



PALMDALE WATER DISTRICT

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Board of Directors

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Division 5

August 8, 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, August 14, 2013

7:00 p.m.

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale. Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

PUBLIC COMMENT GUIDELINES: The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Pledge of Allegiance.
- 2) Roll Call.
- 3) Adoption of Agenda.
- 4) Public comments for non-agenda items.
- 5) Presentations:
No presentations scheduled at this time.

- 6) Action Items - Consent Calendar (The public shall have an opportunity to comment on any action item as each item is considered by the Board of Directors prior to action being taken.)
 - 6.1) Approval of minutes of regular meeting held July 24, 2013.
 - 6.2) Payment of bills for August 14, 2013.
 - 6.3) Receive and file Semi-Annual Employee Reimbursement Report for the period covering January 1, 2013 through June 30, 2013. (Finance Manager Williams)
- 7) Action Items - Action Calendar (The public shall have an opportunity to comment on any action item as each item is considered by the Board of Directors prior to action being taken.)
 - 7.1) Consideration and possible action on claim received from Omar Ramirez. (Finance Manager Williams)
 - 7.2) Status report on Cash Flow Statement and Current Cash Balances as of June 30, 2013. (Financial Advisor Egan/Finance Committee)
 - 7.3) Status report on Financial Statements, Revenue and Expense and Departmental Budget Reports for June 30, 2013. (Finance Manager Williams/Finance Committee)
 - 7.4) Status report on committed contracts issued. (Engineering Manager Knudson/Finance Committee)
 - 7.5) Consideration and possible action on setting Palmdale Water District's assessment rates for fiscal year 2013-2014 and adoption of Resolution No. 13-11 regarding said rates. (Financial Advisor Egan)
 - 7.6) Consideration and possible action on removing freeze on annual cost of living adjustment. (\$130,000 - Budgeted but frozen - General Manager LaMoreaux/Personnel Committee)
 - 7.7) Consideration and possible action on proposal received from The Mathis Group to recruit for the position of Human Resources Manager and to provide guidance for an RFQ for Board/District's attorney. (\$15,560.00 - Non-Budgeted - General Manager LaMoreaux/Personnel Committee)
 - 7.8) Consideration and possible action on Attorney Services Agreement between the District and Lagerlof Senecal Gosney & Kruse LLP. (General Manager LaMoreaux/Ad Hoc Legal Committee)
 - 7.9) Consideration and possible action on ACWA Region 8 election for the 2014-2015 term. (General Manager LaMoreaux)
 - 7.10) Consideration and possible action on Board and staff attendance at conferences, seminars, and training sessions as follows:
 - a) California Utility Executive Management Association "Leadership Summit 2013" to be held September 4 - 6, 2013 in San Diego, California.
 - b) Public Works - Utilities - Waterworks Management Institute "Basic Management Institute" to be held September 16 - 20, 2013 in Salt Lake City, Utah.

- c) AUMA Actuator, Inc. "Service Training and AC Parameterization" to be held September 23 – 26, 2013 in Tustin, California.
 - d) Shimadzu Customer Training and Education Center "Gas Chromatography Mass Spectrometry Training" to be held September 24 – 27, 2013 in Columbia, Maryland.
- 8) Information Items:
- 8.1) Reports of Directors: Meetings, Committee meetings, and general report.
 - 8.2) Report of General Manager.
 - a) Selection of winner for 'Facebook Like' campaign. (Information Technology Manager Stanton)
 - 8.3) Report of Attorney.
- 9) Public comments on closed session agenda matters.
- 10) Closed session under:
- 10.1) Government Code Section 54956.9(d)(1), pending litigation: *Antelope Valley Ground Water Cases*.
 - 10.2) 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*.
 - 10.3) 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*.
 - 10.4) Government Code Section 54956.9(d)(1), pending litigation: *Velez v. City of Palmdale, et al, Los Angeles Superior Court Case No. MC023216*.
 - 10.5) Government Code Section 54956.9(d)(1), pending litigation: *SCWA v. DWR, Superior Court of California for the County of Sacramento, Case No. 34-2008-00016338 CU-BC-GDS (Area of Origin Litigation)*.
 - 10.6) Government Code Section 54956.9(d)(2), conference with legal counsel regarding potential litigation.
- 11) Public report of any action taken in closed session.
- 12) Board members' requests for future agenda items.
- 13) Adjournment.


DENNIS D. LaMOREAUX,
General Manager

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: August 6, 2013 **August 14, 2013**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Michael Williams, Finance Manager
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 6.3 – RECEIVE AND FILE SEMI-ANNUAL
EMPLOYEE REIMBURSEMENT REPORT FOR THE PERIOD
COVERING JANUARY 1, 2013 THROUGH JUNE 30, 2013***

Recommendation:

Staff recommends the Board receive and file the Semi-Annual Employee Reimbursement Report for the period covering January 1, 2013 through June 30, 2013.

Background:

Staff reimbursements are based on the approved budget. It is required that the District report to governing body Employee Reimbursements in excess of \$100.00 on a semi-annual basis.

Strategic Plan Element:

This work is part of Strategic Element 6.0 Financial Management – Our objective in financial planning is to manage public funds to assure financial stability and demonstrate responsible stewardship.

Budget:

Receiving and filing the Employee Reimbursement Report will not affect the budget.

Supporting Documents:

- Semi-Annual Employee Reimbursement Report for the period covering January 1, 2013 through June 30, 2013

PALMDALE WATER DISTRICT
Semi-Annual Employee Reimbursement Report
Period Covering January 1, 2013 through June 30, 2013

Employee ID	Employee Name	Pay Date	Item Description	Amount
1120	BLIGH, CHRIS	4/24/2013	REIMBURSEMENT FOR EDUCATIONAL EXPENSES	105.00
2600	PERNULA, JON	1/16/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	106.06
2600	PERNULA, JON	1/30/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	108.06
2601	PERNULA, JON	2/27/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	107.07
2705	DEANS, DAWN	3/13/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	102.27
2600	PERNULA, JON	3/27/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	250.89
2030	KNUDSON, MATT	3/27/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	372.90
2710	LUCAS, TAMMY	5/8/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	122.50
2600	HEINONEN, RICHARD	5/22/2013	REIMBURSEMENT FOR EDUCATIONAL EXPENSES	1,050.00
1220	COLLETT, FRANK	4/10/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	280.24
2100	LAMOREAUX, DENNIS	4/24/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	228.28
2100	LAMOREAUX, DENNIS	5/22/2013	REIMBURSEMENT FOR TRAVEL EXPENSES	121.66
				<u>2,954.93</u>

**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

DATE:	August 7, 2013	August 14, 2013
TO:	BOARD OF DIRECTORS	Board Meeting
FROM:	Mr. Bob Egan, Financial Advisor	
RE:	<i>AGENDA ITEM NO. 7.2 – STATUS REPORT ON CASH FLOW STATEMENT AND CURRENT CASH BALANCES AS OF JUNE 30, 2013</i>	

Attached is the Investment Funds Report and current cash balance as of June 30, 2013. The reports will be reviewed in detail at the Board meeting.

PALMDALE WATER DISTRICT
INVESTMENT FUNDS REPORT

			June 30, 2013			June-13	May-13
DESCR						VALUE	VALUE
A/C #							
CASH							
0-0103	Citizens/US Bank - Checking					938,742.74	730,319.25
0-0104	Citizens- Merchant					135,978.37	112,316.31
					Bank cash	1,074,721.11	842,635.56
0-0119	PETTY CASH					300.00	300.00
0-0120	CASH ON HAND					3,400.00	3,400.00
	TOTAL CASH					1,078,421.11	846,335.56
INVESTMENTS							
0-0110	UBS ACCOUNT SS 11469 GG						
	UBS RMA Government Portfolio					5,515,926.59	5,510,082.81
	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					1,414,406.00	1,418,284.00
	Accrued interest					9,868.04	6,061.86
						7,190,200.63	7,184,428.67
0-1110	UBS ACCOUNT SS 11475 GG						
	UBS Bank USA Dep acct					181,530.58	181,526.74
	UBS RMA Government Portfolio					0.00	0.00
						181,530.58	181,526.74
0-0115	LAIF					11,690.59	11,690.59
0-0111	UBS ACCOUNT SS 11432 GG						
	UBS Bank USA Dep acct					250,000.00	250,000.00
	UBS RMA Government Portfolio					304,987.11	299,793.29
	Accrued interest					4,082.65	7,432.65
	US GOVERNMENT SECURITIES:						
	ISSUE DATE	ISSUER	EXPIR DATE	RATE	PAR	MARKET VALUE	MARKET VALUE
		FNMA	10/26/15	1.625	500,000	512,395.00	514,180.00
		FNMA	06/28/17	1.125	500,000	495,355.00	493,290.00
		FNMA	07/17/17	1.2	500,000	489,475.00	496,115.00
		FHLB	12/28/17	0.95	500,000	487,910.00	494,660.00
					2,000,000.00	1,985,135.00	1,998,245.00
	TOTAL MANAGED ACCOUNT					2,544,204.76	2,555,470.94
	TOTAL INVESTMENTS					9,927,626.56	9,933,116.94
	GRAND TOTAL CASH AND RESTRICTED CASH					11,006,047.67	10,779,452.50
					Incr (Decr)	226,595.17	567,832.63
	Checking		1,078,421				
	UBS MM		7,371,731		BNY Mellon		
	LAIF		11,691		Construction	8,500,000.00	8,500,000.00
	UBS Investment		2,544,205		Issuance	7,109.16	8,959.16
	Restricted		0			8,507,109.16	8,508,959.16
	Total		11,006,048				

REVISED 08/07/13	<u>2013</u>	<u>2013</u>	<u>2013</u>	<u>2013</u>	<u>2013</u>	<u>2013</u>	<u>2013</u>	<u>2013</u>	<u>2013</u>	<u>2013</u>	<u>2013</u>	<u>2013</u>	
	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Water Sales	1,650,519	1,596,949	1,675,412	1,839,852	1,983,700	2,140,418	2,776,379	2,454,000	2,452,200	2,221,000	2,054,200	1,759,700	24,604,328
	1,650,519	1,596,949	1,675,412	1,839,852	1,983,700	2,140,418	2,776,379	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	11,006,048	10,084,349	10,402,384	8,579,549	8,476,881	9,170,463	
Water Receipts	2,428,492	1,596,949	1,905,179	1,839,852	1,931,246	2,072,882	2,776,379	2,454,000	2,452,200	2,221,000	2,054,200	1,759,700	25,492,078
Other													
Total Operating Revenue	2,428,492	1,596,949	1,905,179	1,839,852	1,931,246	2,072,882	2,776,379	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	1,588,065	1,630,682	1,729,200	1,776,600	1,725,700	1,839,550	1,794,100	2,255,100	20,380,510
													4,223,818
Non-Operating Revenue Expenses:													
Assessments, net	620,213	287,572	2,234	1,883,965	585,806	5,790	287,658	143,000			113,500	2,383,600	6,313,338
Special Avek CIF Payment													0
Interest	(5,316)	(6,054)	1,396	(424)	835	5,250	2,100	1,900	2,100	2,100	2,100	2,100	8,086
Mkt adj					(16,104)	(16,532)							
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/(payment)				59,514	35,285		(436,485)						(341,686)
Other /Palmdale Redevel Agency	9,828	54,653	6,774	13,488	16,165	9,849							110,757
Total Non-Operating Revenues	624,724	380,347	(105,836)	1,956,543	670,018	16,858	(134,227)	157,400	14,600	14,600	613,100	2,398,200	6,638,962
Capital Expenditures	(194,434)		(61,168)	(103,645)	(54,481)	(52,617)	(345,737)	(216,000)	(8,898)	(319,100)			(1,356,080)
GAC	(233,893)				(216,776)		(301,893)	(121,147)	(256,405)				(1,130,114)
SWP Capitalized	(629,459)	(156,354)	(180,606)	(156,354)	(156,354)	(156,354)	(656,400)	(156,400)	(184,600)	(156,400)	(156,400)	(156,400)	(2,902,081)
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							(507,402)					(507,402)	(1,014,804)
Capital leases		(23,218)	(3,327)	(37,919)	(17,756)	(23,491)	(23,218)	(23,218)	(23,218)	(23,218)	(23,218)	(23,218)	(245,019)
Legal adjudication fees													0
Total Cash Ending Balance	9,043,624	9,364,314	7,809,930	10,211,620	10,779,452	11,006,048	10,084,349	10,402,384	8,579,549	8,476,881	9,170,463	10,386,243	(10,333,107)
											Budget	8,193,078	529,673
											diff	2,193,165	

PALMDALE WATER DISTRICT BOARD MEMORANDUM

DATE: August 7, 2013 **August 14, 2013**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Michael Williams, Finance Manager/CFO
VIA: Mr. Dennis LaMoreaux, General Manager
RE: *AGENDA ITEM 7.3 – STATUS REPORT ON FINANCIAL STATEMENTS,
REVENUE AND EXPENSE AND DEPARTMENTAL BUDGET REPORTS FOR
JUNE 30, 2013*

Discussion:

Presented here are the Balance Sheet and Profit/Loss Statement for the period ending June 30, 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 June, 2013.

This is the sixth month of the District's Budget Year 2013. The target percentage is 50%. Revenues ideally are at or above, and expenditures ideally are below.

Balance Sheet:

- Page 1 is our balance sheet on June 30, 2013. There is nothing significant to report.

Profit/Loss Statement:

- Page 3 is our profit/loss statement on June 30, 2013.
- Operating revenue is at 47% of budget.
- Cash operating expense is at 45% of budget.
- All departments are operating at or below the target 50% in their respective budget.
- Page 3-1 is the make-up of other operating revenues.

Year-To-Year Comparison P&L:

- Page 7 is our comparison of June 2012 to June 2013.
- Total operating revenue is up by \$135K, or 7%.
- Operating expenditures are up by \$957K, or 89%. The primary cause - prior year invoicing from SWP and a GAC expenditure.
- Page 8 is a graphic presentation of the water consumption comparison. Units billed in acre feet were down by 6, or .31%. Total revenue per unit sold is up \$0.16, or 7%, and total revenue per connection is up \$5.30, or 7%.

BOARD OF DIRECTORS
PALMDALE WATER DISTRICT

VIA: Mr. Dennis LaMoreaux, General Manager

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August 7, 2013

Revenue Analysis Year-To-Date:

- Page 9 is our comparison of revenue, year-to-date.
- Operating revenue through June 2013 is up by \$1.2MM, or 13%, compared to 2012.
- Total revenue is up \$528K, or 4%.

Expense Analysis Year-To-Date:

- Page 11 is our comparison of expense, year-to-date.
- Cash Operating Expenses through June, 2013 are up by \$666K, or 7%, compared to 2012. This is due primarily to the prior year OAP charges from SWP of \$436K.
- Total Expenses are up by \$931K, or 6%, compared to 2012.

Departments:

- Pages 14 through 22 are detailed budgets of each department. As stated earlier, all departments are below the target 50%.

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.

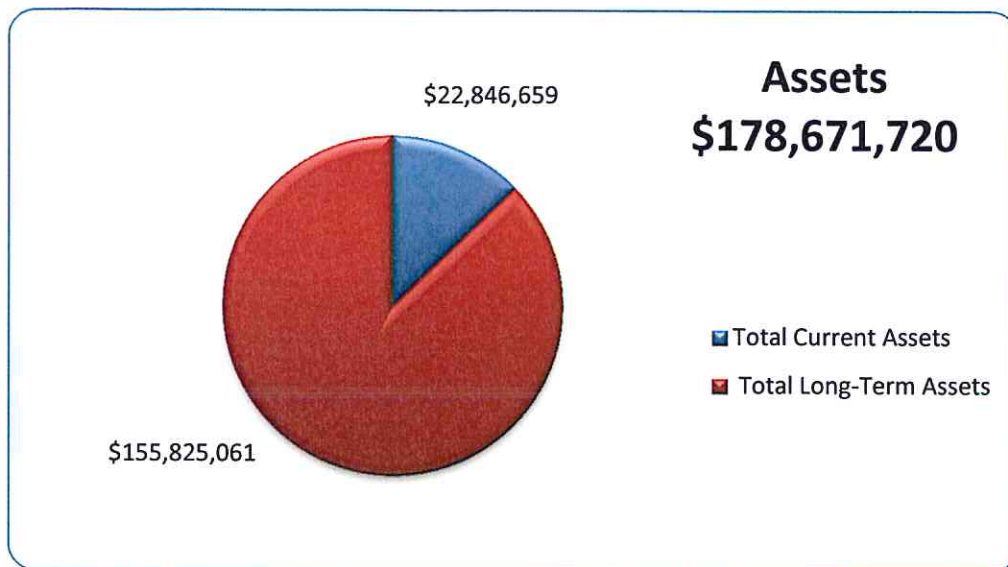
Service Cost Construction: The value of material, parts & supplies from inventory used to construct, repair and maintain our asset infrastructure.

