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

February 5, 2015

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, February 11, 2015

7:00p.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 (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x 1003 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. (PWD Rules and Regulations, Appendix CC, Sec. IV.A.)

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 January 28,

2014. 6.2) Payment of bills for February 11, 2015.

6.3) Approval of contract with Evoqua for replacement of first generation AC 1230CX GAC with second generation AC1230CX GAC and continued reactivation services of AC1230CX GAC. ($1,060,135.00 - Budgeted – Assistant General Manager Knudson)

6.4) Approval of District participation in the 2015-2016 Multi-Year Water Pool Demonstration Program. (Water & Energy Resources Director Pemula)

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) Status report on Cash Flow Statement and Current Cash Balances as of December 31, 2014. (Financial Advisor Egan/Finance Committee)

7.2) Status report on Financial Statements, Revenue, and Expense and Departmental Budget Reports for December 31, 2014 . (Finance Manager Williams/Finance Committee)

7.3) Status report on committed contracts issued and water revenue bond projects. (Assistant General Manager Knudson/Finance Committee)

7.4) Consideration and possible action on awarding a contract for the development of a Water Management Information System (WMIS). ($69,730.00 – Budgeted – Engineering/Grant Manager Riley)

7.5) Consideration and possible action on award of contract for Specification No. 1401 being the construction of the domestic water meter change-out in various areas located within the District's primary service area. ($325,000.00 – Budgeted – Assistant General Manager Knudson)

7.6) Consideration and possible action on intern for Water Conservation Department. (Human Resources Director Emery)

7.7) Consideration and possible action on revisions to Organization Chart in accordance with the Customer Service 2015 Campaign . (Human Resources Director Emery/Personnel Committee)

7.8) Consideration and possible action on the appointment of an Ad Hoc Committee to review the District's energy policies. (President Mac Laren)

7.9) Consideration and possible action on the appointment of two Directors as the District's negotiators for filling the position of General Manager pursuant to Government Code §54957.6. (President Mac Laren)

7.10) Consideration and possible action on Board and staff attendance at conferences, seminars, and training sessions as follows:

a) American Water College Advanced Management & Supervisory Leadership Training Program to be held February 24 – 26, 2015 in Yuba City.

8) Information Items:

8.1) Reports of Directors:

a) Meetings/General Report.

b) Standing Committee/Assignment Reports (Chair):
1) Personnel Committee
2) Facilities Committee
3) Finance Committee

8.2) Report of General Manager.
1) Overview on grant funding opportunities. (Engineering/Grant Manager Riley)
2) Payment of claim. (Finance Manager Williams)

8.3) Report of Attorney.

a) AB2040.

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)(l), to confer with District 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 – Anticipated Litigation: A closed session will be held, pursuant to Government Code §54956.9 (d)(2) and (3), to confer with District General Counsel regarding a significant exposure to litigation.

10.3) Conference with Legal Counsel – Public Employee Appointment: A closed session will be held, pursuant to Government Code §54957, with District General Counsel to discuss the appointment of an employee to the position of General Manager.

10.4) Conference with Labor Negotiators and Legal Counsel – Employment Contract Negotiations: A closed session will be held, pursuant to Government Code §54957.6, with the District's labor negotiators (appointed pursuant to Open Session Item No. 7.9) and District General Counsel to discuss the filling of the unrepresented 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

DENNIS D. LaMOREAUX, General Manager
DDL/dd

AGENDA ITEM NO. 6.3

PALMDALE WATER DISTRICT

BOARD MEMORANDUM

DATE: February 4, 2015 **February 11, 2015**

TO: BOARD OF DIRECTORS **Board Meeting**

FROM: Peter Thompson II, Deputy Water and Energy Resource Director

VIA: Mr. Matt Knudson, Assistant General Manager

RE: ***AGENDA ITEM NO. 6.3 – APPROVAL OF CONTRACT WITH EVOQUA FOR REPLACEMENT OF FIRST GENERATION AC1230CX GAC WITH SECOND GENERATION AC1230CX GAC AND CONTINUED REACTIVATION SERVICES OF AC1230CX GAC.***

Recommendation:

Staff recommends that the Board approves a 5-year contract (not to exceed five total exchanges) with Evoqua for the upgrade of the District's GAC (Granular Activated Carbon) from First Generation AC1230CX to Second Generation AC1230CX GAC and continued removal, reactivation and installation services per the attached agreement.

Financial Impacts:

The cost of the transition to the superior Second Generation product will be the difference between our current cost to upgrade to virgin Calgon F400 and the cost of the single virgin Second Generation AC1230CX installation. Virgin F400 $299,897.15 – Virgin Second Generation AC1230 CX $275,135.00 = $24,762.15 in savings.

Following conversion from the First Generation AC1230CX to the Second Generation AC1230CX GAC, the cost per reactivation is $169,477.00. When compared to the reactivation cost of Calgon F400 ($171,953.11), the cost per reactivation is $2,476.11 in savings.

Over the life of this contract, the District would realize savings of $24,762.15 to $37,142.70 when compared to current operations under the recently adopted contract with Calgon Carbon.

In 2015, Staff anticipates purchasing the initial exchange of Virgin First Generation AC1230CX with Virgin Second Generation AC1230 CX in May of 2015. This change out would take the place of two previously anticipated F400 reactivations. The change in projected cost would be a net reduction to Water Quality Fund spending of $94,865.00. The total cost of all these change outs will be $1,060,135.00. This comes in under the estimated budget amount from the Water Quality Fund for 2015 of $1,146,500.

Background:

The District began utilizing GAC as its primary technology for compliance with the EPAs Stage 1 and Stage 2 Disinfectant/Disinfection Byproduct Rule. GAC is critical to compliance. TOC (total organic carbon) combines with the chlorine in the water to form regulated byproducts called trihalomethanes. GAC functions by removing or reducing the dissolved total organic carbon in the water, thereby preventing the formation of trihalomethanes in excess of the regulatory limit.

The District staff has engaged in extensive GAC studies since 2009. These studies have included: multi-agency research, pilot testing of a wide selection of types, gradations, and manufacturers, and full scale testing of the two best performing options from pilot studies: Calgon's F400 and Evoqua's AC1230CX.

In 2014, the District approved a 10 year contract with Calgon Carbon. Within this contract was a provision for utilizing one additional contactor for research and continued GAC testing. It is staff's opinion that the AC1230CX is the closest performance competitor to our currently contracted carbon. Evoqua has done further development to their product since the full scale testing was completed at the Leslie O. Carter Water Treatment Plant. Evoqua and District Staff have come to an agreement where they will provide PWD with a discounted price for a limited term contract to verify and develop their AC1230CX product. Staff believes this arrangement provides the District with a high quality GAC to meet its regulatory needs while participating in the beneficial development of GAC technology.

Strategic Plan Initiative:

Pursuit of a contract for optimized GAC relates to the District's Strategic Plan vision statement and core values as well as Strategic Plan Initiative:

III. Increase the Value of the District through Maintenance and Enhancement of the Infrastructure.

Supporting Documents:

- None at this time.

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: February 4, 2015 **February 11, 2015**

TO: BOARD OF DIRECTORS **Board Meeting**

FROM: Jon M Pernula, Water & Energy Resources Dir.

Peter Thompson II, Deputy Water & Energy Resources Dir.

VIA: Mr. Dennis D. LaMoreaux, General Manager

RE: ***AGENDA ITEM NO. 6.4 - APPROVAL OF DISTRICT PARTICIPATION IN THE 2015-2016 MULTI-YEAR WATER POOL DEMONSTRATION PROGRAM***

Recommendation:
Staff recommends Board approval for PWD participation in the State Water Project Multi-Year Water Pool (MYWP) demonstration program in order to help secure supplemental water supplies.

Background:
In seeking assurance of adequate water supply and reliability during the prolonged drought and to further acquire additional supplemental water in anticipation of possible shortages, District staff participated in negotiations during creation of the 2015-2016 SWP Multi-Year Water Pool. This program is designed to provide new and creative water management tools so that State Water Contractors (SWC) having surplus supply can provide supplemental water to willing SWC buyers. The cost of the water is designated to be a sliding scale providing adequate financial return to sellers with surplus water while providing reasonable acquisition rates to willing buyers. Staff is currently performing analysis to determine the quantities most likely to be needed under different allocation numbers while taking into account all known supply and the probability of yield of other supplemental water we have already subscribed for. This water will become an increment of supply within the pallet of options available to the District in order to provide reliable resource for our customers.

Strategic Plan Initiative:
The specific initiative of the Strategic Plan addressed is Initiative No. 1 – Strategic Water Management.

Budget:
Water Purchases under Operating Expenses

Supporting Documents:

- DWR letter introducing the program
- Copy draft agreement between DWR and PWD for the State Water Project Multi-Year Water Pool (MYWP) program

STATE OF CALIFORNIA – CALIFORNIA NATURAL RESOURCES AGENCY EDMUND G. BROWN JR., *Governor*

DEPARTMENT OF WATER RESOURCES
1416 NINTH STREET, P.O. BOX 942836
SACRAMENTO, CA 94236-0001
(916) 653-5791

FEB - 2 2015

Letter to all SWP Contractors

In response to continuing dry conditions statewide, low carryover storage within the State Water Project and SWP contractor service areas, and the need to collect more information, the Department of Water Resources (DWR) is administering a 2015-2016 Multi-Year Water Pool (Water Pool Demonstration Program) to improve water management flexibility within the State Water Project.

This Water Pool Demonstration Program will allow water short SWP contractors to purchase SWP water from other willing SWP contractors, for two consecutive years, at a reasonable cost.

This Water Pool Demonstration Program is in addition to the single year Turnback Pool program. In recent years, including this year, the single year Turnback Pool program has not functioned as expected due primarily to low pricing. This 2015-2016 Multi-Year Water Pool Demonstration Program is being established to address past pricing issues in the hopes of generating enough water to satisfy some or all of the basic water needs for all participating SWP contractors. It will allow participating SWP contractors to share limited water resources.

Each participating SWP contractor will be a Responsible Agency under CEQA.

If you wish to participate in this Water Pool Demonstration Program for 2015 and 2016, please sign and return the attached agreement to DWR by February 17, 2015. Please fill out the Attachment A at the end of the agreement indicating if you are a seller or a buyer and the appropriate amounts of water. DWR will provide Water Pool Program results by March 1, 2015 and plans to begin the Program April 1, 2015.

Further details of this Water Pool Demonstration Program and how to fill out Attachment A are outlined in the agreement.

If you have any questions, please contact me at (916) 653-4313.

Sincerely,

Robert B. Cooke, Chief
State Water Project Analysis Office

State of California
The Resources Agency
DEPARTMENT OF WATER RESOURCES

AGREEMENT BETWEEN
THE DEPARTMENT OF WATER RESOURCES OF THE STATE OF CALIFORNIA
AND
Name of the participating SWP contractor
FOR
2015-2016 MULTI-YEAR WATER POOL DEMONSTRATION PROGRAM

SWPAO #15 - XXX

THIS AGREEMENT is made this _____day of _____, _____, pursuant to the provisions of the California Water Resources Development Bond Act and other applicable laws of the State of California, between the Department of Water Resources of the State of California, herein referred to as "DWR," and [Name of participating SWP contractor], herein referred to as "Participant," who can either be a buyer or a seller under the 2015-2016 Multi-Year Water Pool Demonstration Program. Participant is a public agency duly organized, existing and acting pursuant to the laws of the State of California. DWR, Participant may be referred to individually by name, or as "Buyer," or as "Seller," or as "Party" or collectively as "Parties."

RECITALS

A. DWR administered a Multi-Year Water Pool (MYWP) Demonstration Program for 2013 through 2014 to explore the feasibility of a multi-year water purchase program.

B. The 2013-2014 MYWP Demonstration Program resulted in a sale of a total of 95,675 acre-feet of State Water Project (SWP) water among participating SWP contractors, of which 94,925 acre-feet was sold in 2013 and 750 acre-feet was sold in 2014, to augment participating SWP contractors' needs.

C. In anticipation of continuing drought, low carryover storage within the State Water Project and SWP contractors' service area, and the minimal amount of SWP water sold in 2014 under the 2013-2014 MYWP Demonstration Program, the SWP contractors are requesting DWR to administer another 2-year water purchase program for 2015 and 2016 similar to the 2013-2014 MYWP Demonstration Program. This will allow more testing of this Demonstration Program.

D. Participants under the 2015-2016 Multi-Year Water Pool Demonstration Program (hereafter referred to as "Water Pool Program") are limited to SWP contractors only. Participants can be a buying SWP contractor (hereafter referred to as "Buyer") and/or a selling SWP contractor (hereafter referred to as "Seller").

E. DWR and Participant have entered into a Water Supply Contract providing that DWR shall supply a certain quantity of water to Participant, and providing that Participant shall make certain payments to DWR, and setting forth the terms and conditions of such payments.

F. Water made available under the Water Pool Program (hereafter referred to as "Pool Water") will be delivered by DWR to Buyer's service area through SWP facilities, or as otherwise arranged, consistent with Buyer's Water Supply Contract.

G. Buyer has requested DWR to deliver its allocated Pool Water made available from the Water Pool Program to Buyer's service area.

H. In compliance with California Environmental Quality Act (CEQA), DWR, as a Lead Agency, will file an Notice of Exemption (NOE) with the State Office of Planning and Research (OPR) based on CEQA Guidelines Sections 15301 and 15306 (Use of Existing Facilities and Information Collection-Experimental Management) upon execution of this Agreement.

AGREEMENT

1. PURPOSE

The purpose of this Agreement is to set forth terms and conditions for the Water Pool Program, and to set forth provisions governing the delivery of Pool Water made available by Sellers to Buyers under the Water Pool Program to Buyer's service area.

2. TERM OF AGREEMENT

This Agreement shall become effective upon execution by all Parties and shall terminate on December 31, 2016, or upon final payments to DWR of all costs attributable to this Agreement, whichever occurs later. However, the liability, hold harmless, and indemnification obligations in this Agreement shall remain in effect until December 31, 2020, or until any claim or litigation concerning this Agreement asserted to DWR or Participant as of December 31, 2020 is finally resolved, whichever occurs later.

3. NON-PRECEDENTIAL AGREEMENT

This Water Pool Program, this Agreement, and its terms are unique, for the purposes of experimental management, and shall not be considered as a precedent for future programs or DWR activities. The Agreement shall not be used as a basis by the Participants to justify similar terms in any single year or multi-year transfers in the future.

4. GENERAL PROVISIONS FOR WATER POOL PROGRAM

a. A participating SWP contractor must indicate its level of participation in this Water Pool Program for both 2015 and 2016, as a Buyer and/or a Seller. In any particular year, a SWP contractor may elect to be a Buyer and/or Seller. A Buyer or a Seller may also participate in the Turnback Pool Program pursuant to Article 56(d) of Participant's Water Supply Contract in 2015 and 2016.

b. In both 2015 and 2016, a participating SWP contractor may sell its allocated Table A water. Seller may (1) store water outside its service area in 2015 and/or 2016, and (2) elect to carry over its allocated Table A water from 2015 and/or 2016 pursuant to Article 12(e) or Article 56 of Seller's Water Supply Contract.

c. Pool Water allocated to Buyer under the Water Pool Program will be delivered to the Buyer's service area using SWP facilities, or as otherwise arranged, consistent with Buyer's Water Supply Contract.

d. Participants offering to buy and/or sell water in this Water Pool Program must submit to the State Water Project Analysis Office (SWPAO) both a signed copy of this Agreement and the completed Water Pool Program Table in Attachment A.

(i) Participants shall indicate the amount of Pool Water they want to buy and/or sell for all levels of Table A allocation for both 2015 and 2016 using the table provided in Attachment A.

(ii) Participants shall provide, in every box in Attachment A, either a defined quantity of Pool Water that they plan to buy and/or sell, or zero if they choose not to buy and/or sell for both 2015 and 2016.

(iii) Participants shall complete Attachment A as provided. DWR will return as non-responsive an Attachment A submitted without all entries filled in with specific numbers or filled in with qualifying comments.

(iv) DWR must receive both a signed Agreement and completed Attachment A on or before 12:01 p.m., February 17, 2015. It is acceptable to submit a signature page and the Attachment A by e-mail to Tasmin Eusuff at Tasmin.Eusuff@water.ca.gov in order to meet the deadline; however, an original signature must be submitted as soon as possible afterwards.

e. DWR will allow no further adjustments in the quantity of Pool Water that Participants designate to buy and/or sell in the Water Pool Program once Participants submit both the signed copy of the Agreement and the completed Attachment A.

f. DWR will use Attachment A to determine the Participants' designated Pool Water quantities. Pool Water quantities for 2015 shall be based solely on the 2015 Table A Allocation as of June 1, 2015. However, Pool Water quantities for 2016 shall be based on both the final 2015 Table A Allocation and the 2016 Table A Allocation as of June 1, 2016. DWR will adjust between Table A Allocations, if needed, to determine Participants' Pool Water quantities.

g. The allocation of water purchased through this Water Pool Program shall be as follows:

(i) The Water Pool Program consists of two buyers pools. The "69% Pool" consists of two SWP contractors: Metropolitan Water District of Southern California and Kern County Water Agency, which together represent 69.36% of the total SWP Table A Amount. The "31% Pool" consists of the balance of the SWP contractors, which represent

30.64% of the total SWP Table A Amount. SWP contractors within each pool may purchase their designated pool's water based on their Table A percentage relative to the other participants in the designated pool.

(ii) Water supplies not purchased within each pool will be divided proportionate to Table A to the remaining interested buyers within that pool.

(iii) If one pool has water supplies in excess of its Buyers' requests, the excess Pool Water supply will be offered to meet the requests of the other pool's participants, again, proportionate to the Table A percentages of the interested Buyers.

h. By June 15, 2015, and June 15, 2016, DWR will notify all Participants of the amounts of Pool Water that were sold to each Buyer, and the dollar amount each Seller will receive, in those respective years.

i. The price for Pool Water shall be determined by the SWP Table A allocation as of June 1 of 2015 and 2016 respectively.

j. All sales and purchases through this Water Pool Program are irrevocable even if DWR changes Table A allocations after June 1 of 2015 or 2016 respectively.

k. In the event that any Pool Water remains unsold under this Water Pool Program, such water will be returned to Sellers proportionate to the amount they have offered for sale under the Water Pool Program.

5. USE OF CALIFORNIA AQUEDUCT CAPACITY

Delivery of allocated Pool Water in the California Aqueduct to Buyer under this Agreement shall be in accordance with a schedule reviewed and approved by DWR under applicable provisions of each Participant's Water Supply Contract. Article 12(f) of Buyer's Water Supply Contract shall govern the priority for delivery of such water.

6. WATER DELIVERY TO BUYER

a. The delivery of Seller's approved SWP water to Buyer under this Water Pool Program shall be in accordance with a schedule which has been reviewed and approved by DWR. DWR's approval is dependent upon the times and amounts of the delivery and the overall delivery capability of the SWP. DWR shall not be obligated to deliver the water at times when such delivery would adversely impact SWP operations, facilities, or other SWP contractors.

b. In any given year, the sum of deliveries scheduled to Buyer under this Agreement, plus additional scheduled Buyer's Table A deliveries, plus deliveries to Buyer under any other agreement, shall not exceed the quantities on which the Proportionate Use-of-Facilities factors are based under Buyer's Water Supply Contract, unless DWR determines that these deliveries will not adversely impact SWP operations, facilities, or other SWP contractors.

7. DELIVERY PRIORITY

Delivery priority of Pool Water will be the same as for Table A water (Priority 1), as described in Participant's Article 12(f) of its Water Supply Contract so long as the total amount of project water does not exceed Buyer's Table A amount. The delivery priority of Pool Water in excess of Buyer's Table A amount will be Priority 6 under Article 12(f) of Buyer's Water Supply Contract.

8. WATER DELIVERY SCHEDULE:

a. Seller shall submit a revised water delivery schedule to DWR reflecting changes due to the sale of its Pool Water. Likewise, Buyer shall submit a revised delivery request to DWR as soon as possible after being allocated Pool Water.

b. All water schedules and revisions shall be prepared in accordance with Article 12 of Buyer's Water Supply Contract.

c. Buyer shall be responsible for coordinating and scheduling Pool Water delivery with DWR. After all approvals have been obtained and before Pool Water is delivered, Buyer shall submit for DWR's approval a revised water delivery schedule showing the anticipated change to the monthly delivery pattern to accommodate the water delivery under this Agreement.

d. Buyer shall submit revised monthly water delivery schedules for approval to the State Water Project Water Analysis Office (SWPAO), Water Deliveries Section, indicating timing and point of delivery requested under this Agreement with reference to SWPAO #XXXXX. Revised schedules shall be sent by electronic mail to SWPDeliveries@water.ca.gov or by FAX to (916) 653-9628, Attention: Chief, Water Deliveries Section.

e. Buyer shall submit weekly water schedules for the delivery of water, either by electronic mail or by FAX, to the appropriate DWR field division Water Operations Section, indication timing and point of delivery requested with reference to SWPAO #XXXXX.

f. All weekly water delivery schedules described above shall be submitted by 10:00 a.m. Wednesday for the following week, Monday through Sunday, to the appropriate field division Water Operations Section for the SWP contractors.

g. Weekly water delivery schedules shall also be concurrently sent by electronic mail or faxed to the State Water Project Operations Control Office:

(i) Water Management Branch
Water_deliv_sched@water.ca.gov
FAX (916) 574-2785
Attention: Chief, Water Management Branch

(ii) Power Management and Optimization Branch
POCOptimization@water.ca.gov
FAX (916) 574-2785
Attention: Chief, Power Management and Optimization Branch

(iii) Pre-Scheduling Section
Presched@water.ca.gov
FAX (916) 574-2782
Attention: Chief, Pre-Scheduling Section

9. STORAGE OF POOL WATER OUTSIDE BUYER'S SERVICE AREA

Pool Water may be stored outside of Buyer's service area for later use inside of Buyer's service area consistent with Article 56 of Buyer's Water Supply Contract.

10. USE OF POOL WATER

Pool Water delivered by DWR to Buyer under this Agreement shall not be sold, used, or otherwise disposed of outside of Buyer's service area. If any such water is sold, used, or otherwise disposed of outside of Buyer's service area, upon notification from DWR, DWR or Seller may seek an injunction or other appropriate remedy to halt any such deliveries. In addition, DWR may reclassify deliveries of Buyer's Table A water up to the amount that was delivered outside of Buyer's service area.

11. PAYMENT

Within 30 days of June 15, 2015, DWR will invoice each Buyer for the purchase price of the Pool Water allocated in 2015. DWR will also invoice each Buyer for the purchase price of the Pool Water allocated in 2016 within 30 days of June 15, 2016. Payment shall be due 45 days from the date of the invoice. Likewise, DWR will pay each Seller for the Pool Water sold each year within 30 days after DWR has received payment from all Buyers.

12. CHARGES

Buyer shall pay to DWR the following charges for water delivered under this Agreement, including all future adjustments, which shall be calculated in the same manner as charges are calculated for SWP Table A deliveries, and shall be in accordance with the provisions of Buyer's Water Supply Contract. Charges shall be determined for the year the Pool Water is delivered to Buyer.

a. When Buyer's allocated portion of Pool Water is delivered to Buyer's turnout, Buyer shall pay to DWR the charges associated with the delivery of the Pool Water to its designated delivery points. Buyer shall pay the Variable Operation, Maintenance, Power, and Replacement Components of the Transportation Charge and the Off-Aqueduct Power Facilities cost for each acre-foot of Pool Water delivered.

b. In addition to the charges identified above, Buyer agrees to pay to DWR any additional identified demonstrable increase in costs that would otherwise be borne by the SWP contractors not signatory to this Agreement or by DWR, as a result of activities under this Agreement.

c. Payment terms in this Agreement shall be in accordance with Buyer's Water Supply Contract.

13. APPROVAL

The delivery of Pool Water under this Agreement shall be contingent on, and subject to, any necessary approvals, including any Buyer's and Seller's board approvals, and shall be governed by the terms and conditions of such approval(s) and any other applicable regulation in effect at the time of delivery. Buyers and Sellers shall be responsible for complying with all applicable laws and regulations and for securing any required consent, permit, or order. Buyer and Seller shall furnish to DWR copies of all approvals and agreements required for the delivery of Pool Water under this Agreement.

14. NO IMPACTS

This Water Pool Program shall not be administered or interpreted in any way that would cause adverse impacts to SWP approved Table A water or to any other SWP approved water allocations, water deliveries, or SWP operations or facilities. Each Participant in the Water Pool Program shall be responsible, as determined by DWR, for any adverse impacts that may result from the delivery of water under this Agreement.

15. WATER DELIVERY RECORDS

DWR will maintain records documenting the delivery of Pool Water under this Agreement to Buyer. Participant shall certify to the State Water Project Analysis Office (Attn: Chief, Water Contracts Branch, Fax (916) 653-9628) by January 31 of each year the amount of Pool Water that is delivered under this Water Pool Program for the previous calendar year.

16. ARTICLE 56(D)

Participants release DWR from any obligations it may have under Article 56(d) and shall not file any protest under Article 29 of the Water Supply Contract or make any other claims against DWR arising from DWR's implementation of this Agreement, the Water Pool Program and requirements of Article 56(d) during 2015 and 2016. DWR will continue to administer a Turnback Pool Program under Article 56(d).

17. LIABILITY

a. Responsibility for water delivered under this Agreement shall be governed by Article 13 of Buyer's Water Supply Contract, with responsibilities for liabilities under the terms of that article shifting from DWR to Buyer when the water passes through Buyer's designated delivery points.

b. Each Participant in this Water Pool Program agrees to indemnify, defend and hold DWR, its officers, employees and agents, harmless from any direct or indirect loss, liability, lawsuit, cause of action, judgment or claim, and shall indemnify DWR, its officers, employees and agents for all protests, administrative actions, lawsuits, costs, damages, judgments, attorneys' fees, and liabilities that DWR, its officers, employees and agents incur as a result of DWR providing services under this Agreement, except to the extent resulting from the sole negligence or willful misconduct of DWR, its officers, employees, and agents.

c. If uncontrollable forces preclude DWR from delivering water under this Agreement, either partially or completely, then DWR is relieved from the obligation to deliver the water under this Agreement to the extent that DWR is reasonably unable to complete the obligation due to the uncontrollable force. Uncontrollable forces shall include, but are not limited to earthquakes, fires, tornadoes, floods, and other natural or human caused disasters. Buyers and Sellers under this program shall not be entitled to recover any administrative costs or other costs incurred under this Agreement if uncontrollable forces preclude DWR from delivering the Pool Water.

18. NO MODIFICATION OF WATER SUPPLY CONTRACTS

This Agreement shall not be interpreted to modify the terms or conditions of Buyer's or Seller's Water Supply Contract.

19. DISPUTE RESOLUTION

In the event of any dispute regarding interpretation or implementation of this Agreement, the Director of DWR or the authorized representatives from Buyers or Sellers shall endeavor to resolve the dispute by meeting within 30 days after the request of a Party. If the dispute is unresolved, the Parties shall use the services of a mutually acceptable consultant in an effort to resolve the dispute. Parties involved in the dispute shall share the fees and expenses of the consultant equally. If a consultant cannot be agreed upon, or if the consultant's recommendations are not acceptable to the Parties, and unless the Parties otherwise agree, the matter may be resolved by litigation and any Party may, at its option, pursue any available legal remedy including, but not limited to, injunctive and other equitable relief.

20. MODIFICATION OF AGREEMENT

No modification of the terms and conditions of this Agreement shall be valid unless made in writing and signed by the Parties to this Agreement.

21. PARAGRAPH HEADINGS

The paragraph headings of this Agreement are for the convenience of the Parties and shall not be considered to limit, expand, or define the contents of the respective paragraphs.

22. TERMS TO BE REASONABLE

Where the terms of this Agreement provide for actions to be based upon the opinion, judgment, approval, review, or determination of any party, such terms are to be construed as providing that such opinion, judgment, approval, review, or determination be reasonable.

23. SIGNATURE CLAUSE

The signatories represent that they have been appropriately authorized to enter into this Agreement on behalf of the Party for whom they sign. A copy of the resolution or other documentation authorizing Participant to enter into this Agreement shall be delivered to DWR.

24. EXECUTION BY COUNTERPARTS

This Agreement may be executed in counterpart. The parties agree to accept facsimile or electronically scanned signatures as original signatures. The Agreement shall take effect as soon as all parties have signed. Immediately after execution, Participant shall transmit a copy of the executed Agreement by facsimile or electronic file to Robert B. Cooke, Chief, State Water Project Analysis Office at (916) 653-9628 or swpao-chief@water.ca.gov.

IN WITNESS WHEREOF, the Parties hereto have entered into this Agreement.

Approved as to Legal Form
and Sufficiency

_____
Chief Counsel
Department of Water Resources

Date_____

STATE OF CALIFORNIA
DEPARTMENT OF WATER RESOURCES

_____
Robert B. Cooke
Division Chief, SWPAO

Date_____

_____
Agency Name

_____
Name

_____
Title

Date_____

ATTACHMENT A

AGREEMENTO SELL/PURCHASE WATER IN THE 2015-2016 MULTI-YEAR WATER POOL PROGRAM

Agency Name: _____

	POOL WATER QUANTITIES																																										
	2015			2015 Final SWP Allocations																																								
				10%			15%			20%			25%			30%			35%			40%			45%			50%			55%			60%			65%			≥70%			
				2016 (Request based on final 2015 SWP Allocations)																																								
June 1st Allocation	S*	B*	Amount (AF)	S*	B*	Amount (AF)	S*	B*	Amount (AF)	S*	B*	Amount (AF)	S*	B*	Amount (AF)	S*	B*	Amount (AF)	S*	B*	Amount (AF)	S*	B*	Amount (AF)	S*	B*	Amount (AF)	S*	B*	Amount (AF)	S*	B*	Amount (AF)	S*	B*	Amount (AF)	S*	B*	Amount (AF)	S*	B*	Amount (AF)	$/AF
96-100 %																																											25
91-95%																																											25
86-90%																																											25
81-85%																																											35
76-80%																																											46
71-75%																																											46
66-70%																																											100
61-65%																																											115
56-60%																																											138
51-55%																																											161
46-50%																																											184
41-45%																																											207
36-40%																																											230
31-35%																																											253
26-30%																																											276
21-25%																																											299
16-20%																																											322
11-15%																																											345
6-10%																																											368
1-5%																																											391
0%																																											414

Note: S* = Sell; B* = Buy

PALMDALE WATER DISTRICT

BOARD MEMORANDUM

DATE:	February 5, 2015	**February 11, 2014**
TO:	BOARD OF DIRECTORS	**Board Meeting**
FROM:	Mr. Bob Egan, Financial Advisor	
RE:	***AGENDA ITEM NO. 7.1 – STATUS REPORT ON CASH FLOW STATEMENT AND CURRENT CASH BALANCES AS OF DECEMBER 31, 2014***	

Attached is the Investment Funds Report and current cash balance as of December 31, 2014. The initial 2015 monthly cash flow is also attached. The reports will be reviewed in detail at the Board meeting.

PALMDALE WATER DISTRICT
INVESTMENT FUNDS REPORT

				December 31, 2014				
							December-14	November-14
	DESCR							
CASH								
0-0103	Citizens/US Bank - Checking						193,317.09	480,656.76
0-0104	Citizens- Merchant						96,711.14	102,160.48
						Bank cash	290,028.23	582,817.24
0-0119	PETTY CASH						300.00	300.00
0-0120	CASH ON HAND						3,400.00	3,400.00
	TOTAL CASH						293,728.23	586,517.24
INVESTMENTS								
0-0110	UBS ACCOUNT SS 11469 GG							
	UBS RMA Government Portfolio						7,205,927.27	3,398,374.94
	UBS Bank USA Dep acct						416,949.19	250,000.00
			Accrued interest				0.00	1,702.79
							7,622,876.46	3,650,077.73
			CD'S	Due	Rate	Face Value		
		1	Homestreet Bk WA	12/08/14	2.00	240,000	0.00	239,992.80
		2	Discover Bk DE	12/11/14	0.25	240,000	0.00	239,990.40
		3	Bk of China NY US	12/11/14	0.25	240,000	0.00	239,990.40
		4	Berkshire Bk MA	12/12/14	0.25	240,000	0.00	239,983.20
		5	First B & T IL	12/15/14	0.15	240,000	0.00	239,980.80
		6	1st Niagra Bk NY	12/15/14	0.25	240,000	0.00	239,983.20
		7	Comentity Bk DE	12/18/14	0.30	200,000	0.00	199,524.00
		8	Peoples United CT	12/18/14	0.25	120,000	0.00	119,990.40
		9	Citizens Bk PA	12/18/14	0.30	240,000	0.00	239,985.60
						2,000,000	0.00	1,999,420.80
						Total acct	7,622,876.46	5,649,498.53
0-1110	UBS ACCOUNT SS 11475 GG							
	UBS Bank USA Dep acct						250,000.00	250,000.00
	UBS RMA Government Portfolio						218,783.85	218,920.41
						Total acct	468,783.85	468,920.41
0-0115	LAIF					Total acct	11,733.06	11,733.06
0-0111	UBS ACCOUNT SS 11432 GG							
	UBS Bank USA Dep acct						250,000.00	250,000.00
	UBS RMA Government Portfolio						92,846.20	88,586.42
			Accrued interest				6,674.73	7,503.17
	US GOVERNMENT SECURITIES:							
	ISSUE			EXPIR			MARKET	MARKET
	DATE		ISSUER	DATE	RATE	PAR	VALUE	VALUE
			FNMA	10/26/15	1.625	500,000	505,690.00	506,285.00
			FFCB	06/02/16	0.375	1,000,000	997,530.00	996,290.00
			FNMA	07/17/17	1.2	500,000	499,400.00	500,570.00
			FHLB	12/28/17	0.95	500,000	495,275.00	496,350.00
						2,500,000	2,497,895.00	2,499,495.00
			CD'S	Due	Rate	Face Value		
		1	Bank of Baroda	11/12/14	0.45	240,000		
		2	GE Capital Bank	05/01/15	0.60	64,000	64,030.08	64,033.28
		3	Ally Bank	05/06/15	0.60	240,000	240,115.20	240,124.80
		4	Sallie Mae Bank	11/06/15	0.85	240,000	240,520.80	240,489.60
		5	Goldman Sachs Bk	11/07/16	1.00	240,000	239,666.40	240,076.80
		6	CIT Bank	11/06/17	1.60	240,000	240,117.60	240,261.60
		7	BMW Bank	11/15/18	2.00	240,000	239,668.80	241,951.20
		8						
						1,504,000	1,264,118.88	1,266,937
				TOTAL MANAGED ACCOUNT			4,111,534.81	4,112,521.87
	TOTAL INVESTMENTS						12,214,928.18	10,242,673.87
	UBS ACCOUNT SS 24016				UBS USA		250,000.00	250,000.00
			Rate Stabilization Fund		UBS AG		230,174.46	230,205.98
							480,174.46	480,205.98
	GRAND TOTAL CASH AND INVESTMENTS						12,988,830.87	11,309,397.09
			Summary:					
			Checking	293,728		Incr (Decr)	1,679,433.78	
			UBS MM	8,091,660				
			LAIF	11,733				
			UBS Investment	4,111,535				
			Rate Stab fund	480,174		BNY Mellon		
			Total	12,988,831		Construction	4,410,779.22	4,742,672.27

02/03/15	2014 January	2014 February	2014 March	2014 April	2014 May	2014 June	2014 July	2014 August	2014 September	2014 October	2014 November	2014 December	YTD
Water Sales	1,649,955	1,630,351	1,685,802	1,701,439	1,914,996	2,081,078	2,314,930	2,355,478	2,171,057	2,081,921	1,806,443	1,798,242	23,191,691
	1,649,955	1,630,351	1,685,802	1,701,439	1,914,996	2,081,078	2,314,930	2,355,478	2,171,057	2,081,921	1,806,443	1,798,242	
`													
Beginning Balance	12,223,261	12,094,245	12,669,343	10,569,481	12,638,008	13,351,585	13,193,464	13,000,265	13,412,680	12,005,534	11,394,805	11,309,397	
Water Receipts	1,955,377	1,805,677	1,780,736	1,691,040	1,777,997	2,046,064	2,312,079	2,273,386	2,381,041	2,150,544	2,066,836	1,904,633	24,145,411
Other							278,100			260,651		0	538,751
Total Operating Revenue	1,955,377	1,805,677	1,780,736	1,691,040	1,777,997	2,046,064	2,590,179	2,273,386	2,381,041	2,411,195	2,066,836	1,904,633	
Operating Expenses:													
Total Operating Expenses excl GAC	2,060,493	1,418,735	1,720,101	1,345,880	1,547,374	1,502,338	2,169,377	1,831,058	1,725,909	1,900,913	1,898,497	1,786,514	20,907,188
													2,284,502
Non-Operating Revenue Expensess:													
Assessments, net	636,921	291,389	7,906	1,958,367	720,021	7,737	80,205	170,055			142,869	2,808,240	6,823,710
Special Avek CIF Payment													0
Interest	3,782	3,457	3,899	3,224	3,195	3,676	3,967	3,699	4,051	3,835	3,490	5,044	45,320
Mkt adj	10,554	1,203	(4,828)	6,915	2,763	(6,882)	(1,425)	3,151	(4,041)	2,926	4,360	(5,642)	9,055
Grant Re-imbursement													0
Capital Improvement Fees		9,889				0			3,370				13,259
													0
DWR Refund/(payment)					133,539						88,039		221,578
Other /Palmdale Redevel Agncy	10,079	52,154	16,438	10,677	298,812	12,623	14,145	14,145	18,318	14,811	12,742	177,099	652,044
Total Non-Operating Revenues	661,336	358,093	23,415	1,979,183	1,158,329	17,154	96,893	191,050	21,698	21,573	251,500	2,984,742	7,764,966
Capital Expenditures	(106,595)	(13,862)	(321,802)	(119,918)	(533,132)	(104,335)	(61,504)	(79,180)	(19,276)	(21,810)	(65,509)	(487,594)	(1,934,518)
GAC									(300,438)	(298,604)	(297,955)	(298,050)	(1,195,047)
SWP Capitalized	(578,181)	(118,142)	(142,503)	(118,142)	(118,141)	(118,140)	(578,178)	(118,140)	(146,976)	(118,140)	(118,140)	(118,139)	(2,390,962)
Prepaid Insurance (paid) refunded			(67,580)				(36,620)		(197,480)				(301,680)
Bond Payments Interest			(1,126,124)						(944,336)	(173,933)			(2,244,393)
Principal			(504,974)						(455,000)	(512,800)			(1,472,774)
System Work for AVEK													0
Butte payments						(492,805)						(502,348)	(995,153)
Capital leases	(460)	(37,933)	(20,929)	(17,756)	(24,103)	(3,720)	(34,592)	(23,643)	(20,470)	(17,296)	(23,644)	(17,296)	(241,842)
Legal adjudication fees													0
Total Cash Ending Balance	12,094,245	12,669,343	10,569,481	12,638,008	13,351,585	13,193,464	13,000,265	13,412,680	12,005,534	11,394,805	11,309,397	12,988,830	(10,776,369)
											Budget	10,756,000	(726,901)
											diff	2,232,830	

Budget 2015													
02/03/15	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	
	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Water Sales	1,665,618	1,645,828	1,701,805	1,717,591	1,933,175	2,100,833	2,336,905	2,377,838	2,191,667	2,101,684	1,823,591	1,806,466	23,403,002
	1,665,618	1,645,828	1,701,805	1,717,591	1,933,175	2,100,833	2,336,905	2,377,838	2,191,667	2,101,684	1,823,591	1,806,466	
`													
Beginning Balance	12,988,831	12,451,383	12,840,573	10,340,457	11,425,484	11,927,806	11,692,104	11,060,650	11,565,567	9,487,298	9,394,552	9,198,597	
Water Receipts	1,955,377	1,805,677	1,780,736	1,691,040	1,777,997	2,046,064	2,312,079	2,377,838	2,191,667	2,101,684	1,823,591	1,806,466	23,670,217
Other							0					0	0
Total Operating Revenue	1,955,377	1,805,677	1,780,736	1,691,040	1,777,997	2,046,064	2,312,079	2,377,838	2,191,667	2,101,684	1,823,591	1,806,466	
Operating Expenses:													
Total Operating Expenses excl GAC	1,941,325	1,336,683	1,620,620	1,268,042	1,457,882	1,415,451	2,043,912	1,725,160	1,626,092	1,790,975	1,788,698	1,539,261	19,554,101
													3,848,901
Non-Operating Revenue Expensess:													
Assessments, net	658,043	301,052	8,169	2,023,311	743,899	7,993	82,865	175,695	0	0	147,607	2,901,368	7,050,001
Special Avek CIF Payment													0
Interest	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	48,000
Mkt adj	800	800	800	800	800	800	800	800	800	800	800	800	9,600
Grant Re-imbursement			485,000										485,000
Capital Improvement Fees		150,000				0	50,000						200,000
													0
DWR Refund/(payment)													0
Other /Palmdale Redevel Agncy	15,000	45,000	15,000	15,000	265,000	15,000	15,000	15,000	15,000	15,000	15,000	185,000	630,000
Total Non-Operating Revenues	677,843	500,852	512,969	2,043,111	1,013,699	27,793	152,665	195,495	19,800	19,800	167,407	3,091,168	8,422,601
Capital Expenditures	(474,803)	(355,335)	(945,000)	(875,939)	(620,000)	(203,000)	(187,000)	(140,000)	(135,000)	(35,000)	(10,000)	(10,000)	(3,991,077)
GAC			(300,000)	(300,000)			(40,000)			(185,000)	(185,000)	(185,000)	(1,195,000)
SWP Capitalized	(754,079)	(187,388)	(213,715)	(187,388)	(187,388)	(187,388)	(754,074)	(187,388)	(219,319)	(187,388)	(187,387)	(187,387)	(3,440,289)
Prepaid Insurance (paid) refunded			(67,580)				(36,620)		(197,480)				(301,680)
Bond Payments Interest			(1,105,798)						(1,097,735)				(2,203,533)
Principal			(520,179)						(998,242)				(1,518,421)
System Work for AVEK													0
Butte payments						(500,000)						(500,000)	(1,000,000)
Capital leases	(460)	(37,933)	(20,929)	(17,756)	(24,103)	(3,720)	(34,592)	(15,868)	(15,868)	(15,868)	(15,868)	(15,868)	(218,833)
Legal adjudication fees													0
Total Cash Ending Balance	12,451,383	12,840,573	10,340,457	11,425,484	11,927,806	11,692,104	11,060,650	11,565,567	9,487,298	9,394,552	9,198,597	11,658,715	(13,868,833)
											Budget	11,500,000	(1,597,331)
											diff	158,715	

PALMDALE WATER DISTRICT

BOARD MEMORANDUM

DATE:	February 4, 2015	**February 11, 2015**
TO:	BOARD OF DIRECTORS	**Board Meeting**
FROM:	Michael Williams, Finance Manager/CFO	
VIA:	Mr. Dennis LaMoreaux, General Manager	
RE:	***AGENDA ITEM 7.2 – STATUS REPORT ON FINANCIAL STATEMENTS, REVENUE, AND EXPENSE AND DEPARTMENTAL BUDGET REPORTS FOR DECEMBER 31, 2014***	

Discussion:

Presented here are Balance Sheet and Profit/Loss Statement for the period ending December 31, 2014. 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 December, 2014.

This is the twelfth and final month of the District's Budget Year 2014. The target percentage is 100%. Revenues ideally are at or above, and expenditures ideally are below.

Balance Sheet:

- Page 1 is our balance sheet on December 31, 2014.
- The significant change is the increase in current assets of approximately $1.45MM due primarily to the receipt of assessments.
- Another significant change is the recognition of the assessment receivable and increase of approximately $4MM.
- The overall increase in total assets of approximately $5.3MM.

Profit/Loss Statement:

- Page 3 is our profit/loss statement on December 31, 2014.
- Operating revenue is at 95% of budget.
- Water Sales are at 91.5% of budget. This is due to our call for reduced consumption due to drought conditions.
- Cash operating expense is at 96% of budget.
- There are three departments ending the year over budget. We have discussed the reasoning behind those – an active Board, increased operation of wells and boosters, and meter maintenance.
- Page 3-1 is a listing of other revenues.
- Page 6 is showing the distribution of expense between labor and operations. Labor costs ended the year at only 44% as a whole with salaries making up only 30%.

Year-To-Year Comparison P&L:

- Page 7 is our comparison of December, 2013 to December, 2014.
- Total operating revenue is up $44K, or 2.5%. This is a little overstated due to two routes that should have been billed in November that were billed in December.
- Operating expenditures are up by $525K, or 32%. The increase is due to year end payments for memberships under Administration, year-end software maintenance in IT, and plant expenditures.
- Page 8 is a graphic presentation of the water consumption comparison. Units billed in acre feet were down by 50, or 5%. Total revenue per unit sold is up $0.28, or 7%, total revenue per connection is up $1.11, or 2%, and units billed per connection is down .9, or 5%.

Revenue Analysis Year-To-Date:

- Page 9 is our comparison of revenue, year-to-date.
- Operating revenue through December, 2014 is down $960K, or 4%.
- Retail water sales from all areas are down by $641K from last year. That's shown by the combined green highlighted area. Water sales alone are down $742K YTD.
- Total revenue is up $44K due to no year-end adjustments in non-operating revenues.
- Operating revenue through the 2014 year is at 95% of budget; last year we finished the year at 106% of budget.

Expense Analysis Year-To-Date:

- Page 11 is our comparison of expense, year-to-date.
- Cash Operating Expenses through December, 2014 are up by $3.5MM, or 15%, compared to 2013 due to plant expenditures, the Wood settlement payment under Administration, and total operating budget increase of $3MM in 2014.
- Total Expenses are up $3.7MM, or 12%, for the same reasons.

Departments:

- Pages 14 through 22 are detailed individual departmental budgets for your review. Nothing out of the ordinary or significant to cover.

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.

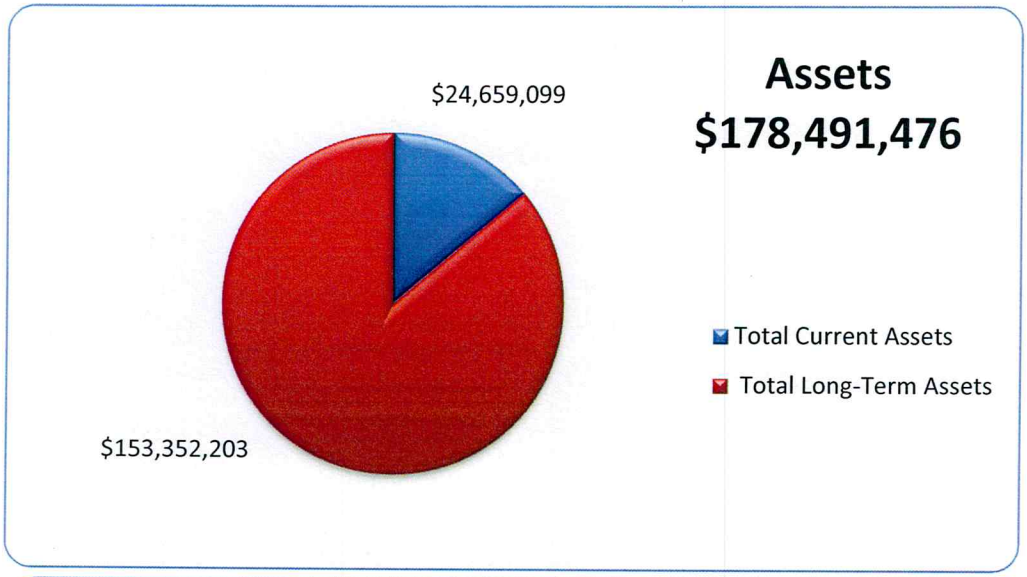
Service Cost Construction: The value of material, parts & supplies from inventory used to construct, repair and maintain our asset infrastructure.

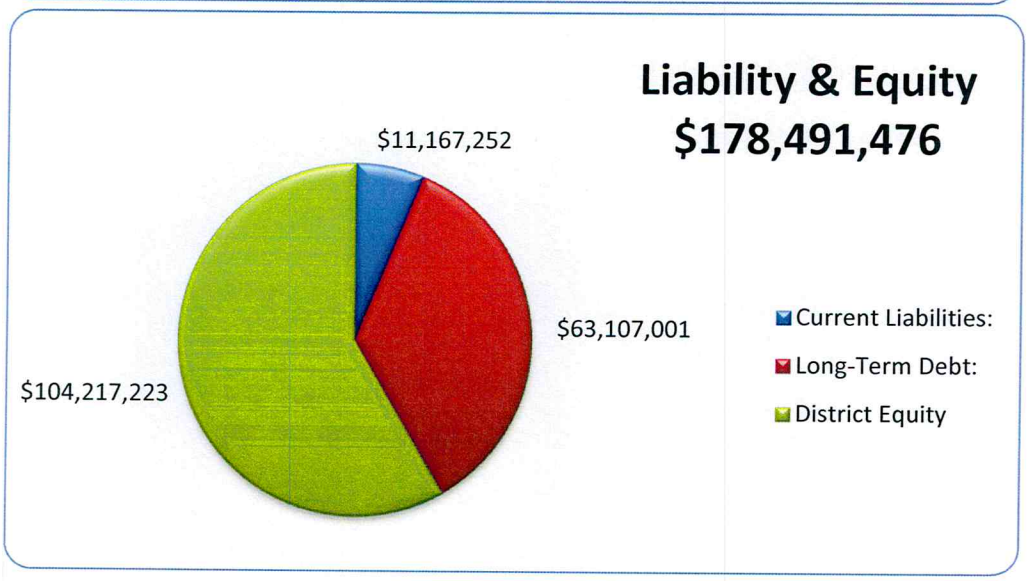
Capitalized Construction: The value of our labor force used to construct our asset infrastructure.

