

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](https://www.facebook.com/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

August 4, 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, August 10, 2016

7:00 p.m.

NOTES: 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.

Additionally, a Spanish interpreter will be made available to assist the public in making comments during the meeting if requested at least 48 hours before the meeting. This was authorized by Board action on May 11, 2016 as a temporary measure while a long-term policy is developed.

Adicionalmente, un intérprete en español estará disponible para ayudar al público a hacer comentarios durante la reunión, siempre y cuando se solicite con 48 horas de anticipación de la junta directiva. Esto fué autorizado por la mesa directiva en la junta del 11 de mayo del 2016 como una medida temporal mientras se desarrolla una poliza a largo plazo.

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. (PWD Rules and Regulations, Appendix DD, Sec. IV.A.)

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

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



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



- 5.1) None at this time.
- 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 special meeting held July 21, 2016.
 - 6.2) Approval of minutes of regular meeting held July 27, 2016.
 - 6.3) Payment of bills for August 10, 2016.
 - 6.4) Approve absence of Director Estes from July 21, 2016 meeting due to illness.
 - 6.5) Receive and file Semi-Annual Employee Reimbursement Report for the Period Covering January 1, 2016 through June 30, 2016. (Finance Manager Williams)
- 7) Action Items - Action Calendar (The public shall have an opportunity to comment on any action item as each item is considered by the Board of Directors prior to action being taken.)
 - 7.1) Status report on Cash Flow Statement and Current Cash Balances as of June, 2016. (Finance Manager Williams for Financial Advisor Egan)
 - 7.2) Status report on Financial Statements, Revenue, and Expense and Departmental Budget Reports for June, 2016. (Finance Manager Williams)
 - 7.3) Status report on committed contracts issued and water revenue bond projects. (Assistant General Manager Knudson)
 - 7.4) Discussion and possible action on the development of a Citizen's Advisory Committee. (Ad Hoc Spanish Interpreter Committee-Director Mac Laren/Director Dino)
 - 7.5) 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) 32nd Annual Tri-State Seminar to be held September 20 – 22, 2016 in Las Vegas, Nevada.
 - b) Gas Chromatography Mass Spectrometry (GCMS) Training to be held October 25 – 28, 2016 in Columbia, Maryland.
- 8) Information Items:
 - 8.1) Reports of Directors:
 - a) Meetings/General Report.
 - b) Standing Committee/Assignment Reports (Chair):
 - 1) Finance Committee.
 - 2) Personnel Committee
 - 8.2) Report of General Manager.
 - 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 – Existing Litigation: A closed session will be held, pursuant to Government Code §54956.9 (d)(1), to confer with Special Litigation Counsel regarding pending litigation to which the District is a party. The title of such litigation is as follows: *Antelope Valley Ground Water Cases*.
- 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

P A L M D A L E W A T E R D I S T R I C T
B O A R D M E M O R A N D U M

DATE: August 3, 2016 **August 10, 2016**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 6.4 – APPROVE ABSENCE OF DIRECTOR ESTES
FROM JULY 21, 2016 SPECIAL MEETING DUE TO ILLNESS***

Director Estes was absent from the July 21, 2016 Special Board Meeting. Agenda Item No. 6.4 has been placed on the Consent Calendar to excuse this absence pursuant to Section 4.07.2 of the District's Rules and Regulations which states, "The Board shall excuse absences by approving such absences pursuant to the Consent Calendar at the next regular Board meeting."

P A L M D A L E W A T E R D I S T R I C T
B O A R D M E M O R A N D U M

DATE: August 3, 2016 **August 10, 2016**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Michael Williams, Finance Manager
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 6.5 – RECEIVE AND FILE SEMI-ANNUAL
EMPLOYEE REIMBURSEMENT REPORT FOR THE PERIOD
COVERING JANUARY 1, 2016 THROUGH JUNE 30, 2016.***

Recommendation:

Staff recommends the Board receive and file the Semi-Annual Employee Reimbursement Report for the period covering January 1, 2016 through June 30, 2016.

Background:

Staff reimbursements are based on the approved budget. It is required that the District report to governing body Employee Reimbursements in excess of \$100.00 on a semi-annual basis.

Strategic Plan Initiative:

This work is part of Strategic Initiative No. 4 – Financial Health and Stability.

Budget:

Receiving and filing the Employee Reimbursement Report will not affect the budget.

Supporting Documents:

- Semi-Annual Employee Reimbursement Report for the period covering January 1, 2016 through June 30, 2016.

PALMDALE WATER DISTRICT
Semi-Annual Employee Reimbursement Report
Period Covering January 1, 2016 through June 30, 2016

Employee ID	Employee Name	Pay Date	Item Description	Amount
2600	Jon Pernula	01/13/16	Travel Expenses	104.54
2955	Peter Thompson, Jr.	01/13/16	Travel Expenses	439.88
1120	Chris Bligh	01/13/16	D-5 Renewal Fee	105.00
2520	Boris Paspalof	01/13/16	Rimburement for Work Boots	125.00
4025	Mike McNutt	01/27/16	Travel Expenses	157.55
4004	Ryan Oates	01/27/16	Rimburement for Work Boots	125.00
2030	Matt Knudson	02/10/16	Travel Expenses	128.67
2100	Dennis LaMoreaux	02/10/16	Travel Expenses	265.00
2955	Peter Thompson, Jr.	02/24/16	Travel Expenses	416.93
2030	Matt Knudson	03/23/16	Travel Expenses	427.03
2600	Jon Pernula	03/23/16	Travel Expenses	149.54
1380	Richard Doubenmier	03/23/16	Rimburement for Work Boots	125.00
1050	Tracy Astorga	04/06/16	Travel Expenses	395.28
1210	Curtis Cobb	04/06/16	Travel Expenses	403.38
2600	Jon Pernula	04/06/16	Travel Expenses	165.58
2955	Peter Thompson, Jr.	04/06/16	Travel Expenses	413.10
1405	Barry Fear	04/20/16	Travel Expenses	561.12
2382	Audel Narez	04/20/16	Travel Expenses	110.16
1730	Peter Henrie	04/20/16	D-4 Certification Renewal	105.00
2100	Dennis LaMoreaux	05/18/16	Travel Expenses	226.71
2955	Peter Thompson, Jr.	05/18/16	Travel Expenses	847.10
2955	Peter Thompson, Jr.	05/18/16	Travel Expenses	162.00
2600	Jon Pernula	06/01/16	Travel Expenses	101.54
2600	Jon Pernula	06/01/16	Travel Expenses	124.54
2955	Peter Thompson, Jr.	06/01/16	Travel Expenses	413.10
4031	James Riley	06/01/16	Reimbursement for Office Supplies	110.02
2100	Dennis LaMoreaux	06/29/16	Travel Expenses	225.66
2600	Jon Pernula	06/29/16	Travel Expenses	114.54
1230	Barry Crawford	06/29/16	Reimbursement for Chair	201.39
4017	Clement Do	06/29/16	Lab Analyst II Exam and Certification Fee	120.00
2382	Audel Narez	06/29/16	Lab Analyst II Exam and Certification Fee	120.00

7,489.36

**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

DATE:	August 4, 2016	August 10, 2016
TO:	BOARD OF DIRECTORS	Board Meeting
FROM:	Mr. Bob Egan, Financial Advisor	
RE:	<i>AGENDA ITEM NO. 7.1 – STATUS REPORT ON CASH FLOW STATEMENT AND CURRENT CASH BALANCES AS OF JUNE, 2016.</i>	

Attached is the Investment Funds Report and current cash balance as of June 30, 2016. The reports will be reviewed in detail at the Board meeting.

**PALMDALE WATER DISTRICT
INVESTMENT FUNDS REPORT
June 30, 2016**

					June 2016	March 2016
CASH						
1-00-0103-100	Citizens - Checking				965,932.46	89,300.49
1-00-0103-200	Citizens - Refund				(1,633.48)	-
1-00-0103-300	Citizens - Merchant				72,329.45	129,087.46
				Bank Total	1,036,628.43	218,387.95
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	1,042,328.43	224,087.95
INVESTMENTS						
1-00-0135-000	Local Agency Investment Fund			Acct. Total	11,790.36	11,790.36
1-00-0120-000 UBS Money Market Account General (SS 11469)						
	UBS RMA Government Portfolio				2,619,500.19	4,104,559.65
	UBS Bank USA Dep acct				250,000.00	250,000.00
	Accrued interest				7,767.47	7,390.24
					2,877,267.66	4,361,949.89
US Government Securities						
CUSIP #	Issuer	Maturity Date	Rate	PAR	Market Value	Market Value
912828SJ0	US Treasury Note	02/28/2017	0.87	1,000,000	1,002,580.00	1,001,410.00
				1,000,000	1,002,580.00	1,001,410.00
Certificates of Deposit						
	Issuer	Maturity Date	Rate	Face Value		
1	Safra National Bank	08/16/2016	0.60	240,000	240,040.80	240,100.80
2	First Bank PR	11/07/2016	0.80	240,000	240,201.60	240,242.40
3	Compass Bank	02/07/2017	0.95	240,000	240,441.60	240,482.40
4	GE Cap Retail Bank	04/27/2017	1.84	200,000	201,440.00	201,512.00
5	Discover Bank	05/02/2017	1.73	240,000	241,965.60	242,073.60
6	Merrick Bank	06/12/2017	1.00	100,000	100,326.00	100,317.00
7	Level One Bank	06/19/2017	0.65	101,000	101,229.27	101,215.13
8	GE Cap Retail Bank	06/22/2017	1.78	200,000	202,038.00	202,158.00
9	Capitol One Bank	08/14/2017	1.20	240,000	241,063.20	241,080.00
10	Triumph Bank	09/26/2017	0.80	200,000	200,652.00	200,636.00
11	MB Finl Bank	10/26/2017	0.85	200,000	200,008.00	199,940.00
				2,201,000	2,209,406.07	2,209,757.33
				Acct. Total	6,089,253.73	7,573,117.22
1-00-1110-000 UBS Money Market Account Capital (SS 11475)						
	UBS Bank USA Dep acct				7.56	7.56
	UBS RMA Government Portfolio				-	-
				Acct. Total	7.56	7.56
1-00-0125-000 UBS Access Account General (SS 11432)						
	UBS Bank USA Dep acct				221,323.91	229,550.45
	UBS RMA Government Portfolio				-	-
	Accrued interest				21,711.82	17,539.08
					243,035.73	247,089.53
US Government Securities						
CUSIP #	Issuer	Maturity Date	Rate	PAR	Market Value	Market Value
3133EDMN9	FFCB Bond	06/02/2016	0.37	1,000,000	-	1,000,000.00
912828XF2	US Treasury Note	06/15/2018	1.125	1,000,000	1,010,040.00	-
912828KD1	US Treasury Note	02/15/2019	2.610	1,500,000	1,581,090.00	1,571,430.00
912828P53	US Treasury Note	02/15/2019	0.75	1,000,000	1,001,950.00	993,670.00
				4,500,000	3,593,080.00	3,565,100.00
Certificates of Deposit						
	Issuer	Maturity Date	Rate	Face Value		
1	Goldman Sachs Bk	11/07/2016	1.00	240,000	240,405.60	240,501.60
2	CIT Bank	11/06/2017	1.60	240,000	240,232.80	240,271.20
3	BMW Bank	11/15/2018	1.96	240,000	245,160.00	245,128.80
4	American Express	04/29/2019	1.44	240,000	243,640.80	243,391.20
5	Synchrony Bank	04/14/2020	1.83	240,000	246,112.80	245,647.20
				1,200,000	1,215,552.00	1,214,940.00
				Acct. Total	5,051,667.73	5,027,129.53
				Total Managed Accounts	11,152,719.38	12,612,044.67
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				230,290.46	230,281.82
				Acct. Total	480,290.46	480,281.82
				GRAND TOTAL CASH AND INVESTMENTS	12,675,338.27	13,316,414.44
				Increase (Decrease) in Funds	(641,076.17)	13,316,414.44
1-00-1130-000 2013A Bonds - Project Funds (BNY Mellon)						
	Construction Funds				597,345.70	671,401.88

PALMDALE WATER DISTRICT

2016 Cash Flow Report (Based on Jan. 19, 2016 Approved Budget)

2016 Cash Flow Report (Based on Jan. 19, 2016 Approved Budget)														Budget 2017 Carryover Information	
	January	February	March	April	May	June	July	August	September	October	November	December	YTD		
Total Cash Beginning Balance (BUDGET)	12,253,595	11,996,708	12,070,140	9,443,313	11,240,278	11,923,901	11,779,269	10,981,346	11,574,708	9,220,541	9,395,698	9,267,781		(582,380)	
Total Cash Beginning Balance	12,253,595	12,534,672	12,719,333	10,275,232	12,340,454	13,316,414	12,675,338	12,119,309	11,995,258	9,731,179	9,687,139	9,562,607			
Budgeted Water Receipts	1,541,128	1,523,788	1,575,809	1,590,982	1,790,396	1,946,460	2,165,382	2,202,231	2,030,994	1,946,460	1,688,521	1,673,349	21,675,500		
Water Receipts	1,836,145	1,903,857	1,602,349	1,518,640	1,618,564	1,843,912	2,165,382	2,202,231	2,030,994	1,946,460	1,688,521	1,673,349	22,030,404		
DWR Refund (Operational Related)				1,718	28								1,746		
Other													-		
Total Operating Revenue (BUDGET)													-		
Total Operating Revenue (ACTUAL)	1,836,145	1,903,857	1,602,349	1,520,358	1,618,592	1,843,912	2,165,382	2,202,231	2,030,994	1,946,460	1,688,521	1,673,349	22,032,150		
Total Operating Expenses excl GAC (BUDGET)	(1,237,486)	(1,217,967)	(1,591,629)	(1,550,533)	(1,568,100)	(1,439,060)	(1,770,025)	(1,614,651)	(1,795,266)	(1,449,785)	(1,434,170)	(1,550,028)	(18,218,700)		
GAC (BUDGET)	(362,730)		(190,000)			(190,000)			(190,000)		(190,000)		(1,122,730)		
Operating Expenses excl GAC (ACTUAL)	(1,356,117)	(1,281,496)	(1,961,054)	(1,361,831)	(1,377,208)	(1,883,383)	(1,770,025)	(1,614,651)	(1,795,266)	(1,449,785)	(1,434,170)	(1,550,028)	(18,835,013)		
GAC	(62,730)	(183,290)	(275,135)					(190,000)			(190,000)		(901,154)		
Prepaid Insurance (paid)/refunded		(66,457)											(66,457)		
Total Operating Expense (ACTUAL)	(1,418,847)	(1,531,243)	(2,236,189)	(1,361,831)	(1,377,208)	(1,883,383)	(1,770,025)	(1,804,651)	(1,795,266)	(1,449,785)	(1,624,170)	(1,550,028)	(19,802,625)		
Non-Operating Revenue Expenses:															
Assessments, net (BUDGET)	664,439	253,955	14,289	2,027,090	739,781	11,042	75,342	127,302	-	-	129,251	2,452,512	6,495,000		
Actual/Projected Assessments, net	684,181	313,172	15,308	2,078,805	818,666	12,539	70,859	127,302	-	-	129,251	2,452,512	6,702,594		
RDA Pass-through (Successor Agency)					307,851								307,851		
Interest	3,168	4,991	9,069	8,540	9,385	9,296	2,915	2,915	2,915	2,915	2,915	2,935	61,958		
Market Adjustment	7,983	(12,780)	7,384	(3,392)	(4,736)	19,028							13,486		
Grant Re-imbursement						306,915						177,000	483,915		
Capital Improvement Fees							234,459						234,459		
DWR Refund (Capital Related)				98,537	37,228				50,000			50,000	235,765		
Other	3,415	26	590	(202)	(33)	(106)	8,330	8,330	8,330	8,330	8,330	8,370	53,710		
Total Non-Operating Revenues (BUDGET)													-		
Total Non-Operating Revenues (ACTUAL)	698,746	305,408	32,351	2,182,288	1,168,361	347,671	316,563	138,547	61,245	11,245	140,496	2,690,817	8,093,739		
Non-Operating Expenses:															
Budgeted Capital Expenditures	(514,999)	(306,567)	(287,878)	(40,796)	(48,676)	(26,296)	(91,743)	(91,743)	(91,743)	(91,743)	(91,744)	(918,263)	(2,602,191)		
Actual/Projected Capital Expenditures	(93,505)	(302,341)	(24,615)	(62,302)	(242,404)	(31,036)	(319,467)	(38,796)	(26,296)	(160,581)	-	-	(1,301,344)		
Uncommitted Capital Expenditures	-	-	-	-	-	-	(210,000)	(430,000)	(215,000)	(200,000)	(138,000)	-	(1,193,000)		
WRB Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	(347,629)	(347,629)		
SWP Capitalized	(717,495)	(170,388)	(196,069)	(170,390)	(170,390)	(170,390)	(717,492)	(170,390)	(201,804)	(170,388)	(170,388)	(170,388)	(3,195,972)		
Butte County Water Transfer						(726,859)						(726,859)	(1,453,719)		
Bond Payments - Interest			(1,084,814)							(1,076,522)			(2,161,336)		
Principal			(537,114)							(1,020,439)			(1,557,553)		
Capital leases - Go West (2012 Lease)	(17,296)	(17,296)	-	(35,624)	(17,296)	(17,296)	(17,296)	(17,296)	(17,296)	(17,296)	(17,296)	(17,296)	(208,585)		
Capital leases - Wells Fargo (Printer Lease)	(6,672)	(3,336)	-	(7,277)	(3,695)	(3,695)	(3,695)	(3,695)	(3,695)	(3,695)	(3,695)	(3,695)	(46,846)		
Total Non-Operating Expenses (ACTUAL)	(834,969)	(493,362)	(1,842,612)	(275,592)	(433,785)	(949,277)	(1,267,950)	(660,177)	(2,561,052)	(551,961)	(329,379)	(1,265,868)	(11,465,983)		
Total Cash Ending Balance (BUDGET)	11,996,708	12,070,140	9,443,313	11,240,278	11,923,901	11,779,269	10,981,346	11,574,708	9,220,541	9,395,698	9,267,781	10,300,285			
Total Cash Ending Balance (ACTUAL)	12,534,672	12,719,333	10,275,232	12,340,454	13,316,414	12,675,338	12,119,309	11,995,258	9,731,179	9,687,139	9,562,607	11,110,877			
											Budget	10,300,285			
											Difference	810,592			
Indicates actual expenditures/revenues:															
Indicates anticipated expenditures/revenues:															

Information for this item will be distributed at the Committee meeting.

