

Since 1918



PALMDALE WATER DISTRICT

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

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

Board of Directors

ROBERT E. ALVARADO
Division 1

JOE ESTES
Division 2

MARCO HENRIQUEZ
Division 3

KATHY MAC LAREN
Division 4

VINCENT DINO
Division 5

ALESHIRE & WYNDER
LLP
Attorneys

January 19, 2017

Agenda for Regular Meeting of the Board of Directors of the Palmdale Water District to be held at the District's office at 2029 East Avenue Q, Palmdale

Wednesday, January 25, 2017

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. Please call Dawn Deans at 661-947-4111 x1003 with your request. 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. Por favor de llamar Dawn Deans al 661-947-4111 x1003 con su solicitud. 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/Moment of Silence.
- 2) Roll Call.
- 3) Adoption of Agenda.
- 4) Public comments for non-agenda items.



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



- 5) Presentations:
 - 5.1) Private placement funding options. (Frank Gill, Vice President, Holman Capital)
 - 5.2) Summary of Leslie O. Carter Water Treatment Plant annual maintenance. (Operations Manager Masaya)
- 6) Action Items - Consent Calendar (The public shall have an opportunity to comment on any action item on the Consent Calendar as the Consent Calendar is considered collectively by the Board of Directors prior to action being taken.)
 - 6.1) Approval of minutes of regular meeting held January 11, 2017.
 - 6.2) Payment of bills for January 25, 2017.
 - 6.3) Approval of job description and recruitment of Public Affairs and Sustainability Director position and revise title to Public Affairs Director. (\$110,000.00 – Budgeted – Human Resources Director Emery/Personnel Committee)
 - 6.4) Approval of Resolution No. 17-4 being a Resolution of the Board of Directors of the Palmdale Water District Declaring Its Official Intent to Reimburse Certain Expenditures from the Proceeds of Debt. (\$830,000.00 (approved 1-11-17) – Budgeted – Finance Manager Williams)
 - 6.5) Approve absence of Director Estes from January 11, 2017 meeting due to family illness. (General Manager LaMoreaux)
- 7) Action Items – Action Calendar (The public shall have an opportunity to comment on any action item as each item is considered by the Board of Directors prior to action being taken.)
 - 7.1) Consideration and possible action on Water Supply Assessment for Draft Environmental Impact Report for the City of Palmdale Transit Oriented Development Overlay Zone Project. (No Budget Impact – Assistant General Manager Knudson)
 - 7.2) Consideration and possible action on proposal received from the Mathis Consulting Group for training for cultural improvements in 2017-2018. (\$20,000.00 – Budgeted – General Manager LaMoreaux)
 - 7.3) 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 2017 Budget:
 - a) Antelope Valley Hispanic Chamber of Commerce 20th Year Anniversary and Installation Gala to be held March 10, 2017 in Lancaster.
 - b) The Copywriter’s Workshop to be held March 22 – 23, 2017 in Ventura.
 - c) Netcom Learning Training Courses to be held March 27 – April 2, 2017 in Las Vegas, Nevada.

- 8) Information Items:
 - 8.1) Reports of Directors:
 - a) Meetings/General Report.
 - b) Standing Committee/Assignment Reports (Chair):
 - 1) AVSWCA
 - 2) PRWA
 - 8.2) Report of General Manager.
 - a) January, 2017 written report of activities through December, 2016.
 - 8.3) Report of General Counsel.
- 9) Board members' requests for future agenda items.
- 10) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd



Palmdale Water District Treatment Plant Winter Maintenance 2016

Operations & Facilities Departments January 25, 2017

STATE WATER PROJECT CALIFORNIA AQUEDUCT



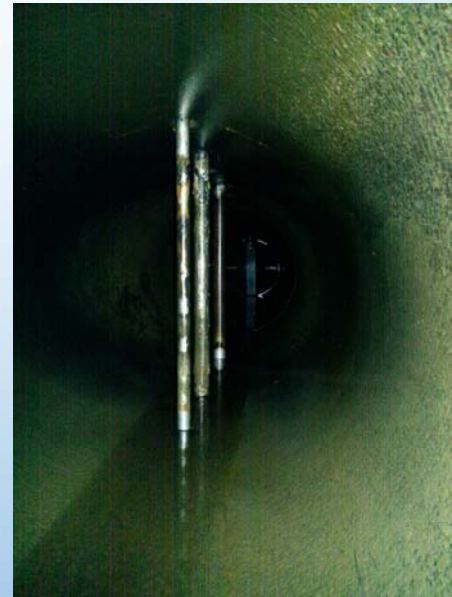
LAKE INLET



LAKE OUTLET INTO TREATMENT PLANT



HEADWORKS CHEMICAL DIFFUSERS



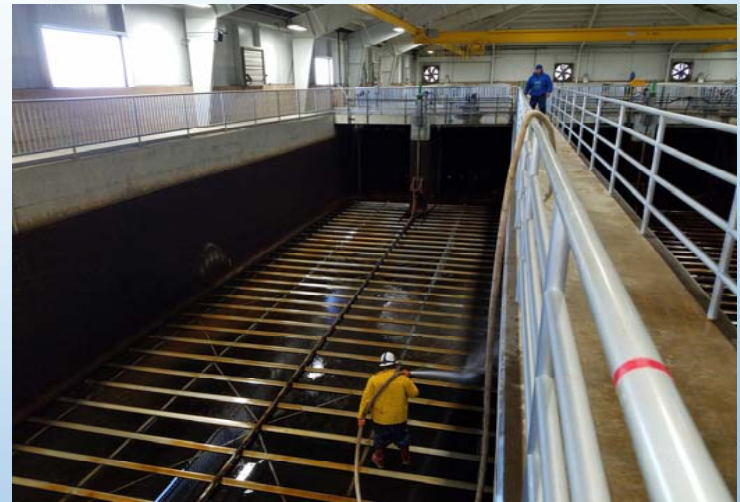
CHEMICAL DIFFUSERS



RAW WATER CHANNEL AND FLOCCULATION BASINS



SEDIMENTATION BASINS



SETTLED WATER CHANNEL



SALT SILO



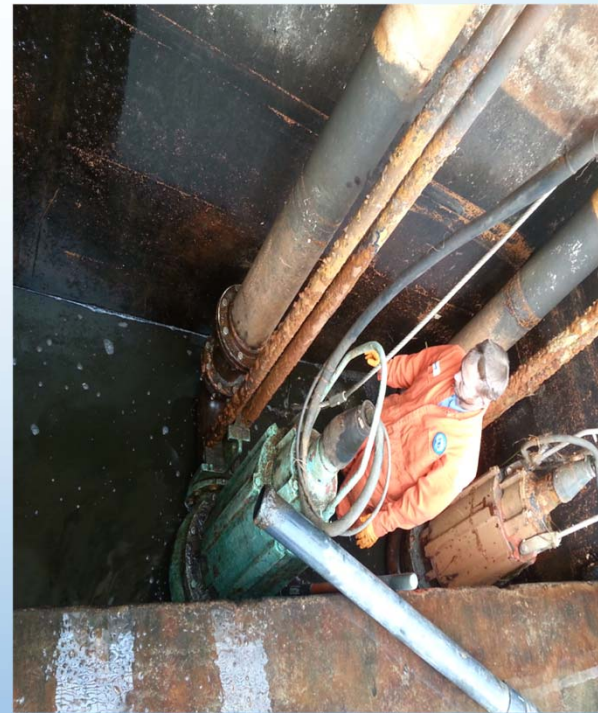
CLEAN SALT SILO



CHLORINE TANKS



WASHWATER RETURN BASINS



SLUDGE BASINS



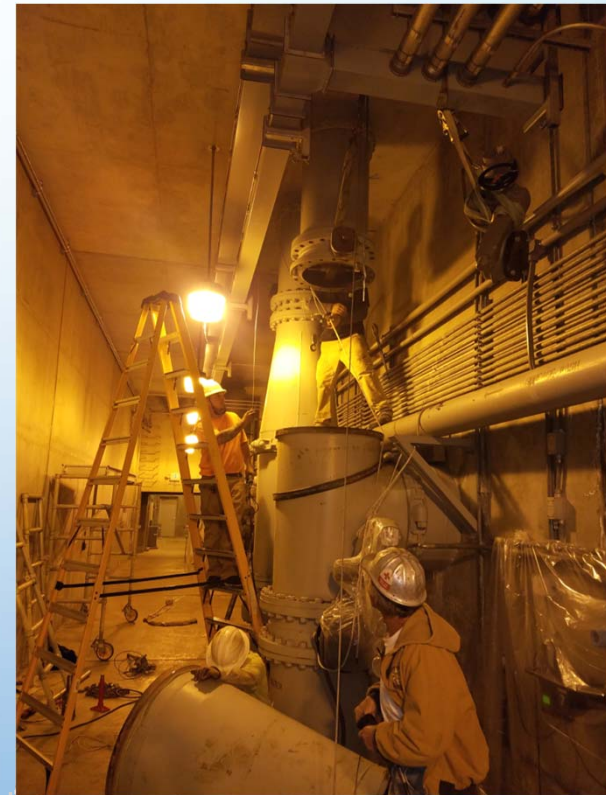
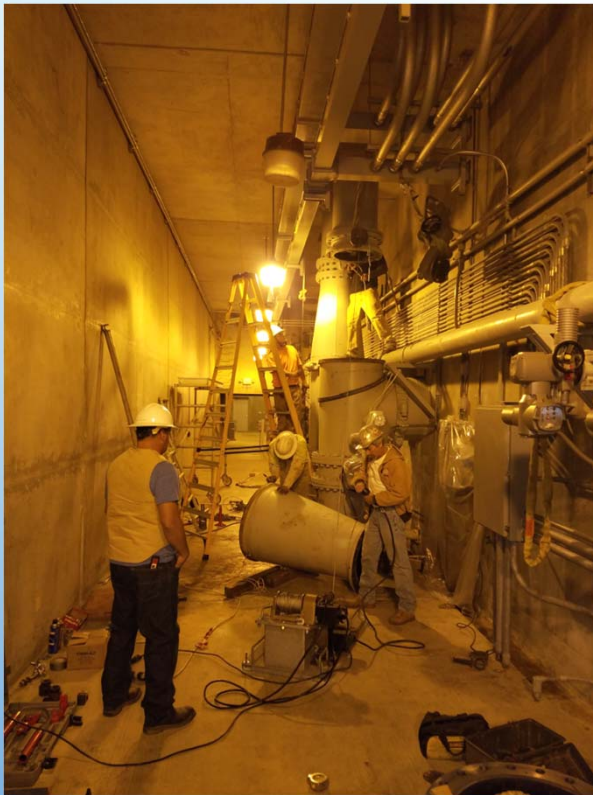
LAKE OUTLET & EFFLUENT VAULTS



REPAIRS, FILTER 10 SURFACEWASH, 8 INCH PIPELINE



REPLACEMENT OF FILTER 7 (20 INCH) INFLUENT VALVE



REBUILD CHEMICAL SYSTEMS POTASSIUM PERMANGANATE



POTASSIUM PERMANGANATE BATCHING SYSTEM



FILTER AID SYSTEM



HYPOCHLORITE GENERATION MAINTENANCE



REPLACEMENTS OF TUBE ELEMENTS AND OIL



LAKE MANAGEMENT 2016



LAKE MANAGEMENT



LAKE MANAGEMENT



LAKE MANAGEMENT



WIND TURBINE CANOPY



WIND TURBINE CANOPY



WIND TURBINE GENERATOR



WIND TURBINE GENERATOR



GENERATOR



2 GRANULAR ACTIVATED CARBON REACTIVATIONS



**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: January 18, 2017 **January 25, 2017**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 6.3 – APPROVAL OF JOB DESCRIPTION AND RECRUITMENT OF PUBLIC AFFAIRS AND SUSTAINABILITY DIRECTOR POSITION AND REVISE TITLE TO PUBLIC AFFAIRS DIRECTOR.***

Recommendation:

Staff and the Personnel Committee recommend that the Board approve the job description of Public Affairs Director and authorize recruitment for the position.

Alternative Options:

The alternative is to leave the position open.

Background:

The District has been very focused on community outreach and making sure that we are available to provide information to our ratepayers. The District would like to continue our focus on community outreach and in light of that we would like to begin recruitment for a highly skilled Public Affairs Director.

Strategic Plan Initiative:

This work is part of Strategic Plan Initiative No. 2: Organizational Excellence

Budget:

This is included in our 2017 budget. No increase to budget.

Supporting Documents:

- Job Description

PALMDALE WATER DISTRICT

PUBLIC AFFAIRS DIRECTOR

DEFINITION

To plan, implement, and coordinate public information for the Palmdale Water District; and perform a variety of professional and highly technical tasks relative to the community, communications, and public relations. To act as the agency spokesperson in dealing with the media and community groups.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager/CEO.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Manage the activities of the Public Outreach Unit. Establish the workflow surrounding all District publications, electronic media, outreach at community events, school and adult education programs.

Manage media information; serve as District spokesperson with print & electronic media; establish and maintain a portfolio of media contacts; prepare/direct the preparation of news releases, opinion pieces, letters to the editor, rebuttals, and other communications to explain and promote the District's programs, activities, and position; consult with the Board, General Manager, Assistant General Manager and other District staff concerning methods for communicating the District's mission and position.

Plan and manage community outreach and activities; network with other water district to develop and coordinate public outreach messages and advocacy on behalf of the Board.

Monitor state and federal legislation and regulatory issues; ensure legislators are apprised of District activities and events affecting their constituents. Provide input and commentary on legislation as authorized by the Board; alert management as to issues and opportunities (eg: grants) arising from legislative or regulatory actions.

Respond to requests for information from the public, media, and legislators' staff; interpret and communicate complex issues and technical data to others with limited technical knowledge of the subject matter.

Direct and participate in the development of the District publications program including informational brochures, flyers, reports, videos, and multi-media presentations; design and prepare written materials including speeches, letters, and articles for use by the Board and other District managers.

Develop strategic partnerships with other government agencies and private sector entities in communicating areas of common interest to the public using a variety of media or activities.

Represent the District to outside organizations and committees and provide staff assistance to these respective groups.

Develop and implement systems, policies and procedures for the crisis communication program.

