



PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

BOARD OF DIRECTORS

ROBERT E. ALVARADO
Division 1

DON WILSON
Division 2

GLORIA DIZMANG
Division 3

KATHY MAC LAREN
Division 4

VINCENT DINO
Division 5

September 17, 2020

AGENDA FOR A MEETING OF THE FINANCE COMMITTEE OF THE PALMDALE WATER DISTRICT Committee Members: Gloria Dizmang-Chair, Don Wilson

TO BE HELD VIA TELECONFERENCE ONLY

DIAL-IN NUMBER: 571-748-4021 ATTENDEE PIN: 754-727-492#

Submit Public Comments at: <https://www.gomeet.com/754-727-492>

THURSDAY, SEPTEMBER 24, 2020

1:00 p.m.

DENNIS D. LaMOREAUX
General Manager

ALESHIRE & WYNDER LLP
Attorneys

NOTE: 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.

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) Roll call.
- 2) Adoption of agenda.
- 3) Public comments for non-agenda items.
- 4) Action Items: (The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken.)



- 4.1) Consideration and possible action on approval of minutes of meeting held August 20, 2020 and of special meeting held September 3, 2020.
- 4.2) Discussion and overview of Cash Flow Statement and Current Cash Balances as of August 2020. (Financial Advisor Egan)
- 4.3) Discussion and overview of Financial Statements, Revenue, and Expense and Departmental Budget Reports for August 2020. (Finance Manager Williams)
- 4.4) Discussion and overview of committed contracts issued. (Finance Manager Williams)
- 4.5) Consideration and possible action on approval of Resolution No. 20-14 being a Resolution of the Board of Directors of the Palmdale Water District Adopting an Amendment to Appendix M, Bid Procurement and Change Order Policy, of the Palmdale Water District's Rules and Regulations. (No Budget Impact – Assistant General Manager Ly)
- 5) Reports.
 - 5.1) Finance Manager Williams:
 - a) Effect of COVID-19 event.
 - b) Revenue projections.
 - c) Status on refunding 2020A Series Taxable Water Revenue Bonds.
 - 5.2) Financial Advisor Egan:
 - a) Debt Service Coverage status.
- 6) Board members' requests for future agenda items.
- 7) Date of next Committee meeting.
- 8) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

DATE: September 16, 2020 **September 24, 2020**
TO: FINANCE COMMITTEE **Committee Meeting**
FROM: Mr. Bob Egan, Financial Advisor
RE: ***AGENDA ITEM NO. 4.2 – DISCUSSION AND OVERVIEW OF CASH
FLOW STATEMENT AND CURRENT CASH BALANCES AS OF
AUGUST 2020.***

Attached are the Cash Notes, the Investment Funds Report, and the Cash Flow Report as of August 2020. The reports will be reviewed in detail at the Finance Committee meeting.

Enclosure

		<u>2020</u>			
		<u>July to August 2020 Major account Activity</u>			
		<u>acct 11469</u>			
		Balance	7/31/2020	4,253,758	
		Balance	8/31/2020	4,435,535	
		Increase		181,777	
		<u>One month activity</u>			
		Transfer to checking		0	
		Taxes received		171,544	
		Interest/Mkt value received		10,233	
				181,777	
		<u>Acct 11475</u>			
		Balance	7/31/2020	72,428	
		Balance	8/31/2020	175,394	
		Increase		102,966	
		<u>One month activity</u>			
		Interest received		1	
		Capital improvements received		102,965	
				102,966	
		<u>Acct 11432</u>			
		Balance	7/31/2020	4,617,355	
		Balance	8/31/2020	4,617,405	
		Increase		50	
		<u>One month activity</u>			
		Interest/Mkt value received		50	
				50	
		<u>Acct 24016.</u>			
		Balance	7/31/2020	374,673	
		Balance	8/31/2020	374,737	
		Increase		64	
		<u>One month activity</u>			
		Interest/Mkt value received		64	
				64	

