

**AVSWCA**

Antelope Valley State Water Contractors Association

[www.avswca.org](http://www.avswca.org)**COMMISSIONERS**

BARBARA HOGAN, Chair  
ROBERT ALVARADO, Vice Chair  
LEO THIBAUT, Treasurer-Auditor  
KATHY MAC LAREN, Secretary  
KEITH DYAS, Commissioner  
NEAL WEISENBERGER, Commissioner

**OFFICERS**

MATTHEW R. KNUDSON, General Manager  
TOM BARNES, Controller  
DANIELLE HENRY, Administrative Assistant

September 5, 2014

***Agenda for the Regular Meeting of the  
Commissioners of the Antelope Valley State Water Contractors  
Association to be held at the Palmdale Water District's office  
at 2029 East Avenue Q, Palmdale  
Thursday, September 11, 2014  
6:30 p.m.***

NOTE: To comply with the Americans with Disabilities Act, to participate in any Association meeting please contact Danielle Henry at 661-947-4111 x1059 at least 48 hours prior to an Association 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 Palmdale Water District's office located at 2029 E. Ave. Q, Palmdale. Please call Danielle Henry at 661-947-4111 x1059 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 Association 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) Public comments for items not on the agenda.
- 4) Consideration and possible action on minutes of regular meeting held July 24, 2014.
- 5) Payment of bills.

- 6) Consideration and possible action on Election of Officers. (General Manager Knudson)
- 7) Discussion and possible action to be a lead sponsor for a Landscaping for Water Conservation Workshop/Summit at the Antelope Valley Fairgrounds on November 1, 2014 currently under development by AVEK. (General Manager Knudson/Commissioner Weisenberger)
- 8) Report of General Manager.
  - a) Update on Revenue, Expenditures and Change in Net Position.
  - b) Update on the Antelope Valley Prop. 84, Round 3 Grant Application.
  - c) Update on Department of Water Resources Multi-Year Exchange Agreement.
- 9) Report of Controller.
- 10) Reports of Commissioners.
- 11) Report of Attorney.
- 12) Commission members' requests for future agenda items.
- 13) Consideration and possible action on scheduling the next Association meeting.
- 14) Adjournment.

**ANTELOPE VALLEY  
STATE WATER CONTRACTORS ASSOCIATION  
COMMISSION MEMORANDUM**

<b>DATE:</b>	September 5, 2014	September 11, 2014
<b>TO:</b>	AVSWCA Commissioners	Commission Meeting
<b>FROM:</b>	Matthew R. Knudson, General Manager	
<b>RE:</b>	<b><i>AGENDA ITEM NO. 5 – PAYMENT OF BILLS</i></b>	

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**Recommendation:**

Staff has reviewed and recommends payment of the attached invoice from ACWA/JPIA in the amount of \$2,183.00 for the deposit premium for the 10/1/2014-2015 Policy Year.

Staff has reviewed and recommends payment of the attached invoice from RMC Water and Environment in the amount of \$14,792.50 for the Prop. 84, Round 3 Grant Application process for the period of June 28, 2014 to July 25, 2014 as well as ratification of the payment made for \$4,008.00 for the period of May 31, 2014 to June 27, 2014.





RECEIVED  
SEP 02 2014

**JOINT POWERS**  
INSURANCE AUTHORITY

P. O. Box 619082  
Roseville, CA 95661-9082

phone  
916.786.5742  
800.231.5742

direct line  
916.774.7050  
800.535.7899

fax  
916.774.7040

[www.acwajpia.com](http://www.acwajpia.com)

**President**

E.G. "Jerry" Gladbach

**Vice President**

Tom Cuquet

**Chief Executive Officer**

Walter "Andy" Sells

**Executive Committee**

Tom Cuquet  
Joseph Dion  
E.G. "Jerry" Gladbach  
David T. Hodgins  
W.D. "Bill" Knutson  
Melody A. McDonald  
Charles W. Muse  
Lou Reinkens  
Kathleen J. Tieg

**TO: All Liability Program Members**

**FROM:** David deBernardi, Director of Finance

**DATE:** August 25, 2014

**RE:** 2014-2015 Liability Deposit Premiums

**JPIA Decreases the Liability Program Rates by Ten Percent**

The JPIA Executive Committee approved a ten percent decrease in the rate used to calculate deposit premiums for participants in the Liability Program. The new rate will be \$3.23 per \$100 of payroll. The welcomed reduction may not necessarily result in a premium decrease for every member. The premium is based on payroll and subject to change based on the member's experience modifier.