Develop effective working relationships with legislative staff, local public officials, and civic groups; promotes and presents the District's interests and position.

Read and remain current on breakthroughs in communications technologies, water, politics and emerging issues related to the District's operations and policies.

Act as the Public Information Officer for the District's Emergency Response Plan.

Responsible for updating and maintaining the content of the District website.

Supervise and participate in the development and administration of the Public Affairs budget.

Select, train, motivate and evaluate personnel; provide and coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Build and maintain positive working relationships with co-workers, other District employees and the public.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of community and public relations, advertising, and design.

Media relations, promotional writing and collateral development.

Desktop publishing software and design.

Possess excellent interpersonal communication skills.

Ability to

Analyze communication issues and special projects related to public relations.

Identify and interpret technical and numerical information.

Organize, implement and direct community and public relations operations and activities.

Conduct training classes for District staff in the area of crisis communication.

Interpret and explain pertinent PWD and departmental policies and procedures.

Develop and monitor a public relations and media relations budget.

Develop and recommend policies and procedures related to public relations activities.

Establish and maintain effective working relationships with those contacted in the course of work including District staff and the general public.

Develop brand and image.

On a continuous basis, sit for prolonged periods of time; intermittently twist to reach office equipment; walk and stand in office and at public counter; bend and kneel while retrieving files; perform simple grasping and fine manipulation; use telephone; write and use keyboard to communicate through written means; run errands; and lift, carry, push, pull 25 pounds.

Use a computer, Microsoft Office Suite and desk-top publishing software.

Communicate clearly and concisely, both orally and in writing.

Hear normal conversation sufficient to accomplish duties, in person and/or on the telephone; vision must be sufficient to accomplish the duties of the position which may include operating a District vehicle.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

A minimum of five years' experience in public and media relations, communications and crisis management.

Training:

A bachelor's degree or equivalent from an accredited college or university with major course work in business administration, public relations, public administration or a related field.

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license. Must have a driving record acceptable to the District.

Membership in the Public Relations Society of America.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of the job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: January 18, 2017 **January 25, 2017**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Michael Williams, Finance Manager/CFO
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 6.4 – APPROVAL OF RESOLUTION 17-4 BEING A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT DECLARING ITS OFFICIAL INTENT TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF DEBT***

Recommendation:

Staff recommends approving Resolution 17-4 declaring its official intent to reimburse certain expenditures from the proceeds of debt.

Alternative Options:

The alternative option is to not approve and not reimburse for expenses already paid, thus reducing available cash for other projects.

Impact of Taking No Action:

The impact of no action will result in the inability to reimburse for expenses paid on lease financed projects.

Background:

The District approved entering into an agreement with Holman Capital for the lease purchase of certain technology improvements. The District has paid some costs associated with one of the projects listed and under Treasury Regulations section 1.150-2 must declare the intent to reimburse itself from the issuance of debt (the lease) by Resolution.

Strategic Plan Element:

This work is part of Strategic Initiative No. 4, Financial Health & Stability.

Budget:

This Resolution, if approved, will have no budget impact. If not approved will increase cash expenses by \$47K from previously stated reductions under Plant Expenditures.

Supporting Documents:

- Resolution No. 17-4

RESOLUTION NO. 17-4

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT DECLARING ITS OFFICIAL INTENT TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF DEBT

WHEREAS, the Palmdale Water District (the “District”) intends to pay the costs of upgrading its existing software, hardware and security system (the “project costs”);

WHEREAS, the District anticipates that it will issue debt obligations in the form of a loan agreement the payments under which would contain a separately stated interest component for the purpose of financing the project costs on a long-term basis;

WHEREAS, the District’s obligations under the loan agreement will be considered debt for federal income tax purposes;

WHEREAS, the maximum principal amount of such debt expected to be issued to finance the project costs is \$830,000.00;

WHEREAS, the District expects to pay certain project costs prior to the issuance of the debt obligations; and

WHEREAS, in order to obtain favorable treatment of expenditures of proceeds of the debt obligations used to reimburse the District’s prior expenditures, Treasury Regulations section 1.150-2 requires the District to declare its official intent to reimburse such prior project costs expenditures with proceeds of debt;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Palmdale Water District as follows:

1. Findings. The Board hereby finds and determines that the foregoing recitals are true and correct.

2. Official Intent. The District hereby states that it reasonably expects to reimburse its expenditures on project costs with proceeds of debt to be incurred by the District. The foregoing statement is a declaration of official intent that is made under and only for the purpose of establishing compliance with the requirements of Treasury Regulations section 1.150-2. This resolution does not bind the District to make any expenditure of project costs or to incur any debt for the project costs.

3. Additional Acts. The officers of the District, and each of them individually, are hereby authorized and directed, to do any and all things and to execute, deliver and perform any and all agreements and documents that they deem necessary or advisable in order to effectuate the purposes of this resolution. All actions heretofore taken by the officers of the District that are in conformity with the purposes and intent of this resolution are hereby ratified, confirmed and approved in all respects.

4. Effective Date. This resolution shall take effect from and after its adoption.

ADOPTED on January 25, 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

President of the Board

ATTEST:

Secretary of the Board

APPROVED AS TO FORM:

General Counsel
ALESHIRE & WYNDER, LLP

Director Estes was absent from the January 11, 2017 Regular Board Meeting. Agenda Item No. 6.5 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."

PALMDALE WATER DISTRICT BOARD MEMORANDUM

DATE: January 19, 2017 **January 25, 2017**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Matthew Knudson, Assistant General Manager
VIA: Mr. Dennis LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION ON
WATER SUPPLY ASSESSMENT FOR DRAFT ENVIRONMENTAL IMPACT
REPORT FOR THE CITY OF PALMDALE TRANSIT ORIENTED
DEVELOPMENT OVERLAY ZONE PROJECT***

Recommendation:

Staff recommends the approval of the attached Water Supply Assessment prepared for the City of Palmdale Transit Oriented Development Overlay Zone Project.

Background:

Senate Bill 610 of 2001 (SB 610) requires that water suppliers provide a Water Supply Assessment (WSA) to planning agencies for any proposed projects which are subject to the California Environmental Quality Act (CEQA) and would demand an amount of water equivalent to or greater than the amount of water required by a 500 dwelling unit project.

The District received a request from the City of Palmdale Planning Department to provide a WSA for the Palmdale Transit Oriented Development Overlay Zone Project since the proposed project contains more than 500 residential dwelling units. Information from the Palmdale Water District Urban Water Management Plan (2015), which included future water demands, was used to prepare the WSA.

A sufficient water supply is available for this project, and a portion of the required water supply will be provided by projected water supplies identified in the 2015 Urban Water Management Plan.

Supporting Documents:

- Water Supply Assessment – Palmdale Transit Oriented Overlay Zone Project
- Request from City of Palmdale for Water Supply Assessment

Strategic Plan Element

Strategic Initiative No. 1 – Water Resource Reliability

PALMDALE WATER DISTRICT
REQUIRED WATER SUPPLY ASSESSMENT (WSA)
Water Code §10910 et seq./SB 610

Lead Agency:

City of Palmdale Planning Dept.
38250 Sierra Highway
Palmdale, CA 93550

Applicant's Name and Address:

N/A

Project Information (check all applicable uses):

Project Title: City of Palmdale Transit Oriented Development Overlay Zone

Tract/Parcel Map No.: Transit Overlay Zone High Speed Rail City Planning Case No.: _____

- ☒ Residential: No. of dwelling units: 2,887 (SFR and MFR)
- ☐ Shopping Center or business: No. of employees: _____ Sq. ft. of floor space: _____
- ☒ Commercial Office: No. of employees: _____ Sq. ft. of floor space: 7,404,000
- ☐ Hotel or Motel: No. of rooms: _____
- ☐ Industrial/Manufacturing or Processing: No. of employees: _____ No. of acres _____
- Sq. ft. of floor space: _____
- ☐ Mixed Use (check and complete all above that apply)
- ☐ Other: _____
- ☐ Number of existing service connections: _____
- ☒ Is this a project as defined by Water Code § 10912: Yes: Yes No: _____

Water Supply Assessment (WSA):

Date when request for Water Supply Assessment was received: November 14, 2016

1. The projected water demand for the project ☒ was ☐ was not included in Palmdale Water District's most recently adopted Urban Water Management Plan dated December, 2015.
2. A sufficient water supply is available for the project.
The total water supplies available to Palmdale Water District during normal, single-dry, and multiple-dry years with a 20-year projection will meet the projected water demand of the project in addition to the demand of existing and other planned future uses, including, but not limited to, agricultural and manufacturing uses.
- a. ☒ A portion of the required water supply will be provided by projected water supplies. See attached Urban Water Management Plan.
3. ☐ A sufficient water supply is not available for the project.

The foregoing determination is based on the water supply information in the documents identified in Appendix A attached hereto and other supporting information in the records of Palmdale Water District. This WSA is also conditioned upon the Project developer entering into an agreement with Palmdale Water District relating to, among other things, the design and construction of water system improvements necessary to provide water service to the Project, the payment of all required fees and charges of the District and other governmental entities with jurisdiction over the Project, obtaining all required permits and approvals for the Project and the developers compliance with all applicable laws applicable to the Project, including the rules and regulations of Palmdale Water District. This WSA shall expire and be of no further force and effect on 12/31/2020.

Dennis D. LaMoreaux

January 25, 2017
Date

General Manager
Title

Appendix A

References

1. Palmdale Water District – 2015 Urban Water Management Plan (Kennedy/Jenks)
The complete document may be accessed at the District's public website using the following links.

https://www.palmdalewater.org/wp-content/uploads/2016/10/PWD_2015UWMP_Final_June2016.pdf



PALMDALE

a place to call home

November 14, 2016

JAMES C. LEDFORD, JR.
Mayor

STEVEN D. HOFBAUER
Mayor Pro Tem

MIKE DISPENZA
Councilmember

ROXANA MARTINEZ
Councilmember

FREDERICK THOMPSON
Councilmember

38300 Sierra Highway

Palmdale, CA 93550-4798

Tel: 661/267-5200

Fax: 661/267-5233

TDD: 661/267-5167

Auxiliary aids provided for

communication accessibility

upon 72 hours notice and request

Mr. Dennis LaMoreaux, General Manager
Palmdale Water District
2029 East Avenue Q
Palmdale, California 93550

Re: Water Supply Assessment for Draft Environmental Impact Report (EIR) for the City of Palmdale TOD Overlay Zone Project

Dear Mr. LaMoreaux:

The City of Palmdale received a grant to prepare a Transit Oriented Development (TOD) Overlay Zone for the area centered on the Palmdale Transportation Center and the proposed location for the City's future High Speed Rail station. The study area is generally located between Rancho Vista Boulevard (Avenue P) and Palmdale Boulevard (State Route 138) and between State Route 14 and 10th Street East. The Land Use Framework Plan for the Palmdale TOD Overlay Zone project will serve as the land use regulatory document to guide development of the study area. The Plan provides policy direction and identifies General Plan, Zoning Ordinance, Palmdale Transit Village Specific Plan (PTVSP) and Palmdale Trade and Commerce Center Specific Plan (PTCCSP) amendments needed to carry out the TOD Overlay Zone vision.

Implementation of the Land Use Framework Plan would allow up to approximately 3,702 total residential units, including the preservation of 815 existing units. It would also allow up to 8.0 million total square feet of commercial uses in the study area, including the preservation of 569,000 existing square feet. Land use assumptions used in projecting future development and a detailed breakdown of future development by type are provided in Appendix C of the Palmdale TOD Overlay Zone Land Use Framework Plan (October 2016).

Ltr. to Mr. Dennis LaMoreaux
Re: Water Supply Assessment Request
November 14, 2016
Page 2

In accordance with the requirements of State law (SB 610) and the California Environmental Quality Act (CEQA) Guidelines, the City of Palmdale formally requests preparation of a Water Supply Assessment (WSA) by the Palmdale Water District to evaluate water resources with respect to the proposed Land Use Framework Plan.

The City will be preparing an Environmental Impact Report (EIR) to evaluate the potential environmental effects of the project and will use the information on water demand and supply provided in the WSA for completing the EIR analysis.

According to California Water Code Section 10910(g)(1), it is our understanding that the WSA is to be completed within 90-days after receipt of this request; however, **due to the grant schedule established for this project, we would greatly appreciate an earlier response**, if possible. To help us coordinate this effort, can you please identify a contact person from the District? Please send the response to the following address:

Carlene Saxton, Senior Planner
csaxton@cityofpalmdale.org
City of Palmdale
Department of Economic and Community Development
Planning Division
38250 Sierra Highway
Palmdale, California 93550

Thank you for your assistance regarding this matter. Background information on the project can be found at the following website: <http://www.cityofpalmdale.org/TOD>. If you have any questions regarding this request or would like to discuss the project in more detail please call or email me at 661-267-5200 or rbruce@cityofpalmdale.org or Carlene Saxton at csaxton@cityofpalmdale.org.

Sincerely,



Rob Bruce
Planning Manager

RB:CS:lob

cc: Mark Oyler, Director of Economic and Community Development
Mike Behen, Transportation/Special Projects Manager
Carlene Saxton, Senior Planner

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: January 18, 2017 **January 25, 2017**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.2 – CONSIDERATION AND POSSIBLE ACTION
ON PROPOSAL RECEIVED FROM THE MATHIS CONSULTING
GROUP FOR TRAINING FOR CULTURAL IMPROVEMENTS IN 2017-
2018.***

Recommendation:

A proposal for training for cultural improvements in 2017-2018 with The Mathis Consulting Group in the not-to-exceed amount of \$20,000.00 is presented for the Board's consideration.

Background:

The Mathis Consulting Group has been working with the District since 2013 to help grow the District into a high performance team and to create a healthy culture. The Mathis Consulting Group has presented the attached proposal for 2017-2018 to assist with the General Manager's evaluation, provide support for the Board, and facilitate President's Dinners. If approved, a Professional Services Agreement will be prepared.

Strategic Plan Initiative:

This work is part of Strategic Initiative No. 5 – Regional Leadership.

Budget:

This is under Budget Item No. 1-02-4110-000 – Consultants.

Supporting Documents:

- Proposal from the Mathis Consulting Group for training for cultural improvements in 2017-2018.



