

**MINUTES OF MEETING OF THE FACILITIES COMMITTEE OF THE PALMDALE
WATER DISTRICT, SEPTEMBER 17, 2012:**

A meeting of the Facilities Committee of the Palmdale Water District was held Monday, September 17, 2012, 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

Tim Moore, Facilities Manager

Peter Thompson II, Operations Manager

Michael Williams, Finance Manager/CFO

Randy Hardenbrook, Equipment Mechanic Spvrs.

Danielle Henry, Administrative 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) Presentation of the District's Maintenance Management System. (Committee Member Dexter/Operations Manager Thompson II/Facilities Manager Moore)

Operations Manager Thompson II distributed a handout to the Committee on the general summary of the current maintenance management system used at the Water Treatment Plant and then provided an overview of the preventative, predictive, and reactive maintenance currently performed by staff and the future plans for data analysis through the SCADA system utilizing the SEMS Computerized Maintenance Management System (CMMS) as a central database for tracking and storing data, creating work orders, and storing standard operating procedures, manuals, and warranties.

He then informed the Committee that a test run on the CMMS was performed in June, the District's assets were present but the connected relationship between the assets was not, and that it may be tested again in a couple weeks.

He concluded his presentation by stating that staff is anticipating the fuel tracking system and Geographic Information System (GIS) be operational by November with an official launch with staff in January 2013.

Equipment Mechanic Supervisor Hardenbrook distributed a report to the Committee on the Facilities current maintenance management system and provided an overview of the corrective, preventive, and predictive maintenance currently performed by staff and stated that the CMMS will improve the scheduling and productivity of maintenance and provide indicators for preventive maintenance opportunities.

5) Action Items: (The Public Shall Have an Opportunity to Comment on Any Action Item as Each Item is Considered by the Committee Prior to Action Being Taken.)

5.1) Consideration and Possible Action on Approval of Minutes of Regular Meeting Held August 20, 2012.

It was moved by Committee Member Dexter, seconded by Chair Alvarado, and unanimously carried to approve the minutes of the Facilities Committee meeting held August 20, 2012, as written.

5.2) Consideration and Possible Action on Water Meter Exchange Project at Various Locations Under Specification No. 1202. (\$50,000.00 – Non-Budgeted – Engineering Manager Knudson)

Engineering Manager Knudson provided a memo to the Committee on the proposed water meter exchange project and stated that there has been an increase in the number of meters not properly registering; that staff continues to fall behind on the replacement; that currently 425 of over 27,000 meters need to be replaced and the numbers continues to increase; that two contractors have provided proposals for the work with Tejon Constructors bring the least expensive; and that the amount requested for the work will cover up to 1,160 meters based on Tejon Constructors unit price for a 5/8" meter.

After a brief discussion of meter life expectancy, the various locations and years the failing meters were installed, the estimated bills for non-registering meters according to the District's Rules and Regulations, the major replacement projects that have been placed on hold since 2008, and the next generation of smart water meters, it was determined by the Committee to bring this item to the full Board for approval.

6) Information Items.

6.1) Update on Status of Repairs to Hydro-Electric Generator for Damages Caused on May 1, 2012. (Engineering Manager Knudson)

Engineering Manager Knudson informed the Committee that Chubbs Insurance Company provided approval for a new generator at the cost of \$234,000 based on the proposal from Lee Mechanical; that staff is currently working on a contract with Lee Mechanical to proceed with the replacement; and that the District's lost revenue is being calculated.

6.2) Update on Monitoring of Wind Turbine Through Black & Veatch. (Engineering Manager Knudson)

Engineering Manager Knudson informed the Committee that shortly after lighting activity near the wind turbine, World Wind Services conducted the bi-annual preventive maintenance inspection of the wind turbine and discovered a slip-ring and cable that needed to be replaced; that the parts have been ordered but have not come in yet; and that it was recommended to keep the turbine offline until the parts have been replaced.

He then reported that Black & Veatch met with staff to figure the wind turbine communications from the District's SCADA system with their system, and that Black & Veatch is continuing to work on complications with receiving data from Vestas.

There were no additional information items to discuss.

7) Board Members' Requests for Future Agenda Items.

Chair Alvarado inquired about the programs being deferred due to the hiring freeze and after a brief discussion staff was directed to provide the status and value on the deferred maintenance at the next Committee meeting.

There were no further requests for future agenda items.

It was then determined that the next Facilities Committee meeting will be held October 15, 2012 at 5:15 p.m.

7) Adjournment.

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

Robert E. Alarado

Chair