Since 1918

PALMDALE WATER DISTRICT

2029 East Avenue Q • Palmdale, California 93550 • Telephone (661) 947-4111
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Board of Directors

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Division 2

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Division 3

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Division 4

VINCENT DINO
Division 5

ALESHIRE & WYNDER
Attorneys

June 18, 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

Monday, June 22, 2015

7:00 p.m.

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

PUBLIC COMMENT GUIDELINES: **The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.**

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

1) Pledge of Allegiance.
2) Roll Call.
3) Adoption of Agenda.
4) Public comments for non-agenda items.
5) Presentations:

    5.1) Palmdale Water District water supply and planning efforts in response to growth. (Director Alvarado/Assistant General Manager Knudson)

6) Action Items - Consent Calendar (The public shall have an opportunity to comment on any action item on the Consent Calendar as the Consent Calendar is considered collectively by the Board of Directors prior to action being taken.)

6.1) Approval of minutes of regular meeting held June 10, 2015.

6.2) Payment of bills for June 22, 2015.

6.3) Approval of amendment to Water Treatment and Transportation Agreement Between Palmdale Water District and Antelope Valley-East Kern Water Agency (Acton Water Treatment Plant). (Assistant General Manager Knudson)

6.4) Approve absences of Director Dizmang and Director Estes from June 10, 2015 meeting due to vacation and illness, respectively. (General Counsel Dunn)

7) Action Items – Action Calendar (The public shall have an opportunity to comment on any action item as each item is considered by the Board of Directors prior to action being taken.)

7.1) Consideration and possible action on adoption of the Pat McElfresh Pride, Achievement, Creativity, and Enthusiasm (P.A.C.E.) Program. (Human Resources Director Emery/Information Technology Manager Stanton/Personnel Committee)

7.2) Discussion and possible action regarding priority of use of recycled water and a status on the Recycled Water Allocation Agreements. (Director Dizmang/General Manager LaMoreaux)

7.3) Consideration and possible action on authorization of the following conferences, seminars, and training sessions for Board and staff attendance within budget amounts previously approved in the 2015 Budget:

a) Microsoft Excel Beyond the Basics Seminar to be held June 26, 2015 in Long Beach.

b) ESRI User Conference to be held July 20 – 24, 2015 in San Diego.

8) Information Items:

8.1) Reports of Directors:

a) Meetings/General Report.

b) Standing Committee/Assignment Reports (Chair):
1) Antelope Valley State Water Contractors Association
2) Palmdale Recycled Water Authority

8.2) Report of General Manager.

8.3) Report of General Counsel.

9) Public comments on closed session agenda matters.

10) Closed session under:

10.1) Conference with Legal Counsel – Existing Litigation: A closed session will be held, pursuant to Government Code §54956.9 (d)(1), to confer with Special Litigation 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) because there is a significant exposure to litigation in one case.

10.3) Conference with Legal Counsel – Potential Litigation: A closed session will be held, pursuant to Government Code §54956.9 (d)(4), to confer with District General Counsel regarding to determine whether to initiate litigation, two cases.

11) Public report of any action taken in closed session.

12) Board members' requests for future agenda items.

13) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

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: June 16, 2015 **June 22, 2015**

TO: BOARD OF DIRECTORS **Board Meeting**

FROM: Mr. Matthew R. Knudson, Assistant General Manager

VIA: Mr. Dennis D. LaMoreaux, General Manager

RE: ***AGENDA ITEM NO. 6.3 – APPROVAL OF AMENDMENT TO WATER TREATMENT AND TRANSPORTATION AGREEMENT BETWEEN PALMDALE WATER DISTRICT AND ANTELOPE VALLEY-EAST KERN WATER AGENCY (ACTON WATER TREATMENT PLANT)***

Recommendation:

Staff recommends the Board:

1) Approve the attached Amendment to the Water Treatment and Transportation Agreement between Palmdale Water District (District) and Antelope Valley-East Kern Water Agency (AVEK).

2) Authorize the General Manager to execute said Amendment.

Background:

In August, 2011, the District and AVEK entered into an agreement, whereby the District agreed to provide transportation and treatment services to AVEK of AVEK's State Water Contractor Table "A" Allocation. On an as needed basis, AVEK schedules the delivery of their State Water Project water to Lake Palmdale, the District treats the water through the Leslie O. Carter Water Treatment Plant, and delivers said water to AVEK's existing Acton Water Treatment Plant through an inter-connection constructed under the original agreement.

The existing agreement provides that the Unit Charges for the treatment and transportation of water shall be comprised of three factors: 1. District's General and Administrative expenses, 2. District's Treatment expenses, and 3. District's Transportation expenses. The Unit Charge was originally set each year based on the previous year's actual expenses. With the agreement nearing its five-year anniversary, the parties would like to determine the Unit Charge based on a five-year running average of actual expenses to provide more stability to the Unit Charge from year to year.

The approval of the attached Amendment will allow the Unit Charge to be calculated based on a five-year average. All other terms and conditions of the original agreement will remain the same.

Budget:

Attached is a copy of Exhibit "A" that shows the factors used to determine the Unit Charges under the proposed Amendment. In 2014, the District treated and delivered approximately 700 Acre Feet of AVEK's water supply, which generated approximately $215,000 in revenue for the District. Under the proposed five-year average calculation, the charges to AVEK will increase $21.43/Ac. Ft. as compared to the 2014 rate.

Strategic Plan Element:

This work is part of Strategic Initiative No. 4 – Regional Leadership

Supporting Documents:

- Proposed Amendment to "Water Treatment and Transportation Agreement between Palmdale Water District and Antelope Valley-East Kern Water Agency"
- Exhibit "A" – Unit Charges Calculation

AMENDMENT TO WATER TREATMENT AND TRANSPORTATION AGREEMENT BETWEEN PALMDALE WATER DISTRICT AND ANTELOPE VALLEY-EAST KERN WATER AGENCY
(ACTON – WATER TREATMENT PLANT)

This Amendment to that certain Water Treatment and Transportation Agreement, dated August 10, 2011 ("Amendment"), is made and entered into this __th day of May, 2015, by and between the PALMDALE WATER DISTRICT, an irrigation district formed under Division 11 of the California Water Code ("PWD"), and Antelope Valley-East Kern Water Agency, a special act agency formed under the Antelope Valley-East Kern Water Agenyc Law, Chapter 98 of the California Water Code – Appendix ("AVEK"). PWD and AVEK shall be referred to jointly as the "Parties" and individually as a "Party."