January 18, 2017

**TO: Board of Directors
Palmdale Water District**
Cc: Dennis LaMoreaux, GM

**FROM: Dr. Bill Mathis
Management Psychologist**

RE: Training for Cultural Improvements 2017-18

Continuing the Culture Effectiveness Initiative requires that both the Board and Management staff continue with his/her foot on the accelerator to ensure the Strategic Plan to work. Our approach for attaining heightened individual, group and leadership to propel the organization to new heights have included:

- a)** Measuring the current culture and behaviors that block program and overcome impediments by using the Board's ideal pressure to attain greater efficiency, results and save taxpayers' dollars;
- b)** Educate and coach managers to attain greater mastery and motivation in their work;
- c)** Develop teams (Departments) that make use of common values, disciplined processes to achieve clearly defined organizational objectives; utilize board norms as guidelines for behavior.
- d)** Reconstitute the annual Strategic Planning program.

Mathis Group Proposed Work-plan 2017-18

We know that leadership sets the tone for an organization's culture and so we demonstrate the difference right at that level. The return on investment for creating the culture you desire is significant. These recommendations are designed to eliminate

burdensome resource obstacles associated with the deployment of people, time and money. Leadership enhancement is our goal.

Activities (Mathis)

1. Facilitated Evaluation of General Manager with Board and Booklet
10 hrs. Cost = \$4,000
2. Facilitated three President's Dinners + Scribe
Cost = \$6,000
3. Board support/special projects on assignment: 10 hrs. Cost = \$3,750
Prepare Board for Culture Improvement and Effectiveness

Total contract not to exceed \$20,000

Dr. Bill Mathis

Dennis LaMoreaux, General Manager
Palmdale Water District

Dr. Bill Mathis
Management Consultant



**ANTELOPE VALLEY
HISPANIC CHAMBER OF COMMERCE**
SUPPORTING HISPANIC COMMUNITY GROWTH AND DEVELOPMENT

AVHCC 20th Year Anniversary and Installation Gala

March 10, 2017, 6:00 pm - 11:00 pm · University of Antelope Valley ·

Join us as we install our new 2017 Board of Directors and incoming President Jorge Ventura and we say thank you to our outgoing President Mark Maldonado.

- General Admission

\$65.00 + \$4.57 FEE

Sales end on March 3

- Table of 10

\$550.00 + \$31.24 FEE

Sales end on February 20



Antelope Valley Hispanic Chamber of Commerce

20th Anniversary Installation Gala

"The Road to Success Continues"

Sponsorship, Advertising & Tickets

Platinum \$3000 <ul style="list-style-type: none"> • 2 TABLES OF 10 • FULL PAGE AD INSIDE COVER • MENTION ON ALL EVENT ADVERTISING • 33"x81" RETRACTABLE BANNER • TABLE RECOGNITION • SPONSORSHIP PLAQUE • 1 YEAR 11"x17" ADVERTISING AT CHAMBER • 1 YEAR FREE MEMBERSHIP • 1 YEAR FREE LUNCHEON PASS • 1 YEAR FREE BREAKFAST PASS • BANNER PLACED AT ALL LUNCHEONS 	Gold \$2000 <ul style="list-style-type: none"> • 1 TABLE OF 10 • FULL PAGE AD INSIDE BACK COVER • MENTION ON ALL EVENT ADVERTISING • 33" X 81" RETRACTABLE BANNER • TABLE RECOGNITION • SPONSORSHIP PLAQUE • 1 YEAR 11" X 17" ADVERTISING AT CHAMBER • 1 YEAR FREE MEMBERSHIP • 1 YEAR FREE LUNCHEON PASS • 1 YEAR FREE BREAKFAST PASS
Silver \$1,500 <ul style="list-style-type: none"> • 4 INSTALLATION TICKETS • 1/2 PAGE FULL COVER AD • MENTION ON ALL EVENT ADVERTISING • 33" X 81" RETRACTABLE BANNER • TABLE RECOGNITION • SPONSORSHIP PLAQUE • 1 YEAR 11" X 17" ADVERTISING AT CHAMBER • 1 YEAR FREE LUNCHEON PASS • 1 YEAR FREE BREAKFAST PASS 	Copper \$1,000 <ul style="list-style-type: none"> • 2 INSTALLATION TICKETS • 1/4 PAGE, FULL COVER AD • MENTION ON ALL EVENT ADVERTISING • 33" X 81" RETRACTABLE BANNER • TABLE RECOGNITION • SPONSORSHIP PLAQUE
Bronze \$500.00 <ul style="list-style-type: none"> • 2 TICKETS TO INSTALLATION • 1/10 PAGE FULL COVER AD • MENTION ON ALL EVENT ADVERTISING • SPONSORSHIP PLAQUE 	Program Advertising (Deadline 2/15/17) <ul style="list-style-type: none"> • OUTSIDE COVER \$750.00 • FULL PAGE \$500.00 • HALF PAGE \$300 • QUARTER PAGE \$175.00 • BUSINESS CARD 1/10 \$80.00

Name: _____

Address: _____

Phone: _____ Email: _____

CREDIT CARD ☐ VISA ☐ Master Card ☐ American Express

CC# _____ EXP.: _____

Sponsorship, Advertising or Ticket(s): _____

Signature: _____

For more information contact the AV Hispanic Chamber of Commerce

661-538-0607 or email at office@avhcc.org

Tickets \$65 per person-\$100 per couple-Table of 10 \$550.00 before February 20, 2017 afterwards \$600.00

RSVP by March 3, 2017

Learn how to write highly compelling copy that immediately
grabs your readers' attention ... moves them into action ...
and sends your response rates soaring!



THE COPYWRITER'S WORKSHOP

The Complete Course on Creating Killer Copy for
Traditional, Social, Content and All E-media

We're coming to your area in 2017 ...

Alabama

Mobile • February 13 – 14

California

Bakersfield • March 20 – 21

→ Ventura • March 22 – 23

Florida

Pensacola • March 30 – 31

Tallahassee • March 28 – 29

Indiana

South Bend • March 28 – 29

Iowa

Davenport • March 15 – 16

Kentucky

Louisville • March 13 – 14

Michigan

Farmington Hills • March 30 – 31

North Carolina

Raleigh • March 1 – 2

Virginia

Chesapeake • March 8 – 9

Roanoke • March 6 – 7

Enroll online: NationalSeminarsTraining.com/CPD2 or call 1-800-258-7246.

Learn the Secrets Great Writers Use for Success in Every Medium—From Traditional to E-copy to Content Marketing

Who'll Be There ...

Anyone who influences the development and creation of stunningly successful copy can—and will—benefit from this stellar seminar, including, but not limited to:

- Copywriters
- Content writers
- Professional bloggers
- Social media managers
- Brand journalists
- Content marketing managers
- Corporate communication pros
- Ad directors
- Designers/art directors
- Creative directors
- Do-it-all marketing professionals

And more!

The chance to learn from one of the industry's brightest and wittiest copywriting minds doesn't come around often! Don't let this unique opportunity pass you by ... register today!

All the fancy graphics and eye-catching layouts in the world won't help your marketing pieces without one key ingredient—powerful copy that makes your reader crave the product or service you're selling or promoting. And while there are a few copywriting strategies that remain timeless ("show ... don't tell"), everything else seems to change on a monthly basis. What worked in a campaign six months ago can fall flat today. In addition, the ability to create fresh and evergreen content for your organization has moved from a nice-to-have skill to a MUST-HAVE skill!

That's why we're inviting you to learn how to easily stay on top of your game by attending this invigorating, inspirational and eye-opening seminar, **The Copywriter's Workshop**. It's two days packed with copywriting how-to's ... cutting-edge, attention-grabbing techniques ... successful strategies for selling your message ... and proven tips for overcoming the most infuriating challenges that copywriters face every day—no matter if your message is a 140-character Tweet or an eight-page sales letter.

COME WITH QUESTIONS, BECAUSE WE HAVE THE ANSWERS!

Copywriters from around the world have benefited from the powerful copy strategies that you'll learn in this interactive two-day workshop. From accurately targeting your audience ... to crafting the best possible hook ... to writing lean, error-free copy that sings to your reader, you and your peers will master the hows and whys of creating successful copy.

Plus, you'll have the opportunity to practice what you've learned before you head back to the keyboard for your next project. So bring your questions ... we're positively sure you'll find the answers here!

MASTER SUCCESSFUL COPYWRITING TECHNIQUES IN JUST TWO DAYS!

The chance for you to immerse yourself in two entertaining and jam-packed days of discussing and dissecting the craft of copywriting with a room full of your peers doesn't come around often. The fact that this will be the most enjoyable two days you'll ever experience on the job makes this the one "must attend" training session of the year for you. Don't put it off—register today and start writing better copy than you ever imagined!

"This is the BEST copywriting training available today! I learned so much. I highly recommend this course!"

— P. Albertson

THIS IS A ONE-OF-A-KIND OPPORTUNITY—DON'T RISK MISSING OUT!

ENROLL ONLINE AT NationalSeminarsTraining.com/CPD2 OR CALL 1-800-258-7246.

Your Comprehensive Course Agenda

REGISTRATION BEGINS AT 8:15 A.M. ON DAY 1 COURSE HOURS: 9 A.M. TO 4 P.M. EACH DAY

I. Writing to Your Audience Every Time

- Effective targeting techniques that zero in on your audience
- Picking out the most compelling benefits of your product
- Identifying what motivates your audience
- How to instantly touch those emotional "hot spots" that get you in good with the reader
- Why content marketers must learn how to tell a good story—and why so many are bad at it
- Proven and practical methods of increasing credibility for prospective customers

II. Copywriting Commandments That Every Great Writer Needs to Know

- How to pick hot words and phrases that add to your sell—not detract from it
- Know your features ... sell their benefits—and how to always figure this out
- Creating powerful headlines and tag lines that grab attention
- Opening lines that keep your customers reading further
- Copywriting rules for social media that you absolutely cannot break
- Tips for breathing life into dry, technical or detailed information

III. The Short Course on Copywriting Mechanics, Structure and Grammar

- Grammar rules that your fourth-grade teacher would be shocked to see you break ... but break them anyway
- How to talk one-to-one in a marketing effort that reaches millions of people

- Powerful punctuation: How to use ellipses, bullets and commas for maximum effect
- Using alliteration and repetition properly without coming off as cheesy
- Imagery—the power of painting a picture with your words
- How to make your benefit bullets short, snappy and full of reasons for your customer to buy

IV. Avoiding and Overcoming Common Copywriting Headaches and Mistakes

- How to combat wordiness and keep the content sharp
- Tips to keep you from falling in love with your creativity (at the expense of the sale)
- Are your promises big enough—or too big? Techniques that'll keep your copy from straying over the top
- Walking the tightrope of writing humorous copy
- How to get the ideas flowing when you're stuck
- The Top 10 Copywriting Mistakes that kill your message, blow your sale and drive copy editors nuts

V. Writing Copy for Different Media

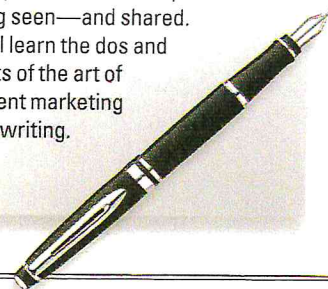
- Anatomy of a great ad no matter what media you work in
- How to grab your customers' attention in 5 seconds or less when they're turbo-surfing the Web
- Tips on handling multiple media
- The qualities of an effective "P.S." that transform it to a powerful deal closer
- Fundamentals of Web and content marketing ... copy rules for new media
- Copywriting for visual impact

VI. More Techniques Guaranteed to Take Your Copy to the Next Level

- Keys to building customer trust in your copy
- When, where and how to use testimonials
- USP—what it is and how to make sure that your special promise is big enough
- Ways to dramatize offerings for greater appeal
- Storytelling techniques every great content marketer knows
- Testing your copy: What, when, how and why you test

BONUS: Also included in your two-day copywriting workshop, these special features:

1. **"Copywriting CSI—Performing an Autopsy on the Effectiveness of Your Copy!"** Using real-world case studies, you'll learn how to objectively audit the true effectiveness of your copy when your marketing piece fails.
2. **"I Think I'd Rather See Another 'Cat Playing Piano' Video Than This Stuff!"** See firsthand what separates great content marketing, social media copy and viral video scripts from the vast majority of junk that can potentially bury your work and keep it from being seen—and shared. You'll learn the dos and don'ts of the art of content marketing copywriting.



SPECIAL GROUP DISCOUNT: WHEN THREE ENROLL FROM YOUR ORGANIZATION, THE FOURTH ATTENDS FREE!

PROGRAM SCHEDULE

Bakersfield, CA

March 20 – 21
Clarion Hotel
3540 Rosedale Highway
(#280345)

Chesapeake, VA

March 8 – 9
Residence Inn by Marriott
1500 Crossways Boulevard
(#280035)

Davenport, IA

March 15 – 16
Hotel Davenport & Conf. Ctr.
5202 Brady Street
(#281007)

Farmington Hills, MI

March 30 – 31
Comfort Inn
30715 W. 12 Mile Road
(#280817)

Louisville, KY

March 13 – 14
Holiday Inn
1325 S. Hurstbourne Parkway
(#280510)

Mobile, AL

February 13 – 14
Holiday Inn Airport
3630 Springhill Memorial Dr S.
(#279512)

Pensacola, FL

March 30 – 31
Pensacola Civic Center
201 E. Gregory Street
(#280053)

Raleigh, NC

March 1 – 2
Doubletree Hotel Brownstone
1707 Hillsborough Street
(#279482)

Roanoke, VA

March 6 – 7
Holiday Inn Valley View
3315 Ordway Drive NW
(#280063)

South Bend, IN

March 28 – 29
Hilton Garden Inn
53995 Indiana State Route 933
(#280850)

Tallahassee, FL

March 28 – 29
Quality Hotel
2020 Apalachee Parkway
(#280314)

Ventura, CA

March 22 – 23
Holiday Inn Express
1080 Navigator Drive
(#280346)

Enrollment Fees & Group Discounts

■ **Early-bird Fee:** Register 30 or more days prior to the event date:
\$799 (Save \$100!)

■ **Standard Fee:** Register less than 30 days prior to the event date: \$899

GROUP DISCOUNTS: When three enroll from your organization, a fourth attends FREE!