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

**Palmdale Water District
Balance Sheet Report
For the Six Months Ending 6/30/2013**

	<u>June 2013</u>	<u>May 2013</u>
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 1,078,421	\$ 843,427
Investments	9,927,627	9,933,117
2013A Bonds - Project Funds	8,500,000	8,500,000
	<u>\$ 19,506,048</u>	<u>\$ 19,276,544</u>
Receivables:		
Accounts Receivables - Water Sales	\$ 1,710,770	\$ 1,537,464
Accounts Receivables - Miscellaneous	251,851	251,908
Allowance for Uncollected Accounts	(49,317)	(49,317)
	<u>\$ 1,913,304</u>	<u>\$ 1,740,056</u>
Interest Receivable	\$ 9	\$ 9
Assessments Receivables	411,521	623,294
Meters, Materials and Supplies	940,185	955,850
Prepaid Expenses	75,592	101,378
Total Current Assets	<u>\$ 22,846,659</u>	<u>\$ 22,697,132</u>
Long-Term Assets:		
Property, Plant, and Equipment, net	\$ 116,988,270	\$ 117,874,069
Participation Rights in State Water Project, net	37,198,967	37,187,358
Bond Issuance Cost, Net	260,926	263,277
2013A Bonds - Cost of Issuance	1,135,017	1,135,017
2013A Bonds - Insurance & Surety Bond	241,881	242,547
Total Long-Term Assets	<u>\$ 155,825,061</u>	<u>\$ 156,702,268</u>
Total Assets	<u>\$ 178,671,720</u>	<u>\$ 179,399,399</u>
 LIABILITIES AND DISTRICT EQUITY		
Current Liabilities:		
Current Interest Installment of Long-term Debt	\$ 254,868	\$ 63,280
Current Principal Installment of Long-term Debt	1,424,665	1,424,665
Accounts Payable and Accrued Expenses	5,816,509	5,068,062
Deferred Assessments	(250,004)	166,663
Total Current Liabilities	<u>\$ 7,246,039</u>	<u>\$ 6,722,670</u>
Long-Term Debt:		
Pension-Related Debt	\$ 1,141,041	\$ 1,141,041
OPEB Liability	6,857,219	6,709,091
2013A Water Revenue Bonds	44,426,985	44,429,235
2012 - Certificates of Participation	10,971,952	10,965,154
2004 - Certificates of Participation	-	-
2011 - Capital Lease Payable	498,207	498,207
Total Long-Term Liabilities	<u>\$ 63,895,404</u>	<u>\$ 63,742,728</u>
Total Liabilities	<u>\$ 71,141,443</u>	<u>\$ 70,465,398</u>
District Equity		
Revenue from Operations	\$ (1,902,427)	\$ (498,703)
Retained Earnings	109,432,704	109,432,704
Total Liabilities and District Equity	<u>\$ 178,671,720</u>	<u>\$ 179,399,399</u>

BALANCE SHEET AS OF JUNE 30, 2013



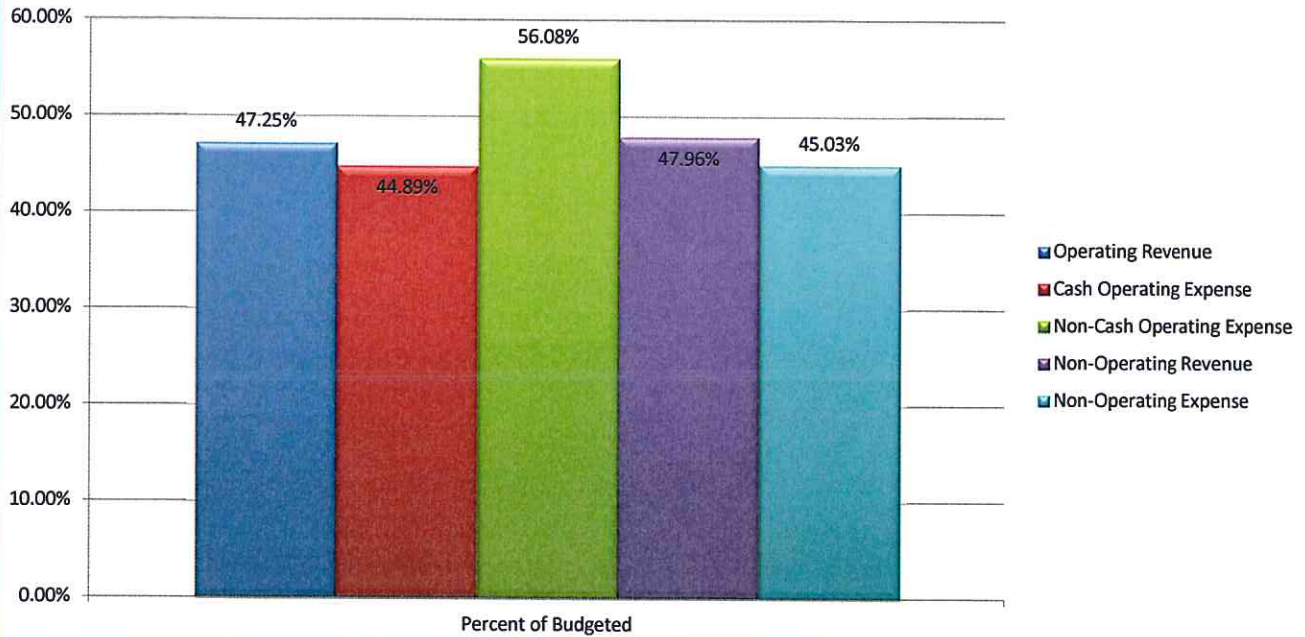
Palmdale Water District
Consolidated Profit and Loss Statement
For the Six Months Ending 6/30/2013

	Thru May	June	Year-to-Date	Adjustments	Adjusted Budget	% of Budget
Operating Revenue:						
Wholesale Water	\$ 21,543	\$ 10,809	\$ 32,352		\$ 175,000	18.49%
Water Sales	2,661,718	857,501	3,519,220		8,198,000	42.93%
Meter Fees	4,601,451	919,951	5,521,401		11,232,000	49.16%
Water Quality Fees	507,374	171,454	678,828		1,638,000	41.44%
Elevation Fees	157,140	59,814	216,954		550,000	39.45%
Other	797,205	120,889	918,094		1,250,000	73.45%
Total Water Sales	\$ 8,746,431	\$ 2,140,418	\$ 10,886,850	\$ -	\$ 23,043,000	47.25%
Cash Operating Expenses:						
Directors	\$ 43,919	\$ 6,721	\$ 50,640		\$ 117,500	43.10%
Administration	919,877	216,605	1,136,482		2,602,000	43.68%
Engineering	520,257	93,509	613,766		1,215,750	50.48%
Facilities	1,183,136	240,859	1,423,995		3,298,500	43.17%
Operations	1,850,628	454,694	2,305,322		4,944,250	46.63%
Finance	1,063,052	201,380	1,264,431		2,789,000	45.34%
Water Conservation	90,468	18,610	109,078		239,750	45.50%
Human Resources	56,133	14,422	70,556		209,600	33.66%
Information Technology	274,718	42,182	316,900		728,000	43.53%
Water Purchases	1,108,351	42,709	1,151,060		2,600,000	44.27%
Water Purchases-Prior Year OAP	-	436,485	436,485		-	
Water Recovery	(334,819)	-	(334,819)		(100,000)	334.82%
Capitalized Expenditures	451,663	47,314	498,977		836,500	59.65%
GAC Filter Media Replacement	220,239	216,829	437,068		1,638,000	26.68%
Total Cash Operating Expenses	\$ 7,447,621	\$ 2,032,319	\$ 9,479,940	\$ -	\$ 21,118,850	44.89%
Non-Cash Operating Expenses:						
Depreciation	\$ 3,486,261	\$ 587,116	\$ 4,073,377		\$ 7,250,000	56.18%
OPEB Accrual Expense	826,113	165,223	991,336		2,000,000	49.57%
Bad Debts	5,009	27	5,036		100,000	5.04%
Service Costs Construction	(51,569)	119,473	67,905		125,000	54.32%
Capitalized Construction	(309,978)	(74,669)	(384,647)		(1,000,000)	38.46%
Total Non-Cash Operating Expenses	\$ 3,955,837	\$ 797,170	\$ 4,753,008	\$ -	\$ 8,475,000	56.08%
Net Operating Profit/(Loss)	\$ (2,657,027)	\$ (689,071)	\$ (3,346,098)	\$ -	\$ (6,550,850)	51.08%
Non-Operating Revenues:						
Assessments (Debt Service)	\$ 1,880,881	\$ 296,548	\$ 2,177,429		\$ 4,300,000	50.64%
Assessments (1%)	761,865	120,119	881,984		1,500,000	58.80%
DWR Fixed Charge Recovery	94,799	-	94,799		100,000	94.80%
Interest	(17,342)	(11,281)	(28,623)		25,000	-114.49%
Capital Improvement Fees	(24,034)	-	(24,034)		150,000	-16.02%
State Grants	-	-	-		485,000	0.00%
Other	106,452	9,849	116,302		150,000	77.53%
Total Non-Operating Revenues	\$ 2,802,622	\$ 415,235	\$ 3,217,857	\$ -	\$ 6,710,000	47.96%
Non-Operating Expenses:						
Interest on Long-Term Debt	\$ 648,359	\$ 199,153	\$ 847,512		\$ 2,111,000	40.15%
Amortization of SWP	721,109	144,745	865,854		1,679,000	51.57%
Water Conservation Programs	45,221	15,599	60,820		150,000	40.55%
Total Non-Operating Expenses	\$ 1,414,689	\$ 359,497	\$ 1,774,186	\$ -	\$ 3,940,000	45.03%
Net Earnings	\$ (1,269,094)	\$ (633,333)	\$ (1,902,427)	\$ -	\$ (3,780,850)	50.32%

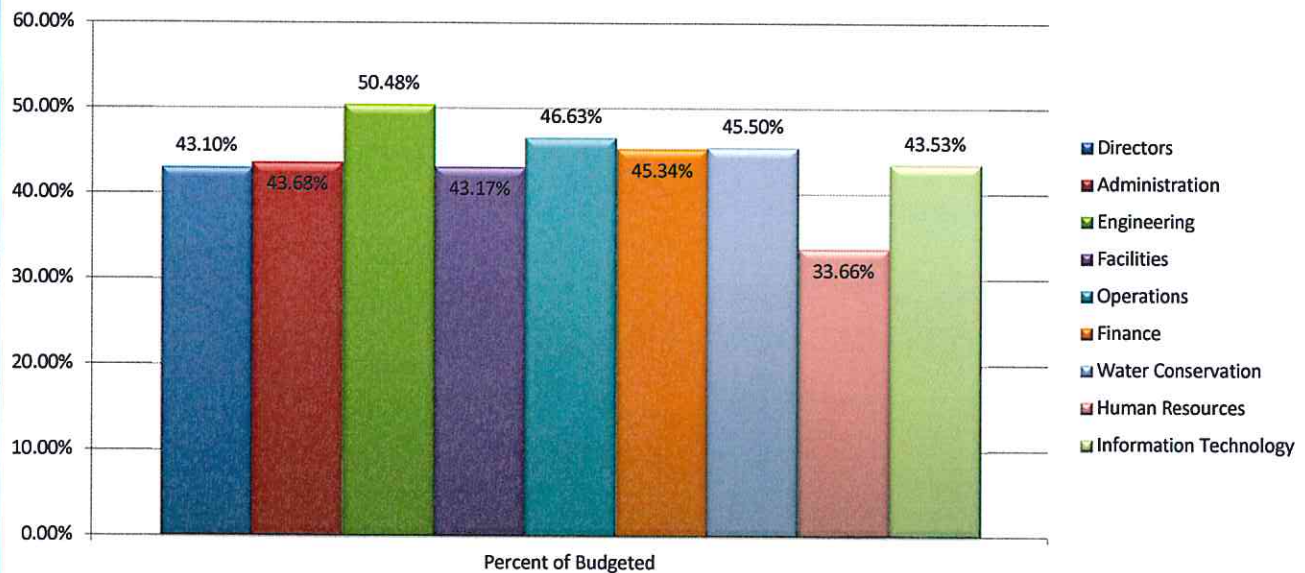
OTHER OPERATING REVENUE

5/8" Meter Charge(\$109)	\$25.00
Account Setup Charge(\$25)	\$2,950.00
Account Setup Charge/CC (\$35)	\$2,415.00
After Hours Service Call	\$400.00
Construction Meter Install(\$250)	\$500.00
Door Tag Fee(\$20)	\$48,870.00
Lock Broken or Missing(\$15)	\$135.00
Non-Compliance Fee Backflow(\$50)	\$350.00
Pulled Meter Service Charge(\$60)	\$360.00
Repair Angle Stop(\$440.00)	\$1,320.00
Shut-Off Charge(\$30)	\$7,590.00
Shut-Off Processing Fee(\$20)	\$40.00
Standard Trip Charge(\$15)	\$255.00
Late Fees	\$44,010.98
NSF Fee	\$1,275.00
	<u>\$110,495.98</u>