RECITALS

WHEREAS, the Parties previously entered into that certain "Water Treatment and Transportation Agreement Between Palmdale Water District and Antelope Valley-East Kern Water Agency (Acton – Water Treatment Plant)" (the "Agreement") on August 10, 2011 (the "Agreement"), whereby PWD agreed to provide transportation and treatment services to AVEK of AVEK's State Water Contractor Table A Allocation water through December 31, 2035 as set forth therein; ; and

WHEREAS, the Agreement at Section 14A, provides that Unit Charges for the treatment and transportation of water under the Agreement shall be comprised of three factors, 1. PWD's General and Administrative expense, 2. PWD's Treatment expense, and 3. PWD's Transportation expenses, and provides an example of the initial Unit Charge and how it was calculated; and

WHEREAS, the Agreement at Section 14B, provides that PWD shall establish the Unit Charge by March of each year for the ensuing 12 months to take effect May 1 of each year; and

WHEREAS, PWD has set a Unit Charge for the Agreement each year pursuant to Sections 14.A and 14.B using PWD's actual 1. General Administrative expense, 2. Treatment expense, and 3. Transportation expenses, from the prior calendar year (January 1 through December 31); and

WHEREAS, the Agreement is nearing its five-year anniversary and the Parties wish to determine a Unit Charge based upon a five-year average of actual expenses to provide more stability to the Unit Charge from year to year;

NOW, THEREFORE, for good and adequate consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

///

///

AMENDMENT

Section 14.A of the Agreement is hereby amended to provide for a determination of the "Unit Charge" based upon a five-year average of PWD's actual expenses for 1. General and Administrative expenses, 2. Treatment expenses, and 3. Transportation expenses. Therefore, Section 14.A shall now read as follows:

14. Water Charges.

A. Unit Charges. PWD will each month record the volume of water delivered to AVEK through the primary metered connection, and render to AVEK a statement of the charges therefore, as determined in accordance with this section. For each acre foot so delivered, the "Unit Charge" shall be comprised of the five-year average, based upon the preceding five calendar years, of the following factors:

1. PWD's General and Administrative expense
2. PWD's Treatment expense
3. PWD's Transportation expenses

An example of the five-year average calculation for the first applicable 12 months, May 1, 2015 through April 30, 2016, is attached hereto as Exhibit A to this Amendment.

IN WITNESS WHEREOF, PWD and AVEK have caused this Amendment to be executed by their duly authorized officers as of the date first written above.

[SIGNATURES ON THE FOLLOWING PAGE]

PALMDALE WATER DISTRICT, a public corporation organized and existing under the provisions of the California Water Code

_____
Dennis D. LaMoreaux, General Manager

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

_____
General Counsel, Palmdale Water District

ANTELOPE VALLEY-EAST KERN WATER AGENCY

_____
Dan Flory, General Manager

APPROVED AS TO FORM:
Best, Best & Krieger

_____
General Counsel, Antelope Valley-East Kern Water Agency

[END OF SIGNATURES]

PALMDALE WATER DISTRICT
Exhibit "A" - Unit Charges AVEK Interconnection at Acton WTP
2011-2015 Wholesale Water Rates

	2015	2014	2013	2012	2011
Treatment Rate					
Personnel Expenses	$ 1,116,373.61	$ 991,065.51	$ 988,920.31	$ 921,273.14	$ 914,314.71
Operating Expenses	771,214.66	905,968.56	817,220.77	795,086.46	668,815.33
GAC Media Expenses	1,204,921.87	1,133,176.29	1,550,184.35	1,219,205.36	1,031,565.22
Total Treatment Costs (Labor & Expenses - $):	3,092,510.14	3,030,210.36	3,356,325.43	2,935,564.96	2,614,695.26
Treated Water (ac.-ft.):	8,323	12,221	13,916	12,612	11,991
(A) Treatment Water Rate ($/ac.-ft.):	**$ 371.56**	**$ 247.95**	**$ 241.18**	**$ 232.76**	**$ 218.05**
Transportation Rate (Based on SCE tests)					
2950' Boosters ($/ac.-ft.)	$ 55.21	$ 34.23	$ 34.23	$ 36.58	$ 36.58
(B) Transportation Rate ($/ac.-ft.):	**$ 55.21**	**$ 34.23**	**$ 34.23**	**$ 36.58**	**$ 36.58**
Administrative Costs (Based on 10% of Treatment and Transportation Rate)					
(C) Administrative Cost ($/ac.-ft.):	**$ 42.68**	**$ 28.22**	**$ 27.54**	**$ 26.93**	**$ 25.46**
(A + B + C) Treated and Delivered A.V.E.K. State Water ($/ac.-ft.):	**469.45**	**310.40**	**302.95**	**296.27**	**280.09**
5-Yr Average Treated and Delivered A.V.E.K. State Water ($/ac.-ft.):	**331.83**				

Prepared: D. Hoffmeyer - 5/18/2015
Checked: M. Knudson - 5/18/2015

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:	June 17, 2015	**June 22, 2015**
TO:	BOARD OF DIRECTORS	**Board Meeting**
FROM:	Mr. Dennis D. LaMoreaux, General Manager	
RE:	***AGENDA ITEM NO. 6.4 – APPROVE ABSENCES OF DIRECTOR DIZMANG AND DIRECTOR ESTES FROM JUNE 10, 2015 MEETING DUE TO VACATION AND ILLNESS, RESPECTIVELY.***	

Director Dizmang and Director Estes were absent from the June 10, 2015 Board Meeting. Agenda Item No. 6.4 has been placed on the Consent Calendar to excuse these absences pursuant to Section 4.07.2 of the District's Rules and Regulations which states, "The Board shall excuse absences by approving such absences pursuant to the Consent Calendar at the next regular 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: June 16, 2015 **June 22, 2015**

TO: BOARD OF DIRECTORS **Board Meeting**

FROM: Jennifer Emery, Human Resources Director

VIA: Mr. Dennis D. LaMoreaux, General Manager

RE: ***CONSIDERATION AND POSSIBLE ACTION ON ADOPTION OF THE PAT MCELFRESH PRIDE, ACHIEVEMENT, CREATIVITY, AND ENTHUSIASM (P.A.C.E.) PROGRAM.***

Recommendation:

Staff recommends that the Board approve adopting the Pat McElfresh Pride, Achievement, Creativity, and Enthusiasm (P.A.C.E.) Program.

Alternative Options:

The District does not currently have an employee appreciation program.

Background:

The Pat McElfresh PACE Program provides a method for acknowledging achievements by employee contributions which go above and beyond normal job duties and for announcing such accomplishments to the District community. This program was conceived based on input from staff and was created by members of the Communication Committee.

Strategic Plan Element:

This work is part of Strategic Plan Elements: Exceptional Customer Service.

Budget:

The cost to budget would be $2,250.00.

Supporting Documents:

- Palmdale Water District Pat McElfresh PACE Program.

PALMDALE WATER DISTRICT
PAT McELFRESH PACE PROGRAM
(P)ride, (A)chievement, (C)reativity, and (E)nthusiasm

Program Guidelines

PURPOSE:

The Pat McElfresh PACE Program provides a method for acknowledging achievements by employee contributions who have gone above and beyond normal job duties, and for publicly announcing such accomplishments to the District community. Those selected to be recognized through this Program will be honored at the annual All Hands Meeting in December.

CRITERIA:

The criteria calls for contributions by an employee in core competency areas of Customer Orientation and Internal Coordination; Communication; Innovation and Implementation; Productivity; and the enhancement of PWD's image through Pride, Achievement, Creativity, and Enthusiasm. Employees must demonstrate elements in all the following areas:

Pride

Demonstrates superior customer care by exceeding the expectations of external customers, stakeholders, and internal staff. Employee demonstrates the ability to work proactively to provide high quality service and/or collaboration with others, functions as a superior team player, maintains professionalism and tact when dealing in challenging situations, and efficiently maximizes the usage of District time and resources.