CANCELLATION: If you cannot attend, you may send a substitute or receive a credit memo toward a future workshop. If you cancel your registration up to five business days before the workshop, your registration fee will be refunded less a \$25 enrollment charge.

To Enroll ...



Register online at
NationalSeminarsTraining.com/CPD2



Or call toll-free 1-800-258-7246

Ask Yourself ... Do You Want to ...

- Escape from your routine and get new ideas?
- Create benefit-packed copy each and every time?
- Use humor appropriately—and effectively—in your copy?
- Determine which appeal works best for your project?
- Keep your copy lively when you're conveying dry or technical information?
- Create powerful headlines and attention-grabbing tag lines?
- Avoid the Top 10 copywriting mistakes that will doom your message?
- Boost your response rates?
- Eliminate costly copywriting mistakes that kill your message?
- Ensure your content remains evergreen?
- Make your readers "feel" what you're talking about?
- Write for any medium—print, email, Web, TV, radio and more?
- Understand when and how to use humor in your copy?
- Write on-target copy ... even when the message you're trying to convey is complex?
- Overcome writer's block, apathy, burnout and other copywriting demons?
- Know when to create content internally vs. getting help outside?
- Be more creative ... more on target ... more successful?
- Stand out from the competition?

If you're looking for new ideas and better results, don't miss this two-day workshop.

Practice Your New Skills With Hands-on Exercises

This workshop is full of hands-on exercises so you can practice in a no-risk environment.

Get New Ideas With Real-world Examples

See dozens of examples of dos and don'ts with examples of copywriting from the real world.

Solve Your Toughest Problems

Get answers to your toughest challenges from an industry expert with experience in copywriting.

Meet New People and Share Experiences

Grow your network when you meet new people in your area who understand the challenges you face.

SPECIAL GROUP DISCOUNT: WHEN THREE ENROLL FROM YOUR ORGANIZATION, THE FOURTH ATTENDS FREE!



National Seminars Training

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Learn how to write highly compelling copy that immediately grabs your readers' attention ... moves them into action ... and sends your response rates soaring!



THE COPYWRITER'S WORKSHOP

The Complete Course on Creating Killer Copy for
Traditional, Social, Content and All E-media

LEARNING SOLUTION

for
James Stanton
Palmdale Water District

January 17, 2017



NetComTM
L E A R N I N G

NetComLearning.com

Prepared By



Sarah Hedeem

Corporate Learning Consultant

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Toll Free: 888.563.8266

Fax: 646.292.5170

E-mail: sarah@netcomlearning.com

Web: www.netcomlearning.com

Campus Locations

New York City | 519 8th Ave, 2nd Floor | New York, NY 10018



Las Vegas Nevada | 195 E. Reno Ave Suite C | Las Vegas, NV 89119



Washington DC | 1627 K St, NW, Suite 910 | Washington, DC 20006



Over 20 Satellite Locations Worldwide and Counting!

Why NetCom Learning?

Experience

Since its inception in 1998, NetCom has trained over 90 percent of the Fortune 500, serviced over 45,500 business customers, and advanced the skills and careers of over 71,000 professionals through hands-on, expert led training.

Quality

NetCom's advantage is consistent top-quality training. The driving force behind our quality machine is the NetCom Instructor. Our Instructors average over 19 years of experience in the subjects they teach, maintain industry-leading client feedback scores, and are vendor authorized and certified to train.

Convenience

Headquartered in Midtown Manhattan, NetCom operates full service training centers in New York City, Las Vegas and Virginia, plus over 20 satellite campuses in major US cities and abroad. Private training can be delivered at client locations and Live Online Training is available via the World Wide Web.

Trust

Our clients trust us to consistently deliver superior training and certification prep with exceptional curriculum, hands-on labs, and the best possible instructors. Students trust our capabilities, resources, and commitment to top-quality instruction that promotes personal and professional success. Your trust is paramount to us and we will do all we can to earn and keep it.

Passion

NetCom is Passionate about Learning. This passion is a driving force in all we do, from our expert-led free webinars and the celebrated Sarder Scholarship, to our ground-breaking employee training and development program. Experience our passion for yourself!

Partnerships

NetCom partners with numerous thought leaders in Technology and Business to deliver complete learning solutions that lead to our clients' success. NetCom currently has strategic partnerships with over 20 industry leaders including Microsoft, Cisco, CompTIA, Element K, PMI, Autodesk, Adobe and Citrix.



Testimony



Let me take this opportunity to thank you, your trainers, and especially my Educational Consultant, for the expert training you provided for Whole Foods Market.

The first training session was customized to meet our wide-ranging needs. You professionally addressed the problem of disparate skill levels in the classroom, and provided workable solutions; the following sessions were a great success.

Through all of this my Educational Consultant answered dozens of questions, and seemed to be perpetually at his telephone, with a cheerful, professional, and effective answer.

As I am handling all outside training for the NY/NJ/CT region of Whole Foods Market, I will not hesitate to use your services again.

Thank you,

David D.
Training Manager
Whole Foods Market

[Read 1000+ Uncut Testimonials!](#)

Accolades



2007 LEARNING SOLUTIONS
PARTNER OF THE YEAR



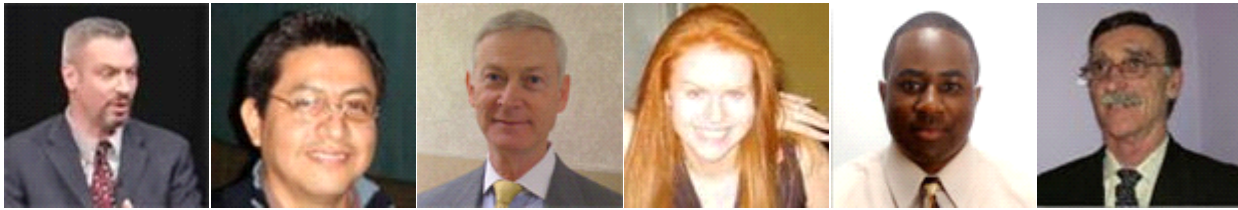
Purpose, Values and Growth

Purpose: NetCom Learning exists to promote the value of lifelong learning.

Values: Our core values are integrity, success, trust, respect, and excellence.

Mission: Our mission is to grow the company profitably each year by becoming the most *trusted and respected* Learning Organization.

Subject Matter Experts



- NetCom Instructors have on average over 19 years of experience in the subject they teach.
- All NetCom Instructors are certified trainers in the subjects they teach, e.g., MCT, CCSI, etc.
- NetCom Subject Matter Experts earn industry-leading feedback scores of 8.6 out of 9.0.
- Many of our Instructors are published authors in the topics they teach and have contributed to the official courseware used by learning organizations worldwide.

[Meet the Experts!](#)

Client Profile



[Browse our Comprehensive Client List!](#)

Enrollment Agreement

NetCom Learning
519 8th Avenue
2nd Floor
New York, NY 10018
Direct: 646.747.5396
Toll Free: 888.563.8266
Fax: 646.292.5170

Palmdale Water District
Contact: James Stanton
2029 E Avenue Q
Palmdale, CA 93550
Business: 661.947.4111 ext. 1050

Tuition Summary

CompTIA A+ and Network+ Certification Boot Camp

Location: Las Vegas, NV

Times: 8:00am - 6:00pm PST

Date(s): Mon, 3/27/2017; Tue, 3/28/2017; Wed, 3/29/2017; Thu, 3/30/2017; Fri, 3/31/2017;
Sat, 4/1/2017; Sun, 4/2/2017

Tuition with lunch and am/pm breaks, LaQuinta - Las Vegas \$5,118.00

VMware vSphere 6.0 Infrastructure Deployment Boot Camp

Location: Las Vegas, NV

Times:

Date(s): Some sections are unscheduled.

Tuition with lunch and am/pm breaks, LaQuinta - Las Vegas \$4,115.00

Cost of A+, and ammenties for days not attending **\$-2,800.00**

Total (USD) **\$6,433.00**

1. All courses include official curriculum where applicable.
2. Only courses with boot camps in title include exam vouchers and available exam preparation software including:
 - CompTIA A+ Certification Exam
 - CompTIA A+ Certification Exam
 - CompTIA Network+ Certification Exam
 - Certified Virtualized Datacenter eXpert (CVDX)

Policies

The undersigned client agrees to the following policies pertaining to the classes reflected in this training agreement. If any particular provision of this agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such provision was omitted.

Contact

At any time, in addition to contacting their educational consultant, client can contact customerservice@netcomlearning.com.

Shipping Policy

NetCom Learning offers free shipping for your class materials within the continental United States once payment is received. Shipping must be requested more than one week before class start date. A \$100 fee will be applied for course materials that are shipped internationally more than one week prior to class or a \$200 fee if less than one week prior to class.

To enable an optimal learning experience and to avoid unforeseen transit delays, NetCom Learning requests that at least two weeks are allowed for shipping.

Enrollment in Training Class

Enrollment is confirmed on a first pay first registered basis. A seat may be temporarily reserved for two business days by faxing a signed copy of this enrollment agreement; however full payment or approved purchase order is required to confirm a seat. Client may be moved to waitlisted status if the class is booked before payment is received and enrollment is confirmed. Payment may be made with credit card, cash, check or a company purchase order upon credit approval. If you confirm your enrollment with 3 or less days before class start date, you may not receive a book on the first day. Please confirm with your Educational Consultant.

Live Online Training

Students taking online classes, agree that they will have completed connectivity and audio tests per instructions on NetCom's website, well before the class start date. The instructions are also sent to the student to the email address on record upon registration. Completing the test ahead of time, helps ensure there is enough time for troubleshooting in case student needs help with the live online environment.

Training Class Rescheduling/Cancellation

Once the client sends this signed training agreement, the client reserves enrollment in a training class. Not paying for, not showing up for, or not completing a class does not constitute cancellation and the client remains liable for the entire amount in this training agreement.

If the client cannot attend any training class for any reason, the client must inform NetCom Learning immediately by emailing customerservice@netcomlearning.com. NetCom will take the following steps:

- Try to reschedule the client into another date for the same course. A \$100 reschedule fee is due and payable immediately if reschedule is requested with less than 15 calendar days from class start date. All reschedule requests must be emailed to customerservice@netcomlearning.com.
- In case another date is not available or the original course is not offered any more, NetCom Learning may choose to offer a different, comparable training class other than what client originally signed up for and apply the applicable amount towards the tuition of the other training class.
- If client cannot attend, NetCom Learning will make any balance amount available to client through NetCom Vouchers which can be redeemed by any person for any NetCom public open enrollment class. These vouchers must be redeemed within a period of one year from issue date of the vouchers.
- If client books training using MS SATV and cancels or is no-show for class, client agrees to pay the regular tuition for class.

Any nonrefundable costs that NetCom Learning has incurred on client or on client's behalf (example airfare) and any amount applicable towards classes already completed will be deducted before issuing credit for another course or issuing vouchers.

No-Show

If client is unable to attend the training class, client can attend the training class under the training class retake policy mentioned below.

Training Class Satisfaction

Client must review class outline and ensure correct pre-requisite knowledge of students for the class being enrolled in. We guarantee your satisfaction with your learning experience. However, if you are not satisfied for any reason, you can attend per the training class retake policy below.

Training Class Retake

Client can retake an open enrollment class that client has already paid for, once, within a period of one year from the start date of the original class client was enrolled in. Client can attend as long as the class is still being offered and there are available seats. Please confirm at least 2 - 3 business days before the repeat class start date to confirm seat availability. If the same class is not offered in the future, NetCom will offer client a different comparable class. There may be additional costs involved. To attend, simply retain course materials. If the courseware has changed, client must purchase the latest course material. If the class has upgraded and is for a different version, it is considered a new class and will not be available under this retake policy. If after registering for a repeat class, client does not attend, client will not be able to attend the class again for free. For any repeat class, client will only need to pay for exam vouchers, if applicable and any optional travel costs.

Class Attendance

The client must be present at a minimum of 80% of the class time to receive a certification of completion. Please maintain punctuality as classes start on time and return from breaks in a timely fashion.

Class Timings

Please arrive at least 10 minutes prior to the start time of your class. Call us at 212.629.7265 if you are running late. If you are more than 15 minutes late your seat may be given to a waitlisted student. Students arriving more than 30 minutes late may not be admitted to class.

Travel Package (Hotel and/or Air)

If airfare and / or hotel is included with this training, our dedicated travel consultant on staff can help you with any travel arrangements you may need. You could have family accompany you or might need a multi-destination air ticket. Our dedicated travel consultant will work with you to find the best possible travel and accommodation plans that meet your budget and taste. In the past, we have helped students from US, Canada, Europe and other places travel to one of our many locations for training. Please ask us for details. Client agrees that failure to cancel a hotel reservation made for client through NetCom, without written notice to NetCom Customer Service as indicated above at least two days before the check-in date will result in a charge of two hotel nights. NetCom budgets for \$300 for airfare. Client agrees to pay any difference over \$300 to NetCom.

Late Payment, Returned Check and Default Payments

All payments due must be made before or on the first day of training class. A 5% late payment fee will be added for payments not made by the due date. A \$50.00 fee would be assessed for all returned or cancelled checks. Checks will not be accepted from clients who have had a returned or cancelled check. A late payment fee will apply to the due amount if a check is returned after payment due date. In case of default payments, the client agrees to pay any legal interest on the balance due, together with any cancellation costs and reasonable attorney fees incurred to effect collection of all outstanding balance. If any due amounts are placed in collections, client will be responsible for any additional collection and or attorney fees. Any delinquent account will accrue the maximum monthly interest allowable by law.

Non-Solicitation

During the term of engagement and for 36 months thereafter, client or any entity related to client will not directly or indirectly (i) encourage or solicit any NetCom representative, employee or consultant (ii) assist any other person or entity in such encouragement or solicitation; or (iii) hire, contract, or assist in hiring or retaining any such representative, employee or consultant. Any breach of this section of the agreement can cause irreparable and incalculable damage to NetCom and implies clients acceptance to immediately pay damages to NetCom, in the amount determined by NetCom. Client is encouraged to solicit work from NetCom by communicating such requests directly to NetCom management, Client's Educational Consultant or NetCom customer service.