P & L BUDGET vs. ACTUAL



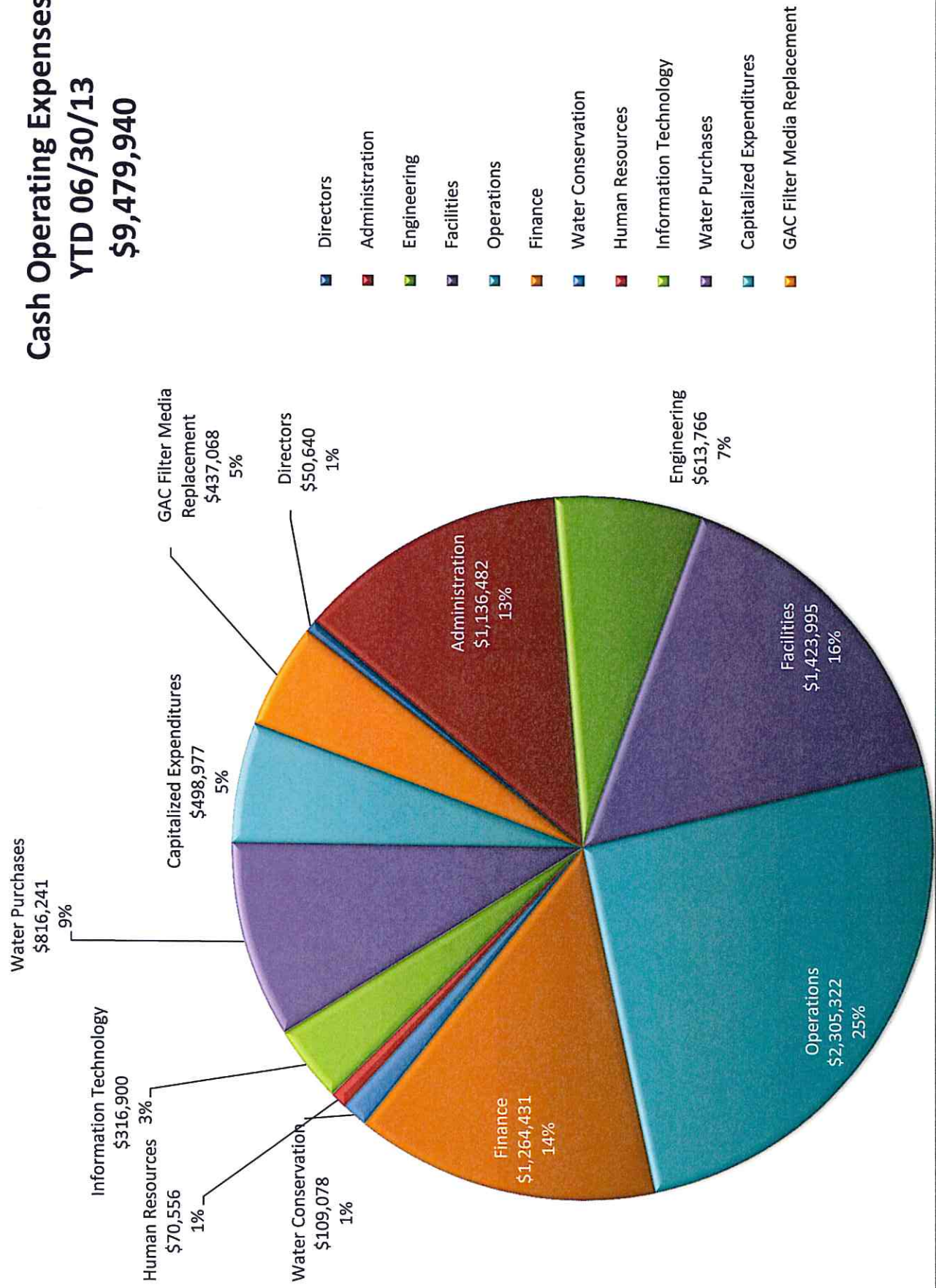
DEPARTMENTAL - BUDGET vs. ACTUAL



Cash Operating Expenses

YTD 06/30/13

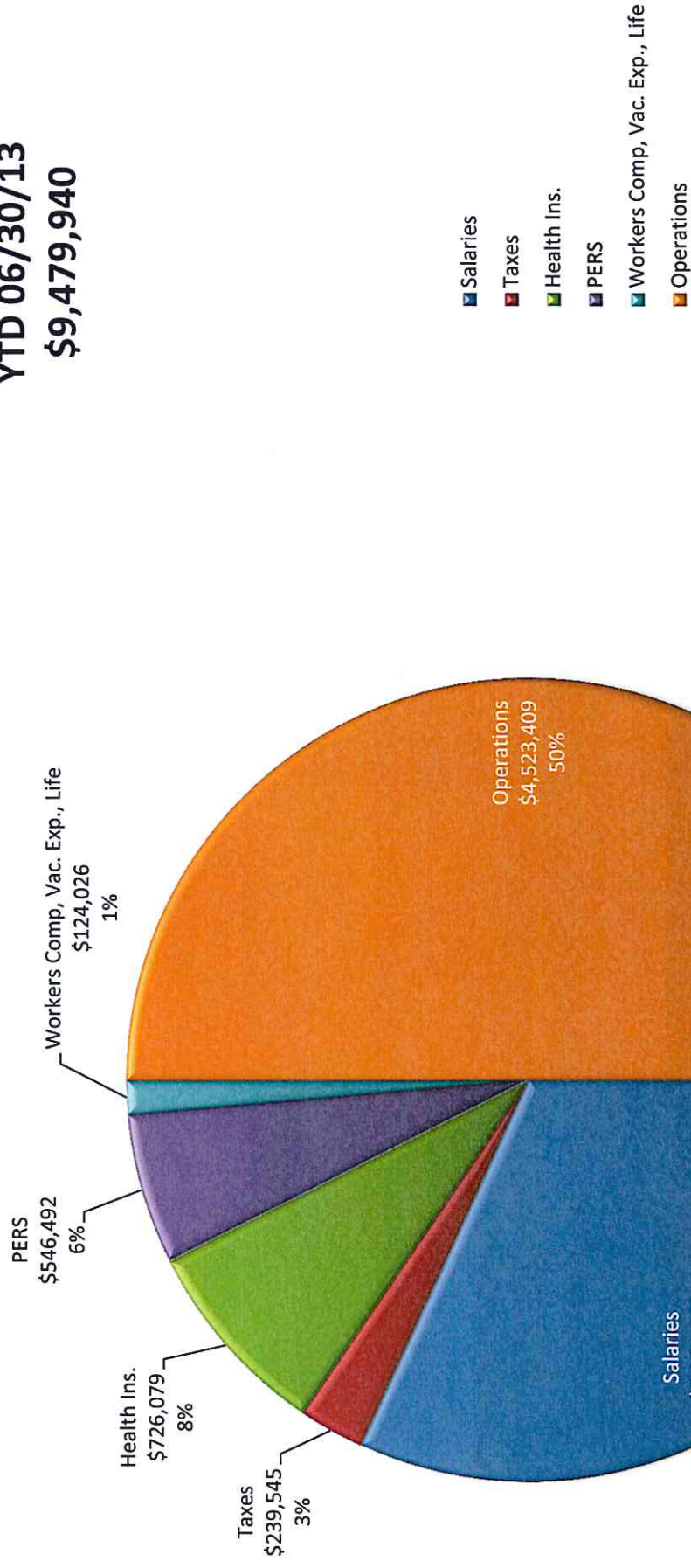
\$9,479,940



Personnel to Operations Exp

YTD 06/30/13

\$9,479,940

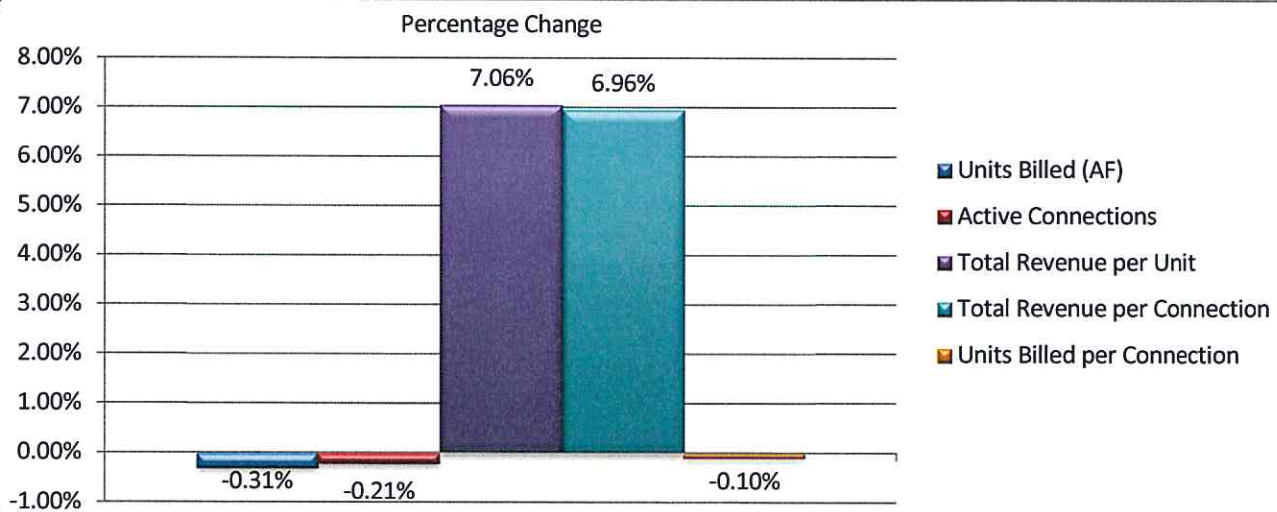
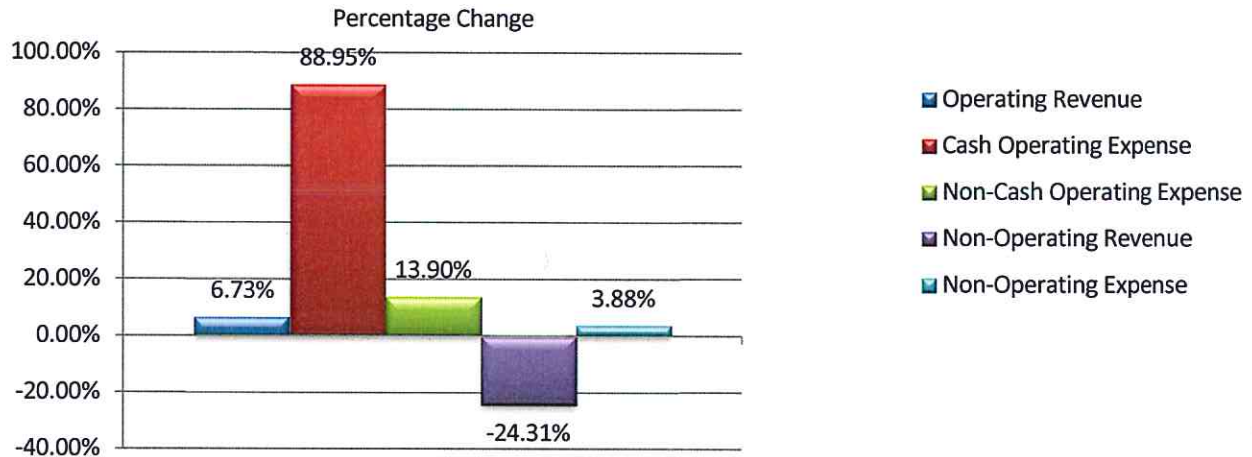


**Palmdale Water District
Profit and Loss Statement
Year-To-Year Comparison - June**

	2012 June	2013 June	Change	% Change		Consumption Comparison	
					Units Billed	2012 859,418	2013 856,768
Operating Revenue:							
Wholesale Water	\$ -	\$ 10,809	\$ 10,809		Active	26,345	26,289
Water Sales	828,317	857,501	29,184	3.52%	Vacant	1,298	1,055
Meter Fees	864,395	919,951	55,556	6.43%			
Water Quality Fees	171,803	171,454	(348)	-0.20%	Rev/unit	\$ 2.33	\$ 2.50
Elevation Fees	61,347	59,814	(1,533)	-2.50%	Rev/con	\$ 76.12	\$ 81.42
Other	79,595	120,889	41,293	51.88%	Unit/con	32.62	32.59
Total Water Sales	\$ 2,005,457	\$ 2,140,418	\$ 134,961	6.73%			
Cash Operating Expenses:							
Directors	\$ 7,483	\$ 6,721	\$ (761)	-10.18%			
Administration	222,545	216,605	(5,940)	-2.67%			
Engineering	89,401	93,509	4,108	4.60%			
Facilities	254,928	240,859	(14,069)	-5.52%			
Operations	347,867	454,694	106,827	30.71%			
Finance	231,898	201,380	(30,518)	-13.16%			
Water Conservation	18,140	18,610	470	2.59%			
Human Resources	25,322	14,422	(10,900)	-43.05%			
Information Technology	35,851	42,182	6,331	17.66%			
Water Purchases	96,594	42,709	(53,885)	-55.79%			
Water Purchases-Prior Year OAP	-	436,485	436,485				
Water Recovery	(257,410)	-	257,410	-100.00%			
Capitalized Expenditures	2,957	47,314	44,357	1499.88%			
GAC Filter Media Replacement	-	216,829	216,829				
Total Cash Operating Expenses	\$ 1,075,576	\$ 2,032,319	\$ 956,743	88.95%			
Non-Cash Operating Expenses:							
Depreciation	\$ 574,970	\$ 587,116	\$ 12,146	2.11%			
OPEB Accrual Expense	147,678	165,223	17,545	11.88%			
Bad Debts	388	27	(361)	-93.06%			
Service Costs Construction	22,813	119,473	96,660	423.70%			
Capitalized Construction	(45,968)	(74,669)	(28,701)	62.44%			
Total Non-Cash Operating Expenses	\$ 699,881	\$ 797,170	\$ 97,289	13.90%			
Net Operating Profit/(Loss)	\$ 230,000	\$ (689,071)	\$ (919,071)	-399.60%			
Non-Operating Revenues:							
Assessments	\$ 532,786	\$ 416,667	\$ (116,119)	-21.79%			
DWR Fixed Charge Recovery	-	-	-				
Interest	2,157	(11,281)	(13,438)	-623.05%			
Capital Improvement Fees	8,835	-	(8,835)	-100.00%			
State Grants	-	-	-				
Other	4,830	9,849	5,019	103.90%			
Total Non-Operating Revenues	\$ 548,608	\$ 415,235	\$ (133,373)	-24.31%			
Non-Operating Expenses:							
Interest on Long-Term Debt	\$ 208,555	\$ 199,153	\$ (9,402)	-4.51%			
Amortization of SWP	128,945	144,745	15,800	12.25%			
Water Conservation Programs	8,581	15,599	7,018	81.79%			
Total Non-Operating Expenses	\$ 346,081	\$ 359,497	\$ 13,416	3.88%			
Net Earnings	\$ 432,527	\$ (633,333)	\$ (1,065,860)	-246.43%			

YEAR-TO-YEAR COMPARISON

June '12 -To- June '13



	2012	2013	Change	
Units Billed (AF)	1,973	1,967	-6	-0.31%
Active Connections	26,345	26,289	-56	-0.21%
Non-Active	1,298	1,055	-243	-18.72%
Total Revenue per Unit	\$2.33	\$2.50	\$0.16	7.06%
Total Revenue per Connection	\$76.12	\$81.42	\$5.30	6.96%
Units Billed per Connection	32.62	32.59	0	-0.10%

Palmdale Water District

Revenue Analysis

For the Six Months Ending 6/30/2013

2012 to 2013 Comparison

	Thru May	June	Year-to-Date	Adjusted Budget	% of Budget	Thru May	June	Year-to-Date	% Change
Operating Revenue:									
Wholesale Water	\$ 21,543	\$ 10,809	\$ 32,352	\$ 175,000	18.49%	\$ 21,543	10,809	32,352	
Water Sales	2,661,718	857,501	3,519,220	8,198,000	42.93%	614,351	29,184	643,535	22.38%
Meter Fees	4,601,451	919,951	5,521,401	11,232,000	49.16%	298,750	55,556	354,306	6.86%
Water Quality Fees	507,374	171,454	678,828	1,638,000	41.44%	23,396	(348)	23,048	3.51%
Elevation Fees	157,140	59,814	216,954	550,000	39.45%	(178)	(1,533)	(1,711)	-0.78%
Other	797,205	120,889	918,094	1,250,000	73.45%	180,519	41,293	221,812	31.86%
Total Water Sales	\$ 8,746,431	\$ 2,140,418	\$10,886,850	\$23,043,000	47.25%	\$ 1,138,381	\$ 134,961	\$ 1,273,342	13.25%

Non-Operating Revenues:

Assessments (Debt Service)	\$ 1,880,881	\$ 296,548	\$ 2,177,429	\$ 4,300,000	50.64%	\$ 379,000	\$ (87,538)	\$ 291,462	15.45%
Assessments (1%)	761,865	120,119	881,984	2,381,984	37.03%	180,407	(28,581)	151,826	20.79%
DWR Fixed Charge Recovery	94,799	-	94,799	100,000	94.80%	94,799	-	94,799	
Interest	(17,342)	(11,281)	(28,623)	25,000	-114.49%	(29,910)	(13,438)	(43,348)	-294.38%
Capital Improvement Fees	(24,034)	-	(24,034)	150,000	-16.02%	(1,248,537)	(8,835)	(1,257,373)	-101.95%
State Grants	-	-	-	485,000	0.00%	-	-	-	
Other	106,452	9,849	116,302	150,000	77.53%	12,833	5,019	17,852	18.13%
Total Non-Operating Revenues	\$ 2,802,622	\$ 415,235	\$ 3,217,857	\$ 7,591,984	42.38%	\$ (611,408)	\$ (133,373)	\$ (744,781)	-18.80%
Total Revenue	\$ 11,549,053	\$ 2,555,654	\$14,104,706	\$30,634,984	46.04%	\$ 526,973	\$ 1,588	\$ 528,561	3.89%

2012

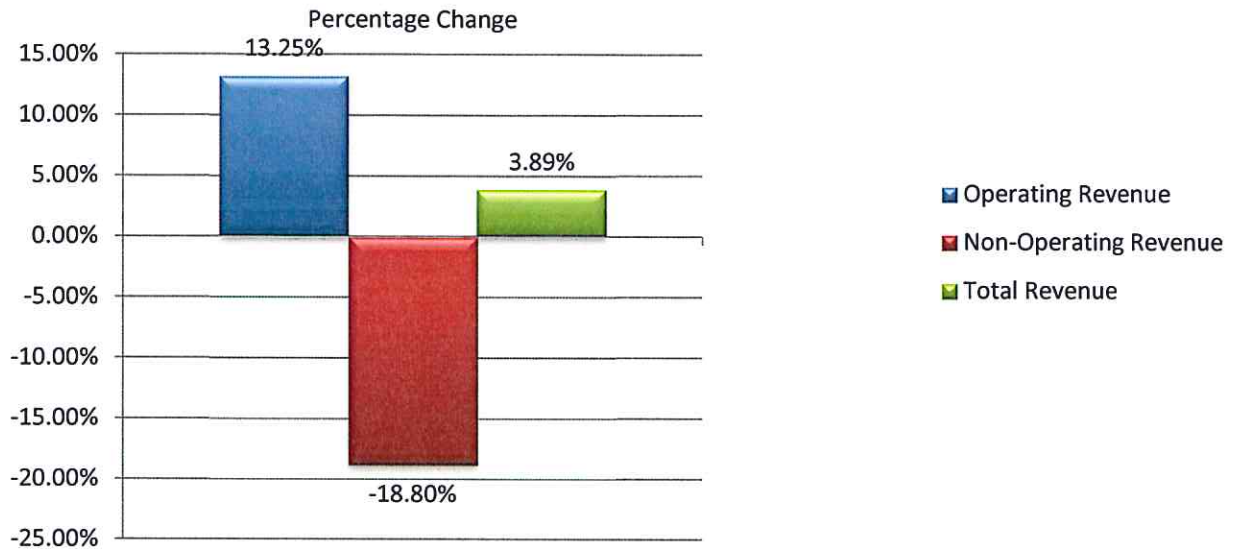
	Thru May	June	Year-to-Date	Adjusted Budget	% of Budget
Operating Revenue:					
Wholesale Water	\$ -	\$ -	\$ -	\$ 175,000	0.00%
Water Sales	2,047,368	828,317	2,875,685	8,145,000	35.31%
Meter Fees	4,302,701	864,395	5,167,096	10,400,000	49.68%
Water Quality Fees	483,978	171,803	655,780	1,550,000	42.31%
Elevation Fees	157,318	61,347	218,665	525,000	41.65%
Other	616,686	79,595	696,282	1,250,000	55.70%
Total Water Sales	\$ 7,608,051	\$ 2,005,457	\$ 9,613,508	\$21,870,000	43.96%

Non-Operating Revenues:

Assessments (Debt Service)	\$ 1,501,880	\$ 384,086	\$ 1,885,966	\$ 4,000,000	47.15%
Assessments (1%)	581,458	148,700	730,158	1,500,000	48.68%
DWR Fixed Charge Recovery	-	-	-	-	
Interest	12,569	2,157	14,725	60,000	24.54%
Capital Improvement Fees	1,224,504	8,835	1,233,339	1,286,848	95.84%
State Grants	-	-	-	250,000	0.00%
Other	93,619	4,830	98,449	100,000	98.45%
Total Non-Operating Revenues	\$ 3,414,030	\$ 548,608	\$ 3,962,638	\$ 7,196,848	55.06%
Total Revenue	\$ 11,022,080	\$ 2,554,065	\$13,576,146	\$29,066,848	46.71%

