

# PALMDALE WATER DISTRICT

2029 East Avenue Q • Palmdale, California 93550 • Telephone (661) 947-4111

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

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Attorneys



## Board of Directors

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Division 1

GORDON G. DEXTER  
Division 2

GLORIA DIZMANG  
Division 3

KATHY MAC LAREN  
Division 4

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Division 5

July 3, 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, July 10, 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) Moment of Silence for Murray Pond, Palmdale Irrigation District (PWD) Manager 1953 to 1958 and for the Prescott, Arizona firefighters.
- 3) Roll Call.
- 4) Adoption of Agenda.
- 5) Public comments for non-agenda items.
- 6) Presentations:  
No presentations scheduled at this time.

- 7) 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.)
  - 7.1) Approval of minutes of regular meeting held June 26, 2013.
  - 7.2) Approval of minutes of special meeting held June 26, 2013.
  - 7.3) Payment of bills for July 10, 2013.
- 8) 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.)
  - 8.1) Consideration and possible action on request received from Lydell and Dell Gordon to waive deposit policies to establish a water service account. (Finance Manager Williams)
  - 8.2) Status report on Cash Flow Statement and Current Cash Balances as of May 31, 2013. (Financial Advisor Egan/Finance Committee)
  - 8.3) Status report on Financial Statements, Revenue and Expense and Departmental Budget Reports for May 31, 2013. (Finance Manager Williams/Finance Committee)
  - 8.4) Status report on committed contracts issued. (Engineering Manager Knudson/Finance Committee)
  - 8.5) Consideration and possible action on amendment to contract with Aspen Environmental Group for the Littlerock Reservoir Sediment Removal Project EIR/EIS/Permit assistance. (\$530,560.00 – 2013A Series Water Revenue Bond – Engineering Manager Knudson/Water Supply & Reliability Committee)
  - 8.6) Consideration and possible action on Board and staff attendance at conferences, seminars, and training sessions as follows:
    - a) 2013 NEOGOV Annual User Conference to be held October 3 - 4, 2013 in Las Vegas, Nevada.
- 9) Information Items:
  - 9.1) Reports of Directors: Meetings, Committee meetings, and general report.
  - 9.2) Report of General Manager.
  - 9.3) Report of Attorney.
- 10) Public comments on closed session agenda matters.
- 11) Closed session under:
  - 11.1) Government Code Section 54956.9(d)(1), pending litigation: *Antelope Valley Ground Water Cases*.

- 11.2) Government Code Section 54956.9(d)(1), pending 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.*
- 11.3) Government Code Section 54956.9(d)(1), pending litigation: *Central Delta Water Agency vs. Department of Water Resources, Sacramento Superior Court Case No. 34-2010-80000561.*
- 11.4) Government Code Section 54956.9(d)(1), pending litigation: *Velez v. City of Palmdale, et al, Los Angeles Superior Court Case No. MC023216.*
- 11.5) Government Code Section 54957, *Public Employee Discipline.*
- 12) Public report of any action taken in closed session.
- 13) Board members' requests for future agenda items.
- 14) Adjournment.



DENNIS D. LaMOREAUX,  
General Manager

DDL/dd

**PALMDALE  
WATER DISTRICT  
BOARD MEMORANDUM**

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<b>DATE:</b>	July 3, 2013	July 10, 2013
<b>TO:</b>	BOARD OF DIRECTORS	Board Meeting
<b>FROM:</b>	Mr. Bob Egan, Financial Advisor	
<b>RE:</b>	<i><b>AGENDA ITEM NO. 8.2 – STATUS REPORT ON CASH FLOW STATEMENT AND CURRENT CASH BALANCES AS OF MAY 31, 2013</b></i>	

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Attached is the Investment Funds Report and current cash balance as of May 31, 2013. The reports will be reviewed in detail at the Board meeting.

Cash is up \$568,000 from April from some of the following factors:

Water sales are up \$300,000 from the original cash flow projection, increasing cash collections as well. There were capital improvement fees received of \$48,031 and a DWR refund of \$35,285.

Other items on the cash flow are consistent with prior months, and we still show an increase of cash over budget at year end of over \$2,000,000.



PALMDALE WATER DISTRICT  
INVESTMENT FUNDS REPORT

				May 31, 2013				
DESCR							May-13	April-13
A/C #							VALUE	VALUE
CASH								
0-0103	Citizens/US Bank - Checking						730,319.25	758,683.91
0-0104	Citizens- Merchant						112,316.31	137,552.76
						Bank cash	842,635.56	896,236.67
0-0119	PETTY CASH						300.00	300.00
0-0120	CASH ON HAND						3,400.00	3,400.00
	TOTAL CASH						846,335.56	896,236.67
INVESTMENTS								
0-0110	UBS ACCOUNT SS 11469 GG							
	UBS RMA Government Portfolio						5,510,082.81	4,924,228.79
	UBS Bank USA Dep acct						250,000.00	250,000.00
	1998 Debt Reserve Fund							
	FHLB par 1.4Mil matures 10/18/13 3.625% interest						1,418,284.00	1,422,596.00
	Accrued interest						6,061.86	1,691.62
							7,184,428.67	6,598,516.41
0-1110	UBS ACCOUNT SS 11475 GG							
	UBS Bank USA Dep acct						181,526.74	133,492.32
	UBS RMA Government Portfolio						0.00	0.00
							181,526.74	133,492.32
0-0115	LAIF						11,690.59	11,690.59
0-0111	UBS ACCOUNT SS 11432 GG							
	UBS Bank USA Dep acct						250,000.00	49,010.68
	UBS RMA Government Portfolio						299,793.29	0.00
	Accrued interest						7,432.65	5,913.20
	US GOVERNMENT SECURITIES:							
		ISSUE		EXPIR			MARKET	MARKET
		DATE	ISSUER	DATE	RATE	PAR	VALUE	VALUE
			FNMA	10/26/15	1.625	500,000	514,180.00	515,665.00
			FNMA	06/28/17	1.125	500,000	493,290.00	499,215.00
			FNMA	07/17/17	1.2	500,000	496,115.00	501,145.00
		Called	FNMA	08/22/17	0.625	500,000	0.00	500,105.00
			FHLB	12/28/17	0.95	500,000	494,660.00	500,630.00
						2,500,000.00	1,998,245.00	2,516,760.00
	TOTAL MANAGED ACCOUNT						2,555,470.94	2,571,683.88
	TOTAL INVESTMENTS						9,933,116.94	9,315,383.20
GRAND TOTAL CASH AND RESTRICTED CASH							10,779,452.50	10,211,619.87
						Incr (Decr)	567,832.63	
		Checking		846,336				
		UBS MM		7,365,955		BNY Mellon		
		LAIF		11,691		Construction	8,500,000.00	
		UBS Investment		2,555,471		Issuance	8,959.16	
		Restricted		0			8,508,959.16	
		Total		10,779,453				

REVISED 06/28/13	2013	2013	2013	2013	2013	2013	2013	2013	2013	2013	2013	2013	
	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>YTD</u>
Water Sales	1,650,519	1,596,949	1,675,412	1,839,852	1,983,700	2,048,500	2,340,300	2,454,000	2,452,200	2,221,000	2,054,200	1,759,700	24,076,331
	1,650,519	1,596,949	1,675,412	1,839,852	1,983,700	2,048,500	2,340,300	2,454,000	2,452,200	2,221,000	2,054,200	1,759,700	
Beginning Balance	9,001,455	9,043,624	9,364,314	7,809,930	10,211,620	10,779,452	10,546,754	10,461,791	10,844,487	9,068,955	8,476,287	8,684,869	
Water Receipts	2,428,492	1,596,949	1,905,179	1,839,852	1,931,246	2,048,500	2,340,300	2,454,000	2,452,200	2,221,000	2,054,200	1,759,700	25,031,618
Other													
Total Operating Revenue	2,428,492	1,596,949	1,905,179	1,839,852	1,931,246	2,048,500	2,340,300	2,454,000	2,452,200	2,221,000	2,054,200	1,759,700	
Operating Expenses:													
Total Operating Expenses excl GAC	1,953,262	1,477,034	1,514,430	1,096,787	1,587,231	1,718,600	1,729,200	1,776,600	1,725,700	1,839,550	1,794,100	2,255,100	20,467,594
													3,608,737
Non-Operating Revenue Expenses:													
Assessments, net	620,213	287,572	2,234	1,883,965	585,806	2,800	394,200	143,000			113,500	2,383,600	6,416,890
Special Avek CIF Payment													0
Interest	(5,316)	(6,054)	1,396	(424)	(16,103)	2,100	2,100	1,900	2,100	2,100	2,100	2,100	(12,002)
Grant Re-imbursement						485,000							485,000
Capital Improvement Fees		44,176	(116,241)	0	48,031	12,500	12,500	12,500	12,500	12,500	12,500	12,500	63,466
													0
DWR Refund				59,514	35,285								94,799
Other /Palmdale Redevel Agency	9,828	54,653	6,774	13,488	16,165								100,908
Total Non-Operating Revenues	624,724	380,347	(105,836)	1,956,543	669,184	502,400	408,800	157,400	14,600	14,600	128,100	2,398,200	7,149,062
Capital Expenditures	(194,434)		(61,168)	(103,645)	(54,481)	(105,667)	(123,352)	(5,000)		(319,100)			(966,847)
GAC	(233,893)				(216,776)	(289,713)	(301,893)	(267,486)	(218,000)				(1,527,761)
SWP Capitalized	(629,459)	(156,354)	(180,606)	(156,354)	(156,354)	(156,400)	(656,400)	(156,400)	(184,600)	(156,400)	(156,400)	(156,400)	(2,902,127)
Prepaid Insurance (paid) refunded			(65,835)										(65,835)
Bond Payments Interest			(1,010,820)						(829,635)				(1,840,455)
Principal			(517,540)						(1,261,179)				(1,778,719)
System Work for AVEK													0
Butte payments						(490,000)				(490,000)			(980,000)
Capital leases		(23,218)	(3,327)	(37,919)	(17,756)	(23,218)	(23,218)	(23,218)	(23,218)	(23,218)	(23,218)	(23,218)	(244,746)
Legal adjudication fees													0
Total Cash Ending Balance	9,043,624	9,364,314	7,809,930	10,211,620	10,779,452	10,546,754	10,461,791	10,844,487	9,068,955	8,476,287	8,684,869	10,408,051	(10,306,490)
											Budget	8,193,078	451,310
											diff	2,214,973	

# **PALMDALE WATER DISTRICT BOARD MEMORANDUM**

**DATE:** July 2, 2013 **July 10, 2013**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Michael Williams, Finance Manager/CFO  
**VIA:** Mr. Dennis LaMoreaux, General Manager  
**RE:** *AGENDA ITEM 8.3 – STATUS REPORT ON FINANCIAL STATEMENTS,  
REVENUE AND EXPENSE AND DEPARTMENTAL BUDGET REPORTS FOR  
MAY 31, 2013*

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## **Discussion:**

Presented here are Balance Sheet and Profit/Loss Statement for the period ending May 31, 2013. Also included are Year-To-Year Comparisons, and Month-To-Month Comparisons for both revenue and expense. Finally, I have provided individual departmental budget reports for the month of May, 2013.

This is the fifth month of the District's Budget Year 2013. The target percentage is 41.6%. Revenues ideally are at or above, and expenditures ideally are below.

## **Balance Sheet:**

- Page 1 is our balance sheet on May 31, 2013. Here there are a few major changes; the 2013A Water Revenue Bonds were issued. We show the new money available for projects and the costs associated with the issue under the assets section. Under the Liability section we show the retirement of the 2004 COP's and the combined 2013A issue.

## **Profit/Loss Statement:**

- Page 3 is our profit/loss statement on May 31, 2013.
- Operating revenue is at 38% of budget.
- Cash operating expense is at 34% of budget.
- All departments are operating at or below the target 41.6% in their respective budget with the exception of Engineering, which is at 43%. This is due to the payment for the GIS project.
- Also included is the make-up of other operating revenues.

## **Year-To-Year Comparison P&L:**

- Page 7 is our comparison of May, 2012 to May, 2013.
- Total operating revenue is up by \$332K, or 20%. This is due to increased consumption.
- Operating expenditures are up by \$184K, or 14%.
- Page 8 is a graphic presentation of the water consumption comparison. Units billed in acre feet were up by 228, or 16%. Units consumed per connection were up by 4. Total operating revenue per unit consumed was up by \$0.10, or 3%.

BOARD OF DIRECTORS  
PALMDALE WATER DISTRICT

VIA: Mr. Dennis LaMoreaux, General Manager

-2-

July 2, 2013

**Revenue Analysis Year-To-Date:**

- Page 9 is our comparison of revenue, year-to-date.
- Operating revenue through May, 2013 is up by \$1.1MM, or 15%, compared to 2012.
- Total revenue is up \$91K, or .8%. The reason for this is the huge difference in capital improvement fees. Last year this time we had collected \$1.2MM in fees as compared to the current negative position because of the refunding of fees.

**Expense Analysis Year-To-Date:**

- Page 11 is our comparison of expense, year-to-date.
- Cash Operating Expenses through May, 2013 are down by \$1.6MM, or 22%, compared to 2012. This is due primarily to the reduction in legal and adjudication expense under Administration and reduced expenses in Facilities and water purchases. In fact, every department has reduced expenses year-to-date.
- Total Expenses are down by \$3MM, or 20%, compared to 2012. This is due to reductions in a few areas such as depreciation, OPEB and interest on long term debt.

**Departments:**

- Pages 14 through 22 are detailed budgets of each department. As stated earlier, all departments are below the target 41.6%, with the exception of Engineering on page 16.

**Non-Cash Definitions:**

**Depreciation:** This is the spreading of the total expense of a capital asset over the expected life of that asset.

**OPEB Accrual Expense:** Other Post Employment Benefits (OPEB) is the recognized annual required contribution to the benefit. The amount is actuarially determined in accordance with the parameters of GASB 45. The amount represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year.

**Bad Debt:** The uncollectible accounts receivable that has been written off.

**Service Cost Construction:** The value of material, parts & supplies from inventory used to construct, repair and maintain our asset infrastructure.

