



PALMDALE WATER DISTRICT

2029 East Avenue Q • Palmdale, California 93550 • Telephone (661) 947-4111
Fax (661) 947-8604
www.palmdalewater.org

Board of Directors

ROBERT E. ALVARADO
Division 1

JOE ESTES
Division 2

GLORIA DIZMANG
Division 3

KATHY MAC LAREN
Division 4

VINCENT DINO
Division 5

ALESHIRE & WYNDER LLP
Attorneys



October 16, 2014

*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, October 22, 2014
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:
 - 5.1) None 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 October 8, 2014.
 - 6.2) Payment of bills for October 22, 2014.
- 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 proposal received from Itzen Architects, Inc. to develop a schematic design for improvements to customer service counter and lobby area. (\$18,000.00 – Non-budgeted – General Manager LaMoreaux)
 - 7.2) Consideration and possible action on District policy regarding monitoring and coverage of Fin and Feather Club meetings by District employees. (Director Estes)
 - 7.3) Consideration and possible action on Board and staff attendance at conferences, seminars, and training sessions as follows: None at this time.
- 8) Information Items:
 - 8.1) Reports of Directors:
 - a) Meetings/General Report.
 - b) Standing Committee/Assignment Reports (Chair):
 - 1) Facilities Committee
 - 2) Antelope Valley State Water Contractors Association
 - 8.2) Report of General Manager.
 - a) District Vacancies. (General Manager LaMoreaux)
 - b) Status of Specification No. 1205 award and EPA grant administration. (Assistant General Manager Knudson)
 - c) Finance Department activities. (Finance Manager Williams)
 - 8.3) Report of Attorney.
- 9) Public comments on closed session agenda matters.
- 10) Closed session under:
 - 10.1) Conference with Legal Counsel – Existing Litigation: A closed session will be held, pursuant to Government Code §54956.9 (d)(1), to confer with legal counsel regarding pending litigation to which the District is a party. The title of such litigation is as follows: *Antelope Valley Ground Water Cases*.
 - 10.2) Conference with Legal Counsel – Existing Litigation: A closed session will be held, pursuant to Government Code §54956.9 (d)(1), to confer with legal counsel regarding pending litigation to which the District is a party. The title of such litigation is as follows: *Central Delta Water Agency vs. Department of Water Resources; Sacramento Superior Court Case No. 34-2010-80000561*.

- 10.3) Conference with Legal Counsel – Personnel: A closed session will be held pursuant to Government Code §54957 to conduct an employee evaluation for the position of General Manager.
- 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

DDL/dd

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: October 16, 2014 **October 22, 2014**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION ON PROPOSAL RECEIVED FROM ITZEN ARCHITECTS, INC. TO DEVELOP A SCHEMATIC DESIGN FOR IMPROVEMENTS TO CUSTOMER SERVICE COUNTER AND LOBBY AREA.***

Recommendation:

Staff recommends the Board approve the Project Proposal received from Itzen Architects, Inc. to develop a schematic design for improvements to the customer service counter and lobby area in the not-to-exceed amount of \$18,000.00.

Alternative Options:

The alternative is to not approve this proposal and to entertain proposals from other architects.

Impact of Taking No Action:

There will be no modifications or improvements to the lobby and customer service area.

Background:

At the direction of the Personnel Committee and the Board, improvements have been made to District policy and staff procedures to improve customer service. In addition, a Customer Service Campaign has been developed with a Customer Service Satisfaction Survey scheduled for circulation in November.

Discussions have been ongoing regarding redesigning the front lobby and customer service area to create a more customer-friendly atmosphere. Part of these discussions included the scheduling of a tour to Cucamonga Valley Water District and Rowland Water District to view modifications to their customer service areas. Itzen Architects, Inc. is the firm used by Rowland Water District for their lobby improvements.

The Project Proposal submitted by Itzen Architects, Inc. proposes the work be completed in several phases with the first phase being the Schematic Design of a redesign project. If this initial proposal is approved, additional proposals would be presented for Board consideration as the project progresses.

Strategic Plan Initiative:

This work is part of Strategic Initiative No. 5 – Exceptional Customer Service

Budget:

Staff is obtaining an opinion from bond counsel potentially allowing bond funds to be used for design and construction costs.