US Government Transactions

US Government and GSA orders that are not pre-paid using US Government credit card are due net 30 from the completion day of each delivered class. Any volume or bulk purchases receiving discounting shall be subject to pre-payment requirements. Payment processing, late fees, travel expenses and other fees related to US government or GSA orders will follow US Government procurement guidelines.

NOTICE: ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER. **I understand that this agreement is a legal and binding instrument when signed by the client and accepted by NetCom Learning.**

The person signing this enrollment agreement acknowledges that he or she is authorized by the client to guarantee payment on behalf of the client. By signing below, the client agrees to the terms of this agreement. This agreement and any listed attachments is the only agreement between NetCom and the client. No other promises made by NetCom Learning or any of its employees or agents should be relied upon by the client.

[] Register and Pay Online

[Click here to Register and Pay Online](#)

[] Credit Card

[] Visa [] MasterCard [] American Express [] Discover [] Other

Card Number _____ Exp. Date _____

Name on Card _____ CVV/CVC _____

Billing Street _____

Billing City/State/Zip _____

Cardholder Signature _____

I authorize NetCom Learning to bill the above credit card as specified below:

[] Bill my credit card for a one time charge of \$6,433.00 for my classes listed on the Registration Form.

[] Check

Check Number _____

[] Automatic Bank Account Debit

Bank Name _____ Routing Number _____

Bank Street Address _____ Account Number _____

Bank City, State, Zip _____ Check Number (optional) _____

[] Purchase Order (PO)

POs are subject to credit approval by NetCom. Client must be on the NetCom Approved Vendor list.

PO Number _____ PO Date _____

This training quote is based on payment due before first day of class. An additional 20% of the Total Tuition may apply for payment received after registration.

This proposal is valid until **January 2, 2017**.

**Sarah Hedeem,
Corporate Learning Consultant**

Prepared By

Signature

January 17, 2017

Date

Client Name

Signature

Date

Supervisor

Signature

Date

Once approved, please sign above and fax the preceding pages (beginning with the **Enrollment Agreement** section), to my attention, **Sarah Hedeem**, at **646.292.5170** or **646.843.4960**.

AVAILABLE NOW »

Building an Innovative Learning Organization

A Framework to Build a Smarter Workforce, Adapt to Change, and Drive Growth.

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MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, NOVEMBER 7, 2016:

A meeting of the Personnel Committee of the Palmdale Water District was held Monday, November 7, 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 8:00 a.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 McNutt, Public Affairs & Sustainability Dir.

Dennis Hoffmeyer, Accounting Supervisor

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 for Non-Agenda Items.

There were no public comments for non-agenda items.

4) Action Items:

4.1) Consideration and Possible Action on Approval of Minutes of Special Meeting Held August 2, 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 special Personnel Committee meeting held August 2, 2016, as written.

**4.2) Consideration and Possible Action on CalPERS Industrial Disability.
(Human Resources Director Emery)**

Human Resources Director Emery provided an overview of CalPERS Industrial Disability and stated that this is not an option for the District.

4.3) Consideration and Possible Action on the Position of Engineering Technician I. (Human Resources Director Emery)

Human Resources Director Emery provided an overview of the Engineering Technician I position, staff's recommendation for filling this position, and the cost of this position after which 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 recommend the position of Engineering Technician I be considered during the budget process.

4.4) Consideration and Possible Action on Converting the Position of Public Affairs Specialist From Part-Time to Full-Time. (Public Affairs & Sustainability Director McNutt)

Public Affairs & Sustainability Director McNutt provided an overview of the need for the Public Affairs Specialist to become a full-time position, and after clarification of the cost of this position, 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 recommend converting the position of Public Affairs Specialist from part-time to full-time be considered during the budget process.

4.5) Consideration and Possible Action on Intern Positions for Human Resources, the Water Treatment Plant Lab, Operations Technician, and Service Worker. (Human Resources Director Emery)

Human Resources Director Emery provided an overview of the successes of the District's Internship Program and staff's recommendation to continue the Internship Program, and after discussion of promoting the success of this Program, 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 recommend intern positions for Human Resources, the Water Treatment Plant Lab, Operations Technician, and Service Worker be considered during the budget process.

5) **Project Updates:**

5.1) **Other.**

Human Resources Director Emery provided an overview of the District's Wellness Program, which is funded through a grant from ACWA.

6) **Information Items.**

There were no information items for discussion.

7) **Board Members' Requests for Future Agenda Items.**

Annual cost of living and employee contributions towards CalPERS were discussed, and it was determined that this be discussed at the budget workshop and the District's progress for employees contributing towards their portion of CalPERS be presented.

There were no further requests for future agenda items.

7) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 8:28 a.m.


Chair

**MINUTES OF REGULAR MEETING OF THE COMMISSIONERS OF THE
ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION,
NOVEMBER 17, 2016.**

A regular meeting of the Commissioners of the Antelope Valley State Water Contractors Association was held Thursday, November 17, 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, Veteran and AVEK Attorney Lee McElhaney led the pledge of allegiance followed by a moment of silence in honor of our troops and law enforcement.

2) Roll Call.

Attendance:

Robert Alvarado, Chair
Keith Dyas, Vice Chair
Leo Thibault, Treasurer-Auditor
Barbara Hogan, Commissioner
George Lane, Alt. Cmsnr.
Marco Henriquez, Alt. Cmsnr.

Others Present:

Matt Knudson, AVSWCA General Mngr.
Lee McElhaney, AVEK Attorney
Tom Barnes, Controller
Travis Berglund, LCID General Mngr.
Dwayne Chisam, AVEK General Mngr.
Peter Thompson Jr., PWD Deputy Water &
Energy Resources Director
Danielle Henry, Administrative Assistant
1 member of the public

EXCUSED ABSENCE --

Kathy Mac Laren, Commissioner

3) Public Comments for Non-Agenda Items.

There were no public comments.

**4) Consideration and Possible Action on Minutes of Regular Meeting Held
October 20, 2016.**

It was moved by Commissioner Dyas, seconded by Commissioner Hogan, and unanimously carried by all members of the Board of Commissioners present at the

ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION
NOVEMBER 17, 2016
REGULAR MEETING

meeting to approve the minutes of the regular meeting held October 20, 2016, as written.

5) Payment of Bills.

Commissioner Thibault reviewed the bills received for payment and then moved to approve payment of the bills received from PWD in the amount of \$778.95 for staff services, from AVEK in the amount of \$1,117.33 for staff services, from AV Web Designs in the amount of \$199.95 for recurring monthly AVSavesWater.com website charge, from the Association of California Water Agencies (ACWA) in the amount of \$2,510.00 for the 2017 Annual Agency Dues, from ACWA/JPIA in the amount of \$2,183.00 for the 2016/2017 Insurance Liability Program, and reimbursement to AVEK in the amount of \$2,412.50 for the payment made to Streamline Audio Visual, Inc. for the sound system costs at the 2016 SMART Landscaping Expo. The motion was seconded by Alt. Commissioner Lane and unanimously carried by all members of the Board of Commissioners present at the meeting.

6) Consideration and Possible Action of Certificate of Appreciation to Mr. George Lane, AVEK Director. (General Manager Knudson)

Chair Alvarado presented AVEK Director and AVSWCA Alt. Commissioner, Mr. George Lane, a Certificate of Appreciation on behalf of the Association for his years of service and congratulated him on his retirement after which Alt. Commissioner Lane stated that he has been part of this Association since its formation and appreciates the time he has been able to serve as a Commissioner.

Commissioner Dyas then stated that Alt. Commissioner Lane was a primary force in the formation of the Association and keeping it together throughout the years and that he always stressed the need for unity for the benefit of the Valley after which Chair Alvarado stated that the Association is better because of Alt. Commissioner Lane's contributions.

There was no action taken on this item.

7) Consideration and Possible Action of Certificate of Appreciation to Mr. Neal Weisenberger, AVEK Director. (General Manager Knudson)

Chair Alvarado stated that Commissioner Weisenberger is not present this evening and requested Commissioner Dyas present the Certificate of Appreciate on behalf of the Association to Mr. Weisenberger in honor of his years of service as a Commissioner for the Association and Director for AVEK.

Commissioner Thibault then stated that on behalf of Littlerock Creek Irrigation District, he would like to thank Alt. Commissioner Lane and Commissioner Weisenberger for their time and years of service for the Association and for AVEK.

There was no action taken on this item.

8) Discussion and Recap on the 2016 SMART Landscaping Expo. (Commissioner Weisenberger/Controller Barnes)

Controller Barnes provided a detailed recap of the 2016 SMART Landscaping Expo held on November 5 and stated that attendance was up by 170 more attendees than the previous year; that the overall expense of the Expo came in under the approved budget; and that the Expo was a huge success.

9) Consideration and Possible Action on Approval of 2016/2017 U.S.G.S. Program. (General Manager Knudson)

After a brief discussion of the costs and benefits of continuing the agreement with United States Geological Survey (U.S.G.S.) to monitor groundwater levels and quality through the Antelope Valley, it was moved by Alt. Commissioner Lane, seconded by Commissioner Thibault, and unanimously carried by all members of the Board of Commissioners present at the meeting to approve the 2016/2017 U.S.G.S. Program Agreement subject to the approval of each member agency's Board.

10) 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 October, 2016.

b) Update on Antelope Valley Watermaster Meetings.

ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION
NOVEMBER 17, 2016
REGULAR MEETING

General Manager Knudson reported that the Antelope Valley Watermaster Board has been meeting regularly; that the Board recently took action to hire Alliance Resource Consulting to begin the recruitment for a Watermaster Engineer; that the next meeting will be held on December 5 at 10 a.m. at AVEK to discuss the 2016 and 2017 draft budgets as well as the process to begin collecting administrative assessments based on pumping rights; and that a meeting is also scheduled for December 19 at 11 a.m. at PWD.

11) Report of Controller.

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

Controller Barnes stated that staff is continuing to work with the Department of Water Resources on an agreement to move water more freely through the State Water Project but that he has nothing new to report at this time.

12) Reports of Commissioners.

Commissioner Thibault stated that it's good to be back after his great trip to Thailand and Indonesia and he hopes that his absence didn't cause any problems.

There were no further reports.

13) Report of Attorney.

Attorney McElhaney provided the Commissioners with informational handouts on the Ralph M. Brown Act and Conflict of Interests and stated that he has nothing further to report.

14) Commission Members' Requests for Future Agenda Items.

Commissioner Dyas stated that it may be beneficial to have U.S.G.S. provide another presentation in the near future.

General Manager Knudson suggested adding an item for AVEK's new Commissioner and Alternate Commissioner to the next agenda.

ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION
NOVEMBER 17, 2016
REGULAR MEETING

There were no further requests for future agenda items.

15) Consideration and Possible Action on Scheduling the Next Association Meeting. (January 12, 2017)

It was determined that the next regular meeting of the Association will be held January 12, 2017 at 7:00 p.m. at PWD.

16) 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 7:34 p.m.



~~Secretary~~
Chair

MINUTES OF MEETING OF THE FINANCE COMMITTEE OF THE PALMDALE WATER DISTRICT, DECEMBER 13, 2016:

A meeting of the Finance Committee of the Palmdale Water District was held Tuesday, December 13, 2016, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Henriquez called the meeting to order at 4:03 p.m.

1) Roll Call.

Attendance:

Finance Committee:
Marco Henriquez, Chair
Robert Alvarado, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager
Matt Knudson, Assistant General Manager
Mike Williams, Finance Manager
Mike McNutt, Public Affairs & Sustainability Dir.
Jim Riley, Engineering/Grant Manager
Bob Egan, Financial Advisor
Dennis Hoffmeyer, Accounting Supervisor
Dawn Deans, Executive Assistant
0 members of the public

2) Adoption of Agenda.

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

3) Public Comments on Non-Agenda Items.

There were no public comments on non-agenda items.

4) Action Items:

4.1) Consideration and Possible Action on Approval of Minutes of Special Meeting Held November 15, 2016.

It was moved by Committee Member Alvarado, seconded by Chair Henriquez, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Finance Committee special meeting held November 15, 2016, as written.

4.2) Discussion and Overview of Cash Flow Statement and Current Cash Balances as of October, 2016. (Financial Advisor Egan)

Financial Advisor Egan reviewed the investment funds report as of October, 2016, including the increase in funds and changes in CDs and then provided an overview of the cash flow statement, anticipated assessments, and year-end cash.

4.3) Discussion and Overview of Financial Statements, Revenue, and Expense and Departmental Budget Reports for October, 2016. (Finance Manager Williams)

Finance Manager Williams reviewed in detail the balance sheet, profit and loss statement, year-to-year comparisons, month-to-month comparisons, consumption comparisons, and revenue and expense analysis reports for the period ending October, 2016 and stated that most departments are operating at or below the targeted expenditure percentage of 83%.

4.4) Discussion and Overview of Committed Contracts Issued and Water Revenue Bond Projects. (Assistant General Manager Knudson)

Assistant General Manager Knudson provided an update on the Committed Contracts Schedule, which now includes more detail, along with an update on the Water Revenue Bond Series 2013A Bond funds and payments to date, and stated that staff will recommend 2017 projects based on the approved budget.

4.5) Consideration and Possible Action on Resolution No. 16-18 Being a Resolution of the Board of Directors of the Palmdale Water District Establishing Its Investment Policy. (Financial Advisor Egan/Finance Manager Williams)

Financial Advisor Egan provided an overview of Resolution No. 16-18 and his recommendation for approval, and after a brief discussion of investment limits and safety of the District's funds, it was moved by Committee Member Alvarado, seconded by Chair Henriquez, and unanimously carried by all members of the Committee present at the meeting to recommend approval of Resolution No. 16-18, being a Resolution of the Board of Directors of the Palmdale Water District Establishing Its Investment Policy, to the full Board at the December 14, 2016 Regular Board meeting.

4.6) Consideration and Possible Action on Request for Proposals for Hiring an Outside Consultant to Determine Additional Cost Reductions for the District. (Chair Henriquez)

Chair Henriquez stated that he met with Finance Manager Williams regarding the Request for Proposals; that the Request for Proposals as prepared by staff is acceptable with a few corrections he will provide to Finance Manager Williams; and that this item can then be presented to the full Board.