Achievement

Exhibits exceptional work habits, initiative, adaptability, and exercise of judgment. The ideal employee conducts work with high accuracy while adhering to District policies, procedures, and safety rules; has the ability to timely manage several responsibilities simultaneously; seeks opportunities to assume greater responsibilities; puts forth a positive, cooperative attitude; appropriately responds to suggestions for work improvement; easily adjusts to changes in duties, procedures, or work environment; and effectively analyzes problems to determine an appropriate course of action in a logical and timely manner.

Creativity

The ability to introduce new ideas and concepts through creative and proactive thinking; the employee considers ways to improve processes and procedures to streamline and add additional value to current practices; and the employee implements process improvements that are economically viable, resulting in a profitable gain to District resources.

Enthusiasm
Superior effectiveness in connecting with others when carrying out work-related assignments. The employee should be evaluated based on the ability to clearly express ideas both verbally and in writing; effectively share information in a helpful, informative, and professional manner; communicate with confidence and persuasiveness; and correctly process information through active listening.

Eligibility:

- All full-time, regular employees, excluding members of the Executive Management team, who have or will have worked for the District at least one calendar year by the end of December, of the current year.
- Only accomplishments within the last 12 months will be considered for recognition.

Selection:

- District employees will nominate eligible colleagues (excluding exempt employees) and/or themselves using the Pat McElfresh PACE Award Nomination Form (Exhibit A).
- Submittals will be accepted by the Human Resources Department by the posted deadline.
- The Human Resources Department will provide the Executive Management Team with the list of nominated employees. At the conclusion of the November Executive Management Team meeting, the top 3 candidates will be selected, at that time the 1st, 2nd and 3rd place will be determined.
- Supervisors of each honoree will be required to write a PACE presentation and may choose to incorporate language from the nomination forms to share with District employees at the annual All Hands Meeting in December. All honoree names are kept confidential until awards are presented.

Honorees Receive:
1st $1000 check
2nd $750 check
3rd $500 check
(Applicable taxes withheld)

Pat McElfresh PACE Certificate

Letter of Recognition - Signed by the General Manager

Commemorative Group Photo

Recognition through the PACE Program demonstrates an employees' efforts towards developing best in business processes and ultimately, propel the organization towards becoming leading edge; in sync with the District's Vision. The employee nominated for this exemplary recognition should consistently demonstrate **P**ride, **A**chievement, **C**reativity, and **E**nthusiasm in their leadership and work ethics.

Employees are invited to nominate outstanding peers and supervisors who have continuously exemplified the spirit of the Pat McElfresh PACE Award over the past 12 months. To be eligible for consideration of the Award, all regular employees, excluding exempt employees, must have contributed at least 12 months of exceptional service to the District prior to nomination. Employees may make multiple nominations. Self-nominations are accepted. Although exempt employees may make nominations, exempt employees are ineligible to receive the Pat McElfresh PACE Award.

The Executive Management Team will review all nominations and select 3 Pat McElfresh PACE Award recipients who will be presented at the District's Annual Employee All Hands Meeting in December.

To make a nomination, this form must be completed—no substitutions. Below, please indicate how the nominee has demonstrated these values and has set the **PACE** in the last 12 months.

Please submit the Pat McElfresh PACE Award Nomination Form to Human Resources by 5:00 p.m. on October 31, 2015.

EMPLOYEE NAME _____

1. Provide a description on how the nominee has demonstrated Pride, along with examples of this attribute.

2. Provide a description on how the nominee has demonstrated Achievement, along with examples of this attribute.

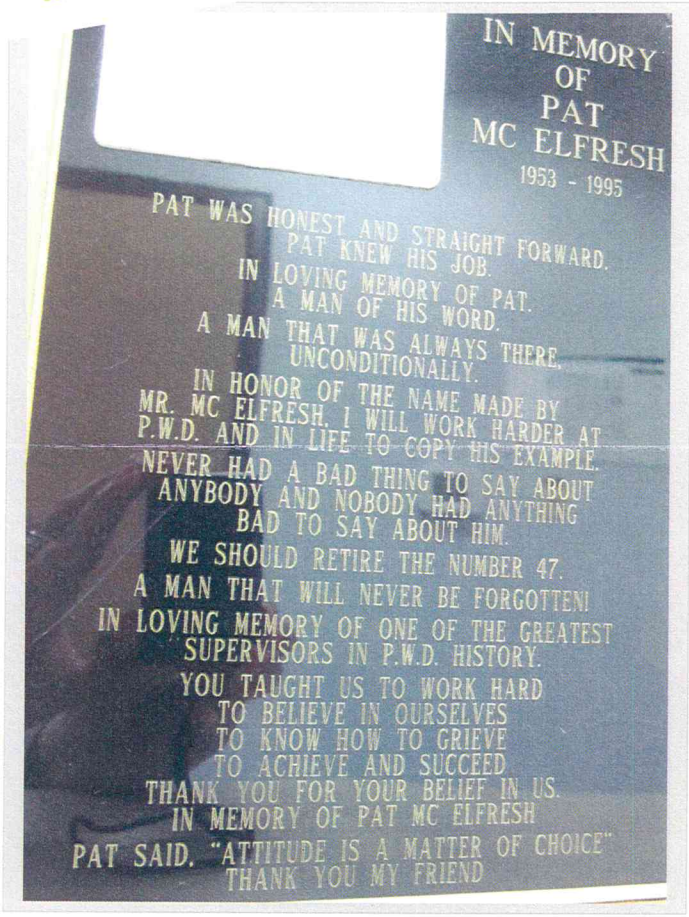
3. Provide a description on how the nominee has demonstrated Creativeness, along with examples of this attribute.

4. Provide a description on how the nominee has demonstrated Enthusiasm, along with examples of this attribute.

NOMINATOR'S NAME _____

NOMINATOR'S SIGNATURE _____

Beloved PWD employee left a lasting impression



The Pat McElfresh

PACE Program

An employee recognition program

Coming Soon!

Pride
Achievement
Creativity
Enthusiasm

This memorial plaque is located in the field crew back office. As this plaque attests, many individuals who worked alongside Pat McElfresh felt he was an exceptional human being; he gave his best and left a lasting impression on those that he supervised in his capacity as Mechanical Supervisor. He lost his battle with cancer at the young age of 42. This year marks the 20th anniversary of his passing, and many of the District's old-timers still recall his unshakable commitment to always giving it your best, tackling every situation with a bright attitude, and helping others succeed.

Because he worked hard, believed in others, and lead by example Pat McElfresh stood out as an employee and therefore the Employee Communications Committee is creating the PACE Program, an employee recognition program, in his honor.

The PACE Program will spotlight individuals who are going above and beyond. Those employees who demonstrate Pride, Achievement, Creativity, and Enthusiasm can be nominated for this annual award. Recipients will be recognized at the December All-Hands Meeting. Honorees will receive a cash award along with a PACE Certificate.

