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

October 13, 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, October 20, 2016

3:30 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 September 8, 2016.
5) Payment of bills.

6) Discussion 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)

7) Discussion and possible action on Annual SMART Landscaping Expo. (Controller Barnes)

8) Discussion and possible action on direction of USGS groundwater monitoring for the Antelope Valley. (Controller Barnes)

9) Consideration and possible action on approval of USGS/CASGEM Program. (General Manager Knudson)

10) 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.

11) Report of Controller.

    a) Update on status of agreement related to regional exchange of water from the State Water Project.

12) Reports of Commissioners.

13) Report of Attorney.

14) Commission members' requests for future agenda items.

15) Consideration and possible action on scheduling the next Association meeting (November 10, 2016).

16) Adjournment.

MINUTES OF REGULAR MEETING OF THE COMMISSIONERS OF THE ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION, SEPTEMBER 8, 2016.

A regular meeting of the Commissioners of the Antelope Valley State Water Contractors Association was held Thursday, September 8, 2016, at the Palmdale Water District at 2029 East Avenue Q, Palmdale. Chair Alvarado called the meeting to order at 7:00 p.m.

1) Pledge of Allegiance.

At the request of Chair Alvarado, Commissioner Hogan led the pledge of allegiance.

2) Roll Call.

Attendance:	**Others Present:**
Robert Alvarado, Chair	Matt Knudson, AVSWCA General Mngr.
Keith Dyas, Vice Chair	Marco Henriquez, PWD Alternate Cmsnr.
Neal Weisenberger, Secretary	Keith Lemieux, LCID attorney
Leo Thibault, Treasurer-Auditor	Tom Barnes, Controller
Barbara Hogan, Commissioner	Dwayne Chisam, AVEK General Mngr.
Kathy Mac Laren, Commissioner	Dawn Deans, Executive Assistant
	0 members of the public

3) Public Comments for Non-Agenda Items.

There were no public comments.

4) Consideration and Possible Action on Minutes of Regular Meeting Held June 9, 2016.

It was moved by Commissioner Weisenberger, seconded by Commissioner Hogan, and unanimously carried by all members of the Board of Commissioners present at the meeting to approve the minutes of the regular meeting held June 9, 2016, as written.

5) Payment of Bills.

Commissioner Thibault reviewed the bills received for payment and then moved to pay the bills received from AV Web Designs in the total amount of $1,157.74, from

AVEK in the amount of $1,681.94, and from PWD in the amount of $2,017.05. The motion was seconded by Commissioner Mac Laren, and unanimously carried by all members of the Board of Commissioners present at the meeting.

6) Consideration and Possible Action on Budget for Fiscal Year 2016/2017. (General Manager Knudson)

General Manager Knudson provided an overview of the budget for fiscal year 2016/2017, which includes member agency contributions of $8,000.00, and after a brief discussion of the budget, of how funds are allocated per agency, of funding the Landscaping Expo, and of the restricted AVIRWMP Program and USGS/CASGEM Program funds, it was moved by Commissioner Dyas, seconded by Commissioner Mac Laren, and unanimously carried by all members of the Board of Commissioners present at the meeting to approve the General Fund and the AVIRWMP Program fund for the 2016/2017 fiscal year budget with the USGS/CASGEM Program to be considered at a later date.

7) Discussion 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)

General Manager Knudson provided an overview of the MOU with the Antelope Valley Watermaster for the Association to provide interim administrative services until such time as a Watermaster Engineer is hired after which Attorney Lemieux reviewed the intent of the MOU.

Payment and reimbursement for interim duties, the billing process, termination of the MOU, the Association continuing administrative services if the cost is lower, the timeline for approval of the MOU, potential liability for the Association, the process for Watermaster approvals, and revisions to the MOU were then discussed after which it was moved by Commissioner Thibault and seconded by Commissioner Mac Laren to approve the MOU with revisions as noted.

After a further discussion of the concept of the MOU, Commissioner Thibault amended his motion, Commissioner Mac Laren amended her second, and it was unanimously carried by all members of the Board of Commissioners present at the meeting to direct staff to present the MOU with noted changes to the Antelope Valley

Watermaster Board for consideration following approval of the MOU by the Board of Directors for each of the Association's member agencies.

8) Consideration and Possible Action on Sponsorship of AB 1234 Ethics Training Required for Board of Directors and Executive Management. (General Manager Knudson)

General Manager Knudson stated that the Association previously sponsored AB 1234 Ethics Training for the Commissioners and other area agency Boards and staff, and after a brief discussion of the required training, it was moved by Commissioner Dyas, seconded by Commissioner Mac Laren, and unanimously carried by all members of the Board of Commissioners present at the meeting to authorize the Association to sponsor AB 1234 Ethics Training required for Board of Directors and Executive Management.

9) Discussion and Possible Action on Annual SMART Landscaping Expo. (Controller Barnes)

Controller Barnes stated that cards with a new tagline announcing this year's annual SMART Landscaping Expo have been distributed; that the Expo will be November 5, 2016 from 8:30 a.m. to 3 p.m. in the Van Dam Building at the Antelope Valley Fairgrounds; that marketing and the building is estimated to cost $24,000; that the Association's budget is $40,000; and then reviewed an outline of services to be provided by each of the member agencies and invited everyone to attend AVEK's Water Conservation Committee meeting to review additional plans for the Expo.

