

Since 1918



PALMDALE WATER DISTRICT

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

www.palmdalewater.org
Facebook: palmdalewaterdistrict
Twitter: @palmdaleH2O

Board of Directors

ROBERT E. ALVARADO
Division 1

JOE ESTES
Division 2

MARCO HENRIQUEZ
Division 3

KATHY MAC LAREN
Division 4

VINCENT DINO
Division 5

ALESHIRE & WYNDER LLP
Attorneys

January 7, 2016

***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, January 13, 2016
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/Moment of Silence in honor of former Palmdale Water District Director James L. Cole (1978-1980).
- 2) Roll Call.
- 3) Adoption of Agenda.
- 4) Public comments for non-agenda items.



Providing high quality water to our current and future customers at a reasonable cost.



- 5) Presentations:
 - 5.1) Palmdale Water District Flushing Program. (Water Quality Supervisor Thompson)
- 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 December 9, 2015.
 - 6.2) Ratify payment of bills for December 23, 2015.
 - 6.3) Ratify payment of bills for December 30, 2015.
 - 6.4) Payment of bills for January 13, 2016.
- 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 reorganization of the Board of Directors. (President Mac Laren)
 - 7.2) Consideration and possible action on proposal received from Rothman Business Interiors for front office modifications. (\$4,241.00 - Budgeted - Human Resources Director Emery)
 - 7.3) Consideration and possible action on Change Order No. 1 to Specification No. 1402-A being the construction and implementation of the Palmdale Water District Site Security Improvement Project. (\$28,628.90 - Budgeted - Project Manager Thompson Sr.)
 - 7.4) Consideration and possible action on adoption of updated Strategic Plan. (General Manager LaMoreaux)
 - 7.5) Consideration and possible action on scheduling President's Dinner. (Board President)
 - 7.6) 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 2016 Budget:
 - a) Palmdale Chamber of Commerce 75th Anniversary celebration and installation of 2016 Board of Directors to be held January 22, 2016 in Palmdale.
 - b) Antelope Valley Board of Trade Business Outlook Conference to be held February 26, 2016 in Lancaster.
- 8) Information Items:
 - 8.1) Reports of Directors:
 - a) Meetings/General Report.
 - b) Standing Committee/Assignment Reports (Chair):
 - 1) None at this time.

- 8.2) Report of General Manager.
 - a) Written status report on Cash Flow Statement and Current Cash Balances as of November 30, 2015. (Financial Advisor Egan)
 - b) Written status report on Financial Statements, Revenue, and Expense and Departmental Budget Reports for November 30, 2015. (Finance Manager Williams)
 - c) Written status report on committed contracts issued. (Assistant General Manager Knudson)
 - d) Status report on approved Antelope Valley Adjudication judgment.
 - e) Director reporting and compensation procedures.
- 8.3) Report of General Counsel.
- 9) Public comments on closed session agenda matters.
- 10) Break prior to closed session.
- 11) Closed session under:
 - 11.1) 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, one case.
 - 11.2) Conference with Legal Counsel – Existing Litigation: A closed session will be held, pursuant to Government Code §54956.9 (d)(1), to confer with District General Counsel regarding pending litigation to which the District is a party. The title of such litigation is as follows: *United States, et al. v. J-M Manufacturing Company, Inc., et al., United States District Court for the Central District of California; Case No. ED CV06-0055-GW.*
- 12) Public report of any action taken in closed session.
- 13) Board members' requests for future agenda items.
- 14) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

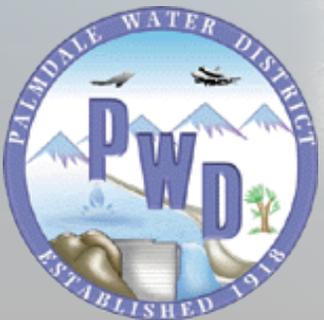
PALMDALE WATER DISTRICT FLUSHING PROGRAM

AMANDA THOMPSON

WATER QUALITY SUPERVISOR

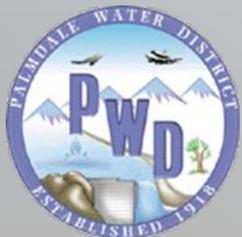
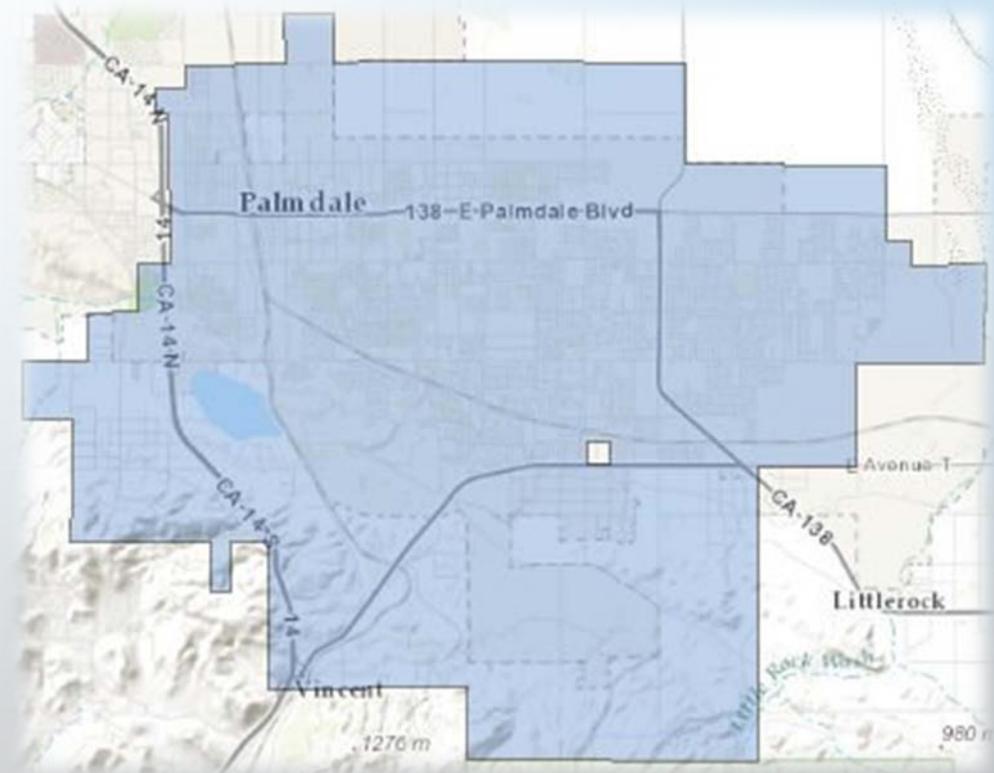
PALMDALE WATER DISTRICT

PALMDALE, CA 93550



PWD – DISTRIBUTION SYSTEM

- OVER 414 MILES OF PIPELINE
- 7 DIFFERENT PRESSURE ZONES
- 18 STORAGE TANK LOCATIONS
 - CAPACITY ~ 50 MILLION GALLONS



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WHY DOES FLUSHING WORK?

- WATER AGE IS A MAJOR FACTOR IN WATER QUALITY DETERIORATION WITHIN THE DISTRIBUTION SYSTEM.
- TWO MAIN MECHANISMS FOR WATER QUALITY DETERIORATION:
 - INTERACTIONS BETWEEN THE PIPE WALL AND THE WATER
 - REACTIONS WITHIN THE BULK WATER ITSELF



FLUSHING REQUIREMENTS

- FLUSH PROBLEMATIC AREAS
- DESIGNATED LOCATIONS
- FLUSHING VELOCITY SHOULD BE BETWEEN 2.5 – 5 FT/S



FLUSHING OPERATION



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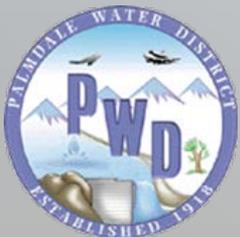
FLUSHING PROGRAM – GOALS

(IMPROVE WATER QUALITY & PROTECT PIPE INTEGRITY)

- **TURBIDITY** = THE CLOUDINESS OR HAZINESS OF A FLUID CAUSED BY LARGE NUMBERS OF INDIVIDUAL PARTICLES THAT ARE GENERALLY INVISIBLE TO THE NAKED EYE, SIMILAR TO SMOKE IN AIR.



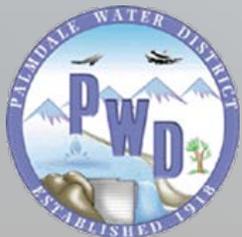
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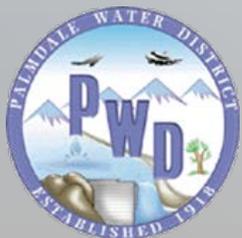
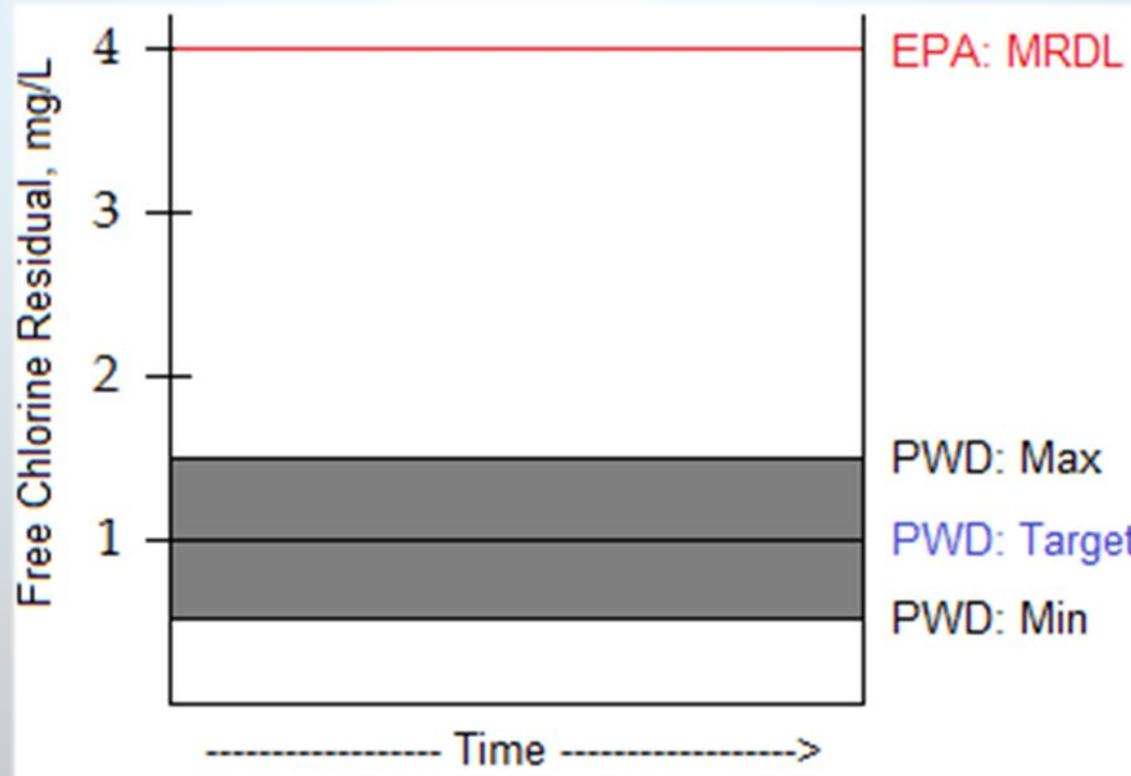
FLUSHING PROGRAM – GOALS

(IMPROVE WATER QUALITY & PROTECT PIPE INTEGRITY)

- **CHLORINE RESIDUAL** = A LOW LEVEL OF CHLORINE REMAINING IN WATER AFTER ITS INITIAL APPLICATION.

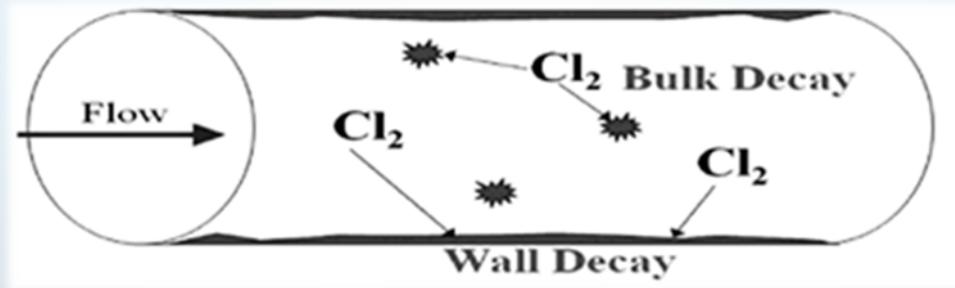


WATER QUALITY – CHLORINE RESIDUAL



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WATER QUALITY – CHLORINE RESIDUAL



- FLUSHING BRINGS FRESHER WATER INTO THE AREA & THEREFORE:
 - INCREASES CHLORINE RESIDUAL
 - REDUCES DEMAND
 - REDUCES WATER AGE



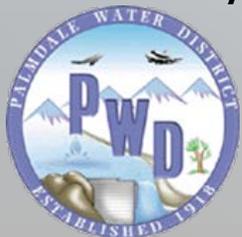
FLUSHING PROGRAM – GOALS

(IMPROVE WATER QUALITY & PROTECT PIPE INTEGRITY)

- **POOR TASTE AND ODOR** – AGED, STALE WATER PROVIDES AN ENVIRONMENT CONDUCIVE TO THE GROWTH AND FORMATION OF TASTE AND ODOR CAUSING MICROORGANISMS AND SUBSTANCES.



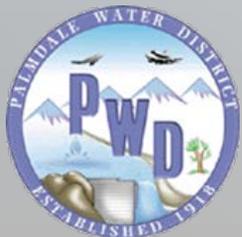
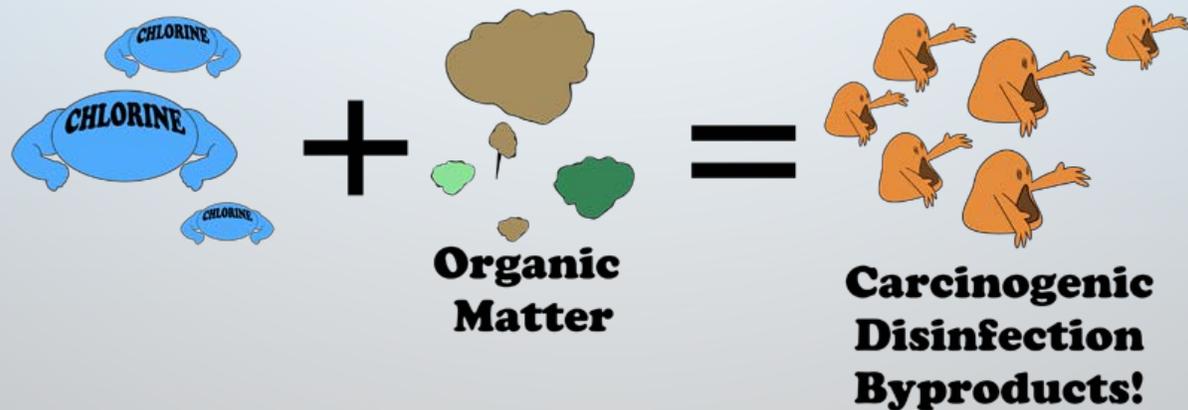
- FLUSHING BRINGS FRESHER WATER WITH HIGHER CHLORINE INTO THE AREA, THEREFORE REDUCING TASTE & ODOR CAUSING COMPOUNDS



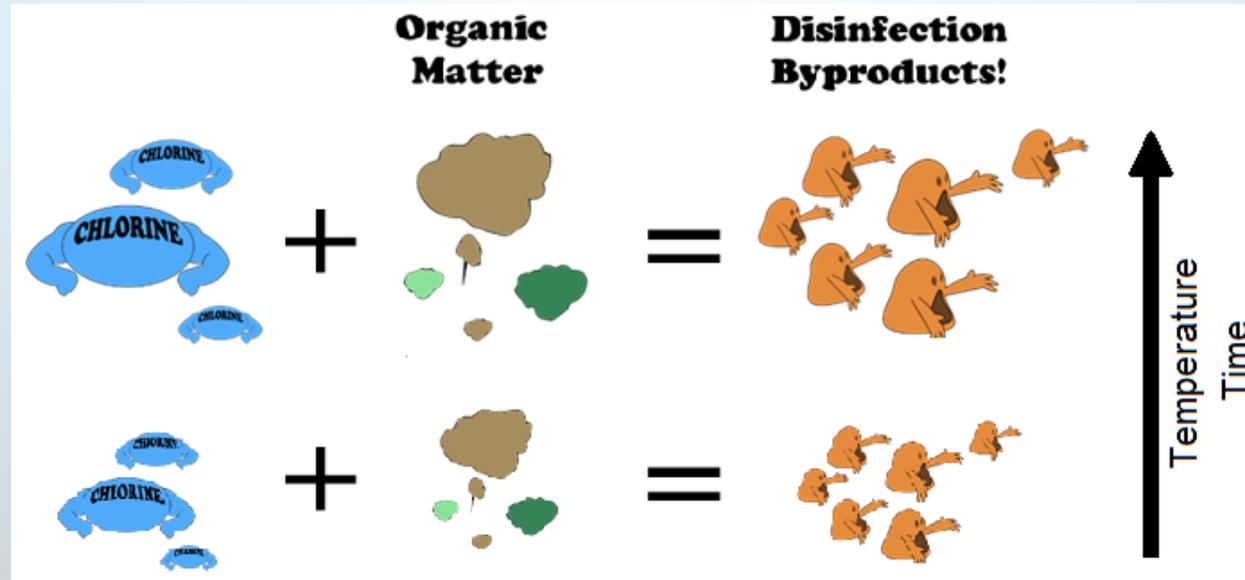
FLUSHING PROGRAM – GOALS

(IMPROVE WATER QUALITY & PROTECT PIPE INTEGRITY)

- **TRIHALOMETHANES (TTHMS)** - DISINFECTION BY-PRODUCTS THAT RESULT FROM CHLORINE AND BROMIDE REACTING WITH ORGANIC CARBON IN WATER



WATER QUALITY – TTHMS

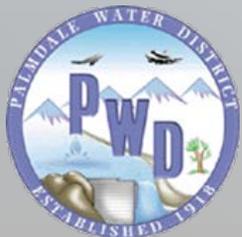
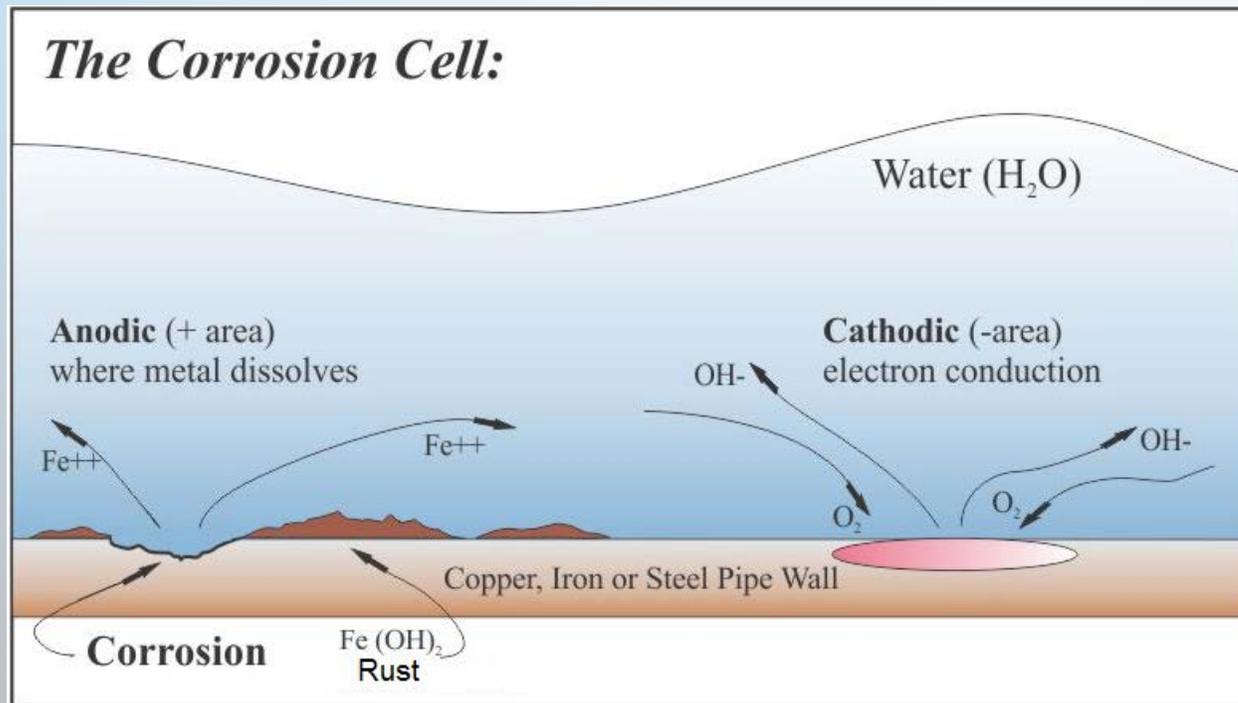