More details will follow as this program is rolled-out in the coming months.

Pat McElfresh = P.A.C.E.

PACE stands for Pride, Achievement, Creativity and Enthusiasm. The program is being named after a former employee, Pat McElfresh. When you hear people reminisce about Pat you realize he really does exemplify the spirit of this program.

Dan Henry said, "He was very intelligent... a great mechanic; knew so much about the how and why an engine worked...he could repair any pump or booster". Mark Scott said, "he wasn't afraid to get his hands dirty; we stuccoed a lot of buildings and built vaults at well and tank sites".

So put a check mark by these character traits on the PACE list: Exceeds expectations, provides high quality service, and is a superior team player.

Here are a few other things said about Pat, "He would help anyone in a minute"; "Very approachable and willing to listen"; "he helped me expand my knowledge", "I knew if [I was] ever in a position of leadership, I would use the principles Pat taught me"; "He was a great encourager"; "He gave me confidence in anything that was put in front of me"; "He felt [co-workers] needed to work in harmony, to make the job go smoother"; "He was a very loyal person and dedicated to his job and people"; "when he had to address a problem he would do it in a spirit of gentleness".

Professional – ✓ Responsible, Positive, Helpful – ✓✓✓
Improved district practices or resources – ✓
Handled challenging situations tactfully – ✓

Yes, Pat McElfresh was a good friend to many at the District. A soft spoken man that loved Nascar and stock car races and one who brought district employees together. What a great person to symbolize the Pride, Achievement, Creativity and Enthusiasm this program is all about.

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:	June 17, 2015	**June 22, 2015**
TO:	BOARD OF DIRECTORS	**Board Meeting**
FROM:	Mr. Dennis D. LaMoreaux, General Manager	
RE:	***AGENDA ITEM NO. 7.2 – DISCUSSION AND POSSIBLE ACTION REGARDING PRIORITY OF USE OF RECYCLED WATER AND A STATUS ON THE RECYCLED WATER ALLOCATION AGREEMENTS.***	

A verbal report on this item will be provided at the meeting.

AGENDA ITEM NO. 7.3

MICROSOFT EXCEL BEYOND THE BASICS SEMINAR
Long Beach
June 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:_____

Become a confident, capable Excel 2013 user with our proven computerless training method!

ver. 2013

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Microsoft Excel is a valuable tool for any business. This one-day seminar is for the beginning to intermediate user interested in being more proficient in Excel. Seminar highlights include:

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- Master the important initial set up to build your spreadsheet successfully.
- Build your own professional spreadsheets. What does that mean? More than you think!
- Calculating in Excel is more than addition, subtraction, multiplication and division. Learn how to make complex formulas and calculate percentages to help you make budget decisions.
- The need for speed is true in the car and with the computer. Discover quick tips, shortcuts and functions that make you as fast as you want to go.
- And so much more!

One day to Excel ver. 2013 Excellence!

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You know that Excel has extraordinary capabilities – this is your opportunity to learn even more about this valuable program. This one-day seminar is for the intermediate user ready to bring their Excel skills to the next level. Learn even more, now:

- Build your Excel spreadsheet by using new shortcuts and quick keys that speed your abilities and transform the information into usable data.
- Calculations can be tricky. We can help you break through frustrating formulas and calculations with quick steps and shortcuts.
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These courses qualify for **CPE credits.**
See details on page 6.

DAY 2

MICROSOFT® Excel® Beyond the Basics

Get ready to explore what Excel ver. 2013 can do for you!

Most users know that Excel has extraordinary capabilities, but all too often those same users get lost. Whether trying to find the feature they want, or becoming intimidated by the sheer number of options and functions, the advantage of the program's functionality dissapear. Excel 2013 cuts through some of the clutter and puts your favorite, and most important features, right at your fingertips!

Whether you're working with a just a few rows, or with a million, Excel has a host of number-crunching, data dicing and info analyzing features to help you explore and tell your data's story in rich, detailed and compelling ways. This action-packed seminar takes you beyond the basics of the program. It reveals Excel's secrets and prepares you to face even the most daunting problems with a fresh outlook and the confidence of a newly minted power user.

Work faster and smarter with Excel

It's frustrating to know what Excel can do, but not understand the techniques needed to accomplish it. In one day, learn not only the formulas, database techniques and macro commands to make work go faster, but also learn the tips and keystroke commands the pros rely on to make data more useful and worksheets easier to manipulate.

Computerless training saves time

Your Fred Pryor Seminars instructor won't be a technician or programmer. You'll learn from a business professional who speaks your language and has extensive experience using Excel in a real-world office like yours. Our proven computerless training methods ensure you won't waste valuable time entering data, correcting mistakes and waiting for other seminar attendees to catch up. We'll cover as much material as possible together and let you practice on your own back at work.

It's a wise investment

This one-day program is the single best investment you can make in Excel training. Not only will you leave with a wealth of exciting new techniques and shortcuts, but you'll also receive a handy workbook guide that summarizes key tips for easy reference. It's a lot of value for your investment. Enroll today by phone, fax or mail and watch your productivity soar!

Does this sound familiar?

- You taught yourself the Excel program, but sometimes you wonder if you're doing things the most efficient way.
- You know a lot about Excel but not the latest time-saving shortcuts.
- Coworkers ask you questions about Excel and you're not always sure of the answers.
- You know the Excel techniques you use every day but little else about other features.
- You have questions about Excel no one in your office can answer.
- You feel like you've barely scratched the surface of Excel's capabilities and you want to be a pro.

If this sounds like you, the *Beyond the Basics* program can provide the help you've been looking for.

What's your biggest Excel challenge?

Learn the easy way to overcome it.

Beyond the Basics
Course Content



Building Spreadsheets

- Don't settle for out-of-the-box set up. The 2013 version allows you to personalize Excel to fit your work style and needs.
- Review the tested 7-step approach to get the most from Excel and begin your spreadsheet process on the right foot!
- It's all about efficiency! Discover quick tips and tricks to speed up workbook creation, data entry and everything in between.
- Learn how tables can be your best friend – from sorting and filtering to data relationships and more.
- Explore the power of conditional formatting and advanced data formatting options.

Calculate with Advanced Tools

- Master operators like AND and OR – they mean so much more in Excel than they do in the English language!
- Finally understand how to use IF, SUMIF and COUNTIF when calculating your data.
- Harness the magic of VLOOKUP. If that is a foreign term to you, you definitely need this class!
- Yes you can perform perfect date and time calculations every time.
- The more you know about formulas, the better. With advanced formula knowledge, you can get to the bottom of those formula problems quickly and easily.

Analyze Information

- Use the Quick Analysis Tool to speed up formatting, charting and writing formulas.
- Wow your colleagues with your PivotTable genius!
- Learn the magic behind PivotTables and PivotCharts. Modify these powerful tools for analyzing and answering questions about your data.
- Take control of tables and PivotTables with calculated fields and slicers.

Secure and Share

- Discover how to ensure data integrity through data validation.
- Learn how Track Changes and comments can promote clear collaboration.
- Link to and embed worksheets in other documents.
- Sharing is good, unless someone changes everything you worked hard to create. Prevent unwanted changes by locking worksheets down.