**Capitalized Construction:** The value of our labor force used to construct our asset infrastructure.

**Palmdale Water District**  
**Balance Sheet Report**  
**For the Five Months Ending 5/31/2013**

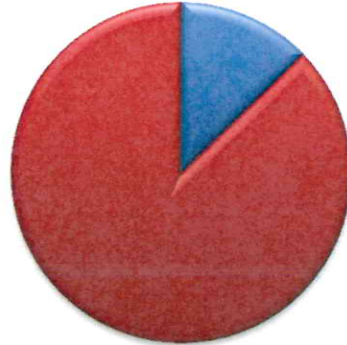
	<u>May 2013</u>	<u>April 2013</u>
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	\$ 843,427	\$ 899,937
Investments	9,933,117	9,315,383
2013A Bonds - Project Funds	8,500,000	-
	<u>\$ 19,276,544</u>	<u>\$ 10,215,320</u>
<b>Receivables:</b>		
Accounts Receivables - Water Sales	\$ 1,537,464	\$ 1,363,570
Accounts Receivables - Miscellaneous	251,908	259,811
Allowance for Uncollected Accounts	(49,317)	(49,317)
	<u>\$ 1,740,056</u>	<u>\$ 1,574,064</u>
Interest Receivable	\$ 9	\$ 9
Assessments Receivables	623,294	1,209,100
Meters, Materials and Supplies	955,850	883,316
Prepaid Expenses	101,378	127,165
<b>Total Current Assets</b>	<b>\$ 22,697,132</b>	<b>\$ 14,008,974</b>
<b>Long-Term Assets:</b>		
Property, Plant, and Equipment, net	\$ 117,874,069	\$ 118,259,753
Participation Rights in State Water Project, net	37,187,358	37,175,749
Bond Issuance Cost, Net	263,277	769,707
2013A Bonds - Cost of Issuance	1,135,017	-
2013A Bonds - Insurance & Surety Bond	242,547	-
<b>Total Long-Term Assets</b>	<b>\$ 156,702,268</b>	<b>\$ 156,205,210</b>
<b>Total Assets</b>	<b>\$ 179,399,399</b>	<b>\$ 170,214,184</b>
<b>LIABILITIES AND DISTRICT EQUITY</b>		
<b>Current Liabilities:</b>		
Current Interest Installment of Long-term Debt	\$ 63,280	\$ 176,110
Current Principal Installment of Long-term Debt	1,424,665	1,079,665
Accounts Payable and Accrued Expenses	5,068,062	4,971,051
Deferred Assessments	166,663	583,330
<b>Total Current Liabilities</b>	<b>\$ 6,722,670</b>	<b>\$ 6,810,156</b>
<b>Long-Term Debt:</b>		
Pension-Related Debt	\$ 1,141,041	\$ 1,141,041
OPEB Liability	6,709,091	6,560,962
2013A Water Revenue Bonds	44,429,235	-
2012 - Certificates of Participation	10,965,154	10,958,357
2004 - Certificates of Participation	-	35,399,703
2011 - Capital Lease Payable	498,207	525,362
<b>Total Long-Term Liabilities</b>	<b>\$ 63,742,728</b>	<b>\$ 54,585,425</b>
<b>Total Liabilities</b>	<b>\$ 70,465,398</b>	<b>\$ 61,395,581</b>
<b>District Equity</b>		
Revenue from Operations	\$ (498,703)	\$ (614,101)
Retained Earnings	109,432,704	109,432,704
<b>Total Liabilities and District Equity</b>	<b>\$ 179,399,399</b>	<b>\$ 170,214,184</b>



## BALANCE SHEET AS OF MAY 31, 2013

### Assets

\$22,697,132 **\$179,399,399**

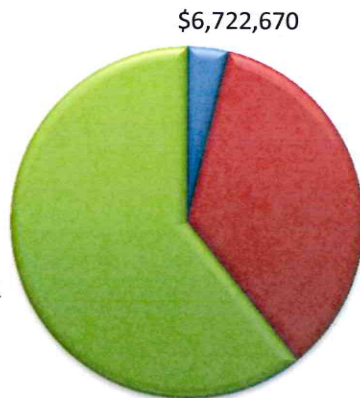


■ Total Current Assets  
■ Total Long-Term Assets

\$156,702,268

### Liability & Equity

**\$179,399,399**



■ Current Liabilities:  
■ Long-Term Debt:  
■ District Equity

\$108,934,001

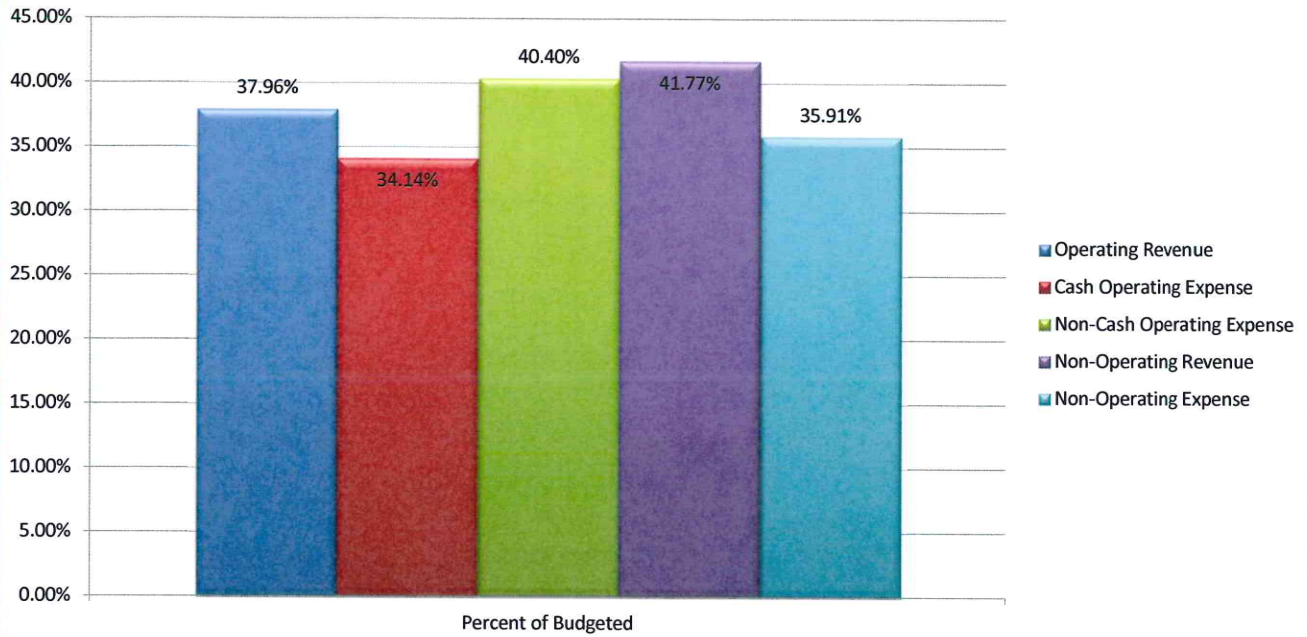
**Palmdale Water District**  
**Consolidated Profit and Loss Statement**  
**For the Five Months Ending 5/31/2013**

	Thru April	May	Year-to-Date	Adjustments	Adjusted Budget	% of Budget
<b>Operating Revenue:</b>						
Wholesale Water	\$ 8,779	\$ 12,765	\$ 21,543		\$ 175,000	12.31%
Water Sales	1,912,480	749,238	2,661,718		8,198,000	32.47%
Meter Fees	3,682,386	919,065	4,601,451		11,232,000	40.97%
Water Quality Fees	363,607	143,767	507,374		1,638,000	30.98%
Elevation Fees	109,556	47,584	157,140		550,000	28.57%
Other	685,924	111,281	797,205		1,250,000	63.78%
<b>Total Water Sales</b>	<b>\$ 6,762,731</b>	<b>\$ 1,983,700</b>	<b>\$ 8,746,431</b>	<b>\$ -</b>	<b>\$ 23,043,000</b>	<b>37.96%</b>
<b>Cash Operating Expenses:</b>						
Directors	\$ 34,593	\$ 9,326	\$ 43,919		\$ 117,500	37.38%
Administration	718,627	137,115	855,741		2,602,000	32.89%
Engineering	429,739	90,518	520,257		1,215,750	42.79%
Facilities	913,927	269,209	1,183,136		3,298,500	35.87%
Operations	1,327,567	523,061	1,850,628		4,944,250	37.43%
Finance	844,317	216,325	1,060,641		2,789,000	38.03%
Water Conservation	72,792	17,676	90,468		239,750	37.73%
Human Resources	40,561	15,572	56,133		209,600	26.78%
Information Technology	223,083	51,635	274,718		728,000	37.74%
Water Purchases	833,091	42,710	875,801		2,600,000	33.68%
Water Recovery	(267,302)	(691)	(267,993)		(100,000)	267.99%
Capitalized Expenditures	377,171	68,257	445,427		836,500	53.25%
GAC Filter Media Replacement	216,776	3,463	220,239		1,638,000	13.45%
<b>Total Cash Operating Expenses</b>	<b>\$ 5,764,941</b>	<b>\$ 1,444,175</b>	<b>\$ 7,209,116</b>	<b>\$ -</b>	<b>\$ 21,118,850</b>	<b>34.14%</b>
<b>Non-Cash Operating Expenses:</b>						
Depreciation	\$ 2,363,457	\$ 590,291	\$ 2,953,748		\$ 7,250,000	40.74%
OPEB Accrual Expense	660,891	165,223	826,113		2,000,000	41.31%
Bad Debts	4,836	174	5,009		100,000	5.01%
Service Costs Construction	(48,104)	(2,760)	(50,864)		125,000	-40.69%
Capitalized Construction	(244,767)	(65,211)	(309,978)		(1,000,000)	31.00%
<b>Total Non-Cash Operating Expenses</b>	<b>\$ 2,736,312</b>	<b>\$ 687,716</b>	<b>\$ 3,424,028</b>	<b>\$ -</b>	<b>\$ 8,475,000</b>	<b>40.40%</b>
<b>Net Operating Profit/(Loss)</b>	<b>\$ (1,738,522)</b>	<b>\$ (148,191)</b>	<b>\$ (1,886,713)</b>	<b>\$ -</b>	<b>\$ (6,550,850)</b>	<b>28.80%</b>
<b>Non-Operating Revenues:</b>						
Assessments (Debt Service)	\$ 1,674,210	\$ 313,371	\$ 1,987,581		\$ 4,300,000	46.22%
Assessments (1%)	551,869	103,296	655,165		1,500,000	43.68%
DWR Fixed Charge Recovery	59,514	35,285	94,799		100,000	94.80%
Interest	(1,239)	(16,103)	(17,342)		25,000	-69.37%
Capital Improvement Fees	(72,065)	48,031	(24,034)		150,000	-16.02%
State Grants	-	-	-		485,000	0.00%
Other	90,365	16,165	106,530		150,000	71.02%
<b>Total Non-Operating Revenues</b>	<b>\$ 2,302,654</b>	<b>\$ 500,045</b>	<b>\$ 2,802,699</b>	<b>\$ -</b>	<b>\$ 6,710,000</b>	<b>41.77%</b>
<b>Non-Operating Expenses:</b>						
Interest on Long-Term Debt	\$ 746,411	\$ (98,052)	\$ 648,359		\$ 2,111,000	30.71%
Amortization of SWP	576,364	144,745	721,109		1,679,000	42.95%
Water Conservation Programs	33,102	12,119	45,221		150,000	30.15%
<b>Total Non-Operating Expenses</b>	<b>\$ 1,355,877</b>	<b>\$ 58,812</b>	<b>\$ 1,414,689</b>	<b>\$ -</b>	<b>\$ 3,940,000</b>	<b>35.91%</b>
<b>Net Earnings</b>	<b>\$ (791,745)</b>	<b>\$ 293,042</b>	<b>\$ (498,703)</b>	<b>\$ -</b>	<b>\$ (3,780,850)</b>	<b>13.19%</b>

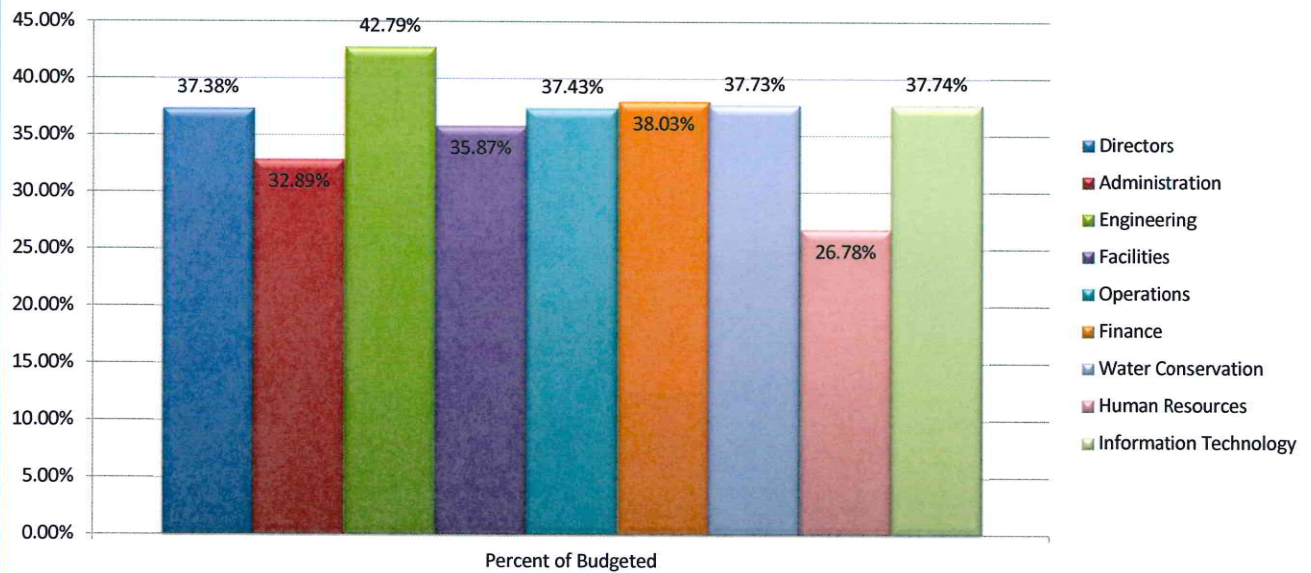
OTHER OPERATING REVENUE
-------------------------

5/8" Meter Charge	\$80.00
Account Setup Charge	\$3,150.00
Account Setup Charge/CC	\$2,965.00
After Hours Service Call	\$240.00
Construction Meter Install	\$750.00
Credit Check	\$20.00
Door tag fee for Paperwork	\$20.00
Door Tag Fee	\$49,680.00
Grind Down Angle Stop	\$230.00
Lock Broken or Missing	\$300.00
Meter Exchange 1" to 5/8"	\$240.00
Non-Compliance Fee Backflow	\$200.00
Pulled Meter Service Charge	\$480.00
Repair Angle Stop After Hours	\$600.00
Repair Angle Stop	\$2,200.00
Service Charge for Meter Testing	\$65.00
Shut-Off Charge	\$9,210.00
Shut-Off Processing Fee	\$220.00
Standard Trip Charge	\$600.00
Unauthorized Use of Water	\$178.91
Late Fees	\$39,874.65
NSF Fee	\$1,075.00
	<u>\$112,378.56</u>

