# PALMDALE RECYCLED WATER AUTHORITY (PRWA)
# PALMDALE WATER DISTRICT
# 2029 EAST AVENUE Q
# PALMDALE, CALIFORNIA
# REGULAR MEETING AGENDA NO. 21
# NOVEMBER 18, 2015
# 7:00 P.M.

www.cityofpalmdale.org
www.palmdalewater.org.

## WELCOME

**NOTE:** Materials related to an item on this Agenda submitted to the Palmdale Recycled Water Authority Board of Directors, or after distribution of the agenda packet, are available for public inspection at the City of Palmdale City Hall, located at 38300 Sierra Highway, Suite A, Palmdale, California, and at the Palmdale Water District, 2029 East Avenue Q, Palmdale, California during normal business hours and will also be available at the meeting. Those items provided by others at the meeting will be available at City Hall during normal business hours.

A **three-minute time limit** will be imposed on all speakers other than staff members.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Palmdale Water District at least 48 hours prior to the meeting.

**Your courtesy is requested to help our meeting run smoothly. If you'll be kind enough to follow these simple rules, we can make the best possible use of your time and ours:**

- Please refrain from public displays or outbursts such as unsolicited applause, comments, cheering, foul language, or obscenities.
- Any disruptive activities that substantially interfere with the ability of the Board of Directors to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.
- Please turn off or mute your cell phones and mobile devices.

1. CALL TO ORDER.

2. **PLEDGE OF ALLEGIANCE.**

3. **ROLL CALL: DIRECTORS JAMES C. LEDFORD, JR., KATHY MAC LAREN, ROBERT ALVARADO, FRED THOMPSON, AND HELEN VELADOR**

4. **CONSENT CALENDAR – PUBLIC COMMENTS ONLY:** If you wish to comment on any item(s) listed on the Consent Calendar on this agenda, please come forward to the podium and state the item number(s) and your comments. **PLEASE NOTE: A three-minute time limit** will be imposed on each speaker other than staff members.

5. **CONSENT CALENDAR:**
**NOTICE:** All matters listed under the Consent Calendar will be enacted by one motion unless an item(s) is pulled by the Board, in which case the item(s) will be removed from the Calendar and will be considered separately following this portion of the Agenda.

5.1 Approve the Minutes from the previous meeting held on October 21, 2015 (7pm). (Staff Reference: Authority Secretary Smith)

5.2 Approve Receipt and Filing of the Treasurer's Report for the ten months ending October 31, 2015. (Staff Reference: Palmdale Water District Finance Manager/CFO Williams)

**Staff Recommendation:** Move to approve the recommendations and findings on all items listed under this Consent Calendar. (**Vote by Roll Call** - Requires a majority to approve.)

6. **NON-AGENDA ITEMS - PUBLIC COMMENTS:** This portion of the Agenda allows an individual the opportunity to address the Board of Directors on any subject regarding Palmdale Recycled Water Authority business. Under state legislation, no action can be taken on items not specifically referenced on the Agenda. **PLEASE NOTE: A three-minute time limit** will be imposed on each speaker other than staff members.

7. **SPECIAL REPORT:**

7.1 Discussion and possible action on status of compensation of PRWA directors and possible request to Joint Power Authority members regarding changes thereto. (Staff Reference: Authority Counsel Ditzhazy)

**There is no Staff Report for this item.**

***Call for Public Comments***

8. **CLOSED SESSION – PUBLIC COMMENTS ONLY:** If you wish to comment on any Closed Session item on this agenda, please come forward to the podium and state the item number(s) and your comments. **PLEASE NOTE: A three-minute time limit** will be imposed on each speaker other than staff members.

9. **CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:** A closed session will be held, pursuant to Government Code §54956.9 (d)(4) because the Authority is considering whether to initiate litigation in one case.

9.1 The reason for holding a closed session is for the purpose of conferring with and/or receiving advice from the Authority's legal counsel and to receive direction from the Board of Directors regarding the possible initiation of litigation in one matter.

This closed session is being held pursuant to the authority of California Government Code Section 54956.9(c). Number of cases – One.

Possible litigation by the Authority regarding a possible civil action which the Authority believes is not yet known to potential defendants.

Closed session is recommended because the Board will assess the merits of this matter and consider the Authority's perspective. Based on existing facts and circumstances it is the opinion of Authority Counsel that it would prejudice the position of the Authority to discuss these matters in public or to disclose further the circumstances in this potential case; such disclosure may harm other efforts to resolve the matter and, it is believed possible defendants are unaware of possible litigation.

10. **CLOSED SESSION.**

11. **ANNOUNCEMENT BY AUTHORITY COUNSEL** of item(s) discussed in Closed Session.

12. **INFORMATIONAL REPORT OF THE BOARD OF DIRECTORS, EXECUTIVE DIRECTOR, AND ASSISTANT EXECUTIVE DIRECTOR.**

13. **ADJOURNMENT.**

---

Complete packets can be viewed at City Hall, located at 38300 Sierra Highway, Suite A, Palmdale, California; Palmdale Water District, 2029 East Avenue Q, Palmdale, California, and the Main Library, located at 700 East Palmdale Boulevard, Palmdale, California. You can also view the Agenda for the Palmdale Recycled Water Authority on the City's website at www.cityofpalmdale.org or the Palmdale Water District website at www.palmdalewater.org.