Streamline and Automate

- Optimize Excel options to ensure it works for you.
- Learn the importance of expedient importing and exporting so that you can have data quickly and use it efficiently.
- Save time and reduce errors when you perform a task repeatedly, simply automate with macros.
- Learn the text time-savers – convert text to tables and so much more.
- Uncover some amazing shortcuts to take you to the next level of Excel prowess and make your fingers faster in no time!

A quick way to decide whether *Beyond the Basics* is right for you

You have Excel 2013 and the new features aren't helping you?

☐ Yes ☐ No

Are you sure you're using the best technique to pull in data from other platforms to create a chart with usable figures?

☐ Yes ☐ No

Do you feel confident using Query and transferring the data to a worksheet?

☐ Yes ☐ No

Can you launch a macro with the push of a button?

☐ Yes ☐ No

Do you understand how to use "Solver" to maximum benefit when analyzing equations?

☐ Yes ☐ No

Are PivotCharts a snap to create and manipulate?

☐ Yes ☐ No

Do you know how to jump from one sheet or workbook to another instantly?

☐ Yes ☐ No

Are you able to add graphics to charts and use customized drawing tools?

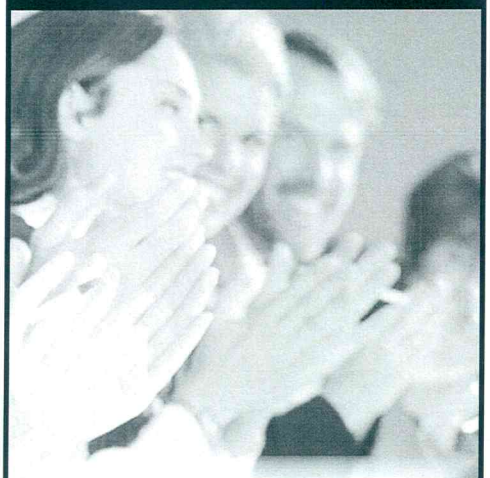
☐ Yes ☐ No

Do you know the step-by-step process for debugging a macro?

☐ Yes ☐ No

Add up your "No" answers — even one means you can benefit from *Beyond the Basics*.

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Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

PROGRAM SCHEDULE

Check-in: 8:30 a.m. – 9:00 a.m.
Program: 9:00 a.m. – 4:00 p.m.

CANCELLATIONS AND SUBSTITUTIONS

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

Please Note

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit http://www.pryor.com/faq.asp#agerequirements.
- Please, no audio or video recording.
- Lunch and parking expenses are not included.
- Dressing in layers is recommended due to room temperature variations.
- You will receive a Certificate of Attendance at the end of the program.

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If you are tax-exempt, enter your tax-exempt number in Section 5 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

TAX DEDUCTION

If the purpose of attending a Fred Pryor seminar is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

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GUARANTEED RESULTS

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident this seminar will provide you with the tips and techniques you need to successfully use Excel. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free.*

You should attend if you've ever:

- Searched in vain through a mammoth manual for the answers to your Excel 2013 questions.
- Wasted time you couldn't afford on trial-and-error learning.
- Wished you had the time or knowledge to work smarter in Excel 2013.
- Decided against other training options because they were too time-consuming or too expensive.

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DAY 1 - EXCEL VER. 2013 BASICS
DAY 2 - VER. 2013 BEYOND THE BASICS

1 ☐ YES!



Please register me for the Microsoft® Excel® ver. 2013 seminar(s) indicated in Section 4.

ID# 917716

Attend both ***Excel Basics*** and ***Excel Beyond*** the Basics (2 days) Save $ when you enroll for both, save even more per person for groups of 5 or more from the same organization attending the same event.

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2 **IMPORTANT!** Please fill in VIP number as it appears on the address label.

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3 **ORGANIZATION INFORMATION**

Organization: _____

Address: _____

City: _____ St: _____ ZIP: _____

Tele: _____ Fax: _____

Approving Mgr's Name: ☐ Mr. ☐ Ms. _____

Job Title: _____

Email Address: _____ ☐ Business ☐ Home

☐ **Quick Confirmation** Please ☐ email or ☐ fax my confirmation to me within 48 hours.

4 **NAMES OF ATTENDEES** (Please list additional names on a separate sheet.)

#1 Attendee's Name
Mr.
Ms.

Job Title | Email Address ☐ Business ☐ Home

Excel Basics Event # | *Beyond the Basics* Event #

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☐ Charge to: ☐ AMEX ☐ DISCOVER ☐ MC ☐ VISA

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NAME:_____

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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)
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_____ (2 PEOPLE/2 BEDS)

AIRLINE RESERVATIONS: ___YES ___NO

DEPART FROM _____ on _____ at _____ AM/PM
(airport) (date) (time)

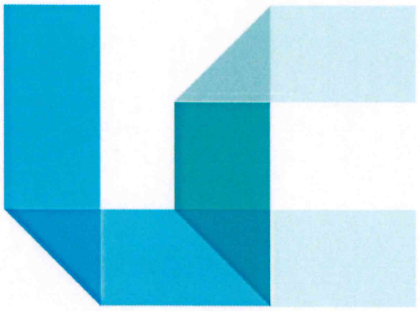
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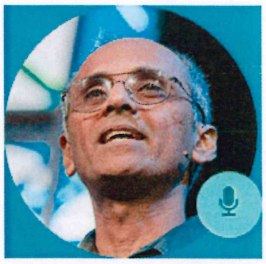
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Join us!



Martin O'Malley, governor for the State of Maryland from 2007-2015, is thought of as one of the most technologically savvy governors in the U.S. We are pleased to announce he will be keynoting Esri UC 2015. Governor O'Malley will share how managers can use GIS technology and leadership to help meet the needs of citizens. He will emphasize reducing the distance between people and government and creating a more inclusive picture.



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ArcGIS Program Manager

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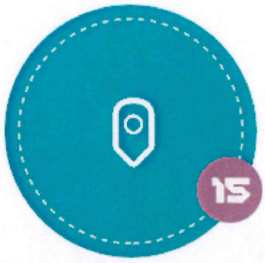


JEFF JACKSON

CTO — Apps

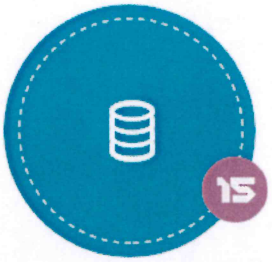
Do you 'Live by the Code?' Then don't miss these presentations.

Boost your skills by attending a preconference seminar, technical workshop, paper session or demo theater presentation. Meet others in Special Interest Group and solution provider meetings. Learn something new at the Map Gallery. Do yoga. Run a 5K. Attend a party. There's even a kids fair for those next generation geographers! This is your front row seat to learn the next big thing in GIS. Don't miss it!



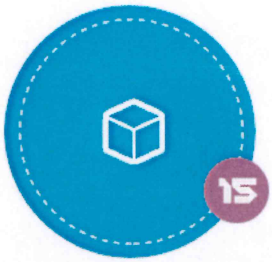
LOCATION AWARE

Unlock location in your data so you can understand where everything is, what's near, and how it is all connected.