4.7) Consideration and Possible Action on District Policy Regarding Landlord/Tenant Responsibility for Water Service Accounts. (Chair Henriquez)

Finance Manager Williams stated that staff recommends tenants not be allowed to become responsible for water service accounts, reviewed historical data showing the benefit and cost savings to the District from requiring owners to be responsible for water service accounts, stated that from a financial standpoint, it is not wise to change District policy to allow tenants to become responsible for water service accounts, and provided an overview of the options to the tenant for flexibility in managing water service accounts.

Chair Henriquez then requested alternative options for tenants to become responsible for water service accounts, such as requiring an additional or larger deposit, as this issue has been brought to his attention several times.

Committee Member Alvarado then stated that this is not a new issue, it has been discussed since he became a Board member, and it will continue to be an issue but that changing District policy to allow tenants to become responsible for water service accounts does not make sense financially.

General Manager LaMoreaux then stated that water is a property-based service under Proposition 218 and that current District policy is a benefit to the property owner as they are more aware of the account details.

After a further discussion of deposit requirements, notifications to owners of water bill status, and current District policy, Chair Henriquez requested staff research additional deposits from tenants.

General Manager LaMoreaux then stated that this item will be brought back to the Committee for an update at the next Committee meeting.

At 4:53 p.m., Chair Henriquez called for a two-minute recess. He reconvened the Committee meeting at 4:55 p.m.

4.8) Consideration and Possible Action on Reducing Funds Available for the Rate Assistance Program to Offer Additional Assistance Under the Cash for Grass Program. (Chair Henriquez/Deputy Water & Energy Resources Director Thompson II)

Engineering/Grant Manager Riley provided an overview of an upcoming \$75,000 matching funds grant opportunity applicable to the Cash for Grass Program and a status update on grant funding for recycled water projects and the Palmdale Regional Groundwater Recharge & Recovery Project.

Chair Henriquez then recommended the District's Cash for Grass Program cap of \$3,000 be reduced to \$2,500 to allow more people to participate in the Program followed by discussion of the Program requirements and the reduced water use from participation in the Program.

Staff then recommended the current Cash for Grass Program requirements remain as is for an additional year to allow for better tracking of water savings and this item be held over to the next Finance Committee meeting for staff to provide an overview of 2016 Cash for Grass applications.

4.9) Consideration and Possible Action on Amending the Approved November 7, 2016 Finance Committee Meeting Minutes. (Chair Henriquez)

Chair Henriquez stated that there was some misconception and misunderstanding about this item; that he wanted to make sure there are certain specific items in the minutes; and that originally the item was looked into without sending it with recommendation but then asked to be sent with recommendation to the entire Board.

General Manager LaMoreaux then stated that the minutes were generated from the recording; that the minutes are accurate as to what happened at the meeting; and that various staff requests made at the meeting were to obtain clarity in Chair

Henriquez' position as there were two issues with the item in question, one being to recommend approval and the second being to bring the item to the full Board, and both issues were in the motion which was passed unanimously.

Committee Member Alvarado stated he does not feel the minutes should be changed as he recalls clarifications so Chair Henriquez could understand that the motion was a two part motion to make a recommendation for the 4.25% water rate increase and to send it to the Board.

General Manager LaMoreaux then requested Chair Henriquez submit amended language to the approved minutes for the Committee's consideration, and Chair Henriquez stated that he will submit this to Executive Assistant Deans, and this item can be continued to the January meeting.

5) Information Items.

5.1) Status of Debt Service Coverage. (Financial Advisor Egan)

Financial Advisor Egan stated that the Debt Service Coverage for the period of November, 2015 through October, 2016 is 1.43 and meets the required Debt Service Coverage.

5.2) Status of Refunding 2012 Installment Purchase Agreement and a Portion of the 2013A Water Revenue Bonds. (Finance Manager Williams)

Finance Manager Williams stated that there has been no movement on this item.

5.3) Status of Staff's Efforts to Ensure District Efficiencies and Cost Savings. (Committee Member Alvarado/General Manager LaMoreaux)

Committee Member Alvarado stated that he requested this item for a status update after which General Manager LaMoreaux stated that once information has been collected from the 2016 Budget, there will be a better idea of savings achieved for the ratepayers.

Financial Advisor Egan then stated that during the budget process, the savings to the ratepayers became evident with the reduction in staffing levels over the years, the request for additional staff being denied, and employees contributing to both their

benefits and retirement in the amount of \$320,000 plus \$420,000 resulting in significant annual savings and that financial statements will continue to be reviewed on a monthly basis.

Committee Member Alvarado then stated that this item reinforces the fact that the Board and staff have been saving money and that even if the District pays a consultant as requested in Agenda Item No. 4.6, they will not be able to provide any different information.

5.4) Other.

Finance Manager Williams stated that staff is reviewing a technology lease-purchase agreement to cover hardware and software items included in the 2017 budget and a presentation can be made to the full Board when the agreement has been prepared followed by discussion of items proposed to be included in the lease-purchase agreement.

Committee Member Alvarado inquired if a soda vending machine will be purchased to reduce the cost of sodas for District employees followed by discussion of the District's two soda vending machines and the cost of the drinks.

There were no other information items.

6) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

It was determined that the next Finance Committee meeting will be held January 10, 2016 at 4:00 p.m.

7) Adjournment.

There being no further business to come before the Finance Committee, the meeting was adjourned at 5:35 p.m.


Chair

PALMDALE WATER DISTRICT BOARD MEMORANDUM

DATE: January 18, 2017

January 25, 2017

TO: BOARD OF DIRECTORS

Board Meeting

FROM: Mr. Dennis D. LaMoreaux, General Manager

RE: *AGENDA ITEM NO. 8.2 – January, 2017 General Manager Report*

The following is the January report to the Board of activities through December, 2016. It is organized to follow the District's six strategic initiatives adopted in 2016 and is intended to provide a general update on the month's activities. A summary of the initiatives is as follows:



Water Resource Reliability

2015 Urban Water Management Plan, drought response
Palmdale Regional Groundwater Recharge & Recovery Project
Littlerock Reservoir Sediment Removal Project
Recycled water allocation and use



Organizational Excellence

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



Systems Efficiency

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



Financial Health and Stability

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



Regional Leadership

Create a regional best practices Antelope Valley partnership
Enhance community partnerships and expand school programs in water education
Emphasize the importance and long history of the District as a community asset
Continue to evaluate District internship needs



Customer Care and Advocacy

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

This report also includes charts that show the effects of the District's efforts in several areas. They are now organized within each strategic initiative and include status in complying with the State Water Resources Control Board's (SWRCB) conservation emergency orders, 20 x 2020 status, the District's total per capita water use trends, 2016 water production and customer use graph, mainline leaks, and the water loss trends for both 12 and 24 month running averages.

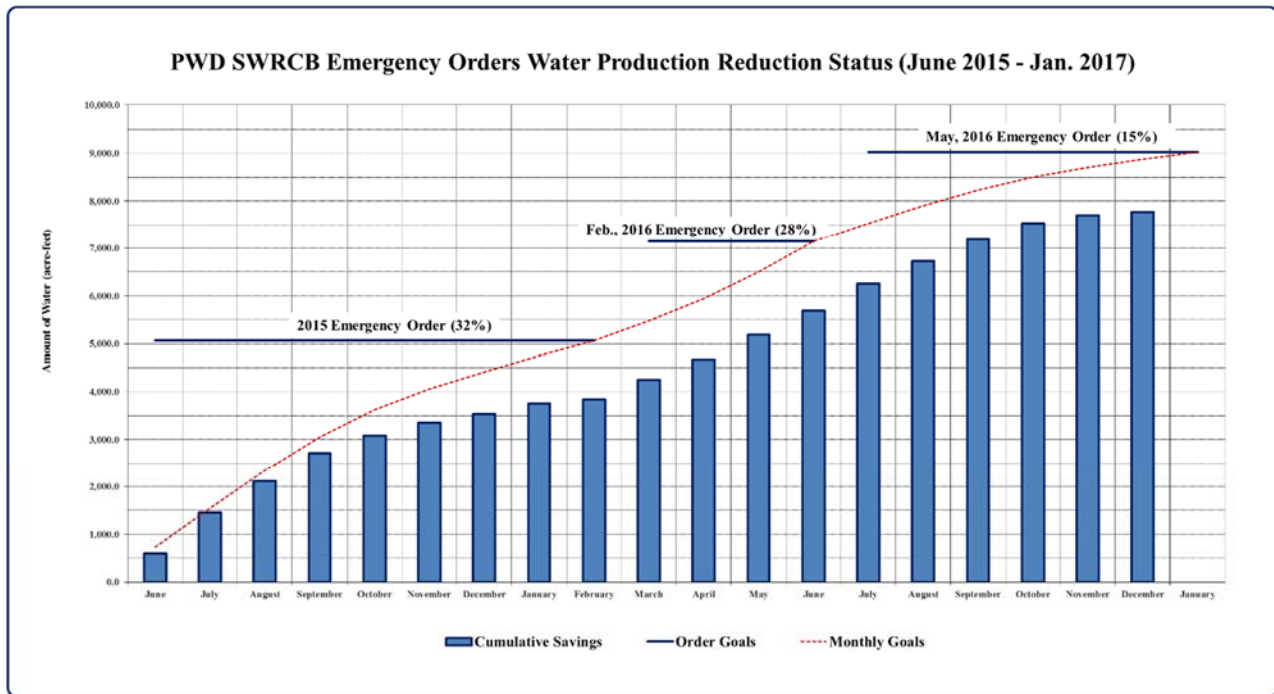


Water Resource Reliability

This initiative includes conservation efforts, water supply projects, and water planning. Recent highlights are as follows:

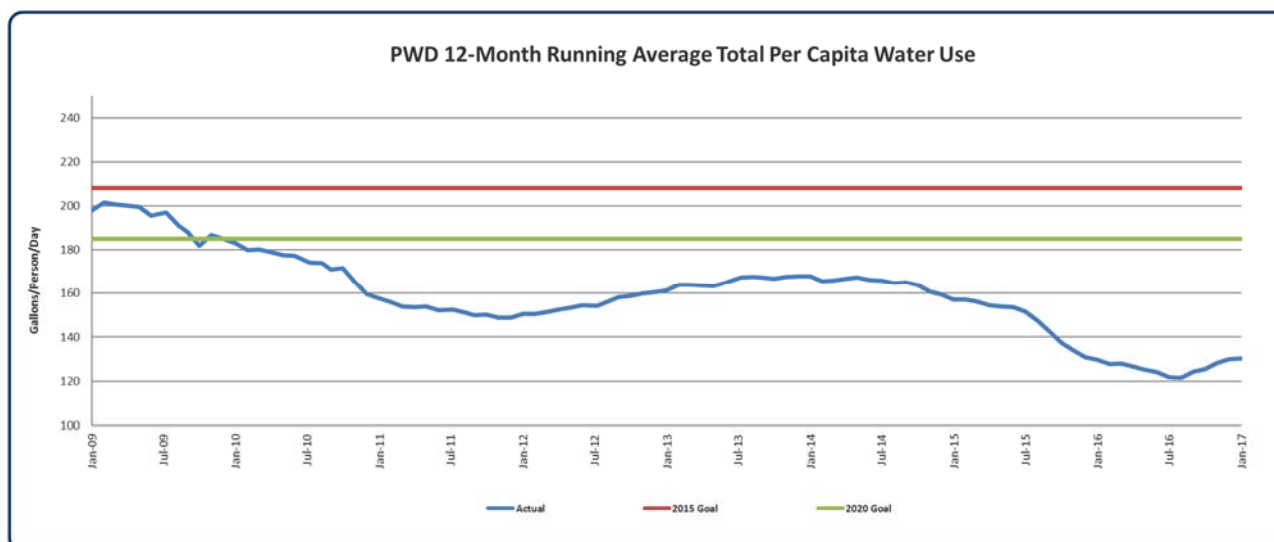
2015 and 2016 SWRCB Emergency Drought Orders

- The District customers' cumulative water saving from June, 2015 to the end of December, 2016 as compared to 2013 is 22.3%. The December, 2016 numbers alone show a **6.4%**, or **70.3 AF**, of savings. The SWRCB's May, 2016 Order shifted conservation goal setting to water agencies. The "self-certification" process is set as using the last three (3) years actual water supplies projected over the next three (3) years versus the anticipated water demands. District staff completed that analysis and recommended a new conservation goal of 15% for the District. This was approved by the Board on July 13, 2016 in Resolution No. 16-8. The resolution also relaxed water use restrictions by removing day restrictions and penalties for water waste by making the first violation a warning rather than a \$50.00 fine. The District's performance with all the SWRCB's Orders is shown in the following graph:



Success of District Customers' Water Conservation Efforts

Our customers have responded extremely well to the District's water conservation programs and emergency drought regulations. The following information shows this in several ways. This is easiest to see in the following chart titled "PWD 12-Month Running Average Total Per Capita Water Use." The current Total-GPCD is 132. The District's customers have actually cut their water use by nearly 43% from the baseline number of 231 and met the 2020 Goal in early 2010. The slight upturn reflects the effect of newly relaxed conservation measures.



The fact that District customers have excelled in water conservation is also shown in the following table titled “Historic R-GPCD Comparison.” It shows that the District’s customers have reached 87 and 75 R-GPCD in November and December, 2016, respectively. Throughout the Emergency Order period starting in June, 2015, they have reduced water use by 39.7% compared to the same time period in 2007.