The JPIA's ability to facilitate the rate reduction was as a result of a decrease in the excess insurance costs relative to last year's projected excess insurance costs and a change in the formula used to allocate JPIA overhead expenses. Also, the estimated loss rate per \$100 of payroll from the JPIA's independent actuary went from 1.73 to 1.71 – a decrease of approximately 1.1%. Great news that the members attention to safety and training is working!

If you have any questions regarding the liability deposit premium billing, please call (800) 231-5742 or e-mail me at [ddebernardi@acwajpia.com](mailto:ddebernardi@acwajpia.com).



ASSOCIATION OF CALIFORNIA WATER AGENCIES  
**JOINT POWERS**  
INSURANCE AUTHORITY

# INVOICE

**AUTO and GENERAL LIABILITY PROGRAM  
FOR POLICY YEAR 10/1/2014 - 10/1/2015**

Member # A013

Antelope Valley State Water Contractors Association  
2029 East Avenue Q  
Palmdale, CA 93550-4050

Invoice Date: 08/21/2014

9/2/14  
OK TO PAY  
m.X.

DESCRIPTION:

Deposit Premium for the 10/1/2014-2015 Policy Year  
(Due on October 1, 2014)

\$2,183.00

WILL BE DELINQUENT AND SUBJECT TO PENALTY AND INTEREST CHARGES, IF NOT  
PAID OR POST MARKED BY OCTOBER 31, 2014

PLEASE MAKE CHECK PAYABLE TO:  
ACWA/JOINT POWERS INSURANCE AUTHORITY

ACWA/JOINT POWERS INSURANCE AUTHORITY  
LIABILITY PROGRAM  
E-MOD/PREMIUM CALCULATION WORK SHEET  
AT 8/21/2014

Antelope Valley State Water Contractors Association

10/1/2014-2015 ANNUAL ESTIMATED PAYROLL: \$1

LOSSES FOR PERIOD 10/1/2010 THRU 9/30/2013

RETRO ALLOCATION POINT: \$2,500

YEAR	CLAIM #	TOTAL LOSS	RAP	CLAIMS OVER RAP (or \$15,000)*	AMOUNT USED IN E-MOD CALC (Capped at \$75,000)
10/1/2010-2011	No Claims	\$0.00	\$0	\$0.00	\$0.00
10/1/2011-2012	No Claims	\$0.00	\$0	\$0.00	\$0.00
10/1/2012-2013	No Claims	\$0.00	\$0	\$0.00	\$0.00
THREE YEAR LOSS TOTAL		\$0.00		\$0.00	\$0.00

**EXPERIENCE MODIFICATION FORMULA**

**STEP 1**

$$\begin{aligned} \$2,250 &+ ( \text{Payroll} \times \text{P/R Modifier} \times ( 7 / \text{Log of Payroll} ) ) = \text{Basic Premium} \\ \$2,250 &+ ( \$1 \times 0.068501 \times ( 7 / 0.000000 ) ) = \$2,250 \end{aligned}$$

**STEP 2**

$$\begin{aligned} ( \text{Three Year Loss Total} / 3 ) / \text{Basic Premium} &= \text{District Rate} \\ ( \$0 / 3 ) / \$2,250 &= 0.0000 \end{aligned}$$

**STEP 3**

$$\begin{aligned} \text{District Rate} / \text{Average Rate} &= \text{Unweighted Modification Factor} \\ 0.000000 / 0.166228 &= 0.000000 \end{aligned}$$

**STEP 4**

$$\begin{aligned} \text{Square root of } ( \text{Basic Premium} / \$2,000,000 ) &= \text{Credibility Factor} \\ \text{Square root of } ( \$2,250 / \$2,000,000 ) &= 0.0335 \end{aligned}$$