- FLUSHING REDUCES WATER AGE, AND THUS THE TIME FOR CHLORINE TO REACT WITH ORGANICS, AND FORM DISINFECTION BYPRODUCTS



FLUSHING PROGRAM – GOALS

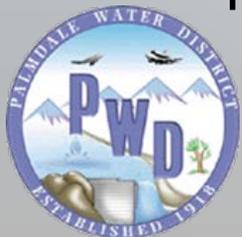
(IMPROVE WATER QUALITY & PROTECT PIPE INTEGRITY)



CORROSION CONTROL



- FLUSHING REDUCES THE TIME WATER IS IN CONTACT WITH THE PIPE, THUS REDUCING CORROSION



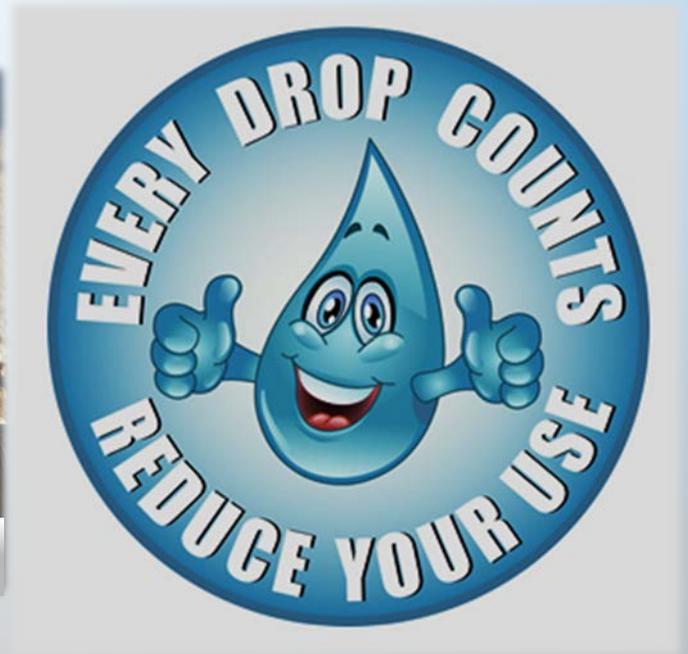
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FLUSHING PROGRAM – GOALS

(MONITOR THE VOLUME OF WATER UTILIZED FOR FLUSHING)



METERING USAGE



DROUGHT CHALLENGES



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FLUSHING PROGRAM – GOALS

(STANDARDIZE THE FLUSHING PROGRAM)

- BE IN THE KNOW



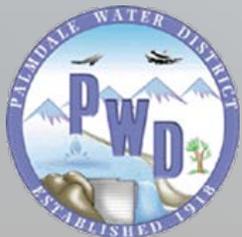
WHERE TO GO



WHAT TO DO

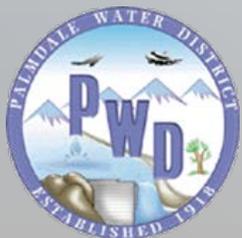


WHY WE DO IT



UTILIZING IPAD'S

- SAVE EXACT GPS LOCATION INTO GIS
- MAKE NOTES AND TAKE PICTURES FOR REFERENCE
- LOG WATER QUALITY DATA AT THE SITE



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FLUSHING PROGRAM – GOALS

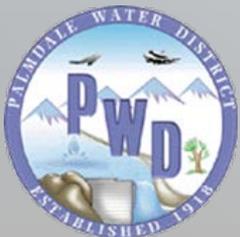
(COLLABORATION TO ESTABLISH COMPETENT SOLUTIONS)



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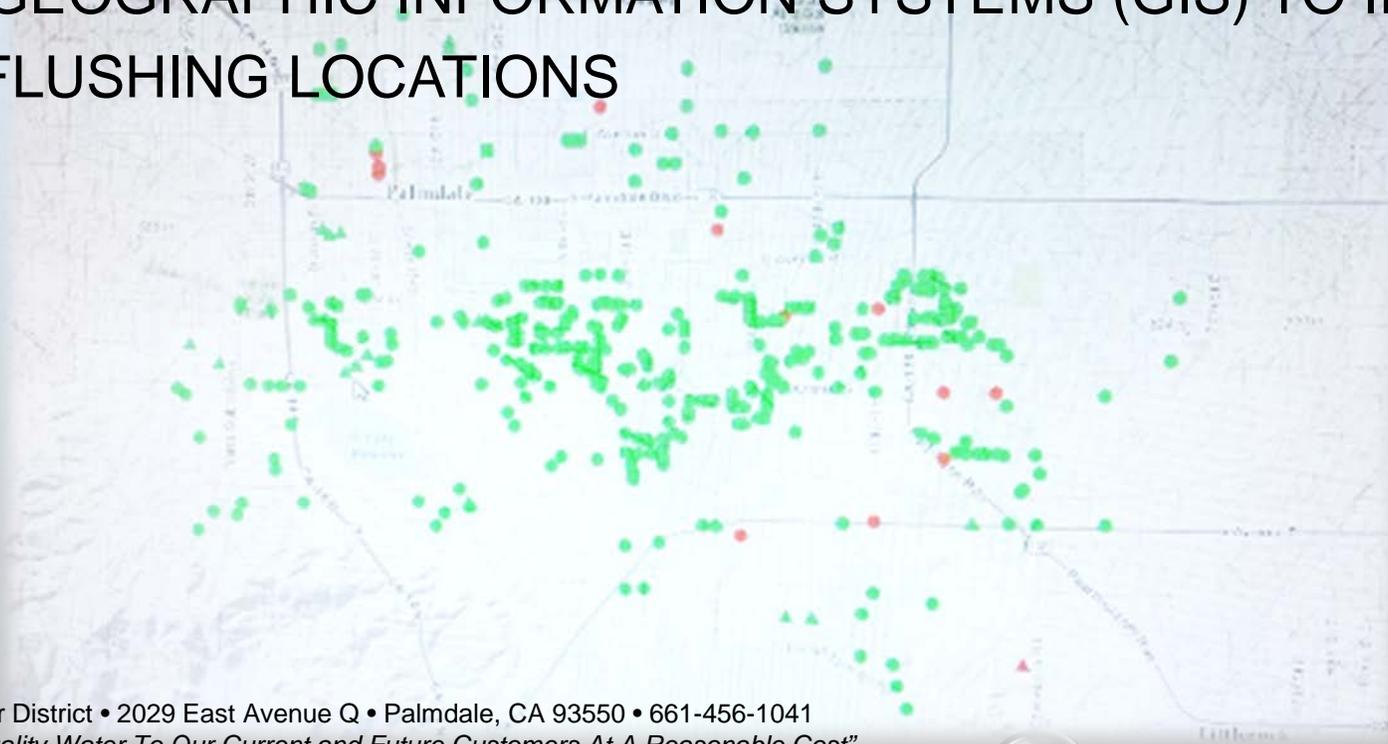
ACHIEVEMENTS

- EVALUATION OF WATER QUALITY
 - REDUCED FLUSHING AT 4 WEEKLY SITES TO BI-MONTHLY
 - REDUCED FLUSHING AT 2 BI-MONTHLY SITES TO YEARLY SCHEDULE
- EVALUATION OF DISTRIBUTION SYSTEM
 - ELIMINATED 90 SITES
- REDUCED WATER USAGE FROM 7.1 MG (2013) TO 6.3 MG (2014)



ACHIEVEMENTS

- UTILIZING GEOGRAPHIC INFORMATION SYSTEMS (GIS) TO IDENTIFY AND MONITOR FLUSHING LOCATIONS



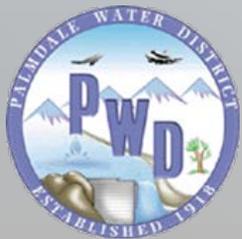
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ACKNOWLEDGEMENTS



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ANY QUESTIONS?



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**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: January 5, 2016 **January 13, 2016**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: *AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION
ON REORGANIZATION OF THE BOARD OF DIRECTORS.*

Attached is a copy of Article 4 of the District's Rules and Regulations, Section 4.05: Officers of the Board and Section 4.06: Duties and Obligations of the Officers of the Board.

Supporting Documents:

- Rules and Regulations Article 4 Section 4.05
- Rules and Regulations Article 4 Section 4.06

4.04: BOARD ACTION

The Board may take action by motion, resolution, or ordinance. The affirmative vote of at least three Directors is necessary for the Board to take action. Motions and resolutions may be adopted on voice and/or mechanical vote: roll call shall be taken if requested by any Director. Ordinances shall be adopted on roll call vote.

4.04.1 ORDINANCES

Where an ordinance is required by statute, but the procedure for such ordinance is not specified, the Board shall adopt the ordinance as follows:

1. The ordinance shall be noticed as an agenda item for two consecutive Board meetings.
2. The ordinance shall be introduced and read at two consecutive regular Board meetings, unless a motion is made and passed by a majority of the Board to waive the full reading of the ordinance. The ordinance may then be passed.
3. The ordinance shall become effective thirty (30) days after adoption and shall be published, within ten (10) days after its adoption, at least once for one week in a newspaper of general circulation within the boundaries of the District.

4.05: OFFICERS OF THE BOARD

The officers of the Board shall be:

President, Vice President, Treasurer and Secretary.

Officers shall be elected by a 3/5 majority vote of the Board. The Board shall reorganize every two years, following an election, unless by a 3/5 majority vote the Board approves a reorganization at any other time.

4.06: DUTIES AND OBLIGATIONS OF THE OFFICERS OF THE BOARD

Other than the duties and obligations specified herein, Officers have no rights or authority different from any other Director. In addition to such duties and

obligations imposed by law or by action of the Board of Directors, the duties of each Officer of the District are as follows:

4.06.1 PRESIDENT

Preside over and conduct all meetings of the Board, including maintaining the order pursuant to the Rules of Procedure adopted by the Board and attached hereto as Appendix DD, to ensure constructive and democratic meetings and help, not hinder, the business and discussion of the Board. Carry out the resolutions and orders of the Board. Exercise other powers and perform other duties as prescribed by the Board in these Rules and Regulations and by other actions of the Board. Approve Board meeting agendas. Form or disband standing and ad hoc committees. Appoint committee members and the Chair of said committees. Sign all agreements to which the District is a party. Write and/or sign correspondence on behalf of the Board and PWD. In the event of an early vacancy in the office of the Presidency, the Vice President shall become the President.

4.06.2 VICE PRESIDENT

Exercise the duties of the President in the absence of, when the President stands down, or when the President is unable to continue in his/her duties due to any other reason. In the event of an early vacancy in the position of Vice-President, the Board shall elect a new Vice-President in accordance with Section 4.04.

4.06.3 TREASURER

Sign financial instruments as required and serve as the Finance Committee Chair. The Treasurer acts on behalf of the President in the event the President and Vice President are unable to do so. In the event of an early vacancy in the position of Vice-President, the Board shall elect a new Vice-President in accordance with Section 4.04.

4.06.4 SECRETARY

Certify or attest to the actions taken by the Board. Sign the minutes of the Board meeting following their approval. In the absence of the Secretary from any meeting at which the Board approved meeting minutes, the Vice President, if present, shall sign the meeting minutes. In the event of an early vacancy in the position of Vice-President, the Board shall elect a new Vice-President in accordance with Section 4.04.

4.07: DUTIES AND OBLIGATIONS OF ALL DIRECTORS

4.07.1 RULES OF CONDUCT

The Board of Directors shall at all times conduct itself in accordance with all applicable Federal laws, State laws, Local laws, and the District's Rules and Regulations. Any violations by any Director of these Rules and Regulations, including this Article IV, may be addressed by the Board in the manner provided in the Rules of Procedure, attached hereto as Appendix DD at Section IV.B.

4.07.2 PARTICIPATION IN OFFICIAL BUSINESS OF THE DISTRICT

Directors shall attend all regular and special meetings of the Board, including committee meetings, and other functions as approved in advance by the Board of Directors, including those listed in Appendix V. In the event a Director is unable to attend a meeting, or other official business of the District, the Director shall notify the President and General Manager with as much advance notice as reasonably practical, or as soon thereafter as reasonably practical. Failure to attend four consecutive regular meetings of the Board, without the prior approval of the Board, will result in loss of committee assignments. The Board shall excuse absences by approving such absences pursuant to the Consent Calendar at the next regular Board meeting.

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: January 6, 2016 **January 13, 2016**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.2 – CONSIDERATION AND POSSIBLE ACTION
ON PROPOSAL RECEIVED FROM ROTHMAN BUSINESS INTERIORS
FOR FRONT OFFICE MODIFICATIONS.***

Recommendation:

Staff recommends the Board approve the Proposal received from Rothman Business Interiors to modify the front office work space in the not-to-exceed amount of \$4,241.00.

Alternative Options:

The alternative is to not approve this proposal.

Impact of Taking No Action:

There will be no modifications to the front office work space.

Background:

The Board approved a proposal from Itzen Architects, Inc. to create a schematic design of the District's front lobby and customer service area to help create a more customer-friendly atmosphere. The schematic design was presented to the Board, and a subsequent proposal to develop a construction cost estimate was approved. However, due to budget constraints, further work recommended by Itzen Architects, Inc. is on hold.

The front counter work space needs to be reconfigured to allow more comfort for staff as they assist customers, and the front office cubicles need to be reconfigured to create two additional work stations to avoid sharing of desks.

Rothman Business Interiors provided the original interior design for the office building and have provided modifications and upgrades over the years. Staff is familiar with the quality of their workmanship and is confident in their ability to provide the proposed modifications.

Strategic Plan Initiative:

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

Budget:

Funds for this work are available under Budget Item No. 1-08-6300-500 (Safety/Ergonomics).

Supporting Documents:

- Rothman Business Interiors Proposal

Rothman Business Interiors
121 Carriage Lane; Suite 107
Lancaster, CA 93534
Tele (661) 942-9421

Date 09/30/15
Est. No. 24344

Estimate

PROJECT:
C.S Counter Revamp

CLIENT

PALMDALE WATER DISTRICT
2029 EAST AVENUE Q
PALMDALE, CA 93550
TELE(661) 947-4111
Attn Tammy

Description

Total

RETROFIT 4 WORK STATIONS @ CUSTOMER SERVICE COUNTER

1,694.00

1) Reconfigure & Retrofit Counter Cash Drawers @ 4 Work Stations With Foot Rest

Sales Tax

0.00

Thank you for the opportunity to be of service. Upon Customer Signature, this custom order can not be cancelled.

Total \$1,694.00

X _____ Date _____ Standard Terms: 50% Deposit & Balance Delivery.
UNLESS GSA CONTRACT MANUFACTURE AGREEMENT

Rothman Business Interiors
121 Carriage Lane; Suite 107
Lancaster, CA 93534
Tele (661) 942-9421

Date 10/12/15
Est. No. 24347

Estimate

PROJECT:
Re do C.S. ALL workStations

CLIENT

PALMDALE WATER DISTRICT
2029 EAST AVENUE Q
PALMDALE, CA 93550
TELE(661) 947-4111 fax 947-8604
Attn Tammy

Description

	Total
tear down to prep to Reconfigure all front customer service cubicals	849.00
reconfigure & custom cut work surfaces to fit	849.00
Reassemble all to ADD 2 Work stations & Tall Panels in Front for Privacy to work	849.00
Sales Tax	0.00

Thank you for the opportunity to be of service. Upon Customer Signature, this custom order can not be cancelled.

Total \$2,547.00

X _____ Date _____ Standard Terms: 50% Deposit & Balance Delivery.

UNLESS GSA CONTRACT MANUFACTURE AGREEMENT

**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

DATE: January 6, 2016 January 13, 2016
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Peter Thompson, Project Manager
VIA: Mr. James Riley, Engineering/Grant Manager
 Mr. Matthew Knudson, Assistant General Manager
 Mr. Dennis LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.3 - CONSIDERATION AND POSSIBLE ACTION ON CHANGE ORDER NO. 1 TO SPECIFICATION NO. 1402-A BEING THE CONSTRUCTION AND IMPLEMENTATION OF THE PALMDALE WATER DISTRICT SITE SECURITY IMPROVEMENT PROJECT***

Recommendation:

Staff recommends ratification of Change Order No. 1.

Financial Impact:

Original Construction Contract Price:	\$ 259,816.00
Proposed Change Order No. 1:	<u>\$ 28,628.90</u>
 Total Construction Contract Price:	 \$ 288,444.90

Background:

Proposed Change Order No. 1 consists of additional work performed at extra cost and contract days as follows:

- Installation of new camera and single height stanchion, with card reader, at relocated gate
- Installation of new cabling for existing and additional photo electric sensors
- Installation of additional monitors and decoders to support view of gate cameras
- Relocation and reprogramming of existing fire alarm control
- Credit for change from wireless to hardwired locks and card readers
- Additional time for expanded scope and access delays

All work was necessary to accommodate proposed security system installation and was not included within the original contract scope.

Supporting Documents:

- Change Order No. 1
- Siemens Industry, Inc. Change Order Recap

Strategic Plan Initiative

Key Initiative #3 – Upgrade Security Systems

CHANGE ORDER

No. 1

PROJECT Construction and Implementation of the Palmdale Water District Site Security Improvement Project – Phase One.

DATE OF ISSUANCE December 17, 2015 EFFECTIVE DATE December 17, 2015

OWNER Palmdale Water District

OWNER's Contract No. Specification No. 1402-A

CONTRACTOR Siemens Industry, Inc. ENGINEER P.W.D.

You are directed to make the following changes in the Contract Documents.

Description: *Addition of: Installation of new camera and single height stanchion with card reader at relocated gate, Installation of new cabling for existing and additional photo electric sensors, Installation of additional monitors and decoders to support view of gate cameras, relocation and reprogramming of existing fire alarm control, credit for change from wireless to hardwired locks and card readers, and additional time for expanded scope and access delays*

Reason for Change Order: *All work was necessary and not included within the original scope of the contract.*

Attachments: *Siemens Industry, Inc. Change Order Recap*

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>259,816.00</u>	Original Contract Times Completion: <u>120 Days - October 29, 2015</u>
Net Changes from previous Change Orders No. <u>0</u> to No. <u>0</u> \$ <u>0.00</u>	Net Changes from previous Change Orders No. <u>0</u> to No. <u>0</u> <u>0 - Day extension</u> Days
Contract Price prior to this Change Order \$ <u>259,816.00</u>	Contract Times prior to this Change order Completion: <u>120 Days - October 29, 2015</u> Days
Net Increase (decrease of this Change Order) \$ <u>28,628.90</u>	Net Increase (decrease of this Change Order) <u>35 - Day Extension</u> Days
Contract Price with all approved Change Orders \$ <u>288,444.90</u>	Contract Times with all approved Change Orders Completion: <u>155 Days - December 3, 2015</u>

CHANGE ORDER

No. 1

PROJECT Construction and Implementation of the Palmdale Water District Site Security Improvement Project – Phase One.