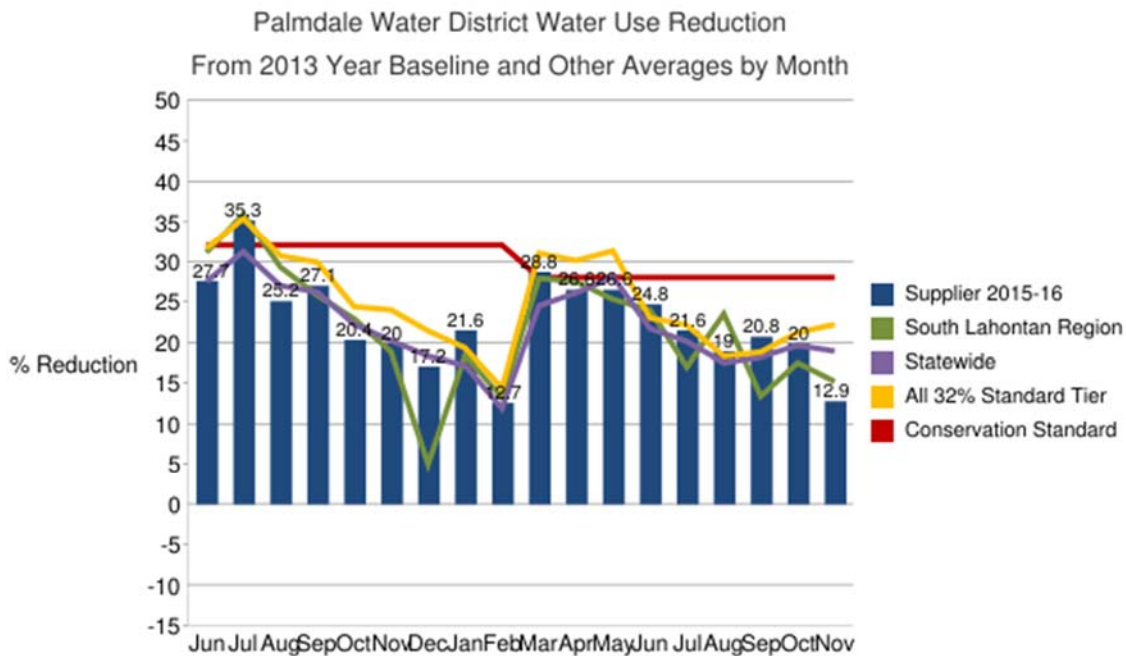
Historic R-GPCD Comparison*						
Emergency Order Period	2007		2013		2015/16	
	Gallons	% Change	Gallons	% Change	Gallons	% Change
June	239.8	-	170.9	(28.7)	126.3	(47.3)
July	267.6	-	184.7	(31.0)	121.8	(54.5)
August	261.1	-	180.0	(31.0)	133.0	(49.0)
September	198.9	-	164.5	(17.3)	116.2	(41.6)
October	157.7	-	130.2	(17.4)	104.5	(33.7)
November	130.2	-	100.4	(22.9)	77.2	(40.7)
December	88.2	-	80.4	(8.9)	67.1	(24.0)
January	103.8	-	77.1	(25.8)	61.1	(41.2)
February	106.1	-	79.2	(25.4)	70.1	(33.9)
March	144.5	-	105.8	(26.8)	76.3	(47.2)
April	169.3	-	124.4	(26.5)	92.5	(45.3)
May	204.4	-	145.3	(28.9)	108.4	(46.9)
June	239.8	-	170.9	(28.7)	133.6	(44.3)
July	267.6	-	184.7	(31.0)	142.0	(46.9)
August	261.1	-	180.0	(31.0)	146.6	(43.8)
September	198.9	-	164.5	(17.3)	130.3	(34.5)
October	157.7	-	130.2	(17.4)	106.7	(32.3)
November	130.2	-	100.4	(22.9)	87.4	(32.9)
December	88.2	-	80.4	(8.9)	74.9	(15.1)
January	103.8	-	77.1	(25.8)		
Averages**	179.7		134.4	(23.6)	104.0	(39.7)

Notes: * All R-GPCD Calculated using 2015 Emergency Order Method
% Change is calculated from 2007

** Months to date only

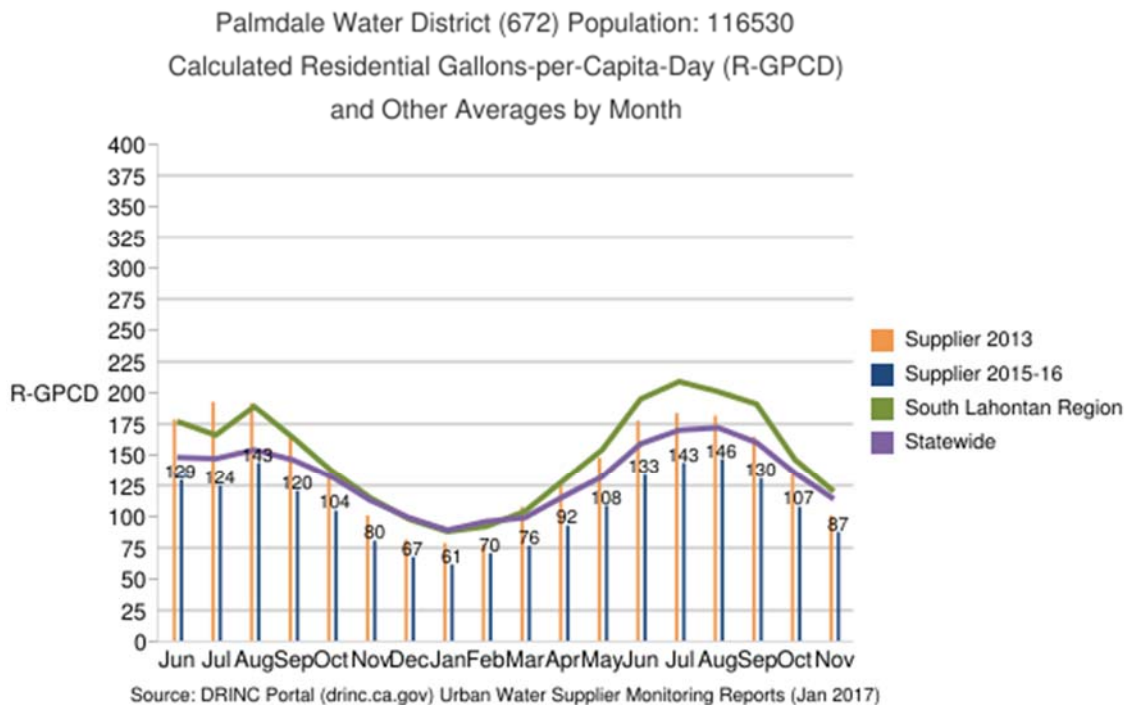
20% by 2020 12-Month Average Total GPCD Baseline = 231
2015 12-Month Average Total GPCD Goal = 208
2020 12-Month Average Total GPCD Goal = 185
Current 12-Month Average Total GPCD = 132 or 42.9% Reduction

Another way to measure the District’s and our customers’ success in responding to the Governor’s Drought Declaration and the SWRCB’s Emergency Orders is to compare the reduction in water usage and the per capita use with regional water agencies and with the statewide average response. The following graphs are produced by the SWRCB and cover through November, 2016. The first one shows the District’s water use reduction as compared to others in the same reduction group, regional water agencies, and statewide agencies. The District and our customers have done well.



Cumulative Supplier water use reduction since June 2015: 23.6 %

The second graph shows the District's per capita water use as compared to others in the same reduction group, regional water agencies, and statewide agencies. Again, the District and our customers have lower per capita use than the statewide average and regional agencies.

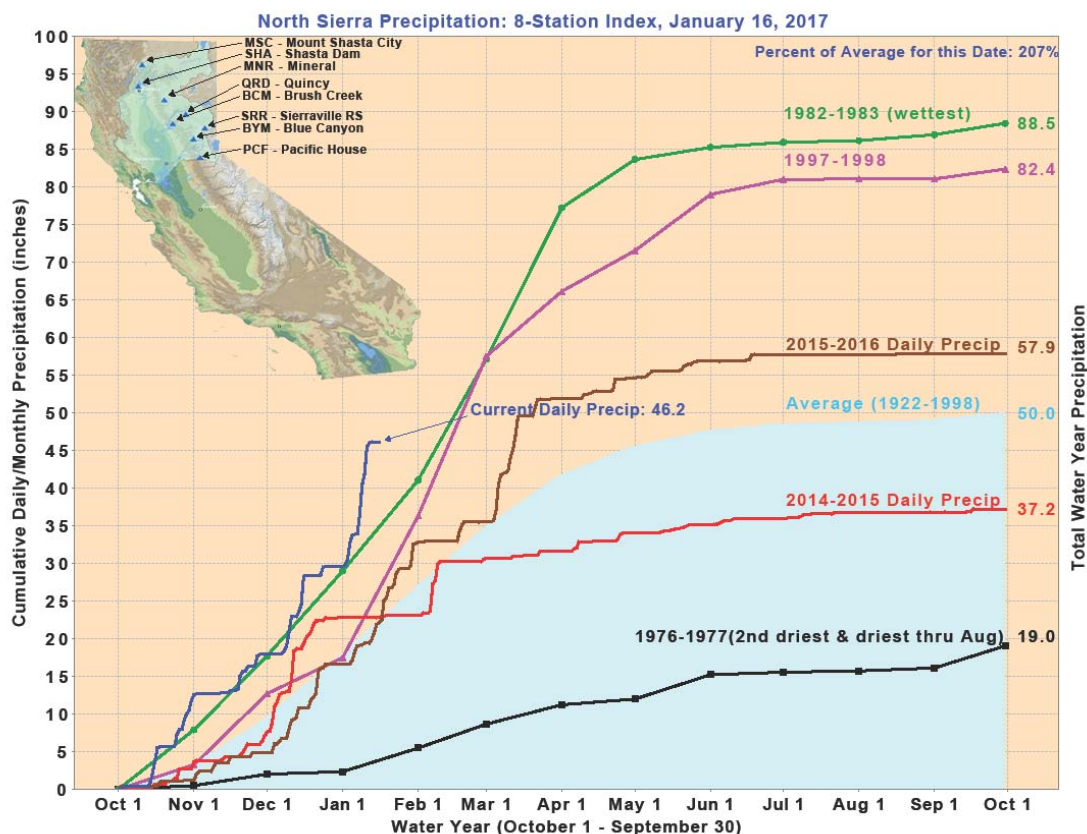


The District will continue informing our customers about the changes in conservation measures. The education will emphasize the current rules for outdoor water usage while also reassuring customers whose water use is within Tier 1, indoor allocation, that they are doing their part. The following table shows the Board of Directors' personal efforts and leadership:

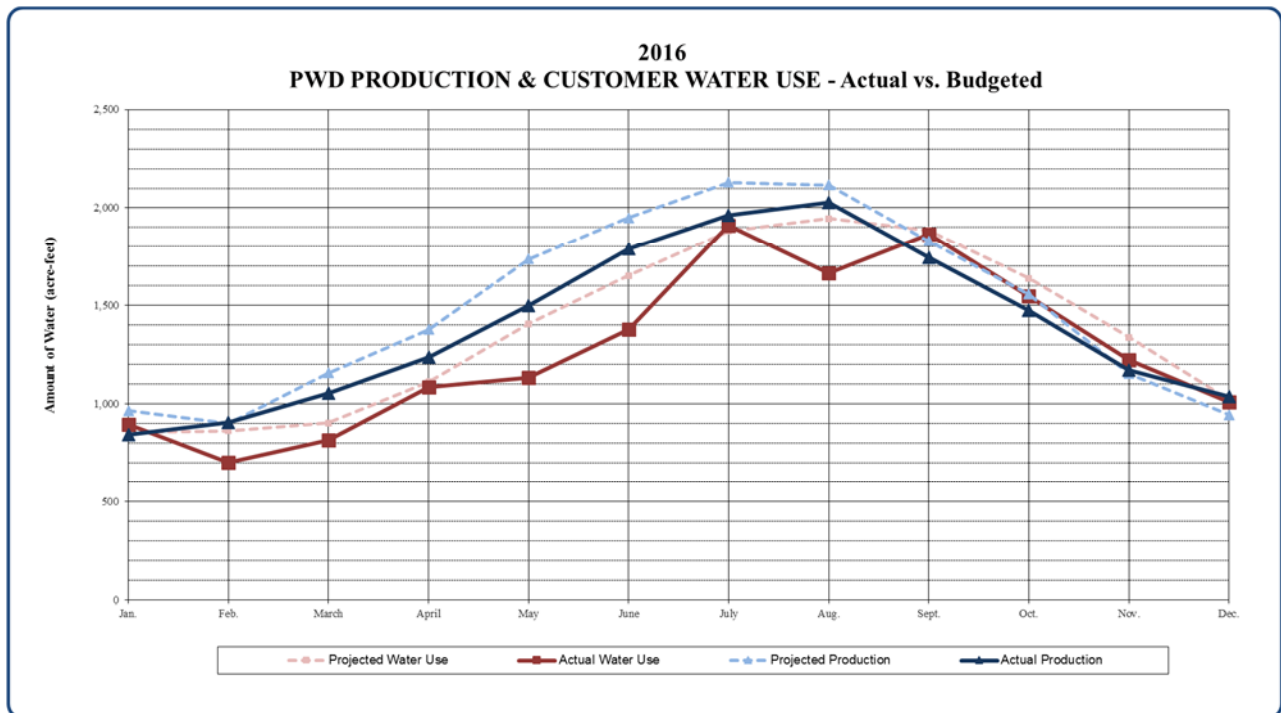
2015 & 2016 Emergency Drought Order Period Water Usage Status of PWD Directors					
Division	Director	Tier 1 Comparison			% Change from 2013
		Average Tier 1 (Units/Mo.)	Emer. Order Average (Units/Mo.)	Aver. Within Tier 1?	
1	Alvarado	10	4.2	Yes	-53.4
2	Estes	22	3.6	Yes	-37.6
3	Henriquez	10	5.4	Yes	-10.8
4	Mac Laren	10	7.1	Yes	41.1
5	Dino	10	4.2	Yes	-79.8

Water Supply Information

- The staff planned water resources for 2016 based on the State Water Project allocation of 60%. The 2016-2017 water year has started well for Northern California as shown in the following graph. Based on this, initial planning for 2017 anticipates an average SWP allocation and continued relaxed water conservation regulations.



- Water and Energy Resources staff prepared a plan for 2016 that incorporates available water with the anticipated water usage. The following graph shows January through December actual amounts and monthly projections for both production and consumption, based on the prior five years of actual monthly information, for the entire year. This year's consumption and production pattern moved back into a more-normal pattern.