Supporting Documents:

- Itzen Architects, Inc. Project Proposal

'Exhibit ___'

Project Proposal

October 13, 2014

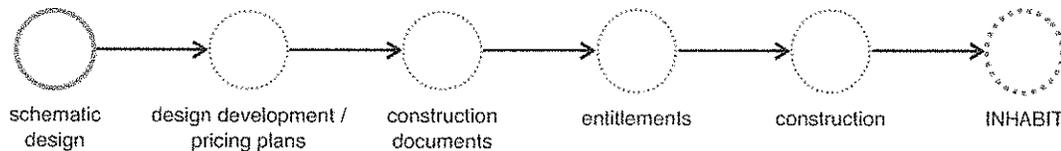
Proposal for: **Dennis LaMoreaux**
PALMDALE WATER DISTRICT
2029 East Avenue Q
Palmdale, CA 93550

SCOPE OF WORK

Palmdale Water District sees approximately 4,000 unique visitors per month at their customer service counter and lobby. On high traffic days, the 1st and 15th of the month, they have about 200-300 visitors pass through the lobby area. Security is a high priority, keeping staff and customers safe in the building. A new payment kiosk is being added to the lobby space, that will take payment by cash, credit and check. On high volume days, there are three customer service agents working the counter. In addition to these current demands on the spacial infrastructure, the District anticipates doubling it's service area population during the next 25 years.

Palmdale Water District has invited ITZEN to help them reform and envision a new expression of the Customer Service Counter that properly reflects the exceptional customer service the District provides to their customers.

Project Budget: To Be Determined



BASIC SERVICES

1 - Schematic Design

Identify the big ideas : envisioning, precedents, passions, materials, emotions, and purpose. Formation : developing physical forms, narrowing down material choices, 3d models, glimpses of the reality to come.

1. Lobby Interior
 1. Entry/approach (Welcoming Atmosphere)
 2. Directory Signage
 3. Clear way-finding to coordinate with electronic Number System
 4. Create a kid friendly area for parents
2. Customer Service Counter and Customer Service Office Space
 1. Provide for Approximately (+/-3) Three Customer Service Window Counters/ Workstations (include ADA counter as well)
 2. Provide for (9) Nine Customer Service Representative (CSR) Workspaces
 3. Offer new ergonomic solutions at workstations and at counter work area
 4. Allow for customer privacy when meeting with a customer service representative
3. Billing Area
 1. Revise functionality of work area in Billing room for possible employee expansion/ relocation
 2. Customer Service Representatives to be moved from Billing Area to Customer Service Office Area

4. Alcove/Print Area/Accountant/Temp Area
 1. Redesign this particular area to create an optimal use of space to support office team
 2. Possible meeting area or print station
5. Public Restroom
 1. Evaluate the possibility for a public restroom, accessible from the Lobby
6. Up to (3) three Site Visits/Meetings
 1. Initial Site investigation/Documentation
 2. Preliminary Design Options
 3. Final Design Option

Deliverables:

Plans | Exterior Elevations | 3d mock up views | spreadsheets | Etc. (as needed)
(digital formats + prints as requested)

Fixed Fee

\$17,500

ALTERATIONS:

Any alterations or deviation from the above described work involving extra costs will be executed only upon written order, and will become an extra charge (additional service) over and above this proposal.

EXCLUSIONS:

- 1 - Construction Documents: Architectural, Structural, Mechanical, Electrical, Plumbing or otherwise.
- 2 - Permitting (fees) of Plans: Architectural, Structural, Mechanical, Electrical, Plumbing or otherwise.
- 3 - Title 24 Analysis.
- 4 - Any additional items requested, over and beyond the work described in the Scope of Work above are excluded from this contract.

MATERIALS and ADDITIONAL SERVICES:

- 1 - All Materials related to additional printing, copying, renderings etc. are not included in the Total Fee for Services. Such expenses will be billed separately as reimbursable expenses.
- 2 - This proposal specifically excludes: Civil Engineer surveys, and any additional fees related to the project from the city and/or third party consultants.
- 3 - There are three (3) site visits included in this proposal, additional requested visits/meetings shall be billed at an hourly rate.
- 4 - Services requested beyond those noted here, are Additional Services and will be billed at a standard hourly rate. Additional Services are those services which are the result of a change in project scope, schedule, quality, size, budget and/or complexity, but are not limited to these.

