

**COMMISSIONERS**

ROBERT ALVARADO, *Chair*
KEITH DYAS, *Vice Chair*
LEO THIBAULT, *Treasurer-Auditor*
NEAL WEISENBERGER, *Secretary*
BARBARA HOGAN, *Commissioner*
KATHY MAC LAREN, *Commissioner*

OFFICERS

MATTHEW R. KNUDSON, *General Manager*
TOM BARNES, *Controller*
DANIELLE HENRY, *Administrative Assistant*

September 1, 2016

***Agenda for the Regular Meeting of the
Commissioners of the Antelope Valley State Water Contractors
Association to be held at the Palmdale Water District's office
at 2029 East Avenue Q, Palmdale***

Thursday, September 8, 2016

7:00 p.m.

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

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the Palmdale Water District's office located at 2029 E. Ave. Q, Palmdale. 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 Association to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.

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

- 1) Pledge of Allegiance.
- 2) Roll call.
- 3) Public comments for items not on the agenda.
- 4) Consideration and possible action on minutes of regular meeting held June 9, 2016.
- 5) Payment of bills.

- 6) Consideration and possible action on Budget for fiscal year 2016/2017. (General Manager Knudson)
- 7) Consideration and possible action on MOU between the Antelope Valley State Water Contractors Association and the Antelope Valley Watermaster to provide interim administrative services to support the Watermaster. (General Manager Knudson)
- 8) Consideration and possible action on sponsorship of AB 1234 Ethics Training required for Board of Directors and Executive Management. (General Manager Knudson)
- 9) Discussion and possible action on Annual SMART Landscaping Expo. (Controller Barnes)
- 10) Discussion and possible action on direction of U.S.G.S. groundwater monitoring for the Antelope Valley. (Controller Barnes)
- 11) Report of General Manager.
 - a) Update on Revenue, Expenses and Change in Net Position.
 - b) Update on Antelope Valley Watermaster meetings.
 - c) Update on Ad-Hoc Committee to discuss regional banking and State Water Project exchange opportunities.
- 12) Report of Controller.
 - a) Update on status of agreement related to regional control of water from the State Water Project.
- 13) Reports of Commissioners.
- 14) Report of Attorney.
- 15) Commission members' requests for future agenda items.
- 16) Consideration and possible action on scheduling the next Association meeting (October 13, 2016).
- 17) Adjournment.

ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION

AGENDA ITEM NO. 6

Proposed Budget - FY 2016/17

General Program Funds

	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ADOPTED BUDGET	FY 2015/16 YTD	FY 2016/17 PROPOSED BUDGET
Revenues:										
Member Contributions	\$ -	\$ 21,000.00	\$ 18,000.00	\$ 18,000.00	\$ -	\$ 18,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00
Interest Earnings	39.17	74.25	752.09	264.40	81.61	49.81	112.14	50.00	35.87	25.00
Revenue - Refund/Misc						3,550.80	-			
Total Revenue	<u>\$ 39.17</u>	<u>\$ 21,074.25</u>	<u>\$ 18,752.09</u>	<u>\$ 18,264.40</u>	<u>\$ 81.61</u>	<u>\$ 21,600.61</u>	<u>\$ 24,112.14</u>	<u>\$ 24,050.00</u>	<u>\$ 24,035.87</u>	<u>\$ 24,025.00</u>
Expenditures:										
Insurance (ACWA/JPIA)	\$ 1,655.00	\$ 1,887.00	\$ 1,815.00	\$ 2,183.00	\$ 2,133.02	\$ 2,183.00	\$ 1,637.27	\$ 2,350.00	\$ 2,182.92	\$ 2,350.00
Memberships (ACWA)	910.00	1,520.00	1,435.00	1,560.00	1,625.00	1,755.00	2,225.00	2,250.00	2,385.22	2,550.00
Outreach (Web Site, Community Activities)	2,040.00	540.00	1,145.00	2,603.00	648.00	788.00	1,168.00	3,000.00	4,031.68	2,000.00
Miscellaneous (Bank Fees, Refreshments, Etc.)	-	50.34	-	98.95	88.50	369.07	-	500.00	75.00	500.00
Contract Services - Administration	16,936.08	14,228.28	13,079.60	17,933.21	7,254.90	11,984.73	12,476.53	12,000.00	9,157.38	12,000.00
Contract Services - Financial Audit	-	2,000.00	-	-	-	6,000.00	4,000.00	2,000.00	2,000.00	2,000.00
Total Expenditures	<u>\$ 21,541.08</u>	<u>\$ 20,225.62</u>	<u>\$ 17,474.60</u>	<u>\$ 24,378.16</u>	<u>\$ 11,749.42</u>	<u>\$ 23,079.80</u>	<u>\$ 21,506.80</u>	<u>\$ 22,100.00</u>	<u>\$ 19,832.20</u>	<u>\$ 21,400.00</u>
Net Income (Loss)	<u>\$ (21,501.91)</u>	<u>\$ 848.63</u>	<u>\$ 1,277.49</u>	<u>\$ (6,113.76)</u>	<u>\$ (11,667.81)</u>	<u>\$ (1,479.19)</u>	<u>\$ 2,605.34</u>	<u>\$ 1,950.00</u>	<u>\$ 4,203.67</u>	<u>\$ 2,625.00</u>
										Member Contribution:
										8,000.00
Landscaping Expo - Program Expense										40,000.00
Additional Expenditures										\$ 34,280.00
										5,160.00
										560.00
										Secondary Member Contribution:
										\$ 40,000.00

ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION

Proposed Budget - FY 2016/17

Restricted Funds - AVIRWMP Program

	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ADOPTED BUDGET	FY 2015/16 ACTUAL	FY 2016/17 PROPOSED BUDGET
Revenues:											
AV Regional Water Management Group	\$ 55,000.00	\$ -	\$ 131,278.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AV IRWMP 2013 Update (Prop. 84 Grant)	-	-	-	-	28,729.56	63,948.84	54,714.84	278,209.52	46,790.00	-	46,790.00
Total Revenue	<u>\$ 55,000.00</u>	<u>\$ -</u>	<u>\$ 131,278.33</u>	<u>\$ -</u>	<u>\$ 28,729.56</u>	<u>\$ 63,948.84</u>	<u>\$ 54,714.84</u>	<u>\$ 278,209.52</u>	<u>\$ 46,790.00</u>	<u>\$ -</u>	<u>\$ 46,790.00</u>
Expenditures:											
Contract Services - AVRWMG	\$ 11,707.30	\$ 9,833.93	\$ 6,959.12	\$ 47,269.00	\$ -	\$ -	\$ 48,656.77	\$ -	\$ -	\$ -	\$ -
Contract Services - AVRWMG (Contract Commitments)	-	-	-	-	-	-	-	23,666.50	18,865.00	-	-
Contract Services - IRWMP 2013 Update Portion Due Back to AVSWCA (Pass-thru)	-	-	-	-	25,736.78	72,197.27	-	278,209.52	46,790.00	105,157.11	-
Total Expenditures	<u>\$ 11,707.30</u>	<u>\$ 9,833.93</u>	<u>\$ 6,959.12</u>	<u>\$ 47,269.00</u>	<u>\$ 25,736.78</u>	<u>\$ 72,197.27</u>	<u>\$ 48,656.77</u>	<u>\$ 301,876.02</u>	<u>\$ 65,655.00</u>	<u>\$ 105,157.11</u>	<u>\$ 22,000.00</u>
Net Income (Loss)	<u>\$ 43,292.70</u>	<u>\$ (9,833.93)</u>	<u>\$ 124,319.21</u>	<u>\$ (47,269.00)</u>	<u>\$ 2,992.78</u>	<u>\$ (8,248.43)</u>	<u>\$ 6,058.07</u>	<u>\$ (23,666.50)</u>	<u>\$ (18,865.00)</u>	<u>\$ (105,157.11)</u>	<u>\$ 24,790.00</u>

	<u>Revenue</u>	<u>Expenditures</u>	<u>Income(Loss)</u>
AVRWMG	\$ 186,278.33	\$ 124,426.12	\$ 61,852.21
Grant Funds	425,602.76	481,300.68	(55,697.92)
	<u>\$ 611,881.09</u>	<u>\$ 605,726.80</u>	<u>\$ 6,154.29</u>