PALMDALE WATER DISTRICT BOARD MEMORANDUM

DATE: August 4, 2016 **August 10, 2016**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Matthew R. Knudson, Assistant General Manager
VIA: Mr. Dennis LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.3 – STATUS REPORT ON COMMITTED CONTRACTS
ISSUED AND WATER REVENUE BOND PROJECTS.***

Attached is an updated spreadsheet for the Series 2013A Water Revenue Bond. The updated Project Payout Schedule will be distributed at the meeting.

Supporting Documents:

- Water Revenue Bond – Series 2013A Summary and Payout Detail

Water Revenue Bond - Series 2013A

Updated: August 3, 2016

Project	Work Order	Description	Allocated Based on Bond	Contractual Commitment	Payout to Date	Grant Funds/Operating Budget	Uncommitted Bond \$
Spec. 1204	603-12	Ave. Q - Q-3, Division and Sumac	\$ 725,000	\$ 765,085	\$ 765,085	\$ -	\$ (40,085)
Spec. 1201	606-11	20th, Puerta, Sweetbriar, and 22nd St. E.	\$ 1,450,000	\$ 1,487,261	\$ 1,487,261	\$ -	\$ (37,261)
Spec. 1205	605-12	Frontier, 31st St. E., etc. between Ave. Q and Q-4	\$ 1,200,000	\$ 1,291,539	\$ 1,291,539	\$ 485,000	\$ (91,539)
Spec. 1207	607-12	10th St. E. between Ave. P and Palmdale Blvd.	\$ 1,400,000	\$ 1,327,806	\$ 1,327,806	\$ -	\$ 72,194
LRDSR	501-04	Littlerock Sediment Removal (EIR/EIS/Permits)	\$ 975,000	\$ 645,443	\$ 635,442	\$ -	\$ 329,557
LCGRRP	400-12	Littlerock Recharge and Recovery (Feasibility)	\$ 1,500,000	\$ 769,891	\$ 769,891	\$ -	\$ 730,109
UAR	TBD	Upper Amargosa Recharge (Project Capacity)	\$ 1,250,000	\$ 1,250,000	\$ 129,215	\$ 445,009	\$ -
Spec. 0905	601-09	15th St. E. between Ave. P and Ave. Q (Material)	\$ -	\$ 362,984	\$ 362,984	\$ -	\$ (362,984)
PRGRRP	501-04	Palmdale Regional Recharge and Recovery (Permits)	\$ -	\$ 1,530,000	\$ 1,213,223		\$ (1,530,000)
Totals:			\$ 8,500,000	\$ 9,430,009	\$ 7,982,447	\$ 930,009	\$ (930,009)

Requisition No.	Payee	Date Approved	Invoice No.	Project	Payment Amount
2	Issuance Costs	Jul 8, 2013	N/A	WRB	\$ 24,815.84
3	BV Construction - Progress Payment #1	Jul 9, 2013	1	Spec. 1204	\$ 98,552.53
4	JT Eng. - Design Progress Payment	Jul 17, 2013	5187	Spec. 1207	\$ 9,108.00
5	BV Construction - Progress Payment #2	Aug 5, 2013	2	Spec. 1204	\$ 145,175.44
6	BV Construction - Progress Payment #3-4	Sep 4, 2013	3 and 4	Spec. 1204	\$ 167,790.43
7	Aspen - EIR/EIS Progress Payment	Sep 30, 2013	1116.002-01	LRDSR	\$ 18,499.60
8	BV Construction - Progress Payment #5	Sep 30, 2013	5	Spec. 1204	\$ 46,862.08
9	BV Construction - Progress Payment #6	Oct 24, 2013	6	Spec. 1204	\$ 51,052.05
10	Aspen - EIR/EIS Progress Payment	Oct 24, 2013	1116.002-02	LRDSR	\$ 8,410.32
11	BV Construction - Progress Payment #7	Nov 7, 2013	7	Spec. 1204	\$ 87,960.50
12	BV Construction - Progress Payment #8	Dec 4, 2013	8	Spec. 1204	\$ 70,650.08
13	Aspen - EIR/EIS Progress Payment	Dec 4, 2013	1116.002-03	LRDSR	\$ 11,054.97
14	Kennedy/Jenks - Progress Payment	Jan 2, 2014	78236	LCGRRP	\$ 24,066.25
14	BV Construction - Progress Payment #1	Jan 2, 2014	1	Spec. 1201	\$ 29,925.00
14	BV Construction - Progress Payment #9	Jan 2, 2014	9	Spec. 1204	\$ 58,787.84
14	Aspen - EIR/EIS Progress Payment	Jan 2, 2014	1116.002-04	LRDSR	\$ 36,178.95
14	JT Eng. - Design Progress Payment	Jan 2, 2014	5200	Spec. 1207	\$ 9,518.00
15	BV Construction - Progress Payment #2 & #3	Jan 21, 2014	2 & 3	Spec. 1201	\$ 114,095.00
16	Aspen - EIR/EIS Progress Payment	Feb 24, 2014	1116.002-05	LRDSR	\$ 4,917.47
16	BV Construction - Progress Payment #4 & #5	Feb 24, 2014	4 & 5	Spec. 1201	\$ 131,743.15
17	BV Construction - Retention Payment	Mar 3, 2014	10	Spec. 1204	\$ 38,254.26
17	Kennedy/Jenks - Progress Payment	Mar 3, 2014	79010 & 80391	LCGRRP	\$ 113,652.66
18	BV Construction - Progress Payment #6	Mar 31, 2014	6	Spec. 1201	\$ 126,834.50
18	Aspen - EIR/EIS Progress Payment	Mar 31, 2014	1116.002-06 and 07	LRDSR	\$ 17,080.04
19	Kennedy/Jenks - Progress Payment	Apr 16, 2014	78236	LCGRRP	\$ 28,228.60
19	BV Construction - Progress Payment #7	Apr 16, 2014	7	Spec. 1201	\$ 252,741.80
20	BV Construction - Progress Payment #8	May 15, 2014	8	Spec. 1201	\$ 69,825.00
20	Aspen - EIR/EIS Progress Payment	May 15, 2014	1116.002-08	LRDSR	\$ 33,388.96
20	Kennedy/Jenks - Progress Payment	May 15, 2014	82422 & 80900	LCGRRP	\$ 135,858.74
21	BV Construction - Progress Payment #9	Jun 4, 2014	9	Spec. 1201	\$ 67,260.00
21	Aspen - EIR/EIS Progress Payment	Jun 4, 2014	1116.002-09	LRDSR	\$ 31,845.93
22	BV Construction - Progress Payment #10	Jun 30, 2014	10	Spec. 1201	\$ 139,498.00
23	Kennedy/Jenks - Progress Payment	Jun 30, 2014	83735	LCGRRP	\$ 30,172.21
23	Aspen - EIR/EIS Progress Payment	Jun 30, 2014	1116.002-10	LRDSR	\$ 10,672.32
24	BV Construction - Progress Payment #11	Jul 21, 2014	11	Spec. 1201	\$ 141,217.50
24	Kennedy/Jenks - Progress Payment	Jul 21, 2014	84147	LCGRRP	\$ 26,431.83
24	Aspen - EIR/EIS Progress Payment	Jul 21, 2014	1116.002-11	LRDSR	\$ 6,274.20

25	BV Construction - Progress Payment #12	Aug 19, 2014	12	Spec. 1201	\$ 84,386.60
25	Aspen - EIR/EIS Progress Payment	Aug 19, 2014	1116.002-12	LRDSR	\$ 11,115.51
26	BV Construction - Progress Payment #13	Sept 10, 2014	13	Spec. 1201	\$ 47,654.85
26	Aspen - EIR/EIS Progress Payment	Sept 10, 2014	1116.002-13	LRDSR	\$ 37,715.30
27	BV Construction - Progress Payment #14	Sept 29, 2014	14	Spec. 1201	\$ 122,741.90
27	PWD - Reimbursement	Sept 29, 2014	N/A	Spec. 0905	\$ 260,611.31
28	Cedro Construction - Progress Payment #1	Oct 14, 2014	1	Spec. 1207	\$ 310,752.41
28	City of Palmdale - Recharge Project	Oct 14, 2014	PWD-2014	UAR	\$ 38,402.47
29	Aspen - EIR/EIS Progress Payment	Oct 23, 2014	1116.002-14	LRDSR	\$ 56,223.72
29	Kennedy/Jenks - Progress Payment	Oct 23, 2014	87036	LCGRRP	\$ 80,732.32
30	BV Construction - Progress Payment #15	Nov 12, 2014	15	Spec. 1201	\$ 84,974.65
30	Aspen - Bio and Cultural Report	Nov 12, 2014	3277.001-01	Spec. 1205	\$ 10,608.08
30	Cedro Construction - Progress Payment #2	Nov 12, 2014	2	Spec. 1207	\$ 195,802.84
31	ANM Construction - Paving	Nov 17, 2014	011115-1	Spec. 0905	\$ 102,373.00
32	Aspen - Bio and Cultural Report	Nov 26, 2014	3277.001-02	Spec. 1205	\$ 1,147.81
32	Aspen - EIR/EIS Progress Payment	Nov 26, 2014	1116.002-15	LRDSR	\$ 76,161.79
33	Kennedy/Jenks - Progress Payment	Dec 29, 2014	88741	LCGRRP	\$ 71,831.14
33	BV Construction - Progress Payment #16 (Retention)	Dec 29, 2014	16 - Retention	Spec. 1201	\$ 74,363.05
33	Aspen - EIR/EIS Progress Payment	Dec 29, 2014	1116.002-16	LRDSR	\$ 6,136.99
34	Cedro Construction - Progress Payment #3	Jan 7, 2015	3	Spec. 1207	\$ 294,189.21
35	BV Construction - Progress Payment #1	Jan 26, 2015	1	Spec. 1205	\$ 152,445.08
35	Aspen - EIR/EIS Progress Payment	Jan 26, 2015	1116.002-17	LRDSR	\$ 13,105.63
36	Kennedy/Jenks - Progress Payment	Feb 2, 2015	89538	LCGRRP	\$ 78,066.17
37	BV Construction - Progress Payments #2 and #3	Feb 19, 2015	2 and 3	Spec. 1205	\$ 195,962.20
37	Aspen - EIR/EIS Progress Payment	Feb 19, 2015	1116.002-18	LRDSR	\$ 8,814.60
38	BV Construction - Progress Payment #4	Mar 9, 2015	4	Spec. 1205	\$ 123,500.00
38	Cedro Construction - Progress Payment #4	Mar 9, 2015	4	Spec. 1207	\$ 70,371.25
39	BV Construction - Progress Payment #5	Mar 31, 2015	5	Spec. 1205	\$ 144,210.00
39	Aspen - EIR/EIS Progress Payment	Mar 31, 2015	1116.002-19	LRDSR	\$ 12,057.52
39	Kennedy/Jenks - Progress Payment	Mar 31, 2015	90983	LCGRRP	\$ 134,407.47
40	Cedro Construction - Progress Payment #5	Apr 13, 2015	5	Spec. 1207	\$ 116,680.99
41	BV Construction - Progress Payment #6	Apr 27, 2015	6	Spec. 1205	\$ 125,003.43
41	Aspen - EIR/EIS Progress Payment	Apr 27, 2015	1116.002-20	LRDSR	\$ 7,540.62
42	Cedro Construction - Progress Payment #6	May 19, 2015	6	Spec. 1207	\$ 103,592.13
43	BV Construction - Progress Payment #7	Jun 8, 2015	7	Spec. 1205	\$ 72,296.90
43	Aspen - Native American Monitoring	Jun 8, 2015	3277.001-03	Spec. 1205	\$ 7,702.52
43	Aspen - EIR/EIS Progress Payment	Jun 8, 2015	1116.002-21	LRDSR	\$ 44,109.14
44	Aspen - EIR/EIS Progress Payment	Jun 23, 2015	1116.002-22	LRDSR	\$ 34,285.59
44	Cedro Construction - Progress Payment #7	Jun 23, 2015	7	Spec. 1207	\$ 60,299.73
45	BV Construction - Progress Payment #8	Jul 15, 2015	8	Spec. 1205	\$ 111,492.00
45	Kennedy/Jenks - Progress Payment	Jul 15, 2015	93555	LCGRRP	\$ 46,443.99
45	Kennedy/Jenks - Progress Payment	Jul 15, 2015	93556	PRGRRP	\$ 251,714.21
46	Aspen - EIR/EIS Progress Payment	Jul 21, 2015	1116.002-23	LRDSR	\$ 16,484.80
46	Aspen - Native American Monitoring	Jul 21, 2015	3277.001-04	Spec. 1205	\$ 4,152.75
46	City of Palmdale - Recharge Project	Jul 21, 2015	PWD-2015	UAR	\$ 54,977.18
47	BV Construction - Progress Payment #9	Aug 11, 2015	9	Spec. 1205	\$ 107,542.76
47	Kennedy/Jenks - Progress Payment	Aug 11, 2015	94435	PRGRRP	\$ 238,422.35
48	Aspen - EIR/EIS Progress Payment	Sept 14, 2015	1116.002-24	LRDSR	\$ 9,024.21
48	Cedro Construction - Final Payment/Retention	Sept 14, 2015	Final Retention	Spec. 1207	\$ 157,491.76
49	Aspen - EIR/EIS Progress Payment	Sept 28, 2015	1116.002-25	LRDSR	\$ 1,034.50
49	Kennedy/Jenks - Progress Payment	Sept 28, 2015	95632	PRGRRP	\$ 190,705.91
50	Aspen - Native American Monitoring	Oct. 12, 2015	3277.001-05	Spec. 1205	\$ 5,581.50
50	BV Construction - Progress Payment #10	Oct. 12, 2015	10	Spec. 1205	\$ 92,241.20
51	Aspen - Native American Monitoring	Nov. 4, 2015	3277.001-06	Spec. 1205	\$ 4,707.50

51	Kennedy/Jenks - Progress Payment	Nov. 4, 2015	96460	PRGRRP	\$ 129,704.49
52	Aspen - Native American Monitoring	Dec. 28, 2015	96461	Spec. 1205	\$ 3,013.50
52	Kennedy/Jenks - Progress Payment	Dec. 28, 2015	97775	PRGRRP	\$ 159,241.36
53	Kennedy/Jenks - Progress Payment	Jan. 21, 2016	98545	PRGRRP	\$ 67,612.54
53	Aspen - EIR/EIS Progress Payment	Jan. 21, 2016	1116.002-25 & 27	LRDSR	\$ 3,751.40
54	BV Construction - Progress Payment #11	Feb. 3, 2016	11	Spec. 1205	\$ 67,200.17
55	BV Construction - Retention Payment	Feb. 23, 2016	Retention	Spec. 1205	\$ 62,731.78
55	Kennedy/Jenks - Progress Payment	Feb. 23, 2016	99318	PRGRRP	\$ 58,537.45
56	Aspen - EIR/EIS Progress Payment	Mar. 28, 2016	1116.003-01	LRDSR	\$ 33,898.64
56	Kennedy/Jenks - Progress Payment	Mar. 28, 2016	99918	PRGRRP	\$ 57,193.72
57	Kennedy/Jenks - Progress Payment	Apr. 19, 2016	100572	PRGRRP	\$ 7,364.72
58	Aspen - EIR/EIS Progress Payment	May 23, 2016	1116.003-02	LRDSR	\$ 5,535.88
58	Kennedy/Jenks - Progress Payment	May 23, 2016	101354	PRGRRP	\$ 26,258.21
59	Aspen - EIR/EIS Progress Payment	Jun 20, 2016	1116.003-03	LRDSR	\$ 37,001.22
59	Kennedy/Jenks - Progress Payment	Jun 20, 2016	102083	PRGRRP	\$ 5,389.60
60	Aspen - EIR/EIS Progress Payment	Jul 21, 2016	1116.003-05 & 05	LRDSR	\$ 43,122.23
60	Kennedy/Jenks - Progress Payment	Jul 21, 2016	103204	PRGRRP	\$ 21,078.38
61	City of Palmdale - Recharge Project	Jul 27, 2016	PWD-2016	UAR	\$ 35,834.85

P A L M D A L E W A T E R D I S T R I C T
B O A R D M E M O R A N D U M

DATE: August 3, 2016 **August 10, 2016**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.4 – DISCUSSION AND POSSIBLE ACTION ON
THE DEVELOPMENT OF A CITIZENS ADVISORY COMMITTEE. (AD
HOC SPANISH INTERPRETER COMMITTEE-DIRECTOR MAC
LAREN/DIRECTOR DINO)***

The formation of a Citizens Advisory Committee is presented to the full Board at the recommendation of the Ad Hoc Spanish Interpreter Committee of Directors Mac Laren and Dino for discussion to determine the best method for forming a Citizens Advisory Committee. To assist the Board with this task, Citizens Advisory Committee bylaws from five different agencies are attached.