REIMBURSABLE EXPENSES

Reimbursable Expenses are in addition to compensation for Basic Services and include, but are not limited to, lodging, transportation expenses (outside of Orange County), messengers, extraordinary postage, photography, reproductions, plots/reprographics, models, renderings, and consultants, if required by the Architect. These expenses shall be billed by the Architect to the Client at one point two (1.2) times their actual cost.

HOURLY RATE SCHEDULE

Principal	\$215
Project Designer/Manager:	\$175
Professional Staff:	\$150
Staff:	\$125
Intern:	\$85

PAYMENT SCHEDULE

Payments shall be made on a monthly basis.

Fixed Fee:	\$17,500
Reimbursable Expenses	\$500
<u>Retainer required for commencement of services</u>	<u>\$3,500</u>
Remainder of Fee will be billed monthly on a percentage of work completed.	

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: October 16, 2014 **October 22, 2014**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.2 – CONSIDERATION AND POSSIBLE ACTION
ON DISTRICT POLICY REGARDING MONITORING AND COVERAGE
OF FIN AND FEATHER CLUB MEETINGS BY DISTRICT
EMPLOYEES***

Attached is a staff report from Attorney Quilizapa regarding the Board's authority to implement a policy regarding employee attendance at tenant Board meetings. The following information provides further clarification and may be helpful to the Board with the development of a policy in this regard:

- A long-term lease has existed since the early 1900's between the Palmdale Fin and Feather Club (Club) and the District for the Club's activities on District-owned property. Staff has been assigned to attend Club meetings since the original construction of the water treatment plant in the late 1980's serving as liaisons between the Club and the District. This has been effective in carrying out the terms of the lease agreement over time.
- As the Club's activities are on District-owned property and a drinking water source is involved, staff has been directed to attend Club Board meetings to provide clear communication with the Club. This includes providing the Club Board members with updates from the District that may have an impact on the Club's activities, for instance, the dredging project and installation of the slide gate, development and monitoring of boat inspections, initial contact for new dock proposals, etc.
- District employees assigned to attend Club Board meetings are salaried employees. This means that no overtime or extra expenses are incurred by the District.

Supporting Documents:

- October 16, 2014 memo from Attorney Quilizapa



TO: Honorable President & Members of the Board of Directors,
Palmdale Water District

FROM: Patricia J. Quilizapa
Assistant General Counsel

DATE: October 16, 2014

SUBJECT: Board Authority to Implement Policy Regarding Employee Attendance at Private Board Meetings

I. Introduction and Summary of Conclusions

Our office has been asked to evaluate whether the Board of Directors (“Board”) of the Palmdale Water District (“District”) can create a policy under which District employees will not be directed to attend the Fin & Feather Club meetings as part of their employment. Based on our review of the Palmdale Water District Rules and Regulations (“Rules and Regulations”), the General Manager’s employment contract, and the Irrigation District Law, our office concludes that:

- A. The Rules and Regulations allow the Board to create Board policies which the General Manager carries out.
- B. The General Manager’s employment contract states that the General Manager shall direct the District in accordance with the Board’s directions and policies and shall manage and conduct the business of the District as directed by the Board of Directors.
- C. The applicable provisions of the California Water Code authorize the Board to manage and conduct the business and affairs of the District.
- D. Based on the above authority, the Board can create a policy stating that employees will not be directed to attend private board meetings. The Board can then direct the General Manager to implement the policy. However, the current Rules and Regulations envision a clear delineation of the responsibilities of the General Manager and the Board, and the Board may wish to leave the direction of employees to the General Manager.

II. Applicable Rules and Statute

The Rules and Regulations do not currently address whether employees shall be directed to attend private board meetings, such as those of the Fin & Feather Club. Article 17 of the Rules and Regulations, titled “Responsibilities and Authority of the Board and General Manager” states that:

“The Board has employed a General Manager to carry out Board policies, direct District operations, and provide day-to-day supervision of District employees and control of District expenditures. It is the judgment of the Board and the General Manager that clear delineation of their respective responsibilities and authority is essential to effective District management. Said authority and responsibilities are set out in various District policy documents and the General Manager Employment Agreement.”