Projected AVIRWMG Portion in Bank (Remaining Group & Grant Funds)

**ANTELOPE VALLEY
STATE WATER CONTRACTORS ASSOCIATION
COMMISSION MEMORANDUM**

DATE: August 31, 2016 September 8, 2016
TO: AVSWCA Commissioners Commission Meeting
FROM: Matthew Knudson, General Manager
RE: *AGENDA ITEM NO. 7 - CONSIDERATION AND POSSIBLE ACTION ON
MOU BETWEEN THE ANTELOPE VALLEY STATE WATER
CONTRACTORS ASSOCIATION AND THE ANTELOPE VALLEY
WATERMASTER TO PROVIDE INTERIM ADMINISTRATIVE SERVICES
TO SUPPORT THE WATERMASTER.*

An MOU for the Association to provide interim administrative services to support the Watermaster is being drafted and will be presented at the meeting for consideration.

**ANTELOPE VALLEY
STATE WATER CONTRACTORS ASSOCIATION
COMMISSION MEMORANDUM**

DATE: August 31, 2016 **September 8, 2016**
TO: AVSWCA Commissioners **Commission Meeting**
FROM: Matthew Knudson, General Manager
RE: ***AGENDA ITEM NO. 8 - CONSIDERATION AND POSSIBLE ACTION ON SPONSORSHIP OF AB 1234 ETHICS TRAINING REQUIRED FOR BOARD OF DIRECTORS AND EXECUTIVE MANAGEMENT.***

Assembly Bill No. 1234 requires, among other things, that all local agency officials of a legislative body that receive compensation, salary, stipends, or reimbursement of expenses attend ethics training every two years. The Association has sponsored and hosted this training several times, and staff has received several recent inquiries to attend the training.

Agencies invited to the 2014 training included PWD, AVEK, LCID, Rosamond Community Services District, Quartz Hill Water District, Palm Ranch Irrigation District, Phelan-Pinon Hills CSD, Mojave Public Utilities District, and Boron Community Services District.

**ANTELOPE VALLEY
STATE WATER CONTRACTORS ASSOCIATION
COMMISSION MEMORANDUM**

DATE: August 31, 2016 **September 8, 2016**
TO: AVSWCA Commissioners **Commission Meeting**
FROM: Matthew Knudson, General Manager
RE: *AGENDA ITEM NO. 10 - DISCUSSION AND POSSIBLE ACTION ON
DIRECTION OF U.S.G.S. GROUNDWATER MONITORING FOR THE
ANTELOPE VALLEY.*

The Association has contracted with U.S.G.S. for several years on their groundwater level monitoring and groundwater quality monitoring program for the Antelope Valley. With the recent adjudication settlement and formation of the Antelope Valley Watermaster, there have been some discussions of the responsibility of this program shifting to the Antelope Valley Watermaster. This item is presented to the Commissioners for direction on this program.

ANTELOPE VALLEY STATE WATER CONTRACTORS

Budget vs Actual FY2015-16

For the Twelve Months Ending 6/30/2016

	June Actual	YTD Actual	Budget	Variance
General Revenues:				
Contributions - Member Agency		\$24,000	\$24,000	
Miscellaneous Refund				
Interest Earnings		37	50	(13)
Total General Revenue		\$24,037	\$24,050	\$13
General Expenditures:				
General Government				
Bank Fees			\$150	\$150
Insurance	182	2,183	2,350	167
Memberships		2,385	2,250	(135)
Outreach		3,532	3,000	(532)
Purchased Water				
Miscellaneous		75	350	275
Contract Services - Administration	2,017	12,343	12,000	(343)
Contract Services - Other		2,000	2,000	
Total General Expenditures	\$2,199	\$22,518	\$22,100	(\$418)
Program Revenues:				
Contributions - Member Programs (USGS & CASGEM)		\$90,050	\$90,050	
Contributions - Others (AVRWMP)				
Grant Re-imbursement - IRWMP 2013 Update			46,790	(46,790)
Water Sales - Pilot In-Lieu Banking				
Total Program Revenue		\$90,050	\$136,840	\$46,790
Program Expenditures:				
Contract Services - USGS & CASGEM		\$30,017	\$90,050	\$60,033
Contract Services - AVIRWMP			18,865	18,865
Contract Services - IRWMP 2013 Update		105,157	46,790	(58,367)
Total Program Expenditures		\$135,174	\$155,705	\$20,531

