation of the PRWA, its structure, service area, annual budget, goals and other material.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Palmdale Recycled Water Authority:

Section 1. That Authority staff is hereby authorized to create and maintain a PRWA website that includes a discussion of creation of the PRWA, its structure, service area, annual budget and goals. The website should likewise contain a listing and biography of PRWA Board members, schedule of Board meetings and location, upcoming agendas, the official minutes of past PRWA Board meetings and, when completed, a depiction and explanation of the recycled water infrastructure plan. The Executive Director is authorized to include such other information relevant to the PRWA and its mission that he believes necessary.

Section 2. That the staff of the City of Palmdale and that of the Palmdale Water District will jointly manage and have access to the website's content so that regular updates can occur (although the website will be maintained on the City system). Responsibility for regularly maintaining the website will alternate annually between the two agencies with the City setting it up and maintaining it for the balance of 2013 when the District will take over for 2014.

Section 3. That the Authority Board authorizes an initial annual estimated budget of \$7,303.58 which includes a one-time VPN Access cost of \$65.00, an annual domain name registration cost of \$69.98 and monthly cost of \$602.80 (firewall, support and cloud server). This is an estimate and the Executive Director is authorized to make these payments.

Section 4. That the Authority's Executive Director is authorized to enter into website agreements as necessary and approve and pay those charges, as set forth in Section 3 above, for the website from PRWA funds. Regular updating costs and those for servicing the system will be borne by the City for the balance of 2013 and by the District for 2014 and then alternately thereafter as per the JPA.

Section 5. The Clerk of the Authority shall certify to the passage and adoption of this Resolution and enter it into the official records of the Authority.

PASSED, APPROVED and ADOPTED this 19th day of June, 2013, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
James C. Ledford, Jr.,  
Chair

ATTEST:

\_\_\_\_\_  
Rebecca Smith,  
Authority Secretary

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Wm. Matthew Ditzhazy,  
Authority Counsel

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

[www.cityofpalmdale.org](http://www.cityofpalmdale.org)  
[www.palmdalewater.org](http://www.palmdalewater.org).

**1. CALL TO ORDER.**

Called to order at 7:00 p.m.

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

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

Motion: Excuse the absence of Director Dexter.

Moved by Director Bettencourt, seconded by Director Mac Laren.

Vote: Motion carried (4-0).

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

Absent: Director Dexter

**3. PLEDGE OF ALLEGIANCE.**

Director Mac Laren led the Pledge of Allegiance.

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

Motion: waive full reading of the Resolution(s) to be considered and voted on at this meeting.

Moved by Director Bettencourt, seconded by Director Mac Laren.

Vote: Motion carried (4-0).

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

Absent: Director Dexter



**5. CONSENT CALENDAR – PUBLIC COMMENTS ONLY:**

None.

**6. CONSENT CALENDAR:**

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

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

Motion: Approve the recommendations and findings on all items listed under this Consent Calendar.

Moved by Director Mac Laren, seconded by Director Bettencourt.

Vote: Motion carried (4-0).

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

Absent: Director Dexter

**7. APPOINTMENTS:**

7.1 Resolution No. PRWA 2013-012, a Resolution of the Palmdale Recycled Water Authority appointing its Chair and Vice Chair through December 31, 2013 or until appointment of successor Chair or Vice Chair. (Staff Reference: Authority Counsel Ditzhazy)

Authority Counsel Ditzhazy presented the staff report.

Director Gonzalez asked questions of staff and staff responded.

Public Comments: None

Motion: Appoint James C. Ledford, Jr. as Chair of the Palmdale Recycled Water Authority.

Moved by Director Mac Laren, seconded by Director Bettencourt.

Vote: Motion carried (4-0).

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

Absent: Director Dexter

Motion: Appoint Kathryn Mac Laren as Vice Chair of the Palmdale Recycled Water Authority.

Moved by Chair Ledford, seconded by Director Bettencourt.

Vote: Motion carried (4-0).

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

Absent: Director Dexter

Motion: Adopt Resolution PRWA 2013-012.

Vote: Motion Carried (4-0)

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

Absent: Director Dexter

## **8. NEW BUSINESS:**

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

City of Palmdale IT Director Lori Fincher and City of Palmdale Webmaster Matthew Kunze gave an oral presentation regarding the proposed Palmdale Recycled Water Authority Website.

Director Gonzalez asked Webmaster Kunze if the website would have a bilingual or free translator available for the public. Webmaster Kunze responded stating that translation functionality can be built in to the website.

Public Comments: Steve Chisholm, questioned how PRWA would pay for it. Chair Ledford replied that the money for the website is included in the Palmdale Recycled Water Authority Budget.

Lowell Havelin questioned the expense and purpose of the website. Board Clerk Smith and IT Director Fincher provided an explanation of purpose.

Director Bettencourt suggested tracking the website's usage for a period of one year to determine if the website is being used for its intended purpose.

The Authority gave direction to staff to prepare a Resolution for approval of the website for 1 year of use, and to add verbiage regarding the tracking of usage.

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

Assistant Executive Director Mischel reported that he had spoken with the Sanitation District and hopes to have something to report at the June 19, 2013 meeting.

Public Comments: None

This item was presented for informational purposes only, and no action was taken.

**9. PUBLIC COMMENTS:**

Michael Leighty asked questions about Palmdale Water District/City of Palmdale water authority relationship and website.

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

Executive Director LaMoreaux - The grant application was received by the State of California on March 6, 2013. The grant will be a big help in paying for the Recycled Water Master Plan. Executive Director LaMoreaux stated that he saw presentations from Orange County, San Diego and Silicon Valley that showed their various stages of use for recycled water and how they handle public relations. He will get copies of the presentations and pass them out at a future meeting.

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**11. ADJOURNMENT:**

Chair Ledford adjourned the meeting at 7:27 p.m. to June 19, 2013 at 7:00 p.m. at the City of Palmdale City Hall Council Chambers located at 38300 Sierra Highway, Suite B, Palmdale, California.

PASSED, APPROVED, AND ADOPTED this 19th day of June 2013.

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James C. Ledford, Jr.  
Chair

ATTEST:

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Rebecca J. Smith  
Secretary