Supporting Documents:

- Denver Water Citizens Advisory Committee bylaws
- Merced County Association of Governments' Citizens Advisory Committee bylaws
- South Orange County Special Education Local Planning Area Citizens Advisory Committee bylaws
- City of Stockton Citizens Advisory Committee bylaws
- Yolo County Citizens Advisory Committee bylaws

Denver Water Citizens Advisory Committee (CAC)

Denver Water's Citizens Advisory Committee is a 10-member volunteer committee that advises Denver Water staff and the Board of Water Commissioners on a variety of issues while encouraging and coordinating public participation in the water department's policy-making process.

Purpose of Citizens Advisory Committee

Denver Water's Citizens Advisory Committee was created as a result of the 1979 Foothills Agreement. In the late 1970s, Denver Water needed a new treatment plant and reservoir. Public concern about growth issues and the project's potential environmental impacts led to the Foothills Agreement — a pact between Denver Water, federal agencies, elected officials and the environmental community. Among other requirements, terms of the agreement required Denver Water to form a citizens group charged with representing public interests.

Among other responsibilities, the Citizens Advisory Committee is in charge of:

- providing advice on the use and effectiveness of the Board's public participation techniques;
- assisting in and facilitating public review and discussion of Board plans;
- participating with Denver's Board of Water Commissioners in making plans, records, information and studies available to the public;
- advising the Board in issues of interest to the committee, such as the supply, treatment and distribution of water;
- providing consultation to the Board so that public reaction to Board proposals, such as rate changes, conservation activities, recreation issues, distribution system extensions, construction projects and other activities, will be recorded and available to the Board and staff early in the planning process; and
- developing an annual work plan with specific activities defining its scope of work.

Citizens Advisory Committee Members

Members of the Citizens Advisory Committee serve two three-year terms. The committee is comprised of three Denver customers, two West Slope residents, one suburban customer, one environmental representative, one public interest group representative, one representative from the Home Builders Association of Metro Denver and one suburban distributor representative. Committee members are selected as a result of the committee's recommendations to Denver's Board of Water Commissioners.

Citizens Advisory Committee Bylaws

Citizens Advisory Committee

I. Preamble

- A. The Denver Board of Water Commissioners recognizes that there is a need for full and timely public participation in the decision making process of the Board on important Board activities and, to insure that participation, it has agreed to create a Citizens Advisory Committee with a substantial degree of independence.
- B. Under the Denver City Charter, the Board has not and legally cannot delegate to the committee any responsibility placed upon the Board by law.

II. Mission Statement

- A. It is the mission of the Citizens Advisory Committee to advise the Board:
 - 1. on matters of interest to the Committee
 - 2. on matters of citizen participation
 - 3. to facilitate public review and discussion of Board plans

III. Composition of the Citizens Advisory Committee

- A. Size of the Committee – 10 members. (Amended December 2007)
- B. Terms of Membership:
 - 1. Term of membership is to be three years. Terms will be staggered.
 - 2. Maximum service – A member shall be limited to two successive terms without a break in service of at least one year.
- C. Qualifications and Appointment of Committee Members:
 - 1. Appointing authority. The Denver Water Board shall be the appointing authority for the Citizens Advisory Committee, subject to the recommendations which follow.
 - 2. Committee Leadership. The Citizens Advisory Committee (CAC leadership shall be composed of two members of the Committee, a Chairperson and a Vice-Chairperson. The Chairperson and Vice-Chairperson positions shall be elected in November by members of the CAC for a term of one year running from January to December. In the event of a vacancy in the Chairperson's position, the Vice-Chair will take up the position and a new Vice-Chairperson will be elected by the CAC. Vacancies shall be filled within thirty (30) days of vacancy.
 - 3. Nomination Procedure:
 - a. Geographical balance – The four customer positions (three from Denver and one from the suburban service area), the suburban water distributor and the two representatives from the Western Slope all must be from those geographical areas. The person representing the public interest group must be supplied with water from Denver Water, but

may live either inside or outside the City and County of Denver. The representative from the HBA of Metropolitan Denver must be an active member of the HBA. The environmental group representative must be an active member of an environmental organization. The overall composition of the CAC will consist of at least five Denver residents. (Amended December 2007)

- b. Required representation – The membership shall include persons who represent the following groups: Denver citizens (3), a suburban customer, a member of the HBA of metropolitan Denver, an environmental group, a public interest group, a suburban water distributor and two Western Slope residents; one who resides in either Summit, Grand or Eagle County and one who resides in either Mesa, Delta, Montrose or Garfield County. (Amended December 2007).
- c. Proposals for nominations – Proposals for nominations may be submitted to the Citizens Advisory Committee by any interested individual, organization. or governmental entity, after the existence of open positions has been publicized.
- d. Who makes the nominations – Nominations shall be made by the Citizens Advisory Committee itself. The Western Slope representatives shall be selected from the proposals for nomination of any interested individual, organization, or governmental entity including Regional Council of Governments from that area.
- e. Number of nominations – For each of the 10 positions there shall be a maximum of two nominees submitted to the Denver Water Board of Commissioners for each position. The Board shall choose the membership of the Citizens Advisory Committee from among the nominees for that position, no later than November of the year preceding the appointment. If the nominations for any particular position are deemed to be unacceptable to the Board, it is recommended, but not required, that the Board will indicate to the Committee in writing reasons for the nominees' unacceptability, and the committee will submit further nominations for the Board's consideration. (Amended December 2007)
- f. Selection – Interviews of candidates by the CAC shall occur at an open meeting, but deliberations regarding the candidates may be at a closed meeting. It is recommended that the Board interview nominees at an open meeting, but deliberate in choosing among the nominees in a closed meeting.
- g. Vacancies upon expiration of term or otherwise nominations to fill any vacancy on the committee shall be made in accordance with the provisions of this section 3; provided, that the committee may select its

nominees from the proposals for nominations for the particular vacancy or vacancies to be filled if said proposals were received by the committee within 11 months prior to the making of such nominations and if said proposals were received in response to publicizing of the existence of open positions in the particular categories of eligibility in which said vacancy or vacancies are to be filled. In the event of a failure to provide nominations to the Board for any vacancy in the committee within 90 days of notification of said vacancy, the Board shall thereafter be free to appoint any person, having the qualifications set forth in these bylaws, to fill such vacancy.

4. General Qualifications. All committee members have the following general qualifications:
 - a. Except for the representatives from the Western Slope, the Environmental Group and the HBA of Metropolitan Denver, all committee members shall be users of Denver water in their private residences.
 - b. Each member of the Committee shall be a United States citizen and a resident of Colorado for five years or more.
 - c. Each member of the Committee shall have contact with constituents from the group/area they represent.
 - d. No employee of Denver Water or member of the Board shall be a member of the committee during the term of his/her employment or membership.
 - e. Removal of Committee Members. Committee members shall serve in accordance with the provisions of these bylaws. Any Committee member who shall incur three consecutive absences from regular meetings without good cause shown may be removed from the Committee by the majority of the remaining members.

IV. Recommended Operating Procedures of the Citizens Advisory Committee

A. Associate Memberships and Committees:

1. In order to assure a maximum level of public participation, "associate membership" on the committee shall be available to anyone filing a written application at any time with the Citizens' Advisory Committee. By retaining such membership, an associate member would be in a position to provide opinions to the advisory committee for consideration by that committee and by the Board. There shall be a method for periodic updating of membership roles should lack of interest occur in an associate member.

2. It is anticipated that appointment of associate members to ad hoc committees and subcommittees, task forces, etc., will be undertaken and that they be utilized in various areas and for such periods of time as needed, such as:
 - a. Conservation Programs
 - b. Rates
 - c. Specific Diversion and Supply Projects
 - d. Projections
 - e. Economic Analysis
 - f. Extensions of the Distribution System
 - g. Policy for New Taps
 - h. Channelization Projects
 - i. Flow Management
 - j. Coordination with Other Agencies
 - k. Long Range Planning
 - l. Other Areas as Necessary
 3. It is intended that the Committee and Subcommittees, as well as task forces, will be citizen participatory entities in regard to the areas of concern but will not be authorized to employ consultants or engage in technical or engineering studies at Denver Water Board expense.
- B. Citizen Participation – Citizen participation techniques shall be stimulated by use of the following when necessary:
1. Public meetings All committee meetings shall be open to the public and the committee may receive comments from the public if it so desires. The following types of meetings should be considered:
 - a. Working Meetings
 - b. Open Meetings
 - c. Forums
 - d. Workshops
 - e. Public Hearings
 2. Other techniques:
 - a. Written communications including articles in Denver Water publications
 - b. Utilization of existing organizations of all types

- c. Monitoring developments
 - d. Mediation contacts
- C. Procedures – The following procedures shall be implemented to assist in and facilitate public review and discussion of Board plans:
 - 1. Statement of Issues and of Findings – The committee shall proceed as follows in stating issues or findings:
 - a. Any statement of issues and any statement of findings may be delivered to the Board, to the news media or to others as appropriate, but in all instances the Board shall receive such information in sufficient time prior to its release to others to allow the Board to comment thereon to the committee.
 - b. Statement of issues and any statement of findings shall record the vote of the members. Voting may occur when a quorum (6) is present and both the majority and minority opinions will be recorded. (Amended December 2007)
 - c. The value of minority opinions is recognized and such opinions and reports are to be encouraged. Minority opinions and reports shall be allowed and shall be released concurrently with the majority reports. Members espousing minority viewpoints shall have access to support facilities equal to that of persons espousing majority viewpoints.
 - 2. Access to Board data and information – Committee access to Board data and information shall be assisted.
 - a. The Denver Water Board has agreed to make available to the members of the Citizens' Advisory Committee, and through the Committee to the public in general, its present and future plans, financial records, information and studies (with the exception of confidential information relating to property acquisition and other property matters; confidential litigation matters (judicial or administrative) and documents subject to the attorney-client privilege; personnel records; and other material exempt from disclosure by law). A program of making available to the public such plans, records, information, and studies will be developed by the Water Board in concert with its Citizens' Advisory Committee. No committee member shall copy or reveal the contents of any restricted document submitted for review.
 - b. Requests for access by the committee to Board data and information shall be submitted by the chairperson of the committee to the President of the Board, or their official designee.

V. Role of the Citizens Advisory Committee and the Scope of its Work

- A. Provide advice on the use and effectiveness of citizen participation techniques by the Board.
- B. Assist in and facilitate public review and discussion of Board plans.
- C. Participate with the Board in developing a program of making plans, records, information and studies available to the public.
- D. Advise the Board in planning for issues of interest to the Committee including but not limited to supply, treatment and distribution of water.
- E. Provide consultation to the Board for establishing a mechanism for assuring that the reaction of interested agencies and individuals to Board proposals, such as rate changes, conservation activities, recreation issues, distribution system extension, construction of projects to develop or expand supply facilities, etc., will be recorded and made available early in the planning process to the Board members and staff responsible for formulating decisions.
- F. Provide advice to the Board on minimizing adverse fishery and recreational impacts.
- G. Provide advice to the Board on management of stream flows.
- H. Provide advice on developing a program to achieve timely consultation with affected property owners and interested groups and agencies, on matters dealing with channelization or management of flows.
- I. It is recommended that no later than April of each year, the Committee will develop an annual work plan with specific activities defining its scope of work. The committee is not limited to these activities during the course of the year.

VI. Amendment of Bylaws

Upon adoption of these bylaws by the Water Board, they shall govern all actions of the Citizens Advisory Committee. Amendment to any provisions of these bylaws may be effected by the Board upon the recommendation of at least two thirds of the members of the committee.

Citizens Advisory Committee Topics

The Citizens Advisory Committee addresses a variety of topics that concern Denver Water customers, including:

- Drought Response – Members of the Citizens Advisory Committee participate in the Drought Response Task Force, which hosts public meetings and makes suggestions regarding [drought](#) response to Denver Water staff and the Board of Water Commissioners.
- Conservation Programs – Members review and encourage new [conservation](#) projects.
- Customer Service – The committee remains informed of customer complaints and concerns and responds accordingly.

- Future Service and Growth – The Citizens Advisory Committee stays informed about Denver Water's [recycle plant](#), possible [future storage projects](#) and population growth in the Denver-metro area.
- Consumption Blocks – The Citizens Advisory Committee stays informed about Denver Water's block [rate structure](#) and makes suggestions about it to the Board.
- Rates – Members review [rate](#) changes and offers their input to Denver Water staff.
- Recreation – The Citizens Advisory Committee also addresses topics regarding [recreation](#) on the [High Line Canal](#), [Dillon Reservoir](#), [Waterton Canyon](#) and other areas.

The Citizens Advisory Committee will address other topics of concern to Denver Water customers. Send the committee an [e-mail](#), or attend a meeting, which is held the third Thursday of each month.

CAC Meeting Agenda and Minutes

The Citizens Advisory Committee meets 5 to 7 p.m. on the third Thursday of each month in Denver Water's Board Room, unless specified on the agenda. All meetings are held at [Denver Water](#), 1600 West 12th Ave., unless otherwise noted on the agenda. Agendas will be posted one week before the meeting. Minutes will be posted after approval at the following meeting.

When attending a meeting, please take any handouts you are interested in, help yourself to food or drink and find a seat along either wall. Citizens Advisory Committee members will be seated around the table. Please silence all pagers and cell phones. Public comment starts at the beginning of the meeting. Please limit your comments to four minutes, but if you need additional time, talk with the committee's [chair](#) before the meeting starts.

THE CITIZENS ADVISORY COMMITTEE FOR REGIONAL TRANSPORTATION PLANNING

BYLAWS

WHEREAS, This Committee having been officially appointed by the Governing Board of the Merced County Association of Governments and having been designated as the Citizens Advisory Committee for Regional Transportation Planning is desirous of operating in an organized manner. The Committee fulfills requirements of the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA) to develop a proactive public involvement process in developing transportation plans and programs. Now, therefore, be it resolved that the following bylaws be adopted and by the passage of this resolution by the majority vote, are declared to constitute the official bylaws of the Citizens Advisory Committee for Regional Transportation Planning.