10) Discussion and Possible Action on Direction of U.S.G.S. Groundwater Monitoring for the Antelope Valley. (Controller Barnes)

General Manager Knudson stated that the Association has entered into cooperative agreements with U.S.G.S. for both Groundwater Level Monitoring and Groundwater Quality Monitoring; that these monitoring programs are better suited for the Antelope Valley Watermaster; and after a brief discussion of these monitoring programs, it was determined that the U.S.G.S. Groundwater Monitoring Program be added to the next agenda of the Antelope Valley Watermaster Board of Directors for consideration.

11) Report of General Manager.

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

General Manager Knudson provided a brief update of the Association's Revenue, Expenditures and Change in Net Position through the end of June, 2016.

b) Update on Antelope Valley Watermaster Meetings.

AVEK General Manager Chisam stated that regular Antelope Valley Watermaster meetings are held the fourth Wednesday of each month; that several special meetings have been held; that agenda items for the next meeting include a Request for Proposals for the Watermaster Engineer with an aggressive timeframe for completion, the U.S.G.S. Monitoring Programs, funding options, and JPIA insurance; and that a separate meeting will be held after the next regular meeting to discuss the formation of the Advisory Committee.

c) Update on Ad-Hoc Committee to Discuss Regional Banking and State Water Project Exchange Opportunities.

General Manager Knudson stated that the Ad Hoc Committee of Commissioners Weisenberger, Mac Laren, and Hogan met with staff and the General Managers for each of the member agencies to discuss opportunities to work as a group; that the Ad Hoc Committee's recommendation is to find opportunities to strengthen interconnection abilities to better move water from one side of the valley to the other; and that staff will work on this process.

12) Report of Controller.

a) Update on Status of Agreement Related to Regional Exchange of Water from the State Water Project.

Controller Barnes stated that he, General Manager Knudson, and LCID General Manager Berglund continue to work on the draft agreement with the Department of Water Resources to enable the three state water contractors to move water more freely through the State Water Project and are now developing scenarios for the Agreement.

13) Reports of Commissioners.

Commissioner Weisenberger stated that a SMART Landscaping Workshop will be held September 17 at A.V. College and will include a tree walk and that everyone is invited to attend AVEK's September 16 Water Conservation Committee meeting to discuss the Landscaping Expo.

14) Report of Attorney.

Attorney Lemieux stated that he has no report but that he will plan on attending the next Association meeting.

15) Commission Members' Requests for Future Agenda Items.

Commissioner Mac Laren stated that the Ad Hoc Committee also discussed the best method of communicating with the Rosamond water banking group.

There were no requests for future agenda items.

16) Consideration and Possible Action on Scheduling the Next Association Meeting. (October 13, 2016)

It was determined that the next regular meeting of the Association will be held October 13, 2016 at 7:00 p.m. at PWD.

17) Adjournment.

There being no further business to come before the Commissioners, the regular meeting of the Commissioners of the Antelope Valley State Water Contractors Association was adjourned at 8:25 p.m.

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Secretary

ANTELOPE VALLEY
STATE WATER CONTRACTORS ASSOCIATION

COMMISSION MEMORANDUM

DATE:	October 13, 2016	**October 20, 2016**
TO:	AVSWCA Commissioners	**Commission Meeting**
FROM:	Matthew R. Knudson, General Manager	
RE:	***AGENDA ITEM NO. 5 – PAYMENT OF BILLS***	

Recommendation:

Staff has reviewed and recommends payment of the attached invoice from the Palmdale Water District in the amount of $1,587.32. This invoice includes labor charges for Matthew Knudson (General Manager), Dennis Hoffmeyer (Accounting Supervisor) and Dawn Deans (Executive Assistant) for the period of June 26, 2016 through September 17, 2016.

Staff has reviewed and recommends payment of the attached invoice from Antelope Valley East Kern Water Agency (AVEK) in the amount of $657.25. This invoice includes labor charges for Tom Barnes (Controller) for the period of September 1, 2016 through September 30, 2016.

Staff has reviewed and recommends payment of the attached invoice from AV Web Designs in the amount of $199.95 for the recurring monthly AVSavesWater.com website charge.

Staff has reviewed and recommends payment of the attached invoice from Interactive Educational Services, Inc. (IES) in the amount of $294.00 for the recurring monthly AVSWCA.org website charge for July through December 2016.

Since 1918

PALMDALE WATER DISTRICT

2029 East Avenue Q • Palmdale, California 93550 • Telephone (661) 947-4111
Fax (661) 947-8604
www.palmdalewater.org
Facebook: palmdalewaterdistrict
Twitter: @palmdaleH2O

Board of Directors

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Division 4

VINCENT DINO
Division 5

ALESHIRE & WYNDER LLP
Attorneys

October 6, 2016

ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION

RE: CHARGES FOR STAFF TIME IN PREPARING AGENDAS, MINUTES, ETC. FOR JUNE 26 THRU SEPTEMBER 17, 2016.