REVENUE COMPARISON YEAR-TO-DATE

June '12-To-June '13



Palmdale Water District

Operating Expense Analysis

For the Six Months Ending 6/30/2013

2013

2012 to 2013 Comparison

	Thru May	June	Year-to-Date	Adjusted Budget	% of Budget	Thru May	June	Year-to-Date	% Change
Cash Operating Expenses:									
Directors	\$ 43,919	\$ 6,721	\$ 50,640	\$ 117,500	43.10%	\$ (5,122)	\$ (761)	\$ (5,884)	-10.41%
Administration	919,877	216,605	1,136,482	2,602,000	43.68%	(329,161)	(5,940)	(335,100)	-22.77%
Engineering	520,257	93,509	613,766	1,215,750	50.48%	56,463	4,108	60,571	10.95%
Facilities	1,183,136	240,859	1,423,995	3,298,500	43.17%	(155,928)	(14,069)	(169,997)	-10.66%
Operations	1,850,628	454,694	2,305,322	4,944,250	46.63%	79,866	106,827	186,693	8.81%
Finance	1,063,052	201,380	1,264,431	2,789,000	45.34%	(59,273)	(30,518)	(89,790)	-6.63%
Water Conservation	90,468	18,610	109,078	239,750	45.50%	5,183	470	5,653	5.47%
Human Resources	56,133	14,422	70,556	209,600	33.66%	(39,043)	(10,900)	(49,943)	-41.45%
Information Technology	274,718	42,182	316,900	728,000	43.53%	1,851	6,331	8,182	2.65%
Water Purchases	1,108,351	42,709	1,151,060	2,600,000	44.27%	(135,402)	(53,885)	(189,287)	-14.12%
Water Purchases-Prior Year OAP	-	436,485	436,485	-		-	436,485	436,485	
Water Recovery	(334,819)	-	(334,819)	(100,000)	334.82%	(54,169)	257,410	203,241	-37.77%
Capitalized Expenditures	451,663	47,314	498,977	836,500	59.65%	343,644	44,357	388,001	349.62%
GAC Filter Media Replacement	220,239	216,829	437,068	1,638,000	26.68%	410	216,829	217,238	98.82%
Total Cash Operating Expenses	\$ 7,447,621	\$ 2,032,319	\$ 9,479,940	\$ 21,118,850	44.89%	\$ (290,682)	\$ 956,743	\$ 666,061	7.03%
Non-Cash Operating Expenses:									
Depreciation	\$ 3,486,261	\$ 587,116	\$ 4,073,377	\$ 7,250,000	56.18%	\$ 549,834	\$ 12,146	\$ 561,980	16.00%
OPEB Accrual Expense	826,113	165,223	991,336	2,991,336	33.14%	(73,166)	17,545	(55,621)	-5.31%
Bad Debts	5,009	27	5,036	105,036	4.79%	1,686	(361)	1,324	35.67%
Service Costs Construction	(51,569)	119,473	67,905	192,905	35.20%	(47,362)	96,660	49,298	264.95%
Capitalized Construction	(309,978)	(74,669)	(384,647)	(1,384,647)	27.78%	15,118	(28,701)	(13,583)	3.66%
Total Non-Cash Operating Expenses	\$ 3,955,837	\$ 787,170	\$ 4,753,008	\$ 9,154,630	51.92%	\$ 446,109	\$ 97,289	\$ 543,398	11.43%
Non-Operating Expenses:									
Interest on Long-Term Debt	\$ 648,359	\$ 199,153	\$ 847,512	\$ 2,111,000	40.15%	\$ (394,415)	\$ (9,402)	\$ (403,817)	-32.27%
Amortization of SWP	721,109	144,745	865,854	1,679,000	51.57%	76,384	15,800	92,184	11.92%
Water Conservation Programs	45,221	15,599	60,820	150,000	40.55%	26,173	7,018	33,192	1.62%
Total Non-Operating Expenses	\$ 1,414,689	\$ 359,497	\$ 1,774,186	\$ 3,940,000	45.03%	\$ (291,858)	\$ 13,416	\$ (278,442)	-13.57%
Total Expenses	\$ 12,818,147	\$ 3,188,986	\$ 16,007,134	\$ 34,213,480	46.79%	\$ (136,431)	\$ 1,067,448	\$ 931,018	6.18%

Palmdale Water District

Operating Expense Analysis

For the Six Months Ending 6/30/2013

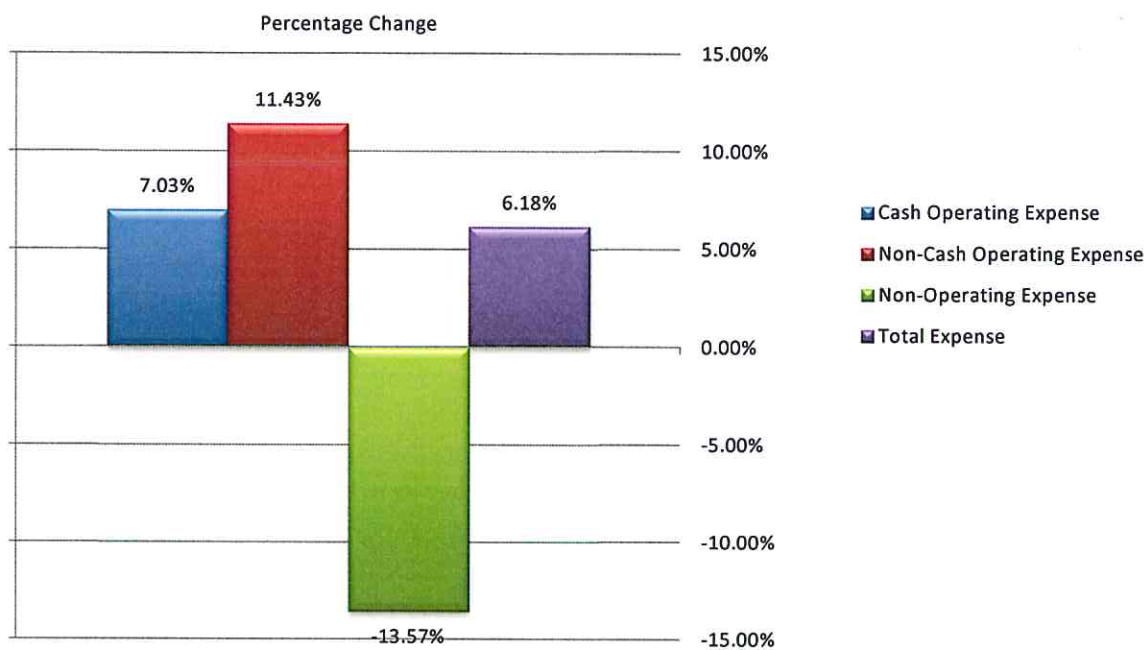
2012 to 2013 Comparison

2012

	Thru May	June	Year-to-Date	Adjusted Budget	% of Budget
Cash Operating Expenses:					
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 Purchases-Prior Year OAP	-	-	-	-	-
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%
Total Cash Operating Expenses	\$ 7,738,303	\$ 1,075,576	\$ 8,813,879	\$ 22,053,600	39.97%
Non-Cash Operating Expenses:					
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%
Total Non-Cash Operating Expenses	\$ 3,509,728	\$ 699,881	\$ 4,209,609	\$ 9,025,000	46.64%
Non-Operating Expenses:					
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	18.42%
Total Non-Operating Expenses	\$ 1,706,547	\$ 346,081	\$ 2,052,628	\$ 4,532,000	45.29%
Total Expenses	\$ 12,954,578	\$ 2,121,538	\$ 15,076,116	\$ 35,610,600	42.34%

EXPENSE COMPARISON YEAR-TO-DATE

June '12-To-June '13



Palmdale Water District
2013 Directors Budget
For the Six Months Ending Sunday, June 30, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-01-4000-000 Directors Pay	\$ 23,400	\$ 45,000	\$ -	\$ 21,600	52.00%
Employee Benefits					
1-01-4005-000 Payroll Taxes	1,790	5,500		3,710	32.55%
1-01-4010-000 Health Insurance	23,733	57,000		33,267	41.64%
Subtotal (Benefits)	25,523	62,500	-	33,267	40.84%
Total Personnel Expenses	<u>\$ 48,923</u>	<u>\$ 107,500</u>	<u>\$ -</u>	<u>\$ 54,867</u>	<u>45.51%</u>
OPERATING EXPENSES:					
1-01-4050-000 Directors Travel, Seminars & Meetings	1,717	10,000		8,283	17.17%
Subtotal Operating Expenses	1,717	10,000	-	8,283	17.17%
Total O & M Expenses	<u>\$ 50,640</u>	<u>\$ 117,500</u>	<u>\$ -</u>	<u>\$ 63,150</u>	<u>43.10%</u>

Palmdale Water District
2013 Administration Budget
For the Six Months Ending Sunday, June 30, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-02-4000-000 Salaries	\$ 233,488	\$ 471,500		\$ 238,012	49.52%
1-02-4000-100 Overtime	4,186	5,000		814	83.71%
1-02-4000-200 On-Call	26,777	60,000		33,223	44.63%
Subtotal (Salaries)	\$ 264,451	\$ 536,500		\$ 272,049	49.29%
Employee Benefits					
1-02-4005-000 Payroll Taxes	19,628	41,000		21,372	47.87%
1-02-4010-000 Health Insurance	40,280	80,750		40,470	49.88%
1-02-4015-000 PERS	45,459	90,750		45,291	50.09%
1-02-4020-000 Worker's Compensation	53,832	160,000		106,168	33.65%
1-02-4025-000 Vacation Benefit Expense	66,242	35,000		(31,242)	189.26%
1-02-4030-000 Life Insurance	3,953	7,500		3,547	52.70%
Subtotal (Benefits)	\$ 229,394	\$ 415,000	\$ -	\$ 185,606	55.28%
Total Personnel Expenses	\$ 493,845	\$ 951,500	\$ -	\$ 457,655	51.90%
OPERATING EXPENSES:					
1-02-4050-000 Staff Travel	\$ 4,023	\$ 8,000		\$ 3,977	50.29%
1-02-4050-100 General Manager Travel	2,898	5,000		2,102	57.95%
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	14,270	40,000		25,730	35.68%
1-02-4080-000 Other Operating	4,230	20,000		15,770	21.15%
1-02-4110-000 Consultants	30,541	134,000		103,459	22.79%
1-02-4125-000 Insurance	140,399	325,000		184,601	43.20%
1-02-4130-000 Bank Charges	57,535	130,000		72,465	44.26%
1-02-4135-000 Groundwater Adjudication	148,495	400,000		251,505	37.12%
1-02-4140-000 Legal Services	73,747	250,000		176,253	29.50%
1-02-4150-000 Accounting Services	18,485	20,000		1,515	92.43%
1-02-4155-000 Contracted Services	15,911	40,000		24,089	39.78%
1-02-4165-000 Memberships/Subscriptions	63,079	110,000		46,921	57.34%
1-02-4175-000 Permits	1,625	20,000		18,375	8.13%
1-02-4180-000 Postage	11,571	30,000		18,429	38.57%
1-02-4190-100 Public Relations - Publications	22,564	30,000		7,436	75.21%
1-02-4190-900 Public Relations - Other	353	1,000		647	35.30%
1-02-4200-000 Advertising	1,148	5,000		3,852	22.96%
1-02-4205-000 Office Supplies	7,122	20,000		12,878	35.61%
1-02-4215-200 Natural Gas - Office Building	1,852	5,000		3,148	37.03%
1-02-4220-200 Electricity - Office Building	20,209	50,000		29,791	40.42%
Subtotal Operating Expenses	\$ 642,636	\$ 1,650,500	\$ -	\$ 1,007,864	38.94%
Total Departmental Expenses	\$ 1,136,482	\$ 2,602,000	\$ -	\$ 1,465,518	43.68%

Palmdale Water District
2013 Engineering Budget
For the Six Months Ending Sunday, June 30, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-03-4000-000 Salaries	\$ 358,730	\$ 749,000		\$ 390,270	47.89%
1-03-4000-100 Overtime	2,265	6,000		3,735	37.74%
Subtotal (Salaries)	\$ 360,995	\$ 755,000		\$ 394,005	47.81%
Employee Benefits					
1-03-4005-000 Payroll Taxes	29,914	58,000		28,086	51.58%
1-03-4010-000 Health Insurance	82,722	165,500		82,778	49.98%
1-03-4015-000 PERS	71,881	143,250		71,369	50.18%
Subtotal (Benefits)	\$ 184,518	\$ 366,750	\$ -	\$ 182,232	50.31%
Total Personnel Expenses	\$ 545,512	\$ 1,121,750	\$ -	\$ 576,238	48.63%
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	644	2,000		1,356	32.22%
1-03-4250-000 General Materials & Supplies	896	2,500		1,604	35.84%
1-03-8100-100 Computer Software - Maint. & Support	60,961	72,000		11,039	84.67%
Subtotal Operating Expenses	\$ 68,254	\$ 94,000	\$ -	\$ 25,746	72.61%
Total Departmental Expenses	\$ 613,766	\$ 1,215,750	\$ -	\$ 601,984	50.48%

Palmdale Water District
2013 Facilities Budget
For the Six Months Ending Sunday, June 30, 2013

	YTD	ORIGINAL		ADJUSTED	
	ACTUAL	BUDGET	ADJUSTMENTS	BUDGET	PERCENT
	2013	2013	2013	REMAINING	USED
Personnel Budget:					
1-04-4000-000 Salaries	\$ 577,443	\$ 1,339,000		\$ 761,557	43.12%
1-04-4000-100 Overtime	20,913	40,000		19,087	52.28%
Subtotal (Salaries)	\$ 598,356	\$ 1,379,000		\$ 780,644	43.39%
Employee Benefits					
1-04-4005-000 Payroll Taxes	51,171	105,000		53,829	48.73%
1-04-4010-000 Health Insurance	200,483	384,000		183,517	52.21%
1-04-4015-000 PERS	117,212	254,500		137,288	46.06%
Subtotal (Benefits)	\$ 368,867	\$ 743,500	\$ -	\$ 374,633	49.61%
Total Personnel Expenses	\$ 967,223	\$ 2,122,500	\$ -	\$ 1,136,190	45.57%

OPERATING EXPENSES:

1-04-4050-000 Staff Travel	\$ 516	\$ 2,500		1,984	20.63%
1-04-4060-000 Staff Conferences & Seminars	2,225	3,000		775	74.17%
1-04-4155-000 Contracted Services	6,492	28,500		22,008	22.78%
1-04-4215-200 Natural Gas - Buildings	1,288	4,500		3,212	28.63%
1-04-4220-200 Electricity - Buildings	8,760	30,000		21,240	29.20%
1-04-4225-000 Maint. & Repair - Vehicles	11,773	45,000		33,227	26.16%
1-04-4230-100 Maint. & Rep. Office Building	1,031	18,000		16,969	5.73%
1-04-4235-110 Maint. & Rep. Equipment	6,055	7,500		1,445	80.73%
1-04-4235-400 Maint. & Rep. Operations - Wells	22,525	150,000		127,475	15.02%
1-04-4235-405 Maint. & Rep. Operations - Boosters	46,468	50,000		3,532	92.94%
1-04-4235-410 Maint. & Rep. Operations - Shop Bldgs	6,394	10,000		3,606	63.94%
1-04-4235-415 Maint. & Rep. Operations - Facilities	8,676	15,000		6,324	57.84%
1-04-4235-420 Maint. & Rep. Operations - Water Lines	126,645	350,000		223,355	36.18%
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	14,619	26,500		11,881	55.17%
1-04-4235-435 Maint. & Rep. Operations - Palmdale Canal	-	3,000		3,000	0.00%
1-04-4235-455 Maint. & Rep. Operations - Heavy Equipment	16,788	35,000		18,212	47.97%
1-04-4235-460 Maint. & Rep. Operations - Storage Reservoirs	-	5,000		5,000	0.00%
1-04-6000-000 Waste Disposal	15,438	40,000		24,562	38.59%
1-04-6100-100 Fuel and Lube - Vehicle	58,388	130,000		71,612	44.91%
1-04-6100-200 Fuel and Lube - Machinery	10,597	43,000		32,403	24.64%
1-04-6200-000 Uniforms	10,179	20,000		9,821	50.90%
1-04-6300-100 Supplies - Misc.	18,787	47,500		28,713	39.55%
1-04-6300-800 Supplies - Construction Materials	15,603	65,000		49,397	24.00%
1-04-6400-000 Tools	6,121	12,000		5,879	51.01%
1-04-7000-100 Leases -Equipment	5,662	15,000		9,338	37.75%
Subtotal Operating Expenses	\$ 456,773	\$ 1,176,000	\$ -	\$ 719,228	38.84%
Total Departmental Expenses	\$ 1,423,995	\$ 3,298,500	\$ -	\$ 1,855,417	43.17%

Palmdale Water District
2013 Operation Budget
For the Six Months Ending Sunday, June 30, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-05-4000-000 Salaries	\$ 692,534	\$ 1,608,500		\$ 915,966	43.05%
1-05-4000-100 Overtime	36,204	61,500		25,296	58.87%
Subtotal (Salaries)	\$ 728,737	\$ 1,670,000		\$ 941,263	43.64%
Employee Benefits					
1-05-4005-000 Payroll Taxes	60,704	128,000		67,296	47.43%
1-05-4010-000 Health Insurance	177,058	378,500		201,442	46.78%
1-05-4015-000 PERS	137,829	307,000		169,171	44.90%
Subtotal (Benefits)	\$ 375,592	\$ 813,500	\$ -	\$ 437,908	46.17%
Total Personnel Expenses	\$ 1,104,329	\$ 2,483,500	\$ -	\$ 1,353,875	44.47%
OPERATING EXPENSES:					
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	64,812	59,000		(5,812)	109.85%
1-05-4175-000 Permits	6,123	45,000		38,877	13.61%
1-05-4215-100 Natural Gas - Wells & Boosters	55,655	160,000		104,345	34.78%
1-05-4215-200 Natural Gas - WTP	2,034	3,000		966	67.81%
1-05-4220-100 Electricity - Wells & Boosters	623,000	1,285,000		662,000	48.48%
1-05-4220-200 Electricity - WTP	51,946	125,000		73,054	41.56%
1-05-4230-110 Maint. & Rep. - Office Equipment	147	500		353	29.49%
1-05-4235-110 Maint. & Rep. Operations - Equipment	8,687	15,000		6,313	57.91%
1-05-4235-410 Maint. & Rep. Operations - Shop Bldgs	2,120	6,000		3,880	35.34%
1-05-4235-415 Maint. & Rep. Operations - Facilities	27,677	38,000		10,323	72.83%
1-05-4235-445 Maint. & Rep. Operations - Telemetry	3,809	2,250		(1,559)	169.27%
1-05-4235-450 Maint. & Rep. Operations - Hypo Generator	20,246	10,000		(10,246)	202.46%
1-05-4236-000 Palmdale Lake Management	1,163	15,000		13,837	7.75%
1-05-4270-300 Telecommunication - Other	1,310	2,750		1,440	47.63%
1-05-4300-300 Testing - Edison	5,385	9,000		3,615	59.83%
1-05-6000-000 Waste Disposal	1,746	22,000		20,254	7.93%
1-05-6200-000 Uniforms	5,572	10,000		4,428	55.72%
1-05-6300-100 Supplies - Misc.	4,552	15,000		10,448	30.34%
1-05-6300-200 Supplies - Hypo Generator	1,689	6,750		5,061	25.02%
1-05-6300-300 Supplies - Electrical	629	3,500		2,871	17.97%
1-05-6300-400 Supplies - Telemetry	-	7,500		7,500	0.00%
1-05-6300-600 Supplies - Lab	24,768	35,000		10,232	70.77%
1-05-6300-700 Outside Lab Work	85,283	60,000		(25,283)	142.14%
1-05-6400-000 Tools	1,951	6,500		4,549	30.02%
1-05-6500-000 Chemicals	200,402	485,000		284,598	41.32%
1-05-7000-100 Leases -Equipment	209	3,000		2,791	6.98%
Subtotal Operating Expenses	\$ 1,200,993	\$ 2,460,750	\$ -	\$ 1,250,757	48.81%
Total Departmental Expenses	\$ 2,305,322	\$ 4,944,250	\$ -	\$ 2,604,631	46.63%