PALMDALE WATER DISTRICT
INVESTMENT FUNDS REPORT
August 31, 2020

					August 2020	July 2020
CASH						
1-00-0103-100	Citizens - Checking				579,086.75	(4,912.80)
1-00-0103-200	Citizens - Refund				(792.80)	1,894.78
1-00-0103-300	Citizens - Merchant				191,450.28	143,306.46
Bank Total					769,744.23	140,288.44
1-00-0110-000	PETTY CASH				300.00	300.00
1-00-0115-000	CASH ON HAND				5,400.00	5,400.00
TOTAL CASH					775,444.23	145,988.44
INVESTMENTS						
1-00-0135-000	Local Agency Investment Fund			Acct. Total	12,614.58	12,614.58
1-00-0120-000	UBS Money Market Account General (SS 11469)					
	UBS RMA Government Portfolio				983,079.05	558,761.26
	UBS Bank USA Dep acct				-	-
	Accrued interest				16,568.35	14,637.73
					999,647.40	573,398.99
US Government Securities						
CUSIP #	Issuer	Maturity Date	Rate	PAR	Market Value	Market Value
912828PP9	US TSY INFL PROT NOTE	01/15/2021	1.250	1,300,000	1,547,326.72	1,538,790.77
					1,300,000	1,547,326.72
					1,547,326.72	1,538,790.77
Certificates of Deposit						
	Issuer	Maturity Date	Rate	Face Value		
1	Safra National Bank	08/24/2020	1.650	250,000	-	250,262.50
2	Pinnancle Bank	10/21/2020	1.650	250,000	250,565.00	250,890.00
3	Truist Bank-Charlotte	10/22/2020	1.650	250,000	250,575.00	250,902.50
4	TBK Bank-SSB TX	10/29/2020	1.650	200,000	200,522.00	200,782.00
5	Goldman Sachs	11/18/2020	2.300	240,000	250,870.00	251,192.50
6	Bank of India	11/18/2020	1.650	250,000	241,178.40	241,622.40
7	Customers Bank PA	11/27/2020	1.600	200,000	200,748.00	200,998.00
8	Bank of Washington MO	01/02/2021	1.650	250,000	251,632.50	251,937.50
9	Ally Bank	01/19/2021	2.700	240,000	242,469.60	242,980.80
					2,130,000	1,888,560.50
					1,888,560.50	2,141,568.20
Acct. Total					4,435,534.62	4,253,757.96
1-00-1110-000	UBS Money Market Account Capital (SS 11475)					
	UBS Bank USA Dep acct				154,648.74	72,427.69
	UBS RMA Government Portfolio				20,744.89	-
Acct. Total					175,393.63	72,427.69
1-00-0125-000	UBS Access Account General (SS 11432)					
	UBS Bank USA Dep acct				-	-
	UBS RMA Government Portfolio				1,779,747.36	1,775,756.39
	Accrued interest				17,056.60	16,160.05
					1,796,803.96	1,791,916.44
US Government Securities						
CUSIP #	Issuer	Maturity Date	Rate	PAR	Market Value	Market Value
912828C57	US Treasury Note	03/21/2021	2.250	1,430,000	1,446,988.40	1,450,048.60
					1,430,000	1,446,988.40
					1,446,988.40	1,450,048.60
Certificates of Deposit						
	Issuer	Maturity Date	Rate	Face Value		
1	First UTD Bank	09/14/2020	2.000	240,000	240,144.40	240,033.60
2	Bank of China	10/22/2020	1.000	240,000	240,328.80	240,506.40
3	Wells Fargo	12/14/2020	3.100	240,000	242,102.40	242,685.60
4	Comenity Cap Bank	01/19/2021	1.900	163,000	164,436.03	164,724.54
5	Bank of America	02/08/2021	2.550	240,000	242,659.20	243,064.80
6	Sallie Mae Bank	05/10/2021	2.450	240,000	243,972.00	244,375.20
					1,363,000	1,373,642.83
					1,373,642.83	1,375,390.14
Acct. Total					4,617,435.19	4,617,355.18
Total Managed Accounts					9,240,978.02	8,956,155.41
1-00-1121-000	UBS Rate Stabilization Fund (SS 24016) - District Restricted					
	UBS Bank USA Dep acct				4,216.42	4,145.76
	UBS RMA Government Portfolio				-	-
	Accrued interest				926.50	679.19
					5,142.92	4,824.95
Certificates of Deposit						
	Issuer	Maturity Date	Rate	Face Value		
1	Bank OZK AR	10/23/2020	1.600	52,000	52,118.56	52,181.48
2	Bank United	10/29/2020	0.700	240,000	240,254.40	240,369.60
3	Bank of Baroda NY	11/23/2020	1.600	77,000	77,220.99	77,297.22
					369,000	369,593.95
					369,593.95	369,848.30
Acct. Total					374,736.87	374,673.25
TOTAL CASH AND INVESTMENTS					10,391,159.12	9,476,817.10
Increase (Decrease) in Funds					914,342.02	
1-00-1135-000	2018A Bonds - Project Funds (BNY Mellon)					
	Construction Funds				2,258,042.04	2,257,880.62
	Issuance Funds				12,514.35	12,513.46
					2,270,556.39	2,270,394.08

