

**PALMDALE RECYCLED WATER AUTHORITY (PRWA)**

**MINUTES OF AUGUST 17, 2016  
REGULAR MEETING AGENDA NO. 26  
PALMDALE RECYCLED WATER AUTHORITY (PRWA)  
HELD AT CITY OF PALMDALE  
CITY HALL COUNCIL CHAMBERS  
38300 SIERRA HIGHWAY, SUITE B  
PALMDALE, CALIFORNIA**

**WELCOME**

**1. CALL TO ORDER.**

Chair Ledford called the meeting to order at 7:00 p.m.

**2. PLEDGE OF ALLEGIANCE.**

**3. ROLL CALL: DIRECTORS JAMES C. LEDFORD, JR., KATHY MAC  
LAREN, ROBERT ALVARADO, FRED THOMPSON, AND  
HELEN VELADOR**

**PRESENT:** Chair Ledford, Vice Chair Mac Laren, Directors Alvarado, Thompson, and Velador.

**4. WAIVER OF FULL READING OF RESOLUTION(S).**

**Motion:** Move to waive full reading of the Resolution(s) to be considered and voted on at this meeting.

Moved by Vice Chair Mac Laren, seconded by Director Velador

**Vote:** Motion Carried (5-0)

**Yes:** Chair Ledford, Vice Chair Mac Laren, Directors Alvarado, Thompson, and Velador.

**5. CONSENT CALENDAR – PUBLIC COMMENTS ONLY:**

There were no public comments.

**6. CONSENT CALENDAR:**

- 6.1 Approve Receipt and Filing of the Treasurer's Report for the 3 months ending through June 30, 2016. (Staff Reference: Treasurer/Auditor Williams)
- 6.2 Approve the Minutes from the previous meeting held on July 20, 2016. (Staff Reference: Secretary Smith)

**Motion:** Move to approve the recommendations and findings on all items listed under this Consent Calendar.

Moved by Director Alvarado, seconded by Director Thompson

**Vote:** Motion Carried (5-0)

**Yes:** Chair Ledford, Vice Chair Mac Laren, Directors Alvarado, Thompson, and Velador.

**7. ACTION CALENDAR:**

- 7.1 Discussion regarding a resolution to revise Resolution No. PRWA 2016-005, (Budget Adoption) to include authorization and meeting stipend of \$150.00, pursuant to Resolution 2016-006 which authorizes compensation from the funds received from recycled water sales for the Public Member and reimbursement of expenses for training incurred by the Directors, effective May 18, 2016, and in accordance with Resolution No. PRWA 2015-003 (Expense Reimbursement Policy). (Staff Reference: Executive Director LaMoreaux)

Executive Director LaMoreaux presented the staff report.

Executive Director LaMoreaux stated the Board of Directors could consider the following: 1) Authorize compensation of \$150.00; 2) Amend the budget Resolution to include compensation; and 3) Direct staff regarding procedure to process the payment which includes the form presented with this item to verify payment. Authority Secretary Smith will confirm the information and it will be given to Treasurer/Auditor Williams to process.

There was discussion among the Board members.

There were no public comments.

**Motion:** Move to: 1) Approve \$150 per meeting; 2) Amend the budget resolution; and 3) Put a procedure in place using the draft form in the packet.

Moved by Director Thompson, seconded by Director Alvarado

**Vote:** Motion Carried (5-0)

**Yes:** Chair Ledford, Vice Chair Mac Laren, Directors Alvarado, Thompson, and Velador.

- 7.2 Discussion regarding developing a policy to add items to future agendas.  
(Staff Reference: Executive Director LaMoreaux)

Executive Director LaMoreaux suggested the following:

- 1) Have a standing item on the agenda for Directors to request adding items to future meetings.
- 2) Require a request be made sometime during the meeting prior to the next meeting.

Chair Ledford stated that both agencies must agree before bringing an item to the agenda.

The Board asked questions of staff regarding the agenda process and staff responded.