**STEP 5**

$$\begin{aligned} ( \text{Credibility Factor} \times \text{Unweighted Modification Factor} ) + ( 1.0 - \text{Credibility Factor} ) &= \text{E-MOD} \\ ( 0.0335 \times 0.0000 ) + ( 1.0 - 0.0335 ) &= 0.9700 \end{aligned}$$

**DEPOSIT PREMIUM FORMULA**

**STEP 1**

$$\begin{aligned} \text{Basic Premium} \times \text{E-MOD} &= \text{Gross Premium} \\ \$2,250 \times 0.9700 &= \$2,183 \end{aligned}$$

**STEP 2 (1 Programs = 0.00%)**

$$\begin{aligned} \text{Gross Premium} \times \text{Multiple Program Discount Factor} &= \text{Deposit Premium} + \text{Adjustment} = \text{Adjusted Deposit Premium} \\ \$2,183 \times 1.00 &= \$2,183 + \$0 = \$2,183 \end{aligned}$$

THE MINIMUM RAP FOR THE PREMIUM SHOWN ABOVE IS \$2,500

YOUR CURRENT RAP IS \$2,500

IF YOU WISH TO SELECT A HIGHER RAP, PLEASE CONTACT MEMBER SERVICES

\*AMOUNT DERIVED BY DETERMINING THE LOWER OF THE CHOSEN RAP VS \$15,000. IF 'TOTAL LOSS' COLUMN EXCEEDS THIS FIGURE THEN THE TOTAL LOSS IS ENTERED HERE.







RMC Water and Environment  
2400 Broadway, Suite 300  
Santa Monica, CA 90404  
Remit to:  
2175 North California Blvd., Suite 315  
Walnut Creek, CA 94596

August 06, 2014

Project No: 0206-007.00

Invoice No: 18381

Matthew Knudson  
Antelope Valley State Water Contractors  
Associatio  
2029 East Avenue Q  
Palmdale, CA 93550

Project 0206-007.00 AVSWCA Prop 84 Round 3 Grant Application

**Professional Engineering Services from June 28, 2014 to July 25, 2014**

Task 01 Authorization, Eligibility, and Drought Impacts

**Professional Personnel**

	Hours	Rate	Amount	
EPS-9				
Dietrick, Brian	6.00	236.00	1,416.00	
EPS-5				
Flores, Dawn	5.50	194.00	1,067.00	
EPS-4				
Mullarkey, Matthew	8.00	184.00	1,472.00	
Totals	19.50		3,955.00	
<b>Total Labor</b>				<b>3,955.00</b>
			<b>Total this Task</b>	<b>\$3,955.00</b>

Task 02 Individual Project Attachments

**Professional Personnel**

	Hours	Rate	Amount	
EPS-9				
Dietrick, Brian	5.00	236.00	1,180.00	
EPS-1				
Ponton, Brenda	44.00	146.00	6,424.00	
Totals	49.00		7,604.00	
<b>Total Labor</b>				<b>7,604.00</b>
			<b>Total this Task</b>	<b>\$7,604.00</b>

Task 03 Final Application Package

**Professional Personnel**

	Hours	Rate	Amount	
EPS-9				
Dietrick, Brian	12.00	236.00	2,832.00	
EPS-1				
Ponton, Brenda	1.75	146.00	255.50	
Sharafi, Romy	1.00	146.00	146.00	
Totals	14.75		3,233.50	
<b>Total Labor</b>				<b>3,233.50</b>
			<b>Total this Task</b>	<b>\$3,233.50</b>

Project	0206-007.00	Invoice	18381
<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	14,792.50	4,008.00	18,800.50
Limit			29,590.00
Remaining			10,789.50
<b>Total this Invoice</b>			<b>\$14,792.50</b>

**Outstanding Invoices**

Number	Date	Balance
18331	7/29/2014	4,008.00
<b>Total</b>		<b>4,008.00</b>

8/19/14  
OK TO PAY \$14,792.50  
m.x.