PALMDALE WATER DISTRICT

2020 Cash Flow Report (Based on Dec. 16, 2019 Approved Budget)

2020 Cash Flow Report (Based on Dec. 16, 2019 Approved Budget)														Budget 2020 Carryover Information
	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
Total Cash Beginning Balance (BUDGET)	12,176,691	12,015,065	11,932,116	9,751,094	11,187,683	10,449,122	9,647,959	8,919,381	8,465,838	6,085,389	5,993,553	5,965,518		(3,079,593)
Total Cash Beginning Balance	12,176,691	12,059,367	12,115,860	10,269,966	11,324,072	10,909,681	10,781,332	9,476,817	10,391,159	8,477,559	7,953,888	8,183,449		
Budgeted Water Receipts	1,969,871	1,909,953	1,821,402	2,023,426	2,135,309	2,306,049	2,574,884	2,642,226	2,798,119	2,613,062	2,257,796	2,243,479	27,295,578	
Water Receipts	1,976,977	1,810,940	1,886,002	1,768,371	1,740,985	2,225,759	2,548,471	2,625,860	2,798,119	2,613,062	2,257,796	2,243,479	26,495,821	
DWR Refund (Operational Related)				5,812		8,399							14,211	
Other													-	
Total Operating Revenue (BUDGET)													-	
Total Operating Revenue (ACTUAL)	1,976,977	1,810,940	1,886,002	1,774,183	1,740,985	2,234,158	2,548,471	2,625,860	2,798,119	2,613,062	2,257,796	2,243,479	26,510,032	
	8.37%	7.22%	7.08%	7.62%	8.47%	8.68%	8.98%	9.55%	9.36%	9.03%	8.36%	7.29%	100.00%	
Total Operating Expenses excl GAC (BUDGET)	(1,955,491)	(1,679,071)	(1,646,539)	(1,776,681)	(1,979,583)	(2,030,457)	(2,102,626)	(2,239,867)	(2,196,092)	(2,114,457)	(1,953,554)	(1,697,292)	(23,371,709)	
GAC (BUDGET)							(151,004)			(151,004)	(151,004)	(151,004)	(604,016)	
Operating Expenses excl GAC (ACTUAL)	(1,824,217)	(1,712,608)	(1,665,413)	(2,524,400)	(1,530,753)	(1,666,590)	(2,382,704)	(1,706,215)	(2,084,092)	(1,844,457)	(1,835,054)	(1,477,292)	(22,253,795)	
GAC							(123,879)			(151,004)	(151,004)	(151,004)	(576,891)	
Prepaid Insurance (paid)/refunded								(39,372)		(162,000)		(142,000)	(343,372)	
Total Operating Expense (ACTUAL)	(1,824,217)	(1,712,608)	(1,665,413)	(2,524,400)	(1,530,753)	(1,666,590)	(2,506,583)	(1,745,588)	(2,084,092)	(2,157,461)	(1,986,058)	(1,770,296)	(23,174,058)	
Non-Operating Revenue:														
Assessments, net (BUDGET)	669,610	258,264	18,203	2,115,842	727,923	13,006	84,159	131,277	-	-	134,205	2,557,762	6,710,250	
Actual/Projected Assessments, net	673,482	316,839	18,711	2,022,097	514,328	289,894	64,141	171,544	-	-	134,205	2,557,762	6,763,004	
Asset Sale/Unencumbered Money (Taxes)													-	
RDA Pass-through (Successor Agency)	288,194					442,851							731,045	
Interest	21,808	17,238	15,707	13,081	79,243	11,145	10,686	10,073	12,500	12,500	12,500	12,500	228,979	