Attorney Gerli discussed the Board's desire to set a policy and discussed the limitations to discussing items that are not on the agenda at a meeting and decisions regarding handling urgency items should they arise.

There was further discussion by the Board.

Attorney Gerli recapped discussion and motion and stated that in order for a board director to bring an item on to the agenda, we will create a "New Agenda Items" section to the agenda. The director would bring up an item at the meeting and it would require a second from the other agency. For Helen Velador to bring an item onto the agenda, it would require a second from either the City or PWD. If two people agree to an item on the next agenda, it will be approved.

There were no public comments.

**Motion:** Move to approve the motion as stated by Attorney Gerli.  
Moved by Vice Chair Mac Laren, seconded by Director Thompson.

**Vote:** Motion Carried (5-0)

**Yes:** Chair Ledford, Vice Chair Mac Laren, Directors Alvarado, Thompson, and Velador.

**8. SPECIAL REPORTS:**

- 8.1 Oral Report of City of Palmdale Attorney and Palmdale Water Attorney regarding timing of Board Officer Elections. (Staff Reference: Authority Counsel Dunn and City Attorney Ditzhazy)

Attorney Gerli stated that she and Assistant City Attorney Doran agreed regarding the timing of election of officers pursuant to Section 4.10 of the By-laws and concluded that the Chair and Vice Chair is an annual election to be elected January of every year. The second paragraph of section 4.10 applies to vacancies in case of death, etc.

**Motion:** Receive and file for informational purposes only.  
Moved by Vice Chair Mac Laren, seconded by Director Velador

**Vote:** Motion Carried (5-0)

**Yes:** Chair Ledford, Vice Chair Mac Laren, Directors Alvarado, Thompson, and Velador.

- 8.2 Presentation regarding Auditor Final Request for Proposal (RFP). (Staff Reference: Treasurer/Auditor Williams)

Executive Director LaMoreaux spoke regarding this item and stated that the RFP bid is next Thursday.

**Motion:** Receive and file for informational purposes only.  
Moved by Vice Chair Mac Laren, seconded by Director Alvarado

**Vote:** Motion Carried (5-0)

**Yes:** Chair Ledford, Vice Chair Mac Laren, Directors Alvarado, Thompson, and Velador.

**9. NON-AGENDA ITEMS - PUBLIC COMMENTS:**

There were no public comments.

**10. INFORMATIONAL REPORT OF THE BOARD OF DIRECTORS, EXECUTIVE DIRECTOR, AND ASSISTANT EXECUTIVE DIRECTOR.**

Director Alvarado gave a reminder for the Expo in November.

Vice Chair Mac Laren stated today was the first Watermaster meeting and it was a good meeting.

Chair Ledford spoke regarding the reappointment of Helen Velador set for January and asked staff to come back with information.

Executive Director LaMoreaux stated at the end of the last meeting they were talking about how to steer people back to recycled water for construction now that the conservation measures have been relaxed for both Los Angeles County Waterworks and Palmdale Water District. Palmdale Water District has limits on use of construction water for rough grading which is where most of the water gets used on a project. The limits are a single lot no more than 8,000 yards being moved and anything that is above that or multi-lots they cannot use a construction meter from the potable system until that work is complete and then they can get a construction meter for dust control and trenches. If Los Angeles County Waterworks does not have a policy like that, that might be a good suggestion. Chair Ledford suggested that they should inquire with Los Angeles County Waterworks and make a recommendation. Phase II design is at 75% for water lines.

- 11.** Chair Ledford adjourned the meeting at 7:36 p.m. to September 21, 2016 at 7:00 p.m. at the City of Palmdale City Hall Council Chambers located at 38300 Sierra Highway, Suite B, Palmdale, California.

PASSED, APPROVED, and ADOPTED this 21<sup>st</sup> day of September 2016.

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James C. Ledford, Jr.  
Chair

ATTEST:

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Rebecca J. Smith  
Secretary