The Palmdale Water District is authorized by the Irrigation District Law, codified at Division 11 of the Water Code. Water Code section 21385 states that “[t]he board except as otherwise specifically provided has the power and it shall be its duty to manage and conduct the business and affairs of the district.” Managing and conducting the business and affairs of the District includes directing how District funds should be spent. Here, District funds are being used to pay employees to attend private meetings, and as such the Board could direct the reallocation of the funds.

The General Manager’s employment contract states that the “Duties and Obligations of General Manager” include:

“a. The General Manager shall be the chief administrative officer of the District, and is hereby designated as the person who shall direct the District activities in connection with the development, production, treatment, storage, transmission and distribution of water, including operation, maintenance, management and engineering, in accordance with the directions and policies established by the governing Board of Directors from time to time, and shall do and perform all other services, acts, or things necessary or advisable to manage and conduct the business of the District and as directed by the Board of Directors.

III. Conclusion

Based on a review of the Irrigation District Law, the Rules and Regulations, and the General Manager’s employment contract, we believe that the Board may implement a policy under which District employees will not be directed to attend private board meetings.

[End of Memorandum]

MINUTES OF MEETING OF THE FINANCE COMMITTEE OF THE PALMDALE WATER DISTRICT, SEPTEMBER 3, 2014:

A meeting of the Finance Committee of the Palmdale Water District was held Wednesday, September 3, 2014, 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:

Finance Committee:
Gloria Dizmang, Chair
Vincent Dino, Committee
Member

Others Present:

Matt Knudson, Assistant General Manager
Mike Williams, Finance Manager
Mike McNutt, PIO/Conservation Director
Bob Egan, Financial Advisor
Dennis Hoffmeyer, Senior Accountant
Dawn Deans, Executive Assistant
3 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Dino, 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 August 11, 2014.

It was moved by Committee Member Dino, seconded by Chair Dizmang, and unanimously carried to approve the minutes of the Finance Committee meeting held August 11, 2014, as written.

4.2) Discussion and Overview of Cash Flow Statement and Current Cash Balances as of July 31, 2014. (Financial Advisor Egan)

Financial Advisor Egan reviewed the investment funds and cash flow reports as of July 31, 2014, including the increase in investments, the overall decrease, the bond

issue balance, water sales, the DWR operational refund, assessments, and State Water Project pay-outs.

4.3) Discussion and Overview of Financial Statements, Revenue and Expense and Departmental Budget Reports for July 31, 2014. (Finance Manager Williams)

Finance Manager Williams reviewed the balance sheet, profit and loss statement, year-to-year comparisons, month-to-month comparisons, consumption comparisons, and revenue and expense analysis reports for the period ending July 31, 2014, along with the graphic presentations for these reports, accumulated depreciation, water sales and the drought, and water recovery and then stated that some departments are above the targeted expenditure percentage of 58%, but no expenditures are out of the ordinary.

The status of the District's workforce was then briefly reviewed.

4.4) Discussion and Overview of Committed Contracts Issued. (Assistant General Manager Knudson)

Assistant General Manager Knudson reviewed the status of engineering projects included in the Committed Contracts and Payout Schedule, including those projects contractually committed and budgeted projects and payments for projects funded from the Water Revenue Series 2013A Bonds.

He then provided an update on the status of the District's \$485,000.00 EPA grant.

4.5) Discussion and Review of the District's Bid Procurement and Change Order Policy – Rules and Regulations Appendix M. (Assistant General Manager Knudson)

Assistant General Manager Knudson stated that staff recommends the Local Contractor and Vendor Boundary Map included in the District's Bid Procurement and Change Order Policy as Appendix M of the District's Rules and Regulations be clarified to better define the boundaries for local contractors or vendors after which it was moved by Committee Member Dino, seconded by Chair Dizmang, and unanimously carried that the Committee concurs with staff's recommendation to revise the Local Contractor and Vendor Boundary Map included in the District's Bid Procurement and Change Order Policy as Appendix M of the District's Rules and Regulations and that this item be

presented to the full Board for consideration at the September 10, 2014 Regular Board meeting.