Market Adjustment	2,953	15,273	29,363	10,006	61,868	(4,249)	(6,529)	336					109,023	
Grant Re-imbursement									50,000		50,000		100,000	
Capital Improvement Fees - Infrastructure		12,028				60,368		88,516		8,333		8,333	177,579	
Capital Improvement Fees - Water Supply								14,450		16,667		16,667	47,783	
DWR Refund (Capital Related)				150,341					58,333		58,333		267,008	
Other	(18)	100	(30)	7,918	62	-	-	74	4,167	4,167	4,167	4,167	24,773	
Total Non-Operating Revenues (BUDGET)													-	
Total Non-Operating Revenues (ACTUAL)	986,420	361,479	63,751	2,203,442	655,501	800,010	68,298	284,992	125,000	41,667	259,205	2,599,429	8,449,193	
Non-Operating Expenses:														
Budgeted Capital Expenditures	(220,738)	(387,519)	(352,940)	(466,422)	(537,633)	(318,360)	(343,159)	(827,604)	(420,469)	(304,862)	(189,236)	(660,500)	(5,029,442)	
Budgeted Capital Expenditures (Committed During Year)													-	
Actual/Projected Capital Expenditures	(361,787)	(202,019)	(31,987)	(193,772)	(59,931)	(450,790)	(208,259)	(52,018)	(160,000)	(99,287)	(100,000)	(30,000)	(1,949,849)	
WRB Capital Expenditures (COP - Amargosa Recharge Proj)					(1,024,374)					(720,271)			(1,744,645)	
Const. of Monitoring Wells/Test Basin (Water Supply)													-	
Grade Control Structure (Water Supply)													-	
SWP Capitalized	(795,653)	(191,742)	(209,679)	(191,742)	(191,742)	(191,741)	(795,650)	(191,741)	(215,871)	(191,741)	(191,741)	(191,741)	(3,550,784)	
Investment in PRWA							(300,000)						(300,000)	
Butte County Water Transfer						(834,142)						(854,105)	(1,688,247)	
Bond Payments - Interest			(1,269,053)						(1,184,699)				(2,453,751)	
Principal			(607,583)						(1,182,418)				(1,790,001)	
Capital leases - Holman Capital (2017 Lease)	(89,477)						(89,477)						(178,953)	
Capital leases - Enterprise FM Trust (Vehicles)	(5,563)	(5,563)	(7,940)	(9,612)	-	(15,178)	(17,238)	(3,086)	(5,563)	(5,563)	(5,563)	(5,563)	(86,431)	
Capital leases - Wells Fargo (Printers)	(4,025)	(3,993)	(3,993)	(3,993)	(4,077)	(4,077)	(4,077)	(4,077)	(4,077)	(4,077)	(4,077)	(4,077)	(48,620)	
Total Non-Operating Expenses (ACTUAL)	(1,256,504)	(403,317)	(2,130,235)	(399,119)	(1,280,124)	(1,495,927)	(1,414,701)	(250,923)	(2,752,628)	(1,020,939)	(301,381)	(1,085,486)	(13,791,283)	
Total Cash Ending Balance (BUDGET)	12,015,065	11,932,116	9,751,094	11,187,683	10,449,122	9,647,959	8,919,381	8,465,838	6,085,389	5,993,553	5,965,518	7,403,230		
Total Cash Ending Balance (ACTUAL)	12,059,367	12,115,860	10,269,966	11,324,072	10,909,681	10,781,332	9,476,817	10,391,159	8,477,559	7,953,888	8,183,449	10,170,576		