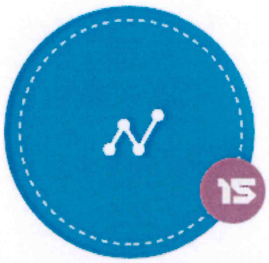
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Find context in content when you use geography to accumulate and aggregate massive amounts of structured and unstructured data.



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Make the complex easy to understand in a much more realistic manner when you apply 3D visualization to your design solutions.



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Blow Your Mind

"Now we use Collector for ArcGIS to identify and update details about items such as fences, wells, mines, and other improvements to the trust land that we manage. This eliminates the double entries and forgotten details that occurred with our old method."

—Evan Brom, Chief Information Officer, Arizona State Land Department

95% OF SURVEYED ATTENDEES SAY THEY EXPANDED THEIR KNOWLEDGE.

"Great opportunity, both professionally and personally. Provides a venue to learn, connect, ask questions and get answers, think both at the scale you work and beyond, and enjoy time with colleagues in a positive energy space."

—Mimi Diorio, GIS Specialist/PGIS Coordinator, NOAA OCRM/CSC

"For GIS users, it is a very good opportunity to learn and broaden your knowledge."

—Harold Miller, GIS Manager, Echologics

Notice—and Get Noticed

85% OF ATTENDEES FOUND AWESOME NETWORKING OPPORTUNITIES.

"It is by far the best way to network with others and Esri staff and get the inside tips and tricks of the ever-evolving technology."

— Carrie Tropasso, GIS Technical Lead, Pennsylvania

"Jack Dangermond is a visionary. He has changed the world. And I come to the conference to sort of refresh myself with that vision and to meet the other people so we all get on the same page."

—Jeff Nighbert, Bureau of Land Management, Department of Conservation and Natural Resources

"Fantastic coverage of the GIS world, and great networking!"

—Philip Loheed, President, Earthos Institute

Nothing Beats Meeting Face-to-Face

96% OF ATTENDEES FOUND THE CONFERENCE VALUABLE.

"Bring your whole team. We brought everyone that we possibly could because literally everyone, from our developers to our business development to myself and the CEO—we all got so much benefit out of it. We've also gotten a lot of contacts just from talking to a lot of people that we've been having phone conversations with, now live, so that's been super helpful."

—Leonard Lee, Cofounder and COO, Dispatchr

"This event is the single most valuable thing for GIS leaders to learn new technical information, meet the people in your industry you need to get your job done, and hone the vision and direction of GIS in your organization."

—Steve Lavey, Systems Analyst, City of Torrance

"You will gain valuable experience at the conference that will make you better at your job, which is impossible to get from any other source."

—David Drury, GIS Director, Mosaic Sales Solutions

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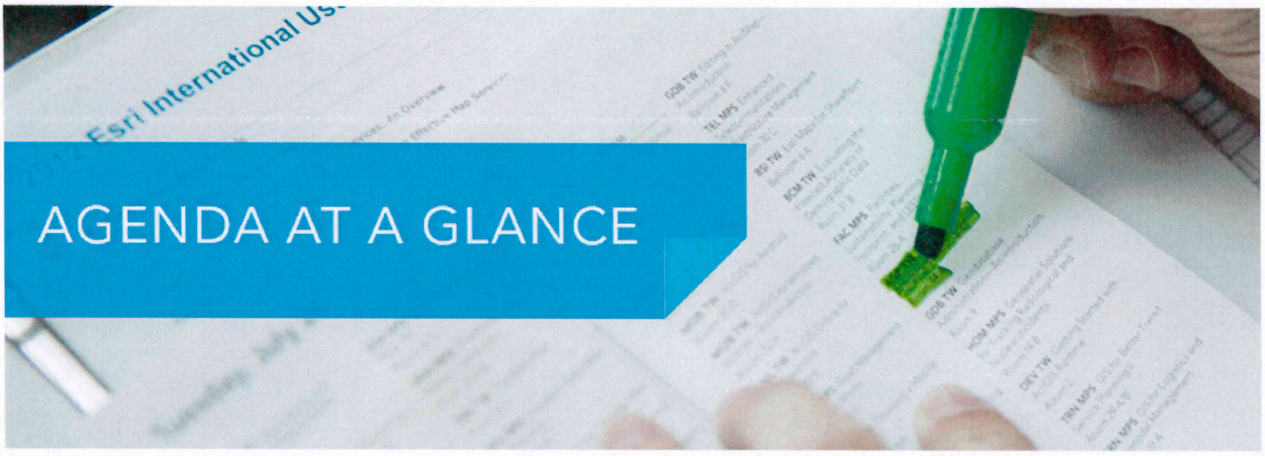
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The Esri UC brings together social, economic, business, and environmental leaders covering the spectrum of Geospatial applications.

Saturday, July 18		
7:30 a.m. – 5:00 p.m.	Registration	SDCC, Hall E
8:30 a.m. – 5:00 p.m.	Preconference Seminars	SDCC, Upper Level

Sunday, July 19		
7:30 a.m. – 5:00 p.m.	Registration	SDCC, Hall E
8:30 a.m. – 5:00 p.m.	Preconference Seminars	SDCC, Upper Level

Monday, July 20		
7:00 a.m. – 5:00 p.m.	Registration	SDCC, Hall E
8:30 a.m. – 3:30 p.m.	Plenary Session	SDCC, Halls F, G, and H
3:30 p.m.– 7:00 p.m.	Academic GIS Program Fair	SDCC, Ballroom 20 Foyer
3:30 p.m.– 7:00 p.m.	Map Gallery Opening and Evening Reception	SDCC, Sails Pavilion
4:30 p.m.– 6:00 p.m.	Lightning Talks	SDCC, Ballroom 20 D

Tuesday, July 21		

7:30 a.m. – 5:00 p.m.	Registration	SDCC, Hall E
8:00 a.m. – 6:00 p.m.	Map Gallery and Special Displays	SDCC, Sails Pavilion
8:30 a.m. – 4:30 p.m.	Paper Sessions and Technical Workshops	SDCC, Mezzanine and Upper Level
8:30 a.m. – 4:30 p.m.	GIS Managers' Open Summit (Sign-up Required)	SDCC, Ballroom 20 B/C
9:00 a.m. – 6:00 p.m.	Esri Showcase and GIS Solutions EXPO	SDCC, Halls A, B, C, and D
9:00 a.m. – 6:00 p.m.	User Software Applications Fair	SDCC, Hall A
10:00 a.m. – 10:00 p.m.	Special Interest Group Meetings	SDCC, Mezzanine and Upper Level
Noon–7:00 p.m.	Regional User Group Meetings	SDCC, Mezzanine and Upper Level