Palmdale Water District
Balance Sheet Report
For the Twelve Months Ending 12/31/2014

	December 2014	November 2014
ASSETS		
Current Assets:		
Cash and Cash Equivalents	$ 293,728	$ 586,517
Investments	12,214,828	10,242,674
2013A Bonds - Project Funds	4,410,779	4,640,299
	$ 16,919,336	$ 15,469,490
Receivables:		
Accounts Receivables - Water Sales	$ 1,664,433	$ 1,851,995
Accounts Receivables - Miscellaneous	28,888	31,867
Allowance for Uncollected Accounts	(214,349)	(214,349)
	$ 1,478,971	$ 1,669,513
Interest Receivable	$ -	$ -
Assessments Receivables	5,041,581	1,176,110
Meters, Materials and Supplies	794,528	805,797
Prepaid Expenses	424,683	211,507
Total Current Assets	**$ 24,659,099**	**$ 19,332,417**
Long-Term Assets:		
Property, Plant, and Equipment, net	$ 112,943,431	$ 113,289,721
Participation Rights in State Water Project, net	40,178,885	39,766,422
2013A Bonds - Insurance & Surity Bond	229,887	230,553
	$ 153,352,203	**$ 153,286,696**
Restricted Cash:		
Rate Stabilization Fund	480,174	480,206
Total Long-Term Assets & Restricted Cash	**$ 153,832,377**	**$ 153,766,902**
Total Assets	**$ 178,491,476**	**$ 173,099,319**
LIABILITIES AND DISTRICT EQUITY		
Current Liabilities:		
Current Interest Installment of Long-term Debt	$ 550,550	$ 367,034
Current Principal Installment of Long-term Debt	1,664,959	640,198
Accounts Payable and Accrued Expenses	5,601,742	5,812,259
Deferred Assessments	3,350,000	(515,471)
Total Current Liabilities	**$ 11,167,252**	**$ 6,304,020**
Long-Term Debt:		
Pension-Related Debt	$ 1,084,487	$ 1,084,487
OPEB Liability	9,270,535	9,120,158
2013A Water Revenue Bonds	43,461,473	43,463,724
2012 - Certificates of Participation	9,058,761	10,069,738
2011 - Capital Lease Payable	231,745	253,178
Total Long-Term Liabilities	**$ 63,107,001**	**$ 63,991,285**
Total Liabilities	**$ 74,274,253**	**$ 70,295,305**
District Equity		
Revenue from Operations	$ (4,454,946)	$ (5,868,155)
Retained Earnings	108,672,169	108,672,169
Total Liabilities and District Equity	**$ 178,491,476**	**$ 173,099,319**

BALANCE SHEET AS OF DECEMBER 31, 2014





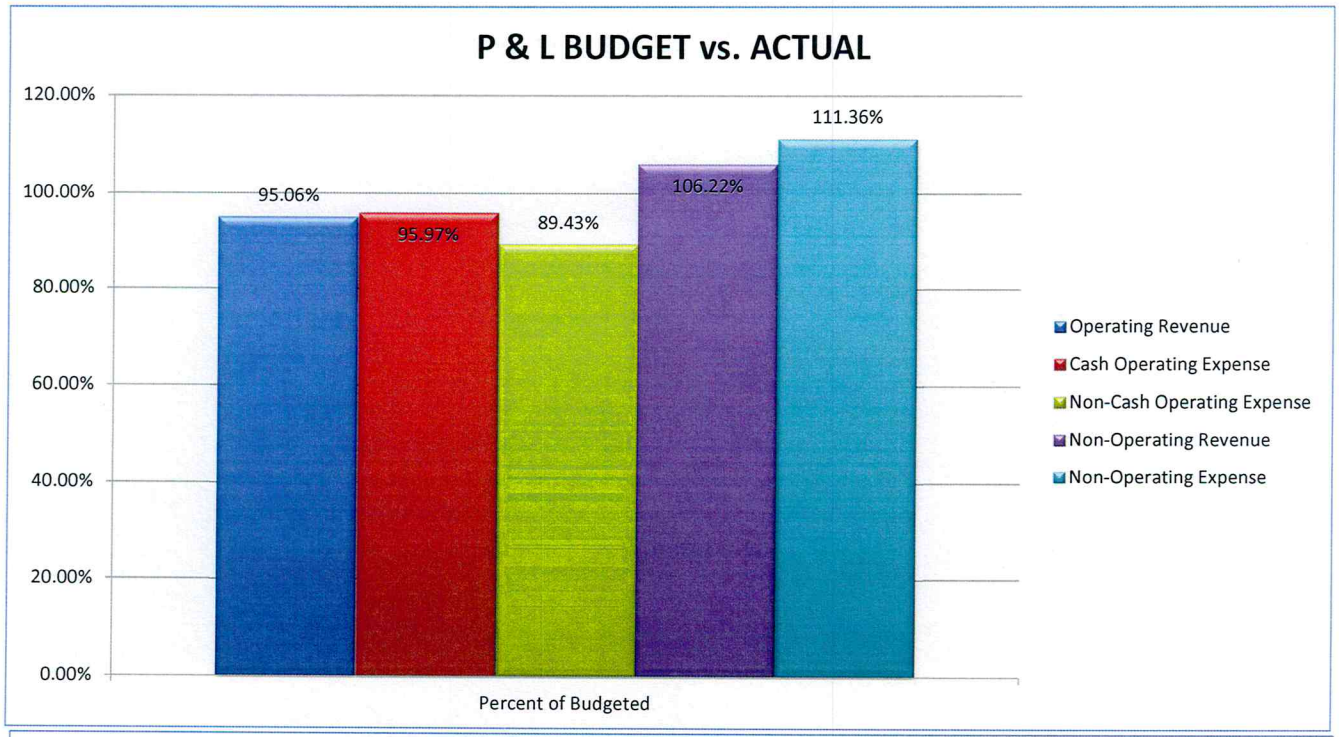
Palmdale Water District

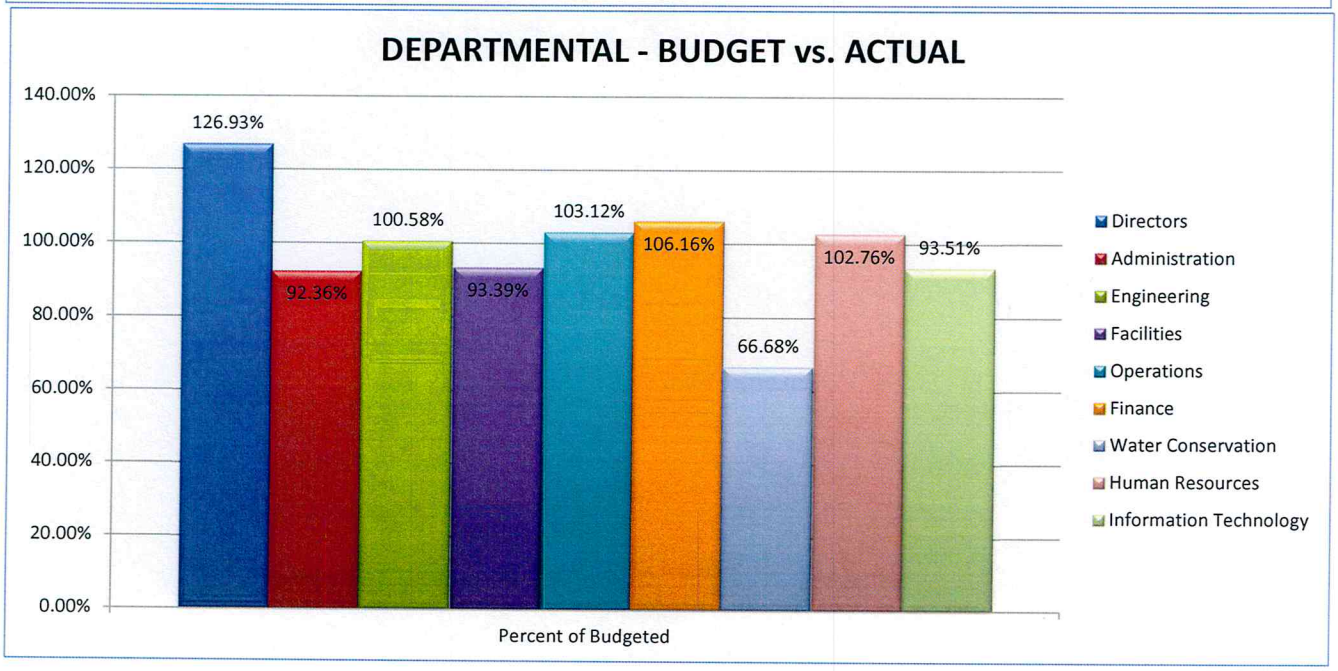
Consolidated Profit and Loss Statement
For the Twelve Months Ending 12/31/2014

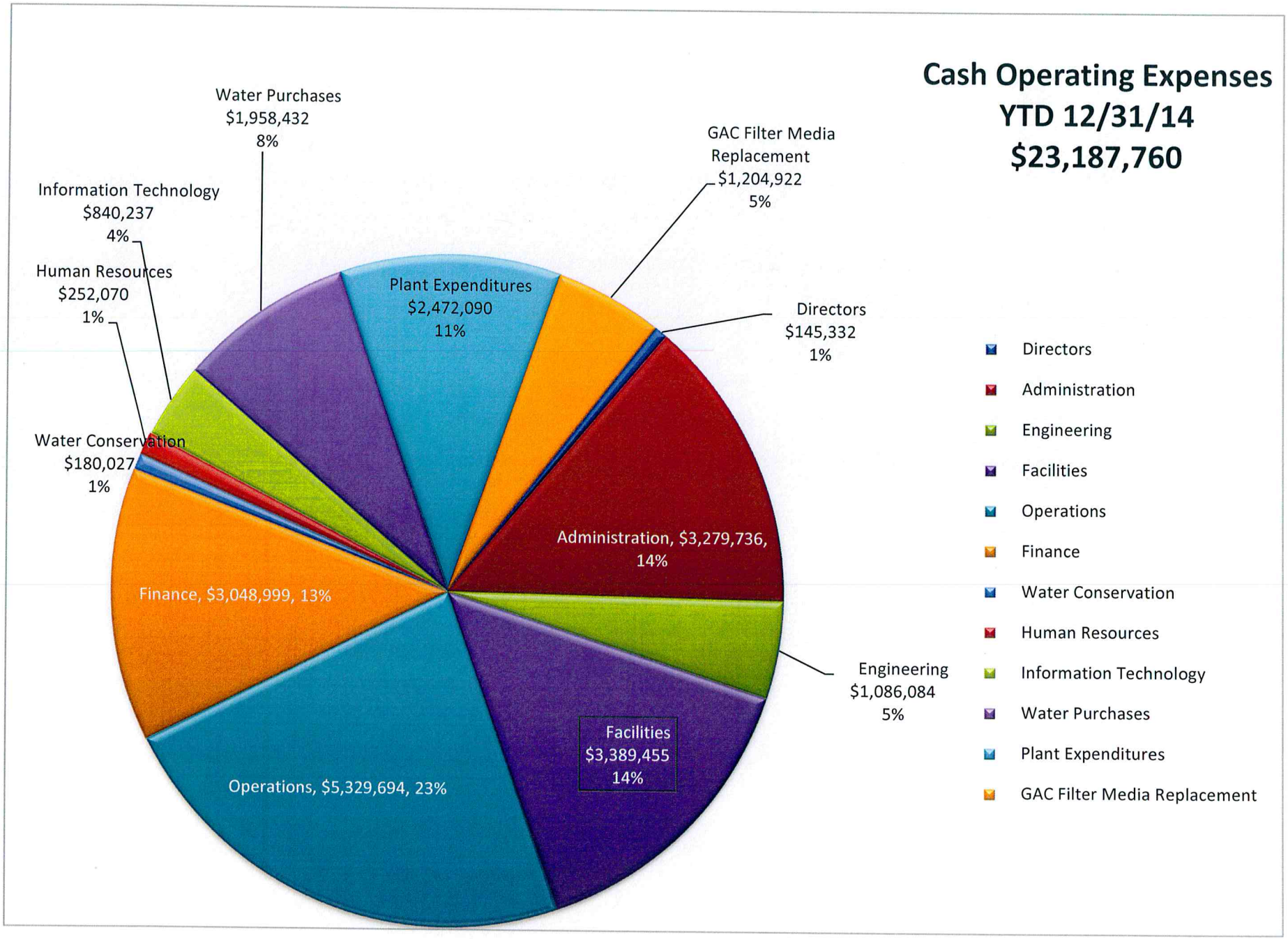
	Thru November	December	Year-to-Date	Adjustments	Adjusted Budget	% of Budget
Operating Revenue:						
Wholesale Water	$ 194,252	$ 24,375	$ 218,627		$ 225,000	97.17%
Water Sales	7,730,267	553,176	8,283,444		9,053,000	91.50%
Meter Fees	10,330,844	990,999	11,321,843		11,255,000	100.59%
Water Quality Fees	1,471,115	93,684	1,564,800		1,638,000	95.53%
Elevation Fees	449,192	28,462	477,654		525,000	90.98%
Other	1,217,445	107,546	1,324,991		1,700,000	77.94%
Total Operating Revenue	**$ 21,393,116**	**$ 1,798,242**	**$ 23,191,359**	**$ -**	**$ 24,396,000**	**95.06%**
Cash Operating Expenses:						
Directors	$ 128,706	$ 16,626	$ 145,332		$ 114,500	126.93%
Administration*(+)++	2,963,837	315,899	3,279,736	61,000	3,551,000	92.36%
Engineering	961,864	124,220	1,086,084		1,079,800	100.58%
Facilities*(+)++	2,990,886	398,569	3,389,455	220,690	3,629,190	93.39%
Operations*(+)++	4,993,384	336,310	5,329,694	(284,990)	5,168,510	103.12%
Finance	2,743,700	305,298	3,048,999	(96,700)	2,872,050	106.16%
Water Conservation	151,008	29,020	180,027		270,000	66.68%
Human Resources*	220,187	31,883	252,070	30,000	245,300	102.76%
Information Technology*	705,540	134,697	840,237	70,000	898,600	93.51%
Water Purchases	2,351,592	34,359	2,385,951		2,400,000	99.41%
Water Purchases-Prior Year OAP	683	-	683		250,000	0.27%
Water Recovery	(427,519)	-	(427,519)		(100,000)	427.52%
Plant Expenditures	2,067,158	404,932	2,472,090		2,143,500	115.33%
GAC Filter Media Replacement	1,204,922	-	1,204,922		1,638,000	73.56%
Total Cash Operating Expenses	**$ 21,055,947**	**$ 2,131,813**	**$ 23,187,760**	**$ -**	**$ 24,160,450**	**95.97%**
Non-Cash Operating Expenses:						
Depreciation	$ 6,599,024	$ 567,949	$ 7,166,973		$ 7,350,000	97.51%
OPEB Accrual Expense	1,835,624	166,875	2,002,499		2,000,000	100.12%
Bad Debts	30,665	79	30,744		100,000	30.74%
Service Costs Construction	(76,951)	(22,230)	(99,180)		125,000	-79.34%
Capitalized Construction	(1,361,489)	(71,173)	(1,432,662)		(1,000,000)	143.27%
Total Non-Cash Operating Expenses	**$ 7,026,874**	**$ 641,500**	**$ 7,668,374**	**$ -**	**$ 8,575,000**	**89.43%**
Net Operating Profit/(Loss)	**$ (6,689,704)**	**$ (975,071)**	**$ (7,664,775)**	**$ -**	**$ (8,339,450)**	**91.91%**
Non-Operating Revenues:						
Assessments (Debt Service)	$ 3,014,213	$ 2,177,951	$ 5,192,164		$ 4,400,000	118.00%
Assessments (1%)	1,249,382	797,238	2,046,620		1,800,000	113.70%
DWR Fixed Charge Recovery	221,578	-	221,578		100,000	221.58%
Interest	51,059	(598)	50,462		25,000	201.85%
Capital Improvement Fees	13,259	288	13,547		150,000	9.03%
State Grants	-	-	-		485,000	0.00%
Other	222,942	(157,848)	65,095		185,000	35.19%
Total Non-Operating Revenues	**$ 4,772,433**	**$ 2,817,032**	**$ 7,589,465**	**$ -**	**$ 7,145,000**	**106.22%**
Non-Operating Expenses:						
Interest on Long-Term Debt	$ 2,124,533	$ 190,151	$ 2,314,684		$ 2,111,000	109.65%
Amortization of SWP	1,726,661	208,024	1,934,685		1,679,000	115.23%
Water Conservation Programs	124,722	5,545	130,267		143,000	91.10%
Total Non-Operating Expenses	**$ 3,975,916**	**$ 403,721**	**$ 4,379,637**	**$ -**	**$ 3,933,000**	**111.36%**
Net Earnings	**$ (5,893,187)**	**$ 1,438,240**	**$ (4,454,946)**	**$ -**	**$ (5,127,450)**	**86.88%**

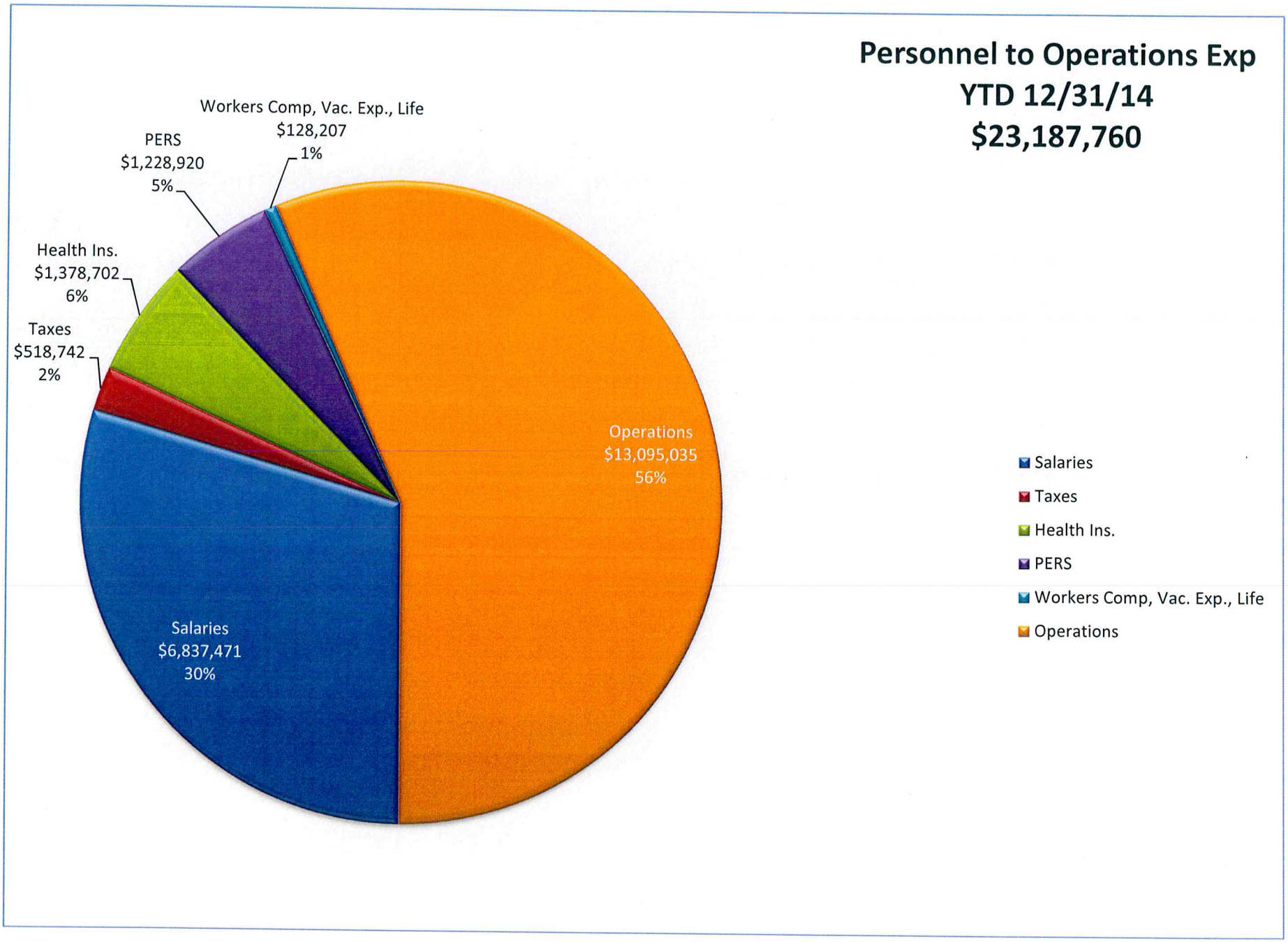
* Budget adjustments by General Manager per Appendix A
\+ Amended by Board 10/27/14
++ Amended by Board 08/13/14

OTHER OPERATING REVENUE	
Account Setup Charge($25)	$1,900.00
Account Setup Charge/CC ($35)	$2,345.00
After Hours Service Call	$160.00
Construction Meter Install($250)	$250.00
DNU-SPF(20)	$220.00
Door Tag Fee($20)	$49,740.00
Lock Broken or Missing($15)	$60.00
Pulled Meter Service Charge($60)	$120.00
Shut-Off Charge($30)	$3,600.00
Standard Trip Charge($15)	$180.00
Late Fees	$44,174.50
NSF Fee	$650.00
	$103,399.50


P & L BUDGET vs. ACTUAL
120.00%
100.00%
80.00%
60.00%
40.00%
20.00%
0.00%
95.06%
95.97%
89.43%
106.22%
111.36%
Operating Revenue
Cash Operating Expense
Non-Cash Operating Expense
Non-Operating Revenue
Non-Operating Expense
Percent of Budgeted


DEPARTMENTAL - BUDGET vs. ACTUAL
140.00%
120.00%
100.00%
80.00%
60.00%
40.00%
20.00%
0.00%
126.93%
92.36%
100.58%
93.39%
103.12%
106.16%
66.68%
102.76%
93.51%
Directors
Administration
Engineering
Facilities
Operations
Finance
Water Conservation
Human Resources
Information Technology
Percent of Budgeted


Cash Operating Expenses
YTD 12/31/14
$23,187,760
Water Purchases
$1,958,432
8%
Information Technology
$840,237
4%
Human Resources
$252,070
1%
Water Conservation
$180,027
1%
Plant Expenditures
$2,472,090
11%
GAC Filter Media
Replacement
$1,204,922
5%
Directors
$145,332
1%
Administration, $3,279,736,
14%
Engineering
$1,086,084
5%
Facilities
$3,389,455
14%
Operations, $5,329,694, 23%
Finance, $3,048,999, 13%
Directors
Administration
Engineering
Facilities
Operations
Finance
Water Conservation
Human Resources
Information Technology
Water Purchases
Plant Expenditures
GAC Filter Media Replacement


Personnel to Operations Exp
YTD 12/31/14
$23,187,760
Workers Comp, Vac. Exp., Life
$128,207
1%
PERS
$1,228,920
5%
Health Ins.
$1,378,702
6%
Taxes
$518,742
2%
Operations
$13,095,035
56%
Salaries
$6,837,471
30%
Salaries
Taxes
Health Ins.
PERS
Workers Comp, Vac. Exp., Life
Operations

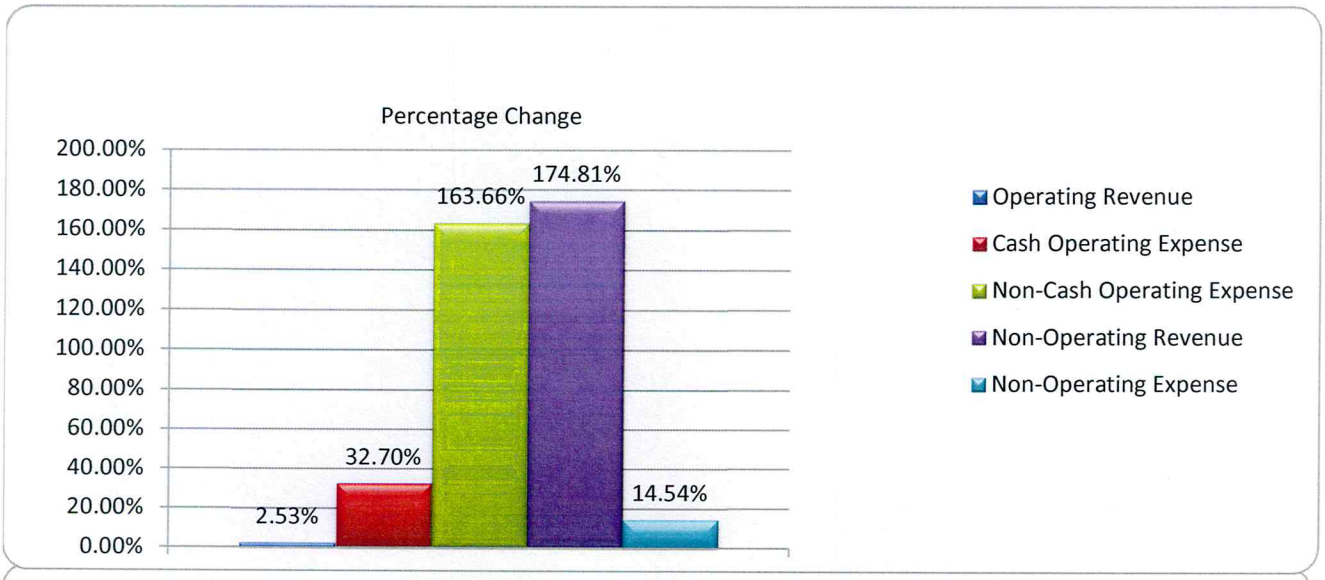
Palmdale Water District
Profit and Loss Statement
Year-To-Year Comparison - December

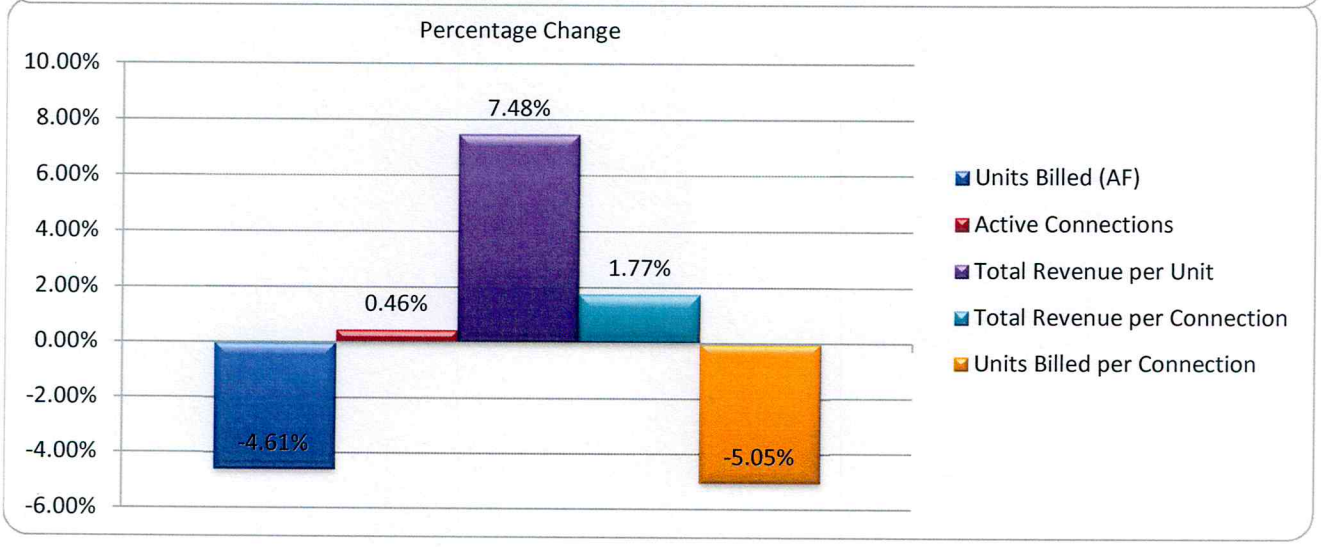
	2013 December	2014 December	Change	% Change
Operating Revenue:				
Wholesale Water	$ 27,079	$ 24,375	$ (2,705)	-9.99%
Water Sales	577,195	553,176	(24,019)	-4.16%
Meter Fees	924,722	990,999	66,277	7.17%
Water Quality Fees	94,290	93,684	(605)	-0.64%
Elevation Fees	30,280	28,462	(1,818)	-6.00%
Other	100,361	107,546	7,185	7.16%
Total Operating Revenue	**$ 1,753,927**	**$ 1,798,242**	**$ 44,315**	**2.53%**
Cash Operating Expenses:				
Directors	$ 11,484	$ 16,626	$ 5,142	44.77%
Administration	199,818	315,899	116,080	58.09%
Engineering	124,938	124,220	(718)	-0.57%
Facilities	257,388	398,569	141,181	54.85%
Operations	467,360	336,310	(131,050)	-28.04%
Finance	288,131	305,298	17,168	5.96%
Water Conservation	26,789	29,020	2,231	8.33%
Human Resources	22,644	31,883	9,239	40.80%
Information Technology	64,787	134,697	69,910	107.91%
Water Purchases	99,869	34,359	(65,510)	-65.60%
Water Purchases-Prior Year OAP	-	-	-	
Water Recovery	-	-	-	
Plant Expenditures	43,304	404,932	361,627	835.08%
GAC Filter Media Replacement	-	-	-	
Total Cash Operating Expenses	**$ 1,606,513**	**$ 2,131,813**	**$ 525,301**	**32.70%**
Non-Cash Operating Expenses:				
Depreciation	$ 554,382	$ 567,949	$ 13,567	2.45%
OPEB Accrual Expense	(157,698)	166,875	324,572	-205.82%
Bad Debts	(31,569)	79	31,648	-100.25%
Service Costs Construction	(1,623)	(22,230)	(20,607)	1270.09%
Capitalized Construction	(120,186)	(71,173)	49,013	-40.78%
Total Non-Cash Operating Expenses	**$ 243,307**	**$ 641,500**	**$ 398,193**	**163.66%**
Net Operating Profit/(Loss)	**$ (95,893)**	**$ (975,071)**	**$ (879,178)**	**916.84%**
Non-Operating Revenues:				
Assessments (Debt Service)	$ 1,584,674	$ 2,177,951	$ 593,277	37.44%
Assessments (1%)	606,561	797,238	190,677	31.44%
DWR Fixed Charge Recovery	-	-	-	
Interest	(4,445)	(598)	3,848	-86.56%
Capital Improvement Fees	242,583	288	(242,295)	-99.88%
State Grants	-	-	-	
Other	(1,404,287)	(157,848)	1,246,439	-88.76%
Total Non-Operating Revenues	**$ 1,025,085**	**$ 2,817,032**	**$ 1,791,947**	174.81%
Non-Operating Expenses:				
Interest on Long-Term Debt	$ 189,375	$ 190,151	$ 776	0.41%
Amortization of SWP	161,111	208,024	46,913	29.12%
Water Conservation Programs	1,986	5,545	3,559	179.20%
Total Non-Operating Expenses	**$ 352,472**	**$ 403,721**	**$ 51,249**	14.54%
Net Earnings	**$ 576,721**	**$ 1,438,240**	**$ 861,519**	**149.38%**

Consumption Comparison

	2013	2014
Units Billed	472,300	450,523
Active	26,345	26,467
Vacant	1,008	906
Rev/unit	$ 3.71	$ 3.99
Rev/con	$ 62.77	$ 63.88
Unit/con	17.93	17.02

YEAR-TO-YEAR COMPARISON
December '13 -To - December '14





	2013	2014	Change	
Units Billed (AF)	1,084	1,034	-50	-4.61%
Active Connections	26,345	26,467	122	0.46%
Non-Active	1,008	906	-102	-10.12%
Total Revenue per Unit	$3.71	$3.99	$0.28	7.48%
Total Revenue per Connection	$62.77	$63.88	$1.11	1.77%
Units Billed per Connection	17.93	17.02	-0.91	-5.05%

Palmdale Water District
Revenue Analysis
For the Twelve Months Ending 12/31/2014

2014

	Thru November	December	Year-to-Date	Adjusted Budget	% of Budget
Operating Revenue:					
Wholesale Water	$ 194,252	$ 24,375	$ 218,627	$ 225,000	97.17%
Water Sales	7,730,267	553,176	8,283,444	9,053,000	91.50%
Meter Fees	10,330,844	990,999	11,321,843	11,255,000	100.59%
Water Quality Fees	1,471,115	93,684	1,564,800	1,638,000	95.53%
Elevation Fees	449,192	28,462	477,654	525,000	90.98%
Other	1,217,445	107,546	1,324,991	1,700,000	77.94%
Total Operating Revenue	**$ 21,393,116**	**$ 1,798,242**	**$ 23,191,359**	**$ 24,396,000**	**95.06%**
Non-Operating Revenues:					
Assessments (Debt Service)	$ 3,014,213	$ 2,177,951	$ 5,192,164	$ 4,400,000	118.00%
Assessments (1%)	1,249,382	797,238	2,046,620	1,800,000	113.70%
DWR Fixed Charge Recovery	221,578	-	221,578	100,000	221.58%
Interest	51,059	(598)	50,462	25,000	201.85%
Capital Improvement Fees	13,259	288	13,547	150,000	9.03%
State Grants	-	-	-	485,000	0.00%
Other	222,942	(157,848)	65,095	185,000	35.19%
Total Non-Operating Revenues	**$ 4,772,433**	**$ 2,817,032**	**$ 7,589,465**	**$ 7,145,000**	**106.22%**
Total Revenue	**$ 26,165,550**	**$ 4,615,274**	**$ 30,780,824**	**$ 31,541,000**	**97.59%**

2013

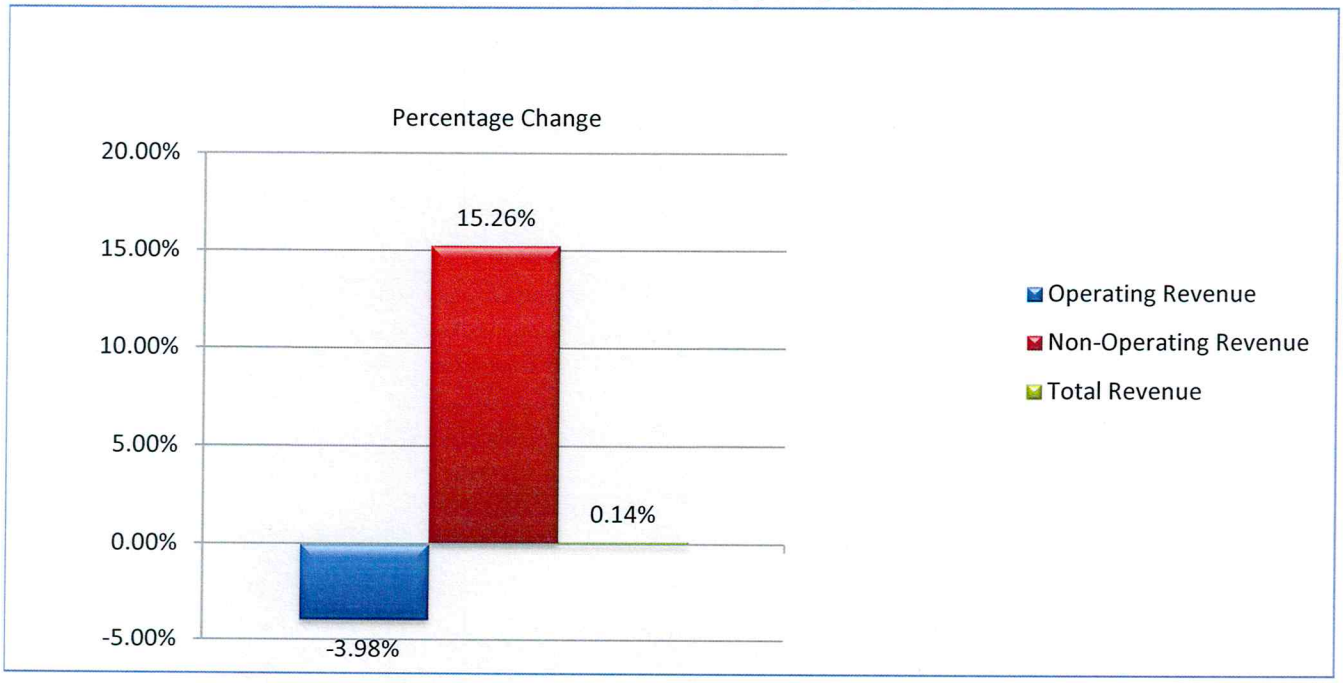
	Thru November	December	Year-to-Date	Adjusted Budget	% of Budget
Operating Revenue:					
Wholesale Water	$ 165,237	$ 27,079	$ 192,316	$ 175,000	109.89%
Water Sales	8,448,298	577,195	9,025,493	8,198,000	110.09%
Meter Fees	10,134,979	924,722	11,059,700	11,232,000	98.47%
Water Quality Fees	1,556,261	94,290	1,650,551	1,638,000	100.77%
Elevation Fees	523,351	30,280	553,631	550,000	100.66%
Other	1,570,010	100,361	1,670,371	1,250,000	133.63%
Total Operating Revenue	**$ 22,232,900**	**$ 1,753,927**	**$ 24,152,063**	**$ 22,868,000**	**105.62%**
Non-Operating Revenues:					
Assessments (Debt Service)	$ 3,315,083	$ 1,584,674	$ 4,899,758	$ 4,300,000	113.95%
Assessments (1%)	1,810,369	606,561	2,416,930	3,916,930	61.70%
DWR Fixed Charge Recovery	233,833	-	233,833	100,000	233.83%
Interest	(342)	(4,445)	(4,787)	25,000	-19.15%
Capital Improvement Fees	2,366	242,583	244,949	150,000	163.30%
State Grants	-	-	-	485,000	0.00%
Other	198,178	(1,404,287)	(1,206,109)	150,000	-804.07%
Total Non-Operating Revenues	**$ 5,559,488**	**$ 1,025,085**	**$ 6,584,573**	**$ 9,126,930**	**72.14%**
Total Revenue	**$ 27,792,387**	**$ 2,779,012**	**$ 30,736,636**	**$ 31,994,930**	**96.07%**

2013 to 2014 Comparison

	Thru November	December	Year-to-Date	% Change
Wholesale Water	$ 194,252	(2,705)	26,311	13.68%
Water Sales	(718,031)	(24,019)	(742,049)	-8.22%
Meter Fees	195,866	66,277	262,143	2.37%
Water Quality Fees	(85,146)	(605)	(85,751)	-5.20%
Elevation Fees	(74,159)	(1,818)	(75,977)	-13.72%
Other	(352,565)	7,185	(345,381)	-20.68%
$	**(839,783)**	**$ 44,315**	**$ (960,705)**	**-3.98%**
Assessments (Debt Service)	$ (300,870)	$ 593,277	$ 292,406	5.97%
Assessments (1%)	(560,987)	190,677	(370,310)	-15.32%
DWR Fixed Charge Recovery	(12,255)	-	(12,255)	-5.24%
Interest	51,401	3,848	55,249	
Capital Improvement Fees	10,892	(242,295)	(231,402)	-94.47%
State Grants	-	-	-	
Other	24,765	1,246,439	1,271,204	-105.40%
$	**(787,054)**	**$ 1,791,947**	**$ 1,004,892**	**15.26%**
$	**(1,626,838)**	**$ 1,836,262**	**$ 44,187**	**0.14%**

REVENUE COMPARISON YEAR-TO-DATE

December '13-To-December '14



Palmdale Water District
Operating Expense Analysis
For the Twelve Months Ending 12/31/2014

	2014					2013 to 2014 Comparison			
	Thru November	December	Year-to-Date	Adjusted Budget	% of Budget	Thru November	December	Year-to-Date	% Change
Cash Operating Expenses:									
Directors	$ 128,706	$ 16,626	$ 145,332	$ 114,500	126.93%	$ 37,784	$ 5,142	$ 42,926	41.92%
Administration	2,963,837	315,899	3,279,736	3,551,000	92.36%	968,353	116,080	1,084,433	49.40%
Engineering	961,864	124,220	1,086,084	1,079,800	100.58%	(178,574)	(718)	(179,292)	-14.17%
Facilities	2,990,886	398,569	3,389,455	3,629,190	93.39%	321,796	141,181	462,976	15.82%
Operations	4,993,384	336,310	5,329,694	5,168,510	103.12%	229,901	(131,050)	98,851	1.89%
Finance	2,743,700	305,298	3,048,999	2,872,050	106.16%	123,932	17,168	141,100	4.85%
Water Conservation	151,008	29,020	180,027	270,000	66.68%	(59,914)	2,231	(57,683)	-24.27%
Human Resources	220,187	31,883	252,070	245,300	102.76%	43,158	9,239	52,397	26.24%
Information Technology	705,540	134,697	840,237	898,600	93.51%	705,540	69,910	201,284	31.50%
Water Purchases	2,351,592	34,359	2,385,951	2,400,000	99.41%	204,214	(65,510)	138,704	6.17%
Water Purchases-Prior Year OAP	683	-	683	250,000	0.27%	(435,802)	-	(435,802)	-99.84%
Water Recovery	(427,519)	-	(427,519)	(100,000)	427.52%	184,044	-	184,044	-30.09%
Plant Expenditures	2,067,158	404,932	2,472,090	2,143,500	115.33%	1,384,328	361,627	1,745,955	240.45%
GAC Filter Media Replacement	1,204,922	-	1,204,922	1,638,000	73.56%	71,746	-	71,746	6.33%
Total Cash Operating Expenses	**$ 21,055,947**	**$ 2,131,813**	**$ 23,187,760**	**$ 24,160,450**	**95.97%**	**$ 3,600,505**	**$ 525,301**	**$ 3,551,639**	**15.32%**
Non-Cash Operating Expenses:									
Depreciation	$ 6,599,024	$ 567,949	$ 7,166,973	$ 7,350,000	97.51%	$ (329,630)	$ 13,567	$ (316,063)	-4.22%
OPEB Accrual Expense	1,835,624	166,875	2,002,499	2,000,000	100.12%	18,175	324,572	342,747	20.65%
Bad Debts	30,665	79	30,744	100,000	30.74%	18,682	31,648	50,329	-256.97%
Service Costs Construction	(76,951)	(22,230)	(99,180)	125,000	-79.34%	(166,633)	(20,607)	(187,240)	-212.63%
Capitalized Construction	(1,361,489)	(71,173)	(1,432,662)	(1,000,000)	143.27%	(243,295)	49,013	(194,282)	15.69%
Total Non-Cash Operating Expenses	**$ 7,026,874**	**$ 641,500**	**$ 7,668,374**	**$ 8,575,000**	**89.43%**	**$ (702,702)**	**$ 398,193**	**$ (304,509)**	**-3.97%**
Non-Operating Expenses:									
Interest on Long-Term Debt	$ 2,124,533	$ 190,151	$ 2,314,684	$ 2,111,000	109.65%	$ 278,409	$ 776	$ 279,186	13.72%
Amortization of SWP	1,726,661	208,024	1,934,685	1,679,000	115.23%	150,266	46,913	197,179	11.35%
Water Conservation Programs	124,722	5,545	130,267	143,000	91.10%	11,545	3,559	15,104	0.39%
Total Non-Operating Expenses	**$ 3,975,916**	**$ 403,721**	**$ 4,379,637**	**$ 3,933,000**	**111.36%**	**$ 440,220**	**$ 51,249**	**$ 491,469**	**12.64%**
Total Expenses	**$ 32,058,736**	**$ 3,177,034**	**$ 35,235,770**	**$ 36,668,450**	**96.09%**	**$ 3,338,023**	**$ 974,743**	**$ 3,738,599**	**11.87%**

Palmdale Water District
Operating Expense Analysis
For the Twelve Months Ending 12/31/2014

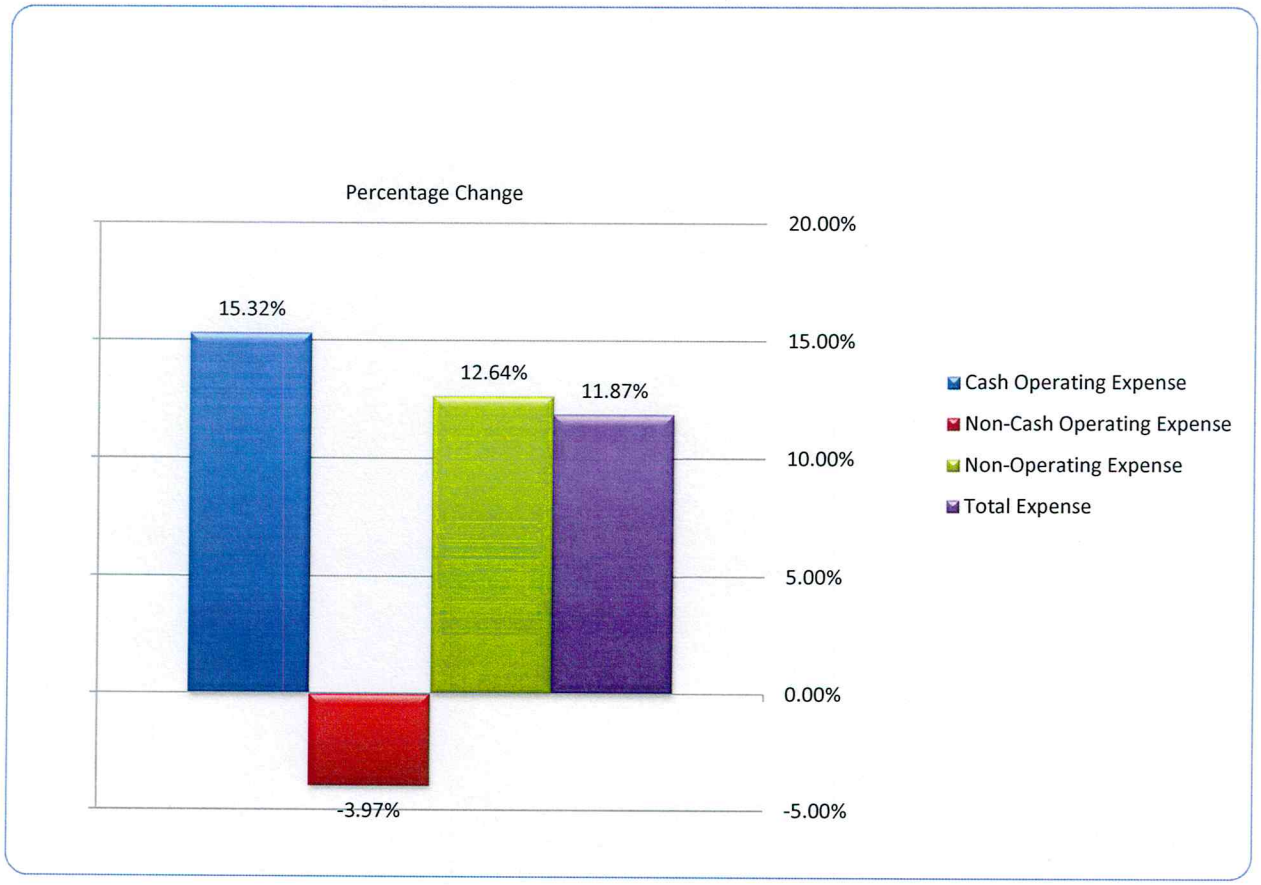
2013 to 2014 Comparison

2013

	Thru November	December	Year-to-Date	Adjusted Budget	% of Budget
Cash Operating Expenses:					
Directors	$ 90,922	$ 11,484	$ 102,406	$ 117,500	87.15%
Administration	1,995,484	199,818	2,195,303	2,602,000	84.37%
Engineering	1,140,439	124,938	1,265,376	1,215,750	104.08%
Facilities	2,669,090	257,388	2,926,478	3,298,500	88.72%
Operations	4,763,482	467,360	5,230,842	4,944,250	105.80%
Finance	2,619,768	288,131	2,907,898	2,789,000	104.26%
Water Conservation	210,922	26,789	237,710	239,750	99.15%
Human Resources	177,029	22,644	199,673	209,600	95.26%
Information Technology	574,167	64,787	638,954	728,000	87.77%
Water Purchases	2,147,378	99,869	2,247,247	2,600,000	86.43%
Water Purchases-Prior Year OAP	436,485	-	436,485	-	
Water Recovery	(611,563)	-	(611,563)	(100,000)	611.56%
Plant Expenditures	682,830	43,304	726,135	836,500	86.81%
GAC Filter Media Replacement	1,133,176	-	1,133,176	1,638,000	69.18%
Total Cash Operating Expenses	**$ 18,029,608**	**$ 1,606,513**	**$ 19,636,121**	**$ 21,118,850**	**92.98%**
Non-Cash Operating Expenses:					
Depreciation	$ 6,928,654	$ 554,382	$ 7,483,036	$ 7,250,000	103.21%
OPEB Accrual Expense	1,817,449	(157,698)	1,659,752	2,000,000	82.99%
Bad Debts	11,984	(31,569)	(19,586)	100,000	-19.59%
Service Costs Construction	89,682	(1,623)	88,060	125,000	70.45%
Capitalized Construction	(1,118,193)	(120,186)	(1,238,379)	(1,000,000)	123.84%
Total Non-Cash Operating Expenses	**$ 7,729,576**	**$ 243,307**	**$ 7,972,883**	**$ 8,475,000**	**94.08%**
Non-Operating Expenses:					
Interest on Long-Term Debt	$ 1,846,124	$ 189,375	$ 2,035,498	$ 2,111,000	96.42%
Amortization of SWP	1,576,395	161,111	1,737,506	1,679,000	103.48%
Water Conservation Programs	113,177	1,986	115,163	150,000	76.78%
Total Non-Operating Expenses	**$ 3,535,695**	**$ 352,472**	**$ 3,888,167**	**$ 3,940,000**	**98.68%**
Total Expenses	**$ 29,294,880**	**$ 2,202,291**	**$ 31,497,171**	**$ 33,533,850**	**93.93%**