Indicates actual expenditures/revenues:

Indicates anticipated expenditures/revenues:

PALMDALE WATER DISTRICT BOARD MEMORANDUM

DATE: September 16, 2020 **September 24, 2020**
TO: Finance Committee **Committee Meeting**
FROM: Michael Williams, Finance Manager/CFO
VIA: Mr. Dennis LaMoreaux, General Manager
RE: ***AGENDA ITEM 4.3 – DISCUSSION AND OVERVIEW OF FINANCIAL STATEMENTS, REVENUE, AND EXPENSE AND DEPARTMENTAL BUDGET REPORTS FOR AUGUST 2020. (FINANCE MANAGER WILLIAMS)***

Discussion:

Presented here are the Balance Sheet and Profit/Loss Statement for the period ending August 31, 2020. Also included are year-to-date revenue and expense analysis. Finally, I have provided individual departmental budget reports through the month of August 2020.

This is the 8th month of the District's Budget Year 2020. The target percentage is 67%. Revenues ideally are at or above, and expenditures ideally are below.

Balance Sheet:

- Pages 1 and 2 is our balance sheet trending for the 8-month period and a graphic presentation of Assets, Liabilities, and Net Position at August 31, 2020.
- The significant change for the month is an overall increase in Current Assets of approximately \$1M due to increases in Cash, Investments, and Water Sales Receivables.

Profit/Loss Statement:

- Page 3 is our profit/loss statement trending for the 8-month period.
- Operating revenue is at 64% of budget.
- Cash operating expense is at 59.5% of budget.
- All departmental budgets are at, below, or within 2 points of the target percentage.
- Revenues have exceeded expenses for the month by \$1.5M and year-to-date revenues have exceeded expenses by \$2.7M.
- Under Non-operating revenue, Total Non-Operating Revenue is at 72% of budget due to four categories, DWR recovery, Interest and CIF year-to-date.
- Pages 4 through 6 is showing the P&L in various graphic forms using major report category totals. Note the blue line on page 4 showing increased water sales and red line showing reduced expenses continuing through August.
- Page 7 is showing the operating expense distributed between personnel and operation costs. Labor costs are at 58% of total expenses with salaries making up 39% of that.

FINANCE COMMITTEE
PALMDALE WATER DISTRICT

VIA: Mr. Dennis LaMoreaux, General Manager

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September 16, 2020

Revenue Analysis Year-To-Date:

- Page 8 is our comparison of revenue, year-to-date.
- Operating revenue through August 2020 is up \$1.4M, or 9%.
- Retail water revenue from all areas are up by \$1.6M from last year. That's shown by the combined green highlighted area.
- Retail water sales, excluding meter fees, is up \$1.7M.
- Total revenue is up \$1.4M, or 6.6%.
- Operating revenue is at 64% of budget, last year was at 61% of budget.

Expense Analysis Year-To-Date:

- Page 9 is our comparison of expense, year-to-date.
- Cash Operating Expenses through August 2020 are up \$138K, or 1%, compared to 2019.
- Total Expenses are up \$394K, or 2%.

Departments:

- Pages 11 through 21 are detailed individual departmental budgets for your review.

Non-Cash Definitions:

Depreciation: This is the spreading of the total expense of a capital asset over the expected life of that asset.