Labor: (Pay period beginning date)		**Amount**
06-26-16	1.00 Hrs.	75.86
07-10-16	2.00. Hrs.	151.72
07-24-16	3.50 Hrs.	192.29
08-07-16	4.50 Hrs.	304.79
08-21-16	4.75 Hrs.	279.79
09-04-16	7.50 Hrs.	466.44
	1.00 Hr. O.T.	69.86
	0.50 Hr. D.T.	46.57
	TOTAL DUE	**$1,587.32**

If you have any questions please contact me at 661-456-1014.

Sincerely,

Yolanda T. Radovic

YOLANDA T. RADOVIC, Accounting Assistant II/ytr
(Work order # 16-258
Please Credit GL# 1-00-3030-000
See attached documents

OFFICERS

DWAYNE CHISAM
General Manager

HOLLY H. HUGHES
Secretary-Treasurer

ANTELOPE VALLEY - EAST KERN WATER AGENCY
AVEK
ESTABLISHED 1959
A PUBLIC AGENCY

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Division 6

NEAL A. WEISENBERGER
Division 7

October 5, 2016

Antelope Valley State Water Contractors Assoc.
c/o Palmdale Water District
2029 East Ave. Q
Palmdale, CA 93550

Re: Invoice of Charges for Staff
Tom Barnes – AVSWCA Controller
October, 2016

Total: $ 657.25

	Period	Hours	Amount	Notes
	September 1, 2016	10	$ 657.25	Prep/Attend.Assoc Meeting, AV Fair Commun. re: SMART Expo, USGS Commun. Re: GW Program, Staff/Commissioner Commun, AVSWCA website.
thru	September 30, 2016			
	Total:	**10**	$ 657.25	

6500 WEST AVENUE N • PALMDALE, CALIFORNIA 93551
(661) 943-3201 • FAX (661) 943-3204

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AV Web Designs
44846 Beech Ave, Suite 201
Lancaster, CA 93534
(661) 943-4932

RECEIVED
OCT 03 2016

avweb designs

BILL TO
Antelope Valley State Water
Contractors Association
c/o Palmdale Water District
2029 East Avenue Q
Palmdale, CA 93550
Attn: Matt Knudson

INVOICE # 13066
DATE 10/01/2016

TERMS Due on receipt

ACTIVITY	AMOUNT
AV Saves Water - Website Monthly Hosting, Maintenance & Social Media Management	199.95

BALANCE DUE **$199.95**

* * *All past due invoices are subject to a 10% late fee* * *

Interactive Educational Services, Inc.

5401 Business Park South
Suite 108
Bakersfield, CA 93309

Phone: 661-859-1900
Fax: 661-859-1840

www.iescentral.com
e-mail: info@iescentral.com

RECEIVED
OCT 03 2016

Invoice

BILL TO
Antelope Valley State Water Cont. Asso. C/O Palmdale Water District 2029 East Avenue Q Palmdale, CA 93550

DATE	INVOICE #
7/1/2016	161941

P.O. NO.	TERMS
WH-2016	Due on receipt

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Recurring monthly charge for a custom web site - July to December 2016	6	49.00	294.00
		Total	$294.00

PAST DUE

ANTELOPE VALLEY STATE WATER CONTRACTORS
Statement of Revenues, Expenses and Change in Net Position
For the Three Months Ending 9/30/2016

	September	YTD
Revenues:		
Contributions - Member Agency	$95,000.00	$95,000.00
Contributions - Member Programs (USGS & CASGEM)		
Contributions - Others (AVRWMG)		
Grant Re-imbursement - IRWMP 2013 Update		
Water Sales - Pilot In-Lieu Banking		
Miscellaneous Refund		
Interest Earnings		0.98
Total Revenue		**$95,000.98**
Expenditures:		
General Government		
Bank Fees		
Insurance		
Memberships		
Outreach	499.95	1,451.74
Purchased Water		
Miscellaneous		
		1,451.74
Public Resource		
Contract Services - Administration	2,244.57	3,279.61
Contract Services - USGS & CASGEM		
Contract Services - AVRWMG		
Contract Services - IRWMP 2013 Update		
Contract Services - Other		
		3,279.61
Total Expenditures		**$4,731.35**
Change in Net Position		**$90,269.63**
Net Position - Beginning of Year		**21,290.38**
Net Position - End of Year		**$111,560.01**

ANTELOPE VALLEY STATE WATER CONTRACTORS
Statement of Net Position
For the Three Months Ending 9/30/2016

	YTD
ASSETS	
Cash - Unrestricted	$1,338.37
Restricted - AVRWMG	5,063.74
Restricted - USGS	12,150.66
Accounts Receivable	95,000.00
Prepaid Insurance (Premium Period 10/1 - 9/30)	545.81
Total Assets	**$114,098.58**
LIABILITIES AND FUND BALANCE	
LIABILITIES	
Accounts Payable	$2,538.57
Total Liabilities	**2,538.57**
FUND BALANCE	
Unassigned	111,560.01
Total Fund Balance	**111,560.01**
Total Liabilities and Fund Balance	**$114,098.58**