### P & L BUDGET vs. ACTUAL



### DEPARTMENTAL - BUDGET vs. ACTUAL

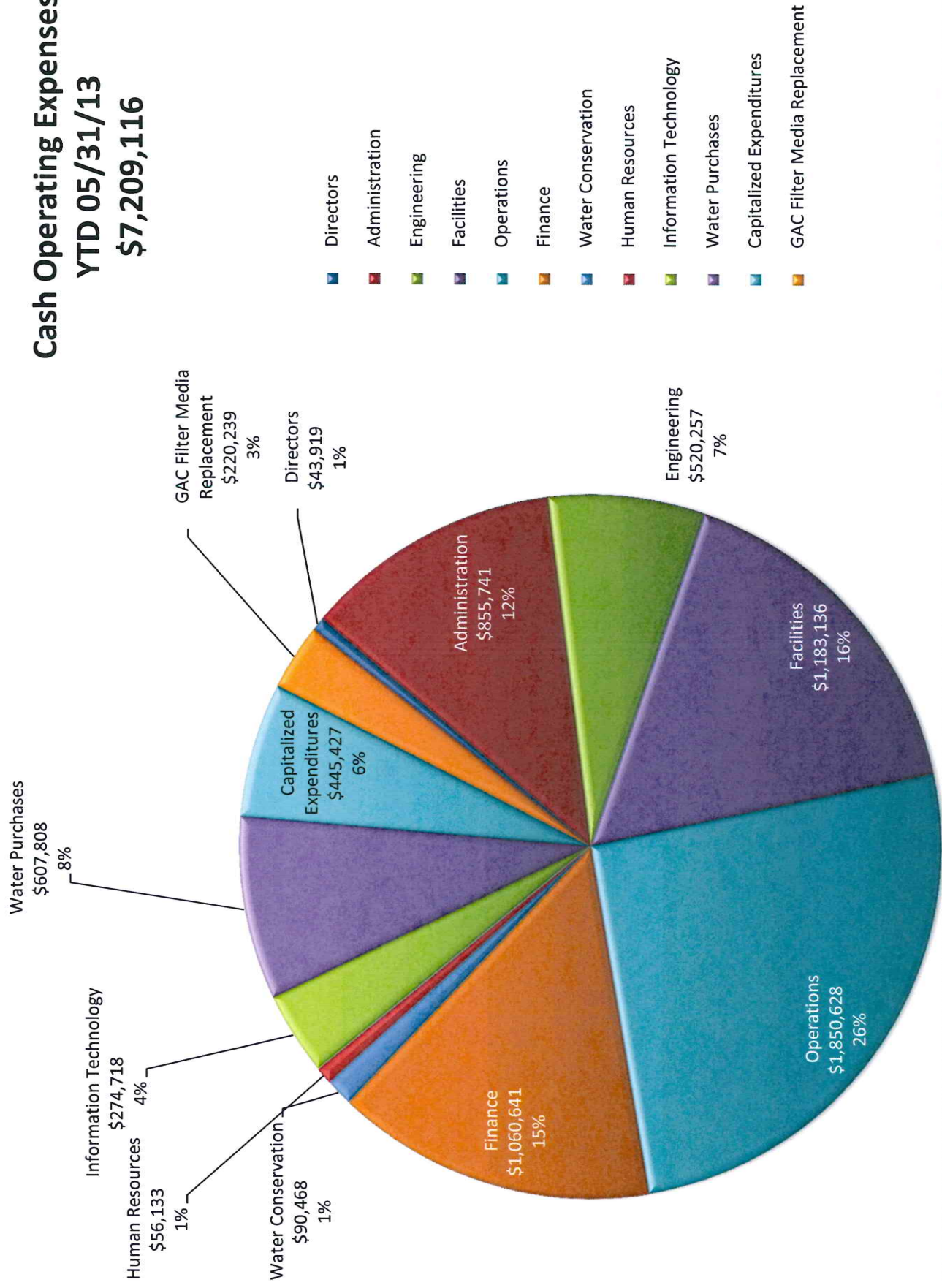




# Cash Operating Expenses

## YTD 05/31/13

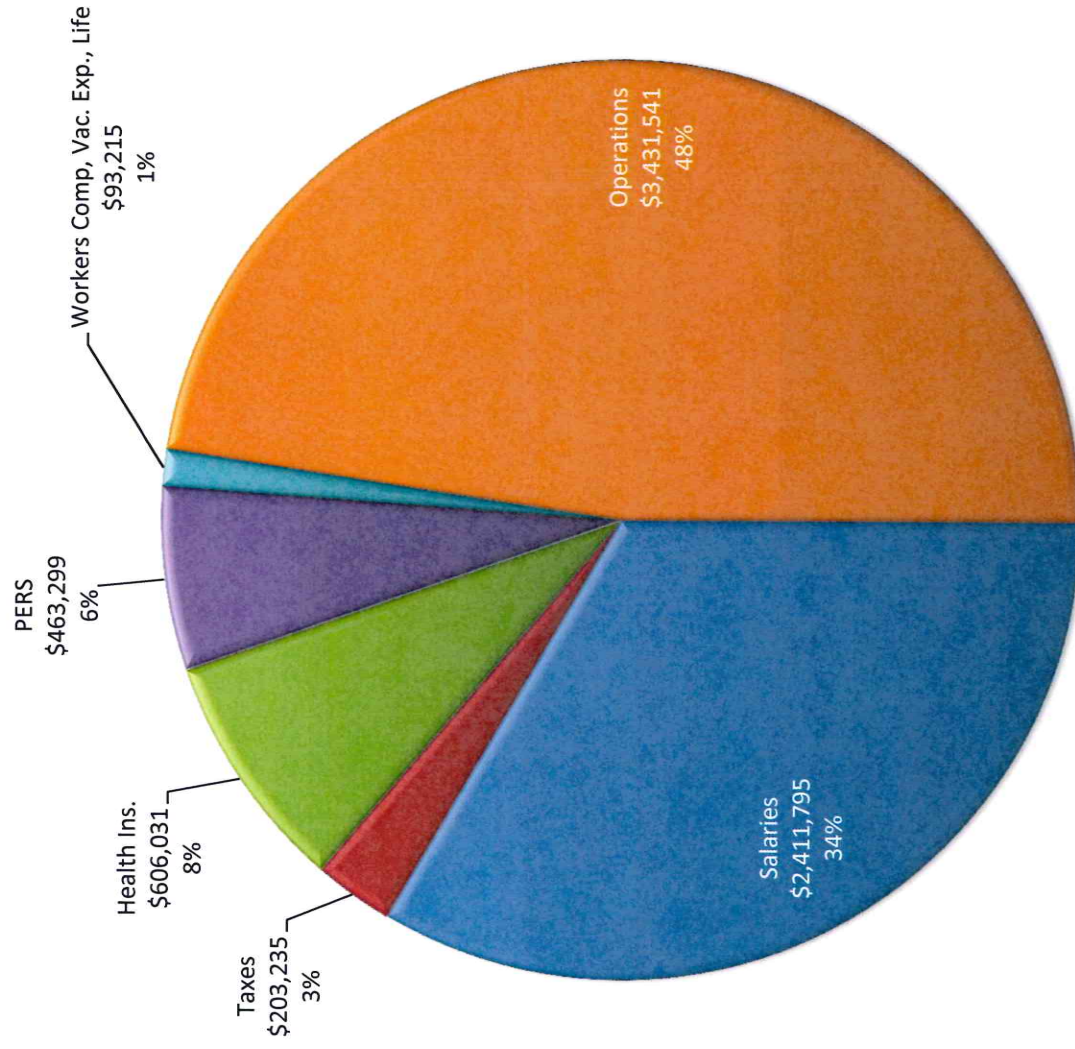
### \$7,209,116





# Personnel to Operations Exp

YTD 05/31/13  
\$7,209,116



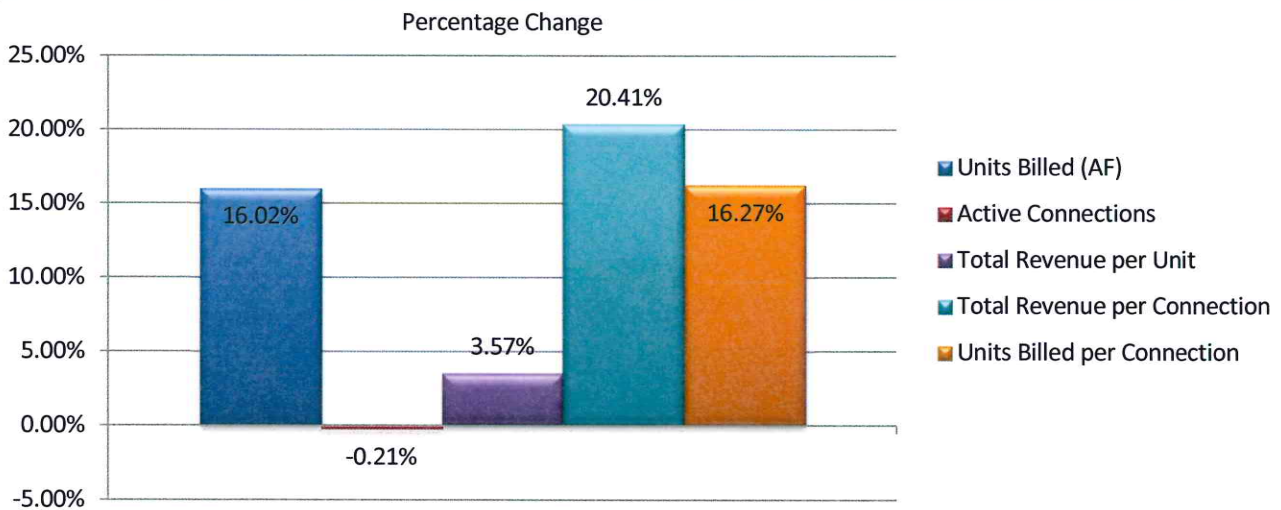
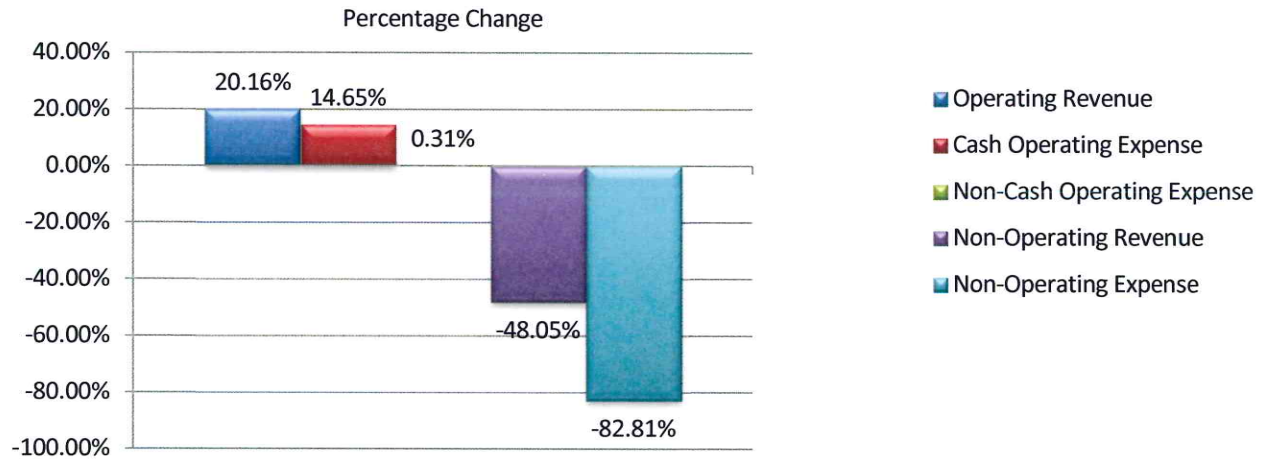
- Salaries
- Taxes
- Health Ins.
- PERS
- Workers Comp, Vac. Exp., Life
- Operations

**Palmdale Water District**  
**Profit and Loss Statement**  
**Year-To-Year Comparison - May**

	2012 May	2013 May	Change	% Change	Consumption Comparison		
					Units Billed	2012 619,342	2013 718,584
<b>Operating Revenue:</b>							
Wholesale Water	\$ -	\$ 12,765	\$ 12,765		Active	26,313	26,258
Water Sales	494,220	749,238	255,019	51.60%	Vacant	1,329	1,086
Meter Fees	861,461	919,065	57,604	6.69%			
Water Quality Fees	123,790	143,767	19,977	16.14%			
Elevation Fees	42,060	47,584	5,525	13.13%	Rev/unit	\$ 2.67	\$ 2.76
Other	129,348	111,281	(18,066)	-13.97%	Rev/con	\$ 62.74	\$ 75.55
<b>Total Water Sales</b>	<b>\$ 1,650,878</b>	<b>\$ 1,983,700</b>	<b>\$ 332,822</b>	<b>20.16%</b>	Unit/con	23.54	27.37
<b>Cash Operating Expenses:</b>							
Directors	\$ 8,774	\$ 9,326	\$ 551	6.29%			
Administration	158,743	137,115	(21,628)	-13.62%			
Engineering	82,573	90,518	7,945	9.62%			
Facilities	276,629	269,209	(7,420)	-2.68%			
Operations	375,969	523,061	147,092	39.12%			
Finance	209,550	216,325	6,775	3.23%			
Water Conservation	16,986	17,676	690	4.06%			
Human Resources	14,083	15,572	1,489	10.57%			
Information Technology	40,228	51,635	11,407	28.35%			
Water Purchases	96,594	42,710	(53,884)	-55.78%			
Water Recovery	(36,235)	(691)	35,544	-98.09%			
Capitalized Expenditures	15,725	68,257	52,532	334.07%			
GAC Filter Media Replacement	-	3,463	3,463				
<b>Total Cash Operating Expenses</b>	<b>\$ 1,259,619</b>	<b>\$ 1,444,175</b>	<b>\$ 184,556</b>	<b>14.65%</b>			
<b>Non-Cash Operating Expenses:</b>							
Depreciation	\$ 579,627	\$ 590,291	\$ 10,664	1.84%			
OPEB Accrual Expense	147,678	165,223	17,545	11.88%			
Bad Debts	(513)	174	687	-133.85%			
Service Costs Construction	15,295	(2,760)	(18,055)	-118.05%			
Capitalized Construction	(56,484)	(65,211)	(8,727)	15.45%			
<b>Total Non-Cash Operating Expenses</b>	<b>\$ 685,603</b>	<b>\$ 687,716</b>	<b>\$ 2,113</b>	<b>0.31%</b>			
<b>Net Operating Profit/(Loss)</b>	<b>\$ (294,344)</b>	<b>\$ (148,191)</b>	<b>\$ 146,153</b>	<b>-49.65%</b>			
<b>Non-Operating Revenues:</b>							
Assessments	\$ 416,668	\$ 416,667	\$ (1)	0.00%			
DWR Fixed Charge Recovery	-	35,285	35,285				
Interest	1,539	(16,103)	(17,642)	-1146.25%			
Capital Improvement Fees	531,216	48,031	(483,186)	-90.96%			
State Grants	-	-	-				
Other	13,118	16,165	3,047	23.23%			
<b>Total Non-Operating Revenues</b>	<b>\$ 962,541</b>	<b>\$ 500,045</b>	<b>\$ (462,496)</b>	<b>-48.05%</b>			
<b>Non-Operating Expenses:</b>							
Interest on Long-Term Debt	\$ 208,555	\$ (98,052)	\$ (306,607)	-147.02%			
Amortization of SWP	128,945	144,745	15,800	12.25%			
Water Conservation Programs	4,602	12,119	7,518	163.37%			
<b>Total Non-Operating Expenses</b>	<b>\$ 342,101</b>	<b>\$ 58,812</b>	<b>\$ (283,290)</b>	<b>-82.81%</b>			
<b>Net Earnings</b>	<b>\$ 326,095</b>	<b>\$ 293,042</b>	<b>\$ (33,053)</b>	<b>-10.14%</b>			

# YEAR-TO-YEAR COMPARISON

## May '12 -To- May '13



	2012	2013	Change	
Units Billed (AF)	1,422	1,650	228	16.02%
Active Connections	26,313	26,258	-55	-0.21%
Non-Active	1,329	1,086	-243	-18.28%
Total Revenue per Unit	\$2.67	\$2.76	\$0.10	3.57%
Total Revenue per Connection	\$62.74	\$75.55	\$12.81	20.41%
Units Billed per Connection	23.54	27.37	4	16.27%