ARTICLE I - PURPOSE

The purpose of this Committee is to serve as the formal means by which public input is provided and aid is given to the development and maintenance of the public involvement of the Merced County Regional Transportation Planning process, and to advise the Governing Board of the Merced County Association of Governments, who serve as the Metropolitan Planning Organization (MPO) for Merced County. The objectives of the Committee include:

1. The use of the skills, knowledge and experience of its members, and the organizations and groups they represent, to assist and advise the Merced County Association of Governments, in respect to plans and programs for the orderly development of the various modes of transportation in Merced County;
2. Facilitate transportation systems in such a way as to foster job creation and enhance current employment levels and improve the business and economic climate for the region;
3. Identify and discuss issues on public safety on the region's transportation system;
4. Facilitate two-way communication between the citizens of the region and the Governing Board, through the MCAG staff; and
5. Serve as public advisory medium for the promotion of public and private programs and support of the above-stated objectives.

*** ARTICLE II – MEMBERSHIP**

The membership of this Committee shall be composed of representatives from the fields of: real estate (one), commerce (one), economic development (one), construction (one), civil engineering (one), goods movement (one), agriculture (one), small business (one), education (one), a student representative (one), a financial representative (one) and a water/irrigation district representative (one) and citizens at-large members (five) to provide geographic representation.

The official membership may by majority vote appoint special committees composed of non-members or request special information or advice from knowledgeable persons as is necessary to carry out the objectives of the Citizens Advisory Committee. Said non-member committees or persons shall be appointed for the time required to accomplish said objective.

ARTICLE III - TERM

Each member of the Committee may serve up to two complete, four-year terms. At the end of a full first term, a member may be re-appointed by the Governing Board. A member appointed to serve out the balance of the

term of an existing vacancy may be re-appointed at the conclusion of the term and may ultimately serve two, complete, four-year terms in addition to the initial term.

ARTICLE IV - ATTENDANCE

Members shall attend all the scheduled meetings of the Committee. In an event when a member cannot attend the meeting an alternate may be substituted. The member shall contact MCAG staff and notify staff that they will be sending an alternate to the meeting, along with a name and phone number. The alternate shall have the same voting privileges as a member. If a member fails to attend two (2) consecutive meetings, the member is considered to have vacated the position. Another representative shall be appointed to fill the position subsequent to notifying the member.

ARTICLE V - VOTING

Each member of the committee shall have one (1) vote. The above-stated members shall in the manner stated above be entitled to cast their vote on all matters brought to a vote during a regular or called meeting which said member is present and providing a quorum is present at the time as specified in Article VI.

ARTICLE VI - QUORUM

The majority of the voting membership of the Citizens Advisory Committee officially holding appointments from the appointing authority shall constitute a quorum. A quorum shall be necessary for the transaction of any official business by the Citizens Advisory Committee for regional transportation planning.

ARTICLE VII - OFFICER, ELECTION OF

Section 1

The officers of the Citizens Advisory Committee for regional transportation planning shall be a Chairperson and a Vice-Chairperson and shall be selected in accordance with Section 2 of this Article. MCAG staff shall act as Secretary for the Committee.

Section 2

All elected officials shall serve for a term of one (1) year.

ARTICLE VIII - DUTIES OF OFFICERS

Section 1

The Chairperson shall preside at all meetings of the Committee, and is eligible to vote on all matters coming before the Committee. The Chairperson shall be responsible for conducting all meetings in an orderly manner and of appointing the necessary committees which are needed to meet the objectives of the Citizens Advisory Committee.

Section 2

The Vice-Chairperson shall perform all the duties and assume all the responsibilities of the Chairperson in his/her absence.

ARTICLE IX - MEETINGS

Regular meetings of the Committee shall be held no less than one (1) in every quarter. The Committee shall meet routinely on the first Friday of the month at 8:30 a.m. at the MCAG Conference Room. At least 72 hours before a regular meeting, the agenda for that meeting shall be posted at the MCAG office. Notice of regular meetings shall be mailed or delivered to each member of the committee at least five (5) days prior to each meeting.

and accompanying the notice shall be the written agenda for that meeting and supporting or pertinent documents relating to the agenda items.

Any regular meeting of the committee may be canceled by the Chairperson upon giving of at least 72 hours written notice to all members of the committee.

ARTICLE X - SPECIAL MEETINGS

Special meetings of the Citizens Advisory Committee may be called by the Chairperson, or in his/her absence, the Vice-Chairperson or by a majority of the Committee. Notice by letter or by phone 24 hours prior to the scheduled time shall be considered adequate.

ARTICLE XI - ANNUAL MEETINGS

An annual meeting of the Citizens Advisory Committee shall be held at the last regularly scheduled meeting in each year. During this annual meeting, the following activities shall take place:

- a. A summation of progress made, work accomplished, and the proposed work program shall be prepared for the coming year for delivery to the Chairperson of the Governing Board of the Merced County Association of Governments; and
- b. Officers for the coming year shall be elected at the annual meeting of the Citizens Advisory Committee.

ARTICLE XII - AMENDMENTS

Section 1

The bylaws of the Citizens Advisory Committee for regional transportation planning as officially adopted shall be amended only in accordance with the following procedures:

- a. All members holding official appointments to the Citizens Advisory Committee shall be furnished a copy of the proposed changes and amendments to the official bylaws at least 30 days prior to any official vote on said proposed changes and amendments; and
- b. Any changes in amendments to the official bylaws by the Citizens Advisory Committee shall be read at one (1) meeting of the Citizens Advisory Committee. Said meeting shall be a regular meeting held in accordance with the provision of the bylaws presently in effect.

Section 2

A quorum of the members present at a regularly scheduled meeting of the Citizens Advisory Committee shall be deemed sufficient to recommend the MCAG Governing Board adopt any changes in amendments to the bylaws of the Citizens Advisory Committee.

Bylaws of the Community Advisory Committee
South Orange County Special Education Local Planning Area

ARTICLE 1 -- NAME

The name of this organization shall be the Community Advisory Committee (CAC) for the South Orange County Special Education Local Planning Area (SOC SELPA).

The area served by the CAC shall include the Laguna Beach and Saddleback Valley Unified School Districts located in Orange County, California.

ARTICLE 2 -- PURPOSE

The purpose of the CAC, based on legislative intent, including PL 94-142 and SB 1870 (California Master Plan for Special Education), but not necessarily limited to these items, is to provide the SOC SELPA Administration, and the governing boards of the school districts in the SOC SELPA, with a representative group of citizens involved with, or concerned about, the education of individuals with exceptional needs.

The CAC shall fulfill its purpose by assuming responsibilities for the following:

Advising the administration and policy making body of the SOC SELPA regarding the development, amendment and review of the South Orange County Special Education Local Plan (Local Plan).

Recommending annual priorities to be addressed by the Local Plan.

Assisting in parent education regarding special education laws and responsibilities.

Recruiting parents and other volunteers who may contribute to the implementation of the Local Plan.

Encouraging community involvement in the development and review of the Local Plan.

Supporting activities on behalf of individuals with exceptional needs.

Assisting in parent awareness of the importance of regular school attendance.

Establishing and fulfilling other responsibilities as deemed necessary by the CAC, and allowed by Article 7 of the California Education Code.

ARTICLE 3 -- MEMBERSHIP

Every voting, alternate voting and nonvoting member of the CAC has an equal right to propose motions or bring up other business, to speak and to be protected from interruption, to ask questions, and to nominate.

Nonvoting Membership: All parents of pupils residing in the SOC SELPA, as well as members of the community at large, are considered nonvoting members of the CAC.

Voting Membership:

The voting membership shall be composed of parents of individuals with exceptional needs enrolled in public or private schools, parents of other pupils enrolled in school, individuals with exceptional needs enrolled in special education programs, regular education teachers, special education teachers and other school personnel, representatives of other public and private agencies, and persons connected with the needs of individuals with exceptional needs. The majority of the voting membership shall also be composed of parents of pupils enrolled in schools in the SOC SELPA, and the majority of such parents shall be parents of individuals with exceptional needs.

The voting membership shall be composed of at least nine but not more than fifteen individuals. The composition of the minimum voting membership shall be allocated according to the following table:

Voting Member Description	School District	
	Laguna	Saddleback
Parents of individuals with exceptional needs enrolled in public or private non-sectarian schools	2	5
Individuals with exceptional needs enrolled in special education programs		1
Regular education classroom teachers		1
Special education classroom teachers and other school personnel	1	1
Representatives of other public and private agencies		1
Total	3	9

The SOC SELPA Administrative Director shall be the SOC SELPA Administrative liaison to the CAC, and shall be a nonvoting member of the CAC.

SOC-SELPA CAC Bylaws

Appointment: Applicants for voting membership will be nominated to the CAC through the directors of special education for the school districts in the SOC SELPA or through the CAC Membership Subcommittee. Applicants will be appointed to the CAC as voting members by the governing boards of the school districts in the SOC SELPA.

Term of Appointment: The term of appointment for voting members shall be a minimum of two years and shall expire on September 1. Terms of appointment shall be annually staggered to ensure that no more than one-half of the voting membership serves the first year of the term in any one year.

Voting Members' Duties and Privileges:

Each voting member shall be responsible for attending all CAC meetings and for notifying the secretary before a meeting of his or her inability to attend that meeting.

Voting members shall represent the interest of special education students and programs through support of the activities of the CAC.

Each voting member shall be entitled to one vote on each matter that is submitted to a vote of the CAC. Voting members must be present to vote.

All CAC voting members must sit on at least one subcommittee of the CAC.

Termination of Membership: Voting membership shall terminate for any voting member who is absent, without due cause, from two consecutive or three business meetings in a school year. Voting membership may also be terminated by at least a two-thirds vote of a quorum. The voting member, along with the director of special education for the school district that appointed him or her, shall be informed of his termination.

Resignation: Any voting member may resign by filing a written resignation with the CAC and the director of special education for the school district that appointed him or her.

Alternate Voting Membership:

Each school district in the SOC SELPA may appoint an alternate voting member for each one of its voting members. Alternate voting members shall be appointed and serve in the same manner as described above for voting members.

Alternate voting members shall be entitled to vote at CAC meetings when voting members are not present. At the beginning of each CAC meeting, the chairperson shall designate an alternate voting member to vote for each absent voting member. If a voting member leaves during a meeting, the chairperson shall designate an alternate voting member to vote for that voting member.

ARTICLE 4 -- OFFICERS OF THE CAC

The officers of the CAC shall be a chairperson, vice-chairperson and secretary. The officers, along with the SOC SELPA Administrative Director, shall constitute the executive board.

All officers must be voting members, and at least two officers must be parents of individuals with exceptional needs enrolled in schools in the SOC SELPA.

Election and Term of Office for Chairperson, Vice-Chairperson and Secretary:

Officers shall be elected annually and serve for a term of one year.

An officer may not serve more than two consecutive terms in the same office with the exception of the chairperson, who may serve three consecutive terms.

Elections will be held by secret ballot, unless there is only one (1) candidate for an office, in which case, there may be a vote by raising of hands.

Officers' terms shall be from July 1 to June 30, with nominations in May and elections in June.

Resignation: Any officer may resign by providing a written resignation to the executive board.

Vacancies: The vice-chairperson will assume responsibilities of the chairperson. An election will be held if a vacancy exists for all other offices.

Officers' Duties:

The chairperson shall:

- Preside at all meetings of the CAC.
- Prepare agendas for all meetings of the CAC.
- Be responsible for the implementation of all CAC decisions.
- Be an ex-officio member of each subcommittee.
- Act as liaison with the SOC SELPA Administration.
- Act as liaison to the school districts in the SOC SELPA.
- Assume other responsibilities as directed by the CAC.

The vice-chairperson shall:

- Conduct meetings in the absence of the chairperson.
- Be responsible for the execution of the bylaws.
- Serve as parliamentarian to the chairperson.
- Be an ex-officio member of each subcommittee.
- Assume other responsibilities as directed by the chairperson.

SOC-SELPA CAC Bylaws

The secretary shall:

- Maintain membership and attendance records.
- Seek CAC approval prior to the public distribution of written materials.
- Keep minutes and distribute them to the CAC membership.
- Attend to correspondence.
- Act as treasurer as the need arises.
- Assume other responsibilities as directed by the chairperson.

The executive board shall:

- Be responsible for the overall coordination of activities.
- Meet regularly with district administrators.

ARTICLE 5 -- CAC MEETINGS

Meeting Frequency: The CAC shall meet as frequently as necessary, but no less than four regularly scheduled meetings a year.

Meeting Calendar: An annual meeting calendar for all regularly scheduled meetings shall be developed in May and approved in June for the following school year. Meeting calendars shall establish the date, time and location of each regularly scheduled meeting.

Meeting Notices: Meeting notices for all regularly scheduled meetings shall be sent to each voting and alternate voting member, each school for distribution, local newspapers, and other public and private agencies not less than four times during the school year. Meeting notices shall include the currently approved meeting calendar showing the date, time and location of each regularly scheduled meeting during the school year.

Meeting Agenda: Meeting agenda shall be prepared and distributed to all voting and alternate voting members, and others designated by the chairperson, at the beginning of each meeting. Meeting agenda shall specify the date, time and location of the meeting and shall contain a brief general description of each item of business to be transacted or discussed at the meeting. Items to be included on an upcoming meeting agenda must be submitted to the chairperson ten days before the meeting.

Place of Meetings: The CAC shall hold its meetings in readily accessible barrier-free facilities provided by the school districts.

Quorum and Majority Vote: A quorum shall be defined as at least one-half of the duly constituted voting membership of the CAC. A majority vote shall be defined as more than one-half of the total votes of a quorum.

SOC-SELPA CAC Bylaws

Conduct of Meetings: All regular and special meetings of the CAC shall be conducted in accordance with these bylaws and Roberts Rules of Order, or in accordance with an appropriate adaptation thereof.

Meeting Records: Minutes of each CAC meeting shall be recorded by the secretary and distributed to all voting and alternate voting members, and others designated by the chairperson, at the beginning of the following meeting.

Special Meetings: Special meetings may be called by the chairperson or by a majority vote of the CAC.

Open Meetings: Meetings of the CAC and its standing and special subcommittees shall be open to the public.

Parent Issues and Concerns:

Noncompliance/District: All issues of noncompliance that are brought to the attention of the CAC must be documented in writing to the CAC outlining the areas in which a school district in the SOC SELPA is out of compliance, according to these bylaws, the Local Plan, master plan, or P.L.94-142.

Noncompliance/Member: No letters or personally presented statements of charges against individuals will be heard by the CAC.

ARTICLE 6 -- CAC SUBCOMMITTEES

The CAC may establish and abolish standing or special subcommittees as needed by a majority vote. No standing or special subcommittee may excise the authority of the CAC. The CAC chairperson and vice-chairperson are ex-officio members of each subcommittee.

The chairperson of each subcommittee will be appointed by the CAC voting membership, however, each subcommittee will recruit its own members. Subcommittee members, other than the chairperson of each subcommittee, do not have to be voting or alternate voting members of the CAC.

The following standing subcommittees may exist and may be chaired in combination with another subcommittee, should this be necessary:

Local Plan Review and Policy Making Subcommittee: Will continually review the Local Plan and receive input from the community regarding the Local Plan. Be involved in developing and amending the Local Plan. Be part of the triennial state review of compliance (CCR). All parent issues and concerns will go through the Local Plan Review and Policy Making Subcommittee for their review and recommendations to the executive board or CAC as a whole, for a resolution or action plan.

Educational Programs Subcommittee: Will assist in in-service activities and parent education and will encourage parent awareness. Assist in educating the community about individuals with disabilities, through newspapers, newsletters, and the media and become involved in community activities relating to persons with exceptional needs. Shall gather information on programs in the community and the needs of students, parents, teachers, and school personnel. Give input to the SOC SELPA on program and personnel needs.

Membership and Publicity Subcommittee: Be responsible for recruiting members that reflect the community that the SOC SELPA serves. Provide CAC orientation packets and application forms to interested persons. Stay in contact with the CAC officers regarding vacancies, terms of appointment, and qualifications of people needed to fill vacancies (e.g., parent, teacher). Ensure that the CAC's membership stays in conformance with the CAC bylaws and the California Education Code. Provide the news media with information regarding the CAC and in-service activities. The membership of this subcommittee shall be composed of members from at least every school district in the SOC SELPA.

ARTICLE 7 -- ACCOUNTABILITY AND RESPONSIBILITY

The CAC shall serve only in an advisory capacity. The voting and alternate voting membership of the CAC shall be appointed by, and responsible to, the governing boards of the school districts in the SOC SELPA. Recommendations of the CAC shall be sent to the directors of special education for the school districts in the SOC SELPA with copies to their governing boards. The responsibility for action on recommendations shall rest with the superintendents and the governing boards of the school districts in the SOC SELPA.