# Progress Report



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## Antelope Valley IRWM Proposition 84 Drought Grant Application

**Subject:** July 2014 Progress Report  
**Prepared for:** Matt Knudson, AVSWCA  
**Prepared by:** Brenda Ponton, RMC  
**Reviewed by:** Brian Dietrick, RMC  
**Date:** August 5, 2014  
**Project No.:** 0206-007.00

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This progress report summarizes the work performed and project status for the month of July 2014 (June 28, 2014 to July 25, 2014) for the Antelope Valley IRWM Proposition 84 Drought Grant Application.

### 1 Work Performed

#### **Task 1: Authorization, Eligibility, and Drought Impacts**

- Modified checklist for Attachment 1 Eligibility Criteria
- Coordinated with Project Proponent/Proposal Applicant regarding eligibility requirements
- Compiled all eligibility documentation and drafted Attachment 1
- Researched drought impacts on the Antelope Valley Region and received input from water agencies in the area
- Drafted Attachment 2 and sent to Project Proponent for review

#### **Task 2: Individual Project Attachments**

- Conducted phone calls and email communications with Project proponent to clarify follow-up questions
- Developed draft Attachments 3, 4, 5, 6, and 7 and sent to proponent for review
- Incorporated comments on draft documents

#### **Task 3: Final Application Package**

- Finalized Attachments 1-7
- Compiled necessary reference documents for Attachment 3
- Uploaded Final Application Package to the GRanTs website

#### **Task O-1: Meeting Support**

- No work performed during this period

#### **Task O-2: Follow-up Support for Conditional Acceptance**

- No work performed during this period

## **2 Budget Status**

As of the invoice date, 64% of the project budget has been expended (\$18,800.50 of \$29,590). The total budget includes two optional tasks (see Table 1). Excluding the optional tasks, 100% of the work has been completed.

le 1: Budget Status for Antelope Valley IRWM Proposition 84 Drought Grant Application

Task	Contract Budget	Billing This Invoice	Prior Billing	Total Billing To Date	Total Remaining	% Expended
bility, and Drought Impacts	\$4,950.00	\$3,955.00	\$694.00	\$4,649.00	\$301.00	94%
Attachments	\$11,272.00	\$7,604.00	\$3,314.00	\$10,918.00	\$354.00	97%
Package	\$3,674.00	\$3,233.50	\$0	\$3,233.50	\$440.50	88%
t	\$4,694.00	\$0	\$0	\$0	\$4,694.00	0%
ort for Conditional Acceptance	\$5,000.00	\$0	\$0	\$0	\$5,000.00	0%
	\$29,590.00	\$14,792.50	\$4,008.00	\$18,800.50	\$10,789.50	64%





RMC Water and Environment

2400 Broadway, Suite 300

Santa Monica, CA 90404

Remit to:

2175 North California Blvd., Suite 315

Walnut Creek, CA 94596

July 29, 2014

Project No: 0206-007.00

Invoice No: 18331

Matthew Knudson

Antelope Valley State Water Contractors  
Associatio

2029 East Avenue Q

Palmdale, CA 93550

Project 0206-007.00

AVSWCA Prop 84 Round 3 Grant Application

**Professional Engineering Services from May 31, 2014 to June 27, 2014**

Task 01 Authorization, Eligibility, and Drought Impacts

**Professional Personnel**

	Hours	Rate	Amount	
EPS-9				
Dietrick, Brian	2.50	236.00	590.00	
AD-3				
Macklin, Cathy	1.00	104.00	104.00	
Totals	3.50		694.00	
Total Labor				694.00
Total this Task				\$694.00

Task 02 Individual Project Attachments

**Professional Personnel**

	Hours	Rate	Amount	
EPS-9				
Dietrick, Brian	6.00	236.00	1,416.00	
EPS-1				
Ponton, Brenda	13.00	146.00	1,898.00	
Totals	19.00		3,314.00	
Total Labor				3,314.00
Total this Task				\$3,314.00

**Billing Limits**

	Current	Prior	To-Date
Total Billings	4,008.00	0.00	4,008.00
Limit			29,590.00
Remaining			25,582.00

**Total this Invoice**

**\$4,008.00**

8/4/14  
OK TO PAY \$4,008 -  
M.K.