4.6) Consideration and Possible Action on Project Labor Agreement By and Between the Palmdale Water District and Los Angeles/Orange Counties Building and Construction Trades Council and the Signatory Craft Councils and Unions. (Assistant General Manager Knudson)

Assistant General Manager Knudson reviewed the proposed Project Labor Agreement, and after a brief discussion of this Agreement, it was moved by Committee Member Dino, seconded by Chair Dizmang, and unanimously carried that the Committee concurs with staff's recommendation that the Project Labor Agreement By and Between the Palmdale Water District and Los Angeles/Orange Counties Building and Construction Trades Council and the Signatory Craft Councils and Unions be presented to the full Board for consideration at the September 10, 2014 Board meeting.

Mr. Chris Hanna, of the Building and Construction Trades Council, then thanked the Committee and complimented Assistant General Manager Knudson and General Manager LaMoreaux on their professionalism in working on this Project Labor Agreement and on ensuring the well-being of the District and the well-being of the local community.

5) Information Items.

5.1) Status of 2014 Water Rate Study. (General Manager LaMoreaux)

Finance Manager Williams stated that the final 2014 Water Rate Study by Bartle Wells Associates has been distributed to the Board; that staff is prepared for the September 17 public hearing; that 37 protest letters have been received to date, with 33 being valid; that two outreach meetings have been held with 9 attending one meeting and 14 attending the second meeting; that two comment cards were received at these outreach meetings; and that additional public outreach includes water rate telephone lines in both English and Spanish and direct mail in both English and Spanish, as requested.

5.2) Status of 2015 Budget. (Finance Manager Williams)

Finance Manager Williams reviewed the budget timeline and first draft of the 2015 budget, which includes a 5.5% rate increase as proposed in the Bartle Wells Associates

Rate study, and stated that the budget will be reviewed in detail in upcoming Committee meetings.

5.3) Other.

There were no additional information items.

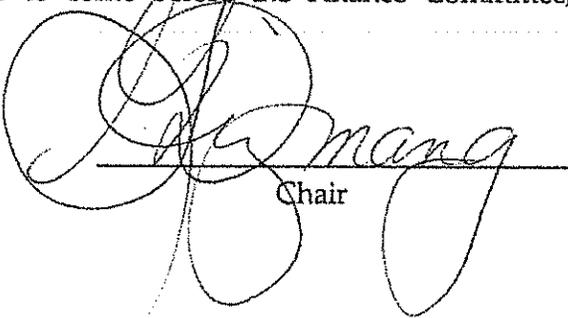
6) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

It was then stated that the next Finance Committee meeting will be held October 6, 2014 at 10:30 a.m.

7) Adjournment.

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



Chair

MINUTES OF MEETING OF THE OUTREACH COMMITTEE OF THE PALMDALE WATER DISTRICT, SEPTEMBER 8, 2014:

A regular meeting of the Outreach Committee of the Palmdale Water District was held Monday, September 8, 2014, 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
Joe Estes, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager
Matt Knudson, Assistant General Manager
Mike McNutt, PIO/Conservation Director
Jim Stanton, Information Technology Manager
Mike Williams, Finance Manager
Linda Trevino, Water Conservation Aide
Dawn Deans, Executive Assistant
0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Estes, 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 August 6, 2014.

After a brief discussion, it was moved by Committee Member Estes, seconded by Chair Dizmang, and unanimously carried to approve the minutes of the meeting held August 6, 2014, as written.

4.2) Discussion of Development of an Outreach Plan Based on the District's Strategic Plan. (General Manager LaMoreaux)

General Manager LaMoreaux stated that with the completion of the Strategic Plan brochure, staff recommends a plan be developed for promoting and publicizing the Strategic Plan, and after a brief discussion of the brochure, of the Before the First Drop campaign, and of publicizing the Internship Program, the Committee concurred with staff's recommendation.

4.3) Discussion and Possible Action on Video Production. (Public Information Officer/Conservation Director McNutt)

PIO/Conservation Director McNutt stated that the District has developed several videos and that he recommends other professional videos be developed, and after a brief discussion of ideas and the cost of these videos, staff was directed to obtain a proposal for development of professional videos for consideration at the next Committee meeting.