The SOC SELPA Administration shall provide each voting and alternate voting member of the CAC with a copy of the currently approved Local Plan. The SOC SELPA Administration shall also provide each voting and alternate voting member of the CAC with a copy of any proposed amendments or revisions to the currently approved Local Plan.

The CAC shall have at least 30 days to review any proposed amendments or revisions to the currently approved Local Plan before its submission to the State Superintendent. A verification statement of this review shall be signed by a majority of the voting members of the executive board of the CAC.

No person may advocate for a child as a CAC representative. No person may speak for the CAC without prior written approval of the voting membership.

The CAC chairperson may attend the Administrators Council meetings.

ARTICLE 8 -- AMENDMENTS

These Bylaws may be amended at any regular CAC business meeting. Amendment of these bylaws shall require at least a two-thirds vote of a quorum, provided that a written notice has been given to all voting and alternate voting members at least two weeks prior to the meeting.

CITY OF STOCKTON, CALIFORNIA
MEASURE A ADVISORY COMMITTEE
BY-LAWS

October 23, 2014

BACKGROUND:

On November 5, 2013, the citizens of Stockton approved Measure A, a ¾-cent general sales tax measure, effective April 1, 2014. The citizens of Stockton also approved Measure B, an advisory measure. Measure A as approved by the citizens of Stockton and the accompanying advisory Measure B as approved by the citizens and supported by City Council action February 25, 2014, are recorded in the General Fund of the City as appropriate of a general sales tax measure. All associated revenue and expenditures are maintained in the City of Stockton General Fund although not necessarily in distinctive accounts or separate departments or divisions.

Included in the Ordinance for this measure is a seven-member Citizens' Advisory Committee, hereafter referred to as the 'Committee', appointed by the City Council, which shall meet at least annually for the general oversight of expenditures and revenues generated by the tax imposed by this Ordinance and to make recommendations to the City Council regarding those expenditures.

In addition, the City Council approved a Charter for the general objectives and duties of the Committee. The Committee shall serve as the single statutory oversight committee for Measures A and B.

MISSION AND PURPOSE

These By-Laws establish the responsibilities and processes to be used by the Committee in compliance with Ordinance 2013-07-09-16-1, hereafter referred to as 'Ordinance' and the City of Stockton Transaction and Use Tax Ordinance Citizens' Oversight Committee Charter, hereafter referred to as 'Charter'.

The mission of a strong and independent Committee is to oversee the expenditure of revenues generated by Measure A and to make recommendations to the City Council regarding those expenditures as set forth in Measure B.

The intent of the voters was established in the Measure B ballot language: "(i) 65% of (the proceeds of the Measure A tax) be used only to pay for law enforcement and crime prevention services in the City such as those described in the City's Marshall Plan on Crime and (ii) 35% of its proceeds be used only to pay for the City's efforts to end the bankruptcy and for services to residents, businesses and property owners." The

Marshall Plan on Crime includes the City's stated objective of hiring 120 additional sworn police officers by June 30, 2017.

APPLICABLE RULES

The Committee will have seven qualified members and a prescribed term of office, will meet at least quarterly to review the expenditure and revenues generated by this Transaction and Use Tax (general sales tax), will be given pertinent information to review the revenues and expenditures, will report their recommendations and findings to the City Council as required by ordinance, will inform the public as appropriate, and will operate using Rosenberg's Rules of Order and standards of ethics.

The following provides more details.

1) Appointments

The City Council shall make appointments to the Committee by resolution. The Committee shall be composed of seven members.

2) Qualification Standards

To be qualified a person must be at least 18 years of age and reside within the City's geographic boundary. The Committee may not include any employee or official of the City, or any vendor, contractor or consultant doing business with the City.

3) Conflicts of Interest

By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 et seq.), and to complete the Form 700 as required by all "designated employees" of the City. Additionally, each member shall comply with the Committee Ethics Policy which is presented in paragraph 13, below.

4) Term

Each Committee member shall serve for a term of service concurrent with the City Council member making the nomination.

5) Chair

The Committee shall annually elect a chair and a vice-chair who shall act as chair only when the chair is absent, and whose duties shall be consistent with Rosenberg's Rules of Order. Any item supported by two members is sufficient to insure it is on the next agenda.

Duties of the chair include:

- Scheduling meetings well in advance
- Seeking information from City staff when necessary
- Scheduling reporting deadlines
- Developing agendas
- Distributing materials in a timely manner, and
- Following up with requests made to City staff.

6) Compensation

Committee members shall not be compensated for their services.

7) Informational Materials

At least quarterly, financial reports – including proposed Budgets and Actuals with detailed supporting schedules will be sent to each Committee member. The reports will show revenue generated by Measure A, detailed line-item expenditures as presented in the annual budget relative to Measure B (public safety), and all other uses of remaining Measure A funds and State Board of Equalization reports. Because Measure A was approved by the citizens of Stockton as a general sales tax, all revenues and expenditures will be included in the General Fund of the City, meaning that these proceeds will support certain general operations of the City as identified in the Ordinance and not necessarily in distinctive accounts or separate departments or divisions.

8) Meetings

- a) The Committee shall conduct an annual meeting with the City/independent auditor and City staff, each year within 60 days following the audit of the prior fiscal year's books. The purpose of the annual meetings is for Committee members to review the expenditures of Measure A proceeds and the audits, as attested by the City/independent financial auditor, to ensure that tax proceeds are expended for the purposes set forth in the applicable Measure A and B ballot language. The annual meeting will also include the task of adopting an annual report of their findings for presentation to the City Council.
- b) In accordance with the Charter, the Committee will meet at least one additional time to review budgets for Measure A revenues and Measure B (public safety) expenditures before the City Council's public sessions on the upcoming annual budget.
- c) Special meetings may be called by the City and/or Committee when additional information relative to Measures A and B is available. Special meetings may

also be called by Committee members if a majority of the members petition the chair for a special meeting.

- d) All meetings shall be held in the Stockton City Council Chambers or another room having space for the public to attend.
- e) All meetings shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq. Each member of the Committee will be given a current copy of the Ralph M. Brown Act.
- f) A majority of the Committee members shall constitute a quorum for the transaction of any business.
- g) Except as otherwise provided by adopted Committee policies, City Council Policy, or applicable law, meetings shall be conducted in accordance with Rosenberg's Rules of Order,

The minutes of the Committee meetings shall be provided to the City Council and placed on the next available regular Council meeting agenda thereafter.

9) Authorized Activities

- a) Review copies of financial reports that provide revenue and expenditures of Measures A and B.
- b) Receive and review copies of the City's annual independent audit which is required by the Ordinance.
- c) Observe Public Safety Marshall Plan activities for which tax proceeds have been or will be expended, in accordance with access procedures established by the City Manager.
- d) The Committee will review the sunset provisions, its applicability and whether the City has supporting evidence and appropriate findings as outlined by the Ordinance. The Committee may make recommendations regarding the sunset provisions to the City Council in a public session before the action is taken to sunset or extend the tax.
- e) Committee members shall not have the authority to direct staff of the City.
- f) Individual members of the Committee retain the right to address the City Council, either on behalf of the Committee or as an individual.

Annually the Committee will submit a report to the City Council, in public session, with the results of their work including the elements listed below. The report will also be made available to the public.

A statement indicating whether the City is in compliance with the purposes set forth in the applicable ballot measures with respect to the tax proceeds;

A review of Measure A tax revenues and related uses of funds to verify that amounts collected were expended for the purposes set forth in the applicable ballot measure and City Council direction;

A review of the City's progress in implementing the goals and objectives of the Marshall Plan on Crime, including the hiring of 120 additional sworn police officers and public safety support staff by June 30, 2017; and

A written summary of the Committee's proceedings, activities, recommendations to the Council and responses by the Council for the preceding year.

The City will propose a budget for the Measure A sales tax revenues and related uses of funds for the upcoming fiscal year which will be presented to the Committee members before City Council consideration and approval of the City's annual budget. The Committee will consider the proposed budget in accordance with all City rules, regulations and policies and may make recommendations regarding the proposed budget for Measures A and B to the City Council in a public session.

10) Vacancies and Removal

- a) The City Council shall fill any vacancies on the Committee.
- b) The City Council may remove any Advisory Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant.

11) The City shall provide to the Committee necessary technical and administrative assistance as follows:

- a) Preparation of and posting of public notices as required by the Brown Act ;
- b) Ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the City Council;
- c) Providing of a meeting room, including any necessary audio/visual equipment;
- d) Preparing and copying documentary meeting materials, such as agendas and reports;
- e) Retaining all Committee records, and providing public access to such records on an Internet website maintained by the City; and

- f) Providing appropriate staff to all Committee proceedings and answering questions relative to Measures A and B.

12) Termination

The Committee shall automatically disband if the enabling ordinance is revoked.

13) Citizens' Advisory Committee Ethics Policy Statement

This Ethics Policy Statement provides general guidelines for Committee members to following carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

- a) Conflict of Interest. A Committee member shall not make or influence a City decision related to any City purchase or contract which will benefit the committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.
- b) Outside Employment. A Committee member shall not use his or her influence over a Committee matter to negotiate future employment with any person or organization that relates to a City purchase or contract. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the City that, as a Committee member, he or she participated in personally and substantially.
- c) Commitment to Uphold Law. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California and all other applicable government entities, and the charter, policies, procedures, rules and regulations of the City.

Adopted October 23, 2014

Bylaws for the Yolo County General Plan Citizens Advisory Committees

1. The purpose of the appointed General Plan Citizens Advisory Committees (“Citizens Advisory Committees”) is to provide local input and recommendations to the Planning and Public Works Department (“Department”) on implementation of the County General Plan, any local plans, and related land use matters. A Mission Statement (**Attachment A**) has been adopted to guide the committees.
2. All Citizens Advisory Committees shall abide by these Bylaws. Each Citizens Advisory Committee should adopt their own Standing Rules, which may set detailed rules and procedures for their own local committees, so long as they remain consistent with the Bylaws.
3. Standing Rules should be adopted by each Citizens Advisory Committee. The Standing Rules should include detailed rules and procedures for their own local committees, such as the time and location of meetings, time limits for speakers, adjournment time, and any other procedural items not already addressed by these Bylaws. Standing Rules are adopted by a simple majority vote and may be amended by a two-thirds vote at a regularly scheduled meeting, for which public notice has been given in advance of the specific changes to the Standing Rules that are being proposed.
4. Members of the Citizens Advisory Committees are appointed by the Yolo County Board of Supervisors. People interested in becoming a member of a Citizens Advisory Committees must fill out an application at the end of the calendar year and submit it to the Clerk of the Board’s office by December 15. Applications are generally acted upon by the Board of Supervisors in January of each year. The term of membership on the Citizens Advisory Committees shall be two years. The terms of committee members shall be staggered. Members must re-apply to be appointed for consecutive terms.
5. Upon a majority vote, the Board of Supervisors may dismiss committee members at any time during their term. The Board of Supervisors may appoint replacements for members who do not complete their term, as needed, and the replacement will serve the remaining term.
6. Upon a majority vote of the members of the Citizens Advisory Committees, the committee may recommend that the Board of Supervisors dismiss or not re-appoint a member due to three consecutive absences or four absences within a one year period.

7. Interested parties who wish to become a member of a Citizen's Advisory Committee must be either a resident within the CAC comment area, or a resident of Yolo County who owns either land or a business within the comment area. Members must be at least 18 years of age. Only one member of the same household or business (as determined by mailing address) may serve as a member of the committee. A member cannot serve on more than one committee at one time.
8. The size of the Citizens Advisory Committees shall be a minimum of five members and a maximum of 17 members. The size of Citizens Advisory Committees should be an odd number.
9. A chair of the Citizens Advisory Committees shall be nominated and elected by a majority vote of the committee annually, in February of each year or as soon thereafter as may be reasonably possible. Each committee shall also elect a vice chair and a secretary. The vice chair will assist the chair and run the meetings in the absence of the chair. The secretary, or a designated alternate, shall take the minutes for each meeting.
10. A quorum for purposes of conducting business and adopting motions shall constitute a simple majority of the total number of appointed seats on a Citizens Advisory Committee. If a quorum is not present, a meeting can proceed but no motions or actions may be adopted.
11. Roberts Rules of Order shall be used to conduct the meetings and adopt motions. The "Rosenberg Rules" (a summary of Roberts Rules of Order) shall be used to guide the committees in meeting procedures and is attached to these bylaws (**Attachment B**). Motions shall be approved by a majority of those attending. Proxy voting (voting by a committee member not present or by an alternate) is not allowed.
12. The Citizens Advisory Committees are subject to, and shall abide by, the requirements of the State of California Open Meeting law (the "Brown Act"). Meeting notices and agendas must be posted and made public at least 72 hours before a regular meeting, and at least 24 hours for a special meeting. In addition, meeting materials must be available to the public at the time they are distributed to members of the Citizens Advisory Committee. A summary of the Brown Act has been prepared by County Counsel and is attached to these bylaws (**Attachment C**).
13. Written minutes of each committee meeting must be taken by the Secretary of the committee or designated alternate, approved at a following meeting by a quorum of those in attendance of the meeting pertaining to the minutes in question, and made available to the public.

The minutes should include details or a summary of the discussions, actions, and motions approved, at each meeting.

14. A member of the Department shall serve as the liaison to the Citizens Advisory Committee and shall attend all regular meetings. The Planning staff liaison will be appointed by the Planning Director and is subject to change without notice.
15. Subcommittees of the Citizens Advisory Committee may be appointed by the chair. The subcommittee must be chaired by a voting member of the committee. Ad hoc subcommittees (that meet for limited terms and purposes) that do not constitute a quorum of the Citizens Advisory Committee, and do not include any members of the public, are not subject to the Brown Act for purposes of advance meeting notice. Regular standing subcommittees (that are ongoing) are subject to the Brown Act. However, even where not required, every effort should be made to offer advance meeting notice of any subcommittee when practical and feasible.
16. Public notices, background materials, and minutes for a Citizens Advisory Committee meeting should be distributed to committee members at least 72 hours before a regular meeting, and at least 24 hours for a special meeting. Department staff will send out notices and materials one week before each meeting. Meeting agendas, notices, and materials will be sent by e-mail when possible, and by first class mail when e-mail is not available. A committee has the option of tabling an action item and continuing to the next meeting, if materials have not been received in time by its committee members.
17. The agenda for each Citizens Advisory Committee meeting shall be in a consistent format, as determined by the Department. The agenda shall include the County letterhead and the Department contact information. For every meeting, the agenda shall include a time set for Public Comment or Public Requests; Information Items, or Correspondence and Announcements; and Action Items; including a brief description of each Action Item.
18. Citizens Advisory Committee meetings shall generally be scheduled on a monthly basis on the same day of the week each month. All committees shall meet on at least a quarterly basis (four meetings per year). Special meetings may be called as needed. All meetings shall be held in a public or quasi-public place.
19. Mailing and most duplicating costs for the Citizens Advisory Committee are handled by Department staff.

20. The Yolo County Board of Supervisors shall approve a “planning area” and a “comment area” boundary for each Citizens Advisory Committee (**Attachment D**). The “planning area” is the land located within designated community growth boundaries. The “comment area” is a larger area that includes lands adjoining the community growth boundary and within which all discretionary planning applications are referred to the Citizens Advisory Committee. The planning and comment area boundaries for each Citizens Advisory Committee may overlap with the boundaries of an adjacent committee.
21. All discretionary planning applications received by the Department within a comment area shall be referred to the appropriate Citizens Advisory Committee for a recommendation. If an application is located outside an adopted Citizens Advisory Committee comment area, the Department may elect to refer it to the committee that is the nearest geographically to the application location, at its discretion.
22. The review of discretionary planning applications by a Citizens Advisory Committee shall follow the process outlined in the attached “Procedures for Reviewing Discretionary Planning Applications by Citizens Advisory Committees” (**Attachment E**).
23. The chair or other officer of the Citizens Advisory Committee shall communicate any formal recommendation adopted in response to the review of a discretionary planning application to Department staff. The motion, second, and vote on the recommendation shall be recorded in the approved minutes.
24. A Citizens Advisory Committee may submit comments and recommendations to the Department on other planning, growth, and related issues, including proposed zoning ordinances, environmental impact reports, and non-County projects that may affect the committee planning area. The committee may also review and make recommendations for other projects that are referred to it from other County agencies. All recommendations from the Citizens Advisory Committees shall be submitted in writing to the Department, who shall forward them on to the agency or decision-making body, as appropriate.
25. Members of the Citizens Advisory Committee shall be bound by the “Code of Ethics,” adopted by the County, and attached to these Bylaws (**Attachment F**).