DATE OF ISSUANCE December 17, 2015 EFFECTIVE DATE December 17, 2015

OWNER Palmdale Water District

OWNER's Contract No. Specification No. 1402-A

CONTRACTOR Siemens Industry, Inc. ENGINEER P.W.D.

RECOMMENDED:

By: _____
PWD, Project Manager

Date: _____

APPROVED:

By: _____
PWD, General Manager

Date: _____

ACCEPTED:

By: 
Contractor (Authorized Signature)

Date: 12/17/15

PWD Change Orders

PALMDALE WATER DISTRICT CHANGE ORDER RECAP 11-19-15

DESCRIPTION	SCOPE OF WORK	PRICE
Gates	New East Gate: Install new camera, new single height (high for big trucks cabs) stanchion with one card reader. Main Gate: New single height stanchion in original SOW.	\$ 18,406.00
Photo electric Sensors - Trenching/Wire	Additional labor and cabling required to run new wire to all photo electric sensor locations. PWD will provide all trenching and additional conduit required. Siemens will provide all cabling and the labor required to run cable. Siemens pricing also includes site surveys that have already been performed by sub contractor.	\$ 7,754.00
Monitors and Decoders	Siemens to provide and install three new monitors on walls, one each in buildings 2, 3 and 6. Siemens to provide and install decoders to support view of west and main gate cameras via monitors. PWD to provide 110v power in area near monitors.	\$ 4,244.00
Fire alarm control	relocate fire alarm control to electrical room and reprogram to CMS.	\$ 3,424.90
Value engineering	Change from wireless to hardwired locks and card readers	\$ (5,200.00)
TOTAL		\$ 28,628.90

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: January 6, 2016 **January 13, 2016**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: *AGENDA ITEM NO. 7.4 – CONSIDERATION AND POSSIBLE ACTION
ON ADOPTION OF UPDATED STRATEGIC PLAN*

Recommendation:

Staff recommends the Board approve the updated Strategic Plan for 2016.

Background:

The Strategic Plan serves as a guide for staff to set goals and projects throughout the year to meet the District's mission of providing high quality water to current and future customers at a reasonable cost. The attached Strategic Plan Initiatives were developed by staff and the Board with the assistance of Dr. Mathis and were reviewed at the September 30, 2015 President's Dinner.

Strategic Plan Initiative:

This work is part of 2014 Strategic Initiative No. 4 – Regional Leadership.

Budget:

There is no impact to the budget from updating the Strategic Plan.

Supporting Documents:

- PWD 2016 Strategic Plan Update Summary
- PWD 2016 Strategic Plan Update – additional detail

PWD 2016 STRATEGIC PLAN UPDATE SUMMARY

Initiative No. 1 - Water Resource Reliability

2015 Urban Water Management Plan, drought response
Palmdale Regional Groundwater Recharge & Recovery Project
Littlerock Reservoir Sediment Removal Project
Recycled water allocation and use
Granular Activated Carbon (GAC) use and research

Initiative No. 2 – Organizational Excellence

Optimize outsourcing opportunities
Maintain formal management/supervisor training and development program
Maintain competitive compensation and benefits package
Employee wellness program
Succession planning
Board/staff events to develop innovative ideas and awards

Initiative No. 3 – Systems Efficiency

Water system Master Plan update and related EIR
Reinvestment in aging infrastructure
Investment, implementation, and training plan for new technology
Computerized maintenance management software (CMMS)
Explore energy independence

Initiative No. 4 - Financial Health and Stability

Pursue Federal and State funding opportunities
Sustainable and balanced rate structure
Maintain adequate reserve levels
Maintain high level bond rating

Initiative No. 5 – Regional Leadership

- Create a regional best practices Antelope Valley partnership
- Enhance community partnerships and expand school programs in water education
- Continue to educate and engage elected officials in water related issues
- Emphasize the importance and long history of the District as a community asset
- Enhance community opportunities for the youth of the Antelope Valley
- Continue to evaluate District internship needs

Initiative No. 6 – Customer Care and Advocacy

- Customer Care accessibility through automation
- Evaluate, develop, and market additional payment options
- Improve customer account management tools
- Enhance customer experience through assessment of infrastructure, processes, and policies to maximize customer the care experience

PWD 2016 STRATEGIC PLAN UPDATE

(ADDITIONAL DETAIL)

Initiative No. 1 - Water Resource Reliability

Strategy No. 1 – Planning and Regulatory Compliance

Task No. 1 - Complete 2015 Urban Water Management Plan Update.

Task No. 2 – Drought response and preparedness for continued water restrictions.

Strategy No. 2 – Water Supply and Reliability

Task No. 1 – Continue to track and pursue opportunities for water transfers.

Task No. 2 – Complete environmental clearance and permitting for the construction and operation of the PRGRRP.

Task No. 3 - Stay engaged with groundwater adjudication process.

Task No. 4 - Work with the Board to establish District position on the Bay Delta Conservation Plan.

Task No. 5 – Complete the environmental clearance and permitting for the construction of the Littlerock Reservoir Sediment Removal Project.

Strategy No. 3 - Recycled Water

Task No. 1 - Finalize recycled water reallocation agreement between local agencies.

Task No. 2 - Develop direct use of recycled water as identified in PRWA Master Plan.

Task No. 3 - Develop indirect potable reuse with PRGRRP.

Strategy No. 4 - Water Quality

Task No. 1 – Continue to achieve 100% compliance with all water quality standards and regulations.

Task No. 2 - Continue to report water quality performance through Annual Consumer Confidence Report.

Task No. 3 – Continue to research and optimize the use of Granular Activated Carbon (GAC).

Initiative No. 2 – Organizational Improvements

Strategy No. 1 - Organizational Efficiency

Task No. 1 - Review potential outsourcing opportunities.

Task No. 2 - Clear understanding of roles, responsibilities, and communication standards.

Task No. 3 – Maintain formal management/supervisor training and development program.

Strategy No. 2 - Attract, Retain, and Develop Quality Staff

Task No. 1 - Maintain competitive compensation and benefits package with annual COLA review.

Task No. 2 – Develop employee wellness program.

Task No. 3 - Succession planning.

Task No. 4 - Provide appropriate education and training for all employees.

Task No. 5 – Explore and develop remote workforce for telecommuting options.

Strategy No. 3 - Employee Safety

Task No. 1 – Risk analysis and mitigation

Initiative No. 3 - Infrastructure Management

Strategy No. 1 - Maintenance and Expansion of Existing Facilities

Task No. 1 - Complete Water System Master Plan Update and related EIR.

Task No. 2 - Implement maintenance level of service standards for facilities and equipment.

Task No. 3 – Reinvestment in aging infrastructure.

Strategy No. 2 – Investment, Implementation, and Training Plan for New Technology

Task No. 1 – Enhance in-house development of GIS applications.

Task No. 2 – Update, approve, and implement IT Master Plan.

Task No. 3 – Standardize Project Management and train staff.

Task No. 4 – Develop and implement a Computerized Maintenance Management Software.

Task No. 5 – Enhance and Update the Supervisory Control and Data Acquisition System

Strategy No. 3 – Energy Independence

Task No. 1 – Effective use of renewable energy.

Task No. 2 – Continue to optimize existing energy programs.

Initiative No. 4 - Financial Management

Strategy No. 1 - Funding Opportunities

Task No. 1 - Pursue opportunities from state grant and loan programs.

Task No. 2 - Pursue federal funding opportunities.

Strategy No. 2 - Financial Planning

Task No. 1 – Sustainable and balanced rate structure.

Task No. 2 – Maintain adequate reserve levels.

Task No. 3 – Maintain high level credit rating.

Initiative No. 5 – Regional Leadership

Strategy No. 1 - Outreach

Task No. 1 – Create a regional best practices group.

Task No. 2 – Enhance community partnerships.

Task No. 3 – Expand school programs in water education.

Task No. 4 – Continue to educate and engage elected officials in water related issues.

Task No. 5 – Enhance community outreach and messaging.

Task No. 6 – Emphasize the importance and long history of the District as a community asset.

Strategy No. 2 – Internship Program

Task No. 1 – Enhance community opportunities for the youth of the Antelope Valley.

Task No. 2 – Continue to evaluate District internship needs.

Initiative No. 6 – Customer Care

Strategy No. 1 – Customer Care Automation

Task No. 1 – Evaluate, develop, and market additional payment options.

Task No. 2 – Improve customer account management tools.

Strategy No. 2 – Enhance Customer Experience

Task No. 1 – Assessment of infrastructure, processes, and policies to maximize customer care experience.

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: January 5, 2016 **January 13, 2016**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: *AGENDA ITEM NO. 7.5 – CONSIDERATION AND POSSIBLE ACTION
ON SCHEDULING PRESIDENT’S DINNER.*

The Board held its first President’s Dinner on September 30, 2015 at The Dragon Palace at 2250 E. Palmdale Blvd., Suite C, Palmdale. The intent of a President’s Dinner is for the Board, management staff, and the general public to meet at an off-site, informal location to discuss District issues and progress on Strategic Initiatives.

PALMDALE CHAMBER OF COMMERCE 75TH ANNIVERSARY
CELEBRATION AND INSTALLATION OF 2016 BOARD OF DIRECTORS
Palmdale, California
January 22, 2016

NAME: _____

ADVANCE REGISTRATION DEADLINE: _____

MEALS: ___ YES **SPOUSE:** ___ YES **SPOUSES' TOUR:** ___ YES
 ___ NO ___ NO ___ 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:** _____

SAVE THE DATE

COME JOIN US AS WE CELEBRATE
OUR 75TH ANNIVERSARY AND THE
INSTALLATION OF OUR 2016
BOARD OF DIRECTORS!

FRIDAY, JANUARY 22, 2016



Palmdale
Chamber
OF COMMERCE

TO SPONSOR OR
PURCHASE TICKETS
FOR THE EVENT CALL
661-273-3232 OR VISIT
WWW.PALMDALECHAMBER.ORG

COME JOIN US AS WE CELEBRATE
OUR 75TH ANNIVERSARY!

DATE: FRIDAY, JANUARY 22, 2016
LOCATION: RANCHO VISTA GOLF CLUB
3905 CLUB RANCHO DRIVE - PALMDALE
TIME: SOCIAL/COCKTAIL HOUR - 6:00 P.M.
DINNER - 7:00 P.M.
PROGRAM - 8:00 P.M.
DANCING AND FUN - 9:00 - 11:00 P.M.

DRESS CODE - SEMI-FORMAL
TICKET PRICES - \$60 PER PERSON PRESALE. TABLE OF TEN - \$550
AFTER 1/18/16 \$75 PER PERSON

*DIAMOND SPONSOR - \$1000
- Includes: Full page ad in program book, Table of 10, 40 basket auction tickets

*GOLD SPONSOR - \$500
- Includes: 1/2 page ad in program book, 4 admission tickets, 20 auction tickets

*SILVER SPONSOR - \$250
- Includes: Business card ad, 2 admission tickets and 10 auction tickets

*BASKET SPONSOR - \$100
- Listing in Program Book, name listed on basket and an announcement at the event.

Palmdale Water District
2029 E. Avenue Q
Palmdale Ca 93550



ANTELOPE VALLEY BOARD OF TRADE
BUSINESS OUTLOOK CONFERENCE
Lancaster, California
February 26, 2016

NAME: _____

ADVANCE REGISTRATION DEADLINE: _____

MEALS: ___ YES SPOUSE: ___ YES SPOUSES' TOUR: ___ YES
 ___ NO ___ NO ___ 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: _____

See you on February 26, 2016 for the 44th Annual BUSINESS OUTLOOK CONFERENCE

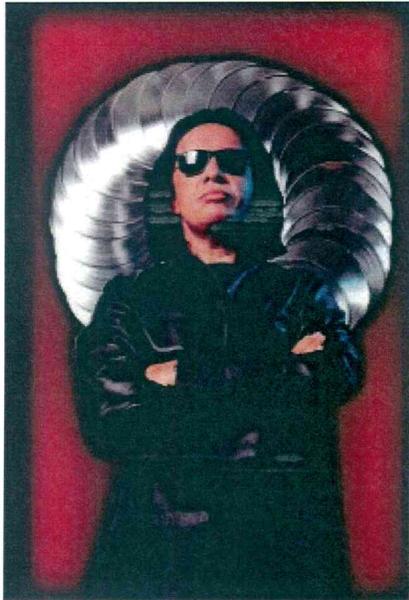
You are going to want to sign up now to count in on the one event every year that is probably already on your calendar. It is the **44th Annual BUSINESS OUTLOOK CONFERENCE**, guaranteed to make you proud to live in our region because the "AV Rocks" !! Below is more information about our one-day event:

What: The 44th Annual BUSINESS OUTLOOK CONFERENCE – "AV Rocks !"

When: Friday, February 26, 2016

Where: AV Fairgrounds

Why: Networking with 800 + of your closest friends and colleagues, motivation and inspiration, economic report and to hear legendary businessman and musician GENE SIMMONS.



GENE SIMMONS

Gene Simmons co-founded KISS 40 years ago. KISS has sold over 100 million CDs and DVDs worldwide, is celebrating its 40th year, and continues to sell out stadiums and arenas around the world, breaking box-office records set by Elvis and the Beatles, and boasting over 3,000 licensed / merchandise items. KISS was inducted into the Rock & Roll Hall of Fame at the 2014 induction ceremony, and the band is recognized with a star on the Hollywood Walk of Fame for its pioneering work. In 2015, Gene Simmons and WWE launched Erebus Pictures. Erebus will fully fund, and produce elevated horror motion pictures, starting with high concept *Temple* script. Initially, a three picture deal. Gene Simmons is a multi-hyphenate entrepreneur and one of the world's most recognized personalities. He has starred in his own reality show, *Gene Simmons Family Jewels* (A&E) for 9 seasons and 167 episodes. Simmons also starred in *Gene Simmons Rock School* (VH1) for two seasons. He created *Mr. Romance* (Oxygen) and the cartoon *My Dad the Rock Star* (Nickelodeon). He co-produced the film *Detroit Rock City*. Gene Simmons co-starred in Tristar's *Runaway*, New World's *Wanted Dead or Alive*, and *Extract*, among other films. Gene Simmons managed the recording career of Liza Minnelli and discovered rock band Van Halen. Gene Simmons has recently launched two new ventures – MOTION Pictures, a fully-funded motion picture company that will produce and finance its own films; and SIREN™, which likewise is fully-funded. SIREN will engage in a variety of ventures, including real estate and other acquisitions. Simmons is co-founding partner of Rock and Brews restaurants. Locations include the rock & brews Delta terminal in LAX; Cabo San Lucas, Mexico; El Segundo, California; Redondo Beach, California; Overland Park, Kansas; Paia, Maui; Orlando, Florida; Albuquerque, New Mexico; and many more sites coming up. Simmons is a co-founding partner of the only football team of any kind in the greater Los Angeles area – LA KISS. Simmons is currently on a two year long world tour with KISS, celebrating its 40th anniversary.

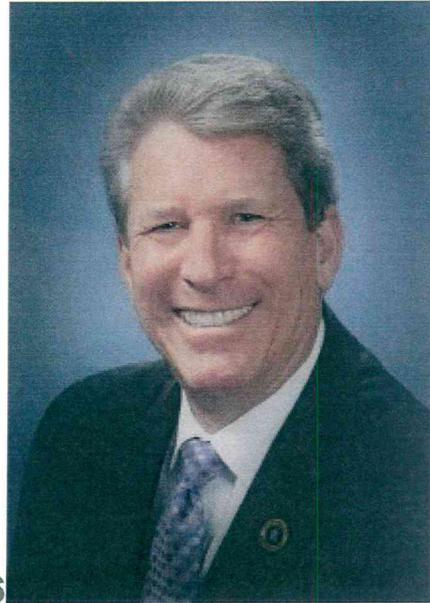
Merrill Lynch Bank of America



Global economics researcher to speak

Rapidly changing global trends that influence everything from Wall Street to Main Street will be the focus of the internationally known economist who will address the Antelope Valley Business Outlook Conference in Lancaster, Friday, Feb. 26, 2016. The Antelope Valley Board of Trade announced (day) that London-based Sarbjit Nahal, Managing Director and head of the Thematic Investing Strategy team at Bank of America Merrill Lynch Global Research, has accepted an invitation to speak at the annual regional conference. His appearance is sponsored by BofA Merrill Lynch. Nahal's global strategy team works to implement the enterprise-wide "A Transforming World" framework, centered on earth, government, innovation, markets and people. The research addresses from perspectives of both opportunity and risk what are called "thematic issues." Included among those are: Education, energy efficiency, extreme weather and climate change, longevity, obesity and health & wellness, safety / security, waste and water. AV Business Outlook Conference Committee Chairwoman Kelly Kennerknecht credited Nahal's appearance in the Antelope Valley to the work of Robyn Lawhon and Joshua Stern of the Merrill Lynch office in Lancaster. Nahal, who also sits on Merrill Lynch Global Wealth & Investment Management's Environment, Social and Governance (ESG) Core Council. He is frequently interviewed on TV and radio business channels, and by print journalists. Prior to joining BofA Merrill Lynch in 2010, he was Head of Thematic Investing at Société Générale and Crédit-Mutuel-CIC, and held positions at Vigeo, the International Council on Human Rights Policy, and Pensions Investment Research Consultants. He holds a Masters in Law from the University of London; a JD/Bachelor of Laws from Osgoode Hall, York University,) and Bachelors in History from the University of Toronto. At Bank of America Merrill Lynch's Global Research Unit, Nahal has spent years monitoring global economic, political and cultural trends in order to build the best thematic recommendations. So-called 'megatrends' have helped the banking group identify some of the strongest investments out there, which have been popular with its investment bank and asset management clients. Nahal was quoted as saying, "We

have tackled seven 'bigger picture' global megatrends, which tie strongly into the enterprise-wide investment themes 'earth' (energy efficiency, extreme weather and climate change, waste, and water) and 'people' (education, obesity, health and wellness, safety and security), as well as 'innovation', 'government' and 'markets.' This has resulted in Bank of America Merrill Lynch buying stocks in companies that give entry points to key themes such as energy efficiency, including firms dealing in automobiles, building, industrials, IT, lighting and LEDs, energy storage, and transport.



Troth to deliver GAVAR report Again in 2016

A regional real estate report from the Greater Antelope Valley Association of Realtors, delivered for the first time at the 2015 AV Business Outlook Conference, will be back by popular demand at the Friday, Feb. 26, 2016 conference in the Antelope Valley Fairgrounds in Lancaster. And Antelope Valley Real Estate industry professional Mark Troth will again deliver the kind of information so well received at the 2015 conference for its clarity, scope and insights on the regional real estate market. The 2016 Business Outlook Committee of the AV Board of Trade noted that audience feedback from 2015 made the case for continuing the prominence of the GAVAR report with Troth as the presenter. Mark Troth is a practicing Realtor in the Antelope Valley for over 33 years and a third generation Broker and Co-Owner of Berkshire Hathaway HomeServices Troth, REALTORS. Troth REALTORS has been located in the Antelope Valley since 1957 and currently has over 70 Associates affiliated with the firm. Mark has been President of the Greater Antelope Valley Association of Realtors, twice having been named the Association's Broker of the Year, and in addition received the Association's President's "Award of Excellence." Mark has also served the community as a Planning Commissioner for the City of Lancaster, Chairman of the Board for the Lancaster Chamber of Commerce, and a member of Citizen's Oversight committees for both the Antelope Valley Union High School District and Antelope Valley College. Mark currently serves on the Board of Directors for the Antelope Valley Fair Association and as Treasure for the Lancaster Chamber of Commerce. He is also a member and director of the AV Board of Trade. Mark and his wife Jodie are parents of two grown daughters and two grown step-sons.