# Palmdale Water District

## Revenue Analysis

For the Five Months Ending 5/31/2013  
2013

2012 to 2013 Comparison

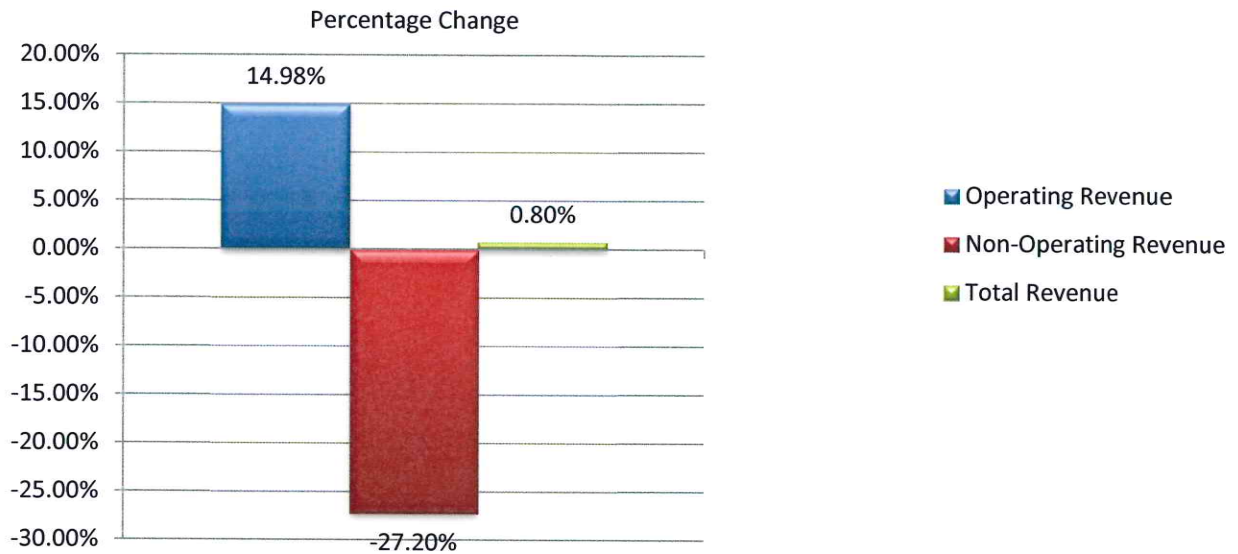
	Thru April	May	Year-to-Date	Adjusted Budget	% of Budget	Thru April	May	Year-to-Date	% Change
<b>Operating Revenue:</b>									
Wholesale Water	\$ 8,779	\$ 12,765	\$ 21,543	\$ 175,000	12.31%	\$ 8,779	12,765	21,543	
Water Sales	1,912,480	749,238	2,661,718	8,198,000	32.47%	359,332	255,019	614,351	30.01%
Meter Fees	3,682,386	919,065	4,601,451	11,232,000	40.97%	241,146	57,604	298,750	6.94%
Water Quality Fees	363,607	143,767	507,374	1,638,000	30.98%	3,419	19,977	23,396	4.83%
Elevation Fees	109,556	47,584	157,140	550,000	28.57%	(5,703)	5,525	(178)	-0.11%
Other	685,924	111,281	797,205	1,250,000	63.78%	199,420	(18,066)	181,354	29.45%
<b>Total Water Sales</b>	<b>\$ 6,762,731</b>	<b>\$ 1,983,700</b>	<b>\$ 8,746,431</b>	<b>\$ 23,043,000</b>	<b>37.96%</b>	<b>\$ 806,393</b>	<b>\$ 332,822</b>	<b>\$ 1,139,216</b>	<b>14.98%</b>
<b>Non-Operating Revenues:</b>									
Assessments (Debt Service)	\$ 1,674,210	\$ 313,371	\$ 1,987,581	\$ 4,300,000	46.22%	\$ 424,207	\$ 870	\$ 425,077	27.20%
Assessments (1%)	551,869	103,296	655,165	2,155,165	30.40%	135,201	(871)	134,330	25.79%
DWR Fixed Charge Recovery	59,514	35,285	94,799	100,000	94.80%	(376,404)	35,285	(341,119)	-78.25%
Interest	(1,239)	(16,103)	(17,342)	25,000	-69.37%	(12,268)	(17,642)	(29,910)	-237.98%
Capital Improvement Fees	(72,065)	48,031	(24,034)	150,000	-16.02%	(765,352)	(483,186)	(1,248,537)	-101.96%
State Grants	-	-	-	485,000	0.00%	-	-	-	
Other	90,365	16,165	106,530	150,000	71.02%	9,817	3,047	12,864	13.73%
<b>Total Non-Operating Revenues</b>	<b>\$ 2,302,654</b>	<b>\$ 500,045</b>	<b>\$ 2,802,699</b>	<b>\$ 7,365,165</b>	<b>38.05%</b>	<b>\$ (584,799)</b>	<b>\$ (462,496)</b>	<b>\$ (1,047,295)</b>	<b>-27.20%</b>
<b>Total Revenue</b>	<b>\$ 9,065,385</b>	<b>\$ 2,483,745</b>	<b>\$ 11,549,130</b>	<b>\$ 30,408,165</b>	<b>37.98%</b>	<b>\$ 221,594</b>	<b>\$ (129,674)</b>	<b>\$ 91,920</b>	<b>0.80%</b>

2012

	Thru April	May	Year-to-Date	Adjusted Budget	% of Budget	Thru April	May	Year-to-Date	% of Budget
<b>Operating Revenue:</b>									
Wholesale Water	\$ -	\$ -	\$ -	\$ 175,000	0.00%				
Water Sales	1,553,148	494,220	2,047,368	8,145,000	25.14%				
Meter Fees	3,441,240	861,461	4,302,701	10,400,000	41.37%				
Water Quality Fees	360,188	123,790	483,978	1,550,000	31.22%				
Elevation Fees	115,258	42,060	157,318	525,000	29.97%				
Other	486,504	129,348	615,851	1,250,000	49.27%				
<b>Total Water Sales</b>	<b>\$ 5,956,338</b>	<b>\$ 1,650,878</b>	<b>\$ 7,607,216</b>	<b>\$ 21,870,000</b>	<b>34.78%</b>				
<b>Non-Operating Revenues:</b>									
Assessments (Debt Service)	\$ 1,250,003	\$ 312,501	\$ 1,562,504	\$ 4,000,000	39.06%				
Assessments (1%)	\$ 416,668	\$ 104,167	\$ 520,835	\$ 1,500,000	34.72%				
DWR Fixed Charge Recovery	435,918	-	435,918	-					
Interest	11,029	1,539	12,569	60,000	20.95%				
Capital Improvement Fees	693,287	531,216	1,224,504	1,286,848	95.16%				
State Grants	-	-	-	250,000	0.00%				
Other	80,548	13,118	93,665	100,000	93.67%				
<b>Total Non-Operating Revenues</b>	<b>\$ 2,887,453</b>	<b>\$ 962,541</b>	<b>\$ 3,849,994</b>	<b>\$ 7,196,848</b>	<b>53.50%</b>				
<b>Total Revenue</b>	<b>\$ 8,843,791</b>	<b>\$ 2,613,419</b>	<b>\$ 11,457,210</b>	<b>\$ 29,066,848</b>	<b>39.42%</b>				

# REVENUE COMPARISON YEAR-TO-DATE

May '12-To-May '13





Palmdale Water District

Operating Expense Analysis

For the Five Months Ending 5/31/2013  
2013

2012 to 2013 Comparison

	Thru April	May	Year-to-Date	Adjusted Budget	% of Budget	Thru April	May	Year-to-Date	% Change
<b>Cash Operating Expenses:</b>									
Directors	\$ 34,593	\$ 9,326	\$ 43,919	\$ 117,500	37.38%	\$ (14,448)	\$ 1,843	\$ (12,605)	-22.30%
Administration	718,627	137,115	855,741	2,602,000	32.89%	(530,410)	(85,430)	(615,840)	-41.85%
Engineering	429,739	90,518	520,257	1,215,750	42.79%	(34,055)	1,117	(32,938)	-5.95%
Facilities	913,927	269,209	1,183,136	3,298,500	35.87%	(425,137)	14,281	(410,857)	-25.78%
Operations	1,327,567	523,061	1,850,628	4,944,250	37.43%	(443,195)	175,194	(268,001)	-12.65%
Finance	844,317	216,325	1,060,641	2,789,000	38.03%	(278,007)	(15,573)	(293,581)	-21.68%
Water Conservation	72,792	17,676	90,468	239,750	37.73%	(12,494)	(464)	(12,958)	-12.53%
Human Resources	40,561	15,572	56,133	209,600	26.78%	(54,615)	(9,751)	(64,366)	-53.42%
Information Technology	223,083	51,635	274,718	728,000	37.74%	223,083	15,784	(34,000)	-11.01%
Water Purchases	833,091	42,710	875,801	2,600,000	33.68%	(410,662)	(53,884)	(464,546)	-34.66%
Water Recovery	(267,302)	(691)	(267,993)	(100,000)	267.99%	13,348	256,719	270,067	-50.19%
Capitalized Expenditures	377,171	68,257	445,427	836,500	53.25%	269,151	65,299	334,451	301.37%
GAC Filter Media Replacement	216,776	3,463	220,239	1,638,000	13.45%	(3,053)	3,463	410	
<b>Total Cash Operating Expenses</b>	<b>\$ 5,764,941</b>	<b>\$ 1,444,175</b>	<b>\$ 7,209,116</b>	<b>\$ 21,118,850</b>	<b>34.14%</b>	<b>\$ (1,700,495)</b>	<b>\$ 368,599</b>	<b>\$ (1,604,763)</b>	<b>-22.26%</b>
<b>Non-Cash Operating Expenses:</b>									
Depreciation	\$ 2,363,457	\$ 590,291	\$ 2,953,748	\$ 7,250,000	40.74%	\$ (572,970)	\$ 15,321	\$ (557,649)	-15.88%
OPEB Accrual Expense	660,891	165,223	826,113	2,826,113	29.23%	(238,389)	17,545	(220,844)	-21.09%
Bad Debts	4,836	174	5,009	105,009	4.77%	1,512	(215)	1,297	34.94%
Service Costs Construction	(48,104)	(2,760)	(50,864)	74,136	-68.61%	(43,898)	(25,573)	(69,471)	-373.37%
Capitalized Construction	(244,767)	(65,211)	(309,978)	(1,309,978)	23.66%	80,329	(19,243)	61,086	-16.46%
<b>Total Non-Cash Operating Expenses</b>	<b>\$ 2,736,312</b>	<b>\$ 687,716</b>	<b>\$ 3,424,028</b>	<b>\$ 8,945,280</b>	<b>38.28%</b>	<b>\$ (773,416)</b>	<b>\$ (12,165)</b>	<b>\$ (785,581)</b>	<b>-22.94%</b>
<b>Non-Operating Expenses:</b>									
Interest on Long-Term Debt	\$ 746,411	\$ (98,052)	\$ 648,359	\$ 2,111,000	30.71%	\$ (296,363)	\$ (306,607)	\$ (602,970)	-48.19%
Amortization of SWP	576,364	144,745	721,109	1,679,000	42.95%	(68,361)	15,800	(52,561)	-6.79%
Water Conservation Programs	33,102	12,119	45,221	150,000	30.15%	14,054	3,538	17,592	0.86%
<b>Total Non-Operating Expenses</b>	<b>\$ 1,355,877</b>	<b>\$ 58,812</b>	<b>\$ 1,414,689</b>	<b>\$ 3,940,000</b>	<b>35.91%</b>	<b>\$ (350,670)</b>	<b>\$ (287,269)</b>	<b>\$ (637,939)</b>	<b>-31.08%</b>
<b>Total Expenses</b>	<b>\$ 9,857,130</b>	<b>\$ 2,190,703</b>	<b>\$ 12,047,833</b>	<b>\$ 34,004,130</b>	<b>35.43%</b>	<b>\$ (2,824,581)</b>	<b>\$ 69,165</b>	<b>\$ (3,028,283)</b>	<b>-20.09%</b>

Palmdale Water District

Operating Expense Analysis

For the Five Months Ending 5/31/2013

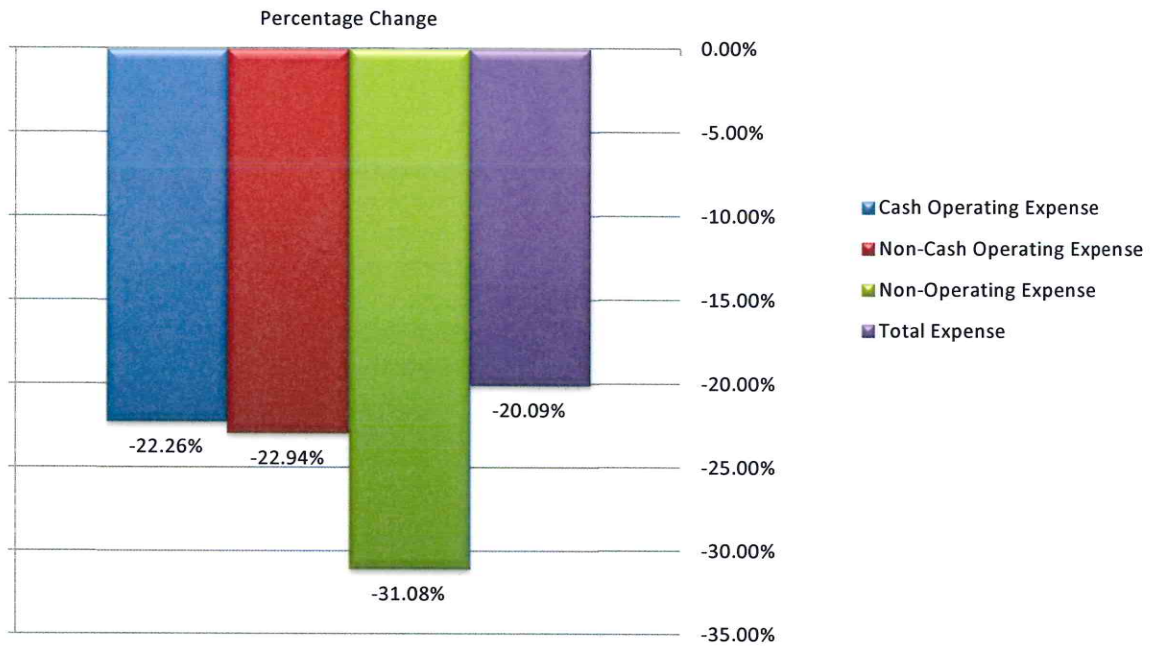
2012 to 2013 Comparison

2012

	Thru April	May	Year-to-Date	Adjusted Budget	% of Budget
<b>Cash Operating Expenses:</b>					
Directors	\$ 49,041	\$ 7,483	\$ 56,524	\$ 154,000	36.70%
Administration	1,249,037	222,545	1,471,582	3,547,000	41.49%
Engineering	463,794	89,401	553,195	1,169,000	47.32%
Facilities	1,339,064	254,928	1,593,993	3,490,500	45.67%
Operations	1,770,762	347,867	2,118,629	5,113,750	41.43%
Finance	1,122,324	231,898	1,354,222	2,788,750	48.56%
Water Conservation	85,285	18,140	103,425	223,500	46.28%
Human Resources	95,176	25,322	120,499	267,850	44.99%
Information Technology	272,867	35,851	308,717	736,750	41.90%
Water Purchases	1,243,753	96,594	1,340,347	2,800,000	47.87%
Water Recovery	(280,650)	(257,410)	(538,060)	(200,000)	269.03%
Capitalized Expenditures	108,019	2,957	110,977	412,500	26.90%
GAC Filter Media Replacement	219,829	-	219,829	1,550,000	14.18%
<b>Total Cash Operating Expenses</b>	<b>\$ 7,738,303</b>	<b>\$ 1,075,576</b>	<b>\$ 8,813,879</b>	<b>\$ 22,053,600</b>	<b>39.97%</b>
<b>Non-Cash Operating Expenses:</b>					
Depreciation	\$ 2,936,427	\$ 574,970	\$ 3,511,397	\$ 7,800,000	45.02%
OPEB Accrual Expense	899,280	147,678	1,046,958	2,000,000	52.35%
Bad Debts	3,324	388	3,712	100,000	3.71%
Service Costs Construction	(4,207)	22,813	18,607	125,000	14.89%
Capitalized Construction	(325,096)	(45,968)	(371,064)	(1,000,000)	37.11%
<b>Total Non-Cash Operating Expenses</b>	<b>\$ 3,509,728</b>	<b>\$ 699,881</b>	<b>\$ 4,209,609</b>	<b>\$ 9,025,000</b>	<b>46.64%</b>
<b>Non-Operating Expenses:</b>					
Interest on Long-Term Debt	\$ 1,042,774	\$ 208,555	\$ 1,251,329	\$ 2,490,000	50.25%
Amortization of SWP	644,725	128,945	773,670	1,680,000	46.05%
Capital Lease	-	-	-	212,000	-
Water Conservation Programs	19,048	8,581	27,629	150,000	-
<b>Total Non-Operating Expenses</b>	<b>\$ 1,706,547</b>	<b>\$ 346,081</b>	<b>\$ 2,052,628</b>	<b>\$ 4,532,000</b>	<b>45.29%</b>
<b>Total Expenses</b>	<b>\$ 12,954,578</b>	<b>\$ 2,121,538</b>	<b>\$ 15,076,116</b>	<b>\$ 35,610,600</b>	<b>42.34%</b>

## EXPENSE COMPARISON YEAR-TO-DATE

May '12-To-May '13



**Palmdale Water District**  
**2013 Directors Budget**  
For the Five Months Ending Friday, May 31, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-01-4000-000 Directors Pay	\$ 19,500	\$ 45,000	\$ -	\$ 25,500	43.33%
Employee Benefits					
1-01-4005-000 Payroll Taxes	1,492	5,500		4,008	27.12%
1-01-4010-000 Health Insurance	21,222	57,000		35,778	37.23%
Subtotal (Benefits)	22,714	62,500	-	35,778	36.34%
Total Personnel Expenses	<u>\$ 42,214</u>	<u>\$ 107,500</u>	<u>\$ -</u>	<u>\$ 61,278</u>	<u>39.27%</u>
OPERATING EXPENSES:					
1-01-4050-000 Directors Travel, Seminars & Meetings	1,705	10,000		8,295	17.05%
Subtotal Operating Expenses	1,705	10,000	-	8,295	17.05%
Total O & M Expenses	<u>\$ 43,919</u>	<u>\$ 117,500</u>	<u>\$ -</u>	<u>\$ 69,573</u>	<u>37.38%</u>