4.4) Discussion and Possible Action on Radio/Television Advertising. (Public Information Officer/Conservation Director McNutt)

PIO/Conservation Director McNutt stated that the District has previously contracted with local radio stations for advertising; that staff has researched the most effective stations for this advertising; and that he recommends options for creative advertising be pursued after which the Committee recommended a radio advertising proposal be developed for discussion in the 2015 budget process.

Working with the City of Palmdale's Channel 27 programming was then discussed.

4.5) Discussion and Possible Action on District-Hosted Webinars. (Public Information Officer/Conservation Director McNutt)

PIO/Conservation Director McNutt reviewed his recommendation for the District to begin hosting free webinars on a nationwide basis, and after a brief discussion of potential topics, a live Twitter chat for interactive questions, guest speakers, and the software needed for these webinars, the Committee concurred with this recommendation and requested costs be obtained and provided at the next meeting.

5) Information Items.

5.1) Status of District Website Redesign. (Information Technology Manager Stanton)

Information Technology Manager Stanton reviewed the updated website and stated that staff hopes to have the new site live in the next few weeks followed by discussion of the design and Spanish translation for the site.

5.2) Other.

PIO/Conservation Director McNutt stated that staff is working on the October issue of Water News and that the Water News template is being redesigned followed by discussion of the frequency of issuing the Water News.

There were no additional information items.

6) Board Members' Requests for Future Agenda Items.

It was determined that "Discussion and possible action on video production" and "Discussion and possible action on District-hosted webinars" will be placed on the next agenda for consideration.

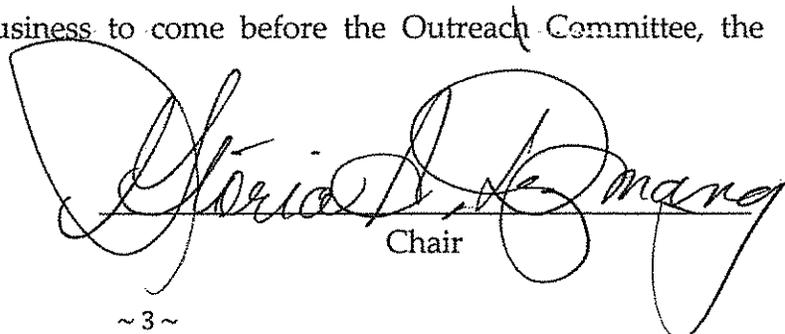
Committee Member Estes then requested all items affecting the budget be presented to the Committee for review and an update on participation in the City of Palmdale's Channel 27 be provided at the next meeting.

There were no further requests for future agenda items.

It was then stated that the next Outreach Committee meeting will be held October 7, 2014 at 10:30 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 FACILITIES COMMITTEE OF THE PALMDALE WATER DISTRICT, SEPTEMBER 9, 2014:

A meeting of the Facilities Committee of the Palmdale Water District was held Tuesday, September 9, 2014, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Estes called the meeting to order.

1) Roll Call.

Attendance:

Facilities Committee:

Joe Estes, Chair

Vincent Dino, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager

Matt Knudson, Assistant General Manager

Tim Moore, Facilities Manager

Jim Stanton, Information Technology Manager

Mike McNutt, PIO/Conservation Director

Dawn Deans, Executive Assistant

0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Dino, seconded by Chair Estes, 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 August 11, 2014.

It was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried to approve the minutes of the Facilities Committee meeting held August 11, 2014, as written.

**4.2) Consideration and Possible Action on Exante 360 Security Improvements.
(Assistant General Manager Knudson)**

Assistant General Manager Knudson stated that Exante 360 has developed detailed plans and specifications for improving the security system at the District's administration building, the building at 2005 East Avenue Q, and the facilities area at an estimated cost of \$180,000; that these bid documents will be submitted to three firms for proposals; that this work is a budgeted item; and that staff will bring a recommendation to the Committee for consideration at a later date.

5) Information Items.