Wednesday, July 22

6:30 a.m.	5K Fun Run/Walk	
7:30 a.m. – 5:00 p.m.	Registration	SDCC, Hall E
7:30 a.m. – 10:00 p.m.	Special Interest Group Meetings	
8:00 a.m. – 6:00 p.m.	Map Gallery and Special Displays	SDCC, Sails Pavilion
8:30 a.m. – 4:30 p.m.	Paper Sessions and Technical Workshops	SDCC, Mezzanine and Upper Level
9:00 a.m. – 6:00 p.m.	Esri Showcase and GIS Solutions EXPO	SDCC, Halls A, B, C, and D
9:00 a.m. – 6:00 p.m.	User Software Applications Fair	SDCC, Hall A
3:30 p.m.– 5:30 p.m.	Special Achievement in GIS Awards Ceremony	SDCC, Ballroom 20 B, C, and D
4:00 p.m.– 6:00 p.m.	Family Night	SDCC, Halls A, B, C, and D

Thursday, July 23

7:30 a.m. – 3:00 p.m.	Registration	SDCC, Hall E
8:00 a.m. – 1:30 p.m.	Map Gallery and Special Displays	SDCC, Sails Pavilion
8:30 a.m. – 4:30 p.m.	Paper Sessions and Technical Workshops	SDCC, Mezzanine and Upper Level
9:00 a.m. – 1:30 p.m.	Esri Showcase and GIS Solutions EXPO	SDCC, Halls A, B, C, and D
9:00 a.m. – 1:30 p.m.	User Software Applications Fair	SDCC, Hall A
10:30 a.m.-11:30 a.m.	Speedgeeking	SDCC, Hall B
11:45 a.m. – 1:00 p.m.	Special Interest Group Meetings	
5:30 p.m.– 10:00 p.m.	Thursday Night Party	

Friday, July 24

8:30 a.m. – 10:15 a.m.	Technical Workshops	SDCC, Rooms 1-11
10:30 a.m. – noon	Closing Session and Awards	SDCC, Ballroom 20 B, C, and D

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MINUTES OF REGULAR MEETING OF THE COMMISSIONERS OF THE ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION, APRIL 16, 2015.

A regular meeting of the Commissioners of the Antelope Valley State Water Contractors Association was held Thursday, April 16, 2015, at the Palmdale Water District at 2029 East Avenue Q, Palmdale. Vice Chair Alvarado called the meeting to order.

1) Pledge of Allegiance.

At the request of Vice Chair Alvarado, General Manager Knudson led the pledge of allegiance.

2) Roll Call.

Attendance:	**Others Present:**
Robert Alvarado, Vice Chair	Matt Knudson, AVSWCA General Manager
Leo Thibault, Treas.-Auditor	Tom Barnes, AVSWCA Controller
Neal Weisenberger, Secretary	Dennis LaMoreaux, PWD General Manager
Keith Dyas, Cmsnr.	Travis Berglund, LCID General Manager
Kathy Mac Laren, Cmsnr.	Dwayne Chisam, AVEK Asst. General Mngr.
John Tenerelli, Alt. Cmsnr.	George Lane, Alt. Commissioner
	Dennis Hoffmeyer, Senior Accountant
Barbara Hogan, Chair – EXCUSED ABSENCE	Danielle Henry, Administrative Assistant
	1 member of the public

Commissioner Thibault introduced John Tenerelli, LCID's new alternate Commissioner, after which the Commissioners welcomed him to the Association.

3) Public Comments for Non-Agenda Items.

There were no public comments.

4) Consideration and Possible Action on Minutes of Regular Meeting Held February 19, 2015.

It was moved by Commissioner Dyas, seconded by Commissioner Mac Laren, and unanimously carried by all members of the Board of Commissioners present at the meeting to approve the minutes of the regular meeting held February 19, 2015, as written.

5) **Payment of Bills.**

Commissioner Thibault reviewed the bills received for payment and then moved to pay the bills received from Palmdale Water District in the amount of $636.87 for staff services, including ratification of $180.00 for the vendor booth fee at the Antelope Valley Home Show and Emergency Expo on March 27-29, 2015, from AVEK in the amount of $1,278.69 for staff services, and from The Pun Group in the amount of $4,000.00 for the audit for years ended June 30, 2013 and 2014. The motion was seconded by Commissioner Weisenberger and unanimously carried by all members of the Board of Commissioners present at the meeting.

Commissioner Thibault then reviewed and moved to approve ratification of the payment made to RMC Water and Environment in the amount of $278,209.52 for the Antelope Valley Integrated Regional Water Management Plan (IRWMP) 2007 Update, and after a brief discussion of the grant funding received from Department of Water Resources and of the IRWMP Advisory Team, the motion was seconded by Commissioner Mac Laren and unanimously carried by all members of the Board of Commissioners present at the meeting.

6) **Presentation on CalWARN Program. (Scott Hopkins, City of Glendora Public Works Water Division/CalWARN)**

Mr. Scott Hopkins, of the City of Glendora Public Water Works Division and CalWARN Region I Co-Chair, provided a detailed overview of the California Water/Wastewater Agency Response Network (CalWARN), including the purpose of the Program, the successful mutual assistance with past emergency events, and his personal experiences of providing help through the Program after which the Commissioners thanked him for providing the presentation.

7) **Presentation on Palmdale Regional Groundwater Recharge and Recovery Project (Formerly Littlerock Creek Groundwater Recharge and Recovery). (General Manager Knudson)**

General Manager Knudson provided an overview of the Feasibility Study for the Palmdale Regional Groundwater Recharge and Recovery Project, formerly known as the Littlerock Creek Groundwater Recharge and Recovery Project, including the purpose of the Project to incorporate recycled water to improve long-term water supply, the future water supply demands, the recommended recharge location and

alternative locations considered, the facilities and operations, the associated costs, the long-term benefits, the potential future partners, and the Project's timeline for the next year followed by a brief discussion of recycled water rates and allocation amounts.

8) Discussion and Possible Action on 2015 Sustainable Landscaping Expo with AVEK as the Lead Agency. (General Manager Knudson/Commissioner Weisenberger)

After a brief discussion of potential dates to hold the 2015 Sustainable Landscaping Expo, of the Antelope Valley Fair Association's availability to provide public relations for the Expo, and of alternative venue locations and public relations companies, it was determined to schedule the 2015 Sustainable Landscaping Expo on November 7 and for staff to obtain venue and public relations pricing comparisons.

9) Presentation, Consideration, and Possible Action on Acceptance and Filing of Audit for Years Ended June 30, 2013 and 2014. (General Manager Knudson/Senior Accountant Hoffmeyer)

Senior Accountant Hoffmeyer provided an overview of the Audit for years ended June 30, 2013 and 2014, including The Pun Group's presentation of the audit as an Enterprise Fund versus a Government Activity Fund as in prior years, the differences between an Enterprise Fund and a Government Activity Fund, the improvements that will be made in record keeping, and the fraud protection safeguards that have been put in place after which he stated that staff recommends The Pun Group perform future audits at the current budgeted amount, and after a brief discussion, it was moved by Commissioner Weisenberger, seconded Commissioner Mac Laren, and unanimously carried by all members of the Board of Commissioners present at the meeting to accept and file the audit for years ended June 30, 2013 and 2014.

10) Discussion and Possible Action on Rotation for Position of General Manager. (General Manager Knudson)

General Manager Knudson stated that there has never been a normal rotation cycle among the member agencies for the Association's General Manager position and inquired if AVEK and LCID would be interested in creating a rotation after which the Commissioners agreed that General Manager Knudson is doing a great job and recommended he continue as the General Manager for the Association.