Palmdale Water District
2013 Finance Budget
For the Six Months Ending Sunday, June 30, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-06-4000-000 Salaries	\$ 682,452	\$ 1,482,000		\$ 799,548	46.05%
1-06-4000-100 Overtime	15,059	20,000		4,941	75.29%
Subtotal (Salaries)	\$ 697,510	\$ 1,502,000		\$ 804,490	46.44%
Employee Benefits					
1-06-4005-000 Payroll Taxes	59,128	115,000.00		324,622	15.41%
1-06-4010-000 Health Insurance	169,195	383,750		113,305	59.89%
1-06-4015-000 PERS	139,747	282,500		526,503	20.98%
Subtotal (Benefits)	\$ 368,070	\$ 666,250	\$ -	\$ 964,430	55.24%
Total Personnel Expenses	\$ 1,065,580	\$ 2,168,250	\$ -	\$ 1,763,979	49.14%
OPERATING EXPENSES:					
1-06-4050-000 Staff Travel	\$ 212	\$ 250		38	84.71%
1-06-4060-000 Staff Conferences & Seminars	575	1,000		425	57.48%
1-06-4155-300 Contracted Services	3,890	10,000		6,110	38.90%
1-06-4155-100 Contracted Services - Infosend	95,218	205,000		109,782	46.45%
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	5,703	10,000		4,297	57.03%
1-06-4235-470 Maint. & Rep. Operations - Meter Exchanges	67,848	175,000		107,152	38.77%
1-06-4250-000 General Material & Supplies	3,964	4,000		36	99.11%
1-06-4260-000 Business Forms	4,966	10,000		5,034	49.66%
1-06-4270-100 Telecommunication - Office	5,060	30,000		24,940	16.87%
1-06-4270-200 Telecommunication - Cellular Stipend	7,020	17,000		9,980	41.29%
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	\$ 198,851	\$ 491,250	\$ -	\$ 292,399	40.48%
Total Departmental Expenses	\$ 1,264,431	\$ 2,659,500	\$ -	\$ 2,056,377	47.54%

Palmdale Water District
2013 Water Conservation Budget
For the Six Months Ending Sunday, June 30, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-07-4000-000 Salaries	\$ 70,646	\$ 153,000		\$ 82,354	46.17%
1-07-4000-100 Overtime	611	1,000		389	61.10%
Subtotal (Salaries)	\$ 71,257	\$ 154,000		\$ 82,743	46.27%
Employee Benefits					
1-07-4005-000 Payroll Taxes	5,901	11,750		5,849	50.23%
1-07-4010-000 Health Insurance	11,796	22,750		10,954	51.85%
1-07-4015-000 PERS	14,725	29,250		14,525	50.34%
Subtotal (Benefits)	\$ 32,422	\$ 63,750	\$ -	\$ 31,328	50.86%
Total Personnel Expenses	\$ 103,679	\$ 217,750	\$ -	\$ 113,681	47.61%
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	1,535	3,000		1,465	51.17%
1-07-4190-900 Public Relations - Other	180	5,000			
1-07-6300-100 Supplies - Misc.	1,287	5,000		3,713	25.74%
Subtotal Operating Expenses	\$ 5,398	\$ 22,000	\$ -	\$ 11,782	24.54%
Total Departmental Expenses	\$ 109,078	\$ 239,750	\$ -	\$ 125,463	45.50%

Palmdale Water District
2013 Human Resources Budget
For the Six Months Ending Sunday, June 30, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-08-4000-000 Salaries	\$ 40,623	\$ 84,000		\$ 43,377	48.36%
Employee Benefits					
1-08-4005-000 Payroll Taxes	3,108	6,500		3,392	47.81%
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)	\$ 3,108	\$ 40,500	\$ -	\$ 37,392	7.67%
Total Personnel Expenses	\$ 43,730	\$ 124,500	\$ -	\$ 80,770	35.12%
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	17,153	-		(17,153)	
1-08-4095-000 Employee Recruitment	1,217	3,000		1,783	40.55%
1-08-4100-000 Employee Retention	518	1,500		982	34.51%
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	2,638	38,000		35,362	6.94%
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	\$ 26,825	\$ 85,100	\$ -	\$ 58,275	31.52%
Total Departmental Expenses	\$ 70,556	\$ 209,600	\$ -	\$ 139,044	33.66%

Palmdale Water District
2013 Information Technology Budget
For the Six Months Ending Sunday, June 30, 2013

	YTD ACTUAL 2013	ORIGINAL BUDGET 2013	ADJUSTMENTS 2013	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-09-4000-000 Salaries	\$ 97,010	\$ 204,000		\$ 106,990	47.55%
1-09-4000-100 Overtime	1,564	2,500		936	62.58%
Subtotal (Salaries)	\$ 98,574	\$ 206,500		\$ 107,926	47.74%
Employee Benefits					
1-09-4005-000 Payroll Taxes	8,200	16,000		7,800	51.25%
1-09-4010-000 Health Insurance	20,812	41,250		20,438	50.45%
1-09-4015-000 PERS	19,638	39,250		19,612	50.03%
Subtotal (Benefits)	\$ 48,650	\$ 96,500	\$ -	\$ 47,850	50.41%
Total Personnel Expenses	\$ 147,224	\$ 303,000	\$ -	\$ 154,840	48.59%
OPERATING EXPENSES:					
1-09-4050-000 Staff Travel	\$ 115	\$ 3,000		2,885	3.83%
1-09-4060-000 Staff Conferences & Seminars	11,328	15,000		3,672	75.52%
1-09-4155-300 Contracted Services - Computer Vendors	62,091	108,000		45,909	57.49%
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	895	3,000		2,105	29.84%
1-09-8000-600 Computer Equipment - Other	5,656	35,000		29,344	16.16%
1-09-8100-100 Computer Software - Maint. and Support	6,059	70,000		63,941	8.66%
1-09-8100-140 Computer Software - Starnik	47,400	86,000		38,600	55.12%
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	4,611	15,000		10,389	30.74%
Subtotal Operating Expenses	\$ 169,675	\$ 425,000	\$ -	\$ 255,325	39.92%
Total Departmental Expenses	\$ 316,900	\$ 728,000	\$ -	\$ 410,165	43.53%

ENGINEERING DEPARTMENT COMMITTED CONTRACTS AND PAYOUT SCHEDULE - AUGUST, 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	\$ 23,851	\$ 14,953
600-12	3600' Hydro-Pneumatic Tank Replacement	Superior Tank Solutions	\$ 79,900	\$ 79,900
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								\$ 14,953	\$ 8,898			
600-12								\$ 79,900				
RCP04										\$ 319,100		
600-09							\$ 113,352					
401-12	\$ 21,895	\$ 11,438					\$ 15,557					
Totals:	\$ 21,895	\$ 11,438	\$ 0	\$ 0	\$ 0	\$ 0	\$ 128,909	\$ 94,853	\$ 8,898	\$ 319,100	\$ 0	\$ 0

WATER QUALITY FUND COMMITTED CONTRACTS AND PAYOUT SCHEDULE - AUGUST, 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 \$	433,604
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	Siemens	\$ 38,405 \$	0

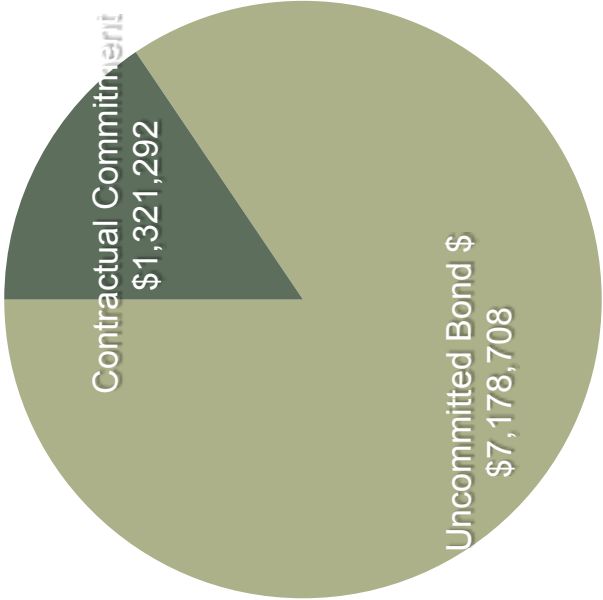
Water Quality Fund - Payout Detail (Actual/Projected)

Project ID	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
WQF-1								\$ 216,776				
WQF-2					\$ 216,776		\$ 216,828	\$ 218,000	\$ 218,000			
WQF-3								\$ 88,812				
WQF-4						\$ 46,542		\$ 31,410				
WQF-5						\$ 6,075		\$ 925				
WQF-6									\$ 38,405			
Totals:	\$ 0 \$	0 \$	0 \$	0 \$	0 \$ 216,776	\$ 52,617	\$ 216,828	\$ 555,923	\$ 256,405	0 \$	0 \$	0 \$

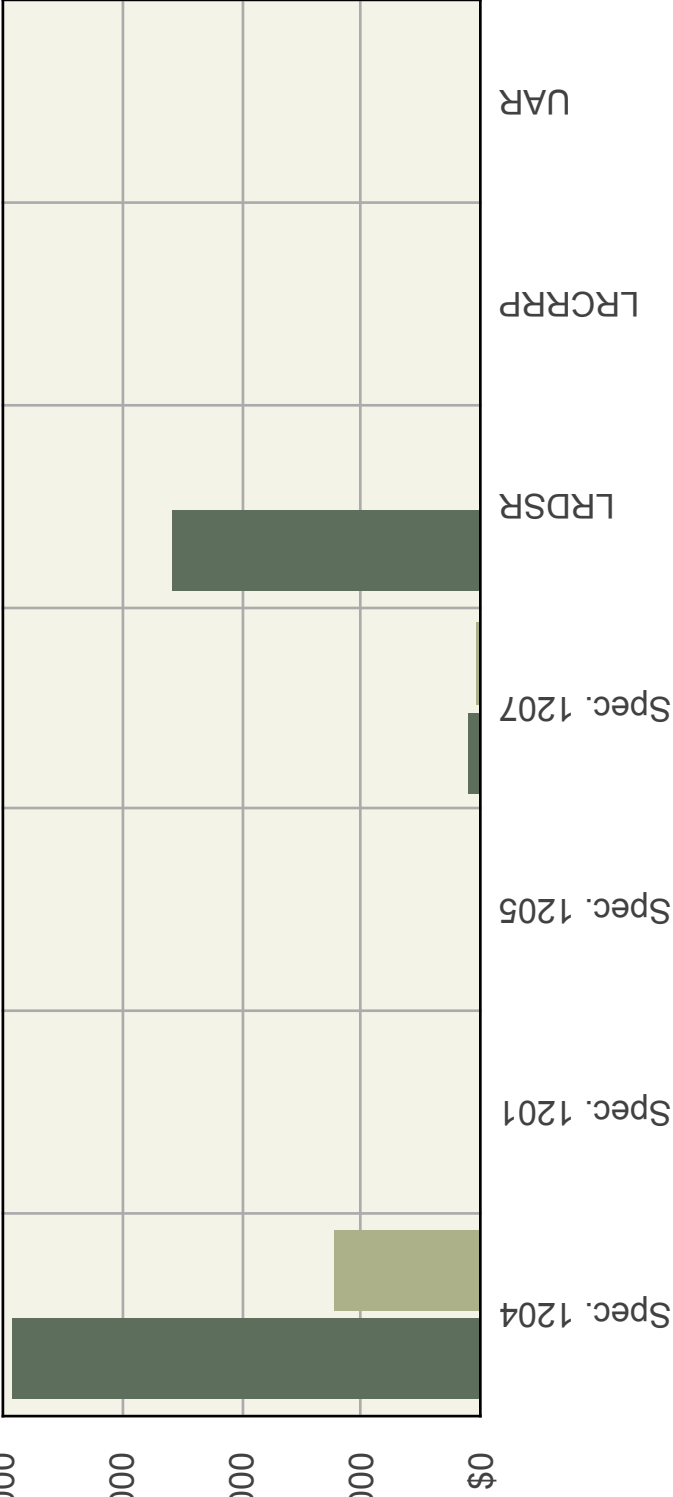
PWD WATER REVENUE BONDS - SERIES 2013A



Allocated Bond \$ vs. Commitment



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	\$243,728	(\$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	\$9,108	\$1,376,490
LRDSR	501-04	Littlerock Sediment Removal (EIR/EIS/Permits)	TBD	\$975,000	\$515,925	\$0	\$459,075
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	\$1,321,292	\$252,836	\$7,178,708

**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

DATE: August 8, 2013

August 14, 2013

TO: BOARD OF DIRECTORS

Regular Board Meeting

FROM: Mr. Bob Egan, Financial Advisor

RE: ***AGENDA ITEM NO. 7.5 – CONSIDERATION AND POSSIBLE ACTION ON SETTING PALMDALE WATER DISTRICT’S ASSESSMENT RATES FOR FISCAL YEAR 2013-2014 AND ADOPTION OF RESOLUTION NO. 13-11 REGARDING SAID RATES.***

Materials for this agenda item will be hand-delivered, if available, prior to the Board meeting.

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

DATE: August 8, 2013 **August 14, 2013**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.6 – CONSIDERATION AND POSSIBLE ACTION
ON REMOVING FREEZE ON ANNUAL COST OF LIVING
ADJUSTMENT***

Recommendation:

The Personnel Committee recommends the Board remove the hold placed on cost of living (COLA) for 2013, apply it to the employee salary ranges, and require employees not currently contributing to CalPERS to contribute 1% beginning January 1, 2014.

Impact of Taking No Action:

The freeze on the annual cost of living adjustment would remain.

Background:

At the August 7, 2013 Personnel Committee meeting, the discussion involved the CPI change of 2.2% discussed as part of the 2013 Budget discussions, potential changes to District employee benefits, and alternate ways of providing the COLA to employees.

The COLA was placed on hold in the 2013 Budget discussions due to the Board's concern about maintaining the reserve levels. The 2013 Budget as approved kept the reserves level in part by placing the COLA, 2.2% or approximately \$130,000, and performance increases, estimated at \$103,000, on hold. The District's financial status as of June 30, 2013 will be presented earlier in the Board meeting. It shows that water sales have exceeded the budgeted amount by over 6% and that funds are available to remove the hold on COLA and show a gain in reserves.

The Committee's recommendation also provides for employees to begin a CalPERS contribution of 1% beginning January 1, 2014. This will reduce the District's contribution approximately \$61,000. Additionally, beginning in 2014 is the insurance premium cap that will save the District approximately \$73,000 and continue to provide options to employees that are fully funded under the cap. Therefore, the long-term effect of these combined actions and recommendations is very close to zero.

Strategic Plan Element:

This work is part of Strategic Element 4.0 – Personnel Management (*Objective is to provide a safe, productive and rewarding work environment*) and Strategic Goal 4.4 (*Objective is to perform annual compensation reviews*).

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: August 8, 2013 **August 14, 2013**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.7 – CONSIDERATION AND POSSIBLE ACTION
ON PROPOSAL RECEIVED FROM THE MATHIS GROUP TO
RECRUIT FOR THE POSITION OF HUMAN RESOURCESMANAGER
AND TO PROVIDE GUIDANCE FOR AN RFQ FOR
BOARD/DISTRICT’S ATTORNEY.***

Recommendation:

Staff and the Personnel Committee recommend the Board approve the proposal received from The Mathis Group to recruit for the position of Human Resources Manager and to provide guidance for an RFQ for the Board/District’s attorney in the not-to-exceed amount of \$15,560.00.

Alternative Options:

The alternative is for staff to recruit for the Human Resources Manager and staff prepare an RFQ for the Board/District’s attorney.

Impact of Taking No Action:

The Human Resources Manager position will remain unfilled and the District’s current attorney arrangements will remain unchanged.

Background:

The Human Resources Manager position was vacated nearly a year ago through an early retirement program and has since been filled by Mrs. Jeannie Burns on an hourly basis. Mrs. Burns is limited on the number of hours she can work per year under CalPERS and has nearly reached this limit.

Filling the Human Resources Manager position was presented to The Mathis Group, who is working on an Organizational Assessment for the District, as a top priority. Developing an RFQ for legal counsel was also presented to The Mathis Group for consideration.

This proposal was reviewed by the Personnel Committee at their August 7, 2013 meeting, and they recommend the proposal be approved.

Strategic Plan Element:

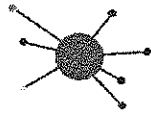
This work is part of Strategic Element 4.0 Personnel Management.

Budget:

This is under Budget Item No. 1-02-4110-000.

Supporting Documents:

- July 17, 2013 proposal from The Mathis Group for HR Manager recruitment and Attorney RFQ



July 17, 2103

**To: Dennis LaMoreaux, General Manager
Palmdale Water District**

**From: William Mathis, PhD.
Management Consultant/Recruiter**

RE: Proposal for HR Manager Recruitment and Attorney RFQ

Thank you for the invitation to provide review of recruitment of an HR Manager and proved a process of guidance to the Board for an RFQ for Board/Districts Attorney

Recruitment of Attorney (RFQ)

Provide agreed list of firms capable of providing full service commitment with a full range of services for water wheeling agreements, we have purchasing contracts relating to Water and generally a team that meets with the needs of PWD. Our firm will guide the process of sorting through applicants, interviews and finalizing a new contract agreement for the successful firm. Cost \$3500

Recruitment of H.R. Manager

One of the conclusions from the Mathis Study 2013 recommends hiring a veteran (10 yr. experience) HR manager and professional that can coordinate and lead an effective HR process for PWD. The re-writing of the job description and recruitment will ensure applicants have the skills necessary for managing benefits, negotiations, disputes and grievances for the District. Routine guidelines pertaining to retirement and medical coverage will be within the position's scope of work. A professional profile will be put into a brochure to ensure that the best candidate is recruited.