New Air & Spaceport CEO Drees to address Outlook

Conference

Karina Drees, who will assume duties as CEO and General Manager of Mojave Air & Space Port in January, will be among regional business and industry leaders to speak at the Antelope Valley Business Outlook Conference on Feb. 26, 2016. Drees, Deputy General Manager of MASP, has been named to succeed CEO Stu Witt upon his retirement at year end. Drees, 39, joined the Mojave Air & Spaceport management in July 2012 as director of business development, and was advanced to the post of deputy general manager a year later. She worked with the Mojave Air and Spaceport in 2007 in developing an access-to-space plan for commercial operations of the new space transportation vehicles under development in Mojave. Prior to joining the Mojave Air and Space Port, Drees had more than 12 years' experience in strategy and business development, occupying management positions for growing technology companies. A director of the Antelope Valley Board of Trade since 2013, Karina was credited for being instrumental in the great success of the 2014 Antelope Valley Business Outlook Conference held at Mojave Air and Spaceport, with the theme "Breaking Boundaries." As CEO, Drees is responsible for maintaining more than 3,000 acres of property and managing 150 tenant contracts. She oversees all air and space operations at the airport and manages procedures, business operations and regional partnership development. Drees leads the implantation of strategic initiatives for the benefit of the companies operating in Mojave as well as the region. Prior to MASP, Drees held senior positions in strategy, business development and operations for growing technology companies. She was most recently a member of the strategy and positioning team at SRA International where she identified opportunities for multiple divisions within the company. Before joining SRA, Drees held leadership positions at two investor-backed high tech startup companies in the Washington DC area. Drees has a BS degree from Arizona State University and an MBA from the Massachusetts Institute of Technology Sloan School of Management where she ran the MIT \$100K Entrepreneurship Competition and was a board member for that competition. She also completed International Space University's (ISU) Summer Session Program in Beijing, China. Drees becomes the third general manager in the history of the former World War II-era Marine Corps air base, which became a general aviation airport and home to innovative civilian flight test in the early 1970s. Karina Drees selection was announced by Mojave Airport District Board President Allen Peterson, who declared her to be the best qualified candidate in the search for Witt's successor. Karina lives in Mojave with her husband Todd Quelet and their son.



Kimberly Maevers, CEO of the Greater Antelope Valley Economic Alliance (GAVEA), So Cal's Leading Edge, will be giving the highlights of their 2016 Roundtable Report at the Conference. Feedback from every conference gives high marks for the information in this important handout with valuable information about our region.



BOT Exec Vicki Medina Again to Emcee Outlook

Vicki Medina, executive director of the Antelope Valley Board of Trade, will again serve as emcee of the 2016 AV Business Outlook Conference on Friday, Feb. 26 at the AV Fairgrounds in Lancaster. Vicki, who traditionally worked behind the scenes at the annual daylong event, was selected by the Outlook Conference Committee to emcee the 2015 conference. And the reviews of her work called for an encore. As "the face of the Board of Trade" in her day-to-day work, Vicki also has a voice familiar to many regional residents who heard her during part of her previous professional career in radio. And she keeps her speaking skills sharp by participation in Toastmasters. Knowing that the emcee's primary responsibilities involve following the script, being able to ad lib when things unravel, and to stay on schedule, the committee agreed that Vicki fills the bill. She said, "The Conference is a production, a show of sorts with many different elements. We need to provide information,

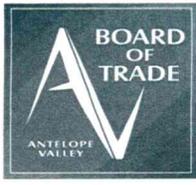
entertainment, inspiration, motivation while keeping the audience engaged. It's not an easy task by any means." Emcees in the past have included James Charlton, Ingrid Chapman, Alis Clausen, Larry Grooms, Lew Stults, Dianne Knippel, Steven Derryberry, Cassie Harvey and Caroline Rodriguez to name a few. Fun facts: Vicki was Zsa Zsa Gabor's secretary. At Columbia Pictures she worked with producers on the legally-binding credits for all of their foreign and domestic releases. Vicki was "Dobie Gillis star Dwayne Hickman's secretary while at CBS. She still receives residual checks from Sony Pictures for her first voice-over job in the movie "Tootsie." She says her best voice-over work was for the Elton John AIDS Foundation.



2016 Outlook Conference To show world "AV Rocks!"

"AV Rocks!" is the theme for the Antelope Valley Board of Trade's 44th annual Business Outlook Conference, scheduled for Friday, Feb. 26, 2016. Board of Trade President Josh Mann said, "This year's conference theme, "AV Rocks!," celebrates all of the unique attributes that make this region a great place for building a business, raising a family and enjoying life." I commend Outlook Conference chairwoman Kelly Kennerknecht and her committee for getting off to a successful start in planning the 2016 conference. It's an event that keeps getting better and better every year!" Conference Chairwoman Kennerknecht of Kaiser Permanente said the 2016 theme greatly broadens the range of the conference's appeal to business and industry sectors, and offers the chance to celebrate the region's achievements even as it invites future developments. The 2016 conference, the Antelope Valley's largest and most enduring economic development outreach event, will again be held at the Antelope Valley Fairgrounds in Lancaster, building on the venue expansion of 2015, when the Board of Trade added a second building, the Van Dam Pavilion, to the traditionally used H.W. Hunter Pavilion. Increasing the venue space by nearly 18,000 square feet cleared a pathway to growth of the conference, which annual attracts audiences of up to 800 or more. The building addition brought to just over 46,000 square feet the space available for a growing array of conference displays and activities.

Business Outlook Conference registration will begin at 7:30 a.m., with the program starting at 8:30. A healthy breakfast with oatmeal, yogurt and fruit along with coffee and juice will be served in the exhibit area. Lunch is included as well as a reception following the conference. Tickets start at \$150/each with a discount to AVBOT members. Sponsorships are still available. AVBOT members are also able to purchase an exhibit booth (a limited number), a business card ad in the program (only 8 available) or include items in the swag bags. For information on sponsorships, table and ticket reservations, or exhibit booth space, visit www.avbot.org or call 661-947-9033 or e-mail executive@avbot.org.



BUSINESS OUTLOOK CONFERENCE



Premier Sponsor - \$15,000.00 or more

- Prominent name or logo recognition in all marketing materials both printed and non-printed such as TV and radio permitting including social media and website
- Prominent name or logo recognition at the event including program, posters, table place cards, sponsorship power presentation
- On-stage name mention during the event
- 3 reserved VIP tables (24 seats)
- Booth Space at the conference
- Invitation to Speaker and Sponsor Reception

Millennium Sponsor - \$10,000.00 or more

- Prominent name or logo recognition in all marketing materials both printed and non-printed such as TV and radio permitting, including social media and website
- Prominent name or logo recognition at the event including program, posters, table place cards, sponsorship power point presentation
- On-stage name mention during the event
- 2 reserved VIP tables (16 seats)
- Booth Space at the conference
- Invitation to Speaker and Sponsor Reception

Diamond Sponsor - \$5,000.00 or more

- Prominent name or logo recognition in all marketing materials including website and social media
- Prominent name or logo recognition at the event including program, posters, table place cards, sponsorship power point presentation
- On-stage name mention during the event
- 1 served VIP table (8 seats)
- Booth Space at the conference
- Invitation to Speakers and Sponsors Reception

Platinum Sponsor - \$2,500.00 or more

- Prominent name or logo recognition in all printed marketing materials including website and social media
- Prominent name or logo recognition at the event including program, posters, table place cards, sponsorship power point presentation
- Reserved VIP seating for 4
- Invitation to Speakers and Sponsors Reception

Gold Sponsor - \$1,250.00 or more

- Prominent name or logo recognition in all printed marketing materials including website and social media
- Prominent name or logo recognition at the event including program, posters, table place cards, sponsorship power point presentation
- Reserved VIP seating for 2
- Invitation to Speakers and Sponsors Reception

Tickets/Booth Space

Individual Ticket Prior to Event - \$150.00

Individual Ticket Day of Event - \$175.00

AVBOT Member Ticket Prior to Event - \$135.00

AVBOT Member Price Ticket Day of Event - \$150.00

Corporate Tables (8 seats) \$1,200.00

AVBOT Member Tables (8 seats) \$1,080.00

Booth Space Available - \$300.00 (members) \$500 (non-members) - please inquire for details

Program Business Card Advertisement—\$125.00

**To sponsor and/or purchase tickets, contact the Antelope Valley Board of Trade
(661) 947-9033 or info@avbot.org**

**Antelope Valley—Business Outlook Conference
Exhibit Booth Application
February 26, 2016**



Business or Organization Name: _____

Contact: _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Website: _____

EXHIBIT BOOTH INFORMATION

- Includes
 - ⇒ 1 6ft. skirted table
 - ⇒ 2 chairs
 - ⇒ 2 conference tickets
 - ⇒ 2 lunches
 - ⇒ 2 swag bags
 - ⇒ Set-up day before conference

- Booth fees
 - AVBOT Member—\$300.00
 - Non-Member—\$500.00*
- Additional fees
 - Electrical—\$20.00
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Signature: _____ Date: _____

**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

DATE: January 7, 2016 January 13, 2016
TO: BOARD OF DIRECTORS Board Meeting
FROM: Mr. Bob Egan, Financial Advisor
RE: *AGENDA ITEM NO. 8.2.a – WRITTEN STATUS REPORT ON CASH FLOW STATEMENT AND CURRENT CASH BALANCES AS OF NOVEMBER 30, 2015.*

Attached is the Investment Funds Report and current cash balance as of November 30, 2015. If there are any questions, the reports can be reviewed in detail at the Board meeting.

**PALMDALE WATER DISTRICT
INVESTMENT FUNDS REPORT
November 30, 2015**

		<u>November 2015</u>	<u>October 2015</u>				
CASH							
1-00-0103-100	Citizens - Checking	379,319.49	413,149.59				
1-00-0103-200	Citizens - Refund	-	-				
1-00-0103-300	Citizens - Merchant	141,409.68	47,682.65				
	Bank Total	520,729.17	460,832.24				
1-00-0110-000	PETTY CASH	300.00	300.00				
1-00-0115-000	CASH ON HAND	5,400.00	5,400.00				
	TOTAL CASH	526,429.17	466,532.24				
INVESTMENTS							
1-00-0135-000	Local Agency Investment Fund	11,765.88	11,765.88				
1-00-0120-000 UBS Money Market Account General (SS 11469)							
	UBS RMA Government Portfolio	1,670,677.33	1,527,760.90				
	UBS Bank USA Dep acct	250,000.00	250,000.00				
	Accrued interest	5,065.10	6,010.33				
		1,925,742.43	1,783,771.23				
Certificates of Deposit							
	Issuer	Maturity Date	Rate	Face Value			
1	Everbank	01/15/2016	0.50	240,000	240,088.80	240,129.60	
2	Horizon Financial	01/15/2016	0.30	240,000	240,033.60	240,033.60	
3	Hardin county	01/20/2016	0.35	240,000	240,050.40	240,057.60	
4	Level One bank	01/21/2016	0.35	40,000	40,008.40	40,009.60	
5	Firsy Merit	01/22/2016	0.45	240,000	240,084.00	240,110.40	
6	Safra National	08/16/2016	0.60	240,000	240,304.80	240,247.20	
7	First Bank PR	11/07/2016	0.80	240,000	240,412.80	240,326.40	
8	Compass bank	02/07/2017	0.95	240,000	240,492.00	240,374.40	
9	Discover Bank	05/02/2017	1.75	240,000	242,676.00	242,649.60	
10	Capitol One	08/14/2017	1.20	240,000	240,669.60	240,487.20	
				2,200,000	2,204,820.40	2,204,425.60	
	Acct. Total				4,130,562.83	3,988,196.83	
1-00-1110-000 UBS Money Market Account Capital (SS 11475)							
	UBS Bank USA Dep acct				250,000.00	250,000.00	
	UBS RMA Government Portfolio				606,774.19	606,767.43	
	Acct. Total				856,774.19	856,767.43	
1-00-0125-000 UBS Access Account General (SS 11432)							
	UBS Bank USA Dep acct				250,000.00	250,000.00	
	UBS RMA Government Portfolio				1,693,915.57	1,447,308.23	
	Accrued interest				3,302.05	7,933.88	
					1,947,217.62	1,705,242.11	
US Government Securities							
	Status	Issuer	Maturity Date	Rate	PAR	Market Value	Market Value
	Called	FNMA	10/26/2015	1.625		-	-
		FFCB	06/02/2016	0.375	1,000,000	999,730.00	1,000,170.00
	Called	FHLB	12/28/2017	0.950		-	-
					1,000,000	999,730.00	1,000,170.00
Certificates of Deposit							
	Issuer	Maturity Date	Rate	Face Value			
1	Sallie Mae Bank	11/06/2015	0.85	240,000	240,000.00	240,009.60	
2	Goldman Sachs Bk	11/07/2016	1.00	240,000	240,964.80	240,928.80	
3	CIT Bank	11/06/2017	1.60	240,000	240,307.20	240,297.60	
4	BMW Bank	11/15/2018	2.00	240,000	242,517.60	242,344.80	
5	American Express	04/29/2019	1.45	240,000	238,934.40	238,634.40	
6	Synchrony Bank	04/14/2020	1.85	240,000	239,044.80	238,814.40	
				1,440,000	1,201,768.80	1,441,029.60	
	Acct. Total				4,148,716.42	4,146,441.71	
	Total Managed Accounts				9,147,819.32	9,003,171.85	
1-00-1121-000 UBS Rate Stabilization Fund (SS 24016) - District Restricted							
	UBS Bank USA Dep acct				250,000.00	250,000.00	
	UBS RMA Government Portfolio				230,295.36	230,291.66	
	Acct. Total				480,295.36	480,291.66	
	GRAND TOTAL CASH AND INVESTMENTS				10,154,543.85	9,949,995.75	
	Increase (Decrease) in Funds				204,548.10	9,949,995.75	
1-00-1130-000 2013A Bonds - Project Funds (BNY Mellon)							
	Construction Funds				1,191,233.97	1,781,591.66	

**PALMDALE WATER DISTRICT
2015 Cash Flow Report**

	January	February	March	April	May	June	July	August	September	October	November	December	YTD	Budget 2016 Carryover Information
Total Cash Beginning Balance	12,989,419	13,129,291	13,311,353	10,792,096	12,454,470	13,232,397	12,784,219	11,576,339	11,993,950	9,681,022	9,949,996	10,154,544		
Water Receipts	1,955,377	1,333,287	1,882,461	1,715,041	1,541,540	1,900,537	1,790,744	1,998,605	1,966,149	1,957,066	2,049,705	1,909,220	21,999,733	
DWR Refund (Operational Related)				37,515						1,528			39,043	237,560
Other					122,850			23,893					146,743	117,167
Total Operating Revenue (BUDGET)	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	
Total Operating Revenue (ACTUAL)	1,955,377	1,333,287	1,882,461	1,752,556	1,664,390	1,900,537	1,790,744	2,022,498	1,966,149	1,958,594	2,049,705	1,909,220	22,185,519	
Total Operating Expenses excl GAC (BUDGET)	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	
Operating Expenses excl GAC (ACTUAL)	(1,220,221)	(1,283,540)	(1,934,657)	(1,515,585)	(1,595,352)	(1,452,485)	(2,238,601)	(1,460,094)	(1,672,967)	(1,527,531)	(1,513,596)	(1,614,332)	(19,028,962)	
GAC			(297,759)	(298,286)									(596,045)	(525,000)
Prepaid Insurance (paid)/refunded		81,446		(62,561)				(34,277)	(196,521)				(211,913)	
Total Operating Expense (ACTUAL)	(1,220,221)	(1,202,094)	(2,232,415)	(1,876,432)	(1,595,352)	(1,452,485)	(2,238,601)	(1,494,371)	(1,869,488)	(1,527,531)	(1,513,596)	(1,614,332)	(19,836,920)	
	12,989,227													
Non-Operating Revenue Expenses:														
Budgeted Assessments, net	658,043	301,052	8,169	2,023,311	743,899	7,993	82,865	175,695	-	-	147,607	2,901,366	7,050,000	
Actual/Projected Assessments, net	720,946	275,795	15,646	2,199,772	803,305	11,911	81,982	138,249	-	-	140,539	2,661,558	7,049,703	
RDA Pass-through (Successor Agency)					331,200							180,151	511,352	
Interest	3,425	3,617	4,221	3,604	3,164	3,823	3,965	4,361	4,499	4,461	3,459	3,202	45,801	
Market Adjustment	6,917	(4,350)	6,676	951	(625)	(4,479)	(4,705)	750	2,589	1,646	694	(9,146)	(3,081)	
Grant Re-imbusement													-	485,000
Capital Improvement Fees		19,315	101,633	17,754				215,189		10,106			363,997	
DWR Refund (Capital Related)			39,207	65,731	35,221	113,573				74,953			328,685	
Other	608	3,971	2,270	4,259	21	63	32	(29)	13	(75)	(28)	3,252	14,356	
Total Non-Operating Revenues (BUDGET)	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	
Total Non-Operating Revenues (ACTUAL)	731,896	298,348	169,653	2,292,071	1,172,287	124,891	81,275	358,521	7,101	91,091	144,664	2,839,018	8,310,813	
Non-Operating Expenses:														
Budgeted Capital Expenditures	(549,456)	(580,000)	(945,000)	(710,000)	(545,000)	(178,000)	(187,000)	(115,000)	(135,000)	(35,000)	(10,000)	(10,000)	(3,999,456)	
Actual/Projected Capital Expenditures	(549,456)	(41,022)	(478,918)	(300,653)	(251,559)	(164,467)	(151,873)	(257,199)	(81,210)	(44,678)	(267,722)	(107,112)	(2,695,868)	(966,588)
Uncommitted Capital Expenditures													-	(337,000)
WRB Capital Expenditures													-	(748,184)
SWP Capitalized	(754,079)	(185,988)	(213,428)	(187,871)	(187,871)	(187,871)	(672,129)	(187,869)	(218,871)	(187,870)	(187,870)	(187,870)	(3,359,587)	
Butte County Water Transfer						(648,151)						(648,151)	(1,296,303)	
Bond Payments - Interest			(1,105,798)						(1,097,735)				(2,203,532)	
Principal			(520,179)						(998,242)				(1,518,421)	
Capital leases - Go West (2012 Lease)	(17,296)	(17,296)	(17,296)	(17,296)	(17,296)	(17,296)	(17,296)	(17,296)	(17,296)	(17,296)	(17,296)	(17,296)	(207,553)	
Capital leases - GE Capital (Printer Lease)	(6,347)	(3,174)	(3,336)	-	(6,672)	(3,336)	-	(6,672)	(3,336)	(3,336)	(3,336)	-	(39,546)	
Total Non-Operating Expenses (ACTUAL)	(1,327,179)	(247,480)	(2,338,955)	(505,820)	(463,398)	(1,021,121)	(841,298)	(469,036)	(2,416,690)	(253,180)	(476,224)	(960,430)	(11,320,810)	
Total Cash Ending Balance (BUDGET)	12,377,388	12,241,913	9,741,797	11,292,763	11,870,085	11,659,383	11,027,929	11,557,846	9,479,577	9,386,831	9,190,876	11,650,994		
Total Cash Ending Balance (ACTUAL)	13,129,291	13,311,353	10,792,096	12,454,470	13,232,397	12,784,219	11,576,339	11,993,950	9,681,022	9,949,996	10,154,544	12,328,020		

Indicates actual expenditures/revenues: 
Indicates anticipated expenditures/revenues: 

Budget 11,500,000
Difference 828,020

**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

DATE: January 6, 2016 **January 13, 2016**
TO: Board of Directors **Board Meeting**
FROM: Michael Williams, Finance Manager/CFO
VIA: Mr. Dennis LaMoreaux, General Manager
RE: *AGENDA ITEM 8.2b – DISCUSSION AND OVERVIEW ON 2015 FINANCIAL STATEMENTS, REVENUE AND EXPENSE AND DEPARTMENTAL BUDGET REPORTS FOR NOVEMBER 2015*

Discussion:

Presented here are Balance Sheet and Profit/Loss Statement for the period ending November 30, 2015. 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 November 2015.

This is the eleventh month of the District's Budget Year 2015. The target percentage is 91.6%. Revenues ideally are at or above, and expenditures ideally are below.