EXPENSE COMPARISON YEAR-TO-DATE

December '13-To-December '14



Palmdale Water District
2014 Directors Budget
For the Twelve Months Ending Wednesday, December 31, 2014

	YTD ACTUAL 2014	ORIGINAL BUDGET 2014	ADJUSTMENTS 2014	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-01-4000-000 Directors Pay	$ 71,100	$ 45,000	$ -	$ (26,100)	158.00%
Employee Benefits					
1-01-4005-000 Payroll Taxes	5,405	5,500		95	98.27%
1-01-4010-000 Health Insurance	53,150	54,000		850	98.43%
Subtotal (Benefits)	58,555	59,500	-	850	98.41%
Total Personnel Expenses	$ 129,655	$ 104,500	$ -	$ (25,250)	124.07%
OPERATING EXPENSES:					
1-01-4050-000 Directors Travel, Seminars & Meetings	15,677	10,000		(5,677)	156.77%
Subtotal Operating Expenses	15,677	10,000	-	(5,677)	156.77%
Total O & M Expenses	$ 145,332	$ 114,500	$ -	$ (30,927)	126.93%

Palmdale Water District
2014 Administration Budget
For the Twelve Months Ending Wednesday, December 31, 2014

		YTD ACTUAL 2014	ORIGINAL BUDGET 2014	ADJUSTMENTS 2014	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:						
1-02-4000-000	Salaries++	$ 787,919	$ 656,000	$ 101,800	$ (30,119)	103.97%
1-02-4000-100	Overtime	7,992	7,500		(492)	106.57%
1-02-4000-200	On-Call	53,711	60,000		6,289	89.52%
	Subtotal (Salaries)	$ 849,623	$ 723,500	$ 101,800	$ (24,323)	102.95%
Employee Benefits						
1-02-4005-000	Payroll Taxes++	49,348	41,500	7,800	(48)	100.10%
1-02-4010-000	Health Insurance++	110,436	96,000	14,400	(36)	100.03%
1-02-4015-000	PERS++	148,467	132,500	17,000	1,033	99.31%
1-02-4020-000	Worker's Compensation	118,517	125,000		6,483	94.81%
1-02-4025-000	Vacation Benefit Expense	1,748	35,000		33,252	4.99%
1-02-4030-000	Life Insurance	7,943	7,500		(443)	105.90%
	Subtotal (Benefits)	$ 436,458	$ 437,500	$ 39,200	$ 40,242	91.56%
	Total Personnel Expenses	$ 1,286,080	$ 1,161,000	$ 141,000	$ 15,920	98.78%
OPERATING EXPENSES:						
1-02-4050-000	Staff Travel	$ 11,286	$ 8,000		$ (3,286)	141.07%
1-02-4050-100	General Manager Travel	7,808	5,000		(2,808)	156.15%
1-02-4060-000	Staff Conferences & Seminars	3,670	3,000		(670)	122.32%
1-02-4060-100	General Manager Conferences & Seminars	3,460	4,500		1,040	76.89%
1-02-4070-000	Employee Expense*	-	40,000	(40,000)	-	
1-02-4080-000	Other Operating	18,355	20,000		1,645	91.78%
1-02-4110-000	Consultants+	121,710	200,000	(40,000)	38,290	76.07%
1-02-4125-000	Insurance	275,100	300,000		24,900	91.70%
1-02-4130-000	Bank Charges	136,637	130,000		(6,637)	105.11%
1-02-4135-000	Groundwater Adjudication	228,195	400,000		171,805	57.05%
1-02-4135-000	Groundwater Adjudication - Woods Class	601,670	590,500		(11,170)	101.89%
1-02-4140-000	Legal Services	172,593	200,000		27,407	86.30%
1-02-4150-000	Accounting Services	25,285	25,000		(285)	101.14%
1-02-4155-000	Contracted Services	27,687	29,000		1,313	95.47%
1-02-4165-000	Memberships/Subscriptions	222,955	210,000		(12,955)	106.17%
1-02-4175-000	Permits	9,061	15,000		5,939	60.40%
1-02-4180-000	Postage	25,085	30,000		4,915	83.62%
1-02-4190-100	Public Relations - Publications	17,002	40,000		22,998	42.51%
1-02-4190-900	Public Relations - Other	706	1,000		294	70.60%
1-02-4200-000	Advertising	2,439	5,000		2,561	48.78%
1-02-4205-000	Office Supplies	25,888	18,000		(7,888)	143.82%
1-02-4215-200	Natural Gas - Office Building	3,954	5,000		1,046	79.08%
1-02-4220-200	Electricity - Office Building	53,108	50,000		(3,108)	106.22%
	Subtotal Operating Expenses	$ 1,993,655	$ 2,329,000	$ (80,000)	$ 255,345	88.65%
	Total Departmental Expenses	$ 3,279,736	$ 3,490,000	$ 61,000	$ 271,264	92.36%

* Budget adjustments by General Manager per Appendix A
\+ Amended by Board 10/27/14
++ Amended by Board 08/13/14

Palmdale Water District
2014 Engineering Budget
For the Twelve Months Ending Wednesday, December 31, 2014

	YTD ACTUAL 2014	ORIGINAL BUDGET 2014	ADJUSTMENTS 2014	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-03-4000-000 Salaries	$ 678,494	$ 668,500		$ (9,994)	101.50%
1-03-4000-100 Overtime	9,781	6,500		(3,281)	150.47%
Subtotal (Salaries)	$ 688,275	$ 675,000		$ (13,275)	101.97%
Employee Benefits					
1-03-4005-000 Payroll Taxes	54,550	51,500		(3,050)	105.92%
1-03-4010-000 Health Insurance	134,005	134,800		795	99.41%
1-03-4015-000 PERS	136,655	133,500		(3,155)	102.36%
Subtotal (Benefits)	$ 325,210	$ 319,800	$ -	$ (5,410)	101.69%
Total Personnel Expenses	$ 1,013,485	$ 994,800	$ -	$ (18,685)	101.88%
OPERATING EXPENSES:					
1-03-4050-000 Staff Travel	$ 2,881	$ 3,000		$ 119	96.03%
1-03-4060-000 Staff Conferences & Seminars	1,515	2,500		985	60.60%
1-03-4155-000 Contracted Services	52,763	61,500		8,737	85.79%
1-03-4165-000 Memberships/Subscriptions	1,889	2,000		112	94.43%
1-03-4250-000 General Materials & Supplies	2,162	2,500		338	86.47%
1-03-8100-100 Computer Software - Maint. & Support	11,391	13,500		2,109	84.37%
Subtotal Operating Expenses	$ 72,600	$ 85,000	$ -	$ 12,400	85.41%
Total Departmental Expenses	$ 1,086,084	$ 1,079,800	$ -	$ (6,284)	100.58%

Palmdale Water District
2014 Facilities Budget
For the Twelve Months Ending Wednesday, December 31, 2014

		YTD ACTUAL 2014	ORIGINAL BUDGET 2014	ADJUSTMENTS 2014	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:						
1-04-4000-000	Salaries++	$ 1,553,408	$ 1,450,000	$ 167,250	$ 63,842	96.05%
1-04-4000-100	Overtime	78,544	36,500		(42,044)	215.19%
	Subtotal (Salaries)	$ 1,631,952	$ 1,486,500	$ 167,250	$ 21,798	98.68%
Employee Benefits						
1-04-4005-000	Payroll Taxes++	129,425	111,000	13,300	(5,125)	104.12%
1-04-4010-000	Health Insurance++	349,246	374,500	30,540	55,794	86.23%
1-04-4015-000	PERS++	278,180	278,000	19,600	19,420	93.47%
	Subtotal (Benefits)	$ 756,851	$ 763,500	$ 63,440	$ 70,089	91.52%
	Total Personnel Expenses	$ 2,388,803	$ 2,250,000	$ 230,690	$ 91,888	96.30%
OPERATING EXPENSES:						
1-04-4050-000	Staff Travel	$ 6,943	$ 2,500		$ (4,443)	277.74%
1-04-4060-000	Staff Conferences & Seminars	1,652	3,000		1,348	55.08%
1-04-4155-000	Contracted Services	70,660	71,500		840	98.83%
1-04-4175-000	Permits-Dams	27,026	50,000		22,974	54.05%
1-04-4215-200	Natural Gas - Buildings	3,052	4,500		1,448	67.82%
1-04-4220-200	Electricity - Buildings	22,579	30,000		7,421	75.26%
1-04-4225-000	Maint. & Repair - Vehicles	28,861	45,000		16,139	64.14%
1-04-4230-100	Maint. & Rep. Office Building	11,007	18,000		6,993	61.15%
1-04-4235-110	Maint. & Rep. Equipment	10,424	7,500		(2,924)	138.98%
1-04-4235-400	Maint. & Rep. Operations - Wells+	81,768	135,000	(10,000)	43,232	65.41%
1-04-4235-405	Maint. & Rep. Operations - Boosters	29,172	65,000		35,828	44.88%
1-04-4235-410	Maint. & Rep. Operations - Shop Bldgs	8,959	10,000		1,041	89.59%
1-04-4235-415	Maint. & Rep. Operations - Facilities	9,395	15,000		5,605	62.63%
1-04-4235-420	Maint. & Rep. Operations - Water Lines	311,312	275,000		(36,312)	113.20%
1-04-4235-425	Maint. & Rep. Operations - Littlerock Dam	3,164	15,000		11,836	21.10%
1-04-4235-430	Maint. & Rep. Operations - Palmdale Dam	1,020	15,000		13,980	6.80%
1-04-4235-435	Maint. & Rep. Operations - Palmdale Canal	960	3,000		2,040	32.00%
1-04-4235-455	Maint. & Rep. Operations - Heavy Equipment	54,748	35,000		(19,748)	156.42%
1-04-4235-460	Maint. & Rep. Operations - Storage Reservoirs	381	5,000		4,619	7.61%
1-04-6000-000	Waste Disposal	12,987	40,000		27,013	32.47%
1-04-6100-100	Fuel and Lube - Vehicle	115,177	130,000		14,823	88.60%
1-04-6100-200	Fuel and Lube - Machinery	41,755	43,000		1,245	97.11%
1-04-6200-000	Uniforms	22,624	21,000		(1,624)	107.73%
1-04-6300-100	Supplies - Misc.	51,515	47,500		(4,015)	108.45%
1-04-6300-800	Supplies - Construction Materials	48,419	45,000		(3,419)	107.60%
1-04-6400-000	Tools	11,065	12,000		935	92.21%
1-04-7000-100	Leases -Equipment	14,027	15,000		973	93.51%
	Subtotal Operating Expenses	$ 1,000,652	$ 1,158,500	$ (10,000)	$ 147,848	87.13%
	Total Departmental Expenses	$ 3,389,455	$ 3,408,500	$ 220,690	$ 239,735	93.39%

+ Amended by Board 10/27/14
++ Amended by Board 08/13/14

Palmdale Water District
2014 Operation Budget
For the Twelve Months Ending Wednesday, December 31, 2014

		YTD ACTUAL 2014	ORIGINAL BUDGET 2014	ADJUSTMENTS 2014	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:						
1-05-4000-000	Salaries++	$ 1,496,842	$ 1,734,000	$ (199,750)	$ 37,408	97.56%
1-05-4000-100	Overtime	96,084	70,000		(26,084)	137.26%
	Subtotal (Salaries)	$ 1,592,926	$ 1,804,000	$ (199,750)	$ 11,324	99.29%
Employee Benefits						
1-05-4005-000	Payroll Taxes++	126,006	131,000	(15,800)	(10,806)	109.38%
1-05-4010-000	Health Insurance++	319,084	343,000	(35,340)	(11,424)	103.71%
1-05-4015-000	PERS++	292,061	324,000	(24,100)	7,839	97.39%
	Subtotal (Benefits)	$ 737,151	$ 798,000	$ (75,240)	$ (14,391)	101.99%
	Total Personnel Expenses	$ 2,330,077	$ 2,602,000	$ (274,990)	$ (3,067)	100.13%
OPERATING EXPENSES:						
1-05-4050-000	Staff Travel	$ 8,563	$ 8,000		$ (563)	107.04%
1-05-4060-000	Staff Conferences & Seminars	3,472	9,500		6,028	36.55%
1-05-4120-100	Training - Lab Equipment*	6,867	4,500	2,500	133	98.10%
1-05-4120-200	Training - SCADA Network	5,401	9,000		3,599	60.02%
1-05-4155-000	Contracted Services	79,794	109,250		29,456	73.04%
1-05-4175-000	Permits	28,733	45,000		16,267	63.85%
1-05-4215-100	Natural Gas - Wells & Boosters	297,782	236,000		(61,782)	126.18%
1-05-4215-200	Natural Gas - WTP	1,616	3,000		1,384	53.86%
1-05-4220-100	Electricity - Wells & Boosters	1,682,458	1,515,000		(167,458)	111.05%
1-05-4220-200	Electricity - WTP	147,472	125,000		(22,472)	117.98%
1-05-4230-110	Maint. & Rep. - Office Equipment	463	500		37	92.53%
1-05-4235-110	Maint. & Rep. Operations - Equipment	17,730	22,500		4,770	78.80%
1-05-4235-410	Maint. & Rep. Operations - Shop Bldgs	10,301	6,000		(4,301)	171.69%
1-05-4235-415	Maint. & Rep. Operations - Facilities	84,532	45,000		(39,532)	187.85%
1-05-4235-445	Maint. & Rep. Operations - Telemetry	663	2,250		1,587	29.47%
1-05-4235-450	Maint. & Rep. Operations - Hypo Generator	48,265	30,000		(18,265)	160.88%
1-05-4235-500	Maint. & Rep. Operations - Wind Turbine	6,183	6,000		(183)	103.04%
1-05-4236-000	Palmdale Lake Management	10,575	15,000		4,425	70.50%
1-05-4270-300	Telecommunication - Other	3,087	2,750		(337)	112.26%
1-05-4300-300	Testing - Edison	9,770	9,000		(770)	108.56%
1-05-6000-000	Waste Disposal*	24,600	14,000	7,146	(3,454)	116.34%
1-05-6200-000	Uniforms	14,763	12,000		(2,763)	123.02%
1-05-6300-100	Supplies - Misc.	24,817	15,000		(9,817)	165.45%
1-05-6300-200	Supplies - Hypo Generator	6,535	6,750		215	96.81%
1-05-6300-300	Supplies - Electrical	405	3,500		3,095	11.57%
1-05-6300-400	Supplies - Telemetry	2,055	7,500		5,445	27.41%
1-05-6300-600	Supplies - Lab	35,387	35,000		(387)	101.10%
1-05-6300-700	Outside Lab Work	44,565	60,000		15,435	74.28%
1-05-6400-000	Tools	6,827	6,500		(327)	105.03%
1-05-6500-000	Chemicals*+	384,205	485,000	(19,646)	81,149	82.56%
1-05-7000-100	Leases -Equipment	1,729	3,000		1,271	57.62%
	Subtotal Operating Expenses	$ 2,999,616	$ 2,851,500	$ (10,000)	$ (158,116)	105.56%
	Total Departmental Expenses	$ 5,329,694	$ 5,453,500	$ (284,990)	$ (161,184)	103.12%

* Budget adjustments by General Manager per Appendix A
\+ Amended by Board 10/27/14
++ Amended by Board 08/13/14

Palmdale Water District
2014 Finance Budget
For the Twelve Months Ending Wednesday, December 31, 2014

	YTD ACTUAL 2014	ORIGINAL BUDGET 2014	ADJUSTMENTS 2014	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-06-4000-000 Salaries++	$ 1,540,946	$ 1,645,000	$ (69,300)	$ 34,754	97.79%
1-06-4000-100 Overtime	18,203	19,000		797	95.80%
Subtotal (Salaries)	$ 1,559,149	$ 1,664,000	$ (69,300)	$ 35,551	97.77%
Employee Benefits					
1-06-4005-000 Payroll Taxes++	120,148	123,000	(5,300)	(2,448)	102.08%
1-06-4010-000 Health Insurance++	334,581	317,000	(9,600)	(27,181)	108.84%
1-06-4015-000 PERS++	306,168	331,000	(12,500)	12,332	96.13%
Subtotal (Benefits)	$ 760,897	$ 771,000	$ (27,400)	$ (17,297)	102.33%
Total Personnel Expenses	$ 2,320,046	$ 2,435,000	$ (96,700)	$ 18,254	99.22%
OPERATING EXPENSES:					
1-06-4050-000 Staff Travel	$ 269	$ 250		$ (19)	107.57%
1-06-4060-000 Staff Conferences & Seminars	562	1,000		438	56.20%
1-06-4155-300 Contracted Services	25,991	21,000		(4,991)	123.76%
1-06-4155-100 Contracted Services - Infosend	198,376	205,000		6,624	96.77%
1-06-4165-000 Memberships/Subscriptions	220	500		280	44.00%
1-06-4230-110 Maintenance & Repair - Office Equipment	-	1,000		1,000	0.00%
1-06-4235-440 Maint. & Rep. Operations - Large Meters	45,117	10,000		(35,117)	451.17%
1-06-4235-470 Maint. & Rep. Operations - Meter Exchanges	394,525	225,000		(169,525)	175.34%
1-06-4250-000 General Material & Supplies	5,111	6,000		889	85.18%
1-06-4260-000 Business Forms	8,675	10,000		1,325	86.75%
1-06-4270-100 Telecommunication - Office	13,814	12,000		(1,814)	115.12%
1-06-4270-200 Telecommunication - Cellular Stipend	15,570	17,000		1,430	91.59%
1-06-4270-300 Telecommunication - Cellular	-	500		500	0.00%
1-06-4300-200 Testing - Large Meter Testing	18,122	21,500		3,378	84.29%
1-06-7000-100 Leases - Equipment	2,600	3,000		400	86.68%
Subtotal Operating Expenses	$ 728,953	$ 533,750	$ -	$ (195,203)	136.57%
Total Departmental Expenses	$ 3,048,999	$ 2,968,750	$ (96,700)	$ (176,949)	106.16%

++ Amended by Board 08/13/14

Palmdale Water District
2014 Water Conservation Budget
For the Twelve Months Ending Wednesday, December 31, 2014

		YTD ACTUAL 2014	ORIGINAL BUDGET 2014	ADJUSTMENTS 2014	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:						
1-07-4000-000	Salaries	$ 113,405	$ 168,500		$ 55,095	67.30%
1-07-4000-100	Overtime	2,792	1,000		(1,792)	279.18%
	Subtotal (Salaries)	$ 116,197	$ 169,500		$ 53,303	68.55%
Employee Benefits						
1-07-4005-000	Payroll Taxes	9,373	13,000		3,627	72.10%
1-07-4010-000	Health Insurance	22,807	31,500		8,693	72.40%
1-07-4015-000	PERS	16,332	34,000		17,668	48.03%
	Subtotal (Benefits)	$ 48,512	$ 78,500	$ -	$ 29,988	61.80%
	Total Personnel Expenses	$ 164,709	$ 248,000	$ -	$ 85,083	66.41%
OPERATING EXPENSES:						
1-07-4050-000	Staff Travel	$ 1,224	$ 1,000		$ (224)	122.42%
1-07-4060-000	Staff Conferences & Seminars	695	1,000		305	69.50%
1-07-4190-300	Public Relations - Landscape Workshop/Training	71	1,000		929	7.14%
1-07-4190-400	Public Relations - Contests	-	1,000		1,000	0.00%
1-07-4190-500	Public Relations - Education Programs	413	5,000		4,588	8.25%
1-07-4190-700	Public Relations -General Media	4,418	3,000		(1,418)	147.27%
1-07-4190-900	Public Relations - Other	787	5,000		4,213	15.75%
1-07-6300-100	Supplies - Misc.	7,710	5,000		(2,710)	154.19%
	Subtotal Operating Expenses	$ 15,318	$ 22,000	$ -	$ 6,682	69.63%
	Total Departmental Expenses	$ 180,027	$ 270,000	$ -	$ 91,764	66.68%

Palmdale Water District
2014 Human Resources Budget
For the Twelve Months Ending Wednesday, December 31, 2014

	YTD ACTUAL 2014	ORIGINAL BUDGET 2014	ADJUSTMENTS 2014	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-08-4000-000 Salaries	$ 104,621	$ 97,000		$ (7,621)	107.86%
Employee Benefits					
1-08-4005-000 Payroll Taxes	8,333	7,500		(833)	111.11%
1-08-4010-000 Health Insurance	16,993	19,200		2,207	88.50%
1-08-4015-000 PERS	6,170	6,500		330	94.92%
Subtotal (Benefits)	$ 31,496	$ 33,200	$ -	$ 1,704	94.87%
Total Personnel Expenses	$ 136,117	$ 130,200	$ -	$ (5,917)	104.54%
OPERATING EXPENSES:					
1-08-4050-000 Staff Travel	$ 1,721	$ 500		$ (1,221)	344.24%
1-08-4060-000 Staff Conferences & Seminars	749	500		(249)	149.80%
1-08-4070-000 Employee Expense*	40,212	-	40,000	(212)	100.53%
1-08-4090-000 Temporary Staffing	-	-		-	
1-08-4095-000 Employee Recruitment	18,848	3,000		(15,848)	628.25%
1-08-4100-000 Employee Retention**	17,757	1,500	18,500	2,243	88.79%
1-08-4105-000 Employee Relations	2,683	3,500		817	76.65%
1-08-4110-000 Consultants	-	1,000		1,000	0.00%
1-08-4120-100 Training-Safety Consultants+	13,031	38,000	(10,000)	14,969	46.54%
1-08-4121-000 Safety Program	68	1,000		932	6.80%
1-08-4165-000 Membership/Subscriptions	1,093	1,600		507	68.34%
1-08-4165-100 HR/Safety Publications	1,546	1,000		(546)	154.58%
1-08-6300-500 Supplies - Safety	18,245	33,500		15,255	54.46%
Subtotal Operating Expenses	$ 115,953	$ 85,100	$ 48,500	$ 17,647	86.79%
Total Departmental Expenses	$ 252,070	$ 215,300	$ 48,500	$ 11,730	95.55%

* Budget adjustments by General Manager per Appendix A
** Budget adjustment by Board action 05/14/14
+ Amended by Board 10/27/14

Palmdale Water District
2014 Information Technology Budget
For the Twelve Months Ending Wednesday, December 31, 2014

	YTD ACTUAL 2014	ORIGINAL BUDGET 2014	ADJUSTMENTS 2014	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-09-4000-000 Salaries	$ 221,954	$ 226,000		$ 4,046	98.21%
1-09-4000-100 Overtime	1,676	2,500		824	67.03%
Subtotal (Salaries)	$ 223,630	$ 228,500		$ 4,870	97.87%
Employee Benefits					
1-09-4005-000 Payroll Taxes	16,153	16,000		(153)	100.95%
1-09-4010-000 Health Insurance	38,400	38,400		-	100.00%
1-09-4015-000 PERS	44,888	45,200		312	99.31%
Subtotal (Benefits)	$ 99,441	$ 99,600	$ -	$ 159	99.84%
Total Personnel Expenses	$ 323,071	$ 328,100	$ -	$ 4,205	98.47%
OPERATING EXPENSES:					
1-09-4050-000 Staff Travel	$ 397	$ 3,000		2,603	13.24%
1-09-4060-000 Staff Conferences & Seminars	12,628	15,000		2,372	84.19%
1-09-4155-000 Contracted Services	116,896	129,000		12,104	90.62%
1-09-4165-000 Memberships/Subscriptions	1,607	500		(1,107)	321.38%
1-09-4270-000 Telecommunications	66,199	55,500		(10,699)	119.28%
1-09-8000-100 Computer Equipment - Computers	7,324	25,000		17,676	29.30%
1-09-8000-200 Computer Equipment - Laptops	14,359	5,000		(9,359)	287.18%
1-09-8000-300 Computer Equipment - Monitors	-	2,000		2,000	0.00%
1-09-8000-400 Computer Equipment - Printers	-	15,000		15,000	0.00%
1-09-8000-500 Computer Equipment - Toner Cartridges	1,883	3,000		1,117	62.77%
1-09-8000-550 Computer Equipment - Telephony	-	2,500		2,500	0.00%
1-09-8000-600 Computer Equipment - Other	38,264	35,000		(3,264)	109.33%
1-09-8100-100 Computer Software - Maint. and Support	50,332	70,000		19,668	71.90%
1-09-8100-140 Computer Software - Starnik+	166,375	95,000	70,000	(1,375)	100.83%
1-09-8100-150 Computer Software - Dynamics GP Support	40,580	30,000		(10,580)	135.27%
1-09-8100-200 Computer Software - Software and Upgrades	322	15,000		14,678	2.14%
Subtotal Operating Expenses	$ 517,167	$ 500,500	$ 70,000	$ 53,333	90.65%
Total Departmental Expenses	$ 840,237	$ 828,600	$ 70,000	$ 57,538	93.51%

+ Amended by Board 10/27/14

Project Payment Schedule

Updated: February 2, 2015

AGENDA ITEM NO. 7.3

= Approved for Payment
= 2014 Budget Carryover

Planned Expenses	2015 Budget	Payee	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
Committed Contracts / Projects																
Storage Tank Maintenance (Year 2 of 6) - RCP03	330,000	Superior Tank - 330,000							330,000							
Water System Master Plan Update (WO# 14-404) - PL02	45,000	MWH - 196,043	11,695	9,363		18,599	45,000	42,492								
Meter Replacement Program (Purchase 2014 Carry Over)		Inland Waterworks - 788,148	56,769	416,782	314,597											
Meter Replacement Program (Purchase 2015) - RCP01	900,000	Inland Waterworks - 784,447				275,000	275,000	234,447								
Dredging @ Lake Outlet Structure / Mechanical Repairs		Fontaine - 0				57,115										
Lobby Schematic Design	18,000	Itzen - 18,000			7,124									7,124		
Security Improvement Project (Feasibility/Design)		Exante 360			5,000	2,000										
Natural Gas Engine Emissions Analyzer - NE10	15,000	Murcal - 13,335				13,335										
Replacement Fleet (4) 3/4 Ton Trucks		Wondries - 143,751			143,751											
docSTAR Smart Automation Project		docSTAR			4,331	15,259										
Subtotal	**1,308,000**	**---**	**68,464**	**426,145**	**474,803**	**381,308**	**320,000**	**276,939**	**330,000**	**-**	**-**	**-**	**-**	**7,124**	**-**	**-**
Budgeted Projects																
Well No. 15 Rehabilitation - RCP13	300,000	TBD					100,000	200,000								
Well No. 30 Rehabilitation - RCP12	50,000	TBD						50,000								
Meter Replacement Program (Installation) - RCP02	325,000	TBD					100,000	100,000	100,000	25,000						
Well No. 7A Electrical Transformer - RCP10	35,000	TBD				35,000										
2015 Urban Water Management Plan Update - PL01	40,000	TBD											10,000	10,000	10,000	10,000
2014 Water System Master Plan Update (EIR) - PL03	140,000	TBD						25,000	25,000	25,000	25,000	40,000				
ARC Flash Hazard Analysis - SF01	62,000	TBD							20,000	20,000	22,000					
Fleet Lighting Improvements (Phase 1 of 3) - SF03	10,000	TBD										10,000				
Generator/Engine Emissions (Well No. 2A and 3A) - SF05	20,000	TBD						20,000								
Palmdale Ditch Improvements - RCP05	75,000	TBD										25,000	25,000	25,000		
Brine Storage Tanks - RCP07	125,000	TBD							25,000	25,000	50,000	25,000				
Parking Lot Re-Surfacing - RCP-4	100,000	TBD											100,000			
Production Flow Meter Replacement - RCP09	25,000	TBD					25,000									
NaOCL Generator Replacement - RCP08	150,000	TBD					120,000	30,000								
Security System Upgrades - PRO05	250,000	TBD					50,000	50,000	50,000	50,000	50,000					
WTP Security Stystem Upgrade - PRO04	5,000	TBD										5,000				
Sludge Pump Station Flow Meter - PRO06	4,000	TBD						4,000								
Replacement Vehicles/Fleet - RE02	135,000	TBD							30,000	30,000	40,000	35,000				
Valve Exercising Truck - NE08	100,000	TBD					100,000									
Shop/Mechanic Truck w/ Crane and Compressor - NE05	100,000	TBD						100,000								
Hydrologic and Energy Database - PL04	67,000	TBD				20,000	20,000	20,000	7,000							
Shop Tools - NE02	25,000	TBD							25,000							
Rock Drill / Clay Spade - RE01	8,000	TBD							8,000							
3-Inch Air Diaphram Pump - NE03	5,000	TBD				5,000										
Diesel Tamper - RE03	5,000	TBD				5,000										
Acquisition of Tax Defaulted Properties - NCC02	28,000	LA County								28,000						
HVAC at WTP - PRO10	10,000	TBD					10,000									
Subtotal	**2,199,000**	**---**	**-**	**-**	**-**	**65,000**	**525,000**	**599,000**	**290,000**	**203,000**	**187,000**	**140,000**	**135,000**	**35,000**	**10,000**	**10,000**
Water Quality Fee Funded Projects																
GAC Replacement at WTP	1,106,500	Calgon	297,955	275,350		300,000	300,000							185,000	185,000	185,000
GAC Replacement at Underground Booster Station	40,000	Evoqua									40,000					
Subtotal	**1,146,500**	**---**	**297,955**	**275,350**	**-**	**300,000**	**300,000**	**-**	**-**	**-**	**40,000**	**-**	**-**	**185,000**	**185,000**	**185,000**

TOTALS			Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
Monthly Planned Expenses (Including Water Quality)	---	---	366,419	701,495	474,803	655,335	1,145,000	875,939	620,000	203,000	227,000	140,000	135,000	227,124	195,000	195,000
TOTAL Monthly 2014 Carryover Projects (Excluding Water Quality)	---	---	68,464	426,145	467,679	90,973										
TOTAL 2015 YTD Budgeted Expenses (Including Water Quality)	----	---			7,124	662,459	1,807,459	2,683,398	3,303,398	3,506,398	3,733,398	3,873,398	4,008,398	4,235,522	4,430,522	4,625,522

Water Revenue Bond - Series 2013A

Updated: February 2, 2015

Project	Work Order	Description	Allocated Based on Bond	Contractual Commitment	Payout to Date	Grant Funding	Uncommitted Bond $
Spec. 1204	603-12	Ave. Q - Q-3, Division and Sumac	$ 725,000	$ 765,085	$ 765,085	$ -	$ (40,085)
Spec. 1201	606-11	20th, Puerta, Sweetbriar, and 22nd St. E.	$ 1,450,000	$ 1,487,261	$ 1,487,261	$ -	$ (37,261)
Spec. 1205	605-12	Frontier, 31st St. E., etc. between Ave. Q and Q-4	$ 1,200,000	$ 1,239,232	$ 164,201	$ 485,000	$ (39,232)
Spec. 1207	607-12	10th St. E. between Ave. P and Palmdale Blvd.	$ 1,400,000	$ 1,255,008	$ 819,370	$ -	$ 144,992
LRDSR	501-04	Littlerock Sediment Removal (EIR/EIS/Permits)	$ 975,000	$ 515,925	$ 378,782	$ -	$ 459,075
LCGRRP	400-12	Littlerock Recharge and Recovery (Feasibility)	$ 1,500,000	$ 899,493	$ 589,040	$ -	$ 600,507
UAR	TBD	Upper Amargosa Recharge (Project Capacity)	$ 1,250,000	$ 1,250,000	$ 38,402	$ -	$ -
Spec. 0905	601-09	15th St. E. between Ave. P and Ave. Q (Material)	$ -	$ 362,984	$ 362,984	$ -	$ (362,984)
LCGRRP-2	501-04	Littlerock Recharge and Recovery (Permits)	$ -	$ -	$ -	$ -	$ -
Totals:			$ 8,500,000	$ 7,774,988	$ 4,605,126	$ 485,000	$ 725,012

Requisition No.	Payee	Date Approved	Invoice No.	Project	Payment Amount
2	Issuance Costs	Jul 8, 2013	N/A	WRB	$ 24,815.84
3	BV Construction - Progress Payment #1	Jul 9, 2013	1	Spec. 1204	$ 98,552.53
4	JT Eng. - Design Progress Payment	Jul 17, 2013	5187	Spec. 1207	$ 9,108.00
5	BV Construction - Progress Payment #2	Aug 5, 2013	2	Spec. 1204	$ 145,175.44
6	BV Construction - Progress Payment #3-4	Sep 4, 2013	3 and 4	Spec. 1204	$ 167,790.43
7	Aspen - EIR/EIS Progress Payment	Sep 30, 2013	1116.002-01	LRDSR	$ 18,499.60
8	BV Construction - Progress Payment #5	Sep 30, 2013	5	Spec. 1204	$ 46,862.08
9	BV Construction - Progress Payment #6	Oct 24, 2013	6	Spec. 1204	$ 51,052.05
10	Aspen - EIR/EIS Progress Payment	Oct 24, 2013	1116.002-02	LRDSR	$ 8,410.32
11	BV Construction - Progress Payment #7	Nov 7, 2013	7	Spec. 1204	$ 87,960.50
12	BV Construction - Progress Payment #8	Dec 4, 2013	8	Spec. 1204	$ 70,650.08
13	Aspen - EIR/EIS Progress Payment	Dec 4, 2013	1116.002-03	LRDSR	$ 11,054.97
14	Kennedy/Jenks - Progress Payment	Jan 2, 2014	78236	LCGRRP	$ 24,066.25
14	BV Construction - Progress Payment #1	Jan 2, 2014	1	Spec. 1201	$ 29,925.00
14	BV Construction - Progress Payment #9	Jan 2, 2014	9	Spec. 1204	$ 58,787.84
14	Aspen - EIR/EIS Progress Payment	Jan 2, 2014	1116.002-04	LRDSR	$ 36,178.95
14	JT Eng. - Design Progress Payment	Jan 2, 2014	5200	Spec. 1207	$ 9,518.00
15	BV Construction - Progress Payment #2 & #3	Jan 21, 2014	2 & 3	Spec. 1201	$ 114,095.00
16	Aspen - EIR/EIS Progress Payment	Feb 24, 2014	1116.002-05	LRDSR	$ 4,917.47
16	BV Construction - Progress Payment #4 & #5	Feb 24, 2014	4 & 5	Spec. 1201	$ 131,743.15
17	BV Construction - Retention Payment	Mar 3, 2014	10	Spec. 1204	$ 38,254.26
17	Kennedy/Jenks - Progress Payment	Mar 3, 2014	79010 & 80391	LCGRRP	$ 113,652.66
18	BV Construction - Progress Payment #6	Mar 31, 2014	6	Spec. 1201	$ 126,834.50
18	Aspen - EIR/EIS Progress Payment	Mar 31, 2014	1116.002-06 and 07	LRDSR	$ 17,080.04
19	Kennedy/Jenks - Progress Payment	Apr 16, 2014	78236	LCGRRP	$ 28,228.60
19	BV Construction - Progress Payment #7	Apr 16, 2014	7	Spec. 1201	$ 252,741.80
20	BV Construction - Progress Payment #8	May 15, 2014	8	Spec. 1201	$ 69,825.00
20	Aspen - EIR/EIS Progress Payment	May 15, 2014	1116.002-08	LRDSR	$ 33,388.96
20	Kennedy/Jenks - Progress Payment	May 15, 2014	82422 & 80900	LCGRRP	$ 135,858.74
21	BV Construction - Progress Payment #9	Jun 4, 2014	9	Spec. 1201	$ 67,260.00
21	Aspen - EIR/EIS Progress Payment	Jun 4, 2014	1116.002-09	LRDSR	$ 31,845.93
22	BV Construction - Progress Payment #10	Jun 30, 2014	10	Spec. 1201	$ 139,498.00
23	Kennedy/Jenks - Progress Payment	Jun 30, 2014	83735	LCGRRP	$ 30,172.21
23	Aspen - EIR/EIS Progress Payment	Jun 30, 2014	1116.002-10	LRDSR	$ 10,672.32
24	BV Construction - Progress Payment #11	Jul 21, 2014	11	Spec. 1201	$ 141,217.50

Requisition No.	Payee	Date Approved	Invoice No.	Project	Payment Amount
24	Kennedy/Jenks - Progress Payment	Jul 21, 2014	84147	LCGRRP	$ 26,431.83
24	Aspen - EIR/EIS Progress Payment	Jul 21, 2014	1116.002-11	LRDSR	$ 6,274.20
25	BV Construction - Progress Payment #12	Aug 19, 2014	12	Spec. 1201	$ 84,386.60
25	Aspen - EIR/EIS Progress Payment	Aug 19, 2014	1116.002-12	LRDSR	$ 11,115.51
26	BV Construction - Progress Payment #13	Sept 10, 2014	13	Spec. 1201	$ 47,654.85
26	Aspen - EIR/EIS Progress Payment	Sept 10, 2014	1116.002-13	LRDSR	$ 37,715.30
27	BV Construction - Progress Payment #14	Sept 29, 2014	14	Spec. 1201	$ 122,741.90
27	PWD - Reimbursement	Sept 29, 2014	N/A	Spec. 0905	$ 260,611.31
28	Cedro Construction - Progress Payment #1	Oct 14, 2014	1	Spec. 1207	$ 310,752.41
28	City of Palmdale - Recharge Project	Oct 14, 2014	PWD-2014	UAR	$ 38,402.47
29	Aspen - EIR/EIS Progress Payment	Oct 23, 2014	1116.002-14	LRDSR	$ 56,223.72
29	Kennedy/Jenks - Progress Payment	Oct 23, 2014	87036	LCGRRP	$ 80,732.32
30	BV Construction - Progress Payment #15	Nov 12, 2014	15	Spec. 1201	$ 84,974.65
30	Aspen - Bio and Cultural Report	Nov 12, 2014	3277.001-01	Spec. 1205	$ 10,608.08
30	Cedro Construction - Progress Payment #2	Nov 12, 2014	2	Spec. 1207	$ 195,802.84
31	ANM Construction - Paving	Nov 17, 2014	011115-1	Spec. 0905	$ 102,373.00
32	Aspen - Bio and Cultural Report	Nov 26, 2014	3277.001-02	Spec. 1205	$ 1,147.81
32	Aspen - EIR/EIS Progress Payment	Nov 26, 2014	1116.002-15	LRDSR	$ 76,161.79
33	Kennedy/Jenks - Progress Payment	Dec 29, 2014	88741	LCGRRP	$ 71,831.14
33	BV Construction - Progress Payment #16 (Retention)	Dec 29, 2014	16 - Retention	Spec. 1201	$ 74,363.05
33	Aspen - EIR/EIS Progress Payment	Dec 29, 2014	1116.002-16	LRDSR	$ 6,136.99
34	Cedro Construction - Progress Payment #3	Jan 7, 2015	3	Spec. 1207	$ 294,189.21
35	BV Construction - Progress Payment #1	Jan 26, 2015	1	Spec. 1205	$ 152,445.08
35	Aspen - EIR/EIS Progress Payment	Jan 26, 2015	1116.002-17	LRDSR	$ 13,105.63
36	Kennedy/Jenks - Progress Payment	Feb 2, 2015	89538	LCGRRP	$ 78,066.17

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:	February 3, 2015	**February 11, 2015**
TO:	BOARD OF DIRECTORS	**Board Meeting**
FROM:	James Riley, Engineering/Grant Manager	
VIA:	Mr. Dennis D. LaMoreaux, General Manager	
	Mr. Matthew Knudson, Assistant General Manager	
RE:	***AGENDA ITEM NO. 7.4 – CONSIDERATION AND POSSIBLE ACTION ON AWARDING A CONTRACT FOR THE DEVELOPMENT OF A WATER MANAGEMENT INFORMATION SYSTEM (WMIS)***	

Recommendation:

That the Board:

1. Approve a Professional Services Agreement with DCSE, Inc. of Laguna Hills, California for the Development of a Water Management Information System (WMIS) in a not-to-exceed amount of $69,730.00; and

2. Authorize the General Manager to execute the Professional Services Agreement with DCSE for same.

Alternative Options:

The District developed a Request for Proposals and submitted the RFP to seven (7) entities who have experience in Microsoft SQL Database technology. One postal address came back as not deliverable and another entity called stating their firm was too small for the services as outlined in the RFP. We had no response from the other four firms.

Staff has completed a thorough review of DCSE's proposal and finds that the firm is qualified and capable of completing the work as outlined in the RFP.

Impact of Taking No Action:

The District's present management of its water related data would remain status quo which is (1) inefficient due to duplicated efforts among the departments and (2) has multiple sources of the same data which causes inconsistency of data.

District staff have done their due-diligence by searching the internet for firms with the appropriate Microsoft SQL technology. The District would need to re-advertise for proposals. This would delay the process by a few months.

BOARD OF DIRECTORS
PALMDALE WATER DISTRICT
VIA: Mr. Dennis D. LaMoreaux, General Manager
Mr. Matthew Knudson, Assistant General Manager February 3, 2015

Background:

On January 8, 2015, District staff issued a RFP requesting consulting services from a qualified consultant team or individual to develop and consult on a centralized database using Microsoft SQL technology for the District's water supply and demand operations.

The District stores all of its existing water related data in various Excel tables managed individually by each department. These include Engineering, Facilities, Operations, and Water Resources/Energy. In addition, the District has a Finance Department to manage customer accounts.

The District solicited proposals from qualified consulting firms or individuals who can provide services to develop a standardized database using Microsoft SQL technology. The database would store water supply/demand and accounting data relating to water production and consumption. It is the District's vision that the Water Management Information System would provide a more efficient way to enter data without a duplication of data.

The centralized database would have security controls to maintain the integrity of the database. A designated user could pull data on a daily basis from either one or all excel spreadsheets and accounting. Examples of data would include information on water delivery and production from the Operations Department and actual water consumption from the Finance Department. From the centralized database, the required reports could be generated. The database design should be configured so that future customized reports and graphs can be added with minimum reconfiguration of the original centralized database design.

Strategic Plan Initiative:

This work is part of Strategic Initiative # 2 – Increased Efficiency

Budget:

The proposed fee from DCSE Inc. is $69,730. This fee is comparable to Staff's estimate of $67,000 for developing the centralized database. This is covered under approved Budget Item No. PL 04.

Supporting Documents included as part of the Agenda Packet:

- Proposal from DCSE Inc.
- Request for Proposals
- List of Firms Contacted

PALMDALE WATER DISTRICT

Proposal for the Development of Water Management Information System Database



January 29, 2015

Submitted To:

Palmdale Water District

2029 East Avenue Q

Palmdale CA 93550

Attention: James Riley, P.E.

Submitted by:

DCSE, Inc.

23382 Mill Creek Drive

Suite 100

Laguna Hills, CA 92653

January 29, 2015

Mr. James Riley, P.E.
Engineering/Grant Manager
Palmdale Water District
2029 East Avenue Q
Palmdale, CA 93550

RE: Proposal for Development of a Water Management Information System Database

Dear Mr. Riley:

We are pleased to submit our proposal for the above referenced project to Palmdale Water District. Our response was prepared without collusion with any other person or entity. DCSE is not aware of any conflict of interest.

The following document presents our proposed scope of work, qualifications, and cost structure. DCSE's proposed project team includes water and computer specialists with domain expertise in water utility systems and technical expertise in the latest database management and web-based technologies, computer network and infrastructure experts and veteran project managers, who have extensive experience in all aspects of database development, network configuration and troubleshooting and are familiar with the District's business processes.

DCSE has over 25 years of experience in providing high-quality consulting services to many water districts such as Palmdale Water District. Our technical approach described in the proposal is designed to address the key project goals and issues of concern.

Our experience gives us the ability to anticipate, identify and resolve important project issues and challenges. This combination helps ensure that the District will receive quality service and products on-time and within budget.

We are prepared to start work on this project and provide you with our project team and services immediately following the receipt of the notice to proceed. Our proposal is valid for one hundred and twenty (120) calendar days following the proposal due date.

The following is the full legal name and address of our company:

DCSE, Inc.
Address:
23382 Mill Creek Dr. Suite 100
Laguna Hills, CA 92653

This proposal has been signed by the person with TITLE and AUTHORITY TO BIND the firm in a legal contract. The person authorized to make representations on behalf of DCSE is:

Masoud Hoseyni, Ph.D.
President
23382 Mill Creek Drive, Suite 100
Laguna Hills, CA 92653
949.465.3407 (Direct)
949.586.8141 (Fax)
mhoseyni@dcse.com

Please do not hesitate to contact me should you have any questions, or need additional information.

Very truly yours,



Masoud Hoseyni, Ph.D.
President

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A. Basic Qualifications

A.1 DCSE's General Qualifications

During the past twenty five years, DCSE has engaged in many technically challenging and complex projects for the water industry. Our engineers had to stay ahead of the curve by constantly engaging their skills in state of the art technology. For that, DCSE was able to provide its clients with systems that were developed using stable, yet advanced technologies to meet the present and future requirements of our clients. Our projects are a culmination of many staff years of demanding design and development. We take extra care to ensure each client has dedicated resources at their disposal for the duration of their projects. To attain that goal, we go to extra lengths to select only those projects where we can meet our client's stringent time constraints and our established corporate quality standards.

DCSE was founded in 1989 and is headquartered in Laguna Hills, CA within two hours driving distance of PWD. We currently employ 12 people in US, organized in three main departments: Consulting & Software Development, GIS, and Administration.

The educational background of our staff is:

- Three (3) PhD degrees in Water Resources & Mechanical Engineering
- Three (3) Masters of Science degrees in various disciplines
- Five (5) Bachelor of Science degrees in various disciplines

We have experience in the following technologies:

- Database Technologies: Oracle, Microsoft SQL Server, Microsoft Access, IBM Informix
- Software Development Tools: C#, .NET, C++, Visual Basic, HTML, ASP/ASP.NET, Java
- Water Resources Planning and Modeling
- Geographic Information System - GIS Technologies: ESRI (including ArcView, ArcGIS, ArcGIS Server, ArcSDE, MapOjbects, ArcPad), AutoDesk

DCSE team is comprised of distinguished engineers and computer professionals that specialize in providing quality consulting services and developing innovative software solutions to water resources, utility, and environmental problems. DCSE team's core capabilities include the development, implementation, deployment and support of medium and large-scale water resources/distribution system modeling, relational databases, and geographic information systems.

DCSE team has extensive experience in water resources planning and engineering and the incorporation of computer technology into this process. We have developed integrated resources planning and management models for MWD and MWDOC, Water Resources Information Systems, GIS-based water supply master plans and decision support systems for numerous water agencies. We also have experience with PWD's distribution system due to GIS related tasks we have performed in the recent past. We have completed many similar projects for other utilities such as:

- Water Resource Information System (WRIS) Development for Santa Clara Valley Water District (SCVWD);
- Water Production Information System for Fontana Water Company (FWC) - ongoing
- Water Resources Management System (WRMS) for Orange County Water District (OCWD)
- Regional Water Resources Database for Eastern Municipal Water District (EMWD)
- Well Log data Entry Form for Mojave Water Agency (MWA)
- Bay Delta and Tributaries Data Management System for Department of Water resources (DWR)
- Integrated Resource Planning Distribution System Model (IRPDSM) for MWD
- Water Budget Management database & Application Development for Newhall County Water District (NCWD)
- Water Budget-Based Rate Management System Development for Valencia Water Company (VWC)
- Emission Monitoring & Reporting System Development for Con Edison of New York
- Environmental Health & Safety Database and Application for Motorola
- Water Demand Forecasting Tool Development for Irvine Ranch Water District (IRWD)

A.2 Project Management

DCSE has a long track record of delivering data management plans and solutions for state, municipal and private sector clients on time and on budget. We are successful in this area because effective project management starts at the beginning of each project and is built into each step along the way. Key components of our project management approach include: 1) Develop a project plan; 2) Establish a budget and schedule; 3) Establish communications; 4) Monitor project budget and schedule; 5) Ensure quality assurance/quality control; and 6) Manage changes

DCSE utilizes a rigorous quality control procedure to ensure the successful delivery of proposed applications. These include:

- DCSE is committed to being thorough and accurate in order to present a quality Design to the District that will provide a successful solution to the District once it is implemented.