5.1) Status Report on 2014 Engineering, Facilities, and Operations Department Goals, Projects, and Functions. (Assistant General Manager Knudson)

Assistant General Manager Knudson informed the Committee of needed repairs to sections of Palmdale Ditch to reduce water loss and stated that a cost estimate to perform this work will be presented to the Committee at a future meeting and that this work is not budgeted and will require a potential budget adjustment.

Facilities Manager Moore then provided a status report on the in-house water main replacement in 15th Street East between Avenues P and Q.

Assistant General Manager Knudson then provided a status report on the water main replacement project in 20th Street East, the upcoming water main replacement project in 10th Street East between Avenue P and Palmdale Boulevard, the upcoming water main replacement project east of 30th Street East south of Avenue Q, and the water meter replacement project and informed the Committee that there are now less than 10 miles of older than 1960s pipeline in the system due to the District's water main replacement program.

Facilities Manager Moore then stated that the District's new dump truck has been received and provided an update on the delivery of new vehicles.

Assistant General Manager Knudson then informed the Committee that the Board room voting board has been moved to allow better visibility.

5.2) Other.

There were no additional information items.

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

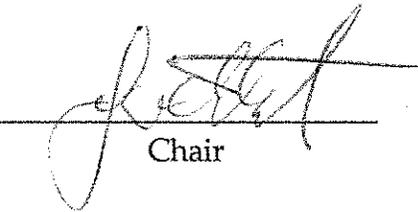
Chair Estes requested a status report on the SCADA system be provided at the next Committee meeting and that all items affecting the budget be presented to the Committee for review.

There were no further requests for future agenda items.

It was stated that the next Facilities Committee meeting will be held October 9, 2014 at 8:15 a.m.

7) **Adjournment.**

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


Chair

MINUTES OF REGULAR MEETING OF THE COMMISSIONERS OF THE ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION, SEPTEMBER 11, 2014.

A regular meeting of the Commissioners of the Antelope Valley State Water Contractors Association was held Thursday, September 11, 2014, at the Palmdale Water District at 2029 East Avenue Q, Palmdale. Chair Hogan called the meeting to order.

1) Pledge of Allegiance.

Chair Hogan led the pledge of allegiance followed by a moment of silence to commemorate the victims of 9/11.

2) Roll Call.

Attendance:

Barbara Hogan, Chair
Robert Alvarado, Vice Chair
Leo Thibault, Treas.-Auditor
Neal Weisenberger, Secretary
Keith Dyas, Cmsnr.
Joe Estes, Alt. Cmsnr.

Others Present:

Matt Knudson, General Manager
Tom Barnes, Controller
Mike Riddell, Attorney
George Lane, Alt. Cmsnr.
Travis Berglund, LCID General Mngr.
Dwayne Chisam, AVEK Asst. General Mngr.
Danielle Henry, Administrative Assistant
Dennis Hoffmeyer, Senior Accountant
1 member of the public

Kathy Mac Laren, Cmsnr. –
EXCUSED ABSENCE

General Manager Knudson introduced Palmdale Water District's new Public Information Officer/Water Conservation Director, Mike McNutt.

3) Public Comments for Items Not on the Agenda.

There were no public comments.

4) Consideration and Possible Action on Minutes of Regular Meeting Held July 24, 2014.

It was moved by Commissioner Weisenberger, seconded by Commissioner Alvarado, and carried by all members of the Board of Commissioners present at the meeting to approve the minutes of the regular meeting held July 24, 2014, as written.

5) Payment of Bills.

Commissioner Thibault reviewed the bills received for payment and then moved to pay the bills received from the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) in the amount of \$2,183.00 for the deposit premium for the October 1, 2014/15 Policy Year and from RMC Water and Environment in the amount of \$14,792.50, as well as ratification of the payment made for \$4,008.00, for the Prop. 84, Round 3 Grant Application Process. The motion was seconded by Alt. Commissioner Estes, and after a brief discussion of the ACWA/JPIA premium rate, the motion unanimously carried by all members of the Board of Commissioners present at the meeting.

6) Consideration and Possible Action on Election of Officers. (General Manager Knudson)

General Manager Knudson stated that in order to meet the requirements of the Association's Agreement and Bylaws, one Commissioner from each member agency must hold a title within the Association after which it was moved by Commissioner Dyas, seconded by Commissioner Alvarado, and unanimously carried by all members of the Board of Commissioners present at the meeting to appoint Commissioner Weisenberger as Secretary of the Association.