Balance Sheet:

- Page 1 is our balance sheet on November 30, 2015.
- There were no significant changes from September.

Profit/Loss Statement:

- Page 3 is our profit/loss statement on November 30, 2015.
- Operating revenue is at 78% of budget.
- Cash operating expense is at 73% of budget.
- Page 3-1 now gives year to date totals of Other Revenue

Year-To-Year Comparison P&L:

- Page 7 is our comparison of November 2014 to November 2015.
- Total operating revenue is up \$46K or 2.5% mostly due to drought surcharge
- Operating expenditures are down by \$847K or 41%. This due mostly to reduced water purchases and reduced plant expenditures.
- Page 8 is a graphic presentation of the water consumption comparison. Units billed in acre feet were down by 139 or 10%. Total revenue per unit sold is up \$0.46 or 14%, total revenue per connection is down \$2.24 or 3%, and units billed per connection is down 2.35 or 10%

Revenue Analysis Year-To-Date:

- Page 9 is our comparison of revenue, year to date.
- Operating revenue through November 2015 is down \$1.7MM or 8%
- Retail water sales from all areas are down by \$2.5MM from last year. That's shown by the combined green highlighted area.
- Total revenue is showing we are up \$831K, but that's only because of the change in recording assessments.
- Operating revenue is at 84% of budget, last year was at 87% of budget.

Expense Analysis Year-To-Date:

- Page 11 is our comparison of expense, year to date.
- Cash Operating Expenses through November 2015, are down \$3.2MM or 18% compared to 2014, again due mostly to reduce water purchases, plant expenditures and GAC media replacements.
- Total Expenses are down \$1.6MM or 5%

Departments:

- Pages 14 through 23 are detailed individual departmental budgets for your review.

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.

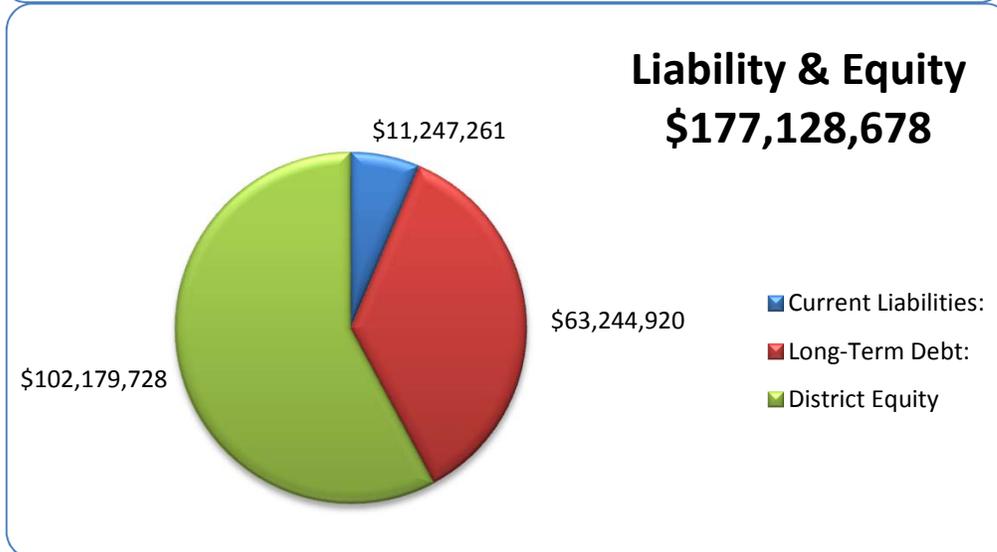
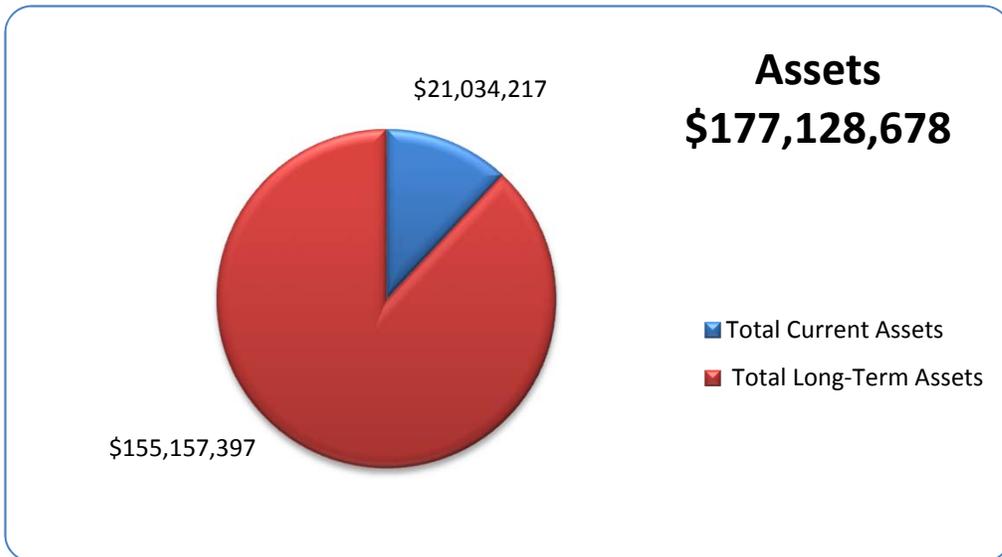
Service Cost Construction: The value of material, parts & supplies from inventory used to construct, repair and maintain our asset infrastructure.

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

Palmdale Water District
Balance Sheet Report
For the Eleven Months Ending 11/30/2015

	November 2015	October 2015
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 526,429	\$ 466,532
Investments	9,147,819	9,003,172
2013A Bonds - Project Funds	1,191,234	1,325,606
	\$ 10,865,482	\$ 10,795,310
Receivables:		
Accounts Receivables - Water Sales	\$ 1,770,920	\$ 1,946,613
Accounts Receivables - Miscellaneous	118,304	83,137
Allowance for Uncollected Accounts	(200,199)	(200,199)
	\$ 1,689,025	\$ 1,829,551
Interest Receivable	\$ -	\$ -
Assessments Receivables	7,419,898	7,560,437
Meters, Materials and Supplies	852,229	874,374
Prepaid Expenses	207,583	231,919
Total Current Assets	\$ 21,034,217	\$ 21,291,591
Long-Term Assets:		
Property, Plant, and Equipment, net	\$ 112,653,093	\$ 112,866,817
Participation Rights in State Water Project, net	42,016,327	42,001,334
Investment in PRWA	265,420	265,420
2013A Bonds - Insurance & Surety Bond	222,557	223,223
	\$ 155,157,397	\$ 155,356,795
Restricted Cash:		
Rate Stabilization Fund	480,296	480,292
Total Long-Term Assets & Restricted Cash	\$ 155,637,693	\$ 155,837,087
Total Assets	\$ 176,671,909	\$ 177,128,678
LIABILITIES AND DISTRICT EQUITY		
Current Liabilities:		
Current Interest Installment of Long-term Debt	\$ 361,616	\$ 180,808
Current Principal Installment of Long-term Debt	1,734,738	1,734,738
Accounts Payable and Accrued Expenses	5,067,574	5,599,865
Deferred Assessments	4,083,333	4,666,667
Total Current Liabilities	\$ 11,247,261	\$ 12,182,078
Long-Term Debt:		
Pension-Related Debt	\$ 1,019,485	\$ 1,019,485
OPEB Liability	11,173,785	11,006,428
2013A Water Revenue Bonds	42,961,716	42,963,967
2012 - Certificates of Participation	8,020,335	8,013,538
2011 - Capital Lease Payable	69,599	84,588
Total Long-Term Liabilities	\$ 63,244,920	\$ 63,088,006
Total Liabilities	\$ 74,492,182	\$ 75,270,084
District Equity		
Revenue from Operations	\$ (3,457,607)	\$ (3,778,740)
Retained Earnings	105,637,335	105,637,335
Total Liabilities and District Equity	\$ 176,671,909	\$ 177,128,678

BALANCE SHEET AS OF NOVEMBER 30, 2015



Palmdale Water District
Consolidated Profit and Loss Statement
For the Eleven Months Ending 11/30/2015

	Thru October	November	Year-to-Date	Adjustments	Adjusted Budget	% of Budget
Operating Revenue:						
Wholesale Water	\$ 64,663	\$ 75,392	\$ 140,054		\$ 225,000	62.25%
Water Sales	5,366,076	521,536	5,887,612		8,550,500	68.86%
Meter Fees	9,714,790	974,632	10,689,422		11,506,000	92.90%
Water Quality Fees	773,062	72,106	845,168		1,146,500	73.72%
Elevation Fees	320,003	29,160	349,162		525,000	66.51%
Other (Page 3-1)	1,059,335	95,346	1,154,681		1,450,000	79.63%
Drought Surcharge	550,229	84,523	634,752		-	
Total Operating Revenue	\$ 17,848,156	\$ 1,852,695	\$ 19,700,852	\$ -	\$ 23,403,000	84.18%
Cash Operating Expenses:						
Directors	\$ 117,158	\$ 7,632	\$ 124,790		\$ 118,500	105.31%
Administration*	2,337,149	213,449	2,550,598	8,000	2,675,250	95.34%
Engineering*	1,007,375	78,844	1,086,219	(1,600)	1,251,150	86.82%
Facilities**	4,847,594	419,782	5,267,376	230,775	6,228,775	84.57%
Operations	2,121,641	173,673	2,295,314		2,624,000	87.47%
Finance**	1,350,775	96,755	1,447,530	(1,352,725)	1,598,025	90.58%
Water Conservation	288,763	22,120	310,883		284,000	109.47%
Human Resources***	354,335	18,600	372,935	57,220	383,320	97.29%
Information Technology*	632,247	55,053	687,300	1,600	784,350	87.63%
Customer Care**	907,926	97,414	1,005,340	1,121,950	1,121,950	89.61%
Water Purchases*	1,764,376	9,481	1,773,857	(29,000)	2,371,000	74.81%
Water Purchases-Prior Year OAP	(36,045)	-	(36,045)		250,000	-14.42%
Water Recovery	(468,553)	-	(468,553)		(100,000)	468.55%
Plant Expenditures	720,632	31,982	752,614		1,146,500	65.64%
GAC Filter Media Replacement	596,045	-	596,045		1,896,000	31.44%
Total Cash Operating Expenses	\$ 16,541,418	\$ 1,224,785	\$ 17,766,203	\$ 36,220	\$ 22,632,820	78.50%
Non-Cash Operating Expenses:						
Depreciation	\$ 6,870,091	\$ 534,253	\$ 7,404,344		\$ 6,450,000	114.80%
OPEB Accrual Expense	1,835,800	183,580	2,019,380		2,000,000	100.97%
Bad Debts	18,601	5,918	24,519		100,000	24.52%
Service Costs Construction	79,574	(100,361)	(20,788)		125,000	-16.63%
Capitalized Construction	(842,705)	(110,798)	(953,503)		(1,000,000)	95.35%
Total Non-Cash Operating Expenses	\$ 7,961,361	\$ 512,593	\$ 8,473,953	\$ -	\$ 7,675,000	110.41%
Net Operating Profit/(Loss)	\$ (6,654,622)	\$ 115,317	\$ (6,539,305)	\$ (36,220)	\$ (6,904,820)	94.71%
Non-Operating Revenues:						
Assessments (Debt Service)	\$ 4,284,824	\$ 443,333	\$ 4,728,157		\$ 5,100,000	92.71%
Assessments (1%)	1,671,172	140,000	1,811,172		1,950,000	92.88%
DWR Fixed Charge Recovery	328,685	4,272	332,957		100,000	332.96%
Interest	44,485	4,153	48,637		35,000	138.96%
Capital Improvement Fees	363,998	-	363,998		50,000	728.00%
Other	11,133	(28)	11,105		5,000	222.10%
Total Non-Operating Revenues	\$ 6,704,296	\$ 591,730	\$ 7,296,026	\$ -	\$ 7,240,000	100.77%
Non-Operating Expenses:						
Interest on Long-Term Debt	\$ 1,895,096	\$ 186,900	\$ 2,081,996		\$ 2,111,000	98.63%
Amortization of SWP	1,728,770	172,877	1,901,647		1,679,000	113.26%
Change in Investments in PRWA	22,049	-	22,049		-	
Water Conservation Programs*	197,953	14,574	212,527	21,000	221,000	96.17%
Total Non-Operating Expenses	\$ 3,843,868	\$ 374,351	\$ 4,218,219	\$ 21,000	\$ 4,011,000	105.17%
Net Earnings	\$ (3,794,193)	\$ 332,696	\$ (3,461,498)	\$ (57,220)	\$ (3,675,820)	94.17%

* Budget adjustments by General Manager per Appendix A

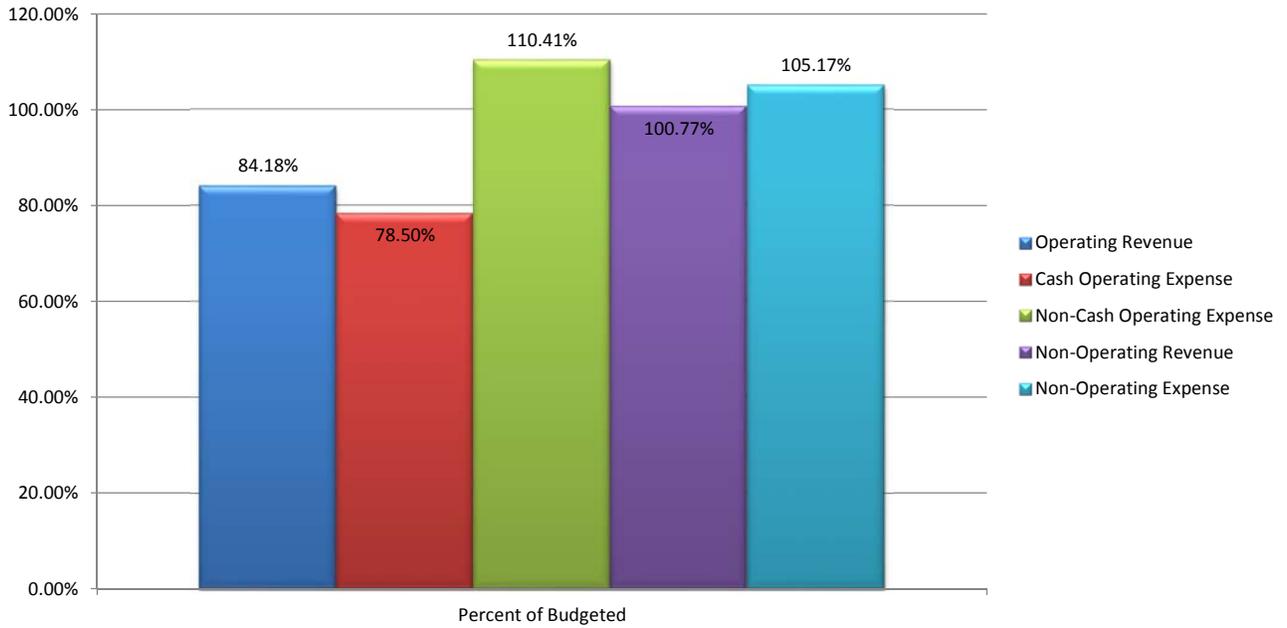
** Budget adjustment by Board action 04/08/15

*** Budget adjustment by Board action 11/26/14 & 08/12/15

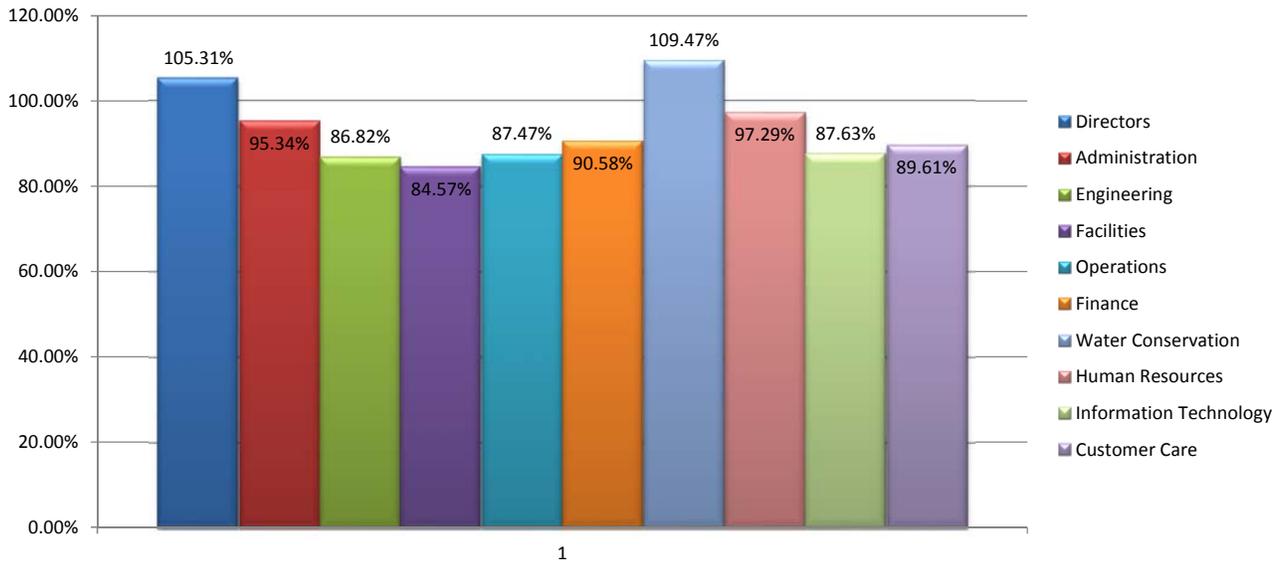
OTHER OPERATING REVENUE

5/8" Meter Charge(\$109)	\$120.00
5/8" Meter W/Itron Assembly(\$212)	\$212.00
Account Setup Charge(\$25)	\$21,325.00
Account Setup Charge/CC (\$35)	\$32,225.00
Adjustment	\$10.11
After Hours Service Call	\$380.00
Construction Meter Install(\$250)	\$1,250.00
Credit Check(\$10)	\$190.00
Customer Request Turn On/Off(\$15)	\$75.00
Door tag fee for Paperwork(\$20)	\$60.00
Door Tag Fee(\$20)	\$411,520.00
Grind Down Angle Stop (\$230)	\$475.00
Lock Broken or Missing(\$15)	\$720.00
Miscellaneous Charge	\$3,377.86
Non-Compliance Fee Backflow(\$50)	\$1,450.00
Pulled Meter Service Charge(\$60)	\$2,460.00
Rejected Payment Notification	\$80.00
Repair Angle Stop After Hours(\$600.00)	\$660.00
Repair Angle Stop(\$440.00)	\$4,400.00
Shut-Off Charge(\$30)	\$32,010.00
Shut-Off Notice Fee (\$5)	\$23,175.00
Standard Trip Charge(\$15)	\$1,995.00
Unauthorized Use of Water(\$1000)	\$2,000.00
Waste Water 1st Notice(\$50.00)	\$57,550.00
Waste Water 2nd Notice (\$250.00)	\$10,500.00
Waste Water 3rd Notice (\$500.00)	\$1,500.00
Late Fees	\$419,632.87
NSF Fee	\$6,300.00
Inspection Fees	(\$17,896.46)
Settlements/Rebates	\$81,446.29