- DCSE manages changes with a spirit of teamwork, equity and fairness. The goal is to manage the project to efficiently produce the best solution, within the allowable budget, while keeping the entire project team of the District, consultants, and sub-consultants motivated, energized and working together equitably.

Having worked on a multitude of projects similar in scope, DCSE has developed tools, templates and processes for streamlining the project execution. From automating workflows to establishing standards for procedures, DCSE has combined industry best practices with cutting edge technologies, which will help this project to be successful. The following are the highlights of our proposal and the project approach:

- **Project Management -** The DCSE Team follows the Project Management Institute's (PMI) approach for Initiating, Planning, Monitoring, Controlling and Closing all its Projects tasks and processes. The following are salient features of our project management:
  - Project charter document with schedule, project tasks, team members, and goals / standards will be prepared for the project kick off meeting.
  - Weekly status reports showing project progress relative to set schedule.

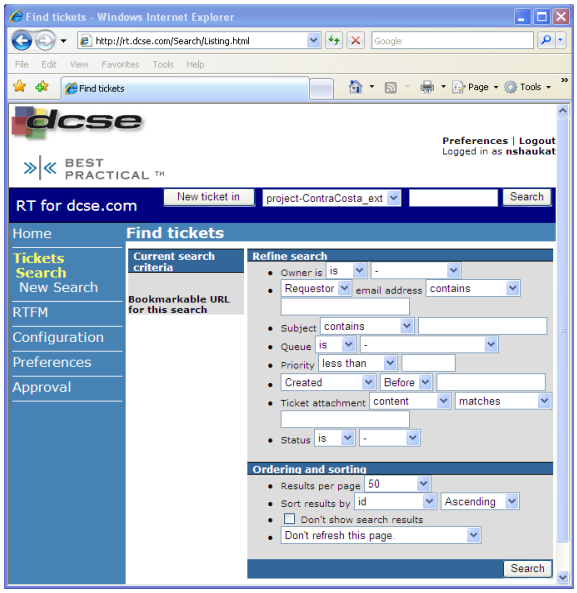
- Project Meetings - Kick off meeting, weekly status meetings, and Final deliverable meeting.
- Project communications web site

- **Quality Control –** Several layers of Quality Control and corrective measures will be implemented at several check points in the project to ensure smooth transition to the new system.
- **Documentation and Training** - Clear documentation will be provided along with training to ensure that the District staff can continue maintaining the System in-house. All documentation developed as part of the project will also be provided to the District for future reference.

A.2.1 Management Procedures and Reporting

The DCSE Team follows the Project Management Institute's (PMI) approach for Initiating, Planning, Monitoring, Controlling and Closing all its Projects tasks and processes. The underpinnings of a great program lie in the leadership and management support, as well as in the governance structure and the maintenance procedures. In conjunction with the staff and skill requirements, inter-departmental workflows, the data maintenance needs, data sharing between departments and the current organization structure, the DCSE Team has developed a Project Management approach and plan to establish administrative structures and control points.

The DCSE Team has established a project management website to track project tasks and statuses. The project website monitors the hours spent, and tracks the variance between the estimated and actual efforts. The website also serves as a knowledgebase for the Team to manage complex tasks more effectively and understand the aspects that are Critical to Quality (CTQ) for the customer.



Project Website

A.2.2 Project Meetings

Project Initiation and Kickoff Meeting **-** A carefully structured project initiation ensures that the project is clearly defined from the start. Project Initiation is the creation of project by the Project Management that entails the definition of the project's purpose, primary and secondary goals, timeframe and timeline of when goals are expected to be met. The Project Team may add additional items to the project during Project Initiation.

Monthly Project Team Meetings - DCSE anticipates Monthly project meetings or as requested by the District. These meetings will be arranged at the District offices or over the web and conference

calls and will focus on project progress, deliverables, maintaining coordination of efforts, changes in schedule, and issues.

Milestone Project Team Meetings - DCSE anticipates project meetings for reviewing milestone deliverables. These meetings will be arranged at the District's offices where the team will discuss on the project progress so far, in relation to the milestone deliveries, feedback from the District, and acceptance of the deliverables.

A.2.3 Progress Tracking and Reporting

DCSE has maintained its track record of delivering projects on-time. This is not possible without a comprehensive project management plan that will particularly focus on project tracking and reporting. DCSE uses Microsoft Project to track project progress. DCSE will deliver bi-weekly project status reports along with any invoices submitted for the project that will include the following. The progress reports will document sufficient detail to allow the District to validate the accompanying invoice. (The final format of these progress reports will be negotiated between the District and DCSE.)

- Task status for each milestone with summary statistics.
- What's scheduled for coming weeks?
- Action items
- Issues/problems and steps to be taken to resolving them
- Issues with any schedule slippages and their rectification

At the project kickoff meeting, DCSE will provide the District with detailed project schedules that document the start and completion of various key activities/milestones to complete the project.

A.3 Key Personnel

The following presents a brief description of the key personnel that will be assigned to this project. The complete resumes of the key staff are provided in Appendix B of the proposal.

Masoud Hoseyni, Ph.D., DCSE President, Principal in Charge

Dr. Hoseyni has over 30 years of experience in providing engineering consulting services for a wide range of clients in private, municipal, and federal sectors. Dr. Hoseyni has extensive experience in managing development of large scale database applications providing data content to inter/intranet applications. He has substantial experience in management of Geographic Information (GIS) applications in the Microsoft Windows and Unix environments.

Dr. Hoseyni, in his capacity as president, has been managing a team of engineers and software developers at DCSE providing database management, GIS, and software engineering expertise.

Clients have included the Motorola, Irvine Ranch Water District, Metropolitan Water District, Mojave Water Agency, Eastern Water District, San Diego Water Authority, City of Oceanside, City of Los Angeles, City of Torrance, City of Fullerton, Contra Costa Water District, Yorba Linda Water District, and Con Edison of New York.

Ming-Chin Jeng, Ph.D., DCSE Vice-President, Project Manager

Dr. Jeng has over twenty years of experience in a wide variety of water resources engineering fields

including hydrology, hydraulics, groundwater flow, mass transport, and management of water resources systems. His focus in the last ten years has centered on the large-scale water resources planning and management. He has developed an integrated resources planning model (IRPDSM) using both C and Java languages. He also has extensive experience in mathematical modeling of groundwater flow and mass transport. He has developed a three-dimensional saturated/unsaturated groundwater flow and mass transport model using a mixed finite difference-multiple cell balance method.

Dr. Jeng is a Task Manager for the development of Integrated Resources Planning Distribution System Model (IRPDSM). He has integrated C, FORTRAN, and Java language within the optimization model. Dr. Jeng is the primary individual who translated conceptual mathematical model into computer numerical model for the IRPDSM project. Dr. Jeng is the project lead for the development of an interface for building a Java-based schematic-building tool to represent Metropolitan's water distribution system.

Dr. Jeng has also developed a graphical user interface using Java language to retrieve water sale, member agency local production, and weather conditions from an ORACLE web server. The interface commonly known as Planning and Resources Information Management Application (PRIMA) has been implemented among water agencies including MWD and SDCWA.

Dr. Jeng has developed a Water Bill Invoicing Application (WABIA) for San Diego County Water Authority (SDCWA) to generate member agencies' invoices due to a new unbundled contract-based water rate structure from Metropolitan Water District of Southern California (MWD). WABIA is designed to handle the unbundled water rates including supply, system access, water stewardship, power, and treatment charges. It also provides a mechanism to re-calculate Tier I and II water uses for SDCWA's member agencies due to certified agricultural water credit program. WABIA has been served as the billing system for SDCWA since year 2000.

Dr. Jeng was a key member participating in the design and implementation of the Agency Demand Analysis Projection Tool (ADAPT). He has developed an GUI to integrate C++ COM Object and Oracle database within Microsoft Access 97. He also implemented linkage between ADAPT and MWD's WINS database to allow the administrators to update water sales data.

Dung Pham, Senior Software Developer

Mr. Pham has extensive experience in Information Systems planning and implementation. He is an experienced .NET and VBA programmer. Mr. Pham was the lead developer in Motorola's corporate-wide web-based EHS application. The system was developed utilizing SQL Server and developed software user interfaces to query the data and create reports for use by upper management. He has created COM objects to exchange data between SQL Server and Oracle database. He has also developed applications using ASP.NET, VBA, and VB.NET. Recently Mr. Pham worked on upgrading City of Los Angeles' "Solid Resources Database". As part of his duties, Mr. Pham extracted data from City's Oracle database into an SQL Server database he had designed for "Solid Resources" management and reporting application.

Haritha Vendra, M.S., DCSE Senior Water Engineer

Ms. Vendra works as a Senior Engineer with DCSE Inc. She has extensive experience using hydraulic and hydrologic modeling software and has developed and analyzed models ranging from detailed all-mains models, to highly skeletonized models for Master planning studies. Ms. Vendra will be responsible for hydraulic model development, model calibration, documentation, reporting, and providing training to the District staff.

Josh Lindner, Network Administrator (*Experience with Windows Client Server Environment, installation, set up, configuration, trouble shooting*)

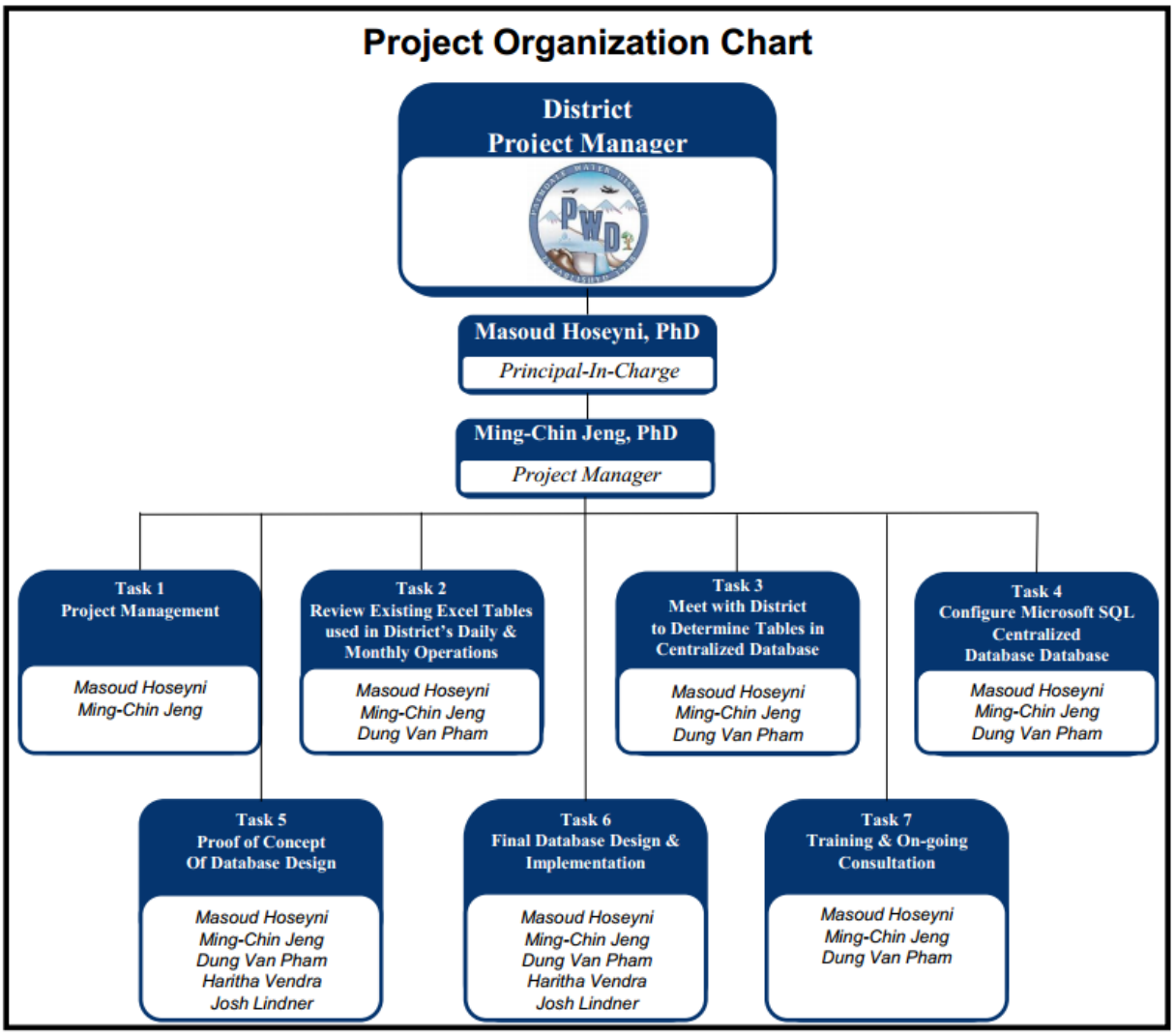
Mr. Lindner has extensive IT administration experience. His expertise includes installation, upgrade, and management of all hardware/software and the supporting Windows environments. He is familiar with SQL Server and other database suite of products and has conducted numerous installations and setup of these software packages on internal and client hardware.

B. Specific Qualifications

B.1 The DCSE Team

DCSE has assembled a dynamic Team consisting of technology leaders in their respective fields of expertise which will be dedicated to the District's WMISD Project. The DCSE Team has established a successful track record of successfully implementing similar projects for agencies throughout California. We are confident that our experienced, well-trained Team members and customer-centric approach can fulfill the requirements for this project. We have organized this Team with a proven track record of an on schedule and within budget delivery.

The project key personnel will not be reassigned without the prior written approval from the District. The following is an "Organization Chart" that shows the team members and their role in each of the project tasks.



The brief resumes of the personnel assigned to this project and their qualifications were presented in Section A of the proposal. The extended resumes for each may be found in ***Appendix B*** of the proposal.

Our proposed approach is based on providing the District with a team of skilled database professionals and water engineers depending on the task, the most skilled staff that can perform the task efficiently will be assigned to the task.

B.2 Unique Qualifications

DCSE team is uniquely qualified to perform the proposed tasks based on the following facts:

- Hands on knowledge of implementing similar Water Information Systems for other water agencies;
- Extensive background in Civil, Environmental, and Mechanical engineering related design and development with specialization in developing applications and decision making tools for the water industry;
- Development of a template-based model encompassing the rules necessary for data collection/entry, validation and correction;
- Knowledge of Water Resources Management and Planning with emphasis on Surface and Groundwater Integrated Resource Planning;
- Extensive knowledge of Groundwater Supply Data Management Issues;
- Extensive knowledge of Water Transmission System Data Collection and Management;
- Design and development of large scale on-line integrated information systems using GIS and Relational Databases

B.3 Project Team Availability

The following table lists the key personnel availability during different phases of this project.

Staff	*Discovery*	*Design*	*Development*	*Deployment*
M. Hoseyni	20%	25%	10%	15%
M. Jeng	25%	25%	50%	50%
D. Pham	25%	40%	75%	25%
H. Vendra	0%	5%	20%	15%
J. Lindner	-	-	10%	10%

B.4 Similar Project Experiences

In the following pages you will be able to view a sample of the projects we have worked on during the past few years. Each has been selected because it represents a technology or design methodology that is a requirement of your project.

B.4.1 Water Resources Information System (WRIS)

***Name of Project Owner*:** Santa Clara Valley Water District
Address: 5750 Almaden Expressway, San Jose CA 95118
Telephone number: (408) 630-2743
Name of Owner's Project Manager: Mr. Mike Duffy
Email address: mduffy@valleywater.org

Description of project:
DCSE has developed a comprehensive web-based "Water Resources Information System – WRIS" for SCVWD. The system consists of three main modules:

1. Wells Module – Responsible for Permitting, Inspection, Production, and Destruction of wells, field data collection;
2. Financial Module – responsible for billing/invoicing and financials;
3. Groundwater Management Module – Responsible for Water Quality, Water Level, Subsidence, Ground Water Modeling, and Comprehensive reporting and Field Data Collection

This application automates all District workflows from the point of permitting - all the way to invoice/billing and collection.

B.4.2 Water Production Data Management System for FWC Division

***Name of Project Owner*:** San Gabriel Valley Water Company
Address: 11142 Garvey Avenue, El Monte Ca. 91733-2425
Telephone number: (626) 448-6183
Name of Owner's Project Manager: Mr. Robert J. DiPrimio, Vice-President
Email address: rjdiprimio@sgvwater.com
Name of Project: Fontana Production Data Management System

Description of project:
DCSE has designed a comprehensive data collection, validation and correction system for SGVWC's FWC division. The staff will use tablets to collect water production data from wells and treatment facilities. The data will be validated and transferred to a centralized SQL Server database. System will also retrieve data from SCADA system and compare the manual data reads with SCADA results. The verified production data is available n FWC internal network for staff to view, download or prepare custom and ad-hoc reports.

B.4.3 Water Budget Allocation Management Tool (NCWD)

***Name of Project Owner*:** Newhall County Water District
Address: 23780 North Pine Street, Newhall, CA 91321
Telephone number: (661) 702-4429
Name of Owner's Project Manager: Mr. Mike Alvord, Director of Operations
Email address: malvord@ncwd.org
Name of Project: Water Budget Allocation Management System

Description of project:
DCSE has developed a web-based data management application in SQL-Server for NCWD allowing it to retrieve the customer water consumption data from NCWD's billing system. The meter read data along with the weather report retrieved from CIMIS then used to calculate the customized water

budget allocation for each customer based on the number of people living in the household and the landscape area for each account. The water budget will then can be used to develop a Water-Budget based tired rate system. NCWD at this time is using the tool as a conservation tool to educate its customers on how to use water efficiently.
The application enables staff to create custom and ad-hoc reports to plan for their conservation practices. The application also allows the customer service staff to receive requests for variance and approve them.

B.4.4 System Emission Monitoring and Reporting – SEMARC (Con Ed of NY)

***Name of Project Owner*:** Con Edison of New York
Address: 4 Irving Place, 15FL-NE, New York, NY 10003
Telephone number: (212) 460-4413
Name of Owner's Project Manager: Mr. Matthew Foster, Senior Scientist
Email address: FOSTERMAT@coned.com
Name of Project: System Emission Monitoring and Reporting

Description of project:
DCSE has developed the SEMARC application for Con Edison of New York to monitor it air emissions compliance with EPA and local environmental agencies. SEMARC also prepares quarterly and annual reports for submittal to the federal and state agencies. First generation of SEMARC was developed in 1995 and DCSE just completed a complete overhaul of SEMARC in 2014 for Con Edison. SEMARC is a web-based data management system built in SQL-Server that enables the operators to monitor up to the minute emissions and forecast potential non-compliance. This enables the operators to take corrective actions to avoid non-compliance. The rich trending, reporting and charting functionality of SEMARC is extremely helpful to day-to-day workflow of the system operators.

C. Approach to Project

C.1 Project Understanding

DCSE understands that Palmdale Water District (District) currently stores all of the existing water related data in various Excel files managed individually by several departments including engineering, facilities, operations, and water resources/energy. In additions, customer accounts information is managed by finance department.

The District is currently soliciting proposals from consultants to develop a centralized database using Microsoft SQL technology to store water supply, water demand and accounting data relating to water productions and consumption. It is the District's intent to develop the centralized Water Management Information System Database (WMISD) for providing a more efficient way to manage the data.

The centralized WMISD database will have security controls to maintain the integrity of the database and allow District's staff to perform daily business work. The database design should also be configured in such a way that future customized reports and graphs can be added with minimum effort from the District's staff.

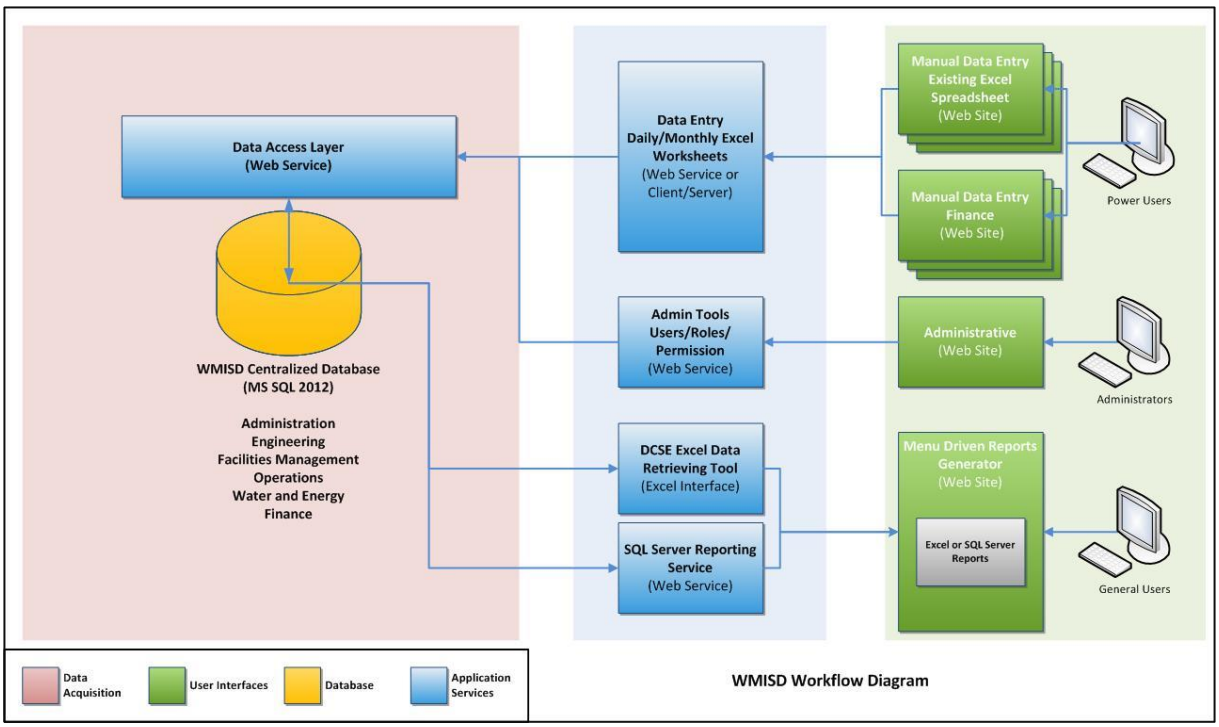
The Workflow Diagram figure below describes DCSE's approach to implement the WMISD project.

1. **Data Acquisition Phase**: DCSE will review existing Excel files and interview with personnel from various departments and come up with WMISD database design.
2. **User Interface Phase**: DCSE will design and develop the application's Graphic User Interface (GUI) following the Data Acquisition Phase. The GUI will also include portal menu and user/role/permission for data security.
3. **Application Services Phase**: DCSE will develop and implement several application services to link GUI to the WMISD centralized database. The application services include the followings:
    a. Data entry forms for loading daily and monthly excel worksheets
    b. Admin tools for manage users, roles, and permission.
    c. DCSE Excel Date Retrieval Tool to generate Excel reports and graphs
    d. SQL Server Reporting Services to generate other standard reports and graphs

C.2 Methodology

DCSE's methodology is based on a multi-step process that includes:

- **Review Phase -** Gaining a better understanding of the existing system operation and future system needs
- **Design Phase -** Design and Propose a solution that meets the requirements of the District from the Review Phase (team's experience, and time savings through software products)
- **Development Phase -** Incrementally implement the system through prototyping and pilot delivery
- **Refinement Phase** - Refine Requirements and revisit Design/Implementation if necessary. (Provide tracking system – development environment)



- **Delivery Phase** - Delivery of production system. Deployment Phase will include the delivery of the software into the Production environment. DCSE's methodology for final delivery includes a period of time to operate the new and the old system in parallel. The results, to the degree possible, will be compared between the old and the new system. A critical aspect of this phase is to make sure that the snapshot of the historical data is available as a starting point in the production environment.
- **Training/Support Phase** - Provide Training and Support. Training and support phase of the project will cover the knowledge transfer necessary for the District to maintain, operate, and enhance the system. This is typically done through a number of training sessions which will cover both system administration and user views of the system. Technical support will be provide through a number of approaches including on-site, online (remote access), and phone support. DCSE uses an online support web site which will be used for this project. The online support site allows District staff to submit support inquires that are viewed immediately and responded to by the technical team. In addition, the support site will include a series of knowledge base articles that will be developed to aid the District staff in keeping up with the common issues being addressed by DCSE.

Our approach is described according to the above phases in the following section, “Scope of Work”.

C.3 Scope of Work

C.3.1 Task 1 – Project Management:

During this task, DCSE will meet with the District staff regularly to ensure that the District is informed, and engaged in every step of the project process. The meetings include the following two aspects.

1. Administrative Meetings: There will be monthly telephone meetings to discuss progress and work performed during the month and to be performed in the next month.
2. Technical Meetings: DCSE will meet with District's staff every three weeks in District's office. The meetings include review of review work tasks, gathering required information, reviewing materials, identifying and solving technical issues, progress reports, coordinating and concurring on the overall project procedure and other items as mutually agreed upon.

Deliverables: Meeting agendas, monthly progress reports with action items.

C.3.2 Task 2 – Review Existing Excel Tables Used in the District Daily and Monthly Operations

During this task, DCSE will meet with District's staff to review existing Excel tables used in the District daily and monthly operations. DCSE anticipates to interview on-site with the following personnel:

- Assist General Manager – Matt Knudson
- Finance Manager/CFO – Michael Williams
- Information Technology Manager – Jim Stanton
- Water and Energy Resources Director – Jon Pernula
- Operation Manager – Mynor Masaya
- Engineering/Grant Manager – James Riley
- GIS Coordinator – Richard Heinonen
- Facility Manager – Tim Moore

Prior to the interviews, DCSE will provide each personnel with interview questions to facilitate the process. The questions will include, but not limited to, the following:

1. Existing business work process – use cases
2. Known issues, limitations and bottlenecks of existing data use cases
3. Preferred data use cases
4. Data sources owner(s)

DCSE will compile the interview notes with each personnel and provide recommendations to improve existing business work process and solutions to be included in the new centralized database environment.

Deliverables: Interview questions, interview notes, and recommendations to improve existing business work process and solutions to be included in the new centralized database environment.

C.3.3 Task 3 – Meet with District to Determine the Tables needed in the Centralized Database

During this task, DCSE will meet with District's Engineering/Grant manager James Riley to review District's existing Excel files and interview notes obtained from Task 2 and to determine the tables needed in the centralized database. The task will include the followings.

1. Determine tables/fields definition of WMISD database
2. Identify table referential constraints and field indexes
3. Create Entity Relationship Diagram
4. Determine the reports and graphs to be created from the WMISD database

Deliverables: A task memorandum documenting the tables to be stored in the WMISD database and reports and graphs to be created from the WMISD database.

C.3.4 Task 4 – Configure the Portal for Dataflow to Microsoft SQL Database Platform and Excel

During this task, DCSE will work with District's staff to configure the portal for dataflow to Microsoft SQL database platform and excel. The task will include the followings:

1. Create database platform to allow for analyzing data integrity and addressing data security
2. Create GUI for users to administrative data including inset, update, and delete functions
3. Allow to access data through ODBC connection for GIS group
4. Allow Finance department to import customer consumption data into WMISD database
5. Create database backup stored procedures, functions, and triggers to perform required calculation once the data in entered into WMISD database
6. Create GUI to generate reports and graphs identified in Task 3.

Deliverables: A task memorandum documenting the screen mockups of the GUIs including portal configuration.

C.3.5 Task 5 – Proof of Concept of Centralized Database Design

During this task, DCSE will work with District to select one Excel table and generate one report with charts and graphs as a pilot study. The study will be served as proof of concept to verify the required functions defined in Task 4.

Deliverables: A presentation at the District's office to demonstrate the functions defined in Task 4 and to prove the District's requirements/expectations are satisfied.

C.3.6 Task 6 – Final Database Design and Implementation

During this task, DCSE will complete final database design and implementation based on the comments and modifications resulting from Task 5. All of the remaining reports will also be completed during this task. DCSE will deploy the final software/programs on Districted designated server.

Deliverables: Installation of the software/programs on Districted designated server, a user manual and/or set of instructions in electronic format for the software/programs.

C.3.7 Task 7 – Training and On-going Consultation

Once Task 6 is completed, DCSE will provide training material and conduct a two-hour training session at the District office.

Deliverables: Training material and a two-hour training session at the District office.

D. Past Performance (References)

Presented below are several references where the Team has done similar work, whom the District may contact for reference. The projects listed below have been completed by the same personnel proposed for this project. A brief description of the projects is provided in **Section B**. More detailed descriptions are provided in the attached project sheets in **Appendix A**.

Name of Project Owner: Santa Clara Valley Water District
Address: 5750 Almaden Expressway, San Jose CA 95118
Telephone number: (408) 630-2743
Name of Owner's Project Manager: Mr. Mike Duffy
Email address: mduffy@valleywater.org

Name of Project Owner: San Gabriel Valley Water Company
Address: 11142 Garvey Avenue, El Monte Ca. 91733-2425
Telephone number: (626) 448-6183
Name of Owner's Project Manager: Mr. Robert J. DiPrimio, Vice-President
Email address: rjdiprimio@sgvwater.com
Name of Project: Fontana Production Data Management System

Name of Project Owner: Newhall County Water District
Address: 23780 North Pine Street, Newhall, CA 91321
Telephone number: (661) 702-4429
Name of Owner's Project Manager: Mr. Mike Alvord, Director of Operations
Email address: malvord@ncwd.org
Name of Project: Water Budget Allocation Management System

Name of Project Owner: Con Edison of New York
Address: 4 Irving Place, 15FL-NE, New York, NY 10003
Telephone number: (212) 460-4413
Name of Owner's Project Manager: Mr. Matthew Foster, Senior Scientist
Email address: FOSTERMAT@coned.com
Name of Project: System Emission Monitoring and Reporting

E. Project Fee & Schedule

The following section presents the Cost estimate including a not-to-exceed amount representing the total cost to provide individual project assignments as listed in section 4 including:

- Estimated hours associated with each task
- Consultant team members assigned to each task and billing rates
- Costs and expenses associated with each task

The total amount of the proposal includes the entire cost and expense of every item of the direct labor costs, and other directs costs including, but not limited to, software, hardware, transportation, storage, materials, etc., necessary to complete the proposed scope of work contained in the proposal. We are assuming that the District has already purchased the required server for the project, and only installation of ArcGIS Server software is required on the server.

E.1 Labor Hours, Cost and Expenses for Each Task

The table below provides the costs for the proposed project. The table shows the estimated hours for each task by labor category, and costs and expenses associated with each task. The individual staff names assigned to each task are identified in section B of the proposal.

PALMDALE WATER DISTRICT
Water Management Information System Proposal
COST

Task #	Task Description	Hours					Labor Totals		ODC	Total Cost ($)
		Principal	Project Manager	Sr. Software Developer	Sr. Water Engineer	Network Administrator	Hours	Cost ($)		
		$180	$180	$120	$120	$80				
1	Project Management	24	32				56	$10,080	$440	$10,520
2	Review Existing Excel Tables Used in the District's Daily and Monthly operation	16	24	12			52	$8,640	$220	$8,860
3	Meet with the District to Determine the Tables Needed in Centralized Database	16	24	24			64	$10,080	$220	$10,300
4	Configure the Portal for Dataflow to Microsoft SQL Database Platform and Excel	8	32	40			80	$12,000		$12,000
5	Proof of Concept of Database Design	8	24	40	16	8	96	$13,120		$13,120
6	Final Database Design and Implementation	4	16	80	16	8	124	$15,760		$15,760
7	Training and On-going Consultation	12	24	24			60	$9,360	$110	$9,470
	Total Hours by Labor Category	72	152	196	32	16	468	$68,960	$770	$69,730

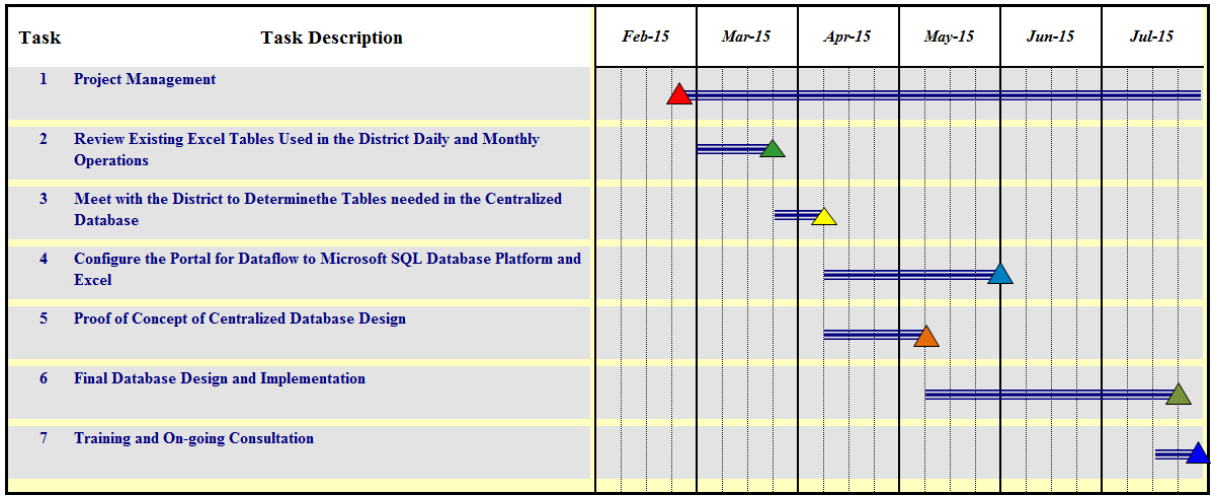
E.2 Not to Exceed Amount

The Not to exceed amount representing the total cost to provide individual project assignments as listed in section 4 is **$69,730.00.**

E.3 Project Schedule

The following table consists of the schedule for all the project tasks and anticipated time frames. DCSE is cognizant of the District's timeline for completion of this project. We are also well experienced in successfully executing such GIS upgrade projects. The proposed project is of highly collaborative nature with the District's team. DCSE has come up with a carefully planned, realistic

schedule, and propose to complete the project within three (3) months, per the schedule shown below.



- *Project Kick off*
- *Task 2 - Delivery*
- *Task 3 - Delivery*
- *Task 4 - Delivery*
- *Task 5 - Delivery*
- *Task 6 - Delivery*
- *Project Completion*

F. Professional Services Agreement (PSA)

F.1 Sample Standard Contract

DCSE has reviewed the PSA provided by the District. The completed and signed PSA is included in **Appendix C**.

G. Appendices

Appendix A – Project Sheets

Appendix B – Resumes

Appendix C – Signed PSA

G.1 APPENDIX A – PROJECT SHEETS

ProjectSummary

Con Edison System Emissions Monitoring and Reporting Code (SEMARC)

Highlights

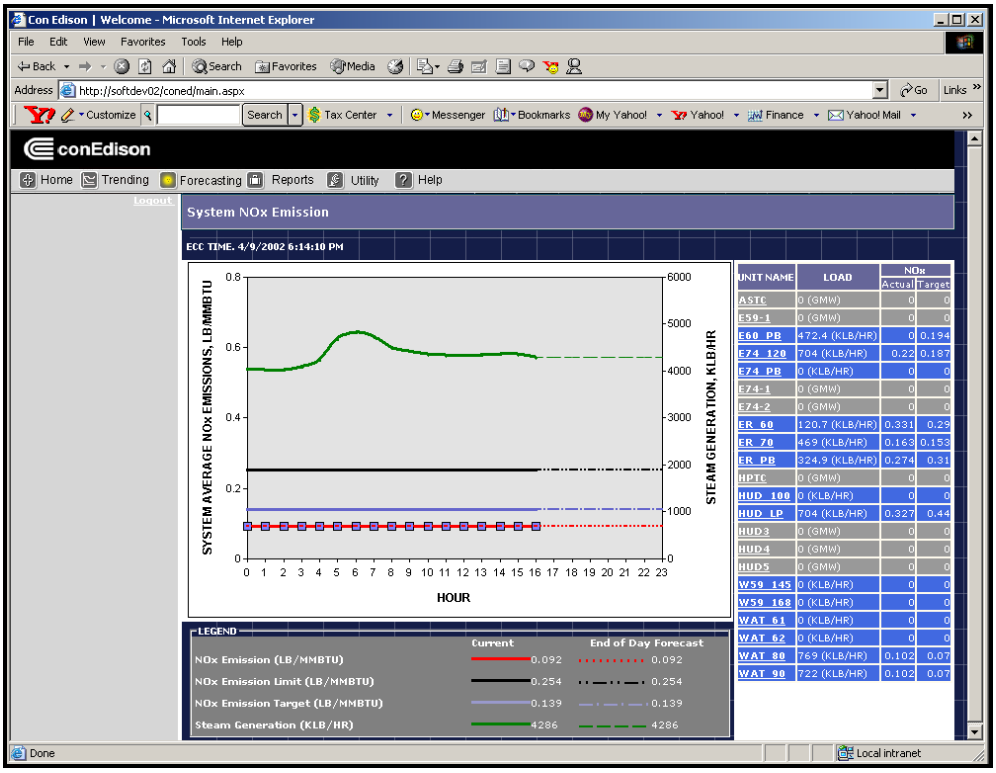
- ***Web-based System***
- ***System Emission Compliance Monitoring***
- ***Emissions Trending***
- ***Emission Compliance Forecasting***
- ***Customized Reporting***

Benefits

- ***Meets Compliance Standards for Emission Monitoring, Forecasting, and Reporting Requirements***

Project Owner

- ***Con Edison***



The System Emissions Monitoring and Reporting Code (SEMARC) program was designed for Con Edison to meet the data management and reporting requirements of the New York State Department of Environmental Conservation state environmental codes. SEMARC is a web-based software program developed to acquire NOx emissions and operational data from a system of steam & electric utility combustion equipment and to perform necessary real-time data management, calculations, record keeping, and reporting functions.

DCSE developed this system using the Microsoft .NET development and deployment platform.

The scope of DCSE's work included:

- Preparing the System Specifications
- Developing Function Algorithms
- Designing the database structure, user menus, reports, graphics, and archiving mechanism
- Developing the code
- Installing, testing, training, and providing technical support

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The main function of the software program is to process NOx emissions data from Continuous Emission Monitoring System (CEMS), data-loggers, and user inputs for the purpose of preparing emission inventory and compliance reports required by NOx emission standards. The software is specifically useful for those facilities that demonstrate compliance to a standard by reporting emissions as the average for the system. The original client/server versions of this software have been in continuous operation since May 31, 1995. The web-based version was launched in 2002. The software also performs other important tasks relating to the determination of emission levels and monitoring to insure continuing compliance with an emission limit. These tasks can be grouped into these four functions:

1. Calculate System Compliance Limit and NOx/SOx Emissions

2. Monitor Unit NOx/Load Trends

3. Forecast System NOx Emissions Compliance

4. Prepare Periodic Compliance Reports for Submittal to the Agency

Functions 1 and 4 are designed to monitor system compliance with a NOx standard and to prepare the required compliance reports for submittal to the regulatory agency. Functions 2 and 3 are designed to provide important information on a continuing, real-time basis to help maintain compliance and monitor system performance.

Monitoring of unit emissions (Function 2) and comparing valves to corresponding target values enables the plant operators to detect any deterioration in unit operation and/or operating procedures and to take timely corrective action to avoid any potential non-compliance with emission limits.

Forecasting (Function 3) provides the user with early prediction capability to non-compliance and determining a corrective strategy. This valuable tool warns the user of potential non-compliance and allows time for remedial action in order to guarantee compliance with the emission limits. The forecast function in SEMARC can use either historic data, and/or user provided forecast for the operating parameters in order to perform its forecasting function.

The Reporter (Function 4) routine in the software prepares all periodic emissions inventory and/or compliance reports required by the regulatory agency and customized reports desired by the user. All data required for the preparation of the various reports is extracted from the database. The format for the reports conforms to the regulatory agencies and/or user's specified requirements.

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Project Summary

Department of Water Resources – State of California – Bay/ Delta and Tributaries Data Management

Highlights

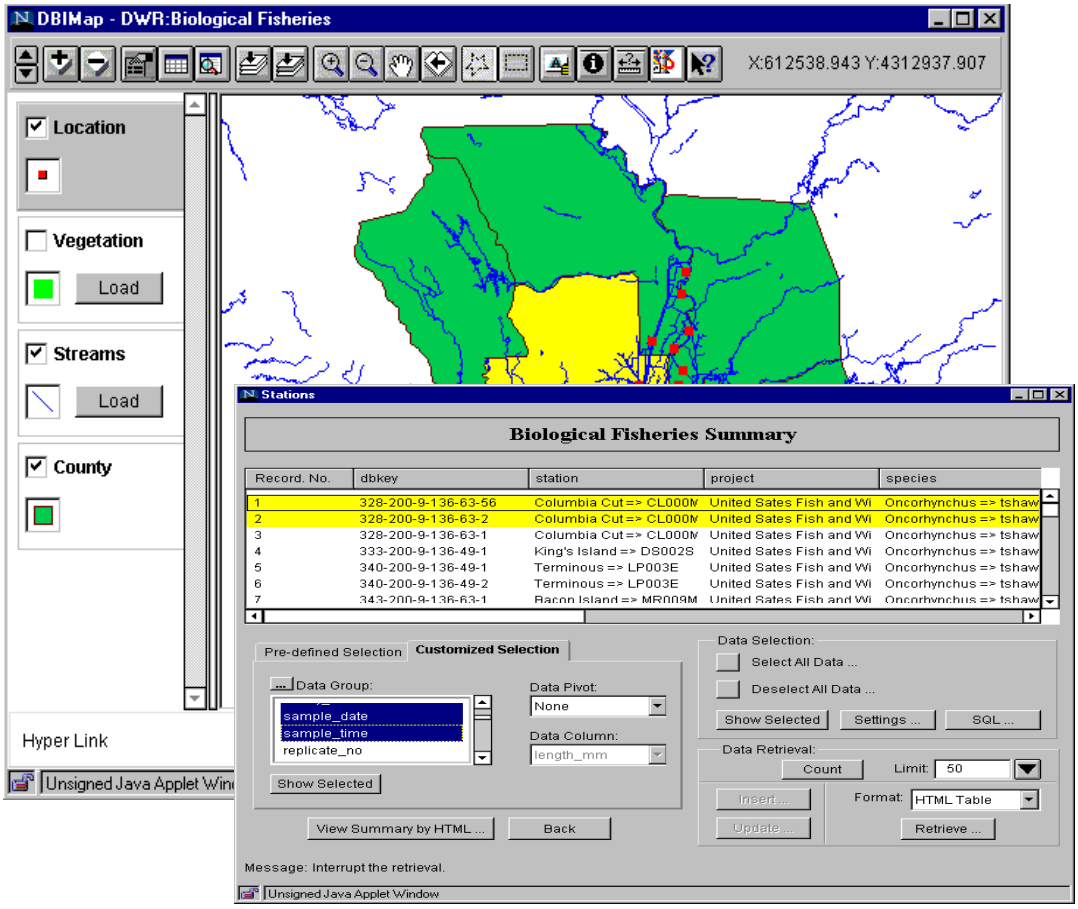
- *Bay/Delta and Tributaries Data Management*
- *Interagency Ecological Programs*
- *Stored Procedures to Process Large datasets*
- *Web-based DBIMap to retrieve data sets*
- *IBM Informix Dynamic Server Database Design and Management*
- *IBM Informix SDE Datablade*

Benefits

- *Automates Process between Agencies' data and DWR databases*
- *Central Database Management for IEP Programs*
- *Query Biological, Water Quality, Hydrodynamic, Chemical Analysis Data through DBIMAP interface*

Project Owner

- *Department of Water Resources (DWR)*



DCSE assisted DWR in providing technical and professional services relating to planning, deployment, and maintenance of servers, database and computers tied to the Bay/Delta and Tributaries Project (BDAT). The service includes populating agencies data into DWR's Informix Database server and displaying results through DCSE's DBIMap interface. DCSE has assisted DWR to design and implement three layers of databases including transfer database, normalized database, and warehouse database. The databases contain more than 2 million records of Bay/Delta and Tributaries data including biological data, flow data, laboratory results, field results, and so on. DCSE's DBIMap interface allows users to retrieve data using both tabular and spatial queries. The tasks of this project included:

- Providing direct service and support for all information technology issues concerning Interagency Ecological Program (IEP), Department of Water Resources, and other parties working with the BDAT Project.
- Planning, deployment, and maintenance of BDAT databases and servers.
- Planning, creation, quality assurance/quality control and implementation of stored procedures for the BDAT Transfer, normalized, and warehouse databases in the IBM/Informix database.

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- Development and maintance of database and DBIMap interface that will provide secure and reliable access of data.
- Facilitate the creation and maintenance of Agencies' Microsoft Access database, visual basic code sets for BDAT.

The functionality of BDAT database processing:

- Provides stored procedures to transfer Agencies' MS access database into DWR's transfer database.
- Provides stored procedures/triggers to populate DWR's normalized database from transfer database.
- Provides stored procedures/triggers to populate DWR's warehouse database from normalized database.

The functionality of DBIMap:

- DBIMap is a web-based GIS and relational data management tool.
- Provides DWR agencies with the web-access based interface to compose queries and generate reports on biological, water quality, hydrodynamic, chemical analysis data stored in a central database without having to install specialized software and without compromising database security.
- Loads GIS data stored in shape file format and in the Informix database with SDE datablade bypassing ArcSDE server.
- Offers server-side and client-side map rendering options.
- Links GIS data view and relational data views.
- Provides users ability to combine relational data selection criteria with spatial GIS queries.
- Allows user to generate custom reports from DBIMap in Text, Excel, or HTML table formats. Report format can be defined and customized online.
- Allows user to save map layer data in ESRI E00 format. Those files can be converted into ESRI coverage format for further editing or viewing with tools like ArcView and ArcInfo.

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ProjectSummary

Eastern Municipal Water District - Regional Water Resources Database

Highlights

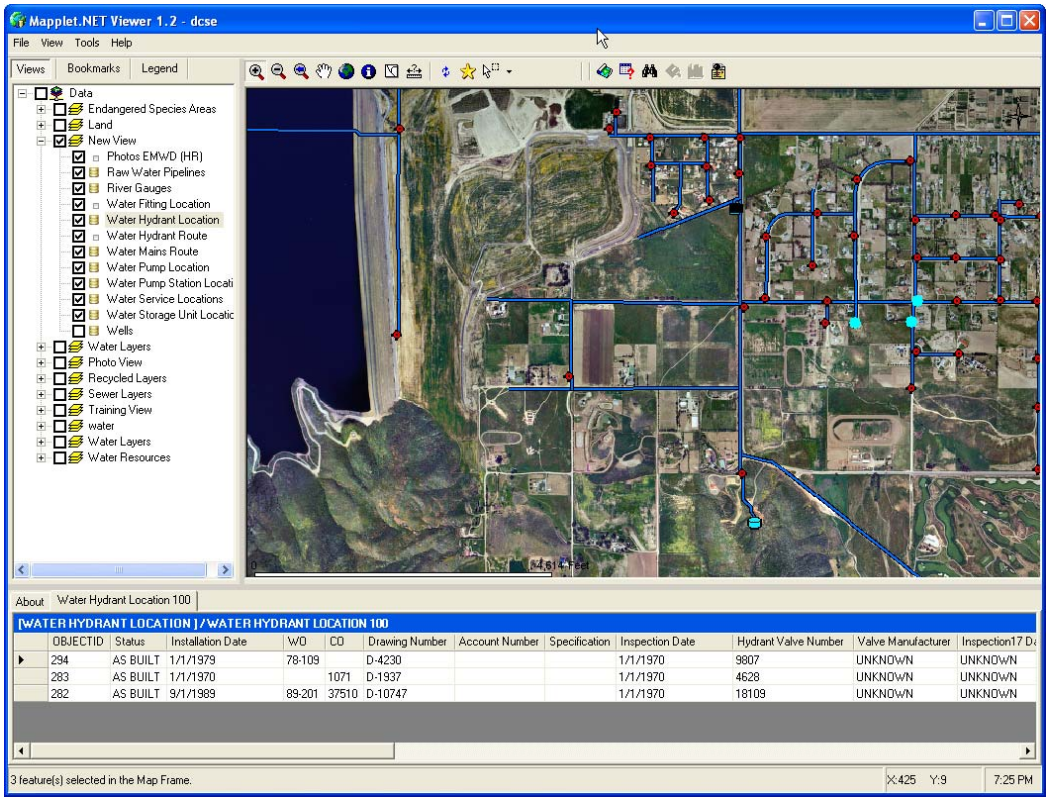
- *Enterprise GIS*
- *Powerful GIS and Tabular Data Integration*
- *.NET Technology*
- *ArcIMS Integration*
- *ArcMap Server Implementation*
- *Geodatabase as the data source*

Benefits

- *Making GIS available to all users*
- *Providing access to tabular data via GIS*
- *Enabling access to the enterprise data*

Project

- *Client Name: Eastern Municipal Water District (EMWD)*
- *Contact : Dr. Behrooz Mortazavi*
- *Address: 2045 S. San Jacinto Ave, San Jacinto, CA 92581-8300*
- *Phone: 951-928-3777*
- *Project Year: 2002 - Ongoing*



DCSE was selected by EMWD to help integrate millions of spatially-referenced records and to make them easily accessible through an enterprise-wide GIS interface. As part of its strategic plan, EMWD identified a need to develop a data repository for nearly 3,000,000 existing groundwater monitoring records and related data. The data, which are collected by several different agencies, exist in a variety of formats including spreadsheets (Quattro Pro, Excel) and ASCII files.