Thank you for attending your Palmdale Recycled Water Authority meeting. If you have any further questions, please contact the Secretary's Office at (661) 267-5151, Monday through Thursday, 7:30 a.m. to 6:00 p.m., closed every Friday.

# PALMDALE RECYCLED WATER AUTHORITY

# BOARD MEMORANDUM

| | | |
|---|---|---|
| **DATE:** | November 12, 2015 | **November 18, 2015** |
| **TO:** | BOARD OF DIRECTORS | **Board Meeting** |
| **FROM:** | Michael Williams, Treasurer-Auditor, PRWA | |
| **VIA:** | Mr. Dennis LaMoreaux, Executive Director, PRWA | |

**RE: AGENDA ITEM NO 5.2 – TREASURER'S REPORT FOR November 18, 2015**

## Recommendation:

Palmdale Recycled Water Authority (PRWA) staff recommends the Board of Directors to receive and file the Treasurer's Report for the ten months ending October 31, 2015.

## Background:

To comply with provisions required by Section 4.13 of the Joint Powers of Authority Agreement and responsibilities of Treasurer, a Financial Report is prepared and submitted to the Board of Directors who certifies the availability of funds for the reports presented. These reports are hereby submitted to the Board of Directors for ratification.

## Financial Impact:

As of October 31, 2015 the PRWA has $467,299.42 cash in the bank. PRWA earned $348.93 in interest, received $200,000 in contributions from member agencies $11,000 in Customer Deposits, $55,410.42 in Water Sales and paid invoices totaling $54,037.02 in expenditures.

## Supporting Documents:

October 31, 2015 Treasurer's Report.
Balance Sheet for period ending October 31, 2015.
Income Statement for period ending October 31, 2015.

**Palmdale Recycled Water Authority**
**Treasurer's Report**
**Month Ended October 31, 2015**

| | |
|---|---|
| Cash/Funds Available and held at Bank of America: | |
| Balance, beginning January 1, 2015 | $ 64,582.49 |
| Add: 2014 Accounts Receivable Received in 2015 | 231,625.18 |
| Less: 2014 Accounts Payable Paid in 2015 | (41,630.58) |
| Available Balance, beginning | $ 254,577.09 |
| Add: Deposits: | |
| Interest Earnings | 348.93 |
| Customer Deposits (Refundable) | 11,000.00 |
| Water Sales | 55,410.42 |
| City of Palmdale - 2015 Contribution | 100,000.00 |
| Palmdale Water District - 2015 Contribution | 100,000.00 |
| Total | 266,759.35 |
| Less: Expenditures | 54,037.02 |
| Balance, ending October 31, 2015 | 467,299.42 |

**Expenditures:**

| | |
|---|---|
| WaterUse Association, 2015 Membership Dues | 2,552.37 |
| County Sanitation District, Jan-March 2015 | 3,187.71 |
| Rackspace, Hosting Service (Monitoring & Firewall to Oct 2015) | 6,112.51 |
| Travel and Training | 1,859.43 |
| Professional Services-Antelope Valley Engineering | 31,600.00 |
| Professional Services-VDT Audit Services | 8,725.00 |
| Total Expenditures | 54,037.02 |

# Palmdale Recycled Water Authority
## Balance Sheet
## For the Ten Months Ending 10/31/2015

| | YTD |
|---|---|
| **ASSETS** | |
| Cash | $467,299 |
| Accounts Receivable | |
| - Water | (3,331) |
| - Government Agency | |
| **Total Assets** | **$463,968** |
| | |
| **LIABILITIES AND FUND BALANCE** | |
| **LIABILITIES** | |
| Accounts Payable | |
| Deposits - Customer | 11,000 |
| **Total Liabilities** | **11,000** |
| **FUND BALANCE** | |
| Unassigned | 452,968 |
| **Total Fund Balance** | **452,968** |
| **Total Liabilities and Fund Balance** | **$463,968** |

Palmdale Recycled Water Authority
Income Statement - Current and YTD
For the Ten Months Ending 10/31/2015

| | October | YTD |
|---|---|---|
| **REVENUES:** | | |
| Contributions - Palmdale Water District | | $100,000 |
| Contributions - City of Palmdale | | 100,000 |
| Water Sales | 37,997 | 52,079 |
| Interest Earnings | 56 | 349 |
| **Total Revenue** | **$38,053** | **$252,428** |
| **EXPEDITURES:** | | |
| **General Government** | | |
| Memberships | | $2,552 |
| Marketing & Outreach | 619 | 6,113 |
| Travel & Meeting | | 1,859 |
| Utilities - Purchased Water | | 3,188 |
| | 619 | 13,712 |
| **Public Resource** | | |
| Contracted Services - Professional Svcs | | 31,600 |
| Contracted Services - Audit | | 8,725 |
| | | 40,325 |
| | $619 | $54,037 |
| **Change in Net Position** | **$37,434** | **$198,391** |
| **Net Position - Beginning of Year** | | **254,577** |
| **Net Position - End of Year** | **$37,434** | **$452,968** |

THERE IS NO
STAFF REPORT
FOR THIS ITEM