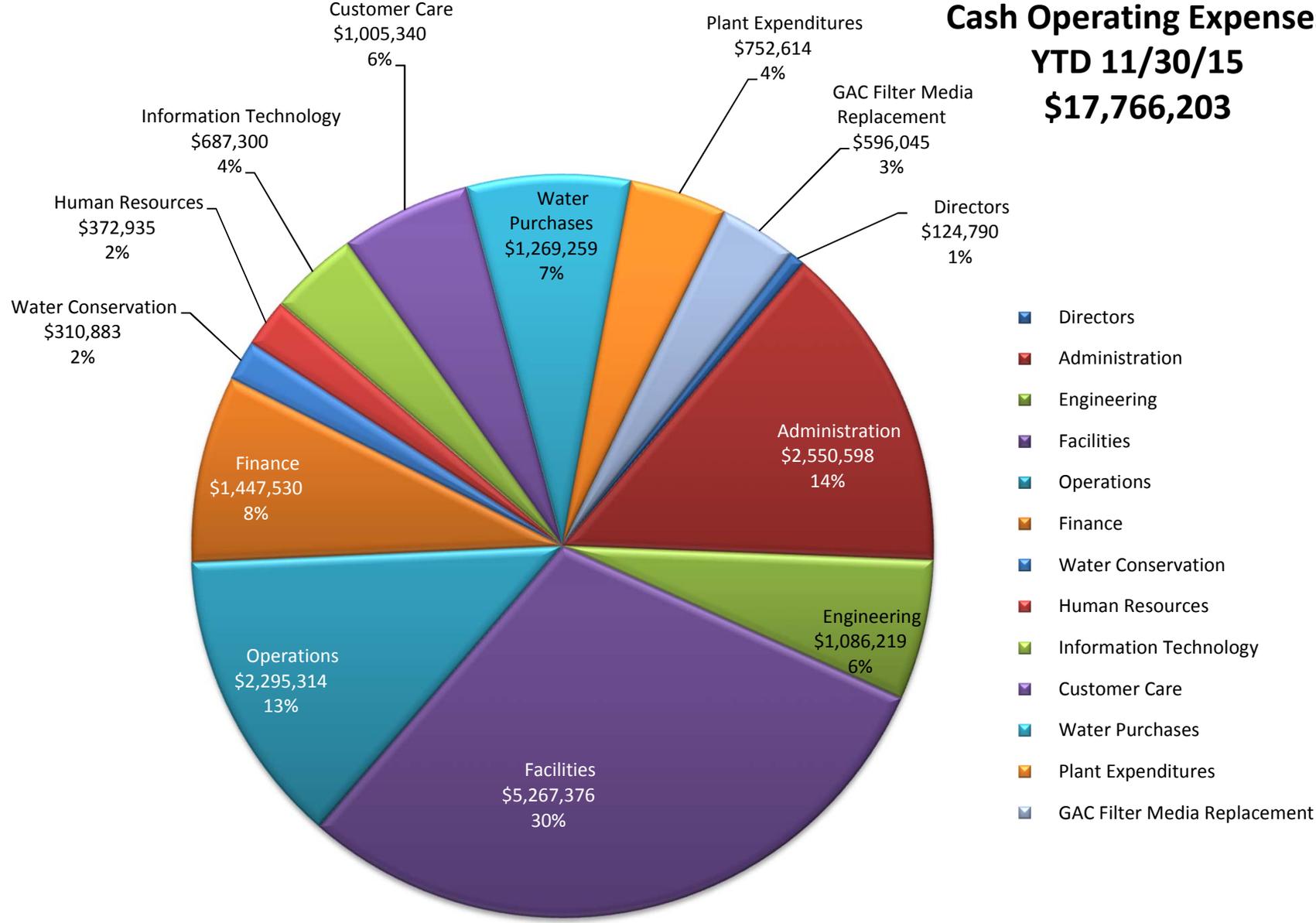
P & L BUDGET vs. ACTUAL



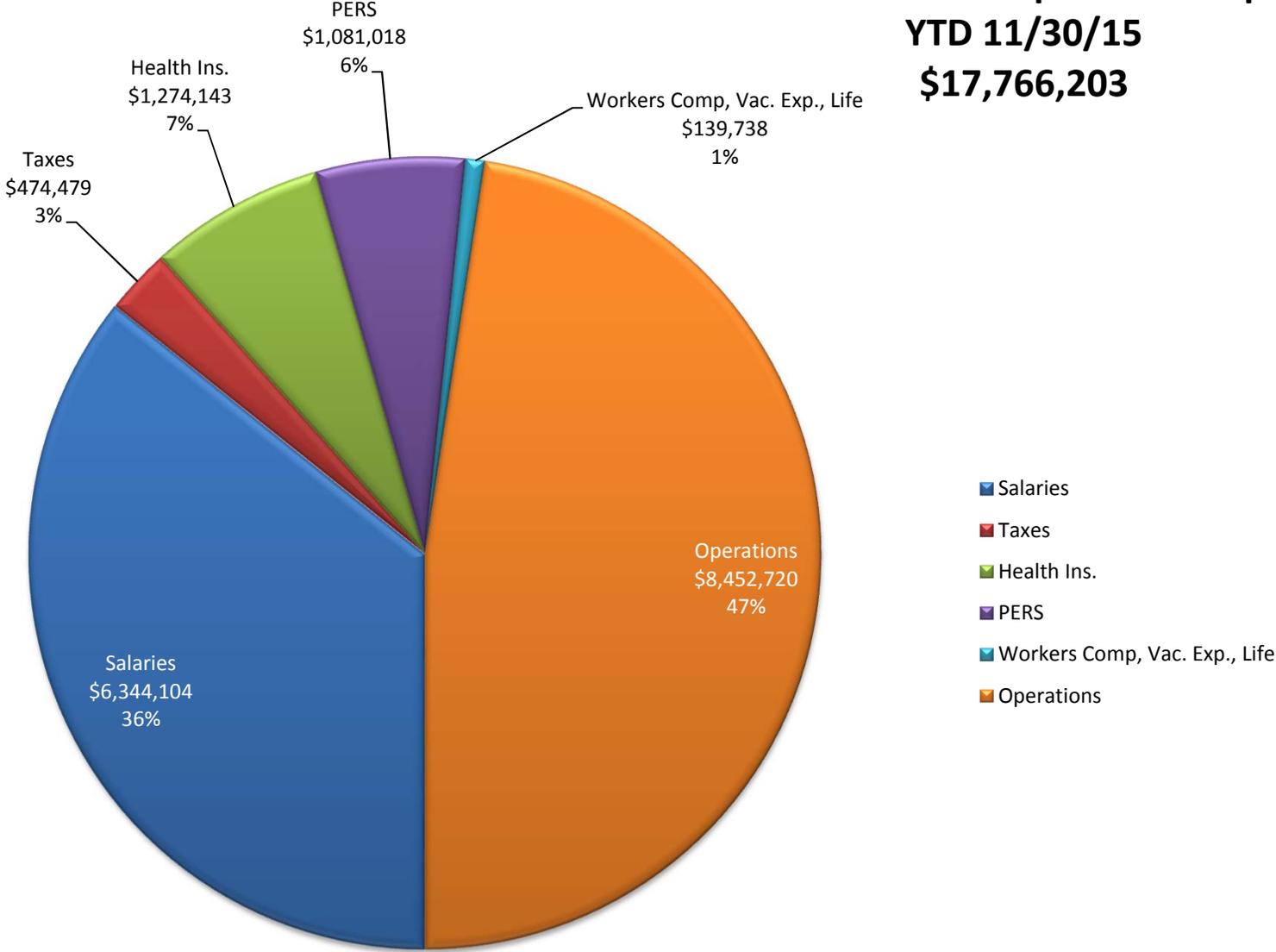
DEPARTMENTAL - BUDGET vs. ACTUAL



**Cash Operating Expenses
YTD 11/30/15
\$17,766,203**



Personnel to Operations Exp
YTD 11/30/15
\$17,766,203

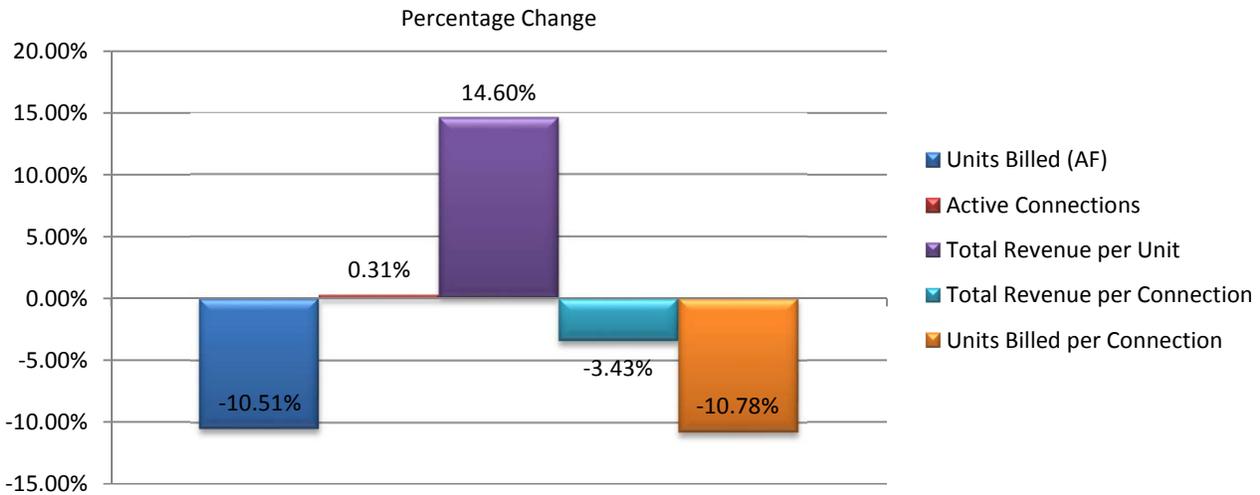
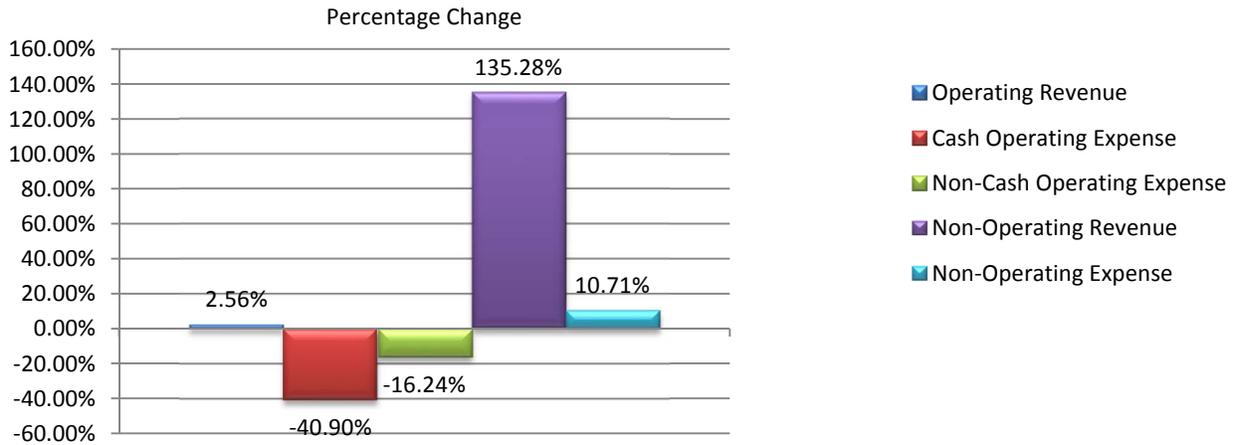


Palmdale Water District
Profit and Loss Statement
Year-To-Year Comparison - November

	2014		2015		%	Consumption Comparison		
	November	November	Change	Change		2014	2015	
Operating Revenue:						Units Billed	577,541	516,864
Wholesale Water	\$ 23	\$ 75,392	\$ 75,369			Active	26,460	26,542
Water Sales	669,950	521,536	(148,414)	-22.15%		Vacant	913	849
Meter Fees	908,878	974,632	65,754	7.23%				
Water Quality Fees	115,273	72,106	(43,167)	-37.45%		Rev/unit	\$ 3.13	\$ 3.58
Elevation Fees	32,843	29,160	(3,683)	-11.21%		Rev/con	\$ 65.27	\$ 63.03
Other	79,476	95,346	15,870	19.97%		Unit/con	21.83	19.47
Drought Surcharge	-	84,523	84,523					
Total Operating Revenue	\$ 1,806,443	\$ 1,852,695	\$ 46,252	2.56%				
Cash Operating Expenses:								
Directors	\$ 7,742	\$ 7,632	\$ (111)	-1.43%				
Administration	175,152	213,449	38,297	21.86%				
Engineering	81,057	78,844	(2,213)	-2.73%				
Facilities	291,758	419,782	128,024	43.88%				
Operations	350,106	173,673	(176,433)	-50.39%				
Finance	219,230	96,755	(122,475)	-55.87%				
Water Conservation	23,791	22,120	(1,670)	-7.02%				
Human Resources	27,340	18,600	(8,740)	-31.97%				
Information Technology	87,160	55,053	(32,107)	-36.84%				
Customer Care	-	97,414	97,414					
Water Purchases	80,522	9,481	(71,041)	-88.23%				
Water Purchases-Prior Year OAP	-	-	-					
Water Recovery	(8,888)	-	8,888	-100.00%				
Plant Expenditures	439,204	31,982	(407,222)	-92.72%				
GAC Filter Media Replacement	298,050	-	(298,050)	-100.00%				
Total Cash Operating Expenses	\$ 2,072,225	\$ 1,224,785	\$ (847,439)	-40.90%				
Non-Cash Operating Expenses:								
Depreciation	\$ 548,512	\$ 534,253	\$ (14,258)	-2.60%				
OPEB Accrual Expense	166,875	183,580	16,705	10.01%				
Bad Debts	-	5,918	5,918					
Service Costs Construction	8,102	(100,361)	(108,463)					
Capitalized Construction	(111,533)	(110,798)	735	-0.66%				
Total Non-Cash Operating Expenses	\$ 611,956	\$ 512,593	\$ (99,363)	-16.24%				
Net Operating Profit/(Loss)	\$ (877,738)	\$ 115,317	\$ 993,055	-113.14%				
Non-Operating Revenues:								
Assessments (Debt Service)	\$ 108,586	\$ 443,333	\$ 334,748	308.28%				
Assessments (1%)	34,283	140,000	105,717	308.37%				
DWR Fixed Charge Recovery	88,039	4,272	(83,767)	-95.15%				
Interest	7,851	4,153	(3,698)	-47.11%				
Capital Improvement Fees	-	-	-					
Other	12,742	(28)	(12,770)	-100.22%				
Total Non-Operating Revenues	\$ 251,500	\$ 591,730	\$ 340,230	135.28%				
Non-Operating Expenses:								
Interest on Long-Term Debt	\$ 188,730	\$ 186,900	\$ (1,829)	-0.97%				
Amortization of SWP	131,561	172,877	41,316	31.40%				
Change in Investments in PRWA	-	-	-					
Water Conservation Programs	17,853	14,574	(3,279)	-18.37%				
Total Non-Operating Expenses	\$ 338,144	\$ 374,351	\$ 36,208	10.71%				
Net Earnings	\$ (964,381)	\$ 332,696	\$ 1,297,077	-134.50%				

YEAR-TO-YEAR COMPARISON

November '14 -To - November '15



	2014	2015	Change	
Units Billed (AF)	1,326	1,187	-139	-10.51%
Active Connections	26,460	26,542	82	0.31%
Non-Active	913	849	-64	-7.01%
Total Revenue per Unit	\$3.13	\$3.58	\$0.46	14.60%
Total Revenue per Connection	\$65.27	\$63.03	-\$2.24	-3.43%
Units Billed per Connection	21.83	19.47	-2.35	-10.78%

**Palmdale Water District
Revenue Analysis
For the Eleven Months Ending 11/30/2015**

2015

	Thru October	November	Year-to-Date	Adjusted Budget	% of Budget
Operating Revenue:					
Wholesale Water	\$ 64,663	\$ 75,392	\$ 140,054	\$ 225,000	62.25%
Water Sales	5,366,076	521,536	5,887,612	8,550,500	68.86%
Meter Fees	9,714,790	974,632	10,689,422	11,506,000	92.90%
Water Quality Fees	773,062	72,106	845,168	1,146,500	73.72%
Elevation Fees	320,003	29,160	349,162	525,000	66.51%
Other	1,059,335	95,346	1,154,681	1,450,000	79.63%
Drought Surcharge	550,229	84,523	634,752	-	
Total Water Sales	\$ 17,848,156	\$ 1,852,695	\$ 19,700,852	\$ 23,403,000	84.18%
Non-Operating Revenues:					
Assessments (Debt Service)	\$ 4,284,824	\$ 443,333	\$ 4,728,157	\$ 5,100,000	92.71%
Assessments (1%)	1,671,172	140,000	1,811,172	1,950,000	92.88%
DWR Fixed Charge Recovery	328,685	4,272	332,957	100,000	332.96%
Interest	44,485	4,153	48,637	35,000	138.96%
Capital Improvement Fees	363,998	-	363,998	50,000	728.00%
Other	11,133	(28)	11,105	5,000	222.10%
Total Non-Operating Revenues	\$ 6,704,296	\$ 591,730	\$ 7,296,026	\$ 7,240,000	100.77%
Total Revenue	\$ 24,552,453	\$ 2,444,425	\$ 26,996,878	\$ 30,643,000	88.10%

2014 to 2015 Comparison

	Thru October	November	Year-to-Date	% Change
	\$ (129,567)	\$ 75,369	\$ (54,198)	-27.90%
	(1,694,241)	(148,414)	(1,842,655)	-23.84%
	292,823	65,754	358,577	3.47%
	(582,780)	(43,167)	(625,947)	-42.55%
	(96,346)	(3,683)	(100,029)	-22.27%
	(78,635)	15,870	(62,765)	-5.16%
	550,229	84,523	634,752	
	\$ (1,738,517)	\$ 46,252	\$ (1,692,265)	-7.98%
	\$ 1,379,196	\$ 334,748	\$ 1,713,944	56.86%
	456,073	105,717	561,790	44.97%
	195,146	(83,767)	111,379	50.27%
	1,277	(3,698)	(2,422)	-4.74%
	350,739	-	350,739	2645.38%
	(199,068)	(12,770)	(211,838)	-95.02%
	\$ 2,183,363	\$ 340,230	\$ 2,523,593	52.88%
	\$ 444,846	\$ 386,482	\$ 831,329	3.20%

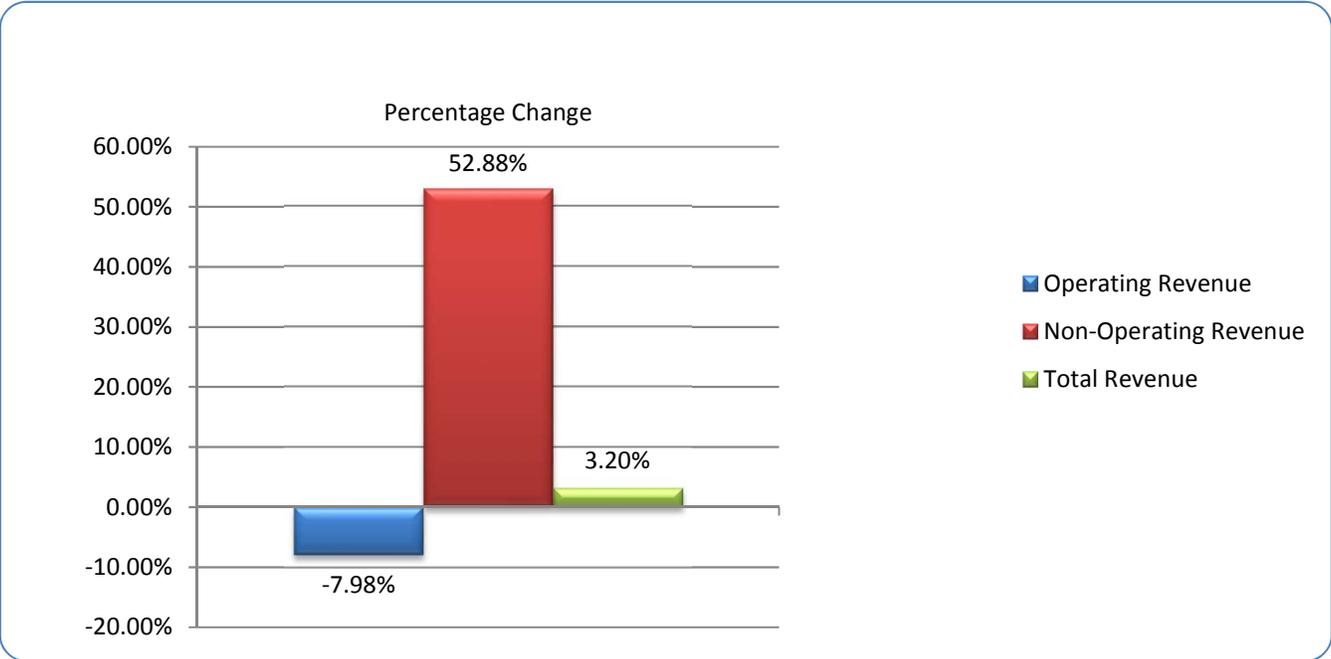
(2,568,631)