11) Report of General Manager.

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

General Manager Knudson provided a brief update of the Association's Revenue, Expenditures and Change in Net Position and stated that everything looks good.

b) **Update on Antelope Valley Integrated Regional Water Management Planning Stakeholders Meetings.**

General Manager Knudson reported that he is coordinating a meeting with the Advisory Team to discuss grant funding through Prop. 1 and Prop. 84 and that he and Senior Accountant Hoffmeyer created a reimbursement formula to present to the Advisory Team for staff time spent on grant applications and the management of IRWMP funds followed by a brief discussion of inviting the Advisory Team to meet with the Association to review the financial status of the Antelope Valley Integrated Regional Water Management Plan.

12) Report of Controller.

a) **Update on the Antelope Valley Home Show.**

Controller Barnes reported that the Association's booth did well at the AV Home Show and Emergency Expo despite the decrease in public attendance from last year's Show followed by a brief discussion of the newly implemented parking and admission costs of the Show.

Commissioner Thibault then reviewed the contents of the give-away bags prepared by AVEK staff and thanked AVEK and PWD for all their efforts and the staff and Commissioners that volunteered at the booth.

b) **Update on Regional Water Conservation Efforts.**

c) **Update on Drought.**

Controller Barnes provided a detailed presentation on the impending water shortage regulations and restrictions, including emergency regulations already in effect,

the gallons per capita per day comparisons, the Statewide water conservation results from June, 2014 to February, 2015, the Governor's Executive Order, the enforcement and timeline for conservation goals, and how the Antelope Valley is responding after which the Commissioners thanked him for the presentation.

13) Reports of Commissioners.

Commissioner Thibault commended Senior Accountant Hoffmeyer for his assistance in completing the Audit for years ended June 30, 2013 and 2014.

Commissioner Weisenberger reported that the Antelope Valley Water Partners are hosting a Smart Landscaping Workshop on Native Plants at the Antelope Valley College on April 18 at 9:00 a.m. and that the Antelope Valley Resource Conservation District is hosting an open house on May 2 from 8 a.m. to 4 p.m.

Commissioner Dyas reported that AVEK's Westside Water Bank Project has been very useful in helping survive the current drought and that AVEK is being awarded first prize for Excellence in Engineering Sustainability through the American Academy of Environmental Engineers Scientists on April 23 in Washington DC for the Project.

14) Report of Attorney.

There was no attorney present.

15) Commission Members' Requests for Future Agenda Items.

Commissioner Weisenberger requested "Discussion and possible action on 2015 Sustainable Landscape Expo with AVEK as the Lead Agency" remain on future agendas as a standing item, and after a brief discussion of the official name for the Expo, it was determined that the name would be decided during the first Expo Committee meeting at AVEK on April 24 at 9 a.m.

There were no further requests for future agenda items.

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

It was determined that the next regular meeting of the Association will be held May 14, 2015 at 6:30 p.m. at PWD.

17) **Adjournment.**

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

Secretary

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, MAY 12, 2015:

A meeting of the Personnel Committee of the Palmdale Water District was held Tuesday, May 12, 2015, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Mac Laren called the meeting to order at 9:10 a.m.

1) Roll Call.

Attendance:	**Others Present:**
Personnel Committee:	Matt Knudson, Assistant General Manager
Kathy Mac Laren, Chair	Jennifer Emery, Human Resources Director
Joe Estes, Committee Member	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 April 2, 2015.

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 April 2, 2015, as written.

4.2) Presentation on Learn for Life Participation in the District's Internship Program. (John Fleming, Learn for Life Director)

Mr. John Fleming, Career Technical Education Coordinator for Learn4Life, an independent study charter school, presented information about their school and learning programs, and after a brief discussion of these programs and services, it was determined that Human Resources Director Emery contact Mr. Fleming regarding

Learn4Life students participating in the District's Internship Program and that a tour of the Learn4Life facility be scheduled with all Directors.

4.3) Discussion and Review of Human Resources Calendar. (Human Resources Director Emery)

Human Resources Director Emery reviewed the Human Resources Calendar goals for each quarter of 2015 including the salary survey and job description process, succession planning in the third quarter, the Heat Illness Program and Injury Illness Prevention Program in the second quarter, employee handbook updates, the May 16 Employee Appreciation Picnic, and wellness program events for which grants from JPIA are available.

4.4) Consideration and Possible Action on Employee Handbook Updates. (Human Resources Director Emery)

Human Resources Director Emery reviewed recommended Employee Handbook updates regarding part time employee sick leave and retiree health insurance coverage, and after a brief discussion of these updates and minor revisions, it was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried that the Committee concurs with staff's recommendation to update the Employee Handbook and that these updates be presented to the full Board for consideration at the May 13, 2015 Regular Board Meeting.

It was then determined that the Cadillac tax be discussed with the benefits portion of the salary survey.

4.5) Discussion of Salary Survey for Operations Department and Facilities Department. (Human Resources Director Emery)

Human Resources Director Emery stated that legal counsel and staff recommend a Y-Rating Policy be adopted prior to consideration of the salary survey and job descriptions for the Operations and Facilities Departments, and after a brief discussion of a Y-Rating Policy, it was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried that the Committee concurs with staff's recommendation to approve a Y-Rating Policy and that this Policy be presented to the full Board for consideration at the May 27, 2015 Regular Board Meeting with a complete explanation of a Y-Rating Policy provided at the Board Meeting.

5) Project Updates.

5.1) Status of Customer Care Certification Program. (Human Resources Director Emery)

Human Resources Director Emery reviewed a proposal from American Water College in the amount of $20,000.00 for developing a Customer Care Certification Program, and after a brief discussion of the proposal, of the budget, and of possible revenue reductions due to the drought, it was determined that this item be placed on hold and considered in the 2016 budget process.

5.2) Status on Customer Service 2015 Campaign. (General Manager LaMoreaux)

Assistant General Manager Knudson stated that changes to the Customer Care Department continue to receive positive comments followed by discussion of the mandated 32% water use reduction and the District's response to this mandate.

5.3) Status on Organizational Assessment. (General Manager LaMoreaux)

Assistant General Manager Knudson stated that a M.A.T. meeting was held with The Mathis Group to discuss updating the Strategic Plan Initiatives; that Dr. Mathis has met with the Directors regarding the Initiatives; and that a follow-up M.A.T. meeting is scheduled for May 18.

5.4) Other.

There were no other items for discussion.

6) Information Items.

There were no further information items.

7) Board Members' Requests for Future Agenda Items.

It was determined that "Discussion of Salary Survey for Operations Department and Facilities Department" will be considered at the next Committee meeting.

Director Estes requested Mr. Bobby Vigil, bike shop owner, be invited to attend a Personnel Committee meeting regarding an outline for a bike ride as part of the District's Wellness Program.

There were no further requests for future agenda items.

It was then stated that the next Personnel Committee meeting will be held June 8, 2015 at 9:00 a.m.

8) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 10:28 a.m.

Cathy MacLaren
Chair