# Progress Report



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## Antelope Valley IRWM Proposition 84 Drought Grant Application

**Subject:** May and June 2014 Progress Report  
**Prepared for:** Matt Knudson, AVSWCA  
**Prepared by:** Brenda Ponton, RMC  
**Reviewed by:** Brian Dietrick, RMC  
**Date:** July 29, 2014  
**Project No.:** 0206-007.00

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This progress report summarizes the work performed and project status for the months of May and June 2014 (April 26<sup>th</sup> through June 27<sup>th</sup>) for the Antelope Valley IRWM Proposition 84 Drought Grant Application.

### WORK PERFORMED

1. Task 1: Authorization, Eligibility, and Drought Impacts
  - Prepared checklist for Attachment 1 Eligibility Criteria
  - Coordinated with Proposal applicant regarding eligibility requirements
2. Task 2: Individual Project Attachments
  - Prepared and sent templates for attachments
  - Reviewed completed templates and developed follow-up questions
  - Conducted phone calls with Project proponent to clarify follow-up questions
3. Task 3: Final Application Package
  - No work performed during this period
4. Task O-1: Meeting Support
  - No work performed during this period
5. Task O-2: Follow-up Support for Conditional Acceptance
  - No work performed during this period

### BUDGET STATUS

As of the invoice date, 14% of the project budget has been expended (\$4,008 of \$29,590). The total budget includes two optional tasks. Approximately 14% of the work has been completed (see Table 1).



**Table 1: Budget Status for Antelope Valley IRWM Proposition 84 Drought Grant Applica**

<b>Task</b>	<b>Contract Budget</b>	<b>Billing This Invoice</b>	<b>Prior Billing</b>	<b>Total Billing To Date</b>
Task 1: Authorization, Eligibility, and Drought Impacts	\$4,950	\$694	\$0	\$694
Task 2: Individual Project Attachments	\$11,272	\$3,314	\$0	\$3,314
Task 3: Final Application Package	\$3,674	\$0	\$0	\$0
<i>Task O-1: Meeting Support</i>	\$4,694	\$0	\$0	\$0
<i>Task O-2: Follow-up Support for Conditional Acceptance</i>	\$5,000	\$0	\$0	\$0
<b>Total</b>	<b>\$29,590</b>	<b>\$4,008</b>	<b>\$0</b>	<b>\$4,008</b>

ANTELOPE VALLEY STATE WATER  
To: RMC Water and Environment RMC001

Check Number: 001313  
Date: August 4, 2014

Invoice Number	Date	GL Account Numbers	Distribution Reference	Voucher Amount	Paid Amount
18331	07/29/2014	1-00-8000-250		\$4,008.00	\$4,008.00

TOTAL: \$4,008.00

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

**ANTELOPE VALLEY STATE WATER  
CONTRACTORS ASSOCIATION**

2029 E AVENUE Q  
PALMDALE, CA 93550-4038

**WELLS FARGO BANK**

**001313**

16-24  
1220(7)

Pay Four Thousand Eight Dollars And 00 Cents

DATE AMOUNT  
Aug 4, 2014 \$4,008.00

to the Order of:

VOID AFTER 180 DAYS

RMC Water and Environment  
2175 N CALIFORNIA BLVD STE 315  
WALNUT CREEK, CA 94596

*Barbara Hagan*  
*Barbara Hagan*  
HEAT SENSITIVE  
COLOR FADES WITH

⑈001313⑈ ⑆122000247⑆0375329067⑈

ANTELOPE VALLEY STATE WATER  
To: RMC Water and Environment RMC001

Check Number: 001313  
Date: August 4, 2014

Invoice Number	Date	GL Account Numbers	Distribution Reference	Voucher Amount	Paid Amount
18331	07/29/2014	1-00-8000-250		\$4,008.00	\$4,008.00

TOTAL: \$4,008.00

**ANTELOPE VALLEY STATE WATER CONTRACTORS**  
**Statement of Revenues, Expenditures and Change in Net Position**  
**For the Two Months Ending 8/31/2014**