2014

	Thru October	November	Year-to-Date	Adjusted Budget	% of Budget
Operating Revenue:					
Wholesale Water	\$ 194,229	\$ 23	\$ 194,252	\$ 225,000	86.33%
Water Sales	7,060,317	669,950	7,730,267	9,053,000	85.39%
Meter Fees	9,421,966	908,878	10,330,844	11,255,000	91.79%
Water Quality Fees	1,355,842	115,273	1,471,115	1,638,000	89.81%
Elevation Fees	416,349	32,843	449,192	525,000	85.56%
Other	1,137,969	79,476	1,217,445	1,700,000	71.61%
Drought Surcharge	-	-	-	-	
Total Water Sales	\$ 19,392,444	\$ 1,806,420	\$ 21,198,864	\$ 24,171,000	87.70%
Non-Operating Revenues:					
Assessments (Debt Service)	\$ 2,905,627	\$ 108,586	\$ 3,014,213	\$ 4,400,000	68.50%
Assessments (1%)	1,215,099	34,283	1,249,382	1,800,000	69.41%
DWR Fixed Charge Recovery	133,539	88,039	221,578	100,000	221.58%
Interest	43,208	7,851	51,059	25,000	204.24%
Capital Improvement Fees	13,259	-	13,259	150,000	8.84%
Other	210,201	12,742	222,942	185,000	120.51%
Total Non-Operating Revenues	\$ 4,520,933	\$ 251,500	\$ 4,772,433	\$ 6,660,000	71.66%
Total Revenue	\$ 23,913,377	\$ 2,057,920	\$ 25,971,297	\$ 30,831,000	84.24%

REVENUE COMPARISON YEAR-TO-DATE

November '14-To-November '15



Palmdale Water District
Operating Expense Analysis
For the Eleven Months Ending 11/30/2015
2015

2014 to 2015 Comparison

	2015			Adjusted Budget	% of Budget	2014 to 2015 Comparison			
	Thru October	November	Year-to-Date			Thru October	November	Year-to-Date	% Change
Cash Operating Expenses:									
Directors	\$ 117,158	\$ 7,632	\$ 124,790	\$ 118,500	105.31%	\$ (3,805)	\$ (111)	\$ (3,916)	-3.04%
Administration	2,337,149	213,449	2,550,598	2,667,250	95.63%	(433,792)	38,297	(395,495)	-13.42%
Engineering	1,007,375	78,844	1,086,219	1,251,150	86.82%	126,568	(2,213)	124,355	12.93%
Facilities	4,847,594	419,782	5,267,376	6,228,775	84.57%	2,148,467	128,024	2,276,490	76.11%
Operations	2,121,641	173,673	2,295,314	2,624,000	87.47%	(2,514,548)	(176,433)	(2,690,980)	-53.97%
Finance	1,350,775	96,755	1,447,530	1,598,025	90.58%	(1,173,695)	(122,475)	(1,296,171)	-47.24%
Water Conservation	288,763	22,120	310,883	284,000	109.47%	162,586	(1,670)	160,916	107.30%
Human Resources	354,335	18,600	372,935	326,100	114.36%	161,488	(8,740)	152,748	69.37%
Information Technology	632,247	55,053	687,300	784,350	87.63%	13,867	(32,107)	(18,240)	-2.59%
Customer Care	907,926	97,414	1,005,340	1,121,950	89.61%	907,926	97,414	1,005,340	
Water Purchases	1,764,376	9,481	1,773,857	2,379,000	74.56%	(506,693)	(71,041)	(577,734)	-24.57%
Water Purchases-Prior Year OAP	(36,045)	-	(36,045)	250,000	-14.42%	(36,728)	-	(36,728)	
Water Recovery	(468,553)	-	(468,553)	(100,000)	468.55%	(49,922)	8,888	(41,034)	9.60%
Plant Expenditures	720,632	31,982	752,614	1,146,500	65.64%	(907,323)	(407,222)	(1,314,544)	-63.59%
GAC Filter Media Replacement	596,045	-	596,045	1,896,000	31.44%	(310,827)	(298,050)	(608,877)	-50.53%
Total Cash Operating Expenses	\$ 16,541,418	\$ 1,224,785	\$ 17,766,203	\$ 22,575,600	78.70%	\$ (2,416,432)	\$ (847,439)	\$ (3,263,871)	-18.37%
Non-Cash Operating Expenses:									
Depreciation	\$ 6,870,091	\$ 534,253	\$ 7,404,344	\$ 6,450,000	114.80%	\$ 819,579	\$ (14,258)	\$ 805,320	12.20%
OPEB Accrual Expense	1,835,800	183,580	2,019,380	2,000,000	100.97%	167,051	16,705	183,756	10.01%
Bad Debts	18,601	5,918	24,519	100,000	24.52%	(12,064)	5,918	(6,146)	-20.04%
Service Costs Construction	79,574	(100,361)	(20,788)	125,000	-16.63%	164,627	(108,463)	56,163	-72.99%
Capitalized Construction	(842,705)	(110,798)	(953,503)	(1,000,000)	95.35%	406,410	735	407,145	-29.92%
Total Non-Cash Operating Expenses	\$ 7,961,361	\$ 512,593	\$ 8,473,953	\$ 7,675,000	110.41%	\$ 1,545,602	\$ (99,363)	\$ 1,446,239	17.07%
Non-Operating Expenses:									
Interest on Long-Term Debt	\$ 1,895,096	\$ 186,900	\$ 2,081,996	\$ 2,111,000	98.63%	\$ (40,707)	\$ (1,829)	\$ (42,536)	-2.00%
Amortization of SWP	1,728,770	172,877	1,901,647	1,679,000	113.26%	133,670	41,316	174,986	10.13%
Change in Investments in PRWA	22,049	-	22,049	-					
Water Conservation Programs	197,953	14,574	212,527	221,000	96.17%	91,084	(3,279)	87,805	70.40%
Total Non-Operating Expenses	\$ 3,843,868	\$ 374,351	\$ 4,218,219	\$ 4,011,000	105.17%	\$ 184,047	\$ 36,208	\$ 220,254	5.54%
Total Expenses	\$ 28,346,646	\$ 2,111,730	\$ 30,458,376	\$ 34,261,600	88.90%	\$ (686,783)	\$ (910,594)	\$ (1,597,378)	-4.99%

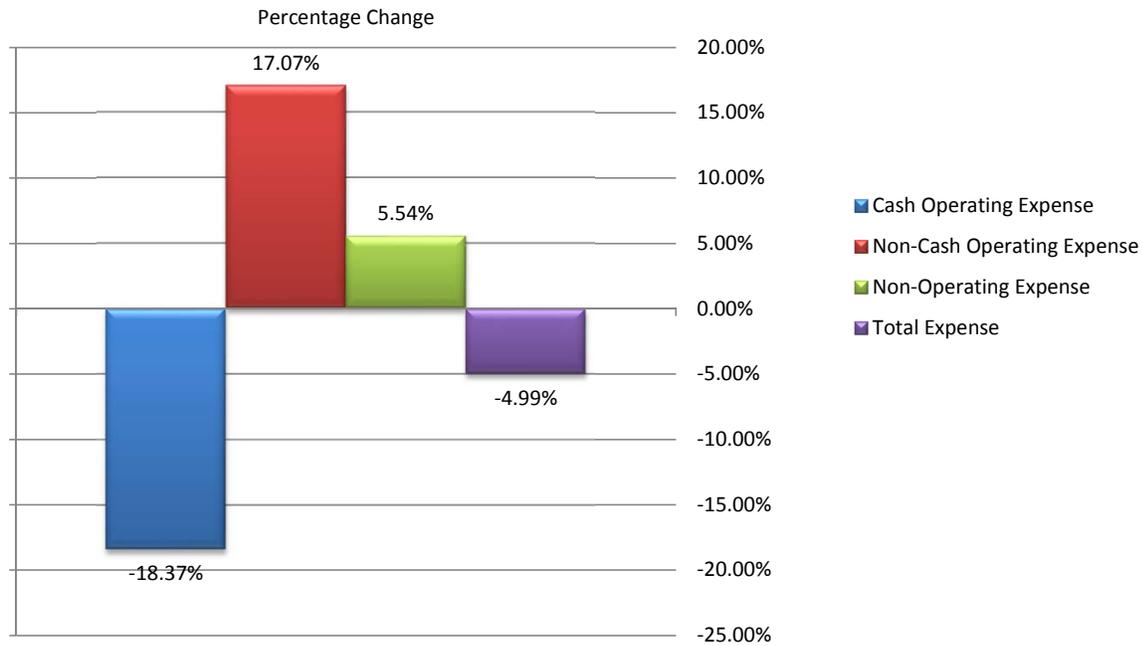
**Palmdale Water District
Operating Expense Analysis
For the Eleven Months Ending 11/30/2015**

2014 to 2015 Comparison

	2014			Adjusted Budget	% of Budget
	Thru October	November	Year-to-Date		
Cash Operating Expenses:					
Directors	\$ 120,964	\$ 7,742	\$ 128,706	\$ 114,500	112.41%
Administration	2,770,941	175,152	2,946,094	3,490,000	84.42%
Engineering	880,807	81,057	961,864	1,079,800	89.08%
Facilities	2,699,128	291,758	2,990,886	3,408,500	87.75%
Operations	4,636,188	350,106	4,986,294	5,453,500	91.43%
Finance	2,524,470	219,230	2,743,700	2,968,750	92.42%
Water Conservation	126,177	23,791	149,968	270,000	55.54%
Human Resources	192,846	27,340	220,187	215,300	102.27%
Information Technology	618,380	87,160	705,540	828,600	85.15%
Customer Care	-	-	-	-	
Water Purchases	2,271,070	80,522	2,351,592	2,400,000	97.98%
Water Purchases-Prior Year OAP	683	-	683	250,000	0.27%
Water Recovery	(418,631)	(8,888)	(427,519)	(100,000)	427.52%
Plant Expenditures	1,627,955	439,204	2,067,158	2,143,500	96.44%
GAC Filter Media Replacement	906,872	298,050	1,204,922	1,638,000	73.56%
Total Cash Operating Expenses	\$ 18,957,850	\$ 2,072,225	\$ 21,030,074	\$ 24,160,450	87.04%
Non-Cash Operating Expenses:					
Depreciation	\$ 6,050,512	\$ 548,512	\$ 6,599,024	\$ 7,350,000	89.78%
OPEB Accrual Expense	1,668,749	166,875	1,835,624	2,000,000	91.78%
Bad Debts	30,665	-	30,665	100,000	30.67%
Service Costs Construction	(85,053)	8,102	(76,951)	125,000	-61.56%
Capitalized Construction	(1,249,115)	(111,533)	(1,360,648)	(1,000,000)	136.06%
Total Non-Cash Operating Expenses	\$ 6,415,759	\$ 611,956	\$ 7,027,715	\$ 8,575,000	81.96%
Non-Operating Expenses:					
Interest on Long-Term Debt	\$ 1,935,803	\$ 188,730	\$ 2,124,533	\$ 2,111,000	100.64%
Amortization of SWP	1,595,100	131,561	1,726,661	1,679,000	102.84%
Water Conservation Programs	106,869	17,853	124,722	143,000	87.22%
Total Non-Operating Expenses	\$ 3,637,772	\$ 338,144	\$ 3,975,916	\$ 3,933,000	101.09%
Total Expenses	\$ 29,011,381	\$ 3,022,324	\$ 32,033,705	\$ 36,668,450	87.36%

EXPENSE COMPARISON YEAR-TO-DATE

November '14-To-November '15



Palmdale Water District
2015 Directors Budget
For the Eleven Months Ending Monday, November 30, 2015

	YTD ACTUAL 2015	ORIGINAL BUDGET 2015	ADJUSTMENTS 2015	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-01-4000-000 Directors Pay	\$ 52,350	\$ 45,000	\$ -	\$ (7,350)	116.33%
Employee Benefits					
1-01-4005-000 Payroll Taxes	3,991	5,500		1,509	72.56%
1-01-4010-000 Health Insurance	53,127	58,000		4,873	91.60%
Subtotal (Benefits)	57,117	63,500	-	4,873	89.95%
Total Personnel Expenses	<u>\$ 109,467</u>	<u>\$ 108,500</u>	<u>\$ -</u>	<u>\$ (2,477)</u>	<u>100.89%</u>
OPERATING EXPENSES:					
1-01-4050-000 Directors Travel, Seminars & Meetings	15,322	10,000		(5,322)	153.22%
Subtotal Operating Expenses	15,322	10,000	-	(5,322)	153.22%
Total O & M Expenses	<u>\$ 124,790</u>	<u>\$ 118,500</u>	<u>\$ -</u>	<u>\$ (7,799)</u>	<u>105.31%</u>

Palmdale Water District
2015 Administration Budget
For the Eleven Months Ending Monday, November 30, 2015

	YTD ACTUAL 2015	ORIGINAL BUDGET 2015	ADJUSTMENTS 2015	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-02-4000-000 Salaries	\$ 809,100	\$ 860,500		\$ 51,400	94.03%
1-02-4000-100 Overtime	6,314	8,250		1,936	76.53%
1-02-4000-200 On-Call	76,703	67,500		(9,203)	113.63%
Subtotal (Salaries)	<u>\$ 892,117</u>	<u>\$ 936,250</u>	<u>\$ -</u>	<u>\$ 44,133</u>	<u>95.29%</u>
Employee Benefits					
1-02-4005-000 Payroll Taxes	\$ 54,695	\$ 66,000		11,305	82.87%
1-02-4010-000 Health Insurance	122,608	134,000		11,392	91.50%
1-02-4015-000 PERS	289,819	169,000		(120,819)	171.49%
1-02-4020-000 Worker's Compensation	87,519	125,000		37,481	70.02%
1-02-4025-000 Vacation Benefit Expense	45,840	35,000		(10,840)	130.97%
1-02-4030-000 Life Insurance	6,379	8,000		1,621	79.74%
Subtotal (Benefits)	<u>\$ 606,860</u>	<u>\$ 537,000</u>	<u>\$ -</u>	<u>\$ (69,860)</u>	<u>113.01%</u>
Total Personnel Expenses	<u><u>\$ 1,498,976</u></u>	<u><u>\$ 1,473,250</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (25,726)</u></u>	<u><u>101.75%</u></u>
OPERATING EXPENSES:					
1-02-4050-100 General Manager Travel	\$ 6,549	\$ 5,000		(1,549)	130.98%
1-02-4060-100 General Manager Conferences & Seminars	3,915	4,000		85	97.88%
1-02-4080-000 Other Operating	18,154	20,000		1,846	90.77%
1-02-4110-000 Consultants	151,798	175,000		23,202	86.74%
1-02-4125-000 Insurance	272,253	285,000		12,747	95.53%
1-02-4130-000 Bank Charges	134,848	140,000		5,152	96.32%
1-02-4135-000 Groundwater Adjudication	124,178	75,000		(49,178)	165.57%
1-02-4140-000 Legal Services	141,286	160,000		18,714	88.30%
1-02-4150-000 Accounting Services	23,391	25,000		1,609	93.56%
1-02-4165-000 Memberships/Subscriptions	99,916	210,000		110,084	47.58%
1-02-4175-000 Permits	16,856	10,000		(6,856)	168.56%
1-02-4180-000 Postage	17,962	27,500		9,538	65.31%
1-02-4190-100 Public Relations - Publications	9,083	35,000		25,917	25.95%
1-02-4190-900 Public Relations - Other	-	1,000		1,000	0.00%
1-02-4200-000 Advertising	3,602	3,500		(102)	102.91%
1-02-4205-000 Office Supplies	19,650	18,000		(1,650)	109.17%
1-02-4210-000 Office Furniture*	8,180	-	8,000	(180)	102.25%
Subtotal Operating Expenses	<u>\$ 1,051,622</u>	<u>\$ 1,194,000</u>	<u>\$ 8,000</u>	<u>\$ 150,378</u>	<u>87.49%</u>
Total Departmental Expenses	<u><u>\$ 2,550,598</u></u>	<u><u>\$ 2,667,250</u></u>	<u><u>\$ 8,000</u></u>	<u><u>\$ 124,652</u></u>	<u><u>95.34%</u></u>

* Budget adjustments by General Manager per Appendix A

Palmdale Water District
2015 Engineering Budget
For the Eleven Months Ending Monday, November 30, 2015

	YTD ACTUAL 2015	ORIGINAL BUDGET 2015	ADJUSTMENTS 2015	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-03-4000-000 Salaries	\$ 723,959	\$ 809,000		\$ 85,041	89.49%
1-03-4000-100 Overtime	4,031	6,750		2,719	59.73%
Subtotal (Salaries)	<u>\$ 727,991</u>	<u>\$ 815,750</u>		<u>\$ 87,759</u>	<u>89.24%</u>
Employee Benefits					
1-03-4005-000 Payroll Taxes	55,996	61,000		5,004	91.80%
1-03-4010-000 Health Insurance	127,102	154,500		27,398	82.27%
1-03-4015-000 PERS	106,836	142,000		35,164	75.24%
Subtotal (Benefits)	<u>\$ 289,935</u>	<u>\$ 357,500</u>	<u>\$ -</u>	<u>\$ 67,565</u>	<u>81.10%</u>
Total Personnel Expenses	<u><u>\$ 1,017,925</u></u>	<u><u>\$ 1,173,250</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 155,325</u></u>	<u><u>86.76%</u></u>
OPERATING EXPENSES:					
1-03-4155-000 Contracted Services	54,639	61,500		6,861	88.84%
1-03-4165-000 Memberships/Subscriptions	1,964	2,000		36	98.22%
1-03-4250-000 General Materials & Supplies	2,297	2,500		203	91.88%
1-03-8100-100 Computer Software - Maint. & Support*	9,393	13,500	(1,600)	4,107	69.58%
Subtotal Operating Expenses	<u>\$ 68,293</u>	<u>\$ 79,500</u>	<u>\$ (1,600)</u>	<u>\$ 11,207</u>	<u>85.90%</u>
Total Departmental Expenses	<u><u>\$ 1,086,219</u></u>	<u><u>\$ 1,252,750</u></u>	<u><u>\$ (1,600)</u></u>	<u><u>\$ 166,531</u></u>	<u><u>86.71%</u></u>