Given the spatial nature of the monitoring data, the District also expressed a desire to develop a system that would link the data with GIS data layers that have been assembled by the District. EMWD was in need of an economical, scalable, enterprise-wide collaboration tool for satisfying a wide range of potential users (both technical and non-technical). Their requirement was for a product that was a robust, established, commercial off-the-shelf (COTS) solution that could be installed, configured and operational with a minimum of additional investment in training and technical resources. Using Mapplet.NET, EMWD is able to provide access to data throughout their enterprise, including the ability for users to customize their own views, create high-quality maps and reports, and to view linked documents and other information via a simple web browser.

The project illustrates DCSE's experience in designing large-scale databases, and developing web-based applications using ArcGIS, ArcIMS, ArcIMS ArcMap Server extension, and .NET technology. It also shows how DCSE customizes and implements its Mapplet.NET product to meet the needs of non-technical users.

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Project Summary

Monterey County Water Resources Agency – Groundwater Extraction Management System (GEMS)

Highlights

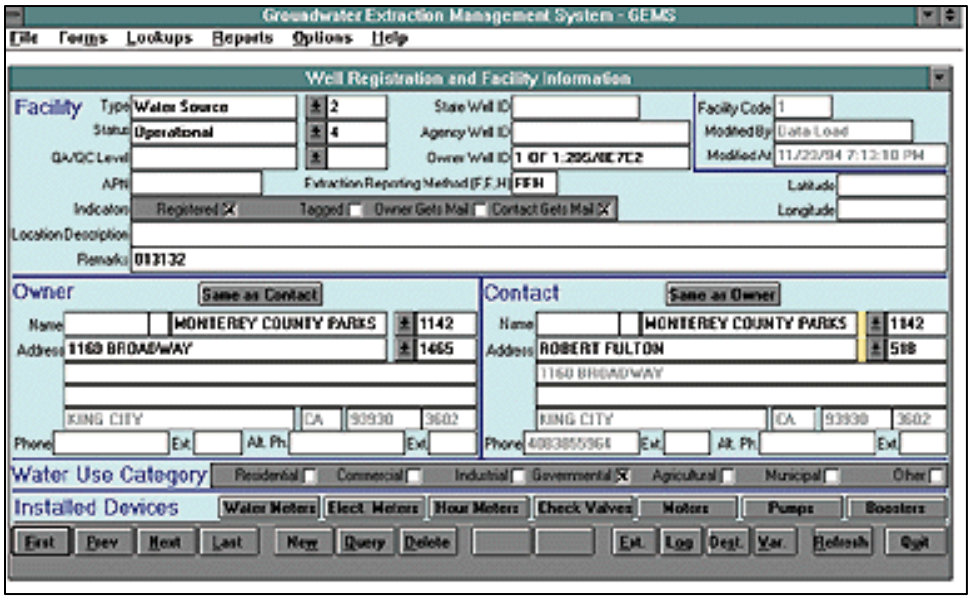
- *Oracle Database Design*
- *Graphical User Interface Development*
- *Client/Server Configuration*
- *Crystal Reports and Visual Basic*

Benefits

- *Tracks Groundwater Extraction Facilities*
- *Automated System*

Project Owner

- *Monterey County Water Resources Agency (MCWRA)*



Monterey County Water Resources Agency (MCWRA) passed ordinances for tracking groundwater extraction facilities and their associated water uses in several zones of the MCWRA. These ordinances help MCWRA obtain the data necessary to develop water resources management plans such as water conservation and new facilities design. These ordinances require the facility owners to register their facilities with MCWRA and to report their monthly and annual extractions.

Monterey County Water Resources Agency (MCWRA) needed an automated system to keep track of the extraction facilities and associated data. This system needed a means for enforcing the terms of the ordinances. MCWRA contracted DCSE to develop this system called Groundwater Extraction Management System (GEMS).

DCSE conducted a requirements analysis, which resulted in development of GEMS. This system collects, tracks, maintains, and reports well registration and water extraction data. It also supports the implementation of two groundwater extraction facilities with discharge pipes of a minimum of three inches, located in several zones of Monterey County. It reports total monthly and annual water extractions.

The Graphical User Interface (GUI) for GEMS is developed using Visual Basic and related controls. Crystal Reports is used to implement the reporting features of GEMS. Both Visual Basic and Crystal Reports connect to Oracle through Open Database Connectivity (ODBC). The system is currently being used as a client/server configuration with PC's as client workstations operating under Microsoft Windows. The PCs access the server database comprised of Oracle on an IBM RS/6000 server.

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Project Summary

Mojave Water Agency—Well Log Data Entry Form

Highlights

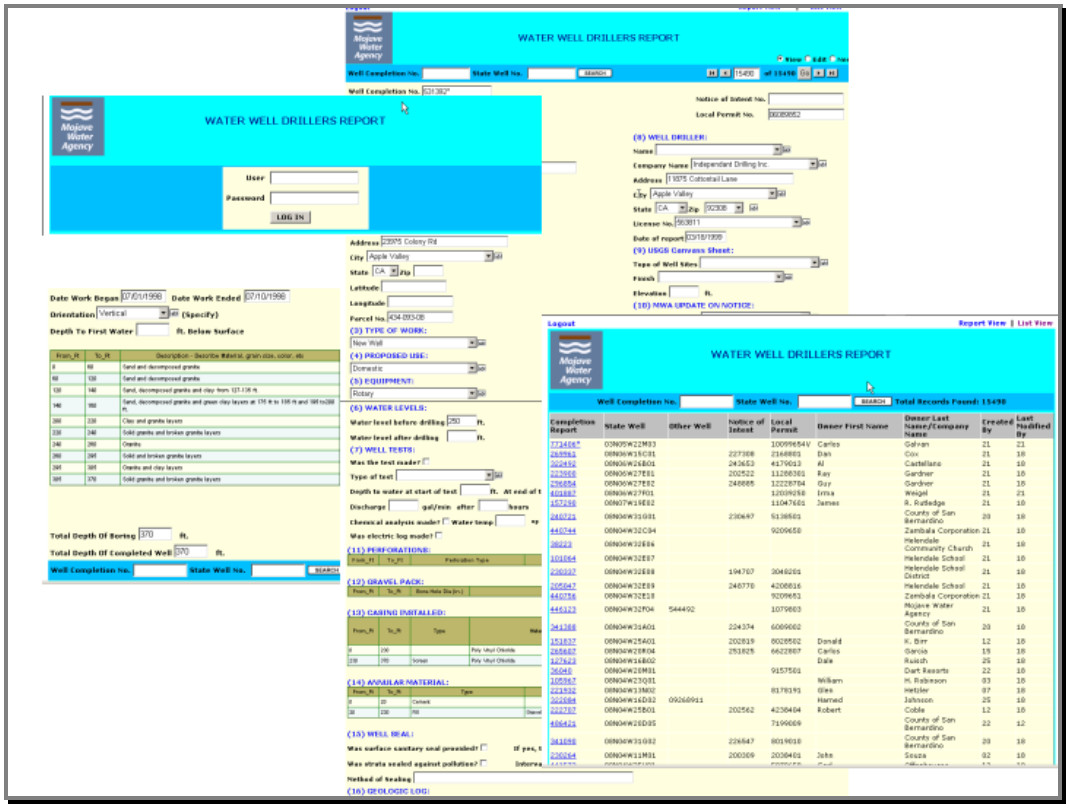
- *Customized data entry form consistent with existing SQL Server databse*
- *Web-based design*
- *Secure data transformation services for data upload*

Benefits

- *Easily accessible with a web browser*
- *Standardized data entry form and quality control*
- *Increased productivity for data entry efforts*
- *Well log data stored in SQL Server database*
- *Ability to view and edit logs*

Project Owner

- *Mojave Water Agency (MWA)*



Mojave Water Agency (MWA) had several well logs in hard copy format that needed entry into their SQL Server database. They needed a systematic and accessible way to quickly and efficiently enter data from the hard copy logs. DCSE was selected to design a web-based well logs data entry form that could be easily accessed and used for data entry purposes.

DCSE designed a customized data entry form that was consistent with MWA's SQL Server database design. This allowed for quality control and uniformity for data entry and served as a platform for viewing and editing well log information.

DCSE hosted the secure web-based well logs data entry form for MWA and created Data Transformation Services (DTS) to upload the collected data to MWA's SQL Server database on a routine basis.

MWA has streamlined converting their hard copy well logs into their database by having a web-based data entry well log. This allows anyone with access to a web browser to easily enter well log information into MWA's database in a standardized secure format.

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Rev: 10/5/09

Project Summary

Metropolitan Water District of Southern California – Planning and Resources Information Management Application (PRIMA)

Highlights

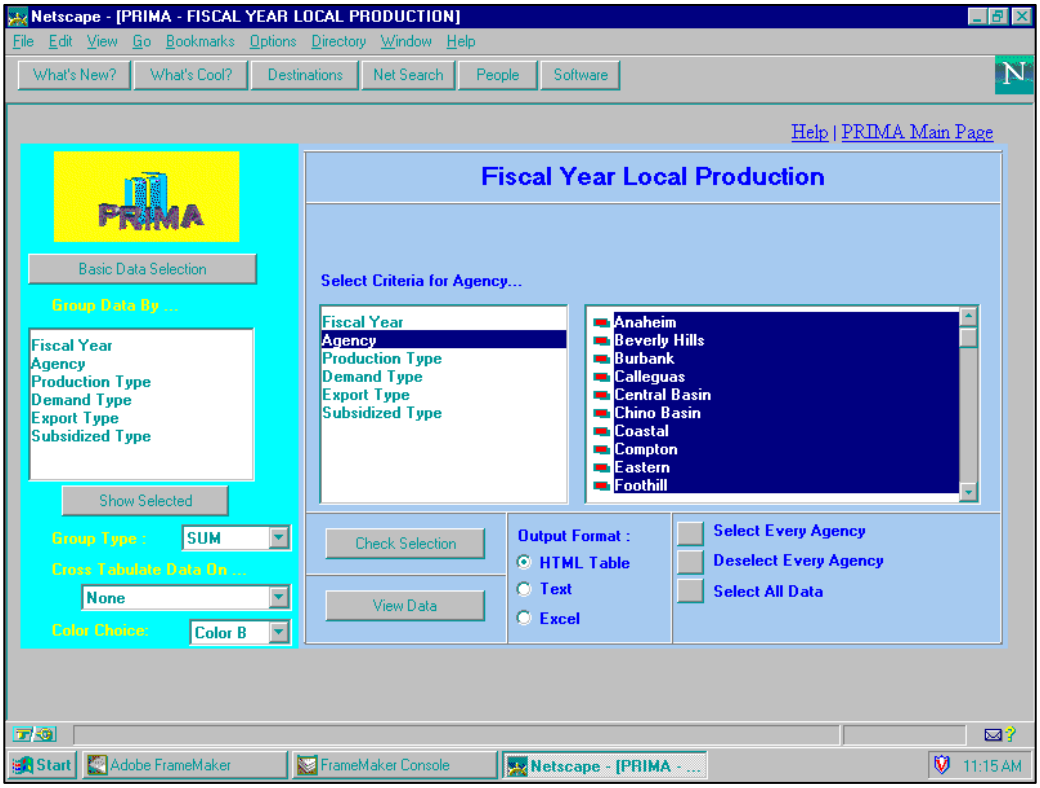
- *Internet-based Interface*
- *ORACLE Database*
- *Accessible Over Web*
- *Java Applet*

Benefits

- *Platform Independent*
- *Various Outputs Available, Such as Charts, Spreadsheets, and Reports*

Project Owner

- *Metropolitan Water District (MWD)*



PRIMA is an intranet-based interface for retrieval and display of information related to water supply, sales, demographics, weather, and other related data. The data retrieved by PRIMA is stored in an ORACLE database accessible over the intranet. The PRIMA interface is designed to provide the user an easy means for specifying the type of data and the associated query for retrieval of the data.

The query interface was developed as a Java applet to allow for the interface to be used from different systems, including Unix and Microsoft Windows desktops. The query interface does not require the knowledge of Structured Query Language (SQL), but instead uses a graphical user interface to construct the query. The data returned to the user can be displayed in a chart, a report format, or retrieved locally for processing inside a spreadsheet, such as Microsoft Excel.

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Rev: 6/11/02

Project Summary

Metropolitan Water District of Southern California-Program Design Tool Relational Database Management System for Water Conservation Reporting

Highlights

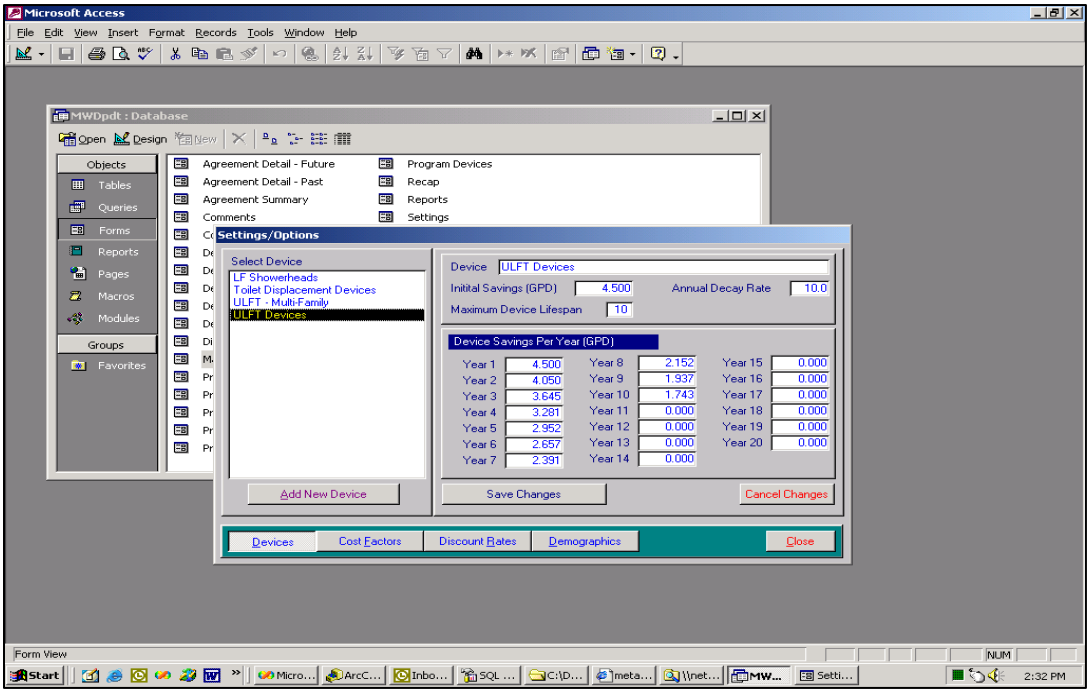
- *Access Programming*
- *Mission Critical Tool for Water Conservation Reporting*
- *Used by 27 Member Agencies*

Benefits

- *Internet Accessible*
- *Various Security Levels*
- *Automates Graphic Reports*

Project Owner

- *Metropolitan Water District of Southern California (MWD)*



Metropolitan's Water District's Integrated Resources Plan (IRP) set ambitious goals for active water conservation. A regional effort is underway to quantify uniform, defensible estimates of water savings for conservation programs.

The Program Design Tool (PDT) has two main functions:

1. To document past conservation program activity
2. To plan future programs based upon regionally agreed upon terminology, water savings assumptions, and cost definitions

DCSE was retained by Metropolitan to develop a PDT database in Microsoft Access. DCSE developed the structure of relational data base management system to track conservation programs including ULFT, CII, and Landscape measures; developed a series of prototypes; supported beta-testing by Metropolitan; provided component level help; and provided installation and training.

PDT v2.0 was developed in a modular format to allow easy updates to core information and incorporation of new features. PDT v2.0 included automated graphical reports detailing water savings over time, financial analyses at multiple levels (subagency, agency, MWD), and cost per acre-foot comparisons among programs. The "master" PDT database is accessed by all Metropolitan Conservation staff through an Intranet. Appropriate security measures are also incorporated into this application so that different user groups have different security levels.

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Rev: 6/12/02

Project Summary

Orange County Water District – Water Resources Management System (WRMS) Modernization

Highlights

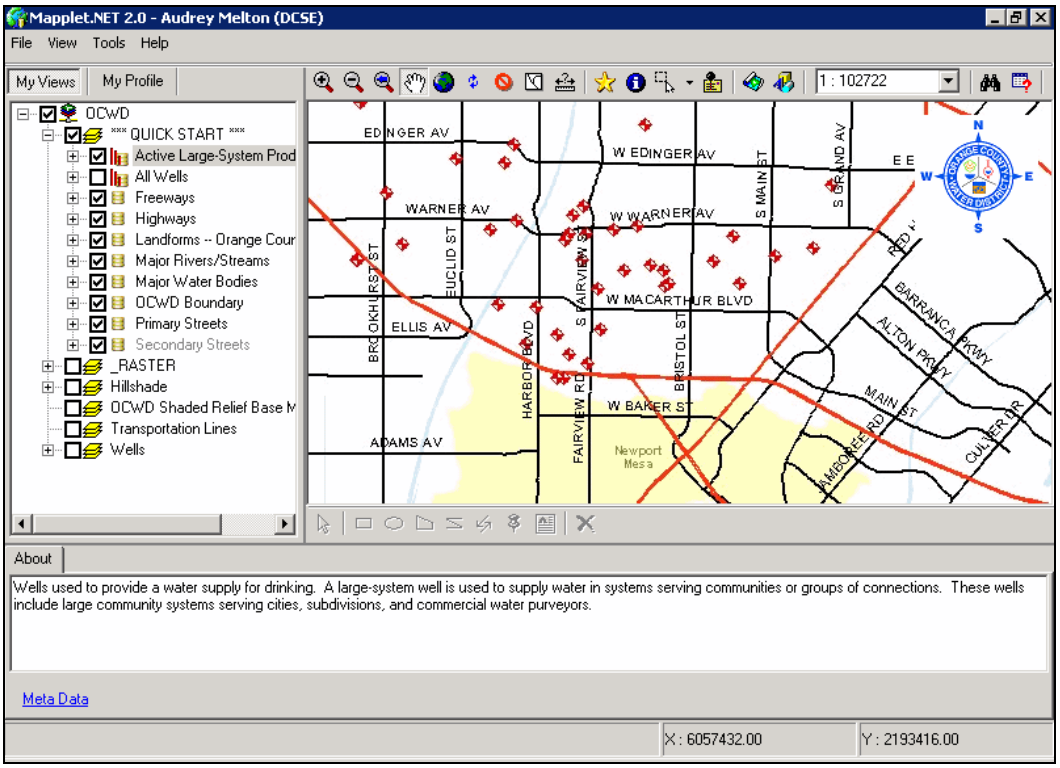
- *System Architecture Modernized to use Microsoft .NET technology*
- *Query, Visualization, and Printing via a Common GIS Web Interface*
- *Access and Integration of Tabular and Spatial Data*
- *Designed for Non-GIS professionals and Casual Users Alike*

Benefits

- *Increased Data Accessibility for All Users*
- *Takes Full Advantage of ESRI and the Microsoft.NET Framework*
- *Permits Users to Quickly and Easily Create Their Own Maps, Charts and Reports from GIS*
- *Fully-Scalable and Fully-Extendable to Any User in the Field or At the Office*

Project Owner

- *Orange County Water District (OCWD)*



DCSE is contracted to provide a comprehensive modernization for Orange County Water District's (OCWD) Water Resources Management System (WRMS) and GIS. WRMS is an Oracle database that contains water resources information, water quality data, water levels, and well construction information for hundreds of active and inactive wells throughout the Orange County basin. DCSE implemented a new development environment based on Microsoft's .NET technology to modernize the existing system.

At the heart of the modernization was the implementation of Mapplet.NET that allows for the integration of GIS data stored in ArcSDE and the WRMS tabular data to be displayed in a user-friendly web-based interface Mapplet.NET. Mapplet.NET allows users throughout the District to easily query, access, and display tabular data stored in the WRMS database.

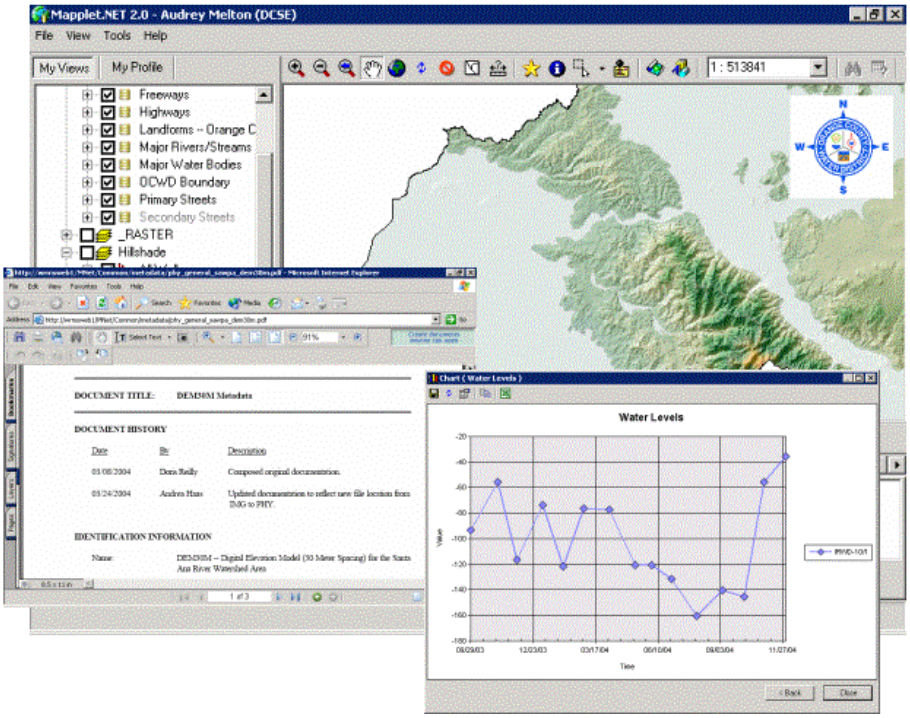
Mapplet.NET also serves as a solution for the display of GIS metadata documents, the charting of time series data (e.g. water levels, water production), invoking reports built with Crystal Reports, and data export options that allow data to be exported to another software program for further analysis (e.g. Excel).

Maps can easily be generated with Mapplet.NET's Map Annotation Tool. This has alleviated the numerous map requests and users are able to generate, print, and save their own maps for use in reports and other documents.

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Since Mapplet.NET's implementation, WRMS and GIS data are fully accessible to all District employees including those that are non-GIS professionals.

DCSE has also been instrumental in assisting OCWD in migrating their AutoCAD applications to ArcGIS modernizing the whole process in which data is accessed. Also included in the modernization was the development of a web-based map request system, water quality validation tools, and the conversion of reports and forms to be in line with the new technology framework set forth by Microsoft.NET.

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ProjectSummary

Highlights

- *Enterprise Water Resources Information System*
- *Integrated Solution for Data Entry, Validation, and Viewing Trends*
- *.NET Technology*
- *ArcGIS Server Implementation*
- *Integrated with Field Data Collection*

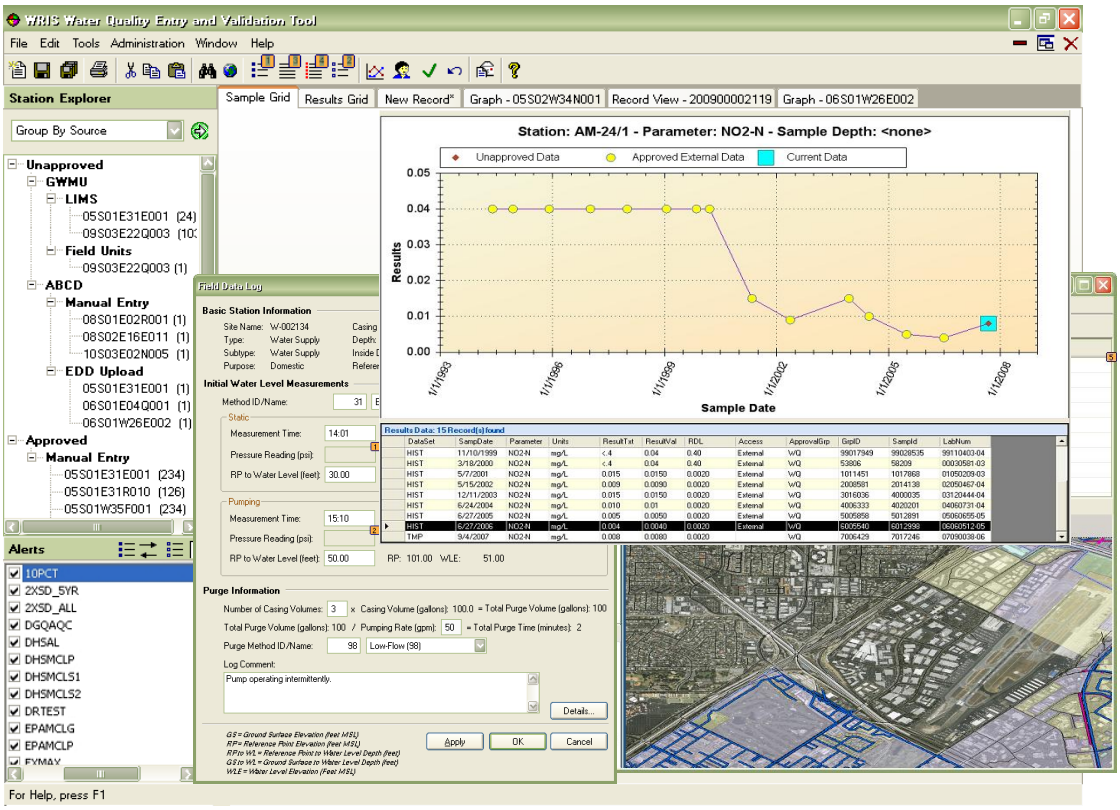
Benefits

- *Business Process Driven*
- *Better Data Management*
- *Multiple Data Formats Data Uploading*
- *Automated Data Validation*

Project

- *Client Name: Santa Clara Valley Water District (SCVWD)*
- *Contact : Mark Li*
- *Address: 5750 Almaden Expressway San Jose, CA 95118-3686*
- *Year Started: 2008*

Groundwater Quality Data Management and Tracking System at Santa Clara Valley Water District



DCSE was selected by Santa Clara Valley Water District (SCVWD) to redevelop its Water Resources Information System (WRIS) after completion of Phase 1 which provided detailed requirements, a gap analysis between WRIS requirements and existing solutions at similar agencies, and a data consistency assessment on current WRIS and groundwater management data.

The purpose of the Phase 2 of the WRIS Redevelopment Project, currently under progress, is to design, develop, and deploy the new WRIS. The overall objective for the WRIS redevelopment project is to create a new WRIS that will support District business needs based on an up-to-date technology platform that is adequately supported by selected hardware and software vendors. Moreover, the new system must be flexible enough to accommodate future growth and system expansion. The new WRIS must also enable users to perform current and new District business functions as efficiently and effectively as possible, and ensure the optimal flow of information in a manner that is flexible and cost effective.

Once implemented, the WRIS will consist of over 20 applications. The Groundwater Quality Data Management and Tracking application will be one of the key modules of the WRIS which will have the following major components:

1. Field data collection using Field Mapplet
2. Manual entry of hard-copy data and validation of data from all sources using the integrated Water Quality Entry and Validation Tool

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3. Processing of EDD data using the Water Quality Upload Tool
4. Query, reporting, mapping, and analysis using the Time-Series Data Tool. Station List Tool, Mapplet.NET, various standardized reports (on-demand and automated)

Water quality samples are collected from wells in the SCVWD service area by multiple entities, including SCVWD. Some samples are analyzed by SCVWD's laboratory, while others are submitted to commercial laboratories. Some samples are for general monitoring of groundwater conditions, while some are required to demonstrate compliance with State drinking water standards. The objective is for WRIS to act as a central repository of water quality data from these various sources in order to efficiently evaluate current and historical water quality conditions.

Data will be made available for entry into WRIS in various formats. Data in standardized digital EDD formats, including the EPA Region 5 format, or the State DPH EDD format, and chain of custody (CofC) information from field collection units, will be loaded into WRIS using Water Quality Upload Tool, which includes Water Quality Data Entry and Validation Tool, a solution for entering data manually from source data in hard-copy format and for evaluating and approving data regardless of source. Validation consists of checking for outliers, comparison to historical trends, comparison of reported values to regulatory standards, and verification of completeness of measurement attributes, all of which are included in this tool design.

DCSE has developed a validation tool for another client, which will serve as the foundation for this tool. Enhancements will need to be made to accommodate required data entry functions and other customization to meet SCVWD's requirements. The objective is to create an interface that is optimized for efficient entry by emphasizing keyboard actions over mouse actions. For evaluators who review and approve data, there are various checks and alerts to highlight possibly extraneous data and view provisional data in graphical form in relation to historical trends.

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Project Summary

San Diego County Water Authority-Planning and Resources Information Management Application, Phase III

Highlights

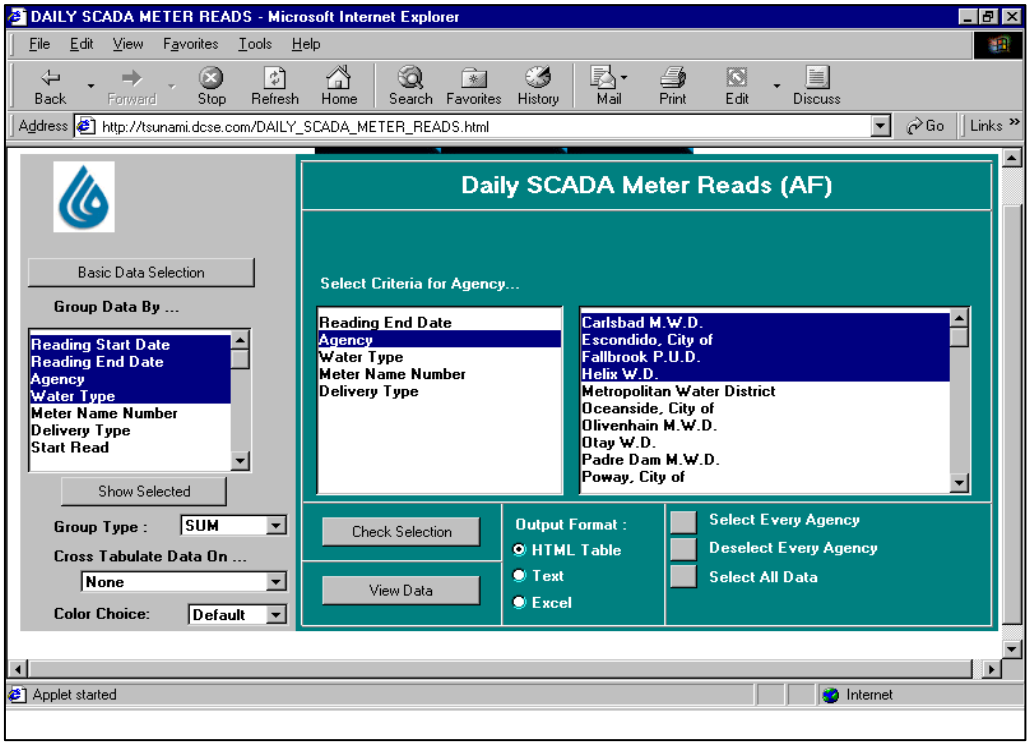
- *Internet-based Interface*
- *Oracle Database*

Benefits

- *Manages Water Conservation Programs in PRIMA*
- *Uses Hyper-link-based Help Function*
- *View Master Delivery from a Map*
- *Ability to Systematically Forecast AG Water Demand*

Project Owner

- *San Diego County Water Authority (SDCWA)*



SDCWA retained DCSE to develop an integrated database and the associated interface to manage water resource planning data pertaining to its operation. This integrated database is called the Planning and Resources Information Management Application (PRIMA). The goal of Phase III of the project included: (1) upgrading Phase II administration, query functionality and reporting, (2) incorporating the water conservation program into the CWA-PRIMA database, (3) providing a hyper-link-based help function, (4) developing a map component to view meter delivery transferred from SCADA system, and, (5) providing an Agricultural Water Demand Forecasting Tool.

The major tasks for (5) included:

- Combining SANDAG and DWR AG demand GIS coverage layers
- Assigning Land Use Codes and generating maps for existing and ultimate land use
- Obtaining general/specific plans coverage from SANDAG and developing phasing coverage with land use coverage
- Developing unit factors for each unique crop rotations from DWR's coverage
- Loading data in the Water Demand Forecasting Tool
- Running model and obtaining base results

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ProjectSummary

San Diego County Water Authority- Water Bill Invoicing Application

Highlights

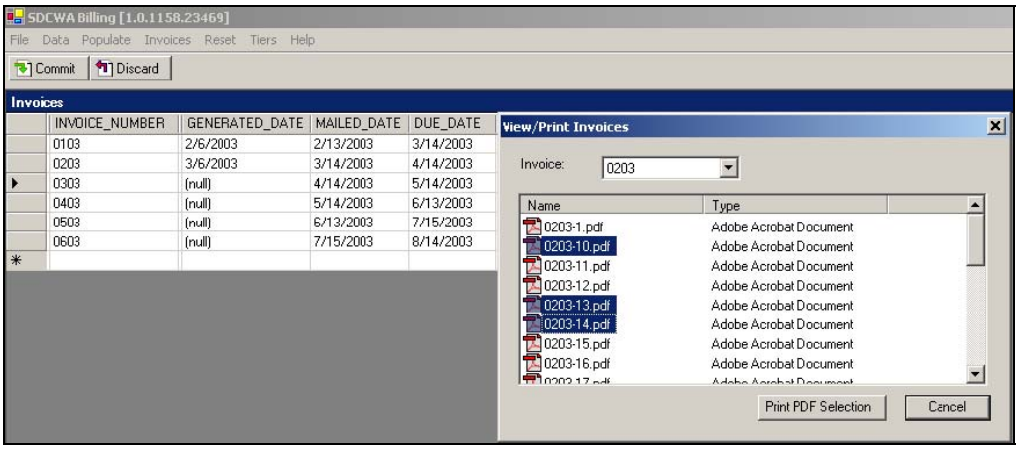
- *Intranet-based Interface*
- *Tier I and II Water Uses*
- *Oracle Database*
- *MS .NET Technology*
- *Invoices Powered by Crystal Reports*

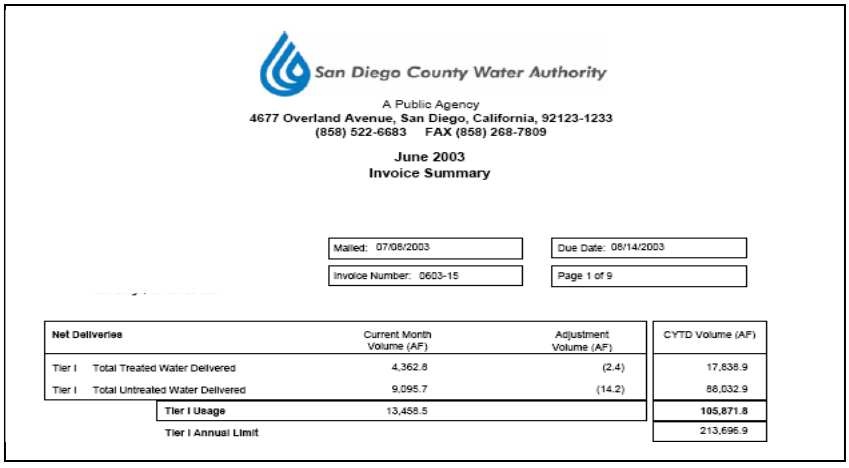
Benefits

- *Accessible over Web*
- *Standardized Reporting*

Project Owner

- *San Diego County Water Authority (SDCWA)*




San Diego County Water Authority

A Public Agency
4677 Overland Avenue, San Diego, California, 92123-1233
(858) 522-6683 FAX (858) 268-7809

June 2003
Invoice Summary

Mailed: 07/08/2003 | Due Date: 08/14/2003
Invoice Number: 0603-15 | Page 1 of 9

Net Deliveries		Current Month Volume (AF)	Adjustment Volume (AF)	CYTD Volume (AF)
Tier I	Total Treated Water Delivered	4,362.8	(2.4)	17,838.9
Tier I	Total Untreated Water Delivered	9,095.7	(14.2)	88,032.9
	Tier I Usage	13,458.5		105,871.8
	Tier I Annual Limit			213,696.9

San Diego County Water Authority (SDCWA) retained DCSE to develop a Water Bill Invoicing Application (WABIA) to generate member agencies' invoices due to a new unbundled contract-based water rate structure from Metropolitan Water District of Southern California (MWD). WABIA is designed to handle the unbundled water rates including supply, system access, water stewardship, power, and treatment charges. It also provides a mechanism to re-calculate Tier I and II water uses for SDCWA's member agencies due to certified agricultural water credit program.

WABIA is a web-based application based on Microsoft .NET technology. It provides an easy to use interface for SDCWA staff to generate monthly invoices to its member agencies. The invoice template was designed by using Crystal Decision's Crystal Reports and rendered through browser in Adobe PDF format.

The SDCWA staff working on WABIA project have received Team of Excellence award for the first quarter of 2003 as a result of the WABIA. "As a team, you have worked hard to design and implement a new water billing methodology and software to accommodate the Authority's new rates and changes, as well as Metropolitan's new rate structure. Your efforts resulted in a functional water billing database and an automated invoice generating tool that will ensure the continued, timely processing of more than $200 million dollars in billings annually, which represents the Authority's largest source of income." says in the recognition letter.

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Project Summary

City of Los Angeles – Solid Resources Recycling Division Recycling Data Management System (RDMS)

Highlights

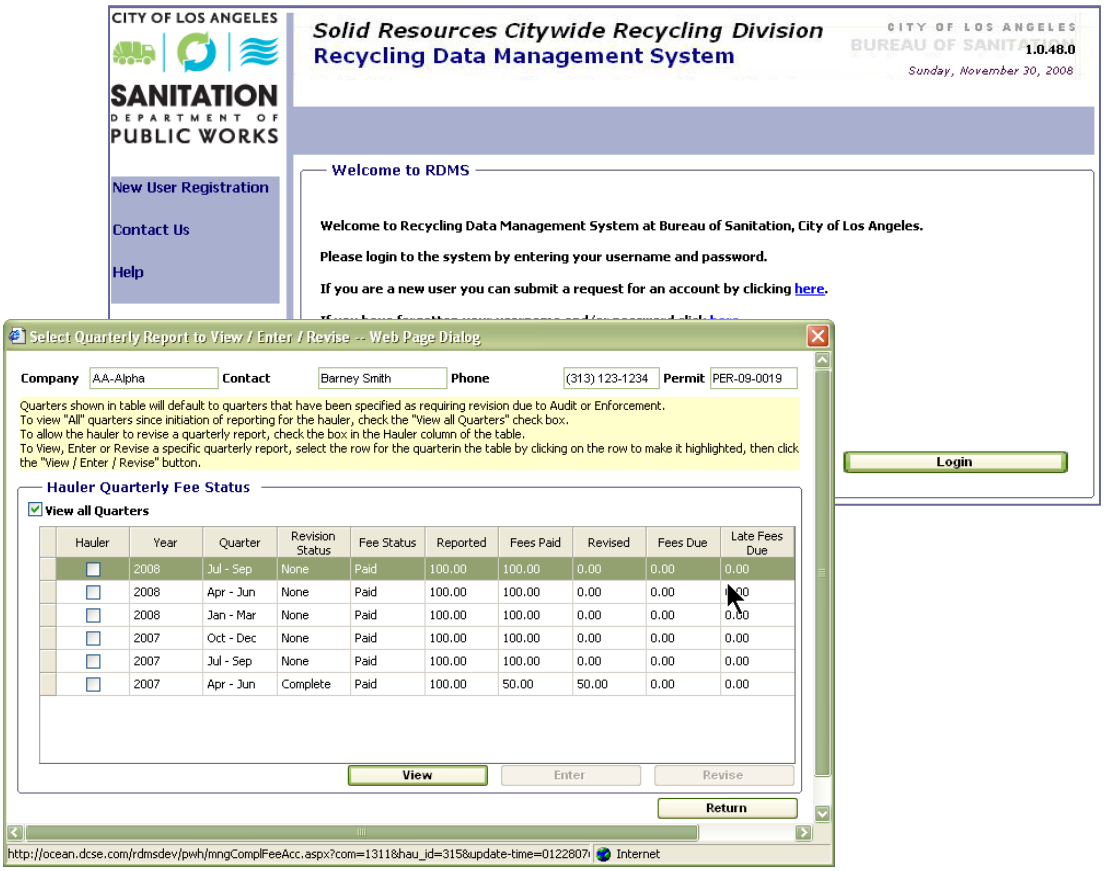
- *Improve existing CIS application security*
- *Improve existing CIS application forms performance*
- *Improve existing CIS application reports performance*
- *Provide data integrity checking between tables*
- *Implemented log tables to tack records change*

Benefits

- *Improve Database Security*
- *Improve Forms and Reports performance*
- *Data Integrity between tables*
- *Track Records Modifications*

Project Owner

- *SRCRD, Bureau of Sanitation, Los Angeles Department of Public Works*



RDMS is a Modular Workflow Support System (MWSS) that has been highly customized to support workflows for major recycling programs managed by SRCRD.

SRCRD recycling programs (more accurately called Diversion Programs) are a means of improving and monitoring the City of Los Angeles "diversion rate". The diversion rate is the ratio of tons of waste that is "diverted" - to the tons of waste that is "disposed". The City of LA currently has a diversion rate greater than 50% but has the objective of 70%.

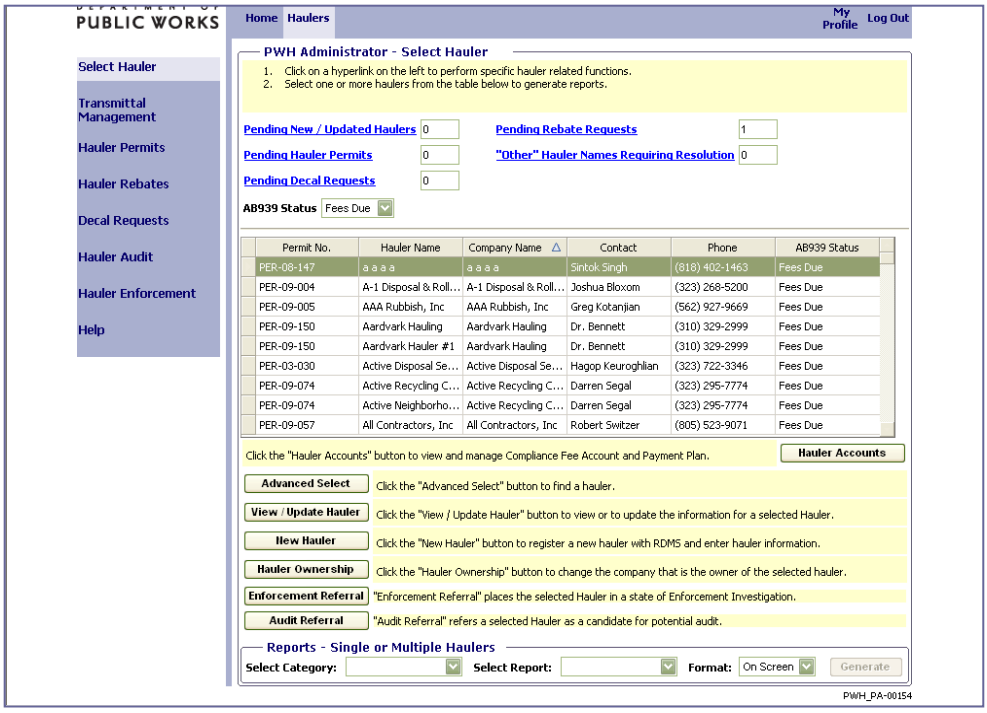
A diversion "program" establishes stakeholders, business rules and data capture (reporting) requirements. Program stakeholders include SRCRD support personnel and program participants. Programs supported by RDMS include Facilities, Waste Haulers, Business Waste Audit, City Department Compliance, and Construction & Demolition. RDMS provides access to both "Users" and "Administrators" via Internet or Intranet. Each program module has an independent interface that clearly and comprehensively supports program workflows, reports and information management.

The RDMS Facilities (FAC) module establishes the hub of diversion / disposal material tonnage management. Facility types include: Certified Processors, Non-Certified Processors, Transfer Stations, Recyclers and Disposal Facilities, record material tonnages inbound and outbound (with hauler information). A significant portion of the overall City diversion rate "calculation" is based on this material balance.

- continued on back

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The RDMS Waste Hauler (PWH) module tracks diversion / disposal material tonnage hauled (with destination facility) within the City. Waste Hauler workflows include Permitting, Quarterly Reporting, Rebate Management, Enforcement Management and Audit Management. Within the City, Waste Haulers must be permitted and are levied a charge per ton of material hauled. RDMS supports the management of "Hauler Accounts" with an extensive set of business rules governing issues such as late fees, interest payments and rebate eligibility.

The RDMS Construction and Demolition (CND) module tracks the diversion rate for City of Los Angeles construction projects. Each City project establishes a diversion plan with the contractor that approves and tracks the diversion / disposal material tonnages for the project (by Hauler / Facility).

The RDMS Business Waste Audit (BWA) module is an "outreach" program. Program "assessors" investigate organizations within the City and determine current material diversion activities and potential for improving diversion of material rather than disposal. The BWA module maintains information for a large percentage of businesses and organizations within Los Angeles. The BWA administrator manages the assignment of "business assessments" to assessor queues and is able to monitor assessment progress. Each assessor can organize, execute and record results for the assessments. The material tonnage information is utilized as input to the overall City of LA diversion rate calculation.

The RDMS City Department Compliance (CDC) module supports the monitoring and recording of diversion activities within LA city departments (LAX, LA Zoo, Bureau of Sanitation, etc.). The CDC module also supports the recording of diversion activities by several "LARA" cities (LA region) such as Beverly Hills, Hermosa Beach, Artesia, Compton, etc. Recording of detailed material tonnage is supported and contributes to the overall City of LA diversion rate calculation.

RDMS workflow modules interoperate as necessary. A critical integrating structure is the "Materials" table that ensures that tonnages from all modules can be aggregated correctly. The RDMS "Portal" supports system administration and dictionary (lookup table) management functions as well as providing the common interface to the system.

RDMS provides SRCRD with enhanced capability to systematically manage diversion programs and associated material tonnage information. RDMS provides critical support in achieving the City of Los Angeles goal of 70% overall diversion rate.

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Project Summary

Santa Ana Watershed Project Authority – Santa Ana Watershed Data Management System (SAWDMS)

Highlights

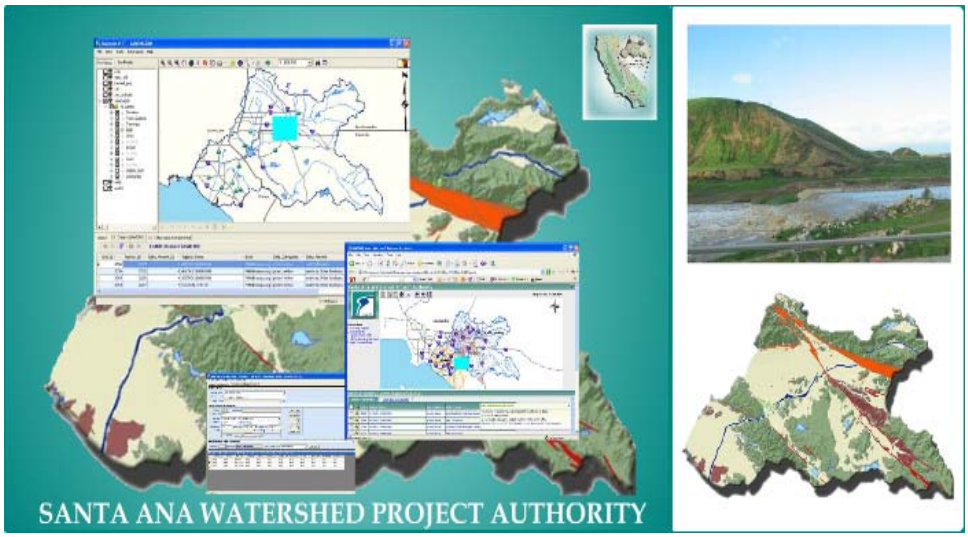
- *GIS Integration*
- *Watershed Data Management System*
- *Access to Data Using Mapplet.NET*
- *.NET Technology*
- *SQL 2000 Database*

Benefits

- *Regional Water Database System*
- *Ambient Water Quality Statistics Calculation*
- *Metadata Grid System*

Project Owner

- *Santa Ana Watershed Project Authority (SAWPA)*



The Santa Ana Watershed Project Authority (SAWPA) has contracted with DCSE to initiate development and implementation of Santa Ana Watershed Data Management System (SAW DMS). The system collects well information (location and construction), groundwater level and groundwater quality for the support of watershed-wide ambient water quality recalculation. The collected information is accessible by both SAWPA staff and general public.