ATTACHMENT A

MISSION STATEMENT FOR THE GENERAL PLAN CITIZENS ADVISORY COMMITTEES

The Yolo County Board of Supervisors has charged the General Plan Citizens Advisory Committees with the following mission:

These Citizens Advisory Committees are primarily devoted to General Plan, growth, land use, and other related issues and shall:

- Serve as the main liaison between the community and County agencies, and other interest groups, on issues related to planning and land use;
- Meet publicly, on a regular basis, to receive input from the community and provide a public forum for all local citizens concerned with improving the community, through outreach;
- Maintain the integrity and intent of the adopted Community General Plan and vision for the advisory committee area;
- Represent the interests of the defined citizens committee area or community to the Yolo County policy makers by:
 - fact finding,
 - sharing information
 - facilitating discussion
 - fostering collaborative decision making
 - and presenting policy recommendations
- Review applications for all discretionary permits (i.e., development applications that require Zoning Administrator, Planning Commission, or Board of Supervisors approval) within the defined area of the citizens committee, and make formal recommendations to the County boards.

ATTACHMENT F

CODE OF ETHICS AND VALUES

Preamble

The proper operation of democratic government requires that those involved in making important decisions be independent, impartial, and accountable to the people they serve. For this purpose, the Citizens' Advisory Committee Procedures Subcommittee held a series of meetings in mid-2009 for the purpose of developing, among other things, a Code of Ethics and Values. The County of Yolo has adopted the Code of Ethics and Values developed by the Subcommittee to promote and maintain the highest standards of personal and professional conduct among those participating on all County advisory boards, commissions, and committees.

The Board of Supervisors is responsible for appointing the members of County advisory boards, commissions, and committees. All such members serve at the will of the Board. They are expected to abide by this Code, understand how it applies to their specific responsibilities and practice its eight core values in their work. Because the County requires public confidence in the recommendations of its boards, commissions, and committees, their decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.

Statement of Ethics and Values

1. As a representative of the County of Yolo, I will be **ethical**.
 - I am trustworthy and act with the utmost integrity.
 - I am truthful, do what I say I will do, and am dependable.
 - I make impartial decisions, free of bribes, gifts, narrow political interests, and financial and other personal interests that impair my independence of judgment or actions. In particular, except as noted below, I will not participate in deciding any matter that involves any of the following interests:
 - A direct financial interest, meaning that outcome of the matter is reasonably likely to affect my income or the value of my investments (including real property).
 - A real property interest, meaning that my property is either directly involved in the matter or is within 500 feet of the property at issue. If my property is within 500 feet of the property at issue, however, I may participate in deciding the matter so long as I reasonably believe the outcome will not significantly affect my use and enjoyment of my property.
 - If a matter affects the direct financial or real property interests of my immediate family (spouse or dependent children), my business, my employer or other source

of income to me or my immediate family, I will act as though my own financial or real property interests are involved for the purposes of this Code.

If I have any of the foregoing interests or if I otherwise cannot make a decision in an impartial manner, I will recuse myself from all further consideration of the matter, and leave the room prior to any vote. I recognize that I may address the advisory board, commission, or committee regarding the matter prior to leaving the room as part of the public hearing or other opportunity for comment on the matter, provided I have first recused myself from participating in the matter as a member.

- I am fair, distributing benefits and burdens according to consistent and equitable criteria.
- I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions and in a manner consistent with California's open meeting law, the Brown Act.
- I use my title(s) only when conducting official County business on behalf of my board, commission, or committee, for information purposes, or as an indication of background and expertise, carefully considering whether I am exceeding or appearing to exceed my authority.

2. As a representative of the County of Yolo, I will be **professional**.

- I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my board, commission, or committee position in a consistent, confident, competent, and productive manner.
- I approach my position and related relationships with a positive attitude.
- I keep my knowledge and skills current and growing relevant to my community service.

3. As a representative of the County of Yolo, I will be **service-oriented**.

- I provide receptive and courteous service to everyone.
- I am attuned to, and care about, the needs and issues of citizens, public officials and county employees.
- In my interactions with constituents, I am interested, engaged and responsive.
- I exhibit a proactive, innovative approach to setting goals and conducting the County's business.

4. As a representative of the County of Yolo, I will be **fiscally responsible**.
- I make decisions after prudent consideration of their financial impact, taking into account the long-term financial stability and related needs of my community, as well as the County and other government entities.
 - I demonstrate concern for the proper use of assets (e.g., personnel, time, property, equipment, funds) of the County and other government entities, and follow established procedures.
 - I make good financial decisions that seek to preserve programs and services for County residents that are served by my board, commission, or committee.

5. As a representative of the County of Yolo, I will be **organized**.
- I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long term goals and relevant timeframes.
 - I will not use procedural or other means for the purpose of delaying action by my board, commission, or committee on matters delegated for our consideration.
 - I follow through in a responsible way, keeping others informed, and responding in a timely fashion.
 - I am respectful of established County processes and guidelines.

6. As a representative of the County of Yolo, I will be **communicative**.
- I convey the County's care for and commitment to its citizens.
 - I communicate in various ways that I am approachable, open-minded and willing to participate in dialog.
 - I engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response which adds value to conversations.

7. As a representative of the County of Yolo, I will be **collaborative**.
- I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.

- I display a style that maintains consistent standards, but is also sensitive to the need for compromise, “thinking outside the box,” and improving existing ideas when necessary.
- I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.

SUPERVISOR APPROVAL: _____ DATE: _____

FOR IMMEDIATE RELEASE –**Tri-State Seminar has BIG NEWS!**



Tri-State Seminar has BIG NEWS! Registration opens today at 10:00am PST

You can register by visiting the website at www.tristateseminar.com

Attendees: <http://www.cvent.com/d/srq3yp/4W>

Exhibitors: <http://www.cvent.com/d/7rq3dr/4W>

Tri-State Seminar is the biggest Exhibition and Conference of its kind in the U.S. and offers thousands of water quality professionals the best education and training available today. Tri-State is recognized as America's largest conference specifically for water and wastewater operator professional. Tri-State's massive show floor provides access to the industry's most cutting-edge technologies and services.

If it's numbers you want, Tri-State 2015 features:

- 31 years of success
- 19 workshops
- 210 technical sessions
- More than 300 exhibitors
- Up to 7 Contact Hours per day available
- Up to 21 concurrent technical sessions over 3 days

Top Reasons to Attend Tri-State Seminar

- **Learn** from your peers about the latest practices and technologies
- **Choose** from a comprehensive list of technical sessions, workshops and facility tours
- **Earn** Continuing Education Credit
- **Network** with thousands of the industry's leading water and wastewater professionals
- **View** the latest, industry technologies

What you need to know

- **Date** Tuesday, September 22 – Thursday, September 24
- **Time** Classes are from 7:30am to 3:50pm Booths immediately following classes till 7:30pm
- **Location** South Point Resort and Convention Center Las Vegas Nevada
- **Registration** Wednesday, June 3 www.tristateseminar.com
- **Cost** \$95.00

FOR IMMEDIATE RELEASE –**Tri-State Seminar has BIG NEWS!**

Agenda

Monday, September 21, 2015

- 4:00pm to 6:00pm Registration Packet Pickup and On-Site Registration
- 2:00pm to 8:00pm Exhibitor Move In / Setup
- 5:00pm to 7:00pm Water for People Bowling Tournament
- 7:00pm to 10:00pm Tri-State Mixer @ the Pool

Tuesday, September 22, 2015

- 7:00am to 5:00pm Attendee Registration
- 7:00am to 3:50pm Sessions / Classes
- 8:00am to 1:00pm Exhibitor Move In / Setup
- 3:30pm to 7:00pm Exhibits Open

Wednesday, September 23, 2015

-
- 7:00am to 5:00pm Attendee Registration
- 7:00am to 3:50pm Sessions / Classes
- 11:30am to 12:30pm Young Professional Luncheon
- 2:30pm to 3:15pm Exhibitor Reception
- 3:30pm to 6:30pm Exhibits Open
- 6:30pm to 10:00pm Exhibitor Teardown / Move Out
- 6:30pm to 10:00pm Tri-State Volunteer Awards Banquet

Thursday, September 24, 2015

- 7:00am to 5:00pm Attendee Registration
- 7:00am to 3:50pm Sessions / Classes



32nd Annual TRI-STATE SEMINAR September 20-22, 2016

Tuesday – Thursday
Las Vegas, Nevada

Registration
**Only
\$99**

ATTENDEE REGISTRATION FORM*

Please fill in all the blanks

Name _____ Title _____

Employer _____

Address _____
(Address where registration packet should be mailed)

City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

Attendee E-mail: _____

Guests Attending _____ *\$5 charge for badge reprint

CREDIT CARD INFORMATION

Visa, MasterCard, American Express, Discover Card only

Please Check Credit Card Type: ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover Card

Credit Card #: _____ Security Code (CCV): _____
(Found on back of card)

Expiration Date: _____ Cardholder Signature _____

SPECIAL SERVICES

- ☐ Please check here if you require special accommodations to fully participate.
Attach a written description of your needs
- ☐ Please check here if you DO NOT wish to have your information/e-mail addressed
published/shared with our exhibitors.

WORKSHOPS AND TOURS LISTED ON SECOND PAGE

REGISTRATION

Must be registered as Seminar Attendee to participate in all Tri-State Seminar activities

Early-Registration prior to 8/31/16	\$99.00	Amount Enclosed:
Registration After 8/31/16	\$125.00	Amount Enclosed:
Guest Fee	Number x \$15.00	Amount Enclosed:
Work Shop(s)	Total Page Two	Amount Enclosed:
Tours		Amount Enclosed:
Golf, Registration Prior 8/31/16	Number x \$130.00	Amount Enclosed:
Golf, Registration After 8/31/16	Number x \$155.00	Amount Enclosed:
Total Registration Fees: \$		
Golfers Name	Golfers Name	
Golfers Name	Golfers Name	
Tee Sponsorship Fee	\$250.00	Amount Enclosed:

Refund Deadline – August 31, 2016. All refunds subject to a 25% Cancellation Fee.

HOW DID YOU HEAR ABOUT THE TRI-STATE

- Past Attendee
 - 1-5 yrs
 - 5 yrs or more
- Supervisor
- Co-worker, Friend
- Local State Newsletter (AZ Water, CWEA, NWEA)
- Other Newsletter or Magazine

Are you affiliated with any of the Military Services?

Army Air Force
Navy Marines
Coast Guard

Make check/money order payable to: **Tri-State Seminar** c/o Annette Duarte, P.O. Box 11220, Tucson, AZ 85734
OR 3355 N. Dodge Boulevard, Tucson, AZ 85716 • OR Fax to (520) 791-6624 with credit card information.

WORKSHOPS

Course	Days	Cost
NASSCO PACP Re-Certification 1 Day	Monday	☐ \$600
Venetian Robust Recycling Program Tour 20 seats	Tuesday	☐ \$ 15
NASSCO Pipes (PACP) Certification Assessment Program 2-Days	Tuesday	☐ \$800
HazWoper Annual Refresher	Tuesday	☐ \$105
Confined Space Self Rescue and Non Entry Rescue	Tuesday	☐ \$100
Distribution System Monitoring	Tuesday	☐ \$100
Analysis of Corrosion Control Parameters	Tuesday	☐ \$100
Wastewater Analysis I	Tuesday	☐ \$100
Wastewater Analysis II	Tuesday	☐ \$100
Introduction To Flow Monitoring	Tuesday	☐ \$100
Venetian Robust Recycling Program Tour 20 seats	Wednesday	☐ \$ 15
Hoover Dam and Bridge Tour (Includes Water & Wastewater Plants) 54 seats	Wednesday	☐ \$ 50
OSHA Class II Asbestos Worker	Wednesday	☐ \$170
Excavation Safety Competent Person Training	Wednesday	☐ \$100
Chloramination Disinfection In Drinking Water	Wednesday	☐ \$100
Nitrification In The Distribution System	Wednesday	☐ \$100
Nutrient Analysis In Wastewater	Wednesday	☐ \$100
Hazardous Materials and Emergency Response	Wednesday	☐ \$100
MS4 Compliance & Code Enforcement Inspector 1.5 Day	Wednesday	☐ \$199
Clark County Water Reclamation District Tour (Includes Lunch) 54 seats	Thursday	☐ \$ 30
River Mountain Water Treatment Facility Tour 54 seats	Thursday	☐ \$ 20
NASSCO MACP Certification	Thursday	☐ \$ 75
NASSCO LACP Certification	Thursday	☐ \$ 75
Lab Skills For Water Operators	Thursday	☐ \$100
Flagger Training – Safety In The Streets	Thursday	☐ \$100

Total: \$ _____

TRI-STATE SEMINAR 2016



TUESDAY, SEPTEMBER 20, 2016

TUESDAY, SEPTEMBER 20, 2016

9:20 A.M. - 9:40 A.M. - BREAK

11:30 A.M. - 12:50 P.M. - LUNCH

1:40 P.M. - 2:00 P.M. - BREAK

WASTEWATER TREATMENT		SONOMA C & D	SESSION
7:30-8:20	AERATION 101 <i>Chris Machado & Robert McCann, MWH Global</i>		1110
8:30-9:20	ULTRAVIOLET (UV) DISINFECTION PRINCIPLES <i>Steven Winfree, MWH</i>		1210
9:40-10:30	ADVANCED CONCEPTS IN NITROGEN REMOVAL - PART 1 <i>Sydney Innerebner, Indigo Water Group</i>		1310
10:40-11:30	ADVANCED CONCEPTS IN NITROGEN REMOVAL - PART 2 <i>Sydney Innerebner, Indigo Water Group</i>		1410
12:50-1:40	MEETING CARBON NEEDS FOR NUTRIENT REMOVAL <i>Leslie Knapp, Brown and Caldwell</i>		1510
2:00-2:50	THE 4-STEP MICRO EXAM <i>Steven Leach, Novozymes</i>		1610
3:00-3:50	FILAMENTS AND THE CHALLENGE TO CONTROL <i>Steven Leach, Novozymes</i>		1710
WATER TREATMENT AND SURFACE WATER		NAPA A & B	SESSION
7:30-8:20	UV254 DESIGN TO REDUCE MAINTENANCE & IMPROVE ACCURACY <i>Randy Turner, Swan Analytical USA</i>		1114
8:30-9:20	LAS VEGAS' RACE TO CONSTRUCT A ONE OF A KIND PUMP STATION <i>Noah Hoefs, Southern Nevada Water Authority</i>		1214
9:40-10:30	DUMB WATER STORAGE TANKS INTO ACTIVE WATER TX SYSTEMS <i>Holda Crocker, PAX Water Technologies</i>		1314
10:40-11:30	CHEMICAL METERING PUMPS, ACCESSORIES, AND SYSTEMS <i>Richard Hopkins, Hopkins Technology Products, Inc.</i>		1414
12:50-1:40	THE SECRETS OF A SUCCESSFUL SCADA SOFTWARE UPGRADE <i>Kim Dean, Soon Dean & Assoc. & Nolyne Wilkerson, LA City Dept. Water & Power</i>		1514
2:00-2:50	REAGENTLESS FREE CHLORINE ANALYSIS <i>William Luong, Emerson Process Management</i>		1614
3:00-3:50	WATER TREATMENT PLANT SOLVES MEMBRANE INTEGRITY PROBLEMS <i>Dave Holland, Aqua-Aerobic Systems, Inc.</i>		1714
BACKFLOW PREVENTION		NAPA C & D	SESSION
7:30-8:20	BACKFLOW PREVENTION ASSEMBLY 1 - BASIC OPERATING PRINCIPLES <i>Jim Purzycki, BAVCO</i>		1101
8:30-9:20	BACKFLOW PREVENTION ASSEMBLY 2 - TROUBLE SHOOTING & TESTING <i>Jim Purzycki, BAVCO</i>		1201
9:40-10:30	BACKFLOW PREVENTION ASSEMBLY 3 - REPAIR STEPS & TECHNIQUES <i>Jim Purzycki, BAVCO</i>		1301
10:40-11:30	BACKFLOW PREVENTION ASSEMBLY 4 - REPAIR STEPS & TECHNIQUES-2 <i>Jim Purzycki, BAVCO</i>		1401
12:50-1:40	BACKFLOW PREVENTION ASSEMBLY 4 - REPAIR STEPS & TECHNIQUES-3 <i>Jim Purzycki, BAVCO</i>		1501
2:00-2:50	RECLAIMED WATER, CROSS CONNECTION/BACKFLOW PROTECTION <i>Randy De La Garza, City of Surprise, AZ</i>		1601
3:00-3:50	OPERATION OF AN EFFECTIVE CCC PROGRAM <i>Eugene Bragazzi, City of Henderson NV</i>		1701
WATER DISTRIBUTION		GRAND BALLROOM A	SESSION
7:30-8:20	AMI - EVALUATION FOCUSES <i>Bernard Dunham, Delta Engineering Sales</i>		1111
8:30-9:20	FLOW MEASUREMENT TECHNOLOGY <i>Daniel Milliron & Chuck Cummings, National Meter and Automation, Inc.</i>		1211
9:40-10:30	WATER SYSTEM SECURITY AND SITUATIONAL AWARENESS <i>Dan Lueder, Retired</i>		1311
10:40-11:30	RETROFITTING OLDER CONCRETE TANKS <i>Mark Moor, DN Tanks, Inc.</i>		1411
12:50-1:40	SOLUTIONS FOR WATER QUALITY ISSUES IN WATER TANKS <i>Mark Moore, DN Tanks, Inc.</i>		1511
2:00-2:50	FIRE HYDRANT, PIPE, AND VALVE REPAIR WITHOUT SHUTDOWN <i>Michael Mecredy, TEAM Industrial Services, Inc.</i>		1611
3:00-3:50	PLANNING FOR DISTRICT METERED AREAS (DMAs) <i>Stephen Davis, Metering Technology Consultants</i>		1711