Activities

1. Consult with General Manager and Board on this new position with the traits desired. GM to provide final approval of this staff position reporting to the AGM or GM.

2. Prepare and submit advertisements to 2-3 publications (B/C, LCC, Jobs Available); to be paid by District. Ads will be sent directly by consultant to known and capable professionals
3. Set dates for interviewing the top 5-6 applicants who meet criteria attached in the brochure/new job description.
4. GM and Board will provide a selection process even as the Manager works for the General Manger. This key appointment must maintain support of Board and Staff. Trust and competence are key indicators.
5. Mathis group will background finalist's education, job experience and personal credibility.
6. Dr. Mathis may assist GM in final negotiation of benefits and start dates.

Cost

Recruitment and re-write HR Manager Position (Expenses not to exceed \$2500)	\$15,950
RFQ Management Process for Board	\$3,500
	<hr/>
	\$19,450

Client Discount 20%	\$3,890
---------------------	---------

Total Cost \$15,560

Dr. Bill Mathis

Dennis LaMoreaux, General Manager

R. William Mathis, Management Recruiter

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: August 8, 2013 **August 14, 2013**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.8 – CONSIDERATION AND POSSIBLE ACTION
ON ATTORNEY SERVICES AGREEMENT BETWEEN THE DISTRICT
AND LAGERLOF SENECALE GOSNEY & KRUSE LLP***

Recommendation:

Staff and the Legal Ad Hoc Committee recommend the Board approve the attached Attorney Services Agreement with Lagerlof Senecal Gosney & Kruse LLP.

Alternative Options:

The alternative is to not approve the Attorney Services Agreement.

Impact of Taking No Action:

The working arrangement with Lagerlof Senecal Gosney & Kruse LLP would remain as is.

Background:

Lagerlof Senecal Gosney & Kruse LLP has acted as the District's and the Board of Directors' attorney since 1988 by Board action. There is currently no formal written agreement for these services.

The Legal Ad Hoc Committee of Directors Dizmang and Dexter have been discussing the District's legal services and options for these services and recommend approval of the Attorney Services Agreement. In addition, The Mathis Group has submitted a proposal for providing guidance to staff for the development of a Request for Qualifications (RFQ) for providing attorney services for the District and for the Board of Directors.

Strategic Plan Element:

This work is part of Strategic Element 5.0 Administrative Management.

Budget:

Approval of the Attorney Services Agreement will not affect the Budget.

Supporting Documents:

- Attorney Services Agreement with Lagerlof Senecal Gosney & Kruse LLP



301 North Lake Avenue
10th Floor
Pasadena, CA 91101-4108
Phone: 626.793.9400
Fax: 626.793.5900
www.lagerlof.com

Established 1908

ATTORNEY SERVICES AGREEMENT

This document is the written fee agreement that California law requires lawyers to have with their clients. We, Lagerlof, Senecal, Gosney & Kruse, LLP, will provide legal services to you, the Client named on the attached rate schedule, on the terms set forth below.

1. Conditions. This agreement will not take effect, and we will have no obligation to provide legal services, until you return a signed copy of this agreement.

2. Scope of Services. You are hiring us to represent you in the matter described on the attached Rate Schedule. We will provide those legal services reasonably required to represent you, as we determine in our discretion to be necessary and appropriate. We will take reasonable steps to keep you informed of progress and to respond to your inquiries.

If this matter involves litigation or potential litigation, we will make tactical decisions regarding the case, such as where to file suit, what pretrial motions and discovery to undertake, whether to request a jury, what witnesses to call, etc. You will have the right to approve or reject any settlement, and we will communicate any settlement offer to you promptly.

3. Client's Duties. You agree to be truthful with us, to cooperate, to be reasonably available for meetings, court appearances, or other proceedings, to keep us informed of developments, to abide by this agreement, to pay our bills on time and to keep us advised of your address, telephone number and whereabouts.

4. Deposit. Omitted.

5. Legal Fees. You agree to pay us by the hour at our prevailing rates for all time spent on your matter by our legal personnel. Our current rates are set forth on the Rate Schedule. These rates are subject to periodic increases, on 30 days' notice. If you do not discharge us within the 30 days, you will be deemed to have agreed to the increased rates.

We will attempt to assign associates and other personnel with lower hourly rates to work on your matter wherever possible, without sacrificing the quality of your legal representation. Sometimes it will be in your interest to use attorneys who have higher hourly rates for consultation. We will charge you for the time we spend on telephone calls relating to your matter, including calls with you, opposing counsel or court personnel. When our legal personnel confer about your matter, each will charge for the time expended. Likewise, if more

than one of our legal personnel attends a meeting, court hearing or other proceeding, each will charge for the time spent.

We will charge for waiting time in court and elsewhere and for travel time (but travel time shall be billed at the reduced hourly rate specified in the attached rate schedule), both local and out of town; we will not, however, charge more than one client for the same time. Sometimes we will be able to make use of a document or legal research we developed for another client. In such cases, we may charge you for a portion of the development time, in addition to the time spent adapting the document or research to fit your particular situation. Where practicable, the firm agrees to provide client with fee estimates in advance of work performed. Any such estimates are subject to the Disclaimer of Guarantee Limitations of Section 10 of this agreement.

6. Costs. We will incur costs and expenses in performing legal services for you, and you agree to pay for those costs in addition to the hourly fees. The costs commonly include messenger and delivery fees, computer research, travel expenses such as mileage and parking, photocopying and reproduction charges, clerical staff overtime specifically necessitated by work performed for you, filing fees and other court and administrative fees, reporter's fees, jury fees and witness fees. Except as listed on the Rate Schedule, these items are charged at our cost.

In order for us to represent you properly, we may find it necessary to hire experts, consultants, accountants, appraisers, or investigators. We will not hire such persons unless you agree to pay their charges; but we reserve the right to select the persons to be hired.

7. Statements. We will send you periodic statements for fees and costs incurred. Each statement will be due within 30 days of its date. You may request a statement at intervals of no less than 30 days. If you do, we will provide one within 10 days. Any dispute regarding a statement must be communicated to us within 30 days.

8. Lien. You hereby grant us an attorneys' fees lien on any recovery you might obtain, whether by judgment, settlement, or otherwise, as well as on any property or documents which we hold for you.

9. Discharge and Withdrawal. You may discharge us at any time by written notice. We may withdraw with your consent or for good cause. Good cause includes your failure to comply with this agreement, your refusal to cooperate with us or to follow our advice on any material matter, or any other cause that would render our continuing representation unlawful or unethical. Whether you discharge us or we withdraw, you are responsible for paying our fees and costs to the date of conclusion of our services, including any services necessary to protect your rights and transfer the matter to your new attorneys. After you discharge us or we notify you of our intent to withdraw, you agree to execute a substitution of attorney immediately

*Lagerlof
Senecal
Gosney & Kruse*
LLP

and to take all other steps necessary to free us of any obligation to perform further. After our services conclude, we will, upon your request, deliver your file to you, along with any funds or property of yours in our possession; but we may charge you for copying your file for our permanent records. Unless you have instructed us to the contrary, we may destroy your file at any time more than one year after the conclusion of our services on this matter, without further notice to you.

10. Disclaimer of Guarantees. Although we may furnish you with estimates of our fees, your actual fees depend on a number of factors beyond our knowledge or control, such as the extent to which other parties cooperate, the availability of evidence, court calendars, etc. It is quite common for actual fees to exceed an estimate dramatically, even though the estimate may have been reasonable when made. Therefore, we do not guarantee our fee estimates. Similarly, we do not guarantee the outcome of your matter, and any comments about the outcome are statements of opinion only.

11. Errors and Omissions Insurance. Services under this Agreement are covered by errors and omissions insurance maintained by the firm.

12. Effective Date. This agreement will take effect when you have performed the conditions stated in Paragraph 1, but will be retroactive to the date we first performed services, including the initial client conference. Even if this agreement does not take effect, you will be responsible to pay the reasonable value of any services we may have performed.

LAGERLOF, SENECA, GOSNEY & KRUSE, LLP

By: _____
Timothy J. Gosney

I have read and understood the foregoing terms and those set forth on the attached Rate Schedule and agree to them, as of the date Lagerlof, Senecal, Gosney & Kruse, LLP first provided services. I acknowledge receipt of a copy of this agreement and the Rate Schedule.

PALMDALE WATER DISTRICT

Dated: _____

By: _____

Rate Schedule

Identification:

Client: Palmdale Water District
Matter: General counsel legal services and such other legal matters as may be needed.
Deposit: Not applicable
Travel time: No charges for travel time.

Rates

Timothy J. Gosney.....\$320 per hour
Thomas S. Bunn III\$320 per hour
James D. Ciampa\$290 per hour
Other Partners\$250 - \$320 per hour
Associates\$150-\$225 per hour
Legal Assistant\$60 per hour

All hourly rates are charged in minimum increments of 0.10 hours.

Costs

In-office photocopying\$0.20/page
Facsimile transmission\$1.00/page
Computerized legal researchActual cost

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: August 8, 2013 **August 14, 2013**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.9 – CONSIDERATION AND POSSIBLE ACTION
ON ACWA REGION 8 ELECTION FOR 2014-2015 TERM.***

The Association of California Water Agencies Region 8 Board ballot for the 2014-2015 term is attached for your consideration. The ballot includes the Region 8 Nominating Committee's recommended slate as well as individual candidates running for the Region 8 Board. The District is asked to either vote for the recommended slate or cast its vote for individuals for Region 8 chair, vice chair, and a maximum of five board members. The ballot must be returned by September 30, 2013.

Supporting Documents:

- August 1, 2013 email from ACWA regarding Region 8 Board election for the 2014-2015 term
- Region 8 Board Ballot
- Rules and Regulations for Region 8



Sent via email August 1, 2013

TO: ACWA REGION 8 MEMBER AGENCY BOARD PRESIDENT
AND GENERAL MANAGER

Ballot for Region 8 Board Election for the 2014-2015 Term

It is time to elect the 2014-2015 ACWA Region 8 officers and board members who will represent and serve the members of Region 8. Attached, you will find the official ballot which includes the Region 8 Nominating Committee's recommended slate as well as individual candidates running for the Region 8 Board.

Your agency is entitled to cast only one vote. Please review the attached ballot and have your agency's authorized representative cast its vote for the slate as recommended by the Region 8 Nominating Committee or cast its vote for individuals for a Region 8 chair, vice chair and three to five board members.

2014-2015 Region 8 Ballot is located [HERE](#)
Region Rules and Regulations are located [HERE](#)

Submit the electronic ballot to ACWA by September 30, 2013.
(Ballots received after September 30 will **not** be accepted.)

REMEMBER, YOUR VOTE IS IMPORTANT. Region 8 board members are elected to represent the issues, concerns and needs of your region. The Region 8 chair and vice chair will serve on ACWA's board of directors for the next two-year term beginning January 1, 2014. Additionally, the newly elected chair and vice chair will make the Region 8 committee appointment recommendations to the ACWA president for the 2014-2015 term. Also, either the chair or vice chair will hold a seat on the ACWA Finance Committee.

If you have questions, please contact your Regional Affairs Representative, Marcia Wulff, at MarciaW@acwa.com or call 916-441-4545.

Thank you for your careful consideration and participation in the Region 8 election process.

Ana Torres

Regional & Member Services Specialist
(916) 441-4545 ~ anat@acwa.com
910 K Street, Suite 100
Sacramento, CA 95814

OFFICIAL

REGION 8 Board Ballot

2014-2015
TERM



Association
of California
Water Agencies

Since 1910
Leadership • Advocacy
Information • Service

Please return completed ballot
by September 30, 2013

E-mail: anat@acwa.com

Mail: ACWA

910 K Street, Suite 100
Sacramento, CA 95814

General Voting Instructions:

- 1 You may either vote for the slate recommended by the Region 8 Nominating Committee or vote for individual region board members. Please mark the appropriate box to indicate your decision.
- 2 Please complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.

Submit

1

Nominating Committee's Recommended Slate

- ☐ I concur with the Region 8 Nominating Committee's recommended slate below.

Chair:

- **Steve Cole**, Newhall County Water District

Vice Chair:

- **Michael Touhey**, Upper San Gabriel Valley Municipal Water District

Board Members:

- **Bill Cooper**, Castaic Lake Water Agency
- **Greg Galindo**, La Puente County Water District
- **Mel Matthews**, Foothill Municipal Water District
- **Sandy Olson**, Walnut Valley Water District
- **Barry Steinhardt**, Las Virgenes Municipal Water District

Individual Board Candidate Nominations

- ☐ I do not concur with the Region 8 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

Candidates for Chair: (Choose one)

- ☐ **Steve Cole**, Newhall County Water District
☐ **Ronald Smith**, West Basin Municipal Water District

Candidates for Vice Chair: (Choose one)

- ☐ **Ronald Smith**, West Basin Municipal Water District
☐ **Barry Steinhardt**, Las Virgenes Municipal Water District
☐ **Michael Touhey**, Upper San Gabriel Valley Municipal Water District

Candidates for Board Members: (Max of 5 choices)

- ☐ **Bill Cooper**, Castaic Lake Water Agency
☐ **Greg Galindo**, La Puente County Water District
☐ **Mel Matthews**, Foothill Municipal Water District
☐ **Sandy Olson**, Walnut Valley Water District
☐ **Ronald Smith**, West Basin Municipal Water District
☐ **Barry Steinhardt**, Las Virgenes MWD
☐ **Michael Touhey**, Upper San Gabriel Valley MWD

2

AGENCY NAME

AUTHORIZED REPRESENTATIVE

DATE



**Association of
California Water Agencies**

Since 1910

Leadership - Advocacy - Information - Service

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Rules and Regulations for Region 8

Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association (ACWA Bylaw V, 6.).

Officers

At least one of the chair or vice chair positions must be an elected / appointed director from a member agency.

The term of the chair and the vice chair shall allow for two successive two-year terms allowing a maximum of four consecutive years as chair or vice chair.

The chair will appoint a secretary if one is deemed necessary.

Meetings

The Region 8 board shall approve all region programs and activities.

Region 8 shall have a general membership meeting annually in addition to those meetings at the ACWA conferences.

Attendance

If a region chair or vice chair is no longer allowed to serve on the Board of Directors due to his / her attendance, the region board shall appoint from the existing region board a new region officer. (ACWA Policy & Guideline Q, 1.)

If a region chair or vice chair misses three consecutive region board / membership meetings, the same process shall be used to backfill the region officer position. (ACWA Policy & Guideline Q, 1.)

If a region board member has three consecutive unexcused absences from a region board meeting or general membership business meeting, the region board will convene to discuss options for removal of the inactive board member. If the vacancy causes the board to fail to meet the minimum requirement of five board members, the region must fill the vacancy according to its rules and regulations. (ACWA Policy & Guideline Q, 3.)

Elections

All nominations received for the region chair, vice chair and board positions must be accompanied by a resolution of support from each sponsoring member agency, signed by an authorized representative of the Board of Directors. Only one individual may be nominated from a given agency to run for election to a region board. Agencies with representatives serving on the nominating committees should strive not to submit nominations for the region board from their agency. (ACWA Policy & Guideline P, 2.)

Election ballots will be e-mailed to ACWA member agency general managers and presidents.

The nominating committee shall consist of three to five members.

The nominating committee shall pursue qualified members within the region to run for the region board; consider geographic diversity, agency size and focus in selecting a slate, nominate both elected/appointed officials and staff members as part of the Region 8 board; and preserve objectivity by not nominating a member of the nominating committee for any elected positions being considered.

See the current region election timeline for specific dates.

Endorsements

ACWA, as a statewide organization, may endorse potential nominees and nominees for appointment to local, regional, and statewide commissions and boards. ACWA's regions may submit a recommendation for consideration and action to the ACWA Board of Directors to endorse a potential nominee or nominee for appointment to a local, regional or statewide commission or board. (ACWA Policy & Guideline P, 3.)

Committee Recommendations & Representation

All regions are given equal opportunity to recommend representatives of the region for appointment to a standing or regular committee of the Association. If a region fails to provide full representation on all ACWA committees, those committee slots will be left open for the remainder of the term or until such time as the region designates a representative to complete the remainder of the term. (ACWA Policy & Guideline P, 4. A.)

At the first region board / membership meeting of the term, regions shall designate a representative serving on each of the standing and regular committees to serve as the official reporter to and from the committee on behalf of the region to facilitate input and communication. (ACWA Policy & Guideline P, 4. B.)

The chair and vice chair shall make all committee appointment recommendations to the ACWA committees, to be ratified by the Region 8 board prior to submission to the ACWA president for consideration.

Tours

ACWA may develop and conduct various tours for the regions. All tour attendees must sign a "release and waiver" to attend any and all region tours. Attendees agree to follow environmental guidelines and regulations in accordance with direction from ACWA staff; and will respect the rights and privacy of other attendees. (ACWA Policy & Guideline P, 6.)

Finances

See "Financial Guidelines for ACWA Region Events" document.

Amending the Region Rules & Regulations

ACWA policies and guidelines can be amended by approval of the ACWA Board of Directors.

The Region 8 Rules & Regulations can be amended by a majority vote of those present at any Region 8 meeting as long as a quorum is present.