SAWPA identified DCSE's product Mapplet.NET as the user interface to retrieve SAW DMS data for SAWPA internal users. DCSE also developed a customized data query tool for fulfilling data requests from external public users. The data query tool is based on the concept of data grid system. The metadata is stored in a grid system across the watershed. This grid is based on the Township and Range Public Land Survey System (PLSS). Each grid cell is a PLSS quarter section (a one-half by one-half mile area). This grid is populated with metadata for each cell using the actual data collected by Ambient Water Quality (AWQ) database. The grid cell provides enough information for users to know if the data within the cell may be of value for their purposes

SAWDMS's data upload tool utilizes stored procedures and functions to convert data provided by agencies to SAW DMS format. The automation routines were created through the Data Transformation Services (DTS) to upload data into the SAW DMS system on a scheduled basis. The data upload tool also embedded a set of QA/QC criteria to maintain data integrity. The QA/QC criteria included unique key and referential constraints.

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Project Summary

San Bernardino Valley Municipal Water District – Well Database Web Interface Internet Access Setup

Highlights

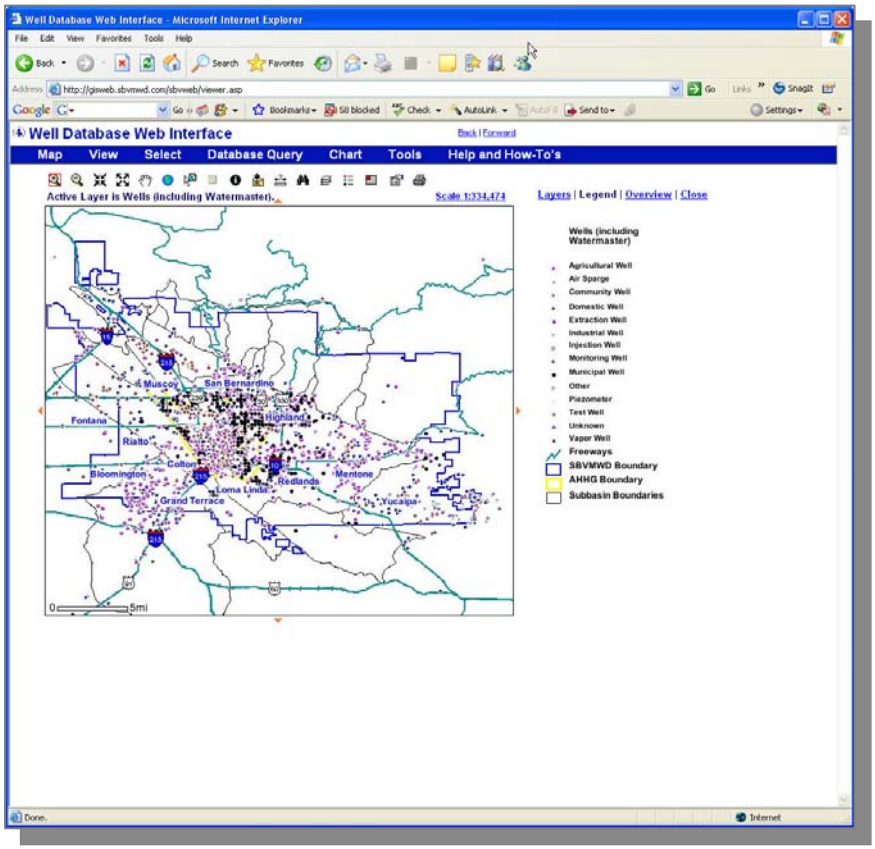
- *Assisted in upgrading of WDWI*
- *Assisted Deployment of WDWI*
- *Resolved Network Issues*
- *Resolve Firewall and Security*

Benefits

- *Member Agency Access*
- *Secure System Setup*

Project Owner

- *SB Valley Municipal Water District*



SBVMWD was formed in 1954 to plan long-range water supply for the San Bernardino Valley. It imports water into its service area through participation in the California State Water Project and manages groundwater storage within its boundaries. SBVMWD covers about 325 square miles in southwestern San Bernardino County, about 60 miles east of Los Angeles, and has a population of about 600,000.

DCSE developed a plan and schedule to move the SBVMWD Well Database Web Interface application to the Internet. The Internet access is to be setup for a handful of agencies interested to query and view the data in the Well Database Web Interface. The current application was available only on an Intranet level. DCSE assisted in the upgrade and deployment of the well database web interface, which included helping to move the application to a DMZ and resolve firewall and network access issues. In addition we created a level of security that was comfortable for the District.

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G.2 APPENDIX B – RESUMES

Masoud Hoseyni, Ph.D.

President

Education

Ph.D., Mechanical Engineering, UCLA 1991

Degree of Engineers Chem. Engineering UCLA 1982

M.S., Chemical Engineering UCLA 1981

B.S., Chemical Engineering AMUT 1977

Summary

Dr. Hoseyni has over 30 years of experience in providing engineering consulting services for a wide range of clients in private, municipal, and federal sectors. Dr. Hoseyni has extensive experience in managing development of large scale database applications providing data content to inter/intranet applications. He has substantial experience in management of Geographic Information (GIS) applications in the Microsoft Windows and the Unix environment.

Dr. Hoseyni, in his capacity as president, has been managing a team of engineers and software developers at DCSE providing database management, GIS, and software engineering expertise.

Clients have included the Motorola, Irvine Ranch Water District, Metropolitan Water District, Mojave Water Agency, Eastern Water District, San Diego Water Authority, City of Oceanside, City of Los Angeles, City of Torrance, City of Fullerton, Contra Costa Water District, Yorba Linda Water District, and Con Edison of New York.

Key Projects

Dr. Hoseyni has been actively involved in projects assisting the utility companies, municipalities and industrial plants to comply with local/federal regulations. Dr. Hoseyni has managed many projects involving development of enterprise GIS and database management systems for several utilities and municipalities.

City of Los Angeles, Bureau of Sanitation

Dr. Hoseyni is the program manager for the development of a comprehensive data management system to effectively track and manage the waste management programs and activities of SRCRD for the City of Los Angeles and assist in achieving the objective of a citywide 70% recycling rate. Dr. Hoseyni was also the project manager in developing an implementation plan for enterprise GIS for the Bureau of Sanitation. The plan has been completed and the implementation will start shortly.

Santa Clara Valley Water District Water Resources Information System

Dr. Hoseyni was the project manager for the implementation and deployment of a new Water Resources Information System (WRIS) system that is supporting District business needs based on an up-to-date technology platform that is adequately supported by selected hardware and software vendors. Major components of WRIS include well permit processing, well registration, and water production facility registration, managing water production and revenue collection, storing and maintaining well related data, groundwater level and quality data tracking, and groundwater modeling. The WRIS system has also integrated with District's SCADA, LIMS, PeopleSoft and GIS applications.

Contra Costa Water District – Enterprise GIS

Dr. Hoseyni served as the project manager during the data conversion and EGIS implementation for Contra Costa Water District. DCSE has developed an organization-wide Enterprise GIS for CCWD in a multi-phase 3-year project.

Moffett Federal Air Field Environmental Data Management System

Dr. Hoseyni served as the project manager during the development, implementation, enhancement, and support phases of the project for the Southwest Division of the US navy. DCSE developed a database and a GIS system for the .management of the data resulting from the groundwater monitoring program at the Moffett Federal Airfield (MFA).

City of Los Angeles, Bureau of Sanitation – Recycled Data Management System

Dr. Hoseyni was the program manager for the development of an "Enterprise Web-Based" data management system for the City of Los Angeles to manage its Solid Refuse Recycling plan. The system also manages the data for eleven satellite cities around City of Los Angeles.

Orange County Water District, WRMS Modernization

Dr. Hoseyni was the project manager for the WRMS Modernization project for OCWD. WRMS Modernization included development of many spatially enabled user interfaces for input, export, and reporting of hydrogeologic and water quality information related to OCWD's service area. This application uses the state-of-the-art technology by integrating GIS and tabular data stored in WRMS.

Con Edison of New York – System Emission Monitoring and Reporting Code

Dr. Hoseyni was the chief designer and project manager for the implementation of a Web-based system for Con Edison to acquire, monitor, analyze and report the NOx and Sox emission from their electric generating units. SEMARC has been in operation since 1995 and has undergone 3 major upgrades during this time.

Valencia Water Company – Water Budget-based Tire Rate Implementation

Dr. Hoseyni was the architect of the Water Budget-based Tired rate System for Valencia Water Company. The web-based system calculated daily water budget for each customer and provides a dashboard for the VWC's customer service staff to manage the system and respond to customer requests such as variance requests. The system won the full support of the CPUC and has been in operation for over two years.

Ming-Chin Jeng, Ph.D.

PRINCIPAL ENGINEER

Ph.D., Civil Engineering, University of California - Los Angeles, 1993

M.S., Civil Engineering, National Taiwan University, Taiwan, 1986

B.S., Civil Engineering, National Taiwan University, Taiwan, 1984

Summary

Dr. Jeng has over 17 years experience in a wide variety of water resources and environmental engineering fields including hydrology, hydraulics, groundwater flow, mass transport, and management of water resources systems. His focus in the last five years has centered around the large-scale water resources planning and management. He has developed an integrated resources planning model using both C and Java languages. He also has extensive experience in mathematical modeling of groundwater flow and mass transport. He has developed a three-dimensional saturated/unsaturated groundwater flow and mass transport model using a mixed finite difference-multiple cell balance method. Dr. Jeng also has been involved in workstation-based computing system design for applications and graphical data retrieval systems since 1993.

Dr. Jeng is fluent in Java, FORTRAN, C, C++, SQL, DCL and UNIX shell command language and is familiar with Object Oriented Language system, HTML and ColdFusion the leading cross-platform Web application development and server to develop and deliver scalable dynamic Web applications. He also has extensive programming experience with IBM RS/ 6000 and SUN Sparc workstation environments.

Dr. Jeng is also proficient in Relational Database programming and Administration such as ORACLE, SQL Server, INFORMIX and MS ACCESS.

Key Projects

- **Santa Clara Valley Water District Water Resources Information System**
  Dr. Jeng is the project manager for the implementation and deployment of a new Water Resources Information System (WRIS) system that is supporting District business needs based on an up-to-date technology platform that is adequately supported by selected hardware and software vendors. Major components of WRIS include well permit processing, well registration, and water production facility registration, managing water production and revenue collection, storing and maintaining well related data, groundwater level and quality data tracking, and groundwater modeling. The WRIS system has also integrated with District's SCADA, LIMS, PeopleSoft and GIS applications.

- **Municipal Water District of Orange County Water Resource Planning Model**
  Dr. Jeng is the technical assistant responsible to help convert the Municipal Water District of Orange County (MWDOC) planning model spreadsheet into DSCE's software application, Water Resource Planning Model (WRPM). This work requires expert knowledge of the District's operations, demands, supplies, and water resource management as well as the WRPM model.

- **Metropolitan Water District of Southern California Integrated Resource Planning Distribution System Model Maintenance and Upgrades**
  Dr. Jeng is a Project Manager for the IRPDSM Maintenance and Upgrades. DCSE has assisted MWD to integrate both existing Integrated Resources Planning SIMulation model (IRPSIM) and Integrated Resources Planning Distribution System Model (IRPDSM) into a Water Resources Planning Model (WRPM).
  IRPSIM was developed to facilitate the integration of existing water demand and supply

models along with operational rules for storage into an overall system-wide stochastic simulation model. IRPSIM permits the use of a historical "hydrology cycle" that provides a consistent index for modeling contemporaneous future supply and demand. IRPSIM enforces consistent hydrological relationships between supply and demand (e.g. hot, dry weather tends to reduce supplies and increase demands). IRPSIM provides models to perform the analysis of system reliability and supply/demand mass balance. IRPDSM was a comprehensive resource and supply distribution system model which simulates and optimizes deliveries and storage of imported water through Metropolitan's distribution system. The model accounts for regionally coordinated local water supplies and storage of imported water in local groundwater basins and the hydraulic and the storage constraints that limit the movement of water through the distribution system. IRPDSM is currently being used by Metropolitan to evaluate regional and member agency supply reliability, estimate the blend of imported water delivered to each member agency, and optimize local and State Water Project (SWP) water transfers and storage.

- **City of Los Angeles - SRCRD Collection Information System Enhancements**
  As a project manager, Dr. Jeng was involved in assisting the Division to improve security and performance of the existing CIS application. The enhancements include improving database security, improving forms and reports performance, data integrity between tables, and track records modifications.

- **City of Los Angeles - SRCRD Division Website Design**
  As a project manager, Dr. Jeng was involved in developing and implementing effective and cost-efficient source reduction, recycling and re-use programs and policies. SRCRD provides technical assistance to City departments, private sector businesses, multi-family residential complexes, and the community. The office fosters public/private-recycling partnerships and helps to promote new markets for recyclable materials.

- **San Diego County Water Authority Water Billing Application**
  Dr. Jeng was the co-architect of the San Diego County Water Authority's Water Billing Application. This application incorporates the Metropolitan's unbundled water pricing structure to estimate the water invoices for the member agencies of SDCWA. This system is responsible for invoicing more than a $100M a year invoices generated from the sale of water by SDCWA.

- **Metropolitan Water District of Southern California Operations Demand Forecasting Model - ADAPT**
  Dr. Jeng was the technical lead and managed the programmers for the development of an Agency Demand-Analysis Projection Tool (ADAPT) capable of forecasting short-term water demands associated with its member agencies. ADAPT utilizes both historical weather and water sales data to generate upper and lower bounds of the base demand. The weather data is used as a basis to characterize historical climate conditions through climate resemblance index, compare these conditions with water sales and thereby project future water requirements.

- **DWR - Bay Delta Tributary Program**
  As a project manager, Dr. Jeng was involved in enhancing and designing Informix database for the Bay Delta tributary Program. He has been working with DWR Staff for more than five years and has hand-on experiences using SPLs to load data into BDAT. He also has experience with Visual Basic to manipulate data between MS Access, Ms Excel, and Binary Text data for DWR and their clients.

- **Irvine Ranch Water District Water Demand Forecasting Tool**
  As assistant project manager, Dr. Jeng has taken a lead role on this project from a technical and a management viewpoint. He is responsible for the development team for the entire water demand forecasting engine. The demand forecasting engine generates DBASE V database output files using JDBC-ODBC in Java language. The forecast generating engine interacts with ArcView.

- **Metropolitan Water District of Southern California Integrated Resource Planning Distribution System Model**
  Dr. Jeng is a Task Manager for the IRPDSM, which is a large-scale simulation and optimization model programmed in C and Java. IRPDSM is a water distribution system model which estimates the reliability of the water supply sources for Southern California.

  This optimization model is formulated as a series of pre-emptive objectives based upon the decision maker's preference. The objectives include minimizing demand shortages, maximizing storage devices levels, and maximizing target flows in certain pipes. This model has Remote Procedure Call (RPC) functions embedded so that the end-user can make the most use of computer resources. Dr. Jeng is the project lead for the development of an interface for building a Java-based schematic-building tool to represent Metropolitan's water distribution system.

- **Metropolitan Water District of Southern California Planning and Resources Information Management Application (PRIMA)**
  Dr. Jeng has developed a graphical user interface using Java language to retrieve water sale, member agency local production, and weather conditions from an ORACLE web server. Based on the user's specified choices and criteria, the interface builds corresponding SQL statements through a web browser, and displays the results in either ASCII or an Excel format.

- **Metropolitan Water District of Southern California EPANet and EPA SWMM Model Connectivity with Java**
  Dr. Jeng is helping to build a Schematic Builder (SB), which allows the user to graphically build a hydraulic pipeline network which represents both the selected hydraulic system to be simulated by EPANet and the subset pipeline reaches to be simulated by XP-SWMM. The SB serves as a pre/postprocessor to both models.

- **East Bay Municipal Utility District Facility Viewer**
  Dr. Jeng has developed a graphical user interface using Java language to graphically display time-series data for EBMUD's facilities. The time series data includes storage and levels of reservoir, flows of pipelines, etc.

- **System Emissions Monitoring and Reporting Code (SEMARC)**
  Dr. Jeng developed a graphical user interface (GUI) using Microsoft ACCESS 2.0 to continually monitor the NO_x emission rate and to calculate the compliance limit for both Orange and Rockland Utilities, Inc. and Consolidated Edison Utilities, Inc.

- **Chino Basin Water Resources Planning Module**
  Dr. Jeng developed an integrated model to forecast water demand and wastewater flows and to evaluate the feasibility of water supply and the wastewater disposal plans. The model uses the initial and the ultimate land use together with the associated unit factors to estimate the demand. Based on the demand generation, an efficient resource allocation model has been developed to allocate water demand and wastewater to their ultimate water suppliers and ultimate wastewater collectors based on plans specified by the planner. The model uses Geographic Information System (GIS) for processing and management of the data. It has been successfully applied to the Chino Basin of Southern California to allocate the water demand and wastewater production.

- **Metropolitan Water District of Southern California Distribution System Planning Model**

  Dr. Jeng developed a simulation model with an interface to an ORACLE database. This task requires the knowledge of hydrology, hydraulics, network flow and optimization. He has assisted the staff at Metropolitan to investigate the feasible alternatives of its Integrated Resources Plans (IRP). He developed the ORACLE database to manage water demand data of Metropolitan service connections. Dr. Jeng also worked on the IRPSIM data post-processing project. He has developed several SAS programs to process IRPSIM results using SAS Macro and SQL languages. These programs have facilitated the interpretation of the simulation results produced by the IRPSIM program.

- **Metropolitan Water District of Southern California Groundwater Quality Monitoring System**

  Dr. Jeng developed GUI tools by using VISION and Oracle to assist the staff at Metropolitan to manage the well information provided by its member agencies. The information includes owner of the well, well location, the amount of water extracted, and groundwater quality analysis.

Prior Experience

UCLA

Ph.D. dissertation title: "Mathematical Modeling of Conjunctive Use of Surface Water and Groundwater." with Dr. William W-G. Yeh. Dr. Jeng used a mixed finite difference-multiple cell balance model to solve coupled three-dimensional saturated-unsaturated groundwater flow and mass transport equations. The developed model is used to examine the changes in groundwater quality and migration of groundwater flow due to conjunctive use of surface water and groundwater. Optimal control guidelines are established with regard to surface water allocation, groundwater recharge, and groundwater pumping in each time period of the planning horizon. This model has been applied to the Hemet Basin of Southern California.

Research Assistant - Dr. Jeng served as a research assistant to work on Metropolitan's project entitled "Development of an Optimal Data Collections Strategy for the Eastern MWD Groundwater Basin Management Program." This project presented a data collection strategy, including a pumping test or a recharge test design for the Hemet Basin. Dr. Jeng successfully developed and implemented the optimization model to minimize the total pumped water, recharged water, and imported water cost.

Research Assistant - Dr. Jeng also worked on Santa Ana Watershed Protection Authority's (SAWPA) project entitled "Development of a Multi-Objective Optimization Model for Water Quality Management Planning in the Upper Santa Ana Basin." He was a key contributor to creating a multi-objective optimization model to analyze cost and effectiveness of alternative strategies. A number of sets of optimal strategies were produced to show the trade-offs curve among objectives (protecting water quality, meeting water demand, conservation of water, and minimal costs).

Publications

Diba, A., T. Blair, M.C. Jeng, P. Louie, and W.W. Yeh, **"Multiobjective Optimization for Integrated Resources Planning Involving a Regional Water Distribution System"** Paper presented at American Society of Civil Engineers Conference, Anaheim, CA, June 1996.

Sun, N.Z., M.C. Jeng and W.W-G., **"A Proposed Geological Parameterization Method for Parameter Identification in Three-Dimensional Groundwater Modeling"** Water Resources Research, Vol. 31, No. 1, pp. 89-102, January, 1995.

Sun, N.Z., M.C. Jeng, M.J. Horng, C.C. Wang, B. Mortazavi and W. W-G. Yeh, **"Model Structure Validation in Groundwater Modeling"** Proceeding of the 1993 International Symposium on Engineering Hydraulics, ASCE, pp.1043-1047, 1993.

Jeng, M.C, and W. W-G. Yeh, **"A Proposed Numerical Scheme for Solving the Three-Dimensional Flow and Mass Transport Equations in a Saturated-Unsaturated System"** Paper presented at AGU Fall Annual Meeting, San Francisco, CA, Dec. 7-11, 1992.

Wang C.C, N.Z. Sun, M.C. Jeng, M.J. Horng and W. W-G. Yeh, **"A Practical Application of Sampling Design Using an Extended Identifiability Criterion"** Paper presented at AGU Fall Annual Meeting, San Francisco, CA, Dec. 7-11,1992.

Jeng, M.C and W. W-G. Yeh, **"Optimal Conjunctive Operations of Surface Water and Groundwater"** Paper presented at AGU Fall Annual Meeting, San Francisco, CA, Dec. 9-13,1991.

Davert, M.W., C.L. Hinds, M.C. Jeng, and W. W-G. Yeh, **"Optimization of Soil Vapor Extraction Systems"** Paper presented at AGU Fall Annual Meeting, San Francisco, CA, Dec. 9-13, 1991.

Kuo, J.T., J.H. Tang and M.C. Jeng, **"A Stochastic Linear Programming Model for the Operation of Feitsui Reservoir"** 4th Conference on Hydraulic Engineering, May 27-28, 1988 at National Chung-Hsing University, pp. 13-24.

Technical Conferences

Jeng, Ming-Chin and Brent Yamasaki, **Short-Term Agency Demand-Analysis Projection Tool.** AWRA 2004 Annual Water Resources Conferences, November 1-4, 2004, Orlando, Florida.

Bombardier, Tim and Ming-Chin Jeng, **Planning Resources Information Management Application.** AWRA 2004 Annual Water Resources Conferences, November 1-4, 2004, Orlando, Florida.

Technical Reports

Yeh, W.W-G., N.Z. Sun, M.C. Jeng, M.J. Horng, and Y.H. Sun, **Development of an Optimal Data Collection Strategy for the Hemet Basin Groundwater Management Program.** Metropolitan Water District of Southern California and Eastern Municipal Water District, No. 2836, February, 1995.

Yeh, W. W-G. and M.C. Jeng, **Optimal Control and Investigation of Groundwater Quality Changes and Migration of Groundwater due to Conjunctive Use of Surface and Groundwater,** University of California, Water Resources Center, UCLA-WRC-W-767, August, 1992.

Yeh, W. W-G., L. Becker, W.L. Liang, N.Z. Sun, and M.C. Jeng, **Development of a Multi-Objective Optimization Model for Water Quality Management Planning in the Upper Santa Ana Basin,** The Santa Ana Water Project Authority, No. 8-174-250-0, June, 1992.

Dung Pham

SENIOR SOFTWARE ENGINEER

Education

B.S., Computer Science, University of California - Irvine, 1998

Summary

Software Engineer at DCSE for over 13 years and have been instrumental in creating a multitude of applications.

My programming experience is extensive in the Microsoft Windows and UNIX environments. Years of experience with variety of application types including web-based and window-based applications. Fluent in C/C++, Java, Java script, Active Server Pages, Cold Fusion, C#.NET, VBA, PL/SQL. Extensive experience designing and developing graphical user interfaces. Proficient in relational database programming environments such as: Oracle, Microsoft Access, and SQL Server.

Key Projects

Projects worked on:

- **City of Los Angeles – Solid Resources Database Support Jan 2012 – Ongoing**
  Currently working onsite for the Solid Resources Database Support project.
- **City of Huntington Beach Huntington Beach Tax (C#.NET, MS SQL)**
  Worked on the data entry application which keeps track of properties for city tax records.
- **City of Los Angeles Solid Resources - Citywide Recycling Division- (Web design, Java script)**
  Worked on development of the Solid Resources Group website to provide information to the community about projects, new regulations, and events.
- **City of Orange - Orange County Real Estate (Cold Fusion, Java Script, MS Access, GUI design)**
  Worked on the Orange County Real Estate program which keeps track of the county's properties. The site allows the users to display and enter information about sales, ownership, maintenance history, etc.
- **Con Edison - SEMARC (ASP.NET, MS SQL)**
  Worked on the web-based application which monitors and sets the forecast for emission data.
- **Continuus - Knowledge Synergy - (Cold Fusion, Java script, ASP, SQL)**
  Knowledge Synergy is the premiere web based project management and best practices repository system. Along with DCSE team engineers I worked to revamp the features of this software.
- **El Toro Marine Corps Air Station - Service Call Management (MS Access)**
  DCSE provided MIS and GIS services to the Base Asset Management Team (BAMT) at El Toro MCAS. The system keeps track of the service calls and work orders initiated by the caretaker, as a part of the overall base asset management system.
- **Irvine Ranch Water District - Plan Check (MS Access)**
  The system displays status of a project and deals with different water systems, potable, waste, etc.
- **Metropolitan Water District - Integrated Resource Planning Distribution System Model (RMI/JNI Java, C)**
  This website will optimize the flow of water from different locations into main storage tanks. The database will show the optimized flow using a logical algorithm.

- **Motorola - Motorola Corporate Environment, Health and Safety (Cold Fusion, Java Script, SQL, GUI design)**
  This project allows Motorola internal users to access the EHS website, report and enter environmental issues for plants across the world.
- **Moulton Niguel Water District - Management System Standard Operating Procedures (ASP, Excel, SQL, GUI design)**
  This water district uses the website to display the operating procedures for the entire staff to access these documents online.
- **Orange County Water District - Monitoring programs (C#.NET, ASP.NET, Oracle)**
  Web-based and smart client applications monitor and process data for water quality and water level.
- **San Diego County Water Authority - Executive Level Viewer of Information (Cold Fusion, Oracle, GUI design)**
  This project focuses in using the web site as a vehicle for the public to view the development of projects at the county level.
- **San Diego County Water Authority - Credit Programs – (MS Access, Excel, Oracle)**
  Includes interim agricultural water programs, seasonal storage services, and reclaimed water programs - all with member agencies.
- **San Diego County Water Authority - Daily Weather (MS Access, Java, Oracle)**
  The system retrieves daily temp and precipitation from National Weather Service. This uses a Java tool to access the website to retrieve the data.
- **San Diego County Water Authority - SCADA (MS Access, Oracle)**
  Retrieve SCADA in ORACLE and water delivery data in ORACLE using Access as the interface.
- **San Diego County Water Authority - Conservation Program (MS Access, Oracle)**
  Access program keeps track of water conservation programs such as ULFT (Ultra Flush Toilet) within member agencies.
- **San Diego County Water Authority - Billing system (ASP, C#.NET, Oracle)**
  Web-based and smart client applications import and process credit data and invoice data within member agencies. It also provides rich GIS Map GUI.
- **Santa Ana Watershed Project Authority - SAWPA Map Portal – (ASP.NET, C#.NET, MS SQL)**
  Windows form data entry/import and web-based map retrieval applications provide request services for map and attribute data for water quality.
- **Santa Clara Valley Water District - Record Request (ASP.NET, C#.NET, Oracle)**
  Request service application provides map image and attribute data for Water Quality. It has GIS map integration component for rich GUI.

Haritha Vendra, E.I.T. M.S.

SENIOR ANALYST

Education

Masters in Civil Engineering with Specialization in Water Resources, University of Texas at Arlington, Arlington, TX December, 2001

Bachelors in Civil Engineering, Osmania University (Hyderabad, India), May, 1996

Certifications

InfoWater Water Distribution Modeling (MWH Soft Inc.)

Master Modeler in Storm Sewer Design (Haestad Methods Inc.)

Memberships

AWWA

Prior Experience

Engineering Support

2003 Haestad Methods Inc.

Research Assistant
2000 – 2002
UT Arlington

Design Engineer
1999 – 2000
CMS, India

CADD Engineer
1996 – 1999
CADD Center, India

Summary

Ms. Vendra works as a Senior GIS Analyst with DCSE Inc. She has over 12 years of experience in Civil Engineering Design and extensive experience using various hydraulic and hydrologic modeling software. She is very strong in Civil Engineering concepts and is highly experienced in using GIS and CAD. She has analyzed data for numerous organizations over the past several years for data conversion, maintenance and workflow designs. Her expertise in engineering and utilities reflects well in the Geodatabase and data analysis - they are practical, comprehensive and complete with accommodation for future requirements. Ms. Vendra is a detail-oriented, proactive professional with the ability to work well in a team environment. She has excellent interpersonal communication, and technical and documentation skills. Ms. Vendra is very enthusiastic about learning new things and ensures she is equipped with cutting edge technologies in her skill set.

Key Projects

Ms. Vendra is currently working on the hydraulic model for the City of Enid. This project involves linking of GPS meter locations with the customer billing data, and developing the demands for the hydraulic model. The hydraulic model has been developed using GIS and will be calibrated using fire flow test data.

- **City of Simi Valley Service Meter GPS Project**
  DCSE recently assisted the City of Simi Valley in locating service meters by GPS, linking them to parcels, and connecting them using service lateral lines to the water mains in GIS. Ms. Vendra was responsible for field coordination, post processing the data, and linking the GPS meters to parcels and mainlines.

- **Irvine Ranch Water District Service Meter GPS Project**
  DCSE assisted the Irvine Ranch Water District in collecting GPS locations of service meters throughout the service area. Ms. Vendra was responsible for developing routes for fielders, post processing, and quality control. She also supervised the offshore team in digitizing lateral lines that connected the GPS meters to mainlines.

- **Irvine Ranch Water District GIS Conversion**
  DCSE has converted the Irvine Ranch Water District's GIS for basemap, potable water, wastewater, and recycled water from legacy GIS format and As-Builts to Geodatabase. Ms. Vendra was responsible for analyzing the District's existing data and developing a migration plan from coverage format to Geodatabase. She was also involved in the Geodatabase design. Ms. Vendra worked on developing specs for the District's editing tools. She assisted in the setup of the District's GIS environment in ArcSDE.

- **Yorba Linda Water District**
  DCSE has recently completed the conversion of water and wastewater data for Yorba Linda Water District. Ms. Vendra worked on the Geodatabase design, and coordinated the data conversion efforts. The project also involved scanning of as-builts and linking them to the District's data. Ms. Vendra worked on establishing the standards for the project with the District feedback on the pilot area. She also performed a detailed quality control on the final converted data to ensure network connectivity, and correct pressure zone allocation.

- **Contra Costa Water District**

DCSE has converted the Contra Costa Water District's water system data in Micro station drawing format to GIS. Ms. Vendra worked on the District's Geodatabase design, and coordinated the data conversion efforts. Ms. Vendra also coordinated on communications for the project, by ensuring timely resolution of anomalies during conversion.

- **Valencia Water Company**
  DCSE has converted the Valencia Water Company's water system data to Geodatabase format. Ms. Vendra coordinated the Geodatabase design and data conversion efforts. Similar to the Contra Costa project, she also published the GIS data on the Mapplet.Net, so VWC can monitor the project progress.

- **Moulton Niguel Water District Asset Management Enabled GIS**
  DCSE recently developed an asset management enabled geodatabase for the Moulton Niguel Water District. As part of this project, DCSE also developed a robust synchronization tool that keeps the GIS data and the assets data in sync. Ms. Vendra was responsible for developing the specs of the tool, testing, and installation and training at client site.

- **City of Glendale Water System GIS**
  DCSE has converted the City of Glendale's water system from Shapefile format to Enterprise Geodatabase. Ms. Vendra was involved in conducting a Needs Assessment for the City. She worked on the Geodatabase design, and composed a migration plan for the data. Further to the migration of data to Geodatabase format, Ms. Vendra coordinated the efforts to update the City's GIS from various data sources (redlines, As-Builts, and work orders) She was responsible for printing 30 Atlas books at 250 scale for the City. Ms. Vendra has drafted a workflow for the City staff to update their Geodatabase and ensure publishing of the data on the City's Mapplet.Net interface. She was involved in designing the water complaints display tool. Ms. Vendra also validated the GPS data for hydrants and valves and populated the GIS with coordinate information.

- **Camrosa Water District GIS**
  DCSE converted Camrosa Water District's data to Geodatabase format. Ms. Vendra was involved in the Geodatabase design and was responsible for migrating their GIS data from various CAD drawings to ArcSDE format for the District's water, wastewater, and recycled systems. She also worked on integrating the GIS data with Customer Service database. She is currently coordinating the GIS updates for the District from As-Built data. She has also installed the DCSE Edit tools at the District site and provided training to the staff.

Joshua Lindner

IT / NETWORK ADMINISTRATOR

Education

Small Computer Systems Specialist, USMC Computer Science School, Quantico, VA 1995

Experience

DCSE, Inc. – Network Administrator, 2000 - present

Cabaco, Inc. – Network Administrator, 1998-1999

USMC – Small Computer System Specialist, 1994-1998

Summary

Mr. Lindner has over 14 years of extensive GIS system administration experience. His responsibilities at DCSe include installations, upgrades, and management of all Esri products and the supporting Windows environments. He is familiar with the ArcGIS suite of products and has conducted numerous installations and setup of these software packages on internal and client hardware.

Key Projects

DCSE, Inc.

Performed installation, testing, and deployment for enterprise software, ArcGIS Server and Desktop, MS Windows Servers, web viewers, and more. Created various network environments as required by software development projects. Responsible for both data and network security. Installation and maintenance of Esri software environments for the company and various client projects.

Technical Skills

☐ ArcGIS 10.2 Server and Desktop
☐ MS Windows Server 2012
☐Enterprise Hardware and Software Environments and Networking
☐ArcGIS License Manager

G.3 APPENDIX C – SIGNED PSA

PROFESSIONAL SERVICES AGREEMENT

between

PALMDALE WATER DISTRICT

and

DCSE, Inc.

for the Development of a

Water Management Information System Database

This PROFESSIONAL SERVICES AGREEMENT, hereinafter referred to as "Agreement," is made and entered into this ___day of _____, by and between Palmdale Water District, a public corporation organized and existing under the provisions of the California Water Code, hereinafter referred to as "District," and DCSE, Inc., a California Corporation, hereinafter referred to as "Consultant."

Whereas, the District requires professional database development services using Microsoft SQL Technology in conjunction with a new Water Management Information System Database for the District.

Whereas, the Consultant has demonstrated expertise in various aspects of database development using Microsoft SQL Technology and is qualified to provide the professional services required by District.

Whereas, the District and Consultant desire to enter into a contract for the provision of professional services for the Development of a Water Information System Database as delineated in the Scope of Work attached hereto as Exhibit A, subject to the terms and conditions of this Agreement.

NOW THEREFORE, in consideration of the promises and covenants hereinafter contained, it is mutually agreed as follows:

1.0 SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all of the terms and conditions of this Agreement, Consultant shall perform the work or services set forth in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by reference. Consultant warrants that all work or services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit "B" and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit "B" and any other provisions of this Agreement, the provisions of Exhibit "B" shall govern.

1.2 Compliance With Law. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of the District and any federal, state or local governmental agency of competent jurisdiction.

1.3 Licenses, Permits, Fees and Assessments. Consultant shall obtain, at its sole cost and expense, such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement.

2.0 COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant shall be compensated in accordance with the "Schedule of Compensation" attached hereto as Exhibit "C" and incorporated herein by this reference, but not exceeding the maximum contract amount of Sixty-nine thousand seven hundred thirty dollars ($ 69,730) ("Contract Sum").

2.2 Method of Payment. Provided that Consultant is not in default under the terms of this Agreement, Consultant shall be paid monthly upon submission of invoice and work accomplished.

3.0 COORDINATION OF WORK

3.1 Representative of Consultant. Masoud Hoseyni is hereby designated as being the representative of Consultant authorized to act on its behalf with respect to the work or services specified herein and make all decisions in connection therewith.

3.2 Contract Officer. The District's District Manager is hereby designated as being the representative of the District authorized to act in its behalf with respect to the work and services specified herein and make all decisions in connection therewith ("Contract Officer"). The District may designate another Contract Officer by providing written notice to Consultant.

3.3 Prohibition Against Subcontracting or Assignment. Consultant shall not contract with any entity to perform in whole or in part the work or services required hereunder without the express written approval of the District. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of District. Any such prohibited assignment or transfer shall be void.

3.4 Independent Contractor. Neither the District nor any of its employees shall have any control over the manner, mode or means by which Consultant, its agents or employees, perform the services required herein, except as otherwise set forth on Exhibit "A". Consultant shall perform all services required herein as an independent contractor of District and shall remain under only such obligations as are consistent with that role. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of District.

4.0 INSURANCE AND INDEMNIFICATION

4.1 Insurance. Consultant shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to District, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

(a.) Commercial General Liability Insurance. A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than $1,000,000.00 per occurrence for all covered losses and no less than $2,000,000.00 general aggregate.

(b.) Workers' Compensation Insurance. A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than $1,000,000.00 per accident for all covered losses.

(c.) Automotive Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than $1,000,000.00 per accident, combined single limit. Said policy shall include coverage for owned, non-owned, leased and hired cars.

(d.) Professional Liability or Error and Omissions Insurance. A policy of E & O insurance in an amount not less than $1,000,000.00 per claim with respect to loss arising from the actions of Consultant performing professional services hereunder on behalf of the District.

All of the above policies of insurance shall be primary insurance and shall name the District, its officers, employees and agents as additional insureds. The insurer shall waive all rights of subrogation and contribution it may have against the District, its officers, officials, employees, agents, representatives, and volunteers, and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention in order to assure coverage as an “additional insured.” All of said policies of insurance shall be endorsed to:

Consultant agrees that the provisions of this Section 4.1 shall not be construed as limiting in any way the extent to which Consultant may be held responsible for the payment of damages to any persons or property resulting from Consultant's activities or the activities of any person or persons for which Consultant is otherwise responsible.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Senior Risk Management Analyst of the District due to unique circumstances.

In the event that the Consultant is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Consultant and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Consultant is required to maintain pursuant to this Section 4.1.

4.2 Indemnification.

(a.) Indemnity for Professional Liability. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, Consultant shall indemnify, defend and hold harmless District and the District's Parties from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or subcontractors (or any entity or individual for which Consultant shall bear legal liability) in the performance of professional services under this Agreement.

(b.) Indemnity for Other Than Professional Liability. Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless District and District's Parties from and against any liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

5.0 TERM

5.1 Term. Unless earlier terminated in accordance with Section 5.2 below, this Agreement shall continue in full force and effect until November 30, 2015.

5.2 Termination Prior to Expiration of Term. Either party may terminate this Agreement at any time, with or without cause, upon thirty days' written notice to the other party. Upon receipt of the notice of termination, the Consultant shall immediately cease all work or services hereunder except as may be specifically approved by the Contract Officer. In the event of termination by the District, Consultant shall be entitled to compensation for all services rendered prior to the effectiveness of the notice of termination and for such additional services specifically authorized by the Contract Officer and District shall be entitled to reimbursement for any compensation paid in excess of the services rendered.

6.0 MISCELLANEOUS

6.1 Covenant Against Discrimination. Consultant covenants that, by and for itself, its heirs, executors, assigns and all persons claiming under or through it, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, marital status, national origin or ancestry.

6.2 Non-Liability of District Officers and Employees. No officer or employee of the District shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the District or for any amount which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

6.3 Conflict of Interest. No officer or employee of the District shall have any financial interest in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership or association in which he is, directly or indirectly, interested, in violation of any state statute or regulation. The Consultant warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement. When requested by the Contract Officer, prior to the District's execution of this Agreement, Consultant shall provide the District with an executed statement of economic interest.

6.4 Notice. Any notice or other communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the District, to the District's General Manager and to the attention of the Contract Officer, Palmdale Water District, 2029 E. Avenue Q Street, Palmdale, California 93550, and in the case of the Consultant, to the person at the address designated on the execution page of this Agreement.

6.5 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

6.6 Integration Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and that this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by a writing signed by both parties.

6.7 Severability. In the event that part of this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties

hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

6.8 Waiver. No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

6.9 Attorneys' Fees. If either party to this Agreement is required to initiate, defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to reasonable attorneys' fees, whether or not the matter proceeds to judgment.

6.10 Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

6.11 Warranty & Representation of Non-Collusion. No official, officer, or employee of District has any financial interest, direct or indirect, in this Agreement, nor shall any official, officer, or employee of District participate in any decision relating to this Agreement which may affect his/her financial interest or the financial interest of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any State or municipal statute or regulation. The determination of "financial interest" shall be consistent with State law and shall not include interests found to be "remote" or "non-interests" pursuant to Government Code Sections 1091 or 1091.5. Consultant warrants and represents that it has not paid or given, and will not pay or give, to any third party including, but not limited to, any official, officer, or employee of the District, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any agreement. Consultant further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any official, officer, or employee of the District, as a result of consequence of obtaining or being awarded any agreement. Consultant is aware of and understands that any such act(s), omission(s) or other conduct resulting in the payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Consultant shall procure, at its expense, all permits required by governmental authorities and shall comply with all applicable local, state and federal regulations and statutes including Cal-OSHA requirements.

6.12 Prevailing Wages. Consultant shall comply with Labor Code Section 1775. In accordance with said Section 1775, the Consultant shall forfeit as a penalty to the District, a penalty in such amount as the Labor Commissioner shall determine for each calendar day or portion thereof for each worker paid less than the stipulated prevailing rates for such work or craft in which such worker is employed for any work done under this Agreement by them or by any sub-consultant under them in violation of the provisions of the Labor Code and, in particular, Labor Code Sections 1770 to 1780, inclusive. In addition to said penalty and pursuant to said Section 1775, the difference between such stipulated prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Consultant.

6.13 Ownership of Documents. District will make available to Consultant such materials from its files as may be required by Consultant to perform these services. Such materials shall remain the property of the District while in Consultant's possession. Upon termination of the Agreement or completion of work under the Agreement, Consultant shall turn over to the District any District property or materials in its possession and any calculations, notes, reports, electronic files or other materials prepared by Consultant in the performance of these services.

District may utilize any material prepared or work performed by Consultant in any manner, which District deems proper without additional compensation to Consultant. Consultant shall have no responsibility or liability for any revisions, changes or corrections made by District or any use or reuse pursuant to this paragraph unless Consultant accepts such responsibility in writing.

Consultant shall not make public information releases or otherwise publish any information obtained or produced by it as a result of, or in connection with, the performance of services under the Agreement without prior written consent of the District.

Consultant shall not publish or use any advertising, sales promotion or publicity in matters relating to services, equipment, products, reports, and material furnished by Consultant in which District's name is used or its identity is implied without prior written approval by the District.

6.14 Jurisdiction and Venue. The validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the State of California. The parties hereto do hereby consent to the jurisdiction of the Superior Court of California, Los Angeles County, or the United States District Court for the Central District of California in the event any dispute arises in conjunction herewith.

6.15 Authority. The signatories to this Agreement represent that they have the authority to execute this Agreement.

The parties hereto have caused this Agreement to be duly executed by its authorized officers.

Date: 1/29/15 Date: _____

Consultant's Authorized Initials _____

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

PALMDALE WATER DISTRICT,

_____
Dennis D. LaMoreaux, General Manager

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

_____
General Counsel

CONSULTANT:
DCSE, Inc.

By: _____
Name: Masoud Hoseyni
Title: President

Address: 23382 Mill Creek Drive, Ste. 100
Laguna Hills, CA 92653

[END OF SIGNATURES]

Exhibit "A"

SCOPE OF SERVICES

Exhibit "B"

SPECIAL REQUIREMENTS

Exhibit "C"

SCHEDULE OF COMPENSATION

PALMDALE WATER DISTRICT

REQUEST FOR PROPOSALS (RFP)

for the Development of a

WATER MANAGEMENT INFORMATION SYSTEM DATABASE

Proposals Due: January 29, 2015 5:00 PM

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Attachment A: Proposal Figures

- Schematic of Flow of Data in Database
- Organizational Chart for the Palmdale Water District

Attachment B: List of Requirements for the Water Management Database
Attachment C: Example of Reports to be Generated by the Water Management Database
Attachment D: RFP Mailing List
Attachment E: Sample Professional Services Agreement

REQUEST FOR PROPOSALS (RFP)
for the Development of a
WATER MANAGEMENT INFORMATION SYSTEM

I. Introduction

The Palmdale Water District (District) is seeking proposals from a qualified consultant team or individual to develop and consult on a centralized database using Microsoft SQL technology for the District's water supply and demand operations. An organizational chart of the District showing the various departments is included in Attachment A – Proposal Figures

The District's water system service area is located within the southern Antelope Valley approximately 60 miles north of downtown Los Angeles. The District currently provides potable water to a population of approximately 115,000 people and has approximately 27,600 service connections. The District owns and operates a 35-mgd conventional surface water treatment plant (WTP). The current surface water sources are the East Branch of the California Aqueduct as well as local water from Littlerock Reservoir. Currently both surface water sources supply water to Lake Palmdale which acts as a forebay to the existing WTP. The District also owns and operates 24 groundwater wells. The water production ratio within the District is currently 60% surface water and 40% groundwater.

This RFP describes the Project, the required scope of services, the minimum information that must be included in the Proposal, and the selection process. Failure to submit the Proposal in accordance with the procedures outlined may be cause for disqualification.

Upon receiving this RFP, please acknowledge receipt by contacting Mr. James Riley via e-mail (jriley@palmdalewater.org). Please provide the correct contact information for your firm/team to ensure prompt communication of addenda or notification of other changes. The District contact information is provided at the end of this RFP in Section IX: Questions.

II. Project Description

The District stores all of his existing water related data in various Excel tables managed individually by each department. These include engineering, facilities, operations, and water resources/energy. In addition, The District has a finance department to manage customer accounts.

The District is soliciting proposals from qualified consulting firms or individuals who can provide services to develop a standardized database using Microsoft SQL technology. The database would store water supply/demand and accounting data relating to water production and consumption. It is the District's vision that the Water Management Information System would provide a more efficient way to enter data without a duplication of data.

The centralized database would have security controls to maintain the integrity of the database. A designated user could pull data on a daily basis from either one or all excel spreadsheets and accounting. Examples of data would include information on water delivery and production from the Operations Department and actual water consumption from the Finance Department. From the centralized database, the required reports could be generated. The database design should be configured so that future customized reports and graphs can be added with minimum reconfiguration of the original centralized database design.

III. Scope of Work

The scope of work described below has been designed to be executed in a logical, transparent, and process-driven manner; and to produce a centralized database system using Microsoft SQL. The scope of work consists of seven major tasks, which include:

Task 1 - Project Management
Task 2 - Review existing excel tables used in the District's daily and monthly operation
Task 3 - Meet with the District to determine the tables needed in centralized database
Task 4 - Configure the Microsoft SQL centralized database
Task 5 - Proof of concept of database design
Task 6 - Final database design and implementation
Task 7 - Training and On-going Consultation

Task 1 - Project Management

This task includes project management (progress and financial management, administration of any sub-consultant contracts, preparation of monthly progress reports, and invoicing) and meetings. Following invoicing, there will be monthly telephone meetings to discuss progress and work to be done in the next billing period. Meetings with the District will take place in Palmdale, California and will occur approximately every three weeks to discuss the technical work in process, evaluate progress and performance, and to receive District feedback.

Task 2 - Review Existing Excel Tables Used in the District Daily and Monthly Operations

The objective is for the consultant to have a clear idea of the numerous excel tables used in the operations of the District. Attachment B contains a list of Excel tables used by the District.

As part of this task, the Consultant will interview on-site at the District's office in Palmdale the following personnel:

- Assistant General Manager – Matt Knudson
- Finance Manager/CFO – Michael Williams
- Information Technology Manager – Jim Stanton
- Water and Energy Resources Director - Jon Pernula
- Operations Manager – Mynor Masaya
- Engineering/Grant Manager – James Riley
- GIS Coordinator – Richard Heinonen
- Facilities Manager – Tim Moore

Interview times for the Consultant and District staff will be arranged through the District's Engineering/Grant Manager.

The deliverable for this task will include a list of problems, limitations, and bottlenecks in the District's existing data management environment and recommendations for solutions to be included in the new centralized database environment. Problems may include identifying conflicts in attribute naming conventions between District departments such as identifying a well as Well # 6A in one department and another department may call the same well as Well #6

Task 3 - Meet with the District to Determine the Tables needed in the Centralized Database

The point of contact for the District on this task will be the Engineering/Grant Manager.

The objective of this task is to:

- Determine the fields needed in the tables
- Determine relationship between tables
- Types of information to be stored in tables
- Assess the merits of including an Index to access data in the tables.
- Determine the reports and graphs to be generated from the centralized database

Attachment C – contains an example of type of reports to be generated by the centralized database.

The deliverables for this task include a task memo documenting the tables to be stored in the centralized database and the reports to be generated. This deliverable will be used in Task 4 to configure the portal for dataflow between Excel work sheets and the centralized database.

Task 4 - Configure the Portal for Dataflow to Microsoft SQL Database Platform and Excel

The objective of this task is to present to the District how the consultant plans to construct the database including flow charts to show how things are interrelated. In doing this the consultant shall consider these requirements:

- Database platform should allow ability to analyze data integrity and have data security
- Centralized database should have the capability of User to Overwrite/Change Data
- Centralized database should include the ability to access data through Open Database Connectivity (ODBC) for use in GIS database dump.
- Configure the system to import customer consumption data from the Finance department
- Design the web application side in form of triggers such that the centralized database will perform the required calculations once new data is entered manually into the Excel database.
- Include a reporting system GUI and functionality to have a menu of choices to generate reports based on templates provided by the District and Consultant from Task 3.

The deliverables for this task include a task memo documenting the work in this task and meeting with Palmdale Water District to review the configuration of the portal.