	<u>August</u>	<u>YTD</u>
<b>Revenues:</b>		
Contributions - Member Agency		
Contributions - Member Programs (USGS & CASGEM)		
Contributions - Others (AVRWMG)		
Grant Re-imbursement - IRWMP 2013 Update		
Water Sales - Pilot In-Lieu Banking		
Miscellaneous Refund		
Interest Earnings	10.06	20.40
<b>Total Revenue</b>		<u><b>\$20.40</b></u>
<b>Expenditures:</b>		
<b>General Government</b>		
Bank Fees		
Insurance		
Memberships		
Outreach		
Purchased Water		
Miscellaneous		
<b>Public Resource</b>		
Contract Services - Administration		
Contract Services - USGS & CASGEM		
Contract Services - AVRWMG	14,792.50	18,800.50
Contract Services - IRWMP 2013 Update		
Contract Services - Other		
		<u>18,800.50</u>
<b>Total Expenditures</b>		<u><b>\$18,800.50</b></u>
<b>Change in Net Position</b>		<u><b>(\$18,780.10)</b></u>
<b>Net Position - Beginning of Year</b>		125,186.43
<b>Net Position - End of Year</b>		<u><b>\$106,406.33</b></u>

**ANTELOPE VALLEY STATE WATER CONTRACTORS**  
**Statement of Net Position**  
**For the Two Months Ending 8/31/2014**

	<u>YTD</u>
<b>ASSETS</b>	
Cash - Unrestricted	\$2,534.33
Restricted	118,664.50
Accounts Receivable	0.00
Prepaid Insurance	<u>2,183.00</u>
<b>Total Assets</b>	<u><b>\$123,381.83</b></u>
 <b>LIABILITIES AND FUND BALANCE</b>	
<b>LIABILITIES</b>	
Accounts Payable	<u>\$16,975.50</u>
<b>Total Liabilities</b>	<u><b>16,975.50</b></u>
 <b>FUND BALANCE</b>	
Unassigned	<u>106,406.33</u>
<b>Total Fund Balance</b>	<u><b>106,406.33</b></u>
 <b>Total Liabilities and Fund Balance</b>	<u><u><b>\$123,381.83</b></u></u>

**ANTELOPE VALLEY STATE WATER CONTRACTORS**  
**FY 2013/14 - Budget vs Actual**  
**For the Two Months Ending 8/31/2014**

	August	YTD	Budget	Variance
	Actual	Actual		
<b>General Revenues:</b>				
Contributions - Member Agency			\$24,000	(\$24,000)
Miscellaneous Refund				
Interest Earnings	10	20	50	(30)
<b>Total General Revenue</b>	<b>\$10</b>	<b>\$20</b>	<b>\$24,050</b>	<b>\$24,030</b>

<b>General Expenditures:</b>				
<b>General Government</b>				
Bank Fees			\$150	\$150
Insurance			2,350	2,350
Memberships			1,900	1,900
Outreach			3,000	3,000
Purchased Water				
Miscellaneous			350	350
Contract Services - Administration			12,000	12,000
Contract Services - Other			4,000	4,000
<b>Total General Expenditures</b>			<b>\$23,750</b>	<b>\$23,750</b>

<b>Program Revenues:</b>				
Contributions - Member Programs (USGS & CASGEM)			\$76,725	(\$76,725)
Contributions - Others (AVRWMP)				
Grant Re-imburement - IRWMP 2013 Update			325,000	(325,000)
Water Sales - Pilot In-Lieu Banking				
<b>Total Program Revenue</b>			<b>\$401,725</b>	<b>\$401,725</b>

<b>Program Expenditures:</b>				
Contract Services - USGS & CASGEM			\$89,400	\$89,400
Contract Services - AVIRWMP	14,793	18,801	39,416	20,616
Contract Services - IRWMP 2013 Update			325,000	325,000
<b>Total Program Expenditures</b>	<b>\$14,793</b>	<b>\$18,801</b>	<b>\$453,816</b>	<b>\$435,016</b>