About ACWA

ACWA Board of Directors
ACWA Leadership
ACWA Committees
ACWA Regions
Calendar
FAQ
How to Join
Member and Staff Directory

Member Services

Benefits & Insurance
ACWA Conferences and Events
Preferred Providers
Products & Publications
Awards
Scholarships
Classified Ads
Translated Tier 1 Notices

News

Water News
ACWA eNews
Washington Report
Digital ACWA News
Voices on Water
Photo Gallery
Member-Sourced News

Advocacy

Current Issues
State Legislation
Federal Relations
Regulatory Affairs
ACWA Policy Principles
ACWA's Outreach Program

Water Information

Climate Change
Conservation
The Delta
Energy
Groundwater
Water Quality
Water Recycling
Water Supply
Challenges
Find your Local Water Agency
Web Resources

ACWA Spotlight

Water for Tomorrow
Save Our Water
California's Water
ACWA Centennial
No Time to Waste

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Map and Directions
Staff Directory
Email Us

CALIFORNIA UTILITY EXECUTIVE MANAGEMENT ASSOCIATION
“LEADERSHIP SUMMIT 2013”
September 4 - 6, 2013
San Diego

ADVANCE REGISTRATION DEADLINE:

DEPARTMENTAL TRAVEL BUDGET:

REGISTRATION: _____ TRAVEL: _____
TOTAL REMAINING BALANCE: _____

PROPOSED EXPENSES: Registration: _____
 Transportation: _____
 Meals:* _____
 Miscellaneous: _____
 TOTAL: _____

*DIRECTORS: Expenses are outlined in Section 4.06.1 of the District's Rules and Regulations.
*FOR STAFF: Meal limitations are outlined on pages 30 and 31 of the District's Employee Manual.
Please review these limitations.

HOTEL ACCOMMODATIONS: ___YES ___NO REGISTRATION DEADLINE: 8-9-13

TYPE OF ACCOMMODATIONS: _____ SINGLE (1 PERSON)
 _____ DOUBLE (2 PEOPLE)
 _____ (2 PEOPLE/2 BEDS)

AIRLINE RESERVATIONS: YES NO

DEPART FROM _____ on _____ at _____ AM/PM
(airport) (date) (time)

RETURN FROM _____ on _____ at _____ AM/PM
(airport) (date) (time)

SUPERVISOR APPROVAL: _____ DATE: _____



LEADERSHIP SUMMIT2013

SAVE THE DATE
INFORMATION
INNOVATION
INSPIRATION
SEPTEMBER 4-6

CUEMA.ORG



HILTON SAN DIEGO RESORT

1775 EAST MISSION BAY DRIVE SAN DIEGO, CA 92109

ATTENDEE REGISTRATION Member: **\$425** Non-Member: **\$525**

Registration includes all summit sessions and materials as well as:

- Wednesday Night Reception & Poolside Dinner at the Hilton San Diego Resort - 6:00 PM Social Hour, 7:00 PM Dinner
- Thursday & Friday Morning Continental Breakfast
- Thursday Luncheon
- Thursday Night Harbor Dinner Cruise (5:30PM - 9:00PM)
Bus Transportation Provided

SPOUSE/GUEST REGISTRATION **\$150**

Registration Includes:

- Wednesday Night Reception & Poolside Dinner at the Hilton San Diego Resort
- Thursday & Friday Morning Continental Breakfast
- Thursday Night Harbor Dinner Cruise
Bus Transportation Provided

HOTEL ACCOMMODATIONS:

Hilton San Diego Resort, discounted rate of **\$169** per night

(9/4 through 9/6) Please make hotel reservations prior to **August 9, 2013** in order to receive the discounted rate. Reservations can be made by calling (877) 313-6645.

Use Conference Code **CUEMA**

For Additional Information Contact: kdeck@rowlandwater.com
Phone: (562) 690-7142 • Fax: (562) 697-6149 • Tax ID# 35-2395687

CLICK HERE TO REGISTER

California Utility Executive Management Association (CUEMA) is a premier group of leaders from public water agencies and their private sector partners. Each September, CUEMA members and industry leaders come together for a two-day Leadership Summit. The summit gives public agency leaders and private partners the support, tools, access and information to augment their success.

This year, we are expecting about 100 attendees, primarily high-level management from public water agencies. Please consider sponsoring the 2013 Leadership Summit, September 4-6 in San Diego. Don't miss your chance to exchange thoughts, ideas and inspiration with the state's water management leaders.

Mark your calendars now for the California Utility Executives Management Association Leadership Summit, an exceptional weekend devoted to strategy, education, encouragement and advancement. This retreat-style gathering will take place Sept. 4-6 at Hilton San Diego Resort and Spa, and will include a dinner cruise, a president's reception, golf, panels, sessions and more.

Beyond the speakers and sessions, the summit is an opportunity for high-impact conversations. Our gatherings are renowned for fostering networking between colleagues and cultivating support throughout our community. Since its inception, CUEMA has been committed to the professional and personal advancement of California's utility leaders. Find out what we can do for you. Join with leaders from the forefront of California's water industry as we discuss the challenges facing our field today. Don't miss out! [Register today.](#)

SPONSORSHIP OPPORTUNITIES



LEADERSHIP SUMMIT 2013

Platinum Level - \$4,000

- Co-Host of Harbor Dinner Cruise
- Recognition as Dinner Cruise Co-Host in all promotional materials
- Size #1 Prominent Logo placement on all Summit materials
- Recognition as Sponsor on website with link to your company's web page
- Prominent location on Sponsor table to distribute materials
- 2 Tickets to Summit & 2 Spouse/Guest Registrations

Gold Level - \$3,000

- Co-Host Wednesday Night Pre-Conference Reception and Poolside Dinner
- Recognition as Reception Co-Host in all promotional materials
- Size #2 Logo on all Summit materials
- Recognition as Sponsor on website with link to your company's web page
- Prominent location on Sponsor table to distribute materials
- 2 Tickets to Summit & 2 Spouse/Guest Registrations

Silver Level - \$2,000

- Recognition as either Continental Breakfast or Lunch Sponsor
- Size #3 Logo on all Conference promotional materials
- 1 Ticket to the Summit & 1 Spouse/Guest Registration

Bronze Level - \$1,000

- Size #4 Logo on all Summit promotional materials
- 1 Ticket to Summit & 1 Spouse/Guest Registration

[CLICK HERE TO SELECT YOUR SPONSORSHIP LEVEL](#)



LEADERSHIP SUMMIT 2013

SEPTEMBER 4

[CLICK HERE TO REGISTER](#)

4TH ANNUAL CUEMA GOLF TOURNAMENT

Wednesday, September 4, 2013
 Aviara Golf Club
 7447 Batiquitos Drive, Carlsbad, CA 92011

Per Player Fee:

\$175.00
 Includes Golf
 and Golf Cart

Sponsorships:

Tournament: \$250.00
 Tee: \$125.00
 Closest to the Pin: \$150.00

For More Information Contact:
 Ken Deek
 Phone: (662) 690-7142
 E-mail: kdeek@rowlandwater.com

Aviara Golf Club
 7447 Batiquitos Drive,
 Carlsbad, CA 92011 Wednesday, September 4, 2013 7 a.m.

- Check-in 8 a.m. Shotgun Start
- \$175.00 Per Player— Player Fee Includes Golf and Golf Cart
- Sponsorship Opportunities:
 Tournament Sponsor \$250.00
 Closest to the Pin \$150.00
 Tee Sponsor \$125.00

PUBLIC WORKS – UTILITIES – WATERWORKS MANAGEMENT
INSTITUTE – “BASIC MANAGEMENT INSTITUTE”

September 16 - 20, 2013

Salt Lake City, Utah

NAME: _____

ADVANCE REGISTRATION DEADLINE: _____

MEALS: ___ YES SPOUSE: ___ YES SPOUSES' TOUR: ___ YES
 ___ NO ___ NO ___ NO

DEPARTMENTAL TRAVEL BUDGET:

REGISTRATION: _____ TRAVEL: _____

TOTAL REMAINING BALANCE: _____

PROPOSED EXPENSES: Registration: _____
 Transportation: _____
 Meals:* _____
 Miscellaneous: _____
 TOTAL: _____

*DIRECTORS: Expenses are outlined in Section 4.06.1 of the District's Rules and Regulations.

*FOR STAFF: Meal limitations are outlined on pages 30 and 31 of the District's Employee Manual.

Please review these limitations.

HOTEL ACCOMMODATIONS: ___ YES ___ NO REGISTRATION DEADLINE: _____

ARRIVAL DATE/TIME: _____ DEPARTURE DATE/TIME: _____

TYPE OF ACCOMMODATIONS: _____

 SINGLE (1 PERSON)
 DOUBLE (2 PEOPLE)
 (2 PEOPLE/2 BEDS)

AIRLINE RESERVATIONS: ___ YES ___ NO

DEPART FROM _____ on _____ at _____ AM/PM
 (airport) (date) (time)

RETURN FROM _____ on _____ at _____ AM/PM
 (airport) (date) (time)

SUPERVISOR APPROVAL: _____ DATE: _____

PUBLIC WORKS – UTILITIES - WATERWORKS MANAGEMENT INSTITUTE

(In partnership with Utah State University)

Salt Lake City, Utah

September 16 - 20, 2013

The management institute is for anyone in a leadership position. This no-nonsense, five-day course will teach you how to put effective management and supervisory skills to work for you and your organization. You'll learn to make better leadership decisions, communicate more effectively, avoid costly mistakes and get the results you want. Also, with participants coming from all over the country, this is a terrific opportunity to share knowledge of the water industry. Plan on attending yourself or sending other managers and supervisors who would benefit from this superior skills program.

BASIC INSTITUTE TRAINING PROGRAM (DAYS 1 THROUGH 5)

\$499 PER STUDENT

Classes meet each day from 8:00 a.m. to 5:00 p.m.

DAY 1: FOUNDATIONS OF LEADERSHIP

Provides participants with a knowledge of contemporary leadership principles, essential skills and general functions of management and the role of the manager.

DAY 2: THE LEADER'S ROLE IN PERFORMANCE MANAGEMENT

Models of communication, giving and receiving feedback, discipline, problem solving and leadership strategies.

DAY 3: THE LEADERSHIP OF CHANGE

Designed to help managers fully understand the nature and necessity of change, its impact on people, and how to meet the challenge it presents. Participants learn strategies that help speed up the process and minimize the productivity decline. Emphasis is placed on coaching and leading a team through a complex change situation.

DAY 4: MANAGING CONFLICT

This workshop emphasizes skills needed in purposefully and appropriately managing conflict, understanding and benefiting from emotions, converting mind-body integration principles into powerful tools, recognizing and expanding perceptions, operating from purpose and developing powerful conflict resolution communication methods.

DAY 5: COLLABORATION AND TEAMS

Effectively working with others is essential to maintaining a good work environment and efficient operations. How we communicate can either promote an effective team or cause barriers and conflict. This segment will provide training in tools proven to enhance communication skills. It will show participants how to communicate effectively with different personalities, how to diffuse emotional issues, and how to communicate in ways that build confidence and promote cooperation. The strengths and weaknesses of four communication styles will be examined. Practical exercises will be used to help participants learn to communicate more effectively in either a management or staff role.

CERTIFICATION

A formal certificate will be prepared for parties who successfully complete the required course objectives. This certificate is prepared and presented by Public Works – Utilities – Waterworks Management Institute. **OPTIONAL UNIVERSITY CERTIFICATION** is also available for the extra fee of \$50 per student and is presented by Utah State University. This Management / Leadership certificate is primarily for those needing university certification to meet training requirements for various professional affiliations. However, any individual desiring to receive the Utah State University certificate may do so by paying the extra \$50 fee.

FEES, LOCATION & REGISTRATION

The Basic Water Utility Management Institute fee is \$499 (plus optional \$50 fee for Utah State University Certification). This includes all instruction, workbook and handout materials.

All institute sessions will be held in the meeting room at Comfort Suites Hotel, 171 North 2100 West, Salt Lake City, Utah 84116. Participants may arrange their own lodging at the Comfort Suites Hotel and take advantage of special rates by mentioning their participation with the Public Works – Utilities - Waterworks Management Institute. The Comfort Suites Hotel is a full-service hotel including a full complimentary breakfast each day and a courtesy airport shuttle.

Comfort Suites Hotel
171 North 2100 West
Salt Lake City, Utah 84116
(801) 715-8688 (Tell them this is an AWWA registration)

To reserve your seat, complete the registration form below and send it along with your check made payable to Education & Training Services

For further information, contact Chuck Christensen at (801)281-0107 or chuckets@gmail.com

REGISTRATION FORM – Basic Management Institute, Salt Lake City September 16 - 20, 2013

Name _____

Business Name _____

Business Address _____

City/State/Zip _____

Business Phone _____ Email address _____

Check Amount Enclosed _____

\$499 per student (Do you want the optional university certification? Yes ____ No ____)

(If yes to optional university certification, the total fee is then \$549 per student)

Please Remit By Check To:

EDUCATION & TRAINING SERVICES
PUBLIC UTILITIES AND WATERWORKS MANAGEMENT INSTITUTE
P.O. BOX 495
SALT LAKE CITY, UTAH 84110
ATTN: CHUCK CHRISTENSEN

***Call or email Chuck Christensen (see above) to make sure class is not full.**

AUMA ACTUATOR, INC.
SERVICE TRAINING AND AC PARAMETERIZATION
September 23 - 26, 2013
Tustin

NAME: _____

ADVANCE REGISTRATION DEADLINE: _____

MEALS: ___ YES SPOUSE: ___ YES SPOUSES' TOUR: ___ YES
 ___ NO ___ NO ___ NO

DEPARTMENTAL TRAVEL BUDGET:

REGISTRATION: _____ TRAVEL: _____
TOTAL REMAINING BALANCE: _____

PROPOSED EXPENSES: Registration: _____
 Transportation: _____
 Meals:* _____
 Miscellaneous: _____
 TOTAL: _____

*DIRECTORS: Expenses are outlined in Section 4.06.1 of the District's Rules and Regulations.
*FOR STAFF: Meal limitations are outlined on pages 30 and 31 of the District's Employee Manual.
 Please review these limitations.

HOTEL ACCOMMODATIONS: ___ YES ___ NO REGISTRATION DEADLINE: _____
ARRIVAL DATE/TIME: _____ DEPARTURE DATE/TIME: _____

TYPE OF ACCOMMODATIONS: _____ SINGLE (1 PERSON)
 _____ DOUBLE (2 PEOPLE)
 _____ (2 PEOPLE/2 BEDS)

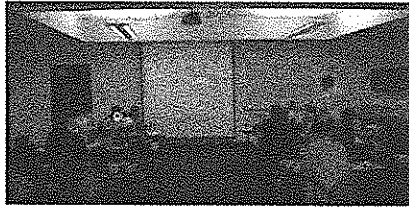
AIRLINE RESERVATIONS: ___ YES ___ NO

DEPART FROM _____ on _____ at _____ AM/PM
 (airport) (date) (time)

RETURN FROM _____ on _____ at _____ AM/PM
 (airport) (date) (time)

SUPERVISOR APPROVAL: _____ DATE: _____

MEMO



auma®

AUMA Actuators, Inc. USA
Phone: (724) 743-auma (2862)
Fax: (724) 743-4711
www.auma-usa.com

To: All Representatives
All Distributors
All Automation Centers

Joanne Grzech
joanne.grzech@auma-usa.com

cc: All Sales Department
Service Department

Date: May 7, 2013

page 1 of 3

Subject: Year 2013 Training Schedule

Our schedule of training sessions for 2013 is set. We will offer five seminars at various times and locations. The seminars are:

- **Basic Sales and Service Training** – 3 days
- **Basic Sales Training** – 2 Days (Houston)
- **Service Training** – 3 days
- **AUMATIC Programming Seminar** – 1 day (follows the day after the Basic Sales Training)
- **Digital Communication Training** – 1 day

Basic Sales and Service Training (Pittsburgh) is intended for new representatives, distributors or automation centers and new people at existing organizations. The program is also suitable for OEM/resale customers. Topics include actuation requirements, AUMA products, theory of actuator operation, actuator selection & pricing, actuator commissioning and troubleshooting.

Basic Sales Training (Houston) is intended for customers who will not be directly working on the products. Topics include actuation requirements, AUMA products, theory of actuator operation, and actuator selection.

Service Training is intended for sales and service personnel from representatives, distributors, automation centers and customers. Topics include theory of actuator operation and actuator commissioning. The class is hands-on troubleshooting, service and repair. Product basic information and identification are not covered. **Class size is limited, sign up early!**

AUMATIC Parameterization Seminar is intended for sales personnel who want a better understanding of the AUMATIC capabilities. The session includes theory and programming. ***This seminar will be offered on the day following each of the scheduled Basic Sales and Service Training seminars.*** Class size is limited, sign up early!

Digital Communication Training is intended for sales and service personnel from representatives, distributors, automation centers and customers. Topics include

fundamentals of digital communication, introduction to communication protocol and AUMA digital communication solutions and it includes communication details, wiring and installation, commissioning and trouble shooting.. **Class size is limited, sign up early!**

Schedule for 2013:

Pittsburgh, PA classes:

- Service Training: February 25 – 27
- AC Parameterization: February 28
- Service Training: June 17 – 19 – Class is full! Closed 5/7/13
- Digital Training: June 20
- Basic Sales and Service: September 9 – 11
- AC Parameterization: September 12

Houston, TX classes:

- Service Training: February 5 – 7
- Basic Sales: April 9 – 10

Tustin, CA classes:

- Service Training: September 23 – 25
- AC Parameterization: September 26

Locations:

Seminars in Pittsburgh will be held at AUMA's factory in Canonsburg, PA. The facility is located at 100 Southpointe Blvd. and is 21 miles south of Pittsburgh and 25 miles from the Pittsburgh International Airport.

Seminars in Tustin will be held at AUMA's office. The facility includes a large training room and is located at 15012 Red Hill Avenue, Tustin CA 92780.

Seminars in Houston will be held at AUMA's office. This facility also includes a large training room located at 13211 Stafford Road, Suite 1000, Missouri City TX 77489.

All class times start at 9:00 AM unless otherwise stated.

Seminar fees:

The fee for the Basic Sales & Service Class and Basic Sales Class is \$125. The fee for the Digital Communication classes is \$125. The fee for all other seminars is \$300. Fees are due with reservation and are non-refundable. AUMA furnishes training materials, lunch, and dinner at local restaurants on the evenings of class days – except for the last day of the seminar.