MAINTENANCE		GRAND BALLROOM B	SESSION
7:30-8:20	CALIFORNIA'S WATER CRISIS AND POSSIBLE SOLUTIONS <i>Mohammed Hason, Hason Consultants</i>		1106
8:30-9:20	WATER TANK DESIGN, CONSTRUCTION AND MAINTENANCE - PART 1 <i>Gregory "Chip" Stein, Tank Industry Consultants</i>		1206
9:40-10:30	WATER TANK DESIGN, CONSTRUCTION AND MAINTENANCE - PART 2 <i>Gregory "Chip" Stein, Tank Industry Consultants</i>		1306
10:40-11:30	CONSTRUCTING A RELIABILITY CENTERED MAINTENANCE PROGRAM <i>Gerald Fejarang and Laura Hudson, PinnacleArt</i>		1406
12:50-1:40	REQUIREMENTS OF AN EFFECTIVE CORROSION CONTROL PROGRAM <i>Dale Claassen, Las Vegas Valley Water District</i>		1506
2:00-2:50	CALCIUM ALUMINATE PROTECTION FOR CONCRETE STRUCTURES <i>Gregory Wallace, Kermeos, Inc.</i>		1606
3:00-3:50	REDUCING I/I IN MANHOLES AND VAULTS <i>Lee Haessig and Tim North, Cretex Speciality Products</i>		1706
WASTEWATER COLLECTIONS		SONOMA A & B	SESSION
7:30-8:20	DETERMINING RUL WITH NEW TECHNOLOGIES <i>Edward Diggs, Cues/Pipeline Inspection Partners Corp.</i>		1102
8:30-9:20	CHOOSING THE BEST CONFINED SPACE GAS DETECTOR <i>Michael Calvo, GFG Instrumentation</i>		1202
9:40-10:30	WASTEWATER INFRASTRUCTURE DAMAGE PREVENTION <i>Jason Walborn, Pro-Pipe</i>		1302
10:40-11:30	AVOID SETTLING & KEEP RISING: DEVELOPMENT TIPS FOR WW PROFESSIONALS <i>Stephen Tilson,</i>		1402
12:50-1:40	THE DREADED FLUSHABLE - ARE THEY REALLY? <i>Rick Allen, BioLynceus</i>		1502
2:00-2:50	CITY OF SCOTTSDALE OPTS FOR OXYGEN FOR ODOR CONTROL <i>Inken Mello, ECO Oxygen Technologies, LLC</i>		1602
3:00-3:50	HOW WELL DO YOU KNOW YOUR CLEANING HOSE? <i>Bernie Hengels, UEMS/HTV, Inc.</i>		1702
SAFETY/HEALTH/SECURITY		BRUNSWICK ROOM	SESSION
7:30-8:20	WHAT TO EXPECT DURING AN OSHA AUDIT <i>Diane Hale, HER Services</i>		1108
8:30-9:20	AVOIDING CATASTROPHE THROUGH UTILITY CONFLICT RESOLUTION <i>Mike Worlton, GHD, Inc.</i>		1208
9:40-10:30	WORK ZONE SAFETY - A WAY OF LIFE <i>Michael Burke, Dicke Safety</i>		1308
10:40-11:30	OPERATORS MAKE THE BEST ENGINEERS <i>Jerome Peterson, Ripple Industries, LLC</i>		1408
12:50-1:40	SAFE CHLORINE USE AND AWARENESS <i>Mike Zaragoza, Hill Brothers Chemical & James Taylor, GHD, Inc.</i>		1508
2:00-2:50	RISK IS NOT A 4 LETTER WORD IN THE WATER INDUSTRY <i>Larry Ayres, MGC Contractors & John Masche City of Phoenix Water Services Dept.</i>		1608
3:00-3:50	GAS DETECTION FUNDAMENTALS <i>Bob Comer, Industrial Scientific</i>		1708
STORMWATER		MONTEREY BAY	SESSION
7:30-8:20	STORMWATER VISUAL ASSESSMENTS - MAKING IT CLEAR AS MUD! <i>Rebecca Sydnor, Amec Foster Wheeler</i>		1113
8:30-9:20	PREPARING FOR INTENSE STORM EVENTS AT ARIZONA AIRPORTS <i>Lisa Farinas, City of Phoenix Aviation Dept. and Julia Chivington-Buck, CDM Smith</i>		1213
9:40-10:30	SPILL RESPONSE - THE AFTERMATH THAT FOLLOWS THE MAIN EVENT <i>Lisa Farinas, City of Phoenix Aviation Dept. and Misti Burkman, CDM Smith</i>		1313
10:40-11:30	DON'T BE TRASHY, CLEANUP THE BACKUP <i>Misti Burkman, CDM Smith and Lisa Farinas, City of Phoenix Aviation Dept.</i>		1413
12:50-1:40	MAINTENANCE AND OPERATION OF HYDRO DYNAMIC SEPARATORS <i>Nichol Bowersox, Kaho Kong, & Roger Jesus, City of San Jose</i>		1513
2:00-2:50	EVALUATING STORMWATER BMPs FOR EFFECTIVE POLLUTANT CONTROL <i>Alejandro Perez, City of Hayward CA - Utilities & Environmental Services Dept.</i>		1613
3:00-3:50	MS4 COMPLIANCE THROUGH INTERAGENCY COLLABORATION <i>Manon Fisher, San Francisco Public Utilities Commission</i>		1713

9:20 A.M. - 9:40 A.M. - BREAK

11:30 A.M. - 12:50 P.M. - LUNCH

1:40 P.M. - 2:00 P.M. - BREAK

TRI-STATE SEMINAR 2016



WEDNESDAY, SEPTEMBER 21, 2016

WEDNESDAY, SEPTEMBER 21, 2016

9:20 A.M. - 9:40 A.M. - BREAK

11:30 A.M. - 12:50 P.M. - LUNCH

1:40 P.M. - 2:00 P.M. - BREAK

9:20 A.M. - 9:40 A.M. - BREAK

11:30 A.M. - 12:50 P.M. - LUNCH

1:40 P.M. - 2:00 P.M. - BREAK

MAINTENANCE			GRAND BALLROOM B	SESSION	WASTEWATER COLLECTIONS			SONOMA A & B	SESSION	
7:30-8:20	CORROSION - KEEPING THE WATER IN THE PIPE <i>Dale Claassen, Las Vegas Valley Water District</i>			2106	7:30-8:20	PHASED ASSESSMENT STRATEGY FOR SEWERS (PASS) <i>Steve Sebastian, EnviroSight</i>			2102	
8:30-9:20	BIAXIAL ORIENTED PVC PIPE FOR GREATER PERFORMANCE AND SAFETY <i>Brian Cayton, IPEX Municipal PVC Pipe Products</i>			2206	8:30-9:20	AIR MOVEMENT AND THE HOW AND WHY IT WORKS - PART 1 <i>Phil Stein, Guzzler Manufacturing (Retired)</i>			2202	
9:40-10:30	GETTING THE AIR OUT OF THE PIPE USING AIR VALVES <i>Patrick Michael, Golden State Marketing</i>			2306	9:40-10:30	AIR MOVEMENT AND THE HOW AND WHY IT WORKS - PART 2 <i>Phil Stein, Guzzler Manufacturing (Retired)</i>			2302	
10:40-11:30	NEW INSTALLATION OF HDPE PIPING SYSTEMS & MAINTENANCE METHODS <i>Darin Predmore, HD Supply Waterworks</i>			2406	10:40-11:30	PIPEPATCH - LIVE TRENCHLESS SECTIONAL PIPE REPAIR <i>Mike Warner, Source One Environmental</i>			2402	
12:50-1:40	TRENCHLESS PIPELINE REHABILITATION SPOT & JOINT REPAIRS <i>Dave Badgley, Badgley & Assoc. and Luke Keenan, Pipe Robo Teck</i>			2506	12:50-1:40	INTEGRATING MOBILE MAPPING AND UNDERGROUND VIDEO WITH GIS <i>Eric Barden, Spicer Group Inc. & Mike Warner, Source One Environmental</i>			2502	
2:00-2:50	IS CLOUD SCADA RIGHT FOR YOUR WATER OR WASTEWATER UTILITY? <i>Troy Hertog, Primex and Rick Jesmok, FlowNControl</i>			2606	2:00-2:50	COLLECTING AND MANAGING PIPE CONDITION DATA <i>Jason Walborn, Pro-Pipe</i>			2602	
3:00-3:50	CHEMICAL METERING PUMP MAINTENANCE <i>Mark Vatalaro, AES, Inc.</i>			2706	3:00-3:50	FLOW, PRESSURE, AND THE CARE OF RODDER HOSE <i>Carey Olcott, Haaker Equipment Company</i>			2702	
WASTEWATER TREATMENT			SONOMA C & D	SESSION	SAFETY/HEALTH/SECURITY			BRUNSWICK ROOM	SESSION	
7:30-8:20	CITY OF LAS VEGAS WPCF DIGGER REHABILITATION <i>Regina Dennis and Darin Swartzlander, City of Las Vegas</i>			2110	7:30-8:20	VOLATILE ORGANOMETAL (loid) SPECIES IN SEWAGE/LANDFILL GASES <i>Sahar Ehsani, Dr. Hodge, Dr. Momplaisir, & Dr. James, UNLV</i>			2108	
8:30-9:20	TEAMWORK LEADS TO A "SOLID" JOB FOR MIAMI-DADE <i>Brittany Radke and Steven Winfree, MWH Global, Inc.</i>			2210	8:30-9:20	LEAD AWARENESS <i>Horta, ehs International, Inc.</i>		<i>Rogelio</i>	2208	
9:40-10:30	BIOLOGICAL AND CHEMICAL PHOSPHORUS REMOVAL - PART 1 <i>Sidney Innerebner, Indigo Water Group</i>			2310	9:40-10:30	NFPA 70e: QUALIFIED WORKERS AND ARC FLASH RISK ASSESSMENTS <i>Greg Hollingsworth, Masters Compliance Consulting, LLC</i>			2308	
10:40-11:30	BIOLOGICAL AND CHEMICAL PHOSPHORUS REMOVAL - PART 2 <i>Sidney Innerebner, Indigo Water Group</i>			2410	10:40-11:30	INTERNAL AUDIT PROCESS "THE UNEXAMINED PLANT IS NOT WORTH OPERATING" <i>James Taylor and Frederick Tack, GHD, Inc.</i>			2408	
12:50-1:40	OPTIMIZE YOUR GRAVITY FILTER BACKWASH <i>Michael Emmanuel, Tentech Design</i>			2510	12:50-1:40	ARC FLASH SAFETY AND PREVENTION <i>Aaron J. Hall, CH2M Hill</i>			2508	
2:00-2:50	CLARIFIERS: MAKING WHAT WE HAVE...WORK BETTER! <i>John Esler, Clarifier Performance Evaluations, Inc.</i>			2610	2:00-2:50	TRENCHING AND EXCAVATION AWARENESS TRAINING <i>Jorge Flores ETC Compliance Solutions</i>			2608	
3:00-3:50	RADICAL ODOR CONTROL APPROACH AT EAST PROVIDENCE WWTF, RI <i>Robert Jevaseelan, Vapex Environmental Technologies</i>			2710	3:00-3:50	TERRORISM WITHIN <i>John-Isaac Chadwell, Counter Response Group</i>			2708	
ENVIRONMENTAL COMPLIANCE/PRETREATMENT			NAPA C & D	SESSION	WATER DISTRIBUTION			GRAND BALLROOM A	SESSION	
7:30-8:20	ENVIRONMENTAL PERFORMANCE IMPROVEMENT THROUGH EMS <i>Annalisa Helm, Las Vegas Valley Water District</i>			2107	7:30-8:20	CORROSION AND ITS CONTROL FOR DUCTILE IRON PIPE <i>Allen Cox, Ductile Iron Pipe Research Association</i>			2111	
8:30-9:20	35 YEARS IN THE PRETREATMENT AND COLLECTIONS WASTEWATER INDUSTRY <i>Ralph Palomares, El Toro Water District</i>			2207	8:30-9:20	HISTORY AND CURRENT USES OF METALIZED ZINC COATINGS ON DIP <i>Wes McKinney, Electrosteel USA</i>			2211	
9:40-10:30	DEVELOPING A DENTAL AMALGAM PROGRAM THAT WORKS FOR YOU <i>Timothy Potter, Central Contra Costa Sanitary District</i>			2307	9:40-10:30	WATER SERVICE PIPE MATERIALS - MANY OPTIONS <i>Stew Harvey, GSM</i>			2311	
10:40-11:30	ARE YOU CONNECTED TO THE COLLECTION SYSTEM? <i>Chris Lopez, City of Simi Valley</i>			2407	10:40-11:30	AIR VALVES: FOR FLOW EFFICIENCY AND SURGE PROTECTION <i>Stew Harvey, GSM</i>			2411	
12:50-1:40	MANAGING YOUR FOG PRODUCERS <i>Rick Allen, BioLynceus</i>			2507	12:50-1:40	ICE PIGGING: AN INNOVATIVE METHOD OF CLEANING MAINS <i>Dawn Halpern, Suez, Advance Water Solutions</i>			2511	
2:00-2:50	FLUSHABLE WIPES DETECTION BY PRETREATMENT INSPECTORS <i>Rick Allen, BioLynceus</i>			2607	2:00-2:50	ADVANCED USES OF AMI NETWORKS <i>Ryan Carnathan, Sensus</i>			2611	
3:00-3:50	EPA PRETREATMENT UPDATE <i>Amelia Whitson, U.S. Environmental Protection Agency, Pacific Southwest Region</i>			2707	3:00-3:50	METHODS OF PIPE REPAIR <i>Scott Bennett, Romac Industries, Inc.</i>			2711	
INSTRUMENTATION/ELECTRICAL & CONTROL			NAPA A & B	SESSION	STORMWATER			MONTEREY BAY	SESSION	
7:30-8:20	MOTOR CONTROLS & SCADA, CURRENT TECHNOLOGY & HOW TO APPLY IT <i>David Sandy, 3P Motor Controls, LLC</i>			2114	7:30-8:20	NDEP STORMWATER OVERVIEW <i>Joe Maez and Chris Gravenstein, NDEP Bureau of Water Pollution Control</i>			2113	
8:30-9:20	WHAT IS YOUR ARC FLASH NFPA 70e PLAN? <i>Ralph Stevens, Carmel Area Wastewater District</i>			2214	8:30-9:20	NDEP STORMWATER CIRCUIT RIDER PROGRAM <i>Kristin Roaldson, Resource Concepts, Inc.</i>			2213	
9:40-10:30	PROTECTING YOUR SCADA SYSTEM IN THE AGE OF IoT <i>Brian Downing, Delta Systems Engineering</i>			2314	9:40-10:30	NDEP STORMWATER INSPECTIONS <i>Chris Gravenstein, NDEP Bureau of Water Pollution Control</i>			2313	
10:40-11:30	AMMONIA BASED AERATION CONTROL REDUCES ENERGY CONSUMPTION <i>Dave Commons and Kevin Menning, HACH</i>			2414	10:40-11:30	NDOT's STORMWATER PROGRAM <i>David Gaskin, Nevada Department of Transportation (NDOT)</i>			2413	
12:50-1:40	OPERATORS MAKE THE BEST ENGINEERS <i>Jeromy Peterson & Clifford Hall, Ripple Industries</i>			2514	TOURS					SESSION
2:00-2:50	ASSET MANAGEMENT USING MOBILE COMPUTING <i>Scott Wenger, Digital Mentor, Inc.</i>			2614	12:50-3:50	VENETIAN HOTEL TOUR \$15 per person <i>Jenn Davis, MWH Americas & Nikita Lingenfelter, NDEP</i>			Bus Loading - South Point	2901
3:00-3:50	HEXAVALENT CHROMIUM MONITOR, DRINKING WATER REAL-TIME MONITORING <i>Vladimir Dozortsev, Aqua Metrology Systems</i>			2714	7:30-3:00	HOOVER DAM TOUR - \$50 per person (lunch on your own at Dam) <i>Guided Tour</i>			Bus Loading - South Point	2902