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)

Commissioner Weisenberger stated that AVEK's Water Conservation Committee is planning of the Landscaping the Water Conservation Workshop/Summit to be held at the Antelope Valley Fairgrounds on November 1, 2014 and inquired if the Association would be the lead sponsor for the event, and after a detailed discussion of the event costs, publicity, donated staff time, vendors, and the event schedule, it was recommended by Commissioner Alvarado that expenses be shared by the three member agencies using the State Water Contractors billing formula.

It was then moved by Commissioner Weisenberger, seconded by Commissioner Alvarado and unanimously carried by all members of the Board of Commissioners present at the meeting to approve Sponsorship in the Landscaping for Water Conservation Workshop/Summit at the Antelope Valley Fairgrounds on November 1, 2014 with a tentative budget based on the approval of each member agency's Board.

After further discussion, it was determined that a representative from LCID and PWD will attend AVEK's Ad Hoc Water Conservation Committee meeting on September 12 to further discuss the planning for the Landscaping for Water Conservation Workshop/Summit, and it was suggested that a standard method for General Manager Knudson to authorize use of the Association's name and logo be discussed.

8) Report of General Manager.

a) Update on Revenue, Expenditures and Change in Net Position.

General Manager Knudson provided a brief update of the Association's Revenue, Expenditures and Change in Net Position prepared by Senior Accountant Hoffmeyer followed by a brief discussion on the financial position of the Integrated Regional Water Management Group.

b) Update on Antelope Valley Prop. 84, Round 3 Grant Application.

He then reported that a response from the Department of Water Resources on the Los Angeles County Waterworks Well Arsenic Removal Project is expected very soon.

c) Update on Department of Water Resources Multi-Year Exchange Agreement.

Attorney Riddell provided a brief update on the Delta tunnel project and stated that with the upcoming State Water Contractors amendment, many of the restrictions currently in place may be removed to give more flexibility to the Contractors to sell, exchange, or transfer water and recommended that the Association wait on submitting an agreement to the Department of Water Resources until the amendment has been reviewed.

9) Report of Controller.

Controller Barnes provided a detailed presentation on the ongoing projects and costs of the State Water Project including the Oroville River Valve Outlet System and Ronald B. Robie (Thermalito) Pumping Generating Plant Recovery and Restoration followed by a brief discussion of funding for damage caused by catastrophic events and the financial liability of the State Water Contractors.

The Commissioners then thanked Controller Barnes for the presentation.

10) Reports of Commissioners.

Commissioner Alvarado extended an invitation to the 20th Anniversary Celebration of the Antelope Valley Hispanic Chamber of Commerce on September 13th at Lancaster City Park at 10 a.m. and the Tamale Festival on September 14th at Desert Sands Park at 11 a.m. after which he stated that if the Association is interested in participating in these events in the future he would be happy to help make arrangements.

Commissioner Weisenberger reported that the Antelope Valley Water Partners are having a Smart Landscaping Workshop on Joshua Trees at 9:00 a.m. on September 20th at Antelope Valley College.

11) Report of Attorney.

Attorney Riddell stated that he and Attorney Lemieux discussed the Conflict of Interest Waiver brought to the Association by Palmdale Water District's Attorney Quilizapa and that he will be requesting AVEK's Board and the Association to sign a Conflict of Interest Waiver as recommended by Attorney Quilizapa.

12) Commission Members' Requests for Future Agenda Items.

Commissioner Weisenberger recommended that "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" remain on the agenda.

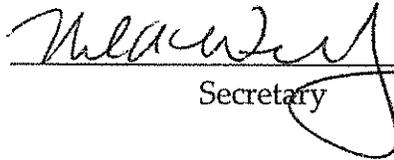
There were no further requests for future agenda items.

13) Consideration and Possible Action on Scheduling the Next Association Meeting.

It was determined that the next regular meeting of the Association will be held October 9, 2014 at 6:30 p.m. at PWD.

14) Adjournment.

There being no further business to come before the Commissioners, the regular meeting of the Commissioners of the Antelope Valley State Water Contractors Association was adjourned.


Secretary