ANTELOPE VALLEY STATE WATER CONTRACTORS
Statement of Net Position
For the Twelve Months Ending 6/30/2016

	<u>YTD</u>
ASSETS	
Cash - Unrestricted	\$6,195.00
Restricted - AVRWMG	5,063.48
Restricted - USGS	12,150.04
Accounts Receivable	0.00
Prepaid Insurance (Premium Period 10/1 - 9/30)	545.81
Total Assets	<u><u>\$23,954.33</u></u>
 LIABILITIES AND FUND BALANCE	
LIABILITIES	
Accounts Payable	\$2,017.05
Total Liabilities	<u>2,017.05</u>
FUND BALANCE	
Unassigned	21,937.28
Total Fund Balance	<u>21,937.28</u>
Total Liabilities and Fund Balance	<u><u>\$23,954.33</u></u>

ANTELOPE VALLEY STATE WATER CONTRACTORS
Statement of Revenues, Expenses and Change in Net Position
For the Twelve Months Ending 6/30/2016

	June	YTD
Revenues:		
Contributions - Member Agency		\$24,000.00
Contributions - Member Programs (USGS & CASGEM)		90,050.00
Contributions - Others (AVRWGMG)		
Grant Re-imburement - IRWMP 2013 Update		
Water Sales - Pilot In-Lieu Banking		
Miscellaneous Refund		
Interest Earnings	0.49	36.88
Total Revenue		\$114,086.88
 Expenditures:		
General Government		
Bank Fees		
Insurance	181.91	2,182.92
Memberships		2,385.22
Outreach		3,531.73
Purchased Water		
Miscellaneous		75.00
		8,174.87
 Public Resource		
Contract Services - Administration	2,017.05	12,342.89
Contract Services - USGS & CASGEM		30,016.66
Contract Services - AVRWMG		
Contract Services - IRWMP 2013 Update		105,157.11
Contract Services - Other		2,000.00
		149,516.66
Total Expenditures		\$157,691.53
 Change in Net Position		(\$43,604.65)
Net Position - Beginning of Year		65,541.93
Net Position - End of Year		\$21,937.28

ANTELOPE VALLEY STATE WATER CONTRACTORS
Statement of Net Position
For the Two Months Ending 8/31/2016

	YTD
ASSETS	
Cash - Unrestricted	\$6,195.05
Restricted - AVRWMG	5,063.61
Restricted - USGS	12,150.35
Accounts Receivable	0.00
Prepaid Insurance (Premium Period 10/1 - 9/30)	545.81
Total Assets	\$23,954.82
 LIABILITIES AND FUND BALANCE	
LIABILITIES	
Accounts Payable	\$3,843.30
Total Liabilities	3,843.30
FUND BALANCE	
Unassigned	20,111.52
Total Fund Balance	20,111.52
Total Liabilities and Fund Balance	\$23,954.82

ANTELOPE VALLEY STATE WATER CONTRACTORS
Statement of Revenues, Expenses and Change in Net Position
For the Two Months Ending 8/31/2016

	August	YTD
Revenues:		
Contributions - Member Agency		
Contributions - Member Programs (USGS & CASGEM)		
Contributions - Others (AVRWGMG)		
Grant Re-imburement - IRWMP 2013 Update		
Water Sales - Pilot In-Lieu Banking		
Miscellaneous Refund		
Interest Earnings		0.49
Total Revenue		\$0.49
Expenditures:		
General Government		
Bank Fees		
Insurance		
Memberships		
Outreach	657.79	657.79
Purchased Water		
Miscellaneous		
		657.79
Public Resource		
Contract Services - Administration	1,168.46	1,168.46
Contract Services - USGS & CASGEM		
Contract Services - AVRWMG		
Contract Services - IRWMP 2013 Update		
Contract Services - Other		
		1,168.46
Total Expenditures		\$1,826.25
Change in Net Position		(\$1,825.76)
Net Position - Beginning of Year		21,937.28
Net Position - End of Year		\$20,111.52