MINUTES OF MEETING OF THE FACILITIES COMMITTEE OF THE PALMDALE WATER DISTRICT, NOVEMBER 18, 2013:

*A meeting of the Facilities Committee of the Palmdale Water District was held Monday, November 18, 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:** | **Others Present:** |
|---|---|
| Facilities Committee: | Dennis LaMoreaux, General Manager |
| Robert Alvarado, Chair | Vincent Dino, PWD Director-Elect |
| Gordon Dexter, Committee Member | Matt Knudson, Engineering Manager |
| | Mike Williams, Finance Manager |
| | Jim Stanton, Information Technology Manager |
| | Randy Hardenbrook, Equipment Mechanic Spvsr. |
| | Dennis Hoffmeyer, Senior Accountant |
| | 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 October 14, 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 October 14, 2013, as written.

**4.2) Consideration and Possible Action on Approving a Purchase Agreement With Liftoff and Microsoft for Providing Cloud Based Exchange, Sharepoint, Lync, and Office 365. ($26,000.00 – Budgeted – Information Technology Manager Stanton)**

Information Technology Manager Stanton reviewed the benefits and cost savings of the proposed Purchase Agreement, and after a brief discussion, it was moved by Committee Member Dexter, seconded by Chair Alvarado, and unanimously carried to approve the Purchase Agreement With Liftoff and Microsoft for providing cloud based Exchange, Sharepoint, Lync, and Office 365 in the not-to-exceed amount of $26,000.00 and that this approval be reported to the full Board.

**4.3) Review of Proposed Projects, Equipment, Etc. for 2014 Budget. (Finance Manager Williams)**

Finance Manager Williams provided an overview of the capitalized expenditures included in the 2014 Budget and stated that these expenditures now include all department requests and that General Manager LaMoreaux will reduce these requests based on priorities followed by a brief discussion and more detailed review of these expenditures and the process for reducing capital expenditure requests.

Deferred maintenance and purchases were then discussed after which Chair Alvarado requested staff provide detailed deferred maintenance reports to the Board during budget discussions to justify requested expenditures, and Committee Member Dexter suggested these items be discussed during Board budget workshops rather than at individual Committee meetings.

**5) Information Items.**

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

Committee Member Dexter recommended that updates continue after budget review and adoption.

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

General Manager LaMoreaux stated that there are no updates on this item.

**5.3) Other.**

Engineering Manager Knudson stated that the capital improvements have been completed for the localized GAC at the Underground Booster Station; that the initial load of GAC has been delivered and backwashed; that bacteriological tests were successful; and that this project is ready to go on line as soon as the California Department of Public Health distribution permit amendment is received.

General Manager LaMoreaux then stated that staff worked with the Department of Homeland Security on an audit of the District's computer security; that the District scored high in its security; and that this report will be included in the next Department Status Report.

There were no additional information items.

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

There were no requests for future agenda items.

**7) Adjournment.**

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

Chair