**Palmdale Water District**  
**2013 Administration Budget**  
For the Five Months Ending Friday, May 31, 2013

YTD ACTUAL	ORIGINAL BUDGET	ADJUSTMENTS	ADJUSTED BUDGET	PERCENT
2013	2013	2013	REMAINING	USED

Personnel Budget:

1-02-4000-000 Salaries	\$ 192,255	\$ 471,500	\$ 279,245	40.78%
1-02-4000-100 Overtime	3,654	5,000	1,346	73.08%
1-02-4000-200 On-Call	22,699	60,000	37,301	37.83%
Subtotal (Salaries)	\$ 218,608	\$ 536,500	\$ 317,892	40.75%

Employee Benefits

1-02-4005-000 Payroll Taxes	16,423	41,000	24,577	40.06%
1-02-4010-000 Health Insurance	33,567	80,750	47,183	41.57%
1-02-4015-000 PERS	38,466	90,750	52,284	42.39%
1-02-4020-000 Worker's Compensation	28,916	160,000	131,084	18.07%
1-02-4025-000 Vacation Benefit Expense	60,955	35,000	(25,955)	174.16%
1-02-4030-000 Life Insurance	3,344	7,500	4,156	44.59%
Subtotal (Benefits)	\$ 181,671	\$ 415,000	\$ 233,329	43.78%

Total Personnel Expenses

\$ 400,279	\$ 951,500	\$ -	\$ 551,221	42.07%
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OPERATING EXPENSES:

1-02-4050-000 Staff Travel	\$ 3,569	\$ 8,000	\$ 4,431	44.62%
1-02-4050-100 General Manager Travel	2,503	5,000	2,498	50.05%
1-02-4060-000 Staff Conferences & Seminars	1,150	3,000	1,850	38.33%
1-02-4060-100 General Manager Conferences & Seminars	1,430	4,500	3,070	31.78%
1-02-4070-000 Employee Expense	13,501	40,000	26,499	33.75%
1-02-4080-000 Other Operating	35	20,000	19,965	0.18%
1-02-4110-000 Consultants	24,518	134,000	109,482	18.30%
1-02-4125-000 Insurance	114,612	325,000	210,388	35.27%
1-02-4130-000 Bank Charges	48,249	130,000	81,751	37.11%
1-02-4135-000 Groundwater Adjudication	91,311	400,000	308,689	22.83%
1-02-4140-000 Legal Services	49,837	250,000	200,163	19.93%
1-02-4150-000 Accounting Services	18,485	20,000	1,515	92.43%
1-02-4155-000 Contracted Services	14,090	40,000	25,911	35.22%
1-02-4165-000 Memberships/Subscriptions	18,712	110,000	91,288	17.01%
1-02-4175-000 Permits	1,625	20,000	18,375	8.13%
1-02-4180-000 Postage	8,732	30,000	21,268	29.11%
1-02-4190-100 Public Relations - Publications	19,299	30,000	10,701	64.33%
1-02-4190-900 Public Relations - Other	353	1,000	647	35.30%
1-02-4200-000 Advertising	1,136	5,000	3,864	22.72%
1-02-4205-000 Office Supplies	6,093	20,000	13,907	30.47%
1-02-4215-200 Natural Gas - Office Building	1,814	5,000	3,186	36.28%
1-02-4220-200 Electricity - Office Building	14,408	50,000	35,592	28.82%
Subtotal Operating Expenses	\$ 455,462	\$ 1,650,500	\$ 1,195,038	27.60%

Total Departmental Expenses

\$ 855,741	\$ 2,602,000	\$ -	\$ 1,746,259	32.89%
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**Palmdale Water District**  
**2013 Engineering Budget**  
For the Five Months Ending Friday, May 31, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-03-4000-000 Salaries	\$ 301,133	\$ 749,000		\$ 447,867	40.20%
1-03-4000-100 Overtime	2,128	6,000		3,872	35.47%
Subtotal (Salaries)	\$ 303,261	\$ 755,000		\$ 451,739	40.17%
Employee Benefits					
1-03-4005-000 Payroll Taxes	25,473	58,000		32,527	43.92%
1-03-4010-000 Health Insurance	68,982	165,500		96,518	41.68%
1-03-4015-000 PERS	60,793	143,250		82,457	42.44%
Subtotal (Benefits)	\$ 155,248	\$ 366,750	\$ -	\$ 211,502	42.33%
Total Personnel Expenses	\$ 458,509	\$ 1,121,750	\$ -	\$ 663,241	40.87%
OPERATING EXPENSES:					
1-03-4050-000 Staff Travel	\$ 1,762	\$ 3,000		\$ 1,238	58.73%
1-03-4060-000 Staff Conferences & Seminars	1,460	2,500		1,040	58.40%
1-03-4155-000 Contracted Services	2,530	12,000		9,470	21.08%
1-03-4165-000 Memberships/Subscriptions	557	2,000		1,443	27.87%
1-03-4250-000 General Materials & Supplies	591	2,500		1,909	23.62%
1-03-8100-100 Computer Software - Maint. & Support	54,848	72,000		17,152	76.18%
Subtotal Operating Expenses	\$ 61,748	\$ 94,000	\$ -	\$ 32,252	65.69%
Total Departmental Expenses	\$ 520,257	\$ 1,215,750	\$ -	\$ 695,493	42.79%

**Palmdale Water District  
2013 Facilities Budget  
For the Five Months Ending Friday, May 31, 2013**

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
<b>Personnel Budget:</b>					
1-04-4000-000 Salaries	\$ 478,869	\$ 1,339,000		\$ 860,131	35.76%
1-04-4000-100 Overtime	16,304	40,000		23,696	40.76%
Subtotal (Salaries)	\$ 495,173	\$ 1,379,000		\$ 883,827	35.91%
<b>Employee Benefits</b>					
1-04-4005-000 Payroll Taxes	42,940	105,000		62,060	40.90%
1-04-4010-000 Health Insurance	167,952	384,000		216,048	43.74%
1-04-4015-000 PERS	99,117	254,500		155,383	38.95%
Subtotal (Benefits)	\$ 310,009	\$ 743,500	\$ -	\$ 433,491	41.70%
Total Personnel Expenses	\$ 805,182	\$ 2,122,500	\$ -	\$ 1,293,622	37.94%
<b>OPERATING EXPENSES:</b>					
1-04-4050-000 Staff Travel	\$ 246	\$ 2,500		2,254	9.85%
1-04-4060-000 Staff Conferences & Seminars	2,225	3,000		775	74.17%
1-04-4155-000 Contracted Services	5,779	28,500		22,721	20.28%
1-04-4215-200 Natural Gas - Buildings	1,224	4,500		3,276	27.19%
1-04-4220-200 Electricity - Buildings	5,768	30,000		24,232	19.23%
1-04-4225-000 Maint. & Repair - Vehicles	8,126	45,000		36,874	18.06%
1-04-4230-100 Maint. & Rep. Office Building	648	18,000		17,352	3.60%
1-04-4235-110 Maint. & Rep. Equipment	3,567	7,500		3,933	47.56%
1-04-4235-400 Maint. & Rep. Operations - Wells	18,653	150,000		131,347	12.44%
1-04-4235-405 Maint. & Rep. Operations - Boosters	38,472	50,000		11,528	76.94%
1-04-4235-410 Maint. & Rep. Operations - Shop Bldgs	6,197	10,000		3,803	61.97%
1-04-4235-415 Maint. & Rep. Operations - Facilities	7,057	15,000		7,943	47.05%
1-04-4235-420 Maint. & Rep. Operations - Water Lines	121,009	350,000		228,991	34.57%
1-04-4235-425 Maint. & Rep. Operations - Littlerock Dam	35,743	20,000		(15,743)	178.71%
1-04-4235-430 Maint. & Rep. Operations - Palmdale Dam	12,699	26,500		13,801	47.92%
1-04-4235-435 Maint. & Rep. Operations - Palmdale Canal	-	3,000		3,000	0.00%
1-04-4235-455 Maint. & Rep. Operations - Heavy Equipment	11,189	35,000		23,811	31.97%
1-04-4235-460 Maint. & Rep. Operations - Storage Reservoirs	-	5,000		5,000	0.00%
1-04-6000-000 Waste Disposal	14,140	40,000		25,860	35.35%
1-04-6100-100 Fuel and Lube - Vehicle	30,284	130,000		99,716	23.30%
1-04-6100-200 Fuel and Lube - Machinery	7,307	43,000		35,693	16.99%
1-04-6200-000 Uniforms	8,645	20,000		11,355	43.23%
1-04-6300-100 Supplies - Misc.	16,278	47,500		31,222	34.27%
1-04-6300-800 Supplies - Construction Materials	12,253	65,000		52,747	18.85%
1-04-6400-000 Tools	5,809	12,000		6,191	48.41%
1-04-7000-100 Leases -Equipment	4,637	15,000		10,363	30.91%
Subtotal Operating Expenses	\$ 377,954	\$ 1,176,000	\$ -	\$ 798,046	32.14%
Total Departmental Expenses	\$ 1,183,136	\$ 3,298,500	\$ -	\$ 2,091,668	35.87%

**Palmdale Water District**  
**2013 Operation Budget**  
For the Five Months Ending Friday, May 31, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
<b>Personnel Budget:</b>					
1-05-4000-000 Salaries	\$ 585,156	\$ 1,608,500		\$ 1,023,344	36.38%
1-05-4000-100 Overtime	27,882	61,500		33,618	45.34%
Subtotal (Salaries)	\$ 613,039	\$ 1,670,000		\$ 1,056,961	36.71%
<b>Employee Benefits</b>					
1-05-4005-000 Payroll Taxes	51,836	128,000		76,164	40.50%
1-05-4010-000 Health Insurance	147,520	378,500		230,980	38.97%
1-05-4015-000 PERS	117,335	307,000		189,665	38.22%
Subtotal (Benefits)	\$ 316,691	\$ 813,500	\$ -	\$ 496,809	38.93%
Total Personnel Expenses	\$ 929,730	\$ 2,483,500	\$ -	\$ 1,520,152	37.44%
<b>OPERATING EXPENSES:</b>					
1-05-4050-000 Staff Travel	\$ 81	\$ 8,000		\$ 7,919	1.01%
1-05-4060-000 Staff Conferences & Seminars	-	9,500		9,500	0.00%
1-05-4120-100 Training - Lab Equipment	-	4,500		4,500	0.00%
1-05-4120-200 Training - SCADA Network	-	9,000			
1-05-4155-000 Contracted Services	61,551	59,000		(2,551)	104.32%
1-05-4175-000 Permits	6,123	45,000		38,877	13.61%
1-05-4215-100 Natural Gas - Wells & Boosters	54,395	160,000		105,605	34.00%
1-05-4215-200 Natural Gas - WTP	2,006	3,000		994	66.88%
1-05-4220-100 Electricity - Wells & Boosters	426,941	1,285,000		858,059	33.22%
1-05-4220-200 Electricity - WTP	44,754	125,000		80,246	35.80%
1-05-4230-110 Maint. & Rep. - Office Equipment	147	500		353	29.49%
1-05-4235-110 Maint. & Rep. Operations - Equipment	6,451	15,000		8,549	43.01%
1-05-4235-410 Maint. & Rep. Operations - Shop Bldgs	1,400	6,000		4,600	23.34%
1-05-4235-415 Maint. & Rep. Operations - Facilities	23,202	38,000		14,798	61.06%
1-05-4235-445 Maint. & Rep. Operations - Telemetry	2,053	2,250		197	91.25%
1-05-4235-450 Maint. & Rep. Operations - Hypo Generator	9,411	10,000		589	94.11%
1-05-4236-000 Palmdale Lake Management	1,163	15,000		13,837	7.75%
1-05-4270-300 Telecommunication - Other	1,136	2,750		1,614	0.00%
1-05-4300-300 Testing - Edison	-	9,000		9,000	16.14%
1-05-6000-000 Waste Disposal	1,453	22,000		20,547	21.51%
1-05-6200-000 Uniforms	4,731	10,000		5,269	39.28%
1-05-6300-100 Supplies - Misc.	3,928	15,000		11,072	11.26%
1-05-6300-200 Supplies - Hypo Generator	1,689	6,750		5,061	9.32%
1-05-6300-300 Supplies - Electrical	629	3,500		2,871	0.00%
1-05-6300-400 Supplies - Telemetry	-	7,500		7,500	222.62%
1-05-6300-600 Supplies - Lab	16,697	35,000		18,303	226.79%
1-05-6300-700 Outside Lab Work	79,378	60,000		(19,378)	2.80%
1-05-6400-000 Tools	1,682	6,500		4,818	
1-05-6500-000 Chemicals	169,688	485,000		315,312	0.04%
1-05-7000-100 Leases -Equipment	209	3,000		2,791	
Subtotal Operating Expenses	\$ 920,898	\$ 2,460,750	\$ -	\$ 1,530,852	37.42%
Total Departmental Expenses	\$ 1,850,628	\$ 4,944,250	\$ -	\$ 3,051,004	37.43%



**Palmdale Water District  
2013 Finance Budget  
For the Five Months Ending Friday, May 31, 2013**

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
<b>Personnel Budget:</b>					
1-06-4000-000 Salaries	\$ 569,937	\$ 1,482,000		\$ 912,063	38.46%
1-06-4000-100 Overtime	14,278	20,000		5,722	71.39%
Subtotal (Salaries)	\$ 584,216	\$ 1,502,000		\$ 917,784	38.90%
<b>Employee Benefits</b>					
1-06-4005-000 Payroll Taxes	50,354	115,000.00		333,396	13.12%
1-06-4010-000 Health Insurance	139,615	383,750		142,885	49.42%
1-06-4015-000 PERS	118,511	282,500		547,739	17.79%
Subtotal (Benefits)	\$ 308,481	\$ 666,250	\$ -	\$ 1,024,019	46.30%
Total Personnel Expenses	\$ 892,696	\$ 2,168,250	\$ -	\$ 1,936,082	41.17%
<b>OPERATING EXPENSES:</b>					
1-06-4050-000 Staff Travel	\$ 123	\$ 250		128	49.00%
1-06-4060-000 Staff Conferences & Seminars	495	1,000		505	49.50%
1-06-4155-300 Contracted Services	2,228	10,000		7,772	22.28%
1-06-4155-100 Contracted Services - Infosend	77,775	205,000		127,225	37.94%
1-06-4165-000 Memberships/Subscriptions	-	500		500	0.00%
1-06-4230-110 Maintenance & Repair - Office Equipment	-	1,000		1,000	0.00%
1-06-4235-440 Maint. & Rep. Operations - Large Meters	5,561	10,000		4,439	55.61%
1-06-4235-470 Maint. & Rep. Operations - Meter Exchanges	58,946	175,000		116,054	33.68%
1-06-4250-000 General Material & Supplies	3,964	4,000		36	99.11%
1-06-4260-000 Business Forms	4,207	10,000		5,793	42.07%
1-06-4270-100 Telecommunication - Office	4,416	30,000		25,584	14.72%
1-06-4270-200 Telecommunication - Cellular Stipend	5,835	17,000		11,165	34.32%
1-06-4270-300 Telecommunication - Cellular	213	3,000		2,787	7.11%
1-06-4300-200 Testing - Large Meter Testing	2,985	21,500		18,515	13.88%
1-06-7000-100 Leases - Equipment	1,197	3,000		1,803	39.89%
Subtotal Operating Expenses	\$ 167,945	\$ 491,250	\$ -	\$ 323,305	34.19%
Total Departmental Expenses	\$ 1,060,641	\$ 2,659,500	\$ -	\$ 2,259,387	39.88%

**Palmdale Water District**  
**2013 Water Conservation Budget**  
For the Five Months Ending Friday, May 31, 2013

YTD ACTUAL	ORIGINAL BUDGET	ADJUSTMENTS	ADJUSTED BUDGET	PERCENT
2013	2013	2013	REMAINING	USED

Personnel Budget:

1-07-4000-000 Salaries	\$ 58,872	\$ 153,000	\$ 94,128	38.48%
1-07-4000-100 Overtime	611	1,000	389	61.10%
Subtotal (Salaries)	\$ 59,483	\$ 154,000	\$ 94,517	38.63%