Task 5 Proof of Concept of Centralized Database Design

The objective is to assess early in the development of the database if it will meet the expectations of the District and perform the required functions as desired. As part of proof of concept, the consultant shall configure the database to pull in one Excel table and generate one report with charts and graphs

The deliverables for this task include a presentation in the District's office in Palmdale, California. The Consultant will be expected to demonstrate using a computer how the database concept will function and prove that it will meet the District's expectations based on outputs from Tasks 2, 3 and 4.

Task 6 Final Database Design and Implementation

The final design will include any modifications resulting from the proof of concept demonstration and inclusion of all tables and capability to produce a number of menu driven reports. Database should be designed so that future expansion of additional tables and reports can be incorporated into the software.

The deliverables for this include installation of the software on the District's computer server, a user manual and/or set of instructions for using the database.

Task 7 Training and On-going Consultation

The consultant will provide training material and one training session at the District's office in Palmdale, California.

IV. Project Schedule

The following dates reflect the anticipated schedule for soliciting proposals, selecting the Consultant, and awarding the contract for the work requested in this RFP:

- Solicit Proposals 1/08/15
- Proposals Due 1/29/15 at 5:00 PM
- Review Proposals / Interviews 1/29/15 – 2/18/15
- Award Contract 2/25/15
- Database Design and Implementation 2/26/15 – 7/31/15

The District reserves the right to conduct interviews with the Consultants to help with the selection process.

V. Submittal Requirements

- **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included.
- **Specific Qualifications:** List the team expected to accomplish this work. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least (3) projects, with brief descriptions, which show ability to complete projects of this scope.
- **Approach to Project:** Include a statement of your approach to this specific project, including project understanding and scope of work.
- **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in "Specific Qualifications" are preferable.

- **Project Fee and Schedule:** Submit a project fee in a not-to-exceed amount as well as a project schedule. Include a cost breakdown with an allocation of hours for the specified tasks. For Task 7, the Consultant shall assume that 15 hours of consulting time will be required to assist District personnel as questions arise following installation of centralized database.
- **Professional Services Agreement (PSA):** The Consultant shall complete and sign the enclosed PSA Agreement and submit with the proposal.

To assist in the evaluation, it is desirable to format the proposal similar to the heading listed above. The proposal should be clear and to the point. ***Submit 10 hard copies*** of the proposal plus one (1) CD containing a "pdf" of the proposal.

Number of pages of the proposal shall be of sufficient length to fully describe study approach and qualifications of the Consultant.

VI. Selection Process

The following areas of evaluation will be used:

AREA OF EVALUATION	TOTAL AVAILABLE POINTS
Experience and qualifications of personnel with Microsoft SQL Database Development	35
Consultant's approach and compliance with proposal requirements.	25
Consultant's past record of performance on similar projects, efforts related to project management, cost control, work quality, and schedule conformance.	15
Consultant's depth of staff resources available for insuring project tasks are completed on time.	15
Reasonableness of proposed fee and documentation supporting the proposed fee	10
Total =	100

The District reserves the right to reject any or all proposals, and to waive any informality or minor irregularity in any proposal.

VII. Standard Professional Services Agreement

The Consultant selected for the Project shall be expected to execute the Districts' Standard Professional Services Agreement (included as Attachment E). The selected Consultant shall execute the final agreement within five working days from the Notice of Award.

VIII. Special Conditions

- **District's Contractual Rights:** The District reserves the right to cancel, in part or entirely, the Request for Proposals, including but not limited to, selection schedule, submittal date, and submitting requirements.
- **Disclaimer of Right of Contract:** This RFP does not commit the District to award a contract or to defray any costs incurred in the preparation of the Proposal pursuant to this RFP.

- **Costs for Developing Proposal:** Costs for developing proposals are the responsibility of the proposing firms. The District shall not be responsible for any costs associated with the development of proposals.

IX. Questions

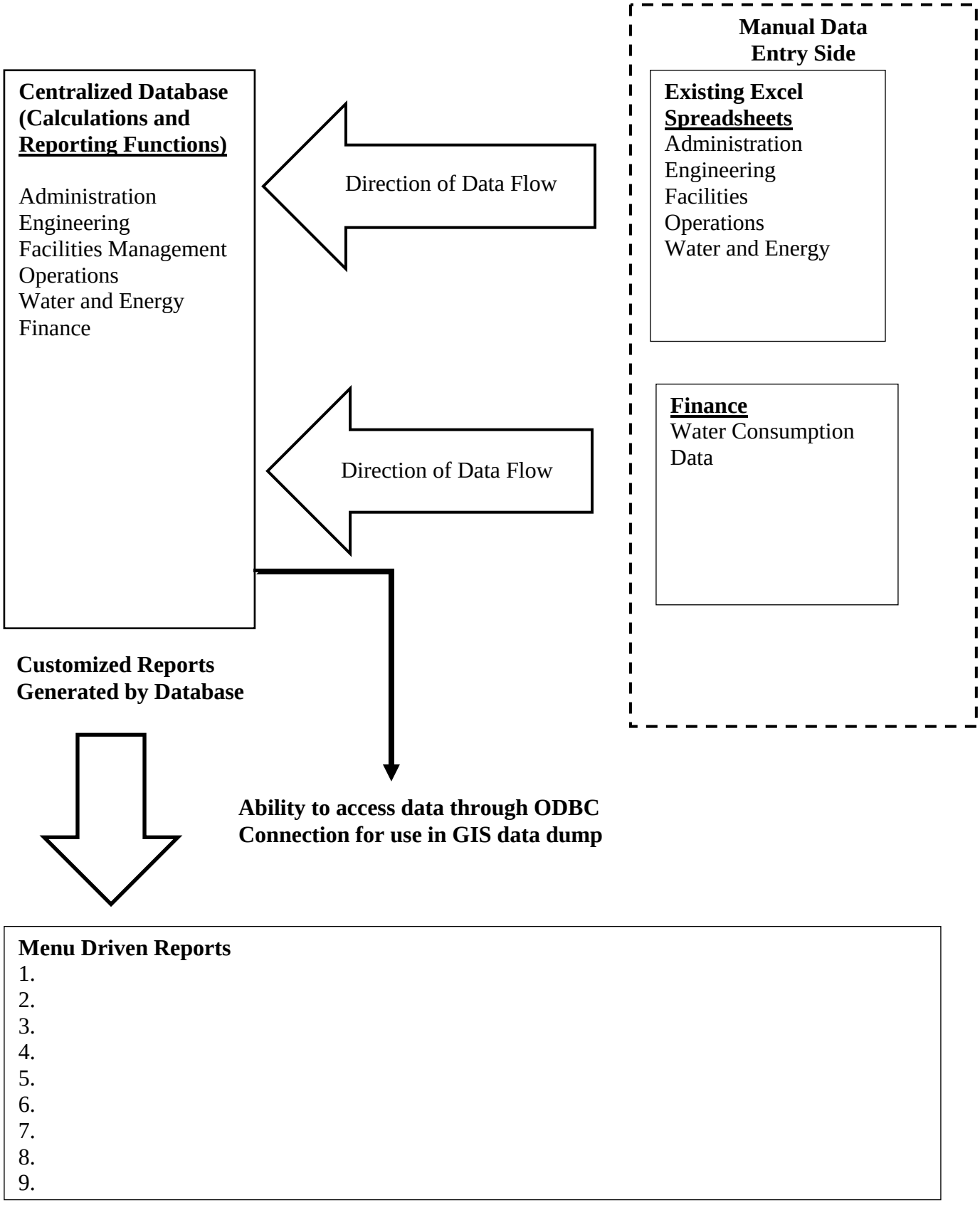
Questions regarding this RFP shall be sent to Mr. James Riley, Engineering/Grant Manager via e-mail at jriley@palmdalewater.org. Questions concerning this RFP and project will only be answered in writing. Questions requiring clarifications or additional information will be addressed in an addendum to this RFP.

Mr. James Riley
Engineering/Grant Manager
Palmdale Water District
2029 East Avenue Q
Palmdale, CA 93550
Phone (661) 456-1020
Fax (661) 947-8604
jriley@palmdalewater.org

ATTACHMENT A

Proposal Figures

Schematic of Data Flow for Water Management Database



Menu Driven Reports

1.
2.
3.
4.
5.
6.
7.
8.
9.

LEGEND

* ASSUMES THE ROLE OF GENERAL MANAGER IN HIS/HER ABSENCE

TOTAL POSITIONS: 86

TOTAL INTERNS: 8

- VOTERS
  - BOARD OF DIRECTORS
    - ELECTED DIRECTOR DIVISION 1
    - ELECTED DIRECTOR DIVISION 2
    - ELECTED DIRECTOR DIVISION 3
    - ELECTED DIRECTOR DIVISION 4
    - ELECTED DIRECTOR DIVISION 5
  - ATTORNEY
  - FINANCIAL ADVISOR
  - AUDITOR
  - GENERAL MANAGER / CEO
    - FINANCE MANAGER / CFO
      - CUSTOMER SERVICE SUPERVISOR
        - ASST. CUST. SERV. SUPERVISOR
          - CUST. SERV. REP. II
          - CUST. SERV. REP. II
          - CUST. SERV. REP. I
          - CUST. SERV. REP. I
          - CUST. SERV. REP. I
          - CUST. SERV. REP. I
          - CUST. SERV. REP. I
          - CUST. SERV. REP. I
          - CUST. SERV. REP. I
          - CUST. SERV. INTERN
        - SENIOR FIELD CUSTOMER SERVICE REP.
          - FIELD CUSTOMER SERVICE REP. II
          - FIELD CUSTOMER SERVICE REP. II
          - FIELD CUSTOMER SERVICE REP. II
          - FIELD CUSTOMER SERVICE REP. I
          - FIELD CUSTOMER SERVICE REP. I
          - FIELD CUSTOMER SERVICE REP. I
          - FIELD CUSTOMER SERVICE REP. I
      - SENIOR ACCOUNTANT
        - ACCOUNTING ASSISTANT I/II
    - PUBLIC INFORMATION OFFICER / CONSERVATION DIRECTOR
      - WATER CONSERVATION AIDE
    - HUMAN RESOURCES DIRECTOR
    - WATER & ENERGY RESOURCES DIRECTOR
      - DEPUTY WATER & ENERGY RESOURCES DIRECTOR
    - EXECUTIVE ASSISTANT
      - ADMINISTRATIVE ASSISTANT
    - ASSISTANT GENERAL MANAGER / COO *
      - INFORMATION TECHNOLOGY MANAGER
        - INFORMATION TECHNOLOGY TECHNICIAN II
          - INFORMATION TECHNOLOGY INTERN
      - OPERATIONS MANAGER
        - ADMINISTRATIVE TECHNICIAN
        - TREATMENT PLANT SUPERVISOR
          - PLANT OPERATOR I/II
          - PLANT OPERATOR I/II
          - PLANT OPERATOR I/II
          - PLANT OPERATOR I/II
          - PLANT OPERATOR I/II
          - PLANT OPERATOR I/II
          - SENIOR PLANT MAINTENANCE MECHANIC
          - PLANT MAINTENANCE MECHANIC I
        - WATER QUALITY SUPERVISOR
          - LAB ANALYST I/II
          - LAB ANALYST I/II
      - ADMINISTRATIVE TECHNICIAN II
      - ENGINEERING / GRANT MANAGER
        - PROJECT MANAGER
          - CONSTRUCTION INSPECTOR I/II
          - CONSTRUCTION INSPECTOR I/II
          - CONSTRUCTION INSPECTOR I/II
        - ENGINEERING DESIGN TECHNICIAN I/II
        - ENGINEERING TECHNICIAN I/II
        - G.I.S. COORDINATOR
        - CROSS CONNECTION CONTROL SPECIALIST
        - ENGINEERING INTERN
      - FACILITIES MANAGER
        - SENIOR SERVICE WORKER
          - SENIOR SERVICE WORKER
          - SENIOR SERVICE WORKER
          - SERVICE WORKER I/II
          - SERVICE WORKER I/II
          - SERVICE WORKER I/II
          - SERVICE WORKER I/II
          - SERVICE WORKER I/II
          - SERVICE WORKER I/II
          - SERVICE WORKER I/II
          - SERVICE WORKER I/II
          - SERVICE WORKER I/II
          - SERVICE WORKER I/II
          - SERVICE WORKER INTERN (5)
        - SYSTEMS SUPERVISOR
          - ELECTRONIC TECHNICIAN I/II
          - ELECTRONIC TECHNICIAN I/II
          - ELECTRICIAN I/II
          - ELECTRICIAN I/II
          - PUMP TECHNICIAN I/II
          - PUMP TECHNICIAN I/II
        - EQUIPMENT MECHANIC SUPERVISOR
          - EQUIPMENT MECHANIC I/II
          - EQUIPMENT MECHANIC I/II
          - EQUIPMENT MECHANIC I/II
          - EQUIPMENT MECHANIC I/II
          - WAREHOUSE TECHNICIAN
          - WAREHOUSE TECHNICIAN

PALMDALE WATER DISTRICT ORGANIZATIONAL STRUCTURE

APPROVED AUGUST 13, 2014

M.W. 12/31/14

ATTACHMENT B

List of Requirements for the Water Management Information System Database

ACTUAL WATER PRODUCTION (all quantities in Acre Feet to nearest 1/100th af)				
Data	**Subcategories**	**Source**	**Frequency**	**Notes**
PWD Wells (by Well No)		MS Excel-1	Daily	
Treatment Plant influent		MS Excel-1	Daily	
Treatment Plant effluent		MS Excel-1	Daily	
Littlerock Dam output		MS Excel-1	Daily	Only measured when ditch is flowing
Littlerock Dam into Lake Palmdale		MS Excel-1	Daily	Only measured when ditch is flowing
State Water Project (aqueduct)	Table-A	MS Excel-2	Daily	Dynamic data entered and manipulated
	Butte	MS Excel-2	Daily	periodically in spreadsheet maintained
	Carry-over	MS Excel-2	Daily	by J. Pernula. Need to keep historical
	Article 21	MS Excel-2	Daily	records in the database.
	Yuba Accord			
	Future 1 - TBD			
	Future 2 - TBD			
	Future 3 - TBD			
	Future 4 - TBD			
	Future 5 - TBD			
	Future 6 - TBD			
AVEK delivery to Lake Palmdale		MS Excel-1	Daily	
AVEK Intertie #1 (Ave P & Division)		MS Excel-3	Monthly	
AVEK Intertie #2 (Acton)		MS Excel-1	Daily	
LCID Intertie		MS Excel-3	Monthly	
Lake Palmdale water level		MS Excel-1	Daily	
Littlerock Reservoir water level		MS Excel-1	Daily	
PLANNED WATER PRODUCTION (all quantities in Acre Feet to nearest 1/100th af)				
PWD Wells (combined total)		TBD	Monthly	
Treatment Plant		TBD	Monthly	
State Water Project (aqueduct)	Table-A	TBD	Monthly	
	Butte	TBD	Monthly	
	Carry-over	TBD	Monthly	
	Article 21	TBD	Monthly	
	Yuba Accord			
	Future 1 - TBD			
	Future 2 - TBD			
	Future 3 - TBD			
	Future 4 - TBD			
	Future 5 - TBD			
	Future 6 - TBD			
Littlerock Reservoir		TBD	Monthly	
Evaporation		TBD	Monthly	Updated periodically throughout year
ACTUAL WATER CONSUMPTION (all quantities in Acre Feet to nearest 1/100th af)				
Data	**Subcategories**	**Source**	**Frequency**	**Notes**
Total by Class	SFR	TBD	Monthly	
	MFR	TBD	Monthly	
	CI	TBD	Monthly	
	IRR	TBD	Monthly	
	FIRE SERVICE	TBD	Monthly	
	CONST (exempt)	TBD	Monthly	City of Palmdale/Los Angeles County
	CONST (non-exempt)	TBD	Monthly	Developers, etc.
	OTHER	TBD	Monthly	
Total by Tier (Tiers 1 thru 6)		TBD	Monthly	
Total by Meter Size (5/8 thru 10)		TBD	Monthly	
System Flushing	Hydrants	MS Excel-1	Monthly	
PLANNED WATER CONSUMPTION (all quantities in Acre Feet to nearest 1/100th af)				
Data	**Subcategories**	**Source**	**Frequency**	**Notes**
Total (estimated)		TBD	Monthly	Moving estimate updated periodically
MISCELLANEOUS DATA TYPES				
Data Type	**Subcategories**	**Source**	**Frequency**	**Notes**
Active Service Connections (by)	Meter Class	TBD	Monthly	Month end figure
	Meter Size	TBD	Monthly	Month end figure
	Pressure Zone	TBD	Monthly	Month end figure
Total Service Connections (by)	Meter Class	TBD	Monthly	Month end figure
	Meter Size	TBD	Monthly	Month end figure
	Pressure Zone	TBD	Monthly	Month end figure
Weather	Temperature	TBD	Daily	Daily log recorded in Excel at end of month
	Rainfall	TBD	Daily	Daily log recorded in Excel at end of month
	Other Data TBD	TBD	Daily	Daily log recorded in Excel at end of month
GPCD (Urban Water Plan)		Derived Data	Monthly	Need to plug-in assumption filters (people/connection)
Recycled Water	Production/Purchased	TBD	Monthly	LACSD data
	Consumption	TBD	Monthly	PRWA data
Piezometer Readings	North Pump	MS Excel-1	Monthly	Monitor seepage from Lake Palmdale dam
	South Pump	MS Excel-1	Monthly	Monitor seepage from Lake Palmdale dam
OTHER DATA (QUOTE AS SEPARATE ITEM FOR FUTURE DATABASE EXPANSION)				
Data Type	**Subcategories**	**Source**	**Frequency**	**Notes**
Track Energy Consumption	Wells (Edison)	MS Excel-4	Monthly	Track service fee and energy charge separately
	Wells (Gas)	MS Excel-4	Monthly	Track service fee and energy charge separately
	Boosters (Edison)	MS Excel-4	Monthly	Track service fee and energy charge separately
	Boosters (Gas)	MS Excel-4	Monthly	Track service fee and energy charge separately
	Office (Edison)	MS Excel-4	Monthly	Track service fee and energy charge separately
	Office (Gas)	MS Excel-4	Monthly	Track service fee and energy charge separately
	WTP (Edison)	MS Excel-4	Monthly	Track service fee and energy charge separately
	WTP (Gas)	MS Excel-4	Monthly	Track service fee and energy charge separately
	Wind Turbine	MS Excel-4	Monthly	Track service fee and energy charge separately
	Hydro Generator	MS Excel-4	Monthly	Track service fee and energy charge separately
	Facilities PV Solar	MS Excel-4	Monthly	Track service fee and energy charge separately

ATTACHMENT C

Example of Reports to be Generated by Water Management Information System Database

Sample Report1

Well Site 2A

Time Period: First Quarter, 2011 through 2013

	Thousands of Gallons			Acre Feet		
	2011	2012	2013	2011	2012	2013
January	xx,xxx.x	xx,xxx.x	xx,xxx.x	x,xxx.xx	x,xxx.xx	x,xxx.xx
February	xx,xxx.x	xx,xxx.x	xx,xxx.x	x,xxx.xx	x,xxx.xx	x,xxx.xx
March	xx,xxx.x	xx,xxx.x	xx,xxx.x	x,xxx.xx	x,xxx.xx	x,xxx.xx
Total	xx,xxx.x	xx,xxx.x	xx,xxx.x	x,xxx.xx	x,xxx.xx	x,xxx.xx
% of Total Production	xx.xx%	xx.xx%	xx.xx%	xx.xx%	xx.xx%	xx.xx%

Note: this could be for any quarter or for an annual comparison for an individual Well Site

Sample Report2

All Well Sites Combined

Time Period: First Quarter, 2011 through 2013

	Thousands of Gallons			Acre Feet		
	2011	2012	2013	2011	2012	2013
January	xx,xxx.x	xx,xxx.x	xx,xxx.x	x,xxx.xx	x,xxx.xx	x,xxx.xx
February	xx,xxx.x	xx,xxx.x	xx,xxx.x	x,xxx.xx	x,xxx.xx	x,xxx.xx
March	xx,xxx.x	xx,xxx.x	xx,xxx.x	x,xxx.xx	x,xxx.xx	x,xxx.xx
Total	xx,xxx.x	xx,xxx.x	xx,xxx.x	x,xxx.xx	x,xxx.xx	x,xxx.xx
Max Production in a day	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx
Date it occurred	mo/dd/yyyy	mo/dd/yyyy	mo/dd/yyyy	mo/dd/yyyy	mo/dd/yyyy	mo/dd/yyyy

Note: this could be for any quarter or for an annual comparison

Sample Report3

Treatment Plant

Time Period: First Quarter, 2011 through 2013

	Thousands of Gallons			Acre Feet		
	2011	2012	2013	2011	2012	2013
January	xx,xxx.x	xx,xxx.x	xx,xxx.x	x,xxx.xx	x,xxx.xx	x,xxx.xx
February	xx,xxx.x	xx,xxx.x	xx,xxx.x	x,xxx.xx	x,xxx.xx	x,xxx.xx
March	xx,xxx.x	xx,xxx.x	xx,xxx.x	x,xxx.xx	x,xxx.xx	x,xxx.xx
Total	xx,xxx.x	xx,xxx.x	xx,xxx.x	x,xxx.xx	x,xxx.xx	x,xxx.xx
Max Production in a day	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx
Date it occurred	mo/dd/yyyy	mo/dd/yyyy	mo/dd/yyyy	mo/dd/yyyy	mo/dd/yyyy	mo/dd/yyyy

Note: this could be for any quarter or for an annual comparison

Sample Report4

Production Comparison - Yearly

2012	Well Total		GW	Treatment Plant		SW	Combined Total	
	Thousands	Acre Feet	split %	Thousands	Acre Feet	split %	Thousands	Acre Feet
January	249,044.6	764.24	67.75%	118,544.0	363.8	32.25%	367,588.6	1,128.0
February	157,315.7	482.75	46.97%	177,580.0	544.9	53.03%	334,895.7	1,027.7
March	199,189.9	611.25	50.11%	198,352.0	608.7	49.89%	397,541.9	1,219.9
April	237,599.3	729.12	49.45%	242,929.0	745.5	50.55%	480,528.3	1,474.6
May	294,062.7	902.39	42.65%	395,345.0	1,213.2	57.35%	689,407.7	2,115.6
June	265,546.0	814.88	34.19%	511,061.0	1,568.3	65.81%	776,607.0	2,383.2
July	227,527.6	698.21	26.87%	619,269.0	1,900.4	73.13%	846,796.6	2,598.6
August	230,431.8	707.13	27.19%	616,934.0	1,893.2	72.81%	847,365.8	2,600.3
September	212,740.6	652.84	28.33%	538,256.0	1,651.7	71.67%	750,996.6	2,304.6
October	164,118.0	503.63	25.31%	484,292.0	1,486.1	74.69%	648,410.0	1,989.8
November	127,022.0	389.79	26.67%	349,263.0	1,071.8	73.33%	476,285.0	1,461.6
December	93,397.2	286.61	24.82%	282,973.0	868.4	75.18%	376,370.2	1,155.0
Year Total	2,457,995.6	7,542.9		4,534,798.0	13,915.9		6,992,793.6	21,458.8
						35.15% GW	64.85% SW	

Max. Daily Production			
	MGD	AFD	DATE
GW	xx.x	xx.x	mm/dd/yy
SW	xx.x	xx.x	
Combined	xx.x	xx.x	

2013	Well Total		GW	Treatment Plant		SW	Combined Total	
	Thousands	Acre Feet	split %	Thousands	Acre Feet	split %	Thousands	Acre Feet
January	176,670.6	542.15	50.35%	174,187.0	534.5	49.65%	350,857.6	1,076.7
February	98,950.5	303.65	30.33%	227,319.0	697.6	69.67%	326,269.5	1,001.2
March	131,369.4	403.13	27.22%	351,243.0	1,077.9	72.78%	482,612.4	1,481.0
April	187,103.1	574.16	34.06%	362,311.0	1,111.8	65.94%	549,414.1	1,686.0
May	301,116.3	924.04	45.25%	364,345.0	1,118.1	54.75%	665,461.3	2,042.1
June	349,758.4	1073.30	45.12%	425,423.0	1,305.5	54.88%	775,181.4	2,378.8
July	377,771.4	1159.27	43.82%	484,378.0	1,486.4	56.18%	862,149.4	2,645.7
August	0.0	0.00	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0
September	0.0	0.00	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0
October	0.0	0.00	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0
November	0.0	0.00	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0
December	0.0	0.00	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0
Year Total	1,622,739.7	4,979.7		2,389,206.0	7,331.8		4,011,945.7	12,311.5
						40.45% GW	59.55% SW	

Max. Daily Production			
	MGD	AFD	DATE
GW	xx.x	xx.x	mm/dd/yy
SW	xx.x	xx.x	
Combined	xx.x	xx.x	

Note: this is a month by month recap of production over one or more years and shows the production split between surface water and groundwater

Sample Report5

2013 Zone Production Totals

	Thousands	Acre Feet
2800' Zone		
Wells: 2A, 3A, 4A, 7A, 6, 8A, 10, 11A, 14A, 15, 23A, 24, 32	1,353,038.1	4,152.1
2850' Zone		
Wells: 22, 26, 30, 33	146,028.0	448.1
2950' Zone		
Wells: 5, 16, 21, 25, 29, 35	118,829.0	364.7
3000' Zone		
Well: 20	0.0	0.0
3200' Zone		
Well: 17	0.0	0.0
3250' Zone		
Wells: 18, 19	4,844.6	14.9
Surface Water Treatment Plant	2,389,206.0	7,331.8
Total	4,011,945.7	12,311.5

Note: this summarizes production by elevation zones, detailing what wells feed which zones

Sample Report6

2013 Source Water Annual Report

	Littlerock Dam	State Water Project	Percent Split	
	Total (thousands gallons)		LRD	SWP
January	0.0	181,001.0	0.00%	100.00%
February	0.0	238,874.6	0.00%	100.00%
March	0.0	365,916.07	0.00%	100.00%
April	0.0	420,885.9	0.00%	100.00%
May	12,880.3	433,469.58	2.89%	97.11%
June	218,467.96	258,321.17	45.82%	54.18%
July	105,240.00	434,429.35	19.50%	80.50%
August	0.0		#DIV/0!	#DIV/0!
September	0.0		#DIV/0!	#DIV/0!
October	0.0		#DIV/0!	#DIV/0!
November	0.0		#DIV/0!	#DIV/0!
December	0.0		#DIV/0!	#DIV/0!
			#DIV/0!	#DIV/0!
Year Total	336,588.3	2,332,897.7		
Acre Feet	1,032.9	7,159.0		

Note: SWP now includes water from AVEK intertie

Note: this details what water souce was used each month over a year's time with annual totals

MGD Year over Year Comparison

	Daily Maximum			
MAX:	Combined Production	Ground water	Surface Water	System Demand
2008	36.0	15.6	22.8	39.9
2009	30.9	13.7	20.3	37.4
2010	28.7	12.1	19.1	31.7
2011	30.6	14.0	18.6	35.7
2012	30.1	13.3	22.5	34.9

	Daily Average			
AVG:	Combined Production	Ground water	Surface water	System Demand
2008	22.5	8.7	13.8	25.8
2009	19.9	6.9	13.0	22.8
2010	17.6	6.9	10.7	20.2
2011	17.5	6.3	11.3	20.0
2012	19.1	6.7	12.4	22.2

Note: Details MAX & AVG daily production and system demand for a year to year comparison

Sample Report8

2013 - MGD per Month Recap

	Daily Maximum			
MAX:	Combined Production	MAX Storage	MIN Storage	System Demand
Jan	16.2	36.3	33.0	22.3
Feb	13.9	36.0	33.1	16.4
Mar	18.7	34.9	33.2	21.8
Apr	21.2	33.9	31.3	24.7
May	23.9	35.6	31.8	27.4
Jun	30.4	35.2	33.3	33.0
Jul	33.1	38.3	34.9	36.0
Aug	32.1	34.7	31.2	35.3
Sep				
Oct				
Nov				
Dec				

	Daily Average			
AVG:	Combined Production	MAX Storage	MIN Storage	System Demand
Jan	11.3	32.1	29.5	13.9
Feb	11.7	33.0	30.5	14.1
Mar	15.6	32.0	29.0	18.5
Apr	18.3	32.5	28.9	21.9
May	21.5	32.7	29.4	24.8
Jun	25.8	32.6	29.7	28.7
Jul	27.8	33.8	30.8	30.8
Aug	7.2	8.4	7.6	7.9
Sep				
Oct				
Nov				
Dec				

highest MAX Day for year:	
date:	mm/dd/yy
MGD	xx.x

Note: Details MAX & AVG daily production and system demand per month in a given year

July 2013
MONTH/YEAR

MONTHLY PIEZOMETER READINGS

PIEZOMETER #	FEET	10TH'S	DATE	INIT.
#1 SOUTH END				
#2				
#3				
#4				
#5				
#6				
#7 NORTH END				

X-FILTRATION PUMP READINGS

	SOUTH PUMP		NORTH PUMP	
	FLOW METER READING	HOUR METER READING	FLOW METER READING	HOUR METER READING
CURRENT MONTH	116455900	14626.2	24232000	2342.1
PREVIOUS MONTH	115612000	14498.7	24224000	2318.1
TOTAL	843900 gallons 0.844 Million Gal.	127.5 HOURS	8000 gallons 0.008 Million Gal.	24 HOURS

MONTHLY RESERVOIR ACTIVITY

TOTAL DWR EFFLUENT	394.02	Million Gal.	DITCH EFFLUENT	145.75528	Million Gal.
TOTAL LAKE INFLUENT	539.77431	Million Gal.	PLANT INFLUENT	526.34	Million Gal.
LAKE ELEVATION	2811.85				

REMARKS:

note: this is the information collected by the operators & I would attach this worksheet as an additional tab in the Daily Production workbook, so that Sequel could pull information from it.

5-year Monthly Averages (2009 to 2013)

Month	Production (ac.-ft.)	Consumption (ac.-ft.)	Active Connections	% Water Loss Month	% Water Loss 12-Mo. Aver.	% Water Loss 24-Mo. Aver.	Use per Conn. (gallons)	Per Capita Use (gal/day/per.)	Per Capita Use (12 mo. Avr.)
January	1,084.2	975.0	25,991	9.9	9.0	8.7	12,231.1	99.4	170.4
February	947.7	943.3	25,985	0.1	9.2	8.9	11,833.3	106.5	170.0
March	1,270.4	941.0	26,002	25.1	9.3	9.0	11,794.4	95.8	169.7
April	1,570.1	1,185.2	26,022	24.1	9.1	8.8	14,843.2	124.6	169.4
May	2,073.7	1,541.8	26,072	25.5	9.1	8.7	19,282.7	156.7	168.9
June	2,293.6	1,860.9	26,116	18.9	8.8	8.7	23,217.9	194.9	168.9
July	2,603.1	2,201.1	26,076	15.5	9.0	8.8	27,519.1	223.6	167.8
August	2,603.8	2,226.6	26,159	14.4	9.2	8.9	27,732.8	225.3	166.6
September	2,252.4	2,376.2	26,161	-5.4	9.3	8.8	29,625.1	248.7	165.5
October	1,819.8	1,990.7	26,208	-9.6	9.0	8.9	24,772.5	201.3	165.2
November	1,343.1	1,487.1	26,224	-10.9	9.4	9.3	18,472.7	155.1	163.8
December	1,072.8	1,172.2	26,143	-9.2	9.3	9.3	14,615.0	118.8	163.5
Aver./ Totals:	20,934.7	18,901.0	26,097		9.1	8.9	19,661.7	163	167

Year to Date Comparisons

Year to Date Through:	Total Prod. (ac.-ft.)	Total Billed (ac.-ft.)	Water Loss (ac.-ft.)	Water Loss (year %)	Water Loss (12 mo %)	Aver. Active Connections	Aver. Gallons per Conn./month	Aver. Per Cap. Use (gal/day/per.)
Nov. 30, '13	20,478.3	17,920.2	2,558.1	12.5	10.6	26,276	20,192	167
Nov. 30, '14	19,520.0	17,021.7	2,498.3	12.8	11.3	26,437	19,069	158
Increase	-958.3	-898.5	-59.8	0.3	0.7	161	-1,122	-9
% Increase	-4.7	-5.0	-2.3	2.5	6.8	0.6	-5.6	-6
5 yr. Average ('09-'13)	16,699.0	14,251.0	2,448.0	14.7	9.0	26,065	19,787	164

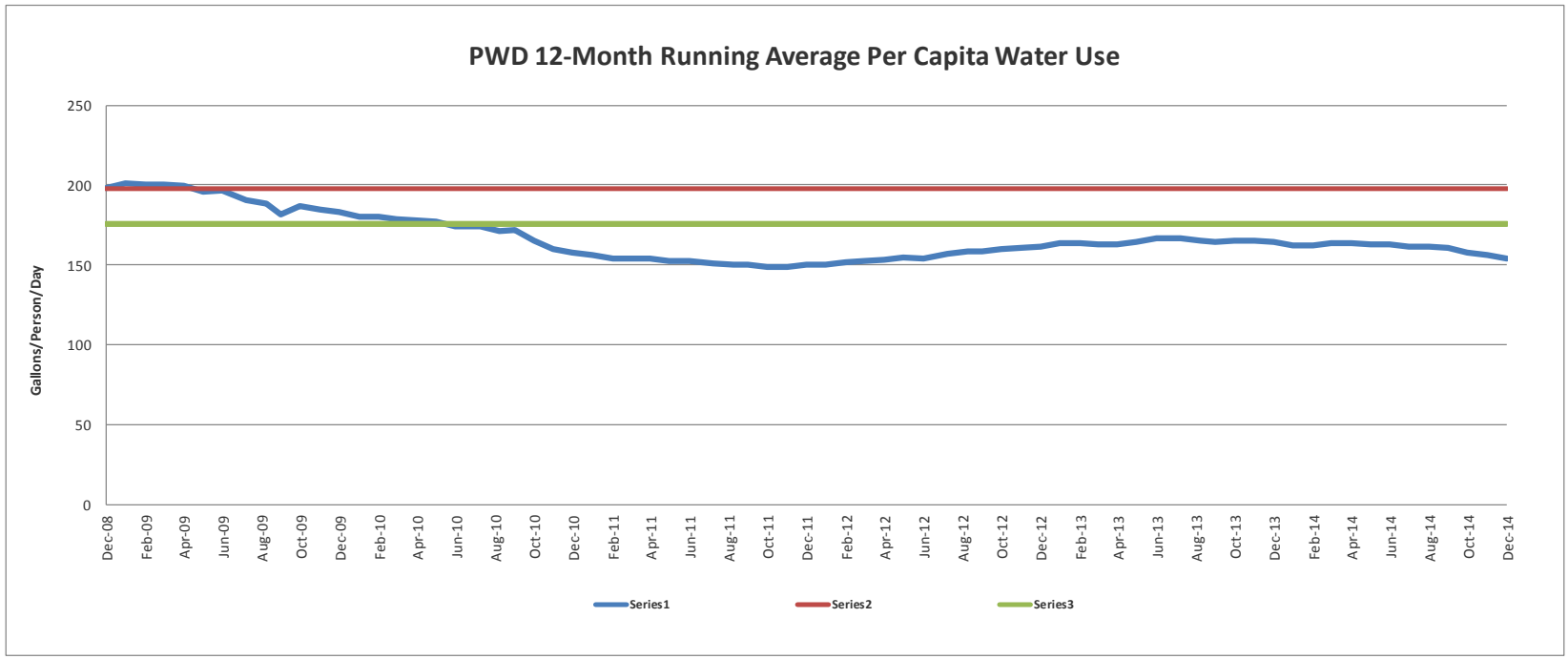
Water Use/Loss Summary Table

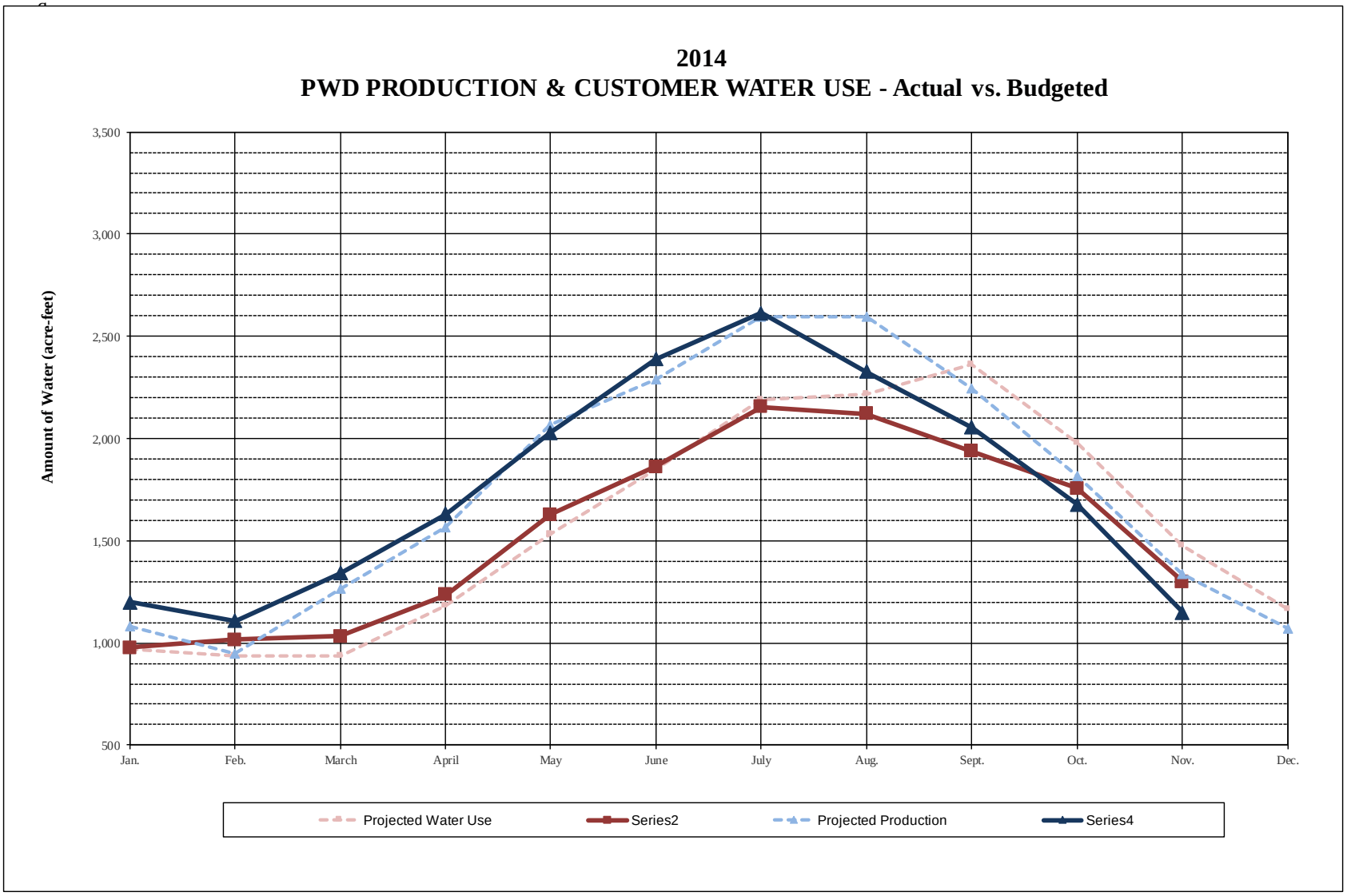
Calendar Year	Total Production (ac.-ft.)	% Change	Total Billed (ac.-ft.)	% Change	Water Loss (ac.-ft.)	(%)	Average Active Connections	% Change	Aver. Gallons/Conn./Month	% Change	Comments
1985	8,062.0	-	-	-	-	-	-	-	-	-	
1986	9,977.0	23.8	-	-	-	-	-	-	-	-	
1987	11,509.0	15.4	-	-	-	-	-	-	-	-	
1988	13,683.0	18.9	-	-	-	-	-	-	-	-	
1989	16,527.0	20.8	15,593.0	-	934	5.65	-	-	-	-	
1990	17,760.7	7.5	16,071.9	3.1	1,689	9.51	-	-	-	-	
1991	15,954.7	-10.2	14,364.9	-10.6	1,590	9.96	-	-	-	-	Drought
1992	17,591.9	10.3	16,101.5	12.1	1,490	8.47	-	-	-	-	
1993	18,346.1	4.3	17,160.8	6.6	1,185	6.46	-	-	-	-	
1994	20,618.8	12.4	19,258.0	12.2	1,361	6.60	21,056	-	24,837	-	
1995	22,232.7	7.8	19,846.0	3.1	2,387	10.74	21,306	1.2	25,295	1.8	
1996	23,513.6	5.8	21,457.7	8.1	2,056	8.74	21,406	0.5	27,221	7.6	
1997	23,152.1	-1.5	21,041.8	-1.9	2,110	9.12	21,210	-0.9	26,941	-1.0	
1998	20,625.9	-10.9	18,849.5	-10.4	1,776	8.61	21,370	0.8	23,953	-11.1	El Nino
1999	23,396.7	13.4	22,225.1	17.9	1,172	5.01	21,917	2.6	27,538	15.0	
2000	25,901.1	10.7	23,353.4	5.1	2,548	9.84	22,595	3.1	28,068	1.9	
2001	25,242.2	-2.5	23,342.1	0.0	1,900	7.53	22,963	1.6	27,604	-1.7	
2002	25,668.0	1.7	23,772.6	1.8	1,895	7.38	23,311	1.5	27,694	0.3	
2003	24,911.4	-2.9	23,929.4	0.7	982	3.94	23,455	0.6	27,702	0.0	
2004	26,646.1	7.0	24,714.5	3.3	1,932	7.25	24,152	3.0	27,739	0.1	
2005	26,128.3	-1.9	24,547.9	-0.7	1,580	6.05	24,761	2.5	26,876	-3.1	
2006	27,930.4	6.9	25,711.2	4.7	2,219	7.95	25,680	3.7	27,147	1.0	
2007	28,151.1	0.8	26,109.1	1.5	2,042	7.25	26,351	2.6	26,882	-1.0	Dry
2008	25,339.3	-10.0	23,182.3	-11.2	2,157	8.51	25,818	-2.0	24,417	-9.2	Drought
2009	22,265.6	-12.1	20,627.7	-11.0	1,638	7.36	25,699	-0.5	21,772	-10.8	Drought
2010	19,767.6	-11.2	18,043.5	-12.5	1,724	8.72	25,959	1.0	18,874	-13.3	Drought
2011	19,599.6	-0.8	17,571.0	-2.6	2,029	10.35	26,195	0.9	18,199	-3.6	
2012	21,459.5	9.5	19,258.1	9.6	2,201	10.26	26,349	0.6	19,837	9.0	Dry
2013	21,581.5	0.6	19,004.4	-1.3	2,577	11.94	26,282	-0.3	19,627	-1.1	Dry
2014 (Partial)	19,520.0		17,021.7		2,498	12.80	26,437		19,069		Drought

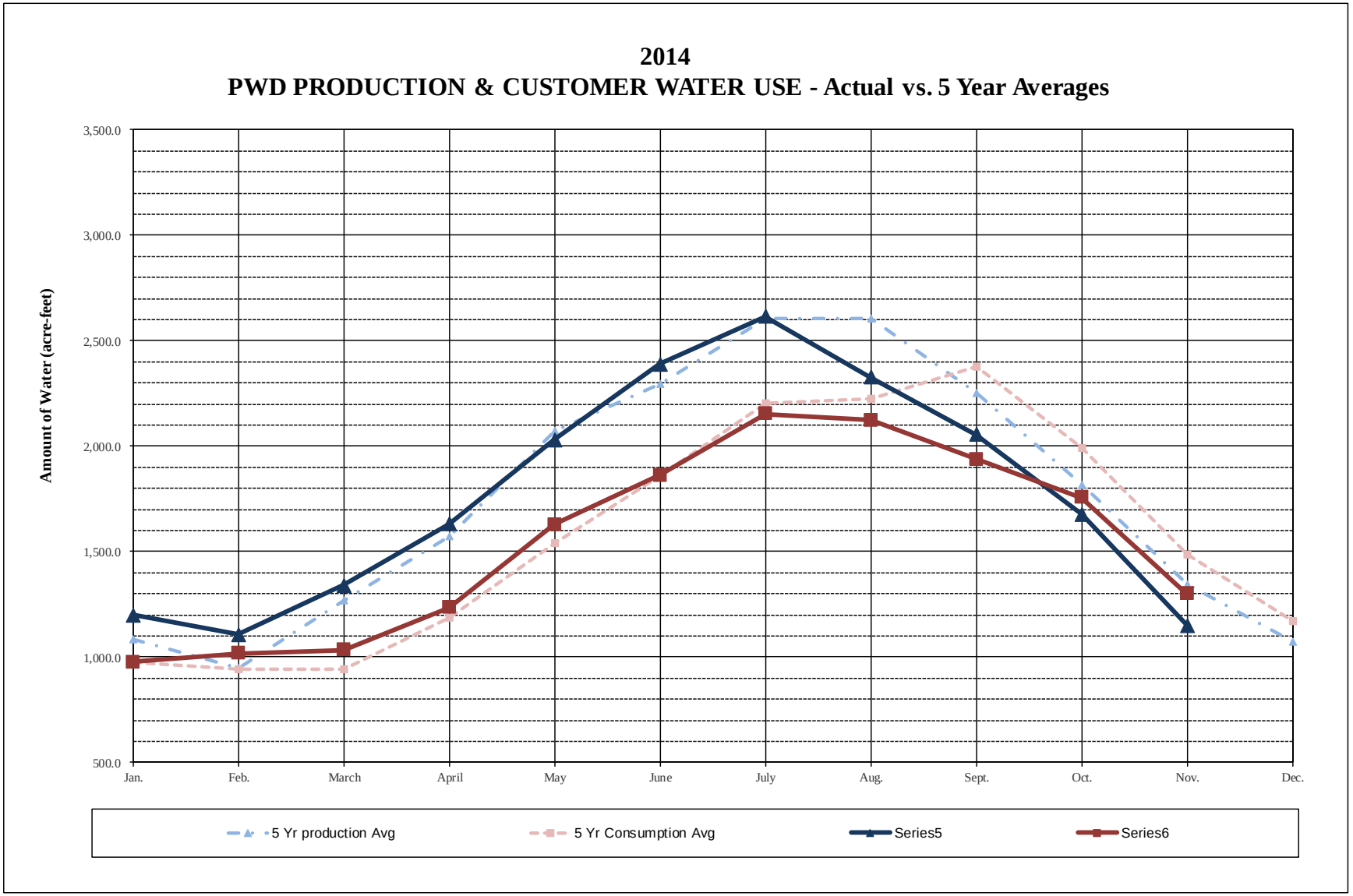
Month	Five-Year Aver. Consumption (ac.-ft.)	Budgeted 2014 Consumption (ac.-ft.)	Actual 2014 Consumption (ac.-ft.)	Difference (Act. - Pred.) (ac.-ft.)
Jan.	975.0	970	977.3	7.5
Feb.	943.3	938	1,017.0	78.8
March	941.0	936	1,032.5	96.5
April	1185.2	1,179	1,234.8	55.9
May	1541.8	1,534	1,627.2	93.7
June	1860.9	1,851	1,861.3	10.4
July	2201.1	2,189	2,154.1	(35.3)
Aug.	2226.6	2,215	2,122.4	(92.3)
Sept.	2376.2	2,363	1,937.8	(425.7)
Oct.	1990.7	1,980	1,757.3	(222.8)
Nov.	1487.1	1,479	1,300.0	(179.1)
Dec.	*1172.2*	*1,166*		
	17,729	**17,634**	**17,021.7**	**-612.6**
	18,901	18,800		**-3.5%**

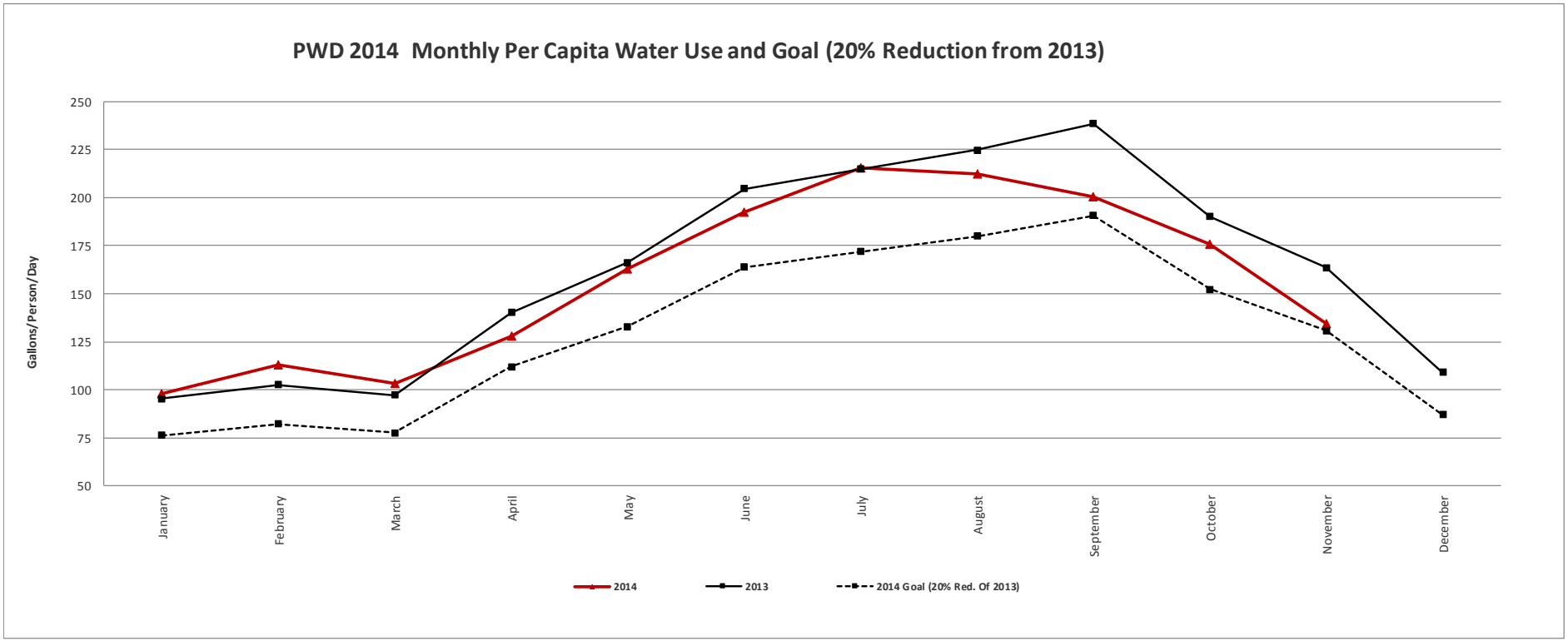
Month	Five-Year Aver. Production (ac.-ft.)	Projected 2014 Production (ac.-ft.)	Actual 2014 Production (ac.-ft.)	Difference (Act. - Pred.) (ac.-ft.)
Jan.	1,084.2	1,081.2	1,199.8	118.6
Feb.	947.7	945.1	1,106.8	161.7
March	1,270.4	1,266.9	1,341.4	74.5
April	1,570.1	1,565.9	1,631.1	65.2
May	2,073.7	2,068.1	2,029.5	(38.6)
June	2,293.6	2,287.5	2,388.1	100.6
July	2,603.1	2,596.1	2,613.9	17.8
Aug.	2,603.8	2,596.7	2,327.3	(269.4)
Sept.	2,252.4	2,246.3	2,054.5	(191.8)
Oct.	1,819.8	1,814.9	1,677.6	(137.3)
Nov.	1,343.1	1,339.5	1,150.0	(189.5)
Dec.	*1,072.8*	*1,069.9*		
	19,862	**19,808**	**19,520.0**	**-288.3**
	20,935	20,878		**-1.5%**

	5 yr avg 09 - 13		**Amount over 5 yr avg**	
Month	Production (ac.-ft.)	Consumption (ac.-ft.)	Production (ac.-ft.)	Consumption (ac.-ft.)
Jan.	1,084.2	975.0	115.6	2.3
Feb.	947.7	943.3	159.1	73.7
March	1,270.4	941.0	71.0	91.4
April	1,570.1	1,185.2	61.0	49.5
May	2,073.7	1,541.8	(44.2)	85.5
June	2,293.6	1,860.9	94.5	0.5
July	2,603.1	2,201.1	10.8	(47.0)
Aug.	2,603.8	2,226.6	(276.5)	(104.2)
Sept.	2,252.4	2,376.2	(197.9)	(438.4)
Oct.	1,819.8	1,990.7	(142.2)	(233.4)
Nov.	1,343.1	1,487.1	(193.1)	(187.1)
Dec.	1,072.8	1,172.2		
Totals:	20,934.7	18,901.0	**(342.0)**	**(707.1)**


PWD 12-Month Running Average Per Capita Water Use
Gallons/Person/Day
250
200
150
100
50
0
Dec-08
Feb-09
Apr-09
Jun-09
Aug-09
Oct-09
Dec-09
Feb-10
Apr-10
Jun-10
Aug-10
Oct-10
Dec-10
Feb-11
Apr-11
Jun-11
Aug-11
Oct-11
Dec-11
Feb-12
Apr-12
Jun-12
Aug-12
Oct-12
Dec-12
Feb-13
Apr-13
Jun-13
Aug-13
Oct-13
Dec-13
Feb-14
Apr-14
Jun-14
Aug-14
Oct-14
Dec-14
Series1
Series2
Series3


2014
PWD PRODUCTION & CUSTOMER WATER USE - Actual vs. Budgeted
Amount of Water (acre-feet)
3,500
3,000
2,500
2,000
1,500
1,000
500
Jan.
Feb.
March
April
May
June
July
Aug.
Sept.
Oct.
Nov.
Dec.
Projected Water Use
Series2
Projected Production
Series4


2014
PWD PRODUCTION & CUSTOMER WATER USE - Actual vs. 5 Year Averages
Amount of Water (acre-feet)
3,500.0
3,000.0
2,500.0
2,000.0
1,500.0
1,000.0
500.0
Jan.
Feb.
March
April
May
June
July
Aug.
Sept.
Oct.
Nov.
Dec.
5 Yr production Avg
5 Yr Consumption Avg
Series5
Series6


PWD 2014 Monthly Per Capita Water Use and Goal (20% Reduction from 2013)
Gallons/Person/Day
250
225
200
175
150
125
100
75
50
January
February
March
April
May
June
July
August
September
October
November
December
2014
2013
2014 Goal (20% Red. Of 2013)

ATTACHMENT D

RFP Mailing List

Mailing List

Ideal SofTech Inc. 2034 E. Lincoln Ave. Anaheim, California 92825 Progent Corporation 560 South Winchester Blvd 5th Floor San Jose, California 95128 SQL Consulting Inc. 9925 SW 59th Avenue Portland, Oregon 97219 Masoud Hoseyni, Ph.D. President DCSE Inc. 23382 Mill Creek Drive, Suite 100 Laguna Hills, California 92653	Database Whiz Consulting 3350 Shelby Street, #200 Ontario, California 91764 Becker Consulting Services 160 W. Foothill Parkway Suite 105-229 Corona, California 92882 Fintech Communications 1835 Whittier Ave., Suite D-2 Costa Mesa, California 92627

ATTACHMENT E

Sample Agreement

PROFESSIONAL SERVICES AGREEMENT

between

PALMDALE WATER DISTRICT

and

[Insert Name of Consultant]

for the Development of a

Water Management Information System Database

This PROFESSIONAL SERVICES AGREEMENT, hereinafter referred to as "Agreement," is made and entered into this _____ day of _____, _____, by and between Palmdale Water District, a public corporation organized and existing under the provisions of the California Water Code, hereinafter referred to as "District," and _____ [INSERT TYPE OF ENTITY, e.g., a California corporation], hereinafter referred to as "Consultant."