* Budget adjustments by General Manager per Appendix A

**Palmdale Water District
2015 Facilities Budget
For the Eleven Months Ending Monday, November 30, 2015**

	YTD ACTUAL 2015	ORIGINAL BUDGET 2015	ADJUSTMENTS 2015	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-04-4000-000 Salaries	\$ 1,689,509	\$ 2,049,000		\$ 359,491	82.46%
1-04-4000-100 Overtime	80,084	65,000		(15,084)	123.21%
Subtotal (Salaries)	\$ 1,769,593	\$ 2,114,000	\$ -	\$ 344,407	83.71%
Employee Benefits					
1-04-4005-000 Payroll Taxes	137,449	157,000		19,551	87.55%
1-04-4010-000 Health Insurance	402,688	466,000		63,312	86.41%
1-04-4015-000 PERS	255,255	362,000		106,745	70.51%
Subtotal (Benefits)	\$ 795,393	\$ 985,000	\$ -	\$ 189,607	80.75%
Total Personnel Expenses	\$ 2,564,986	\$ 3,099,000	\$ -	\$ 534,014	82.77%
OPERATING EXPENSES:					
1-04-4155-000 Contracted Services	\$ 122,533	\$ 125,000		\$ 2,467	98.03%
1-04-4175-000 Permits-Dams	3,508	50,000		46,492	7.02%
1-04-4215-100 Natural Gas - Wells & Boosters	185,478	236,000		50,522	
1-04-4215-200 Natural Gas - Buildings	5,190	9,000		3,810	57.66%
1-04-4220-100 Electricity - Wells & Boosters	1,459,274	1,515,000		55,726	
1-04-4220-200 Electricity - Buildings	82,292	75,000		(7,292)	109.72%
1-04-4225-000 Maint. & Repair - Vehicles	28,043	40,000		11,957	70.11%
1-04-4230-100 Maint. & Rep. Office Building	9,786	15,000		5,214	65.24%
1-04-4235-110 Maint. & Rep. Equipment	5,123	6,500		1,377	78.81%
1-04-4235-400 Maint. & Rep. Operations - Wells	84,176	75,000		(9,176)	112.24%
1-04-4235-405 Maint. & Rep. Operations - Boosters	28,622	50,000		21,378	57.24%
1-04-4235-410 Maint. & Rep. Operations - Shop Bldgs	1,560	10,000		8,440	15.60%
1-04-4235-415 Maint. & Rep. Operations - Facilities	21,270	15,000		(6,270)	141.80%
1-04-4235-420 Maint. & Rep. Operations - Water Lines	196,102	240,000		43,898	81.71%
1-04-4235-425 Maint. & Rep. Operations - Littlerock Dam	-	15,000		15,000	0.00%
1-04-4235-430 Maint. & Rep. Operations - Palmdale Dam	1,160	7,500		6,340	15.47%
1-04-4235-435 Maint. & Rep. Operations - Palmdale Canal	3,823	10,000		6,177	38.23%
1-04-4235-440 Maint. & Rep. Operations - Large Meters**	1,571	-	7,870	6,299	19.97%
1-04-4235-445 Maint. & Rep. Operations - Telemetry	6,160	2,250		(3,910)	273.76%
1-04-4235-450 Maint. & Rep. Operations - Hypo Generators	1,303	12,000		10,697	10.86%
1-04-4235-455 Maint. & Rep. Operations - Heavy Equipment	45,308	35,000		(10,308)	129.45%
1-04-4235-460 Maint. & Rep. Operations - Storage Reservoirs	2,615	5,000		2,385	52.29%
1-04-4235-470 Maint. & Rep. Operations - Meters Exchanges**	105,092	-	211,950	106,858	49.58%
1-04-4250-100 General Supplies - Hot Tapping Program	5,549	-		(5,549)	
1-04-4270-300 Telecommunication - Other	3,494	2,750		(744)	127.04%
1-04-4300-200 Testing - Large Meters**	11,345	-	10,955	(390)	103.56%
1-04-4300-300 Testing - Edison Testing	-	6,000		6,000	0.00%
1-04-6000-000 Waste Disposal	13,047	25,000		11,953	52.19%
1-04-6100-100 Fuel and Lube - Vehicle	81,124	130,000		48,876	62.40%
1-04-6100-200 Fuel and Lube - Machinery	33,619	43,000		9,381	78.18%
1-04-6200-000 Uniforms	24,998	22,500		(2,498)	111.10%
1-04-6300-100 Supplies - General	49,109	47,500		(1,609)	103.39%
1-04-6300-200 Supplies - Hypo Generators	2,114	6,500		4,386	32.52%
1-04-6300-300 Supplies - Electrical	283	3,000		2,717	9.45%
1-04-6300-400 Supplies - Telemetry	4,965	5,000		35	99.30%
1-04-6300-800 Supplies - Construction Materials	38,552	35,000		(3,552)	110.15%
1-04-6400-000 Tools	20,149	12,000		(8,149)	167.91%
1-04-7000-100 Leases -Equipment	14,054	12,500		(1,554)	112.43%
Subtotal Operating Expenses	\$ 2,702,390	\$ 2,899,000	\$ 230,775	\$ 427,385	86.34%
Total Departmental Expenses	\$ 5,267,376	\$ 5,998,000	\$ 230,775	\$ 961,399	84.57%

** Budget adjustment by Board action 04/08/15

Palmdale Water District
2015 Operation Budget
For the Eleven Months Ending Monday, November 30, 2015

	YTD ACTUAL 2015	ORIGINAL BUDGET 2015	ADJUSTMENTS 2015	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-05-4000-000 Salaries	\$ 952,812	\$ 1,104,500		\$ 151,688	86.27%
1-05-4000-100 Overtime	53,521	53,750		229	99.57%
Subtotal (Salaries)	<u>\$ 1,006,332</u>	<u>\$ 1,158,250</u>	<u>\$ -</u>	<u>\$ 151,918</u>	<u>86.88%</u>
Employee Benefits					
1-05-4005-000 Payroll Taxes	76,358	90,750		14,392	84.14%
1-05-4010-000 Health Insurance	190,005	200,000		9,995	95.00%
1-05-4015-000 PERS	145,374	203,000		57,626	71.61%
Subtotal (Benefits)	<u>\$ 411,736</u>	<u>\$ 493,750</u>	<u>\$ -</u>	<u>\$ 82,014</u>	<u>83.39%</u>
Total Personnel Expenses	<u>\$ 1,418,069</u>	<u>\$ 1,652,000</u>	<u>\$ -</u>	<u>\$ 233,931</u>	<u>85.84%</u>
OPERATING EXPENSES:					
1-05-4155-000 Contracted Services*	\$ 81,839	\$ 67,500	\$ 12,200	\$ (2,139)	102.68%
1-05-4175-000 Permits	22,967	40,000		17,033	57.42%
1-05-4215-200 Natural Gas - WTP	1,049	3,000		1,951	34.96%
1-05-4220-200 Electricity - WTP	142,544	125,000		(17,544)	114.03%
1-05-4230-110 Maint. & Rep. - Office Equipment	-	500		500	0.00%
1-05-4235-110 Maint. & Rep. Operations - Equipment	15,489	11,500		(3,989)	134.69%
1-05-4235-410 Maint. & Rep. Operations - Shop Bldgs	791	6,000		5,209	13.18%
1-05-4235-415 Maint. & Rep. Operations - Facilities	80,216	45,000		(35,216)	178.26%
1-05-4235-450 Maint. & Rep. Operations - Hypo Generator	17,250	18,000		750	95.84%
1-05-4235-500 Maint. & Rep. Operations - Wind Turbine*	7,887	6,000	5,000	3,113	71.70%
1-05-4236-000 Palmdale Lake Management*	30,104	15,000	10,000	(5,104)	120.41%
1-05-6000-000 Waste Disposal	11,607	14,000		2,393	82.91%
1-05-6200-000 Uniforms	14,255	12,000		(2,255)	118.79%
1-05-6300-100 Supplies - General	8,251	15,000		6,749	55.00%
1-05-6300-600 Supplies - Lab	35,945	35,000		(945)	102.70%
1-05-6300-700 Outside Lab Work	69,830	64,000		(5,830)	109.11%
1-05-6400-000 Tools	9,582	6,500		(3,082)	147.42%
1-05-6500-000 Chemicals*	326,482	485,000	(27,200)	131,318	71.32%
1-05-7000-100 Leases -Equipment	1,157	3,000		1,843	38.58%
Subtotal Operating Expenses	<u>\$ 877,245</u>	<u>\$ 972,000</u>	<u>\$ -</u>	<u>\$ 94,755</u>	<u>90.25%</u>
Total Departmental Expenses	<u>\$ 2,295,314</u>	<u>\$ 2,624,000</u>	<u>\$ -</u>	<u>\$ 328,686</u>	<u>87.47%</u>

* Budget adjustments by General Manager per Appendix A

**Palmdale Water District
2015 Finance Budget
For the Eleven Months Ending Monday, November 30, 2015**

	YTD ACTUAL 2015	ORIGINAL BUDGET 2015	ADJUSTMENTS 2015	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-06-4000-000 Salaries**	\$ 727,290	\$ 1,546,000	\$ (727,000)	\$ 91,710	88.80%
1-06-4000-100 Overtime**	4,124	19,000	(13,500)	1,376	74.97%
Subtotal (Salaries)	<u>\$ 731,414</u>	<u>\$ 1,565,000</u>	<u>\$ (740,500)</u>	<u>\$ 93,086</u>	<u>88.71%</u>
Employee Benefits					
1-06-4005-000 Payroll Taxes**	54,694	118,500	(54,000)	9,806	84.80%
1-06-4010-000 Health Insurance**	130,655	316,000	(173,000)	12,345	91.37%
1-06-4015-000 PERS**	127,659	297,000	(132,000)	37,341	77.37%
Subtotal (Benefits)	<u>\$ 313,008</u>	<u>\$ 731,500</u>	<u>\$ (359,000)</u>	<u>\$ 59,492</u>	<u>84.03%</u>
Total Personnel Expenses	<u><u>\$ 1,044,422</u></u>	<u><u>\$ 2,296,500</u></u>	<u><u>\$ (1,099,500)</u></u>	<u><u>\$ 152,578</u></u>	<u><u>87.25%</u></u>
OPERATING EXPENSES:					
1-06-4155-000 Contracted Services **	\$ 13,222	\$ 24,750	\$ (16,950)	\$ (5,422)	169.51%
1-06-4155-100 Contracted Services - Infosend	197,330	205,000		7,670	96.26%
1-06-4165-000 Memberships/Subscriptions	110	500		390	22.00%
1-06-4230-110 Maintenance & Repair - Office Equipment**	-	1,000	(500)	500	0.00%
1-06-4235-440 Maint. & Rep. Operations - Large Meters**	2,129	10,000	(7,870)	1	99.97%
1-06-4235-470 Maint. & Rep. Operations - Meter Exchanges**	138,045	350,000	(211,950)	5	100.00%
1-06-4250-000 General Material & Supplies**	2,111	6,000	(1,500)	2,389	46.91%
1-06-4260-000 Business Forms**	9,873	10,000	(3,500)	(3,373)	151.89%
1-06-4270-100 Telecommunication - Office	17,004	12,000		(5,004)	141.70%
1-06-4270-200 Telecommunication - Cellular Stipend	16,675	17,000		325	98.09%
1-06-4300-200 Testing - Large Meter Testing**	4,044	15,000	(10,955)	1	99.98%
1-06-7000-100 Leases - Equipment	2,565	3,000		435	85.48%
Subtotal Operating Expenses	<u>\$ 403,107</u>	<u>\$ 654,250</u>	<u>\$ (253,225)</u>	<u>\$ (2,082)</u>	<u>100.52%</u>
Total Departmental Expenses	<u><u>\$ 1,447,530</u></u>	<u><u>\$ 2,950,750</u></u>	<u><u>\$ (1,352,725)</u></u>	<u><u>\$ 150,495</u></u>	<u><u>90.58%</u></u>

** Budget adjustment by Board action 04/08/15

Palmdale Water District
2015 Water Conservation Budget
For the Eleven Months Ending Monday, November 30, 2015

	YTD ACTUAL 2015	ORIGINAL BUDGET 2015	ADJUSTMENTS 2015	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-07-4000-000 Salaries	\$ 157,856	\$ 175,000		\$ 17,144	90.20%
1-07-4000-100 Overtime	812	1,000		188	81.21%
Subtotal (Salaries)	\$ 158,668	\$ 176,000		\$ 17,332	90.15%
Employee Benefits					
1-07-4005-000 Payroll Taxes	12,193	13,500		1,307	90.32%
1-07-4010-000 Health Insurance	34,444	38,000		3,556	90.64%
1-07-4015-000 PERS	14,858	20,000		5,142	74.29%
Subtotal (Benefits)	\$ 61,495	\$ 71,500	\$ -	\$ 10,005	86.01%
Total Personnel Expenses	\$ 220,163	\$ 247,500	\$ -	\$ 27,149	88.95%
OPERATING EXPENSES:					
1-07-4190-300 Public Relations - Landscape Workshop/Training	\$ 98	\$ 1,000		\$ 902	9.75%
1-07-4190-400 Public Relations - Contests	602	1,000		398	60.19%
1-07-4190-500 Public Relations - Education Programs	-	2,500		2,500	0.00%
1-07-4190-700 Public Relations -General Media	37,343	25,000		(12,343)	149.37%
1-07-4190-900 Public Relations - Other	44,567	2,000		(42,567)	2228.34%
1-07-4500-000 Drought Enforcement	4,735	-		(4,735)	
1-07-6300-100 Supplies - Misc.	3,376	5,000		1,624	67.52%
Subtotal Operating Expenses	\$ 90,720	\$ 36,500	\$ -	\$ (54,220)	248.55%
Total Departmental Expenses	\$ 310,883	\$ 284,000	\$ -	\$ (27,071)	109.47%

Palmdale Water District
2015 Human Resources Budget
For the Eleven Months Ending Monday, November 30, 2015

	YTD ACTUAL 2015	ORIGINAL BUDGET 2015	ADJUSTMENTS 2015	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-08-4000-000 Salaries***	\$ 138,574	\$ 101,000	\$ 57,220	19,646	87.58%
Employee Benefits					
1-08-4005-000 Payroll Taxes	10,640	7,750		(2,890)	137.29%
1-08-4010-000 Health Insurance	16,473	18,000		1,527	91.52%
1-08-4015-000 PERS	6,250	6,500		250	96.16%
Subtotal (Benefits)	\$ 33,364	\$ 32,250	\$ -	\$ (1,114)	103.45%
Total Personnel Expenses	\$ 171,938	\$ 133,250	\$ 57,220	\$ 18,532	90.27%
OPERATING EXPENSES:					
1-08-4050-000 Staff Travel	\$ 32,774	\$ 25,250		\$ (7,524)	129.80%
1-08-4060-000 Staff Conferences & Seminars	18,816	20,500		1,684	91.79%
1-08-4070-000 Employee Expense	57,287	40,000		(17,287)	143.22%
1-08-4095-000 Employee Recruitment	1,847	3,000		1,153	61.58%
1-08-4100-000 Employee Retention	9,584	20,000		10,416	47.92%
1-08-4105-000 Employee Relations	2,727	3,500		773	77.91%
1-08-4110-000 Consultants	-	1,000		1,000	0.00%
1-08-4120-100 Training-Safety	40,371	30,000	5,000	(5,371)	115.35%
1-08-4120-200 Training-Speciality	16,890	26,000	(5,000)	4,110	80.43%
1-08-4121-000 Safety Program	200	1,000		800	20.02%
1-08-4165-000 Membership/Subscriptions	839	1,600		761	52.44%
1-08-4165-100 HR/Safety Publications	181	1,000		819	18.14%
1-08-6300-500 Supplies - Safety	19,480	20,000		520	97.40%
Subtotal Operating Expenses	\$ 200,997	\$ 192,850	\$ -	\$ (8,147)	104.22%
Total Departmental Expenses	\$ 372,935	\$ 326,100	\$ 57,220	\$ 10,385	97.29%

*** Budget adjustment by Board action 11/26/14 & 08/12/15

Palmdale Water District
2015 Information Technology Budget
For the Eleven Months Ending Monday, November 30, 2015

	YTD ACTUAL 2015	ORIGINAL BUDGET 2015	ADJUSTMENTS 2015	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-09-4000-000 Salaries	\$ 199,652	\$ 221,500		\$ 21,848	90.14%
1-09-4000-100 Overtime	2,034	2,500		466	81.35%
Subtotal (Salaries)	<u>\$ 201,686</u>	<u>\$ 224,000</u>		<u>\$ 22,314</u>	<u>90.04%</u>
Employee Benefits					
1-09-4005-000 Payroll Taxes	15,299	17,000		1,701	90.00%
1-09-4010-000 Health Insurance	34,435	37,500		3,065	91.83%
1-09-4015-000 PERS	33,540	44,000		10,460	76.23%
Subtotal (Benefits)	<u>\$ 83,275</u>	<u>\$ 98,500</u>	<u>\$ -</u>	<u>\$ 15,225</u>	<u>84.54%</u>
Total Personnel Expenses	<u><u>\$ 284,961</u></u>	<u><u>\$ 322,500</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 37,073</u></u>	<u><u>88.36%</u></u>
OPERATING EXPENSES:					
1-09-4155-000 Contracted Services	\$ 77,528	\$ 125,000		\$ 47,472	62.02%
1-09-4165-000 Memberships/Subscriptions	1,410	1,000		(410)	141.00%
1-09-4270-000 Telecommunications	68,277	77,750		9,473	87.82%
1-09-8000-100 Computer Equipment - Computers	17,426	20,000		2,574	87.13%
1-09-8000-200 Computer Equipment - Laptops*	6,381	5,000	1,600	219	96.68%
1-09-8000-300 Computer Equipment - Monitors	-	2,000		2,000	0.00%
1-09-8000-500 Computer Equipment - Toner Cartridges	1,009	3,000		1,991	33.62%
1-09-8000-550 Computer Equipment - Telephony	362	2,500		2,138	14.48%
1-09-8000-600 Computer Equipment - Other	12,333	20,000		7,667	61.67%
1-09-8100-100 Computer Software - Maint. and Support	59,116	44,000		(15,116)	134.35%
1-09-8100-140 Computer Software - Starnik	100,775	110,000		9,225	91.61%
1-09-8100-150 Computer Software - Dynamics GP Support	46,580	36,000		(10,580)	129.39%
1-09-8100-200 Computer Software - Software and Upgrades	11,143	14,000		2,857	79.60%
Subtotal Operating Expenses	<u>\$ 402,340</u>	<u>\$ 460,250</u>	<u>\$ 1,600</u>	<u>\$ 59,510</u>	<u>87.11%</u>
Total Departmental Expenses	<u><u>\$ 687,300</u></u>	<u><u>\$ 782,750</u></u>	<u><u>\$ 1,600</u></u>	<u><u>\$ 96,583</u></u>	<u><u>87.63%</u></u>

* Budget adjustments by General Manager per Appendix A

Palmdale Water District
2015 Customer Care Budget
For the Eleven Months Ending Monday, November 30, 2015

	YTD ACTUAL 2015	ORIGINAL BUDGET 2015	ADJUSTMENTS 2015	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-10-4000-000 Salaries**	\$ 658,819	\$ -	\$ 727,000	\$ 68,181	90.62%
1-10-4000-100 Overtime**	6,561	-	13,500	6,939	48.60%
Subtotal (Salaries)	\$ 665,380	\$ -	\$ 740,500	\$ 75,120	89.86%
Employee Benefits					
1-10-4005-000 Payroll Taxes**	53,163	-	54,000	837	98.45%
1-10-4010-000 Health Insurance**	162,606	-	173,000	10,394	93.99%
1-10-4015-000 PERS**	101,426	-	132,000	30,574	76.84%
Subtotal (Benefits)	\$ 317,195	\$ -	\$ 359,000	\$ 41,805	88.36%
Total Personnel Expenses	\$ 982,575	\$ -	\$ 1,099,500	\$ 116,925	89.37%
OPERATING EXPENSES:					
1-10-4155-000 Contracted Services**	\$ 15,322	\$ -	\$ 16,950	\$ 1,628	90.39%
1-10-4230-110 Maintenance & Repair-Office Equipment**	-	-	500	500	0.00%
1-10-4250-000 General Material & Supplies**	5,973	-	1,500	(4,473)	398.17%
1-10-4260-000 Business Forms**	1,471	-	3,500	2,029	42.03%
Subtotal Operating Expenses	\$ 22,766	\$ -	\$ 22,450	\$ (316)	101.41%
Total Departmental Expenses	\$ 1,005,340	\$ -	\$ 1,121,950	\$ 116,610	89.61%

** Budget adjustment by Board action 04/08/15

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: January 7, 2016 **January 13, 2016**
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. 8.2.c – WRITTEN STATUS REPORT ON
COMMITTED CONTRACTS ISSUED. (ASSISTANT GENERAL
MANAGER KNUDSON)*

A written report for this item will be distributed at the Board meeting.