PLEASE NOTE:

Attendees are responsible for their own lodging.

Attendees are responsible for their own transportation to and from the airport AND to and from the training class.

Pittsburgh Accommodations:

Accommodations in Pittsburgh are available at the following hotels:

Homewood Suites Pittsburgh/Southpointe: This is a brand new facility which is located about ¼ mile from Auma. Their address is 3000 Horizon Vue Drive, Canonsburg PA 15317. The phone number is 724-745-4663. When making reservations here, please advise them you are coming for AUMA training and you will receive a 10% discount on the going rate at the time you make the reservation. All rooms have a full kitchen. They have an exercise room, swimming pool with a sauna, and access to Southpointe Golf Club. Shuttle service is provided within a five-mile area. Please note: We will work with the hotel to have a block of rooms available at the Auma rate. However, you must make your reservations at least 3 weeks before the training class to get the Auma rate.

Hilton Garden Inn Pittsburgh/Southpointe located at 1000 Corporate Drive approximately 2 miles from the AUMA factory at 100 Southpointe Blvd. The telephone number at the hotel is 724-743-5000.

Holiday Inn Express – Bridgeville located approximately 9 miles north of the AUMA factory (412-914-2000)

Courtyard Washington Meadowlands is located at 1800 Tanger Boulevard, Washington PA 15301. The phone number there is 724-222-5620. The hotel is approximately 5 miles from the Southpointe office. The Meadowlands Race Track and Casino is located nearby as well as the Tanger Outlet Mall.

There are many new hotels now in the Meadowlands area that are about 5 miles from the Auma location. Please check the internet for their locations.

Transportation: *Attendees are responsible for their own transportation to and from the airport AND to and from training classes.*

Registration: Complete the attached form and forward it with a check for either \$125 for Sales Seminars, \$125 for each Digital Communications Seminar or \$300 for all other seminars per attendee to:

AUMA Actuators, Inc.
100 Southpointe Blvd.
Canonsburg, PA 15317
Attn: Joanne Grzech
e-mail: joanne.grzech@auma-usa.com

All classes are filled on a first come basis.

Please contact Joanne Grzech at extension 242 with questions.

Columbia, Maryland

SUPERVISOR APPROVAL: _____ DATE: _____



The Shimadzu Customer Training and Education Center (CTEC), located at Shimadzu Scientific Instruments main headquarters in Columbia, Maryland, serves as the primary educational facility for our customers. State-of-the-art teaching media is employed in classrooms, and instruments representing Shimadzu's major product lines are showcased in our hands-on teaching laboratories.

GCMS QP-2010 User Basics – 4 day course (\$2170)

Introduces Gas Chromatography Mass Spectrometry (GCMS) concepts and covers instrument components, maintenance, troubleshooting, calibration and the use of Lab Solutions GCMSsolution Software package. Students interested in CI, NCI, DI modes or EPA and other specialized software are encouraged to enroll in the GCMS Special Configurations course #220-99212-01.

Prerequisite: working knowledge of the MS Windows™ Operating System

Class Dates January 15-18, 2013 March 25-28, 2013 June 25-28, 2013 September 24-27, 2013

**MINUTES OF MEETING OF THE WATER SUPPLY & RELIABILITY COMMITTEE
OF THE PALMDALE WATER DISTRICT, JUNE 21, 2013:**

A meeting of the Water Supply & Reliability Committee of the Palmdale Water District was held Friday, June 21, 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
Matt Knudson, Engineering Manager
Jon Pernula, Water & Energy Resources Mngr.
Dawn Deans, Executive Assistant
1 member 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 May 24, 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 May 24, 2013, as written.

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

Water & Energy Resources Manager Pernula reviewed the water supply projections and charts included with the agenda packet and informed the Committee that water production through May is higher than budgeted; that actual water use versus projected water use is higher; and that water is being taken from Littlerock Reservoir and

minimum pool will be maintained followed by discussion of the District's State Water Project allotment, carry-over water, and water levels in San Luis Reservoir.

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

Water & Energy Resources Manager Pernula informed the Committee that staff continues work and negotiations on water banking opportunities and will provide a full report when available.

Chair Dexter requested a closed session be included on the next agenda, if possible, to further review this item.

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

Water & Energy Resources Manager Pernula informed the Committee that a tour of the Oroville facilities was held June 7; that operation of this facility and the State Water Project is a balancing act between environmental issues and pumpage; that the Department of Water Resources has classified this year as a critical year rather than a dry year resulting in the relaxation of some fishery standards; and then reviewed power produced through the State Water Project Hyatt facility.

4.5) Consideration and Possible Action on Amendment to Contract With Aspen Environmental Group for the Littlerock Dam Sediment Removal Project EIR/EIS/Permit Assistance. (\$TBD – 2013A Series Water Revenue Bond – Engineering Manager Knudson)

Engineering Manager Knudson and Ms. Negar Fahidi, of Aspen Environmental, provided an overview of the amendment to the Aspen Environmental contract, and after a brief discussion of the tasks included in the amendment, cultural resources for the Littlerock Dam area, outreach and public meetings, the proposed cost of \$530,560.00, and funding for this work, the Committee concurred with staff's recommendation to present the amendment to the contract with Aspen Environmental Group for the Littlerock Dam Sediment Removal Project EIR/EIS/Permit Assistance to the full Board for consideration.

5) Project Updates.

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

General Manager LaMoreaux reported that the Palmdale Recycled Water Authority met briefly; that the draft reallocation agreement for recycled water from Sanitation Districts 14 and 20 does not include a direct allocation to the Authority; that the City has agreed that this draft agreement does not comply with the settlement agreement between the City and the District and will be corrected; and that the next Authority meeting will be held in August.

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

Water & Energy Resources Manager Pernula provided an update on the District's negotiations for the acquisition of suspended Table A water through the umbrella agency of Central Coast Water Agency as well as interest in this water from other agencies.

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

Engineering Manager Knudson stated that a meeting is scheduled next week with the Forest Service regarding this Project.

5.4) Upper Amargosa Recharge Project. (Engineering Manager Knudson)

Engineering Manager Knudson stated that the City of Palmdale obtained \$6.5 million in grant funds to build the Upper Amargosa Recharge Project, which requires 50% matching funds; that there has been progress on a four-way agreement between the City of Palmdale, the District, AVEK, and L.A. County Waterworks for participation in this Project with each agency receiving 25% capacity; that the District's cost for this capacity is \$1.25 million, which is included in the 2013A bond funds; and that the City is ensuring the District is involved with the selection of the design consultant for the project.

5.5) Water Supply Fee Analysis. (Engineering Manager Knudson/Water & Energy Resources Manager Pernula)

Engineering Manager Knudson stated that the District contracted with Carollo Engineers to develop a Water Supply Fee based on the Strategic Water Resources Plan; that preliminary numbers and calculation methodologies have been received; that the District provided comments; and that this information can be presented to the Committee in July.

6) **Information Items.**

Engineering Manager Knudson requested that "Consideration and possible action on a four-way agreement for the City of Palmdale's Upper Amargosa Recharge Project" and "Consideration and possible action on the Water Supply Fee" be placed on the next agenda for consideration.

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 July 19, 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 FACILITIES COMMITTEE OF THE PALMDALE
WATER DISTRICT, JUNE 25, 2013:**

A meeting of the Facilities Committee of the Palmdale Water District was held Tuesday, June 25, 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
Tim Moore, Facilities Manager
Jim Stanton, Information Technology Manager
Randy Hardenbrook, Equipment Mechanic Spvsr.
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 May 21, 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 May 21, 2013, as written.

4.2) Consideration and Possible Action on Security Improvements to Facilities Located at 20th Street East and Avenue Q. (Information Technology Manager Stanton/Facilities Manager Moore)

General Manager LaMoreaux stated that recent Board discussions involved prioritizing the update of the District's security system at the main office, NOB, and facilities yard with current technology after which Information Technology Manager Stanton and Facilities Manager Moore reviewed the process and quotations received for these upgrades in a two-tiered approach covering either the entire 40 acres at 20th Street East and Avenue Q or just the main office and staff's recommendation to retain a consultant to oversee this process.

After a brief discussion of the proposed security improvements, potential grant funding available for security improvements, and a written security plan, the Committee concurred with staff's recommendation to issue a Request for Proposals to retain a security consultant for security improvements to the facilities located at 20th Street East and Avenue Q with the proposals presented to the Committee for consideration at a future meeting.

5) Information Items.

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

Operations Manager Thompson II informed the Committee that work continues on the SCADA radio backbone upgrade and that an acrylic cell cracked on the hypo-generator, and a replacement will be installed next week.

General Manager LaMoreaux informed the Committee that the replacement of the tank at the 3,600' booster station approved by the Board last year is nearly complete.

Facilities Manager Moore informed the Committee that the pipeline replacement project on 16th Street East south of Avenue Q is expected to begin early July, and this work will be performed in-house.

Equipment Mechanic Supervisor Hardenbrook informed the Committee that a booster and motor were replaced at the 3,600' booster station a few weeks ago; that the valve job is complete on Well No. 15, and tests will be run to place this well back into service; that staff is preparing for the time-of-use pump operation schedule; that the clutch for Well No. 11 has been received, and this well should be back in service by the end of summer; that the pump for Well No. 32 failed last week, and this well will be diagnosed

next week; that staff purchased a used backhoe for a good price; and that staff continues the search for a used dump truck.

Engineering Manager Knudson informed the Committee that start-up testing has occurred for the hydro-turbine and that start-up is anticipated within the next few days.

Chair Alvarado stated that he took a mini-tour earlier today of Palmdale Dam; that the Leslie O. Carter Water Treatment Plant looks good; that the surrounding areas are clear; and that District staff were replacing GAC during his tour.

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

Operations Manager Thompson II informed the Committee that a presentation on Chromium 6 treatment techniques and costs will be presented to the Board within the next few months.

Engineering Manager Knudson informed the Committee that the vessel for the localized GAC project is anticipated to be completed by mid-July; that staff anticipates installation by late July; and that on-line testing is anticipated in August.

5.3) 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 July 22, 2013 at 5:15 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 OUTREACH COMMITTEE OF THE PALMDALE WATER DISTRICT, JULY 1, 2013:

A regular meeting of the Outreach Committee of the Palmdale Water District was held Monday, July 1, 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
Claudette Beck, Water Conservation Spvsr.
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 June 3, 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 June 3, 2013, as written.

Chair Dizmang stated that Agenda Item No. 4.5 will now be considered.

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

Information Technology Manager Stanton stated that coupons for the social media marketing campaign to increase the number of likes on the District's Facebook page were included with the agenda packets and that this campaign can start immediately for the month of July with the Board of Directors selecting ten random winners at the first regular Board meeting in August, and after a brief discussion, the Committee concurred with the start of this campaign.

Chair Dizmang stated that Agenda Item No. 4.2 will now be considered.

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

Water Conservation Supervisor Beck reviewed the articles for the next issue of Water News followed by discussion of the articles, revisions, including Aquadog images, future articles, and combining Constant Contact emails.

4.3) Discussion of "Before the First Drop" Marketing Campaign. (Water Conservation Supervisor Beck/Information Technology Manager Stanton)

The Committee viewed the "Before the First Drop" marketing campaign educational video, which is now on the District's website, followed by discussion of the educational benefit of this video, hosting the video on the lobby monitors, and showing the video at the next regular Board meeting.

Water Conservation Supervisor Beck then gave a status report on the goals and objectives of the "Before the First Drop" campaign.

4.4) Discussion of Aquadog Animation. (Information Technology Manager Stanton/Water Conservation Supervisor Beck)

The Committee viewed the Aquadog animation ad, which will soon be on the District's website, followed by discussion of the Aquadog website and proposed content and updates for this website and hosting the ad on the lobby monitors.

5) Information Items.

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

General Manager LaMoreaux stated that a few items are being added to the District's website to meet the requirements for applying for the Special District Leadership Foundation "District Transparency Certificate of Excellence" and that staff will complete the Application package for this Certification when the website updates are complete.

5.2) Follow-Up on June 22, 2013 Plant Sale. (Water Conservation Supervisor Beck)

Water Conservation Supervisor Beck stated that 108 hose nozzle/shower timer coupons were presented at the Plant Sale, and attendance doubled over last year followed by discussion of the plants sold, ideas for next year's Plant Sale, and using longer lead times for advertising events through social media.

5.3) Small Business Development Center "Let's Grow Your Business With Email and Social Media" Workshop. (Chair Dizmang)

Chair Dizmang, Executive Assistant Deans, and Administrative Assistant Henry provided an overview of the information from the Small Business Development Center "Let's Grow Your Business With Email and Social Media" Workshop including the recommended number of Facebook postings per week, maximizing the use of Constant Contact and when and how often to send emails, engaging the District's audience through photo albums and options for creating these albums, ensuring emails are viewable through phones, developing a Smart phone app and a future marketing campaign, using social media channels that work best for the District, which at this time is Facebook, free programs available for enhancing Constant Contact emails, and knowing your audience and reaching the District's Spanish-speaking audience.

5.4) Other.

Viewing the redesign of the District's website, highlighting the late payment date and amount due on water bills, the District's booth at Thursday-Night-on-the-Square, and a barking minute timer were discussed.

There were no additional information items.

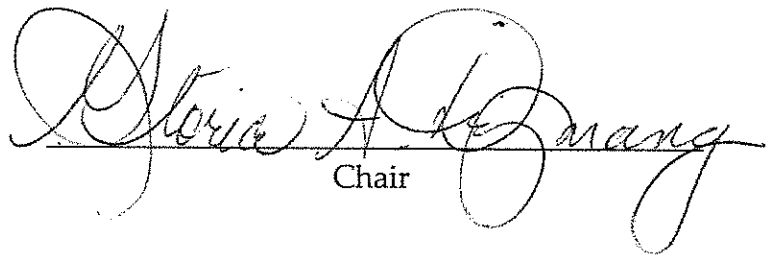
6) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

The next Outreach Committee meeting was scheduled for August 5, 2013 at 3:00 p.m.

7) Adjournment.

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


Chair

**MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE
WATER DISTRICT, JULY 11, 2013:**

A meeting of the Personnel Committee of the Palmdale Water District was held Thursday, July 11, 2013, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Mac Laren called the meeting to order.

1) Roll Call.

Attendance:

Personnel Committee:
Kathy Mac Laren, Chair
Gloria Dizmang, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager
Kelly Jeters, Systems Supervisor
Dennis Hoffmeyer, Senior Accountant
Dawn Deans, Executive Assistant
4 members of the public

2) Adoption of Agenda.

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

3) Public Comments.

There were no public comments.

4) Presentations:

4.1) Herbalife Wellness Program. (Chair Mac Laren/Rae Permann of Herbalife)

Chair Mac Laren stated that this presentation will be postponed to the next meeting.

5) Action Items:

5.1) Consideration and Possible Action on Approval of Minutes of Meeting Held June 11, 2013.

It was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to approve the minutes of the Personnel Committee meeting held June 11, 2013, as written.

5.2) Discussion and Possible Action on Cafeteria Healthcare Plan and Minimal Employee and Retiree Premium Contribution Towards Health Insurance Benefits. (Acting Human Resources Manager Burns)

General Manager LaMoreaux stated that letters regarding a Cafeteria Healthcare Plan, a cap for the Plan, and the amount of benefits paid on their behalf were submitted to all employees; that this Plan was reviewed and discussed at the all-hands meeting; that major comments included adding another PPO plan priced under the cap, establishing a flexible savings account or similar option, and dependent care; and then reviewed a recommended proposal for implementing a Cafeteria Healthcare Plan, proposed 2014 Kaiser plan costs, the Advantage PPO plan, and employee average and median salaries.

After a brief discussion of the proposal and of establishing a \$1,600 hard cap with no future increase, it was moved by Committee Member Dizmang and seconded by Chair Mac Laren that the District establish a Cafeteria 125 Plan administered by a third-party firm that includes the option for a Flexible Savings Account and dependent care; that the District add Blue Cross PPO Prudent Buyer Advantage to the existing three offered medical insurances; that the District cap its contribution to medical, dental, and vision insurance coverage at \$1,600 per month per employee; that this proposal also apply to future retirees; that the Board review lifting the freeze on merit and bonus increases and annual cost-of-living adjustments; and that this be presented to the full Board for consideration at the next regular Board meeting.

After consideration of several comments from District employees and discussion of the need to move forward on the proposal by the end of July, the motion unanimously carried.

General Manager LaMoreaux then recommended letters be re-issued to employees with proposed 2014 Kaiser rates followed by discussion of Kaiser prescription rates, saving for prescription costs through a Flexible Savings Account, and establishing contact with a Kaiser healthcare advocate for employees to discuss prescription costs.

5.3) Discussion and Possible Action on Developing a Wellness Program. (Acting Human Resources Manager Burns)

After a brief discussion, it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to table this item to the next Committee meeting.

6) Project Updates.

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

General Manager LaMoreaux stated that he is scheduled to meet with The Mathis Group next week to review their draft ideas; that they tentatively plan to meet with the Personnel Committee the first week of August and the full Board the second week of August to provide their recommendations for moving forward; and that these dates will be confirmed.

Filling the Human Resources Manager position was then discussed, and the Committee recommended this component be discussed prior to August after which General Manager LaMoreaux stated that he will discuss this option with Dr. Mathis next week.

7) Information Items.

There were no further information items.

8) Board Members' Requests for Future Agenda Items.

It was recommended that an item for "Discussion and possible action on filling a human resources position" be included on the next agenda.

Committee Member Dizmang then recommended an item for "Discussion and possible action on the District's merit incentive program" be included on the next agenda.

General Manager LaMoreaux then briefly reviewed the merit incentive process.

Committee Member Dizmang then requested an item for "Discussion and review of the District's Grievance Policy" be included on the next agenda.

There were no further requests for future agenda items.

It was determined that the next Personnel Committee meeting will be held August 7, 2013 at 6:30 p.m.

8) **Adjournment.**

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


Chair