MINUTES OF BOARD NORMS WORKSHOP OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT, FEBRUARY 18, 2015:

A Board Norms Workshop meeting of the Board of Directors of the Palmdale Water District was held Wednesday, February 18, 2015, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Vice President, Robert Alvarado, called the meeting to order.

1) Pledge of Allegiance.

At the request of Vice President Alvarado, Director Dizmang led the pledge of allegiance.

2) Roll Call.

Attendance:	**Others Present:**
Kathy Mac Laren, President – ARRIVED AT 4:12 p.m.	Dennis LaMoreaux, General Manager
Robert Alvarado, Vice President	Patty Quilizapa, General Counsel
Gloria Dizmang, Treasurer	Matt Knudson, Assistant General Manager
Joe Estes, Secretary	Mike McNutt, PIO/Conservation Director
Vincent Dino, Director	Dawn Deans, Executive Assistant
	0 members of the public

3) Adoption of Agenda.

It was moved by Director Dizmang, seconded by Director Dino, and unanimously carried to adopt the agenda, as written.

4) Workshop:

4.1) Review of Laws Relevant to the Palmdale Water District Board of Directors. (General Counsel Quilizapa)

4.2) Review of New 2015 Laws Relevant to the Palmdale Water District Board of Directors. (General Counsel Quilizapa)

4.3) Review of Proposed Amendments to Article 4 (Board of Directors) of the District's Rules and Regulations. (Ad Hoc Board Norms Committee-President Mac Laren/Director Dizmang/General Counsel Quilizapa)

General Counsel Quilizapa reviewed the work to date on the development of Board Norms and revisions to Article 4 of the District's Rules and Regulations and stated

that a review of laws and new 2015 laws relevant to the District will be helpful in this revision process and that the objective of Agenda Item No. 4.3 is to review the proposed revisions to Article 4 of the District's Rules and Regulations and to engage the Board in discussion for all edits, changes, and comments regarding the revisions so final revisions can be presented at a Regular Board Meeting for approval.

General Counsel Quilizapa then stated that specific rules of procedure have previously been approved by the Board and are included in Article 4 of the District's Rules and Regulations and then provided an overview of the laws applicable to the Board including the Ralph M. Brown Act, Conflict of Interest matters under the Political Reform Act, and Irrigation District law which all set the frameworks under which the Board must act.

She then provided an overview of new 2015 laws potentially applicable to the District including new gift limits, several legislative bills, utility noticing requirements, employee relations, occupational safety, CEQA, general water, groundwater management, water quality, drought, and public contracting and stated that General Counsel will continue to work with District staff to ensure compliance with existing and new laws.

President Mac Laren arrived at the meeting at 4:12 p.m.

General Counsel Quilizapa then restated the objective of Agenda Item No. 4.3 for the benefit of President Mac Laren and provided a detailed overview of proposed revisions to Article 4 of the District's Rules and Regulations including the organization of the Board and meetings, officers of the Board, Rules of Conduct, official business of the District, Director compensation and expenses, public presentations, awards and recognitions, the use of the District's logo, campaign restrictions, website and social media, and Board communications with District staff followed by discussion of emergency meetings, disclaimers for public presentations and written correspondence, awards and recognitions, use of the District's logo, and emerging technology.

At 5:33 p.m., President Mac Laren called for a twenty-one-minute recess. She reconvened the workshop meeting at 5:54 p.m.

General Counsel Quilizapa continued her overview of proposed revisions to Article 4 of the District's Rules and Regulations and summarized the Director's comments for inclusion into Article 4.

5) 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.)

5.1) Consideration and Possible Action on Adoption of Amendments to Article 4 (Board of Directors) of the District's Rules and Regulations. (General Counsel Quilizapa)

After a brief discussion, it was moved by Director Dizmang, seconded by Director Dino, and unanimously carried by all members of the Board of Directors present at the meeting to direct General Counsel Quilizapa to prepare the final form of Article 4 (Board of Directors) of the District's Rules and Regulations with the changes mentioned today and to present same, along with a Resolution, at a regular Board meeting for approval.

At 6:34 p.m., President Mac Laren called for a four-minute recess. She reconvened the workshop meeting at 6:38 p.m.

5.2) Consideration and Possible Action on Proposal Received From BHI Management Consulting for Facilitating a Board Role and Governance Workshop. ($5,000.00 – Budgeted – General Manager LaMoreaux)

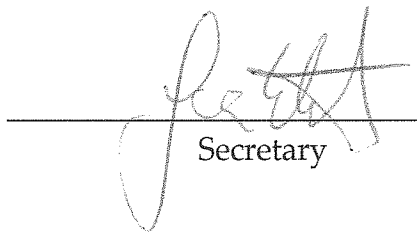
General Manager LaMoreaux provided an overview of the proposal received from BHI Management Consulting, and after a brief discussion, it was moved by Director Dino, seconded by Director Dizmang, and unanimously carried by all members of the Board of Directors present at the meeting to approve the proposal received from BHI Management Consulting for facilitating a Board Role and Governance Workshop in the not-to-exceed amount of $5,000.00.

5.3) Consideration and Possible Action on Proposal Received From The Mathis Group for Updating the District's Strategic Initiatives, Conducting a Cultural Survey, and Conducting Management Meetings. ($37,245.00 – Budgeted – General Manager LaMoreaux)

General Manager LaMoreaux provided an overview of the proposal received from The Mathis Group, and after a brief discussion, it was moved by Director Dizmang, seconded by Director Dino, and unanimously carried by all members of the Board of Directors present at the meeting to approve the proposal received from The Mathis Group for updating the District's Strategic Initiatives, conducting a Cultural Survey, and conducting management meetings in the not-to-exceed amount of $37,245.00.

6) Adjournment.

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



Secretary