Employee Benefits

1-07-4005-000 Payroll Taxes	5,001	11,750	6,749	42.56%
1-07-4010-000 Health Insurance	9,830	22,750	12,920	43.21%
1-07-4015-000 PERS	12,460	29,250	16,790	42.60%
Subtotal (Benefits)	\$ 27,290	\$ 63,750	\$ -	42.81%

Total Personnel Expenses

\$ 86,773	\$ 217,750	\$ -	\$ 130,588	39.85%
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OPERATING EXPENSES:

1-07-4050-000 Staff Travel	\$ -	\$ 1,000	\$ 1,000	0.00%
1-07-4060-000 Staff Conferences & Seminars	598	1,000	402	59.80%
1-07-4190-300 Public Relations - Landscape Workshop/Training	201	1,000	799	20.05%
1-07-4190-400 Public Relations - Contests	709	1,000	291	70.86%
1-07-4190-500 Public Relations - Education Programs	890	5,000	4,110	17.79%
1-07-4190-700 Public Relations -General Media	-	3,000	3,000	0.00%
1-07-4190-900 Public Relations - Other	180	5,000		
1-07-6300-100 Supplies - Misc.	1,118	5,000	3,882	22.36%
Subtotal Operating Expenses	\$ 3,695	\$ 22,000	\$ -	16.79%

Total Departmental Expenses

\$ 90,468	\$ 239,750	\$ -	\$ 144,073	37.73%
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**Palmdale Water District**  
**2013 Human Resources Budget**  
**For the Five Months Ending Friday, May 31, 2013**

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-08-4000-000 Salaries	\$ 35,675	\$ 84,000		\$ 48,325	42.47%
Employee Benefits					
1-08-4005-000 Payroll Taxes	2,729	6,500		3,771	41.99%
1-08-4010-000 Health Insurance	-	18,000		18,000	0.00%
1-08-4015-000 PERS	-	16,000		16,000	0.00%
Subtotal (Benefits)	\$ 2,729	\$ 40,500	\$ -	\$ 37,771	6.74%
Total Personnel Expenses	\$ 38,404	\$ 124,500	\$ -	\$ 86,096	30.85%
OPERATING EXPENSES:					
1-08-4050-000 Staff Travel	\$ -	\$ 500		\$ 500	0.00%
1-08-4060-000 Staff Conferences & Seminars	-	500		500	0.00%
1-08-4090-000 Temporary Staffing	8,370	-		(8,370)	
1-08-4095-000 Employee Recruitment	1,217	3,000		1,783	40.55%
1-08-4100-000 Employee Retention	420	1,500		1,080	28.00%
1-08-4105-000 Employee Relations	3,121	3,500		379	89.18%
1-08-4110-000 Consultants	-	1,000		1,000	0.00%
1-08-4120-100 Training-Safety Consultants	2,423	38,000		35,577	6.38%
1-08-4121-000 Safety Program	-	1,000		1,000	0.00%
1-08-4165-000 Membership/Subscriptions	449	1,600		1,151	28.06%
1-08-4165-100 HR/Safety Publications	-	1,000		1,000	0.00%
1-08-6300-500 Supplies - Safety	1,730	33,500		31,770	5.16%
Subtotal Operating Expenses	\$ 17,730	\$ 85,100	\$ -	\$ 67,370	20.83%
Total Departmental Expenses	\$ 56,133	\$ 209,600	\$ -	\$ 153,467	26.78%



**Palmdale Water District**  
**2013 Information Technology Budget**  
**For the Five Months Ending Friday, May 31, 2013**

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-09-4000-000 Salaries	\$ 81,336	\$ 204,000		\$ 122,664	39.87%
1-09-4000-100 Overtime	1,504	2,500		996	60.17%
Subtotal (Salaries)	\$ 82,840	\$ 206,500		\$ 123,660	40.12%
Employee Benefits					
1-09-4005-000 Payroll Taxes	6,987	16,000		9,013	43.67%
1-09-4010-000 Health Insurance	17,343	41,250		23,907	42.04%
1-09-4015-000 PERS	16,617	39,250		22,633	42.34%
Subtotal (Benefits)	\$ 40,947	\$ 96,500	\$ -	\$ 55,553	42.43%
Total Personnel Expenses	\$ 123,787	\$ 303,000	\$ -	\$ 178,217	40.85%
OPERATING EXPENSES:					
1-09-4050-000 Staff Travel	\$ 115	\$ 3,000		2,885	3.83%
1-09-4060-000 Staff Conferences & Seminars	11,088	15,000		3,912	73.92%
1-09-4155-300 Contracted Services - Computer Vendors	56,448	108,000		51,552	52.27%
1-09-4165-000 Memberships/Subscriptions	-	500		500	0.00%
1-09-8000-100 Computer Equipment - Computers	4,719	45,000		40,281	10.49%
1-09-8000-200 Computer Equipment - Laptops	-	10,000		10,000	0.00%
1-09-8000-300 Computer Equipment - Monitors	-	2,000		2,000	0.00%
1-09-8000-400 Computer Equipment - Printers	12	2,500		2,488	0.48%
1-09-8000-500 Computer Equipment - Toner Cartridges	582	3,000		2,418	19.40%
1-09-8000-600 Computer Equipment - Other	3,308	35,000		31,692	9.45%
1-09-8100-100 Computer Software - Maint. and Support	6,059	70,000		63,941	8.66%
1-09-8100-140 Computer Software - Starnik	39,500	86,000			
1-09-8100-150 Computer Software - Cogsdale Maint and Support	26,790	30,000		3,210	89.30%
1-09-8100-200 Computer Software - Software and Upgrades	2,311	15,000		12,689	15.40%
Subtotal Operating Expenses	\$ 150,931	\$ 425,000	\$ -	\$ 227,569	35.51%
Total Departmental Expenses	\$ 274,718	\$ 728,000	\$ -	\$ 405,786	37.74%

# ENGINEERING DEPARTMENT COMMITTED CONTRACTS AND PAYOUT SCHEDULE - JULY, 2013

## Project Commitment and Payout Summary

Work Order No.	Description	Contractor/Consultant/ Supplier	Contractual Commitment	Payout to Date
401-13	Water Supply Fee Analysis	Carollo Engineers	\$ 25,000 \$	0
600-12	3600' Hydro-Pneumatic Tank Replacement	Superior Tank Solutions	\$ 79,000 \$	0
RCP04	Annual Tank Maintenance Program	Superior Tank Solutions	\$ 319,100 \$	0
600-09	16th, 17th, 18th St. E. Water Main Replacement Project - Material Cost Only	HD Supply	\$ 113,352 \$	113,352
401-12	Water Meter Exchange Program	Tejon Constructors	\$ 50,000 \$	48,890

## Project Payout Detail (Actual/Projected)

Work Order No.	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
401-13							\$ 20,000 \$	5,000				
600-12							\$ 79,000					
RCP04										\$ 319,100		
600-09							\$ 113,352					
401-12	\$ 21,895 \$	11,438					\$ 15,557					
<b>Totals:</b>	\$ 21,895 \$	11,438 \$	0 \$	0 \$	0 \$	0 \$	0 \$ 227,909 \$	5,000 \$	0 \$	319,100 \$	0 \$	0 \$

# WATER QUALITY FUND COMMITTED CONTRACTS AND PAYOUT SCHEDULE - JULY, 2013

## Water Quality Fund - Commitment and Payout Summary

Project ID	Description	Contractor/Consultant/ Supplier	Contractual Commitment	Payout to Date
WQF-1	GAC Replacement @ WTP - CX Reactivated	Siemens	\$ 216,776	0
WQF-2	GAC Replacement @ WTP	Calgon Carbon	\$ 868,328	433,552
WQF-3	Localized GAC @ Underground Booster Station - Vessel	Prominent	\$ 88,812	0
WQF-4	Localized GAC @ Underground Booster Station - Site Improvements	BV Construction	\$ 77,952	46,542
WQF-5	Localized GAC @ Underground Booster Station - Structural Design	JT/AESI	\$ 7,000	6,075
WQF-6	Localized GAC @ Underground Booster Station - Initial GAC Supply	TBD	TBD	0

## Water Quality Fund - Payout Detail (Actual/Projected)

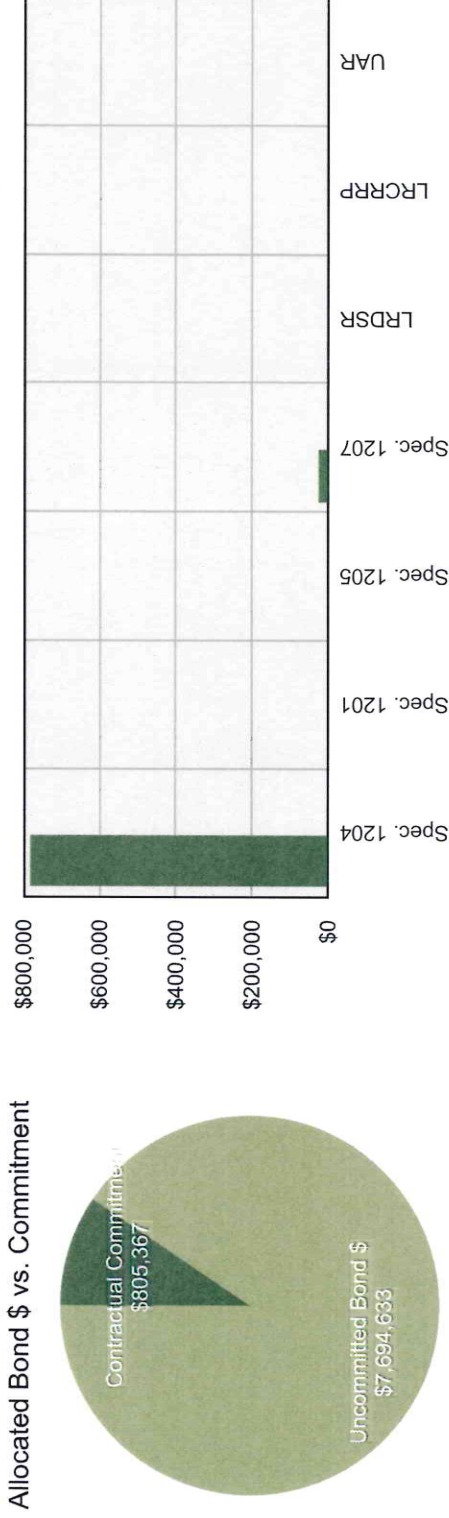
Project ID	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
WQF-1								\$ 216,776				
WQF-2					\$ 216,776		\$ 433,552		\$ 218,000			
WQF-3							\$ 77,000	\$ 11,812				
WQF-4						\$ 46,542	\$ 27,512	\$ 3,898				
WQF-5						\$ 6,075	\$ 925					
WQF-6								\$ 35,000				
<b>Totals:</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 216,776</b>	<b>\$ 52,617</b>	<b>\$ 538,989</b>	<b>\$ 267,486</b>	<b>\$ 218,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>



# PWD WATER REVENUE BONDS - SERIES 2013A

● Contractual Commitment 
 ● Uncommitted Bond \$ 
 ■ Contractual Commitment 
 ■ Payout to Date

Contractual Commitment vs. Payout to Date



## Project Commitment and Payout Summary

Project	Work Order No.	Description	CEQA	Allocated Bond \$	Contractual Commitment	Payout to Date	Uncommitted Bond \$
Spec. 1204	603-12	Ave. Q - Q-3, Division and Sumac	4/28/13	\$725,000	\$781,857	\$0	(\$56,857)
Spec. 1201	606-11	20th, Puerta, Sweetbriar, and 22nd St. E.	5/8/13	\$1,450,000	\$0	\$0	\$1,450,000
Spec. 1205	605-12	Frontier, 31st St. E., etc. between Ave. Q and Q-4	5/8/13	\$1,200,000	\$0	\$0	\$1,200,000
Spec. 1207	607-12	10th St. E. between Ave. P and Palmdale Blvd.	6/16/13	\$1,400,000	\$23,510	\$0	\$1,376,490
LRDSR	501-04	Littlerock Sediment Removal (EIR/EIS/Permits)	TBD	\$975,000	\$0	\$0	\$975,000
LRCRRP	400-12	Littlerock Recharge and Recovery (Feasibility)	TBD	\$1,500,000	\$0	\$0	\$1,500,000
UAR	TBD	Upper Amargosa Recharge (Project Capacity)	11/20/12	\$1,250,000	\$0	\$0	\$1,250,000
Totals:				\$8,500,000	\$805,367	\$0	\$7,694,633



**P A L M D A L E   W A T E R   D I S T R I C T**  
**B O A R D   M E M O R A N D U M**

**DATE:** July 3, 2013 **November 14, 2012**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Matthew Knudson, Engineering Manager  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 8.5 – CONSIDERATION AND POSSIBLE ACTION  
ON AMENDMENT TO CONTRACT WITH ASPEN ENVIRONMENTAL  
GROUP FOR THE LITTLEROCK RESERVOIR SEDIMENT REMOVAL  
PROJECT EIR/EIS/PERMIT ASSISTANCE.***

---

**Recommendation:**

Staff and the Water Supply and Reliability Committee recommend that the Board:

1. Approve Task Order No. 1, which includes Tasks 1-7 and 12 as listed on the attached Exhibit "A-2" with Aspen Environmental Group, in the not-to-exceed amount of \$515,925.00; and
2. Authorize the General Manager to execute an amendment with Aspen Environmental Group utilizing the District's standard professional services amendment form for same.

**Project Background:**

Aspen has begun or completed significant amounts of work since contract issuance in September 2004. The Project has undergone changes since that time and current scope of work proposed under Task Order No. 1 will complete all remaining tasks through publication of the Draft EIR/EIS, permit support (those activities that must be done concurrently with NEPA/CEQA analysis), public involvement, and engineering/feasibility support as needed for NEPA/CEQA review.

The attached Fact Sheet and Exhibit A-2 explain in detail the scope of work, tasks, hourly rate, and estimated hours associated with this proposed Task Order No. 1.

**Budget**

This project is identified as one of the projects that will be funded from the Water Revenue Bonds, Series 2013A proceeds. District staff has allocated \$975,000.00 of said Bond proceeds to be used for this project.

BOARD OF DIRECTORS  
PALMDALE WATER DISTRICT  
VIA: Mr. Dennis D. LaMoreaux, General Manager

July 3, 2013

**Strategic Plan Element**

Strategic Goal 3.4 - Maintain Littlerock Reservoir Storage Capacity

**Supporting Documents**

- Fact Sheet - Littlerock Reservoir Sediment Removal
- Exhibit A-2 - Proposed Cost for Engineering/Feasibility, Environmental Analysis & Permitting Support through Draft EIR/EIS Publication

## Fact Sheet

# Littlerock Reservoir Sediment Removal Project

### Aspen Environmental Group's Engineering/Feasibility, Environmental Analysis, and Permitting Support through Draft EIS/EIR Publication

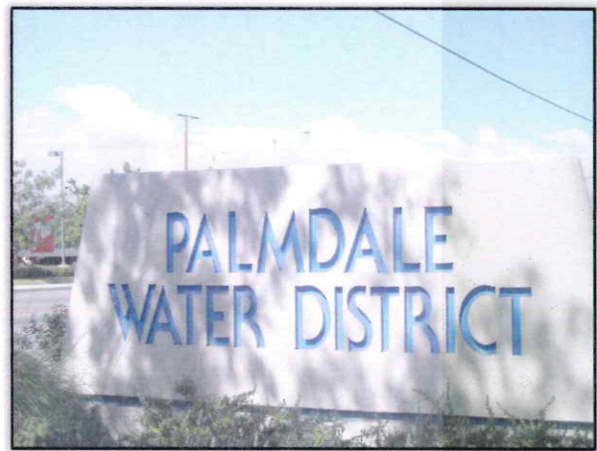
Aspen has begun or completed significant amounts of work since contract issuance in September 2004. The Project has undergone changes since that time, and the current scope of work proposes to complete all remaining tasks through publication of the Draft EIR/EIS, permit support (those activities that must be done concurrently with NEPA/CEQA analysis), public involvement, and engineering/feasibility support as needed for NEPA/CEQA review.