Other Items

- The Littlerock Reservoir Sediment Removal Project Draft Environmental Impact Report/Environmental Impact Statement (EIR/EIS) is published in the Federal Register. The public review period ran through the end of June, 2016. Aspen Environmental is now working with the Angeles National Forest on drafting the Record of Decision. A final document will be published soon for the Forest Service to act on for NEPA and a separate document will be presented to the Board for CEQA action.
- The public review of the Draft California Environmental Quality Act (CEQA) EIR for the Palmdale Regional Groundwater Recharge and Recovery Project is complete. The Final EIR was certified by the Board on July 13th, and the Notice of Determination was filed on July 14, 2016. Plans for the construction of monitoring wells and a pilot recharge basin are now being finalized and will be advertised for bids soon.



Organizational Excellence

This initiative includes efforts to restructure staff duties and activities to more efficiently provide service to our customers. Recent highlights are as follows:

- The transition to electronic time keeping is nearing completion. Final adjustments and testing are being done to ensure a smooth transition.
- The 2016 Strategic Plan Update is posted in the board room posters and brochure are now complete. A Spanish translation is being worked on also. These boards will be placed in the board room when they are completed.
- An Ad-Hoc Committee of the Board was formed to meet with community groups and develop any policies needed to help ensure the continued communication with and involvement of the District's customers. An interpreter is provided upon request for public comments at regular Board meetings as an interim policy.
- A proposal is forthcoming from the Mathis Group for completing the Board norms process and preparing for a planning dinner.

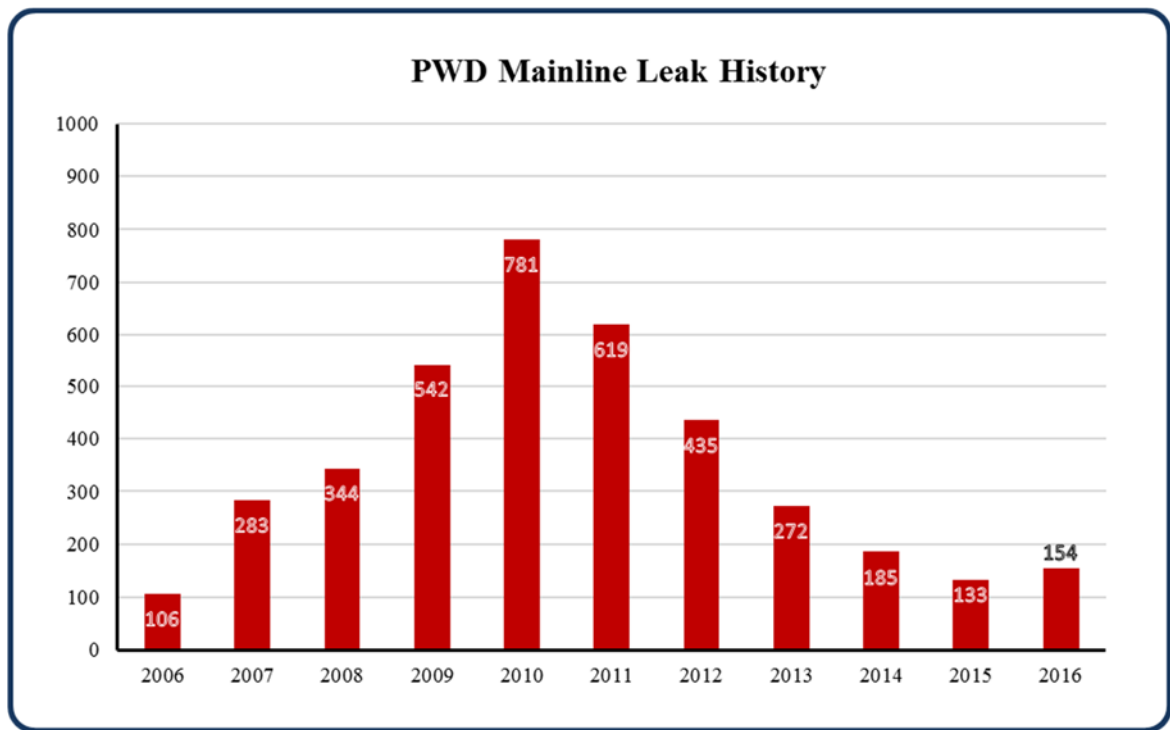


Systems Efficiency

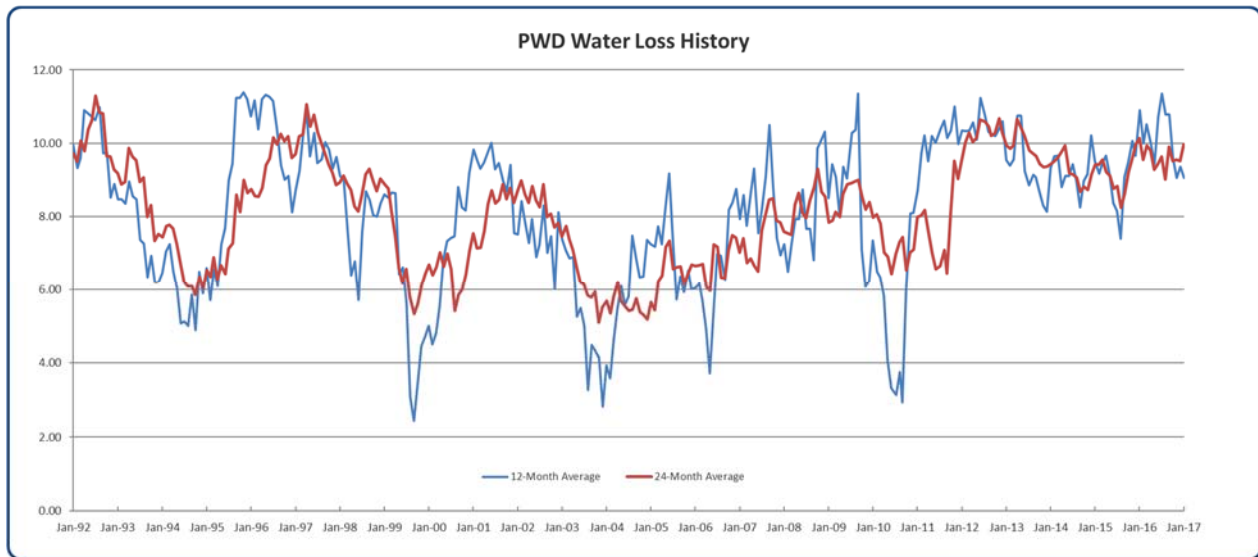
This initiative largely focuses on the state of the District's infrastructure. Recent highlights are as follows:

- Installation of the long awaited security upgrades for the headquarters and maintenance areas is complete. A proposal for similar work at the Leslie O. Carter Water Treatment Plant is being sought.
- New water main replacement projects were completed within the funds available in the 2016 Budget to continue the District's efforts to maintain the water system. The effects of the District's past efforts in replacing failing water mains can be seen in the reduced number of mainline leaks. This is illustrated in the chart titled "Mainline Leak History." The total for 2016 was slightly above, 154 vs. 133, the numbers for 2015. The 2016 service line leaks remained fairly constant at 89.

While this is a vast improvement from 2010's number of 781 mainline leaks, replacement work must continue. Properly managing these leaks is increasingly important as part of upcoming requirements to reduce water losses throughout the State.



- The current replacement project by District staff in El Camino Drive south of Lakeview Drive is complete.
- A replacement project in the area south of Avenue Q near 15th Street East was also recently completed.
- Additional water main replacement projects are under design.
- The 2016 budgeted meter replacement project of approximately 3,300 meters will begin shortly.
- The effect of both water main and water meter replacement is shown on the chart titled “PWD Water Loss History.” The percentage of unaccounted water or water loss is stabilized at slightly below 10%.



Financial Health and Stability

- Engineering staff has successfully applied for planning grant funding for the Palmdale Regional Groundwater Recharge and Recovery Project and for the Phase II pipeline for the Palmdale Recycled Water Authority. Application packages for further funding are now being reviewed by the State.
- The Board approved proceeding with the refunding of the 2012 private placement and a portion of the 2013A Revenue Bonds due to the current low interest rates if a 5% savings can be achieved. The market is still below that savings goal.
- Financial Planning Workshops were held in August and October to look at the District's potential financial requirements over the next several years and to consider setting multi-year rate changes rather than single year changes. Water rate changes of 4.25% for 2017, 2018, and 2019 were then approved at a Board meeting held November 9, 2016. The resolution is also unique in that it included criteria that, if met, would allow for lesser changes.
- The Board approved the 2017 Budget at the November 23, 2016 meeting.
- Staff is working with Holman Capital on a technology lease agreement to fund \$830,000 in projects. The low interest rate of 2.78% and ability to fund additional repair and replacement projects make this attractive.



Regional Leadership

This initiative includes efforts to involve the community, be involved in regional activities, and be a resource for other agencies in the area. Recent highlights are as follows:

- There have been a couple meetings with AVEK directors and staff to explore mutually beneficial cooperative projects.
- Activities of the Palmdale Recycled Water Authority (PRWA) and Antelope Valley State Water Contractors Association have continued.
- Additional meetings of the Antelope Valley Watermaster Board (AVWB) were recently held with topics including obtaining a recruiter for the Watermaster Engineer and organizing the Advisory Committee. District staff is also working with the AVEK staff as the interim administration for the Watermaster. This is expected to end when the Watermaster Engineer is hired.
- District staff is active in the local chambers and is on the board of the Palmdale Chamber and GAVEA.

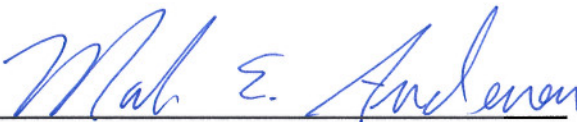


Customer Care and Advocacy

This initiative includes efforts to better serve our customers. Recent highlights are as follows:

- The lobby kiosk is continuing to give customers another choice for making a payment at the District office. It has continued to take increasing amounts of customer payments. Financial staff is looking at the potential purchase of a new kiosk and IVR due to the high transaction processing costs with the current arrangement. These are planned to be part of the Holman Capital lease.
- The option for customers to make payments at 7-Eleven and Family Dollar Store is functioning and allowing customers to make cash payments at those stores. The use of this payment method is also continuing to grow.
- The Customer Care Department is continuing to define its role and find ways to better help customers.

NOTICE TO STATE WATER PROJECT CONTRACTORS**Date:** JAN 18 2017**Number:** 17-01**Subject:** 2017 State Water Project Allocation – 60 Percent**From:**


Mark E. Andersen
Acting Deputy Director
Department of Water Resources

The Department of Water Resources (DWR) is increasing the allocation of 2017 State Water Project (SWP) water for long-term contractors from 1,894,645 acre-feet to 2,536,267 acre-feet. Based on recent precipitation, runoff, and current water supply conditions, SWP supplies are projected to be 60 percent of most SWP contractors' 2017 requested Table A amounts, which totals 4,172,786 acre-feet. Attached is the revised 2017 SWP 60 percent allocation table.

This allocation increase is made consistent with the long-term water supply contracts and public policy. DWR's approval considered several factors including existing storage in SWP conservation reservoirs, SWP operational constraints such as the conditions of the recent Biological Opinions for delta smelt and salmonids, and the longfin smelt incidental take permit, and 2017 contractor demands. DWR may revise allocations if warranted by the year's developing hydrologic and water supply conditions.

Unless SWP contractors submit revised schedules, DWR will use the initial 60 percent delivery schedules that were previously submitted in October 2016. DWR will send the updated monthly water delivery schedules to the long-term SWP contractors.

If you have any questions or need additional information, please contact Craig J. Trombly, Acting Chief, State Water Project Analysis Office, at (916) 653-4547.

Attachment

**2017 STATE WATER PROJECT ALLOCATION
(ACRE-FEET)**

SWP CONTRACTORS	TABLE A	INITIAL REQUEST	APPROVED ALLOCATION	PERCENT INITIAL REQUEST APPROVED (3)/(2) (4)
	(1)	(2)	(3)	
<u>FEATHER RIVER</u>				
County of Butte	27,500	27,500	27,500	100%
Plumas County FC&WCD	2,700	2,700	1,620	60%
City of Yuba City	9,600	9,600	8,160	85%
Subtotal	39,800	39,800	37,280	
<u>NORTH BAY</u>				
Napa County FC&WCD	29,025	29,025	24,671	85%
Solano County WA	47,756	47,756	40,593	85%
Subtotal	76,781	76,781	65,264	
<u>SOUTH BAY</u>				
Alameda County FC&WCD, Zone 7	80,619	80,619	48,371	60%
Alameda County WD	42,000	42,000	25,200	60%
Santa Clara Valley WD	100,000	100,000	60,000	60%
Subtotal	222,619	222,619	133,571	
<u>SAN JOAQUIN VALLEY</u>				
Oak Flat WD	5,700	5,700	3,420	60%
County of Kings	9,305	9,305	5,583	60%
Dudley Ridge WD	45,350	45,350	27,210	60%
Empire West Side ID	3,000	3,000	1,800	60%
Kern County WA	982,730	982,730	589,638	60%
Tulare Lake Basin WSD	87,471	87,471	52,483	60%
Subtotal	1,133,556	1,133,556	680,134	
<u>CENTRAL COASTAL</u>				
San Luis Obispo County FC&WCD	25,000	25,000	15,000	60%
Santa Barbara County FC&WCD	45,486	45,486	27,292	60%
Subtotal	70,486	70,486	42,292	
<u>SOUTHERN CALIFORNIA</u>				
Antelope Valley-East Kern WA	144,844	144,844	86,906	60%
Castaic Lake WA	95,200	95,200	57,120	60%
Coachella Valley WD	138,350	138,350	83,010	60%
Crestline-Lake Arrowhead WA	5,800	5,800	3,480	60%
Desert WA	55,750	55,750	33,450	60%
Littlerock Creek ID	2,300	2,300	1,380	60%
Metropolitan WDSC	1,911,500	1,911,500	1,146,900	60%
Mojave WA	85,800	85,800	51,480	60%
Palmdale WD	21,300	21,300	12,780	60%
San Bernardino Valley MWD	102,600	102,600	61,560	60%
San Gabriel Valley MWD	28,800	28,800	17,280	60%
San Geronio Pass WA	17,300	17,300	10,380	60%
Ventura County WPD	20,000	20,000	12,000	60%
Subtotal	2,629,544	2,629,544	1,577,726	
TOTAL	4,172,786	4,172,786	2,536,267	