TRI-STATE SEMINAR 2016



THURSDAY, SEPTEMBER 22, 2016

THURSDAY, SEPTEMBER 22, 2016

MAINTENANCE		GRAND BALLROOM B	SESSION
7:30-8:20	ASBESTOS BASICS FOR WATER AND SEWER WORKERS <i>Dale Becker, TTI Training Inc.</i>		3106
8:30-9:20	WATER & WASTEWATER TREATMENT PLANT SAFETY & ACCESSIBILITY <i>Bryan Osborne, Clark County Water Reclamation District</i>		3206
9:40-10:30	LOCKOUT TAGOUT AWARENESS <i>Rogelio Horta, ehs inc.</i>		3306
10:40-11:30	CONFINED SPACE SAFETY GAS DETECTORS FOR WATER & WASTEWATER <i>Michael Calvo, GfG Instrumentation</i>		3406
12:50-1:40	LADDER SAFETY: ONE WRONG STEP CAN KILL <i>Tom Harvick, H3Safety</i>		3506
2:00-2:50	STRUCTURAL COATINGS FOR MANHOLE AND LARGE DIAMETER PIPELINES <i>Sam Wisener, Quadex, LLC</i>		3606
3:00-3:50	ODOR CONTROL METHODS & SOLUTIONS FOR WATER & SEWER APPLICATIONS <i>Dave Badgley, Badgley & Assoc. and Steve Carter, Wager Odor Control</i>		3706
GROUNDWATER AND RECHARGE		SONOMA C	SESSION
7:30-8:20	GROUNDWATER WELL DEVELOPMENT AND REHABILITATION - PART 1 <i>Mike Schnieders, Water Systems Engineering, Inc. & Edd Schofield, Johnson Screens</i>		3104
8:30-9:20	GROUNDWATER WELL DEVELOPMENT AND REHABILITATION - PART 2 <i>Mike Schnieders, Water Systems Engineering, Inc. & Edd Schofield, Johnson Screens</i>		3204
9:40-10:30	WELL EFFICIENCY - CALCULATION AND COST IMPLICATIONS <i>Kevin McGillicuddy, Roscoe Moss Company</i>		3304
10:40-11:30	WATER WELL REHABILITATION - THE CULPRITS & BEST PRACTICES <i>Todd Eden, HCT - HercChemTech, LLC</i>		3404
12:50-1:40	WATER WELL DESIGN: A LIFE-CYCLE PERSPECTIVE <i>David Wrzosek, Clear Creek Associates</i>		3504
2:00-2:50	ANALYSIS OF SUBSIDENCE & RECHARGE IN PHOENIX USING InSAR <i>Danielle Smilovsky, Amec Foster Wheeler</i>		3604
3:00-3:50	GW RECHARGE - SITING, DESIGN, OPERATION, AND ENHANCEMENT <i>Geno Mammimi, Clear Creek Associates</i>		3704
WATER TREATMENT & SURFACE WATER		NAPA C & D	SESSION
7:30-8:20	WATER FLUORIDATION HISTORY, OPTIMA, MCL, AND CONTROL RANGES <i>David Heumann, Los Angeles Department of Water & Power</i>		3105
8:30-9:20	SAC 254 <i>Randy Turner, Swan Analytical USA</i>		3205
9:40-10:30	CAP - PROVIDING RELIABLE SERVICE IN CHALLENGING TIMES <i>Marcus Shapiro, Central Arizona Project</i>		3305
10:40-11:30	PROJECT IMPOSSIBLE: AN UNDER WATER CHLORINE SOLUTION LINE <i>Kim Dean, Soon Dean & Assoc. & Michael Jackson, Los Angeles Dept. of Water &</i>		3405
12:50-1:40	QMRA AND SUSTAINABILITY FOR POTABLE REUSE <i>Cory Dow, Carollo Engineers and Erfaneh Amoueyan, UNLV</i>		3505
2:00-2:50	TRACES AND MIXING MODELS IN SURFACE WATERS: A REVIEW <i>Ali Saber, Dan Gerrity, Dr. Hayes, Dr. James, & D. Blatchford, UNLV</i>		3605
3:00-3:50	ONLINE THM MONITORING AND A CHANGE IN SOURCE WATER QUALITY <i>Julie Lew, Southern Nevada Water Authority</i>		3705
WATER DISTRIBUTION		GRAND BALLROOM A	SESSION
7:30-8:20	SMART METERING OPTIONS FOR SMALL AND MEDIUM UTILITIES <i>Steve Bruskiewicz, Suez, Water Advanced Solutions</i>		3111
8:30-9:20	ACTIVE CONTROL OF THM LEVELS IN FINISHED WATER: A CASE STUDY <i>Peter Fiske, PAX Water Technologies</i>		3211
9:40-10:30	BEING SMART ABOUT SMART METERING <i>Stephen Davis, Metering Technology Consultant</i>		3311
10:40-11:30	CALL BEFORE YOU MAIL <i>Max Sosa, Bureau of Safe Drinking Water, NDEP</i>		3411
12:50-1:40	NEW LEAK DETECTION TECHNOLOGY USING NSF CERTIFIED HELIUM <i>Dawn Halpern, Suez, Water Advanced Solutions</i>		3511
2:00-2:50	WATER TANK ASSET MANAGEMENT: A PROACTIVE ALTERNATIVE <i>Kevin Barnes and Keith Myers, Suez, Water Advanced Solutions</i>		3611
3:00-3:50	OVERCOMING CHALLENGES IN PIPELINE BRIDGE CROSSING DESIGN <i>Dennis Shumard, EBAA Iron Sales, Inc.</i>		3711

RECLAIM/REUSE		NAPA A & B	SESSION
7:30-8:20	TITLE 22 TREATMENT SYSTEM FOR SMALL WWTPs <i>Peachie Maher Hytowitz, Amiad Water Systems</i>		3109
8:30-9:20	WHAT DO WE NEED TO KNOW ABOUT GEOCHEMISTRY AND GWR? <i>Kati Bell, MWH</i>		3209
9:40-10:30	BUTTS TO WATTS, CIGARETTE LITTER RECYCLING PROGRAM <i>Ken Beckstead, Cigarette Pollutions Solutions</i>		3309
10:40-11:30	CELLULAR PUBLIC CARRIER NETWORKS FOR YOUR AMI <i>Millard Jones and Matt Laird, Metron-Farrier/Transparent Technologies</i>		3409
12:50-1:40	BLENDING RECLAIMED WATER FOR DIRECT POTABLE REUSE <i>Assumption Grimaldi, Southern Nevada Water Authority</i>		3509
2:00-2:50	FUTURE WATER REUSE OPERATORS: PART WATER, PART WASTEWATER <i>Doug Drury, Clark County Water Reclamation District</i>		3609
3:00-3:50	COMMUNITY H2O HARVESTING, THE MISSING ELEMENT <i>Jonas Sipala, Evaporative Control Systems</i>		3709
WASTEWATER COLLECTIONS		SONOMA A & B	SESSION
7:30-8:20	35 YEARS IN THE COLLECTIONS WASTEWATER INDUSTRY <i>Ralph Palomares, El Toro Water District</i>		3102
8:30-9:20	SEWER COLLECTION SYSTEM PROGRAMS: SUCCESSES AND CHALLENGES <i>Nichol Bowersox, City of San Jose</i>		3202
9:40-10:30	CITY OF SANTA BARBARA-UPDATE ON YEAR 4 OF A 5 YR. CONSENT DECREE <i>Manuel Romero, City of Santa Barbara</i>		3302
10:40-11:30	SMELL YA LATER: 39TH AVENUE INTERCEPTOR ODOR STUDY <i>Theresa Muller, Brown and Caldwell</i>		3402
12:50-1:40	DATA DRIVEN COLLECTION SYSTEM INSPECTION AND RENEWAL PROGRAM <i>Levi Dillon, City of Scottsdale</i>		3502
2:00-2:50	WHAT'S SO COMPLICATED - IT ALL FLOWS DOWNHILL <i>Tim Loper, Carollo Engineers</i>		3602
3:00-3:50	RISK-BASED CONDITION ASSESSMENT OF DOWNTOWN INTERCEPTOR PHASE 2 <i>Michael Fleury, Carollo Engineers and Tim Parks, City of Las Vegas</i>		3702
MATH		BRUNSWICK ROOM	SESSION
7:30-8:20	MATH MADE EASY AND OTHER LIES -PART 1 (AREAS) <i>Paul Krauth, Utah Division of Wastewater Quality</i>		3112
8:30-9:20	MATH MADE EASY AND OTHER LIES -PART 2 (VOLUMES) <i>Paul Krauth, Utah Division of Wastewater Quality</i>		3212
9:40-10:30	MATH MADE EASY AND OTHER LIES -PART 3 (FLOW RATES) <i>Paul Krauth, Utah Division of Wastewater Quality</i>		3312
10:40-11:30	MATH MADE EASY AND OTHER LIES -PART 4 (DETENTION TIMES) <i>Paul Krauth, Utah Division of Wastewater Quality</i>		3412
12:50-1:40	MATH MADE EASY AND OTHER LIES -PART 5 (PUMPING HORSEPOWER) <i>Paul Krauth, Utah Division of Wastewater Quality</i>		3512
2:00-2:50	MATH MADE EASY AND OTHER LIES -PART 6 (DOSING) <i>Paul Krauth, Utah Division of Wastewater Quality</i>		3612
3:00-3:50	MATH MADE EASY AND OTHER LIES -PART 7 (PUTTING IT ALL TOGETHER) <i>Paul Krauth, Utah Division of Wastewater Quality</i>		3712
LABORATORY		SONOMA D	SESSION
7:30-8:20	LABORATORY REPORTING LIMITS AND DETECTION LIMITS <i>Brad Meadows, BSK Associates</i>		3103
8:30-9:20	ONLINE THM MONITORING AND A CHANGE IN SOURCE WATER QUALITY <i>Julie Lew, Southern Nevada Water Authority</i>		3203
9:40-10:30	WATERBORNE PROTOZOAN PATHOGENS <i>Charles Meyer, Southern Nevada Water Authority</i>		3303
10:40-11:30	WATER AND WASTEWATER PROCESS CONTROL DATA STORAGE AND REPORT <i>Dana LaRance and Howard Analla, City of Henderson NV</i>		3403
12:50-1:40	INNOVATIVE METHOD FOR TESTING INDICATOR BACTERIA - WW & RW <i>Gil Dichter, IDEXX Laboratories</i>		3503
2:00-2:50	LABORATORY WASTE MANAGEMENT A TO Z <i>Steven Ross, Las Vegas Valley Water District</i>		3603
3:00-3:50	EPA COLORIMETRIC TESTING FOR NITRATE PLUS NITRITE <i>Sarah Leibenguth, SEAL Analytical</i>		3703
TOURS			SESSION
9:20-11:30	VENETIAN HOTEL TOUR - \$15 per person <i>Jenn Davis, MWH Americas & Nikita Lingenfelter, NDEP</i>	Bus Loading - South Point	3901
7:30-12:30	CLARK COUNTY WATER RECLAMATION DISTRICT FACILITY TOUR (includes lunch) \$30 per person <i>LeAnna Rizzo, CCWRD</i>	Bus Loading - South Point	3902
7:30-11:30	RIVER MOUNTAIN WATER TREATMENT FACILITY TOUR - \$20 per person	Bus Loading - South Point	3903

9:20 A.M. - 9:40 A.M. - BREAK

11:30 A.M. - 12:50 P.M. - LUNCH

1:40 P.M. - 2:00 P.M. - BREAK

9:20 A.M. - 9:40 A.M. - BREAK

11:30 A.M. - 12:50 P.M. - LUNCH

1:40 P.M. - 2:00 P.M. - BREAK

NAME: _____

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

REGISTRATION:_____TRAVEL:_____

TOTAL REMAINING BALANCE:_____

HOTEL ACCOMMODATIONS: ___YES ___NO REGISTRATION DEADLINE:9-19-16

ARRIVAL DATE/TIME: _____ DEPARTURE DATE/TIME: _____

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

SUPERVISOR APPROVAL: _____ DATE: _____

<https://www.ssi.shimadzu.com/training/training2.cfm>

Customer Training

The Shimadzu Customer Training and Education Center (CTEC), located at Shimadzu Scientific Instruments main headquarters in Columbia, Maryland, serves as the primary educational facility for our customers. Our teaching media is employed in classrooms, and instruments representing Shimadzu's major product lines are showcased in our hands-on teaching laboratories.

Typical class times are from 9am to 5pm. Free WiFi is not available.

GCMS QP-2010 User Basics – 4 day course (\$2170)

Introduces Gas Chromatography Mass Spectrometry (GCMS) concepts and covers instrument components, maintenance, troubleshooting, calibration and the use of GCMSsolution Software package. For customized training classes please contact your local sales representative.

Prerequisite: working knowledge of the MS Windows™ Operating System

Class Dates	April 19-22, 2016	June 14-17, 2016	August 16-19, 2016	October 25-28, 2016	December 6-9, 2016
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, JULY 20, 2016:

A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, July 20, 2016 at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Mac Laren called the meeting to order at 2:00 p.m.

1) Roll Call.

Attendance:

Personnel Committee:
Kathy Mac Laren, Chair
Vincent Dino, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager
Matt Knudson, Assistant General Manager
Jennifer Emery, Human Resources Director
Mike Williams, Finance Manager
Mike McNutt, PIO/Conservation Director
Dr. Bill Mathis, Consultant
Dawn Deans, Executive Assistant
0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried by all members of the Committee present at the meeting to adopt the agenda, as written.

3) Public Comments.

There were no public comments.

4) Action Items:

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held June 14, 2016.

It was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held June 14, 2016, as written.

4.2) Discussion and Review of 2017 Benefits Package. (Human Resources Director Emery)

Human Resources Director Emery provided an overview of the District's medical costs per plan since 2013, which is when the District established a cap of \$1,600.00 per employee for medical, dental, and vision plans, and employee out-of-pocket costs followed by discussion of the medical plans offered, the purpose of the cap, reduced costs for retirees as they file for Medicare, benefit options of other agencies, and the proposed cadillac tax.

She then stated that the District's benefit plans will be reviewed during 2017 Budget discussions followed by discussion of informing employees of the value of benefits.

5) Project Updates.

5.1) Wellness Program. (Human Resources Director Emery)

Human Resources Director Emery stated that the District received a wellness program grant; that a self-reporting wellness program is proposed with 30 minutes of exercise three times a week; and that qualifying employees will receive a fitness-based gift card for their participation.

5.2) Other.

There were no other items for discussion.

6) Information Items.

There were no information items.

7) Public Comments on Closed Session Agenda Matters.

There were no public comments on closed session agenda matters.

8) Closed Session Under Government Code §54957:

8.1) Public Employee Performance Evaluation: General Manager.

8.2) Public Employee Performance Evaluation: General Legal Counsel.

At 2:32 p.m., Chair Mac Laren called for a closed session pursuant to Government Code §54957, public employee performance evaluation for General Manager and public employee performance evaluation for General Legal Counsel.

She reconvened the regular meeting at 3:12 p.m.

9) Public Report of Any Action Taken in Closed Session.

Chair Mac Laren stated that a closed session was held pursuant to Government Code §54957, public employee performance evaluation for General Manager and public employee performance evaluation for General Legal Counsel; that the Committee discussed the performance evaluation for the General Manager and for General Legal Counsel; but that no reportable action was taken.

10) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

11) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 3:13 p.m.


Chair