#### Quick Facts

- **Initial Contract Issuance:** September 2004
- **Number of CEQA/NEPA Tasks:** 8
- **Future/Optional Tasks:** 5
- **Sediment Expected to be Removed in 2005:**  
540,000 cubic yards
- **Sediment Expected to be Removed Currently:**  
972,000 cubic yards
- **Listed Species in Reservoir Area:** arroyo toad,  
least Bell's vireo

#### History and Background

Since September 2004, Aspen has conducted many activities related to the environmental analysis and review process, including ongoing development of the project description and alternatives, regular agency coordination and meeting attendance, and preparation of an Administrative Draft EIS/EIR submitted to the District in April 2007. Several technical reports and other documents have also been prepared, including a Cultural Resources Report for the Reservoir, Standard Cultural Resources Mitigation Measures (approved by the Forest Service), and a Draft Biological Resources Technical Report. Aspen has also provided assistance to the Forest Service in preparing the Project Cost Recovery Agreement and Memorandum of Understanding between the District and Forest Service. At the request of the Forest Service, Aspen prepared several NEPA procedural background/technical memoranda (NEPA Connected Actions, Cumulative Analysis, and Alternatives Analysis; and Permitting Requirements).



Although much work has been conducted since 2004 and the results of this work will prove extremely useful to completion of the Project's environmental analysis, Aspen has conducted many of these activities out of scope. In addition, delays in the Project schedule and changes/refinements to the Project Description and Alternatives require update of the environmental analysis conducted for the 2007 Administrative Draft EIS/EIR (which has not been reviewed by the Forest Service).

The Reservoir, including the proposed grade control structure location, has been surveyed for biological resources over multiple years. Additional surveys or field work is needed, but would be limited to only those activities essential to complete the Draft EIR/EIS and reports required under the Forest Land Management Plan including the Management Indicator Species Report, Habitat Mitigation and Monitoring Plan, and Operations and Maintenance Plan. See the **Biological Resources Studies, Plans, and Reports** below for details.



# Littlerock Reservoir Sediment Removal Project

## Summary of Tasks

### EIS/EIR

- **Project Initiation** - Following a Notice to Proceed, the Project schedule will be developed and refined, including timing of engineering/feasibility study and the CEQA/NEPA scoping process.
- **Project and Alternatives Description Refinement** - The Aspen Team will use the Project information developed thus far with the District to refine the Project and alternatives description for the CEQA/NEPA analysis.
- **EIS/EIR Preparation** – Update of the 2007 Draft EIS/EIR. The methodology and criteria used for determining impacts of the Project will be described in each technical section of the EIS/EIR, including any assumptions, models, or modeling techniques used in the analysis. Determination of impacts will be based on thresholds of significance developed in accordance with NEPA and CEQA requirements, the District and USFS's guidelines and requirements, and other recently approved environmental documents. The effectiveness and feasibility of mitigation measures will be discussed, and the level of significance after mitigation will be identified.

Upon close of the Draft EIS/EIR public review period, Aspen will prepare the Final EIS/EIR, which will contain a list of commenters, comment letters, responses to comments on the Draft EIS/EIR, the EIS/EIR text with revisions, and the Mitigation Monitoring and Reporting Program (per CEQA Guidelines §15097).

Aspen will prepare the CEQA-required Findings of Fact document and Statement of Overriding Considerations for the EIR.

### Biological Resources Studies, Plans, and Reports

- **State and federal jurisdictional wetlands/waters delineation** and associated **Preliminary Jurisdictional Delineation Report** for three locations: 1) the reservoir and grade control site; 2) the proposed sediment disposal site on National Forest System lands adjacent to Reservoir; and 3) alternative off-site sediment disposal site(s).
- **Forest Service sediment deposition site** - botanical

surveys and vegetation mapping, general wildlife reconnaissance surveys, and habitat assessments.

- **Alternative sediment disposal site(s)** - botanical surveys and vegetation mapping (including inventory of Joshua trees), protocol surveys for desert tortoise and burrowing owl, and Mohave ground squirrel habitat assessment. For potential sediment disposal sites at local quarries, Aspen will conduct reconnaissance wildlife and botanical surveys along proposed haul routes to identify weed sources or sensitive plants or wildlife that could be affected from the use of the roads at traffic levels above the current baseline.



### Public Involvement

Public involvement activities conducted thus far for the Project include the CEQA and NEPA scoping process conducted in Fall 2005, including development of the project mailing lists, preparation of the PWD Notice of Preparation, the USFS Notice of Intent, preparation and distribution of the scoping meeting notice, a public scoping meeting, preparation of scoping meeting handouts and presentation, and preparation of the scoping process summary. The Forest Service has requested a comprehensive and detailed public involvement program be conducted for the Project's environmental review process, including re-scoping. The details of the program are included within the approved Littlerock Reservoir Sediment Removal Project Public and Agency Involvement Plan (May 2012), and public involvement activities associated with the Project through Draft EIS/EIR publication will be completed consistent with the Plan.



# Littlerock Reservoir Sediment Removal Project

## Permitting Support

Many permitting activities must be initiated concurrent to the CEQA/NEPA environmental review process to ensure that permit requirements are incorporated into the EIS/EIR and permits are acquired in a timely manner. The Aspen Team's proposed permitting task would include permitting under the following issue areas: Land Use, Biological Resources, and Air Quality.

## Project Management

The purpose of this task is to manage the Aspen Project Team, manage the EIS/EIR preparation effort, and maintain close communication between lead agencies' (i.e., District and USFS) staff members and the Project team members. This task is also intended to ensure that the Project is running on time and within budget, and that all work products are of the highest quality. It includes the following: **Project Coordination Activities, Project Meetings, and Administrative Record.**

## Excavation and Grading Plan

This task will consist of developing 30% grading/excavation plans and technical specifications for removal of the material from the reservoir and placement in the disposal area. Although a conceptual excavation and grading plan was developed by Aspen in 2005, it needs to be revised and updated for the following reasons:

- The quantity of sediment evaluated in 2005 would no longer be sufficient to return capacity to the 1995 level, because additional sediment has accumulated over the last eight years.
- The 2005 study did not evaluate placement of excavated sediment in the adjacent canyon, as is now proposed.
- Excavation of nearly twice the sediment volume evaluated in the 2005 study will likely result in a different effect on the reservoir bed than was estimated in 2005.



## Grade Control Design

The grade control structure design of 2005, and subsequent iterations of the same design, was based on an expectation of 540,000 cubic yards of material excavated from the reservoir. This concept now needs to be revised to be consistent with the excavation plan to be developed under the Excavation and Grading Plan task (above), and in a manner that will lead to final design for construction.

## Topographic Mapping

Topographic mapping is necessary as a basis for design of the grade control, excavation area, and disposal area. Topographic maps of the reservoir have been made most recently in 2007. This mapping needs to be updated for the following reasons:

- Since 2007 approximately 324,000 cubic yards of sediment is expected to have accumulated in the reservoir, raising the reservoir bed level 1.5 feet higher on average than in 2007. This sediment is likely to have been deposited disproportionately in the upper reaches.
- Updated topographic information for the reservoir is needed to develop an accurate excavation quantity and plan, and as a design base for the grade control design.
- Previous topographic mapping has been limited to the reservoir area. There is no available mapping for the disposal canyon or roadway area.



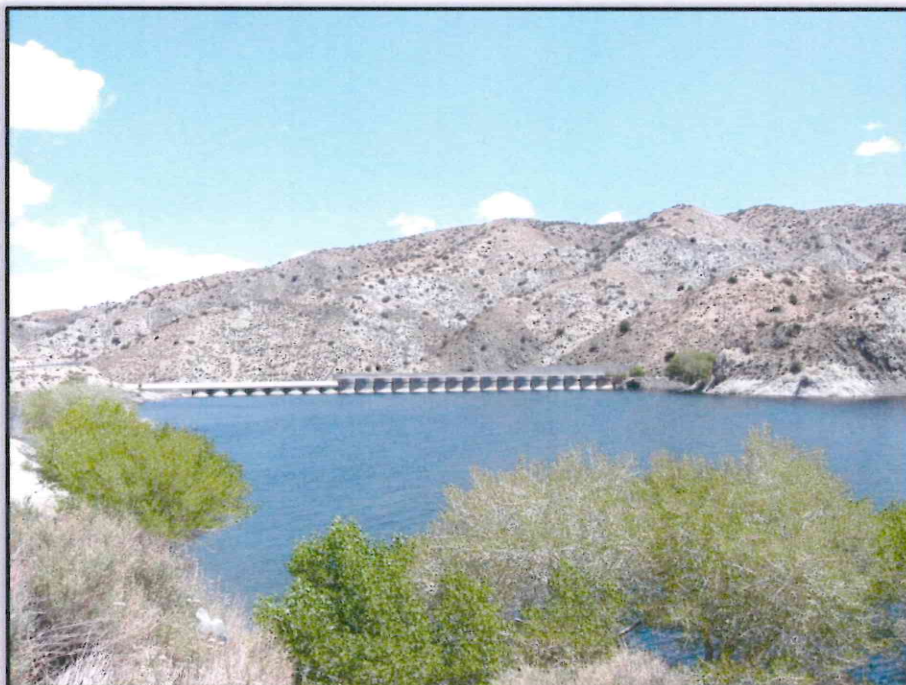
# Littlerock Reservoir Sediment Removal Project

## Future and/or Optional Tasks

At this time, the following future and optional tasks have been identified:

- ***Roadway Engineering (National Forest boundary to the Rocky Point Campground) at the request of the Forest Service***
- ***Engineering Support for Restoration***
- ***Design Workshops***
- ***Geotechnical Investigations***
- ***Potential Funding Opportunities***

These tasks would need to occur prior to Project construction. However, the first Task Order is anticipated to be focused on environmental review and permitting through Draft EIS/EIR publication.





## Aspen Environmental Group

Littlerock Reservoir Sediment Removal Project  
Palmdale Water District

### EXHIBIT A-2: PROPOSED COST - SUMMARY SHEET Engineering/Feasibility, Environmental Analysis & Permitting Support: Through Draft EIR/EIS Publication

Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 12	TOTAL
EIS/EIR	Biological Resources Studies	Public Involvement	Permitting Support	Project Management	Excavation and Grading	Grade Control Design	Topography	TASK ORDER-1
Total Aspen Labor Cost	\$143,407	\$40,733	\$31,080	\$27,296	\$18,541	\$13,650	\$2,100	\$308,557
Aspen Other Direct Costs	\$24,022	\$7,329	\$3,795	\$1,403				\$85,003
<b>SUBCONTRACTORS COST</b>								
CDM Smith					\$70,753	\$51,612		\$122,365
Total Subcontractor Cost					\$70,753	\$51,612		\$122,365
<b>Total Cost</b>	<b>\$167,428</b>	<b>\$48,062</b>	<b>\$34,875</b>	<b>\$28,699</b>	<b>\$89,294</b>	<b>\$65,262</b>	<b>\$49,400</b>	<b>\$515,925</b>

Note: The rates on this cost estimate are good through 12/31/2014, after which they would increase by 3%.



# Aspen Environmental Group

Litterock Reservoir Sediment Removal Project  
Palmdale Water District

## EXHIBIT A-2: PROPOSED COST Environmental Analysis & Permitting Support

Key Personnel/Category	Task 1		Task 2		Task 3		Task 4		Task 5		Task 6		Task 7		Task 12		TOTAL	
	Hours	Rate	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Quantity	Cost
Negar Vahidi, Project Manager	260	\$160.00		\$41,600	20	\$3,200	56	\$8,680	116	\$18,560							396	\$63,360
Chris Huntley, Senior Biologist	39	\$155.00		\$6,045	6	\$930	10	\$1,750									151.7	\$23,514
Phil Lowe, Senior Hydrologist/Water Resources	24	\$175.00		\$4,200	6	\$1,050	6	\$990			106	\$18,541	78	\$13,650	12	\$2,100	236	\$41,291
Will Walters, Senior Air Quality	26	\$155.00		\$4,290	6	\$990	6	\$990									38	\$6,270
Sandra Alarcon-Lopez, Public Involvement		\$155.00			45	\$6,975											45	\$6,975
Jared Varonin, Biology/Permitting		\$105.00				\$13,923	132.6										202.6	\$21,273
Scott Debauche, Environmental Planner		\$95.00	325	\$30,875	6	\$570	20	\$1,900									351	\$33,345
Susanne Huerta, Environmental Planner		\$86.00	182	\$15,652	165	\$14,190			20	\$1,720							367	\$31,562
Jennifer Lancaster, Biologist		\$88.00	91	\$8,008			94.25	\$8,294			80	\$7,040					265.25	\$23,342
Justin Wood, Botanist		\$88.00					78	\$6,864									78	\$6,864
Jordanne Gregorio, Air Quality		\$70.00	52	\$3,540					2	\$140							54	\$3,780
Tracy Valentovich, Biologist		\$65.00	59.8	\$3,887			124.15	\$8,070									243.95	\$15,857
Elizabeth Bagwell, Senior Cultural Resources		\$99.00	31.2	\$3,089					60	\$3,900							31.2	\$3,089
Matthew Braun, Cultural Resources		\$75.00	117	\$8,715													117	\$8,715
Judy Spicer, Production Manager		\$99.00	31.2	\$3,089	30	\$2,850			4	\$396							39.1	\$3,871
Karl Simpson, Graphics/Production		\$95.00	65	\$6,175					20	\$1,900							115	\$10,925
Elise Camacho, Project Accounting/Controls		\$92.00	26	\$2,392					40	\$3,680							66	\$6,072
Admin/Clerical		\$65.00	26	\$1,690	5	\$325	5.2	\$338	16	\$1,040							52.2	\$3,393
<b>Total Labor</b>	<b>1355.2</b>			<b>\$143,407</b>	<b>289</b>	<b>\$31,080</b>	<b>488.8</b>	<b>\$45,733</b>	<b>216</b>	<b>\$27,296</b>	<b>106</b>	<b>\$18,541</b>	<b>78</b>	<b>\$13,650</b>	<b>12</b>	<b>\$2,100</b>	<b>2848.95</b>	<b>\$313,557</b>
<b>Direct Project Cost Item</b>		<b>Unit Cost</b>		<b>Cost</b>		<b>Cost</b>		<b>Cost</b>		<b>Cost</b>		<b>Cost</b>		<b>Cost</b>		<b>Cost</b>		<b>Total</b>
Copies/Printing				\$16,250		\$166		\$875		\$125								\$17,766
Travel & Per Diem				\$2,052		\$806		\$500		\$600								\$4,658
Postage/Delivery				\$1,625						250								\$1,875
Telephone (Cell+Cont Calls)						\$325				300								\$625
Computer (per billable hour)																		
Equipment Rental				\$91														\$364
Document/Data Acquisition/Ads				\$1,820		\$1,750												\$3,570
Topographic Mapping Survey																\$43,000		\$43,000
Pacific Coast Conservation Alliance																\$2,210		\$2,210
Ryan Young						\$3,208												\$3,208
Subtotal				\$21,838		\$6,663		\$3,450		\$1,275								\$77,275
Aspen Fee on all Non-Labor Costs & Subs (10%)				\$2,184		\$666		\$345		\$128								\$7,728
<b>Total Non-Labor</b>				<b>\$24,022</b>		<b>\$7,329</b>		<b>\$3,795</b>		<b>\$1,403</b>						<b>\$47,300</b>		<b>\$85,003</b>
<b>Total Cost</b>				<b>\$167,428</b>		<b>\$48,062</b>		<b>\$34,875</b>		<b>\$32,905</b>		<b>\$18,541</b>		<b>\$13,650</b>		<b>\$49,400</b>		<b>\$393,560</b>