Whereas, the District requires professional database development services using Microsoft SQL Technology in conjunction with a new Water Management Information System Database for the District.

Whereas, the Consultant has demonstrated expertise in various aspects of database development using Microsoft SQL Technology and is qualified to provide the professional services required by District.

Whereas, the District and Consultant desire to enter into a contract for the provision of professional services for the Development of a Water Information System Database as delineated in the Scope of Work attached hereto as Exhibit A, subject to the terms and conditions of this Agreement.

NOW THEREFORE, in consideration of the promises and covenants hereinafter contained, it is mutually agreed as follows:

1.0 SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all of the terms and conditions of this Agreement, Consultant shall perform the work or services set forth in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by reference. Consultant warrants that all work or services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit "B" and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit "B" and any other provisions of this Agreement, the provisions of Exhibit "B" shall govern.

1.2 Compliance With Law. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of the District and any federal, state or local governmental agency of competent jurisdiction.

1.3 Licenses, Permits, Fees and Assessments. Consultant shall obtain, at its sole cost and expense, such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement.

2.0 COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant shall be compensated in accordance with the "Schedule of Compensation" attached hereto as Exhibit "C" and incorporated herein by this reference, but not exceeding the maximum contract amount of _____ dollars ($_____) ("Contract Sum").

2.2 Method of Payment. Provided that Consultant is not in default under the terms of this Agreement, Consultant shall be paid monthly upon submission of invoice and work accomplished.

3.0 COORDINATION OF WORK

3.1 Representative of Consultant. _____ is hereby designated as being the representative of Consultant authorized to act on its behalf with respect to the work or services specified herein and make all decisions in connection therewith.

3.2 Contract Officer. The District's District Manager is hereby designated as being the representative of the District authorized to act in its behalf with respect to the work and services specified herein and make all decisions in connection therewith ("Contract Officer"). The District may designate another Contract Officer by providing written notice to Consultant.

3.3 Prohibition Against Subcontracting or Assignment. Consultant shall not contract with any entity to perform in whole or in part the work or services required hereunder without the express written approval of the District. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of District. Any such prohibited assignment or transfer shall be void.

3.4 Independent Contractor. Neither the District nor any of its employees shall have any control over the manner, mode or means by which Consultant, its agents or employees, perform the services required herein, except as otherwise set forth on Exhibit "A". Consultant shall perform all services required herein as an independent contractor of District and shall remain under only such obligations as are consistent with that role. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of District.

4.0 INSURANCE AND INDEMNIFICATION

4.1 Insurance. Consultant shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to District, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

(a.) Commercial General Liability Insurance. A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than $1,000,000.00 per occurrence for all covered losses and no less than $2,000,000.00 general aggregate.

(b.) Workers' Compensation Insurance. A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than $1,000,000.00 per accident for all covered losses.

(c.) Automotive Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than $1,000,000.00 per accident, combined single limit. Said policy shall include coverage for owned, non-owned, leased and hired cars.

(d.) Professional Liability or Error and Omissions Insurance. A policy of _____ insurance in an amount not less than $1,000,000.00 per claim with respect to loss arising from the actions of Consultant performing professional services hereunder on behalf of the District.

All of the above policies of insurance shall be primary insurance and shall name the District, its officers, employees and agents as additional insureds. The insurer shall waive all rights of subrogation and contribution it may have against the District, its officers, officials, employees, agents, representatives, and volunteers, and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention in order to assure coverage as an “additional insured.” All of said policies of insurance shall be endorsed to:

Consultant agrees that the provisions of this Section 4.1 shall not be construed as limiting in any way the extent to which Consultant may be held responsible for the payment of damages to any persons or property resulting from Consultant's activities or the activities of any person or persons for which Consultant is otherwise responsible.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a

financial category Class VII or better, unless such requirements are waived by the Senior Risk Management Analyst of the District due to unique circumstances.

In the event that the Consultant is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Consultant and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Consultant is required to maintain pursuant to this Section 4.1.

4.2 Indemnification.

(a.) Indemnity for Professional Liability. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, Consultant shall indemnify, defend and hold harmless District and the District's Parties from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or subcontractors (or any entity or individual for which Consultant shall bear legal liability) in the performance of professional services under this Agreement.

(b.) Indemnity for Other Than Professional Liability. Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless District and District's Parties from and against any liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

5.0 TERM

5.1 Term. Unless earlier terminated in accordance with Section 5.2 below, this Agreement shall continue in full force and effect until November 30, 2015.

5.2 Termination Prior to Expiration of Term. Either party may terminate this Agreement at any time, with or without cause, upon thirty days' written notice to the other party. Upon receipt of the notice of termination, the Consultant shall immediately cease all work or services hereunder except as may be specifically approved by the Contract Officer. In the event of termination by the District, Consultant shall be entitled to compensation for all services rendered prior to the effectiveness of the notice of termination and for such additional services specifically authorized by the Contract Officer and District shall be entitled to reimbursement for any compensation paid in excess of the services rendered.

6.0 MISCELLANEOUS

6.1 Covenant Against Discrimination. Consultant covenants that, by and for itself, its heirs, executors, assigns and all persons claiming under or through it, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, marital status, national origin or ancestry.

6.2 Non-Liability of District Officers and Employees. No officer or employee of the District shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the District or for any amount which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

6.3 Conflict of Interest. No officer or employee of the District shall have any financial interest in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership or association in which he is, directly or indirectly, interested, in violation of any state statute or regulation. The Consultant warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement. When requested by the Contract Officer, prior to the District's execution of this Agreement, Consultant shall provide the District with an executed statement of economic interest.

6.4 Notice. Any notice or other communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the District, to the District's General Manager and to the attention of the Contract Officer, Palmdale Water District, 2029 E. Avenue Q Street, Palmdale, California 93550, and in the case of the Consultant, to the person at the address designated on the execution page of this Agreement.

6.5 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

6.6 Integration Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and that this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by a writing signed by both parties.

6.7 Severability. In the event that part of this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity

or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

6.8 Waiver. No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

6.9 Attorneys' Fees. If either party to this Agreement is required to initiate, defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to reasonable attorneys' fees, whether or not the matter proceeds to judgment.

6.10 Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

6.11 Warranty & Representation of Non-Collusion. No official, officer, or employee of District has any financial interest, direct or indirect, in this Agreement, nor shall any official, officer, or employee of District participate in any decision relating to this Agreement which may affect his/her financial interest or the financial interest of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any State or municipal statute or regulation. The determination of “financial interest” shall be consistent with State law and shall not include interests found to be “remote” or “non-interests” pursuant to Government Code Sections 1091 or 1091.5. Consultant warrants and represents that it has not paid or given, and will not pay or give, to any third party including, but not limited to, any official, officer, or employee of the District, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any agreement. Consultant further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any official, officer, or employee of the District, as a result of consequence of obtaining or being awarded any agreement. Consultant is aware of and understands that any such act(s), omission(s) or other conduct resulting in the payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Consultant shall procure, at its expense, all permits required by governmental authorities and shall comply with all applicable local, state and federal regulations and statutes including Cal-OSHA requirements.

6.12 Prevailing Wages. Consultant shall comply with Labor Code Section 1775. In accordance with said Section 1775, the Consultant shall forfeit as a penalty to the District, a penalty in such amount as the Labor Commissioner shall determine for each calendar day or portion thereof for each worker paid less than the stipulated prevailing rates for such work or craft in which such worker is employed for any work done under this Agreement by them or by any sub-consultant under them in violation of the provisions of the Labor Code and, in particular, Labor Code Sections 1770 to 1780, inclusive. In addition to said penalty and pursuant to said Section 1775, the difference between such stipulated prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Consultant.

6.13 Ownership of Documents. District will make available to Consultant such materials from its files as may be required by Consultant to perform these services. Such materials shall remain the property of the District while in Consultant's possession. Upon termination of the Agreement or completion of work under the Agreement, Consultant shall turn over to the District any District property or materials in its possession and any calculations, notes, reports, electronic files or other materials prepared by Consultant in the performance of these services.

District may utilize any material prepared or work performed by Consultant in any manner, which District deems proper without additional compensation to Consultant. Consultant shall have no responsibility or liability for any revisions, changes or corrections made by District or any use or reuse pursuant to this paragraph unless Consultant accepts such responsibility in writing.

Consultant shall not make public information releases or otherwise publish any information obtained or produced by it as a result of, or in connection with, the performance of services under the Agreement without prior written consent of the District.

Consultant shall not publish or use any advertising, sales promotion or publicity in matters relating to services, equipment, products, reports, and material furnished by Consultant in which District's name is used or its identity is implied without prior written approval by the District.

6.14 Jurisdiction and Venue. The validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the State of California. The parties hereto do hereby consent to the jurisdiction of the Superior Court of California, Los Angeles County, or the United States District Court for the Central District of California in the event any dispute arises in conjunction herewith.

6.15 Authority. The signatories to this Agreement represent that they have the authority to execute this Agreement.

The parties hereto have caused this Agreement to be duly executed by its authorized officers.

Date:_____ Date:_____

_____

Consultant's Authorized Initials _____

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

PALMDALE WATER DISTRICT,

_____
Dennis D. LaMoreaux, General Manager

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

_____
General Counsel

CONSULTANT:
[INSERT COMPANY NAME HERE]

By: _____
Name: [INSERT]
Title: [INSERT]

By: _____
Name: [INSERT]
Title: [INSERT]

Address: [INSERT ADDRESS HERE]
[INSERT DISTRICT, STATE, ZIP]

[END OF SIGNATURES]

Exhibit "A"

SCOPE OF SERVICES

Exhibit "B"

SPECIAL REQUIREMENTS

Exhibit "C"

SCHEDULE OF COMPENSATION

Ideal SofTech Inc. 2034 E. Lincoln Ave. Anaheim, California 92825 Progent Corporation 560 South Winchester Blvd 5th Floor San Jose, California 95128 SQL Consulting Inc. 9925 SW 59th Avenue Portland, Oregon 97219 Masoud Hoseyni, Ph.D. President DCSE Inc. 23382 Mill Creek Drive, Suite 100 Laguna Hills, California 92653	Database Whiz Consulting 3350 Shelby Street, #200 Ontario, California 91764 Becker Consulting Services 160 W. Foothill Parkway Suite 105-229 Corona, California 92882 Fintech Communications 1835 Whittier Ave., Suite D-2 Costa Mesa, California 92627

AGENDA ITEM NO. 7.5

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: February 5, 2015 **February 11, 2015**

TO: BOARD OF DIRECTORS **Board Meeting**

FROM: Mr. Matt Knudson, Assistant General Manager

VIA: Mr. Dennis D. LaMoreaux, General Manager

RE: ***AGENDA ITEM NO. 7.5 – CONSIDERATION AND POSSIBLE ACTION ON AWARD OF CONTRACT FOR SPECIFICATION NO. 1401 BEING THE CONSTRUCTION OF THE DOMESTIC WATER METER CHANGE-OUT IN VARIOUS AREAS LOCATED WITHIN THE DISTRICT'S PRIMARY SERVICE AREA.***

Staff is reviewing the bids received for this project, and a staff report, if available, will be hand-delivered 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: February 3, 2015 **February 11, 2015**

TO: BOARD OF DIRECTORS **Board Meeting**

FROM: Jennifer Emery, Human Resources Director

VIA: Mr. Dennis D. LaMoreaux, General Manager

RE: ***AGENDA ITEM NO. 7.6 - CONSIDERATION AND POSSIBLE ACTION ON INTERN FOR WATER CONSERVATION DEPARTMENT***

Recommendation:

Staff recommends that the Board approve recruitment of a Water Conservation Intern.

Alternative Options:

The alternative is to maintain the current staffing and programs in our Conservation Department.

Background:

The District currently offers many incentives for conservation to our individual rate payers, but the Conservation Department would like to add programs specifically targeted at business owners. The proposed position would be the primary liaison between the District and local business promoting water conservation and participation in District programs.

Strategic Plan Initiative:

This work is part of Strategic Plan Initiative No. 1: Strategic Water Management.

Budget:

The cost would be $4,000.00 additional to budget.

Supporting Documents:

- Water Conservation Intern Job Description

PALMDALE WATER DISTRICT

WATER CONSERVATION INTERN

FLSA Status: Non-Exempt

DEFINITION

To assist with the planning, implementation and coordination of education, public information and community outreach activities for the District; to perform a variety of tasks related to water awareness in the community; and to assist in the implementation of conservation programs and documentation.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Information Officer/Conservation Director.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist with planning, implementation and coordination of District water awareness programs, public information, and community outreach activities.

Assist in the coordination of special events.

Maintain information for up dating the conservation information from the District's web page.

Make presentations to classrooms and organized tours.

Assist other District personnel in all phases of activities and operations as needed, including after-hours, on-call and other unusual times.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Report preparation and analysis, including use of various personal computer applications such as word processing, spreadsheet, and database programs.

Modern office procedures, practices, and equipment, including use of a personal computer.

English usage, spelling, punctuation, and grammar.

Ability to:

Assist with planning, implementation and coordination of a variety of public information/community outreach activities.

Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 30 pounds or less.

Make educational presentations to groups of diverse customers, including varying ethnic groups, children, employees or other organizations.

Assist in developing and implementing sponsorship packages, including solicitation of sponsors for water conservation events.

Analyze reports and special projects; prepare routine reports and correspondence.

Perform general clerical work, including maintenance of appropriate records and preparation of general reports; verify and check files and data.

Perform simple arithmetic calculations.

Operate a variety of office equipment, such as a calculator, computer and related software.

Type at a speed necessary for successful job performance.

Prioritize work and meet required deadlines.

Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years developing and participating in community outreach programs, including development and implementation of sponsorship programs.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License.

Concurrent enrollment in college classes.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

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: February 3, 2015 **February 11, 2015**

TO: BOARD OF DIRECTORS **Board Meeting**

FROM: Michael Williams, Finance Manager
Gene Taylor, Customer Service Supervisor
Judith Hernandez, Assistant Customer Service Spvsr.
John Albrecht, Senior Field Customer Service Rep.

VIA: Mr. Dennis D. LaMoreaux, General Manager

RE: ***AGENDA ITEM NO. 7.7 – CONSIDERATION AND POSSIBLE ACTION ON REVISIONS TO ORGANIZATION CHART IN ACCORDANCE WITH THE CUSTOMER SERVICE 2015 CAMPAIGN***

Recommendation:

Staff and the Personnel Committee recommend the Board approve revisions to the Organization Chart in accordance with the Customer Service 2015 Campaign to create a Customer Care Department from within the Finance Department.

Background:

As part of the Customer Service 2015 Campaign and in staff's continuing efforts to streamline the workflow of the District, listed below is an understanding of what the goal of the proposed change to create a Customer Care Department from within the Finance Department will accomplish, the timeline for the proposed changes, and the process envisioned to ensure the improvements are carried out efficiently. No staff reductions are associated with the proposed changes, but adjustments will be made to job descriptions, possible salary range adjustments, and changes to the reporting structure. No individual will receive a reduction in salary associated with these proposed changes.

Proposed Finance Department:

The Department will continue providing excellent oversight and management of the District's finances, budgeting, billing, collection, and audit processes.

1) Finance Manager/CFO will remain responsible for the Finance Department.

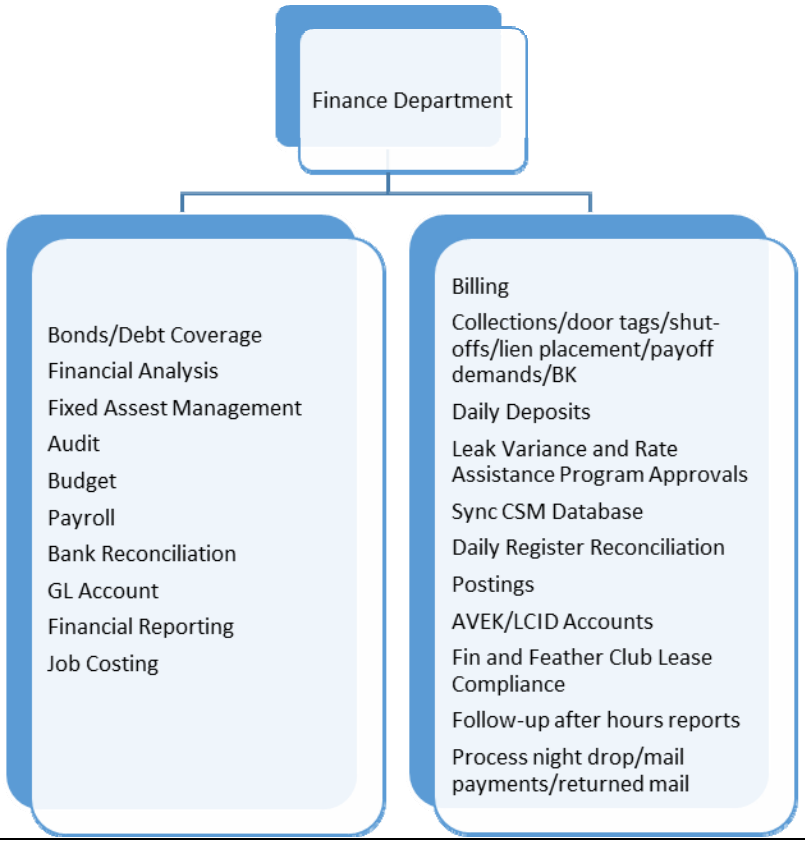
2) Accounting Supervisor (formerly Senior Accountant) and Accounting Technician position will remain unchanged.

3) Customer Finance Supervisor (formerly Customer Service Supervisor) – This position will remain in charge of the Customer Account Technicians (formerly Customer Service Representative II's) and will report directly to the Finance Manager/CFO. This position will be responsible for daily bank deposits and ordering currency. Additionally, this position will be responsible for scheduling and supervising the customer billing/accounting area of the Finance Department, handling the AVEK water usage report for Plant 42 along with the AVEK and LCID Intertie usage billing, and ensuring the compliance of the Palmdale Fin & Feather Club Contract.

4) Customer Account Technicians (formerly Customer Service Representative II's) – This group will provide the servicing side of billing and will report to the Customer Finance Supervisor. They will be responsible for processing door tags, shut off notices, returned mail, billing, processing night drop payments, processing payments by mail, following-up on after hours reports, former customer collections, updating mailing addresses from postal service, lien placement, processing payoff demands, and processing bankruptcies.

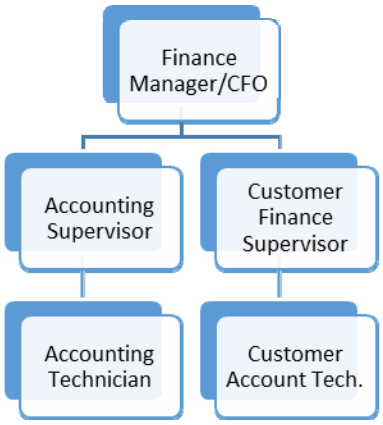
Proposed Finance Department Responsibilities:

The flow chart lists the responsibilities of the Finance Department after these proposed organizational chart changes take place:



Proposed Finance Department Reporting Structure:

The following proposed reporting structure within the Finance Department will better use the skill sets of the personnel and streamline the staffing needs of the Department to best achieve the restructured responsibilities:



Proposed Customer Care Department:

The goal of this Department will be to pursue solutions to customer challenges, process payments, process new and closing accounts, and be the advocate for the customer to ensure they have a pleasant and positive experience with the District.

1) Customer Care Supervisor – This position will report directly to the General Manager and will be responsible for the Customer Care Department. This position will directly supervise the Senior Customer Care Representative and the Senior Field Customer Care Representative. The goal of this area will be to pursue solutions to customer challenges. The Customer Care Supervisor will be the second step in the escalation of more complicated customer care concerns both in the field and in the office. The position will initially be left vacant until these changes are proven and then the position will be competitively filled.

2) Senior Customer Care Representative (formerly Assistant Customer Service Supervisor) – This position will have all the duties of the Customer Care Representative I/II's but will also be the first step in the escalation of more complicated customer concerns. This position will be responsible for scheduling and supervising the Customer Care Representative I/II. All financial aspects (preparing and posting payment/deposit batches, armored car service, etc.) will move to the Finance Department. This position will also be responsible for checking cash drawers in and out and reconciling cash on hand.

3) Customer Care Representatives I/II (formerly Customer Service Representative I) – This group of CCR I/II's will have the goal of solving customer challenges to the satisfaction of the customers. They will report to the Senior Customer Care Supervisor who will initially report directly to the General Manager. They will be responsible for new service set up and closing account requests, deposit refund requests, quality control on processing move in/out requests, front counter customer care, processing account payments, assisting customers with billing questions, telephone customer care, inquiries, customer concerns and complaints, customer e-mails, new accounts follow up, rate assistance program applications, leak and variance applications, and paper-work scanning. A process will be developed to give all CCR's the opportunity to advance from a CCR I to CCR II position.

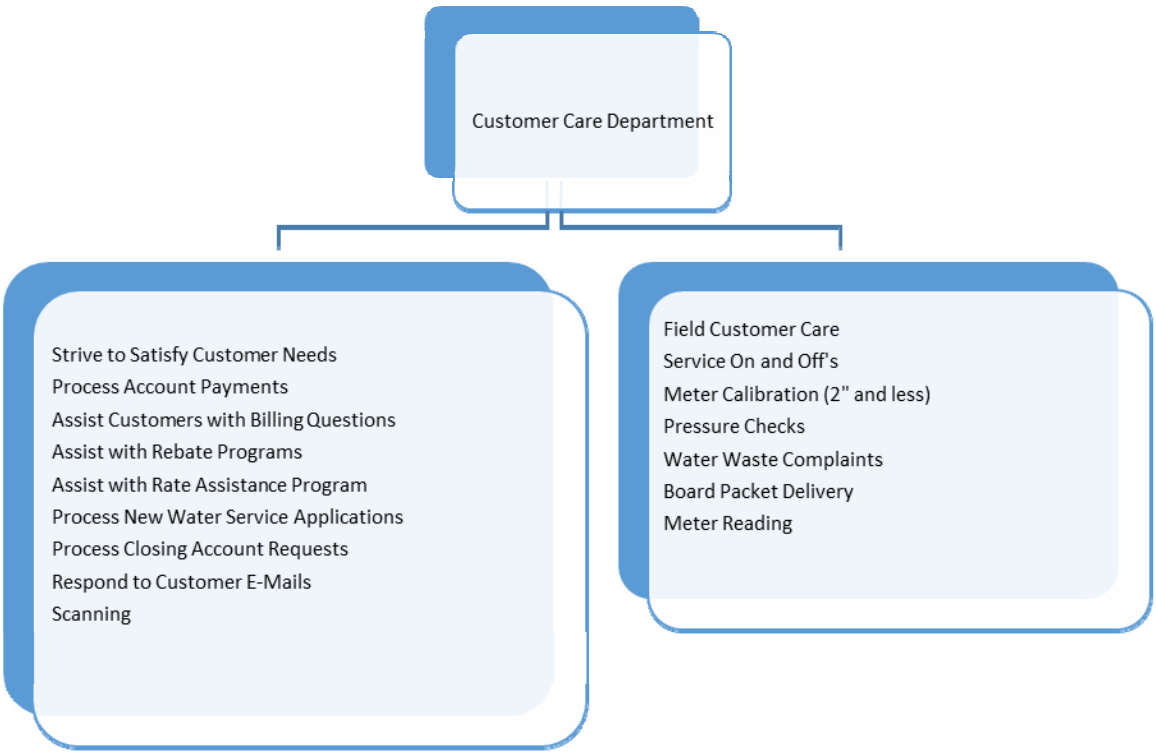
4) Senior Field Customer Care Representative (formerly Senior Field CSR) – This position will have all the duties of the Field Customer Care Representatives but will also be the first step in the escalation of more complicated field customer care concerns. This position will be responsible for scheduling, supervising the Field Customer Care Representatives, and the On-Call process.

5) Field Customer Care Representatives II (formerly Field CSR II) – This group will report to the Senior Field Customer Care Representative and will be responsible for solving customer's challenges in the field. They will also handle face to face communication with customers in the field, customer complaints, service start up, door tags (until they are delivered differently), service shut-offs, pressure checks, small meter calibration, and Board packet delivery.

6) Field Customer Care Representatives I (formerly Field CSR I) – This group will be responsible for meter reading. All meter maintenance and large meter calibration responsibilities will be transferred to the Facilities Department. Small meter calibration will remain with the Field CCR II's.

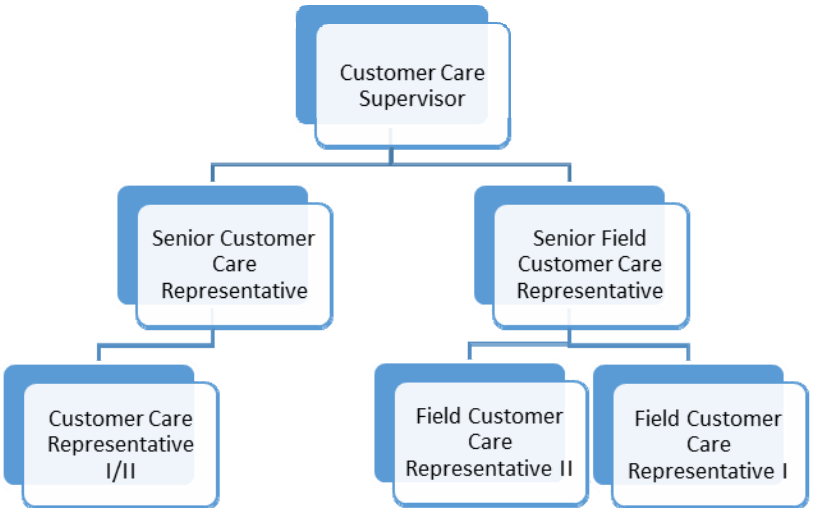
Proposed Customer Care Department Responsibilities:

The following flow chart lists the responsibilities of the Customer Care Department after these proposed organizational chart changes take place:



Proposed Customer Care Department Reporting Structure:

The following proposed reporting structure within the Customer Care Department will better use the skill sets of the personnel and streamline the staffing needs of the Department to best achieve the restructured responsibilities:



Facilities Department:

All meter maintenance and large meter calibration/testing responsibilities will be shifted to the Facilities Department, and the appropriate staff will be transferred to the Facilities Department to handle the additional tasks/responsibilities.

Timeline for Proposed Organizational Changes:

The proposed timeline for approval and implementation of these improvements are as follows:

- *January 29, 2015* – Introduce and discuss proposed changes with Finance and Customer Care Department staff.
- *February 2, 2015* – Present proposed changes to Personnel Committee.
- *February 11, 2015* – Present proposed changes to Board for consideration and possible action.
- *February 18, 2015* – Develop a process to efficiently address any challenges and any adjustments needed to meet the restructuring improvements.
- *February 23, 2015* – Implement proposed changes and improvements.
- Monthly meetings to discuss how improvements are working.

Overview of Proposed Organizational Changes:

See attached Organizational Chart dated January 29, 2015.

Strategic Plan Initiative:

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

Budget:

Any salary adjustments will be within the approved 2015 Budget.

Supporting Documents:

- Draft Organizational Chart dated January 29, 2015

DRAFT

LEGEND

* ASSUMES THE ROLE OF GENERAL MANAGER IN HIS/HER ABSENCE

TOTAL POSITIONS: 88

TOTAL INTERNS: 8

UNFUNDED: 2

VOTERS

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

ATTORNEY

FINANCIAL ADVISOR

AUDITOR

GENERAL MANAGER / CEO

FINANCE MANAGER / CFO

ASSISTANT GENERAL MANAGER / COO *

HUMAN RESOURCES DIRECTOR

WATER & ENERGY RESOURCES DIRECTOR

PUBLIC INFORMATION OFFICER / CONSERVATION DIRECTOR

EXECUTIVE ASSISTANT

DEPUTY WATER & ENERGY RESOURCES DIRECTOR

WATER CONSERVATION AIDE

ADMINISTRATIVE ASSISTANT

INFORMATION TECHNOLOGY MANAGER

INFORMATION TECHNOLOGY TECHNICIAN II

INFORMATION TECHNOLOGY INTERN

OPERATIONS MANAGER

ADMINISTRATIVE TECHNICIAN II

ADMINISTRATIVE TECHNICIAN

ENGINEERING / GRANT MANAGER

FACILITIES MANAGER

CUSTOMER CARE SUPERVISOR

SENIOR CUSTOMER CARE REP.

CUST. CARE REP. I/II
CUST. CARE REP. I/II
CUST. CARE REP. I/II
CUST. CARE REP. I/II
CUST. CARE REP. I/II
CUST. CARE REP. I/II

CUST. CARE INTERN

SENIOR FIELD CUSTOMER CARE REP.

FIELD CUSTOMER CARE REP. II
FIELD CUSTOMER CARE REP. II
FIELD CUSTOMER CARE REP. II

FIELD CUSTOMER CARE REP. I
FIELD CUSTOMER CARE REP. I
FIELD CUSTOMER CARE REP. I
FIELD CUSTOMER CARE REP. I

CUSTOMER FINANCE SUPERVISOR

CUST. ACCT. TECH.
CUST. ACCT. TECH.
CUST. ACCT. TECH.

ACCOUNTING SUPERVISOR

ACCOUNTING TECHNICIAN

TREATMENT PLANT SUPERVISOR

PLANT OPERATOR I/II
PLANT OPERATOR I/II
PLANT OPERATOR I/II
PLANT OPERATOR I/II
PLANT OPERATOR I/II
PLANT OPERATOR I/II

SENIOR PLANT MAINTENANCE MECHANIC

PLANT MAINTENANCE MECHANIC I

WATER QUALITY SUPERVISOR

LAB ANALYST I/II
LAB ANALYST I/II

PROJECT MANAGER

CONSTRUCTION INSPECTOR I/II
CONSTRUCTION INSPECTOR I/II
CONSTRUCTION INSPECTOR I/II

ENGINEERING INTERN

ENGINEERING DESIGN TECHNICIAN I/II

ENGINEERING TECHNICIAN I/II

G.I.S. COORDINATOR

CROSS CONNECTION CONTROL SPECIALIST

SENIOR SERVICE WORKER
SENIOR SERVICE WORKER
SENIOR SERVICE WORKER

SERVICE WORKER I/II
SERVICE WORKER I/II
SERVICE WORKER I/II
SERVICE WORKER I/II
SERVICE WORKER I/II
SERVICE WORKER I/II
SERVICE WORKER I/II
SERVICE WORKER I/II
SERVICE WORKER I/II
SERVICE WORKER I/II
SERVICE WORKER I/II

SERVICE WORKER INTERN (5)

SYSTEMS SUPERVISOR

ELECTRONIC TECHNICIAN I/II
ELECTRONIC TECHNICIAN I/II

ELECTRICIAN I/II
ELECTRICIAN I/II

PUMP TECHNICIAN I/II
PUMP TECHNICIAN I/II

EQUIPMENT MECHANIC SUPERVISOR

EQUIPMENT MECHANIC I/II
EQUIPMENT MECHANIC I/II
EQUIPMENT MECHANIC I/II
EQUIPMENT MECHANIC I/II

WAREHOUSE TECHNICIAN
WAREHOUSE TECHNICIAN

PALMDALE WATER DISTRICT ORGANIZATIONAL STRUCTURE

M.W. 1/29/15

AGENDA ITEM NO. 7.10

AMERICAN WATER COLLEGE ADVANCED MANAGEMENT & SUPERVISORY LEADERSHIP TRAINING PROGRAM

Yuba City

February 24 - 26, 2015

NAME:_____

ADVANCE REGISTRATION DEADLINE**:**_____

MEALS: ___YES ___NO SPOUSE: ___YES ___NO SPOUSES' TOUR: ___YES ___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:_____





ADVANCED MANAGEMENT & SUPERVISORY LEADERSHIP TRAINING PROGRAM

(Hosted by City of Yuba City Public Works Division)
Yuba City, California
February 24 – 26, 2015

20 Contact Hours approved for license renewal

The Advanced Course for water utility management personnel is a series of skill-building days designed to help understand management's changing role in today's business climate. Leadership principles and challenges will be discussed; individual and team exercises will support specific skill training; discussions of the future of management and organizations will be central to the learning experience.

The three-day course includes: (classes meet each day from 8:00 a.m. to 5:00 p.m.)

SECTION 1: LEADERSHIP REVIEW. A review of leadership principles and what it takes to be an effective leader in the Utility Industry.

SECTION 2: CRITICAL THINKING SKILLS FOR PROBLEM RESOLUTION AND INNOVATION. Few of us have had any formal education in "Thinking." We tend to be unaware of the ways our current thinking processes determine the kind of results we are getting. This Course will explore the roots of current methods of thinking and how they serve us and how they limit our options. We will explore new methods of thinking called Parallel Thinking and Lateral Thinking as alternatives with greater benefits. These methods will give immediate results. They are simple to use and very empowering.

SECTION 3: DECISION MAKING. As managers we spend our days making decisions. How do you determine the quality of your decision making process/the quality of your outcomes? Do you have a way of determining whether something should even be a decision? We will explore methods and perspectives that will support your individual and group decision making ability.

SECTION 4: COACHING AND MENTORING SKILLS. Coaching is a process that enables learning and development to occur and thus improve individual performance. This course will provide an overview of effective styles, techniques and skills required to enhance individual performance. **Mentoring** shares many aspects of coaching but is often focused on significant personal transitions in knowledge, work or thinking. This class will look at the bottom line contribution of mentoring to the individual. Participants will be exposed to a few tools and methods to use for effective mentoring.

Fees, Location & Registration Form

Fee: The fee for the three-day course is **$499.00,** which includes all instruction, workbook, and handout materials. Lunch will be provided.

Certification: A formal certificate will be prepared for participants who successfully complete the required course objective. This certificate is prepared and presented by Public Utilities & Waterworks Management Institute. An optional university certification is also available for the extra fee of **$50** per participant and is presented by Utah State University. This Advanced Leadership certificate is primarily for those needing university certification to meet training requirements for various professional affiliations. However, any participant desiring to receive a university certificate may do so by paying the **$50** fee.

Location: **City of Yuba City Wastewater Treatment Facility**
Large Conference Room
302 Burns Drive
Yuba City, CA 95991 **(Driving Directions will be provided)**

Hotel recommendations available upon request

For further information, contact Chuck Christensen at 208-957-5350 or chuckets@gmail.com

*****To reserve your seat, complete the registration form below and send it along with your payment information to Education & Training Services.*****

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, NOVEMBER 20, 2014:

A meeting of the Personnel Committee of the Palmdale Water District was held Thursday, November 20, 2014, 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:	**Others Present:**
Personnel Committee:	Dennis LaMoreaux, General Manager
Kathy Mac Laren, Chair	Matt Knudson, Assistant General Manager
Joe Estes, Committee Member	Mike Williams, Finance Manager
	Gene Taylor, Customer Service Supervisor
	Judith Hernandez, Asst. Customer Service Spvsr.
	Dawn Deans, Executive Assistant
	0 members of the public

2) **Adoption of Agenda.**

It was moved by Committee Member Estes, seconded by Chair Mac Laren, 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 October 23, 2014.

It was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried to approve the minutes of the Personnel Committee meeting held October 23, 2014, as written.

4.2) Discussion and Possible Action on Continuation of the District's Internship Program. (Human Resources Director Emery)

After a brief discussion of the District's Internship Program, the benefits of this Program, and of offering a higher level Internship Program, it was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried that the Committee concurs with staff's recommendation to continue the District's Internship Program and offer a higher level Internship Program and that this item be presented to the full Board for consideration at the November 26, 2014 Regular Board meeting.

The option of hiring interns for upcoming meter installations was then briefly discussed, and staff was directed to provide costs for various installation options for consideration at the budget workshop.

4.3) Discussion and Possible Action on Revisions to Employee Manual – Section VIII.A. (Human Resources Director Emery)

Assistant Customer Service Supervisor Hernandez stated that staff recommends the District's Employee Manual Section VIII.A regarding the dress code be revised to provide uniforms to District staff not currently provided with uniforms followed by discussion of enhancing the District's Customer Service Campaign by providing a more professional, consistent, unified, and positive public image, making staff more identifiable to the public, enforcement of the current dress code, teamwork, the recommended uniform and cost per year, and the proposed policy, and it was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried that the Committee concurs with staff's recommendation to revise the Employee Manual Section VIII.A to provide uniforms to District staff not currently provided with uniforms and that this item be presented to the full Board for consideration at the December 10, 2014 Regular Board meeting.

4.4) Discussion and Possible Action on Development of a Board Mediator. (General Manager LaMoreaux)

General Manager LaMoreaux stated that the intent of a Board mediator is for Directors to share information with either Human Resources Director Emery or himself and that this concept will be reviewed with legal counsel for further development.

Chair Mac Laren then stated that discussion on this item will be continued to a future date.

4.5) Discussion and Review of Human Resources Calendar. (Human Resources Director Emery)

General Manager LaMoreaux stated that there are no significant changes to the Human Resources Calendar for the months of November and December and then requested any Calendar items from the Committee.

Chair Mac Laren then stated that discussion on this item will be continued to a future date.

4.6) Discussion and Clarification of Customer Service 2014 Campaign. (Finance Manager Williams)

Finance Manager Williams stated that the Customer Service Satisfaction Survey is ongoing; that a good response has been received via mail, phone, and the front counter; and that website participation is low.

Customer Service Supervisor Taylor then provided an update on events for the Customer Appreciation Day scheduled for Saturday, December 20, from 9 a.m. to noon including a water conservation table for information on conservation and rebates, a customer service table for information on reading bills, the new rate structure, the Rate Assistance Program, how to check for leaks, and how to login to the website, pictures with Santa, a live radio broadcast, and a Toys for Tots campaign.

5) Project Updates.

5.1) Status on Organizational Assessment. (Assistant General Manager Knudson)

General Manager LaMoreaux stated that items remaining under The Mathis Group original contracts include a Management Action Team training session scheduled for December, the completion of Board Norms, and a few Assistant training sessions.

5.2) Other.

General Manager LaMoreaux stated that issues with workweek hours have been under discussion; that a solution is a 4/10 workweek schedule with the District closed in all departments on Fridays followed by discussion of the benefits of this option including

extended work hours to benefit commuters, addressing emergencies, reduced wait time for customers, and more accessibility to the public through extended water turn-on times; and that this item will be presented to the Board for consideration after further staff discussions.

There were no other items for discussion.

6) Information Items.

Chair Mac Laren stated that all Directors have completed their California Special Districts Association training modules; that the application for the Districts of Distinction and Certificate of Transparency can now be completed; and that a CSDA presentation will be made to the Board when these applications are complete.

There were no further information items.

7) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

It was then stated that the next Personnel Committee meeting will be held in January, 2015 with a date to be determined unless there is a need for a meeting in December.

8) Adjournment.

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

Chair

MINUTES OF REGULAR MEETING OF THE WATER SUPPLY & RELIABILITY COMMITTEE OF THE PALMDALE WATER DISTRICT, NOVEMBER 24, 2014:

A regular meeting of the Water Supply & Reliability Committee of the Palmdale Water District was held Monday, November 24, 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:	**Others Present:**
Water Supply & Reliability Cmte:	Dennis LaMoreaux, General Manager
Gloria Dizmang, Chair	Matt Knudson, Assistant General Manager
Vincent Dino, Committee Member	Jon Pernula, Water & Energy Resources Director
	Robert Alvarado, PWD Director
	Dawn Deans, Executive Assistant
	1 member 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 October 27, 2014.

It was moved by Committee Member Dino, seconded by Chair Dizmang, and unanimously carried to approve the minutes of the Water Supply & Reliability Committee meeting held October 27, 2014, as written.

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

Water & Energy Resources Director Pernula reviewed the water supply projections and charts included in the agenda packets and stated that customers have reduced water consumption approximately 17%; that actual production is close to projected; and that

2015 projections will be provided at the next meeting followed by discussion of the impact of the drought.

4.3) Status on the Operations of the State Water Project. (Water & Energy Resources Director Pernula)

Water & Energy Resources Director Pernula stated that rainfall in the Feather Basin indicates 6" of daily precipitation to date, which is higher than last year; that Oroville storage is the lowest since 1977; that additional State Water Project water may be available due to environmental water requirements and through the Feather River Contractors; and that other State Water Contractors have indicated their willingness to work with the District regarding water supply followed by discussion of the District's past and future planning efforts for water supplies.

5) Project Updates.

5.1) Littlerock Dam Sediment Removal Project. (Assistant General Manager Knudson)

Assistant General Manager Knudson stated that staff is reviewing Aspen Environmental's Administrative Draft of the EIR/EIS environmental document for this Project and that the document will be submitted to the Forest Service for comments and then circulated for a 45-day public review period.

5.2) Littlerock Creek Recharge and Recovery Project. (Assistant General Manager Knudson)

Assistant General Manager Knudson stated that Kennedy-Jenks continues work on the Feasibility Study for this Project; that several project alternatives have been added to the Study; and that staff anticipates moving to the next phase of this Project next year.

6) Information Items.

6.1) Water Purchase Opportunities. (Water & Energy Resources Director Pernula)

Water & Energy Resources Director Pernula stated that Amendment No. 5 to the Yuba Accord Supplemental Water Program Agreement has been signed and will be

presented to the Board for ratification at the December 10, 2014 Board meeting and that staff continues negotiations for water purchase opportunities.

6.2) **Other.**

There were no further information items.

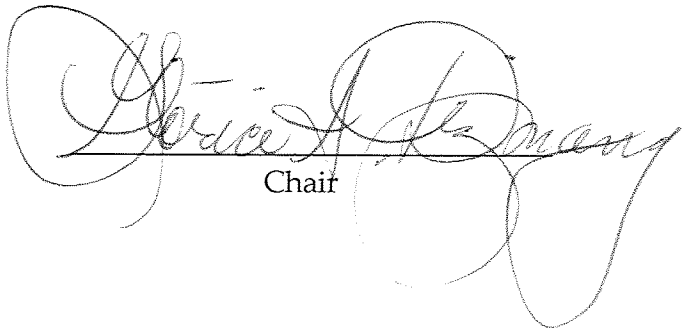
7) **Board Members' Requests for Future Agenda Items.**

There were no requests for future agenda items.

It was then stated that the next Water Supply & Reliability Committee meeting will be held January 26, 2014 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

AGENDA ITEM NO. 8.2

MEMORANDUM

FINANCE DEPARTMENT

February 4, 2015

TO: Board of Directors

FROM: Michael Williams, Finance Manager/CFO

VIA: Dennis LaMoreaux, General Manager

SUBJECT: Small Claims - Liability

For information only-On January 4, 2015, PWD field personnel visited a customers location to turn the water off for emergency repair via the angle stop. In doing so debris flowed into the customers pressure valve and damaged it.

Customer filed claim for repair in the amount of $251.89, and the District paid the claim under the JPIA Small Claims Management.