# Aspen Environmental Group

Littlerock Reservoir Sediment Removal Project  
Palmdale Water District

**PROPOSED COST**  
**Engineering/Feasibility**  
**Subcontractor: CDM Smith**

Key Personnel/Category	Task 6			Task 7			TOTAL	
	Excavation and Grading		Rate	Grade Control Design		Cost	Engineering / Feasibility	
	Hours	Cost		Hours	Cost		Quantity	Cost
Wendy Katagi - Engineer/Scientist Grades 7-8	40	\$8,000	\$200.00	20	\$4,000		60	\$12,000
Brian Murphy - Engineer/Scientist Grades 5-6	130	\$22,100	\$170.00	94	\$15,912		224	\$38,012
Jeff Woon - Engineer/Scientist Grades 7-8			\$200.00					
Moosub Eom - Engineer/Scientist Grades 5-6	56	\$9,503	\$170.00	55	\$9,282		111	\$18,785
Christine Brewer - Engineering Support	169	\$18,590	\$110.00	81	\$8,866		250	\$27,456
CADD/Drafter	92	\$10,120	\$110.00	47	\$5,148		139	\$15,268
To be Determined - Word Processor	13	\$1,040	\$80.00	12	\$936		25	\$1,976
Flor Villa - Contract Administrator	3	\$286	\$110.00	7	\$715		9	\$1,001
Miguel Aceves - Engineer/Scientist Grades 5-6			\$170.00					
David Ebersold - Engineer/Scientist Grades 9-10	10	\$2,392	\$230.00	5	\$1,196		16	\$3,588
Darren Hartwich - Engineer/Scientist Grades 5-6			\$170.00					
<b>Total Labor</b>	<b>513</b>	<b>\$72,031</b>		<b>319</b>	<b>\$46,055</b>		<b>832</b>	<b>\$118,086</b>

Direct Project Cost Item	Unit Cost	Cost	Cost	Total
Copies/Printing		286	\$20	\$5,720
Reproduction Plan Sheets		43	\$215	\$9,245
Travel & Per Diem			\$1,381	\$1,381
Postage/Delivery (Fed Ex Package)		18	\$347	\$6,246
Telephone (Cell+Conf Calls per Hour)		18	\$448	\$8,064
Computer (per billable hour)				
Equipment Rental				
Document/Data Acquisition				
Topographic Mapping Survey (subconsultant)				
<b>Subtotal Other Direct Costs</b>			<b>\$2,410</b>	<b>\$865</b>
Subtotal			\$84,321	\$111,241
Aspen Fee on Subcontractors (10%)			\$6,432	\$11,124
<b>Total Cost through</b>			<b>\$70,753</b>	<b>\$122,365</b>

SUPERVISOR APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

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## 2013 Conference

October 3rd - October 4th, 2013

Monte Carlo Resort in Las Vegas, NV

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## Customers

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### Testimonials

### Case Studies

### Customer Success

### 2013 Conference

“ The User Conference, it's amazing. The people that you get to know, the networking, just talking to other clients of NEOGOV to find out how they go through their processes and it's great because you always think you're alone in these challenges but you're not and you're able to solve those problems. ”

Yvette Martinez  
City of Denver, CO

### 2013 NEOGOV Annual User Conference

NEOGOV invites you to join us in Las Vegas, Nevada on October 3rd-4th for our 12th annual user conference at the Monte Carlo Resort. Pre-conference training will take place on October 2nd.

New sessions for 2013 will be demonstrated by NEOGOV staff. Learn best practices from other agencies and network with fellow public sector and education HR professionals from all across the country.

#### 2013 Conference Sessions will feature:

- Roadmap for all NEOGOV products
- Utilizing the latest Insight features for your organization
- System Administration
- Testing best practices
- Streamlining your online application process
- Performance evaluation best practices
- Onboarding New Hires
- Speed Consulting
- Processes for Search Committees, Police/Fire recruiting
- Getting the most out of Social Media
- Roundtable discussions on HR topics/challenges
- Networking with other users in similar organizations

#### [Preliminary Conference Session Topics](#)

#### [Why Las Vegas?](#)

#### Pre-Conference Training Wednesday, October 2nd, 2013

We also offer hands-on training sessions in a computer classroom setting the day prior to the conference. Sign-up is available on the conference registration form online.

#### [Training Agenda](#)

### Event Pricing

#### Before September 1st

Two-day Conference: \$399

Training and Conference \$799

package;

#### After September 1st

Two-day Conference: \$449

Training and Conference \$949

package;

#### Group Discount:

\$50 conference registration discount per attendee when two or more individuals from the same organization register.

[Register Now](#)

### Hotel Reservation

Monte Carlo Resort is offering a group discounted room rate of \$66 per night. This rate does not include taxes. Please note that this special rate is available for a limited number of rooms and only for reservations made by 9/2/13.

#### [Book Online](#)

To book by phone, please call (800) 311-8999 and use the code XNEOGOV13.

**About**

NEOGOV is a market and technology leader in the public sector HCM.

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Testimonials  
Customer Success  
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## NEOGOV Encounter 2013

We invite you to join us for our 12th annual user conference in Las Vegas, Nevada. Pre-conference training will take place on Wednesday, October 2nd.

 Las Vegas, Nevada

 Monte Carlo Resort

 October 3rd-4th

### Preliminary Session Topics:

#### Roadmap for All NEOGOV Products

Join NEOGOV's Product Strategy Team for a popular and informative outline of the 2014 NEOGOV roadmap.

#### Conducting Performance Evaluations

Align individual performance with strategic organization objectives and defined performance standards.

#### System Administration

Tailor the system to meet the specific needs of your organization.

#### Roundtable Discussions on HR Topics/Challenges

Exchange information with your colleagues and learn how they handle similar HR situations.

#### Speed Consulting

Have a quick question regarding Insight functionality? Struggling with a general business process and want to know how Insight can address that? Answers will be available to you directly from a NEOGOV Team Member during the conference.

#### Onboard New Hires

Start new hires more quickly by completing the I-9, W-4 and other forms all online.

#### Testing—Tips for the Best Practices

Learn best practice tips for creating and conducting tests within your organization.

#### Get the Most Out of Social Media

Take social interaction to the next level by using available social networks.

#### Utilize Insight Features for Your Organization

We will demonstrate the latest Insight system enhancements and discuss the best practices for incorporating these features into your process.

#### Streamline Your Online Application Process

Making even the smallest changes will have a positive impact on a more efficient application process.

#### Search Committees and Police/Fire Recruiting

Discover new tips for managing various recruitments.

#### Networking with Other Users in Similar Organizations

Share and gain experience with other users.

*\*Preliminary session topics are subject to change. The conference usually ends by 4:00pm Friday.*

**MINUTES OF MEETING OF THE FACILITIES COMMITTEE OF THE PALMDALE WATER DISTRICT, MAY 21, 2013:**

*A meeting of the Facilities Committee of the Palmdale Water District was held Tuesday, May 21, 2013, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Alvarado called the meeting to order.*

**1) Roll Call.**

**Attendance:**

Facilities Committee:

Robert Alvarado, Chair

Gordon Dexter, Committee  
Member

**Others Present:**

Dennis LaMoreaux, General Manager

Matt Knudson, Engineering Manager

Peter Thompson II, Operations Manager

Randy Hardenbrook, Equipment Mechanic Spvsr.

Kelly Jeters, Systems Supervisor

Amanda Williams, Water Quality Supervisor

Dawn Deans, Executive Assistant

0 members of the public

**2) Adoption of Agenda.**

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

**3) Public Comments.**

There were no public comments.

**4) Action Items:**

**4.1) Consideration and Possible Action on Approval of Minutes of Regular Meeting Held April 23, 2013.**

It was moved by Committee Member Dexter, seconded by Chair Alvarado, and unanimously carried to approve the minutes of the Facilities Committee meeting held April 23, 2013, as written.

**4.2) Consideration and Possible Action on Agreement for Water Storage Tank Maintenance Services. (\$319,000.00/Year for 5-Years – Budgeted – Engineering Manager Knudson)**

Engineering Manager Knudson reviewed the proposed Agreement with Superior Tank Solutions, Inc. for water storage tank maintenance services, and after a brief discussion of the terms of the agreement, the tanks scheduled for maintenance, and maintenance standards, it was moved by Committee Member Dexter, seconded by Chair Alvarado, and unanimously carried to present the proposed Superior Tank Solutions, Inc. Agreement to the full Board for consideration with the Committee's recommendation for approval.

**5) Information Items.**

**5.1) Update on Facilities Committee Goals and District Projects. (Chair Alvarado)**

Equipment Mechanic Supervisor Hardenbrook informed the Committee that work continues on current projects including repair of Well No. 21, the valve job on Well No. 15, required source testing, annual gasoline tank testing, and the search for a used dump truck and backhoe.

Engineering Manager Knudson informed the Committee that staff looks forward to utilizing the newly acquired bond funds for needed water main replacement projects, the Littlerock Dam Sediment Removal Project, the Littlerock Dam Recharge Project, and participation in the Upper Amargosa Recharge Project.

Operations Manager Thompson II informed the Committee that work continues on the SCADA radio backbone upgrade, and several equipment failures occurred requiring replacement.

Systems Supervisor Jeters informed the Committee of the SCADA radio backbone upgrade details, the PLC seismic valve rebuilds, and annual Edison efficiency testing.

**5.2) Update on Pending Water Quality Regulations. (Operations Manager Thompson II)**

Water Quality Supervisor Williams provided an overview of the District's compliance with the Stage II Disinfection Byproduct Rule including staff's operational efforts to reduce Total Trihalomethanes, test locations and results, the benefit of localized GAC at the underground booster site, and varying lake temperatures.

5.7) Other.

There were no additional information items.

6) Board Members' Requests for Future Agenda Items.

There were no further requests for future agenda items.

The next Facilities Committee meeting was then scheduled for June 25, 2013 at 5:00 p.m.

7) Adjournment.

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

  
Chair



**MINUTES OF MEETING OF THE WATER SUPPLY & RELIABILITY COMMITTEE  
OF THE PALMDALE WATER DISTRICT, MAY 24, 2013:**

*A meeting of the Water Supply & Reliability Committee of the Palmdale Water District was held Friday, May 24, 2013, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dexter called the meeting to order.*

**1) Roll Call.**

**Attendance:**

Water Supply & Reliability Cmte:  
Gordon Dexter, Chair  
Gloria Dizmang, Committee  
Member

**Others Present:**

Dennis LaMoreaux, General Manager  
Robert Alvarado, PWD Director  
Dawn Deans, Executive Assistant  
0 members of the public

**2) Adoption of Agenda.**

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

**3) Public Comments.**

There were no public comments.

**4) Action Items:**

**4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held April 26, 2013.**

It was moved by Committee Member Dizmang, seconded by Chair Dexter, and unanimously carried to approve the minutes of the Water Supply & Reliability Committee meeting held April 26, 2013, as written.

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

General Manager LaMoreaux reviewed the water supply projections and charts included with the agenda packet and informed the Committee that water production through April is 8% higher than 2012; that consumption and production are higher than budgeted; that staff will continue to monitor per capita water use to ensure it is

maintained below the 2020 goal; and that water will be taken from Littlerock Reservoir beginning next week to the minimum pool level followed by discussion of water service to mutual water companies and selling State Water Project supply.

**4.3) Discussion of the District's Water Banking Opportunities. (Chair Dexter)**

General Manager LaMoreaux informed the Committee that staff met with the General Manager of the Antelope Valley Water Bank yesterday, who inquired as to the District's interest in the Antelope Valley Water Bank; that the District has some water in this Bank through a sublease; and that staff informed him of the District's upcoming Littlerock Recharge Project but if supplies were available prior to the completion of the Littlerock Recharge Project, the District may consider storage in the Antelope Valley Water Bank on an interim basis.

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

General Manager LaMoreaux informed the Committee that the Delta Plan was approved last week, and the State Water Contractor's Board will debate legally challenging this decision; that there has been no further discussion of reducing the State Water Project allocation; and that a tour of the Oroville facilities is scheduled for June 7 followed by review and discussion of the details of the Delta Plan, the Bay Delta Conservation Plan, and the Water Bond.

**5) Project Updates.**

**5.1) Palmdale Recycled Water Authority. (General Manager LaMoreaux)**

General Manager LaMoreaux reported on the purpose of the proposed website for the Palmdale Recycled Water Authority followed by discussion of the timing for development of this website.

**5.2) Water Purchase Opportunities. (Water & Energy Resources Manager Pernula)**

General Manager LaMoreaux stated that staff is reviewing several Table A water purchase opportunities and will keep the Committee informed of any progress followed by discussion of the District's written interest in suspended water supplies and the Department of Water Resources' charge for moving non-project water across the Delta.

**5.3) Littlerock Dam Sediment Removal Project. (Engineering Manager Knudson)**

General Manager LaMoreaux stated that an amendment to the contract with Aspen Environmental for completion of the EIR/EIS and permits for this project will be presented to the Committee for consideration and that funds for this amendment were included in the 2013A Water Revenue Bonds.

**6) Information Items.**

There were no additional information items to discuss.

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

The next Water Supply & Reliability Committee meeting was scheduled for June 21, 2013 at 2:30 p.m.

**8) Adjournment.**

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

  
\_\_\_\_\_  
Chair

## **MINUTES OF MEETING OF THE OUTREACH COMMITTEE OF THE PALMDALE WATER DISTRICT, JUNE 3, 2013:**

*A regular meeting of the Outreach Committee of the Palmdale Water District was held Monday, June 3, 2013, 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:**

Dennis LaMoreaux, General Manager

Jim Stanton, Information Technology Manager

Danielle Henry, Administrative Assistant

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 written.

### **3) Public Comments.**

There were no public comments.

### **4) Action Items:**

#### **4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held May 6, 2013.**

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 May 6, 2013, as written.

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

Information Technology Manager Stanton stated that the design for posting the "Before the First Drop" marketing campaign on Facebook will be presented at the next Committee meeting for approval.



General Manager LaMoreaux then stated that the campaign's educational video will also be available for review at the next Committee meeting.

**4.3) Discussion and Possible Action on Social Media Marketing Campaign. (Information Technology Manager Stanton)**

Information Technology Manager Stanton stated that this campaign is tied to the "Before the First Drop" marketing campaign, and staff is ready to move forward.

**4.4) Discussion and Possible Action on District Plant Sale to be Held June 22, 2013. (Water Conservation Supervisor Beck)**

General Manager LaMoreaux stated that the plant sale is scheduled for June 22, 2013 from 8 a.m. to 1 p.m.; that flyers are being distributed; that the sale will be promoted through Constant Contact and the Water News; and that coupons will be included on the flyer and Constant Contact message followed by discussion of additional promotion of the sale through ads in the Antelope Valley Press.

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

After a brief discussion of the proposed policy, the Committee concurred to present the policy for requesting District speakers and presentations as an amendment to the Rules and Regulations to the full Board for consideration at the next regular Board meeting.

**5) Information Items.**

**5.1) Update on Aquadog Animation. (Information Technology Manager Stanton)**

Information Technology Manager Stanton stated that Water Conservation Supervisor Beck is working with the animation company on a rough draft of the Aquadog animation.

**5.2) Update on Application for Special District Leadership Foundation "District Transparency Certificate of Excellence." (General Manager LaMoreaux)**

General Manager LaMoreaux stated that staff is working through the checklist for this Application and that the District currently meets most of the checklist requirements.

**5.3) Other.**

General Manager LaMoreaux distributed the next issue of Water News for Committee review followed by discussion of the articles.

He then distributed magnets that will be handed out at Thursday-Night-on-the-Square and stated that automated telephone payment options are under review.

He then stated that the Consumer Confidence Report distribution mailing list has been revised, and additional copies of the Report will be printed and mailed to customers prior to the July 1, 2013 deadline.

Director Alvarado stated that he spoke with Mayor Ledford and two Councilmen regarding Aquadog's presence at Thursday-Night-on-the-Square; that they will speak with the Event Coordinator; but that it should not be a problem for him to attend.

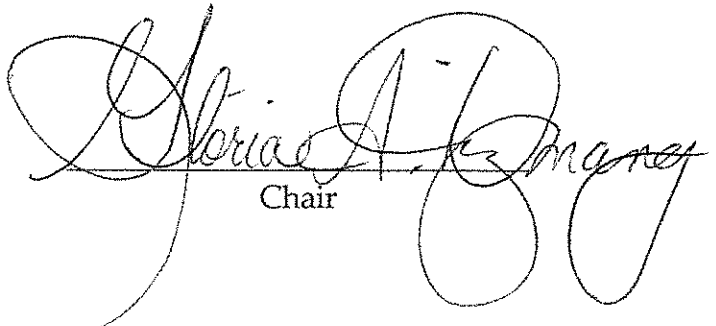
**6) Board Members' Requests for Future Agenda Items.**

There were no requests for future agenda items.

The next Outreach Committee meeting was scheduled for July 1, 2013 at 4:00 p.m.

**7) Adjournment.**

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

  
Chair