OPEB Accrual Expense: Other Post-Employment Benefits (OPEB) is the recognized annual required contribution to the benefit. The amount is actuarially determined in accordance with the parameters of GASB 45. The amount represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year.

Bad Debt: The uncollectible accounts receivable that has been written off.

Service Cost Construction: The value of material, parts & supplies from inventory used to construct, repair and maintain our asset infrastructure.

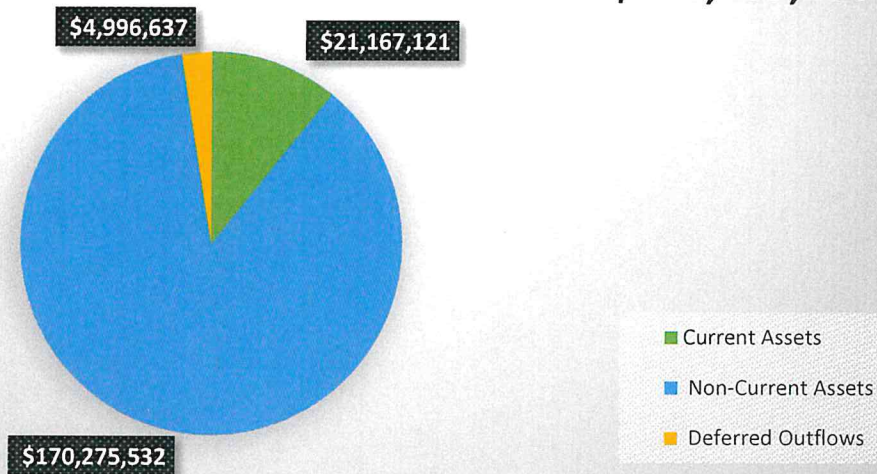
Capitalized Construction: The value of our labor force used to construct our asset infrastructure.

**Palmdale Water District
Balance Sheet Report**

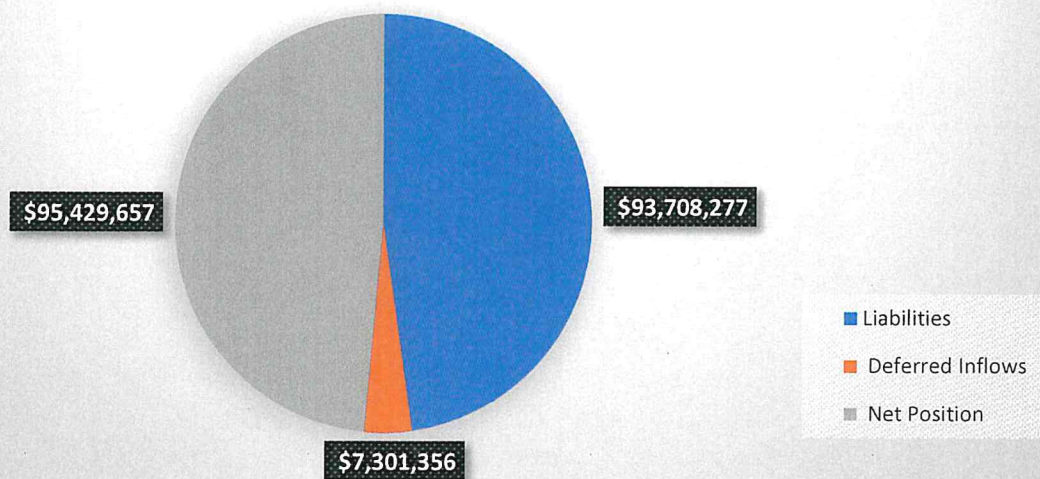
	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020
ASSETS								
Current Assets:								
Cash and cash equivalents	\$ 715,172	\$ 1,423,090	\$ 1,380,261	\$ 390,731	\$ 446,752	\$ 518,627	\$ 145,988	\$ 775,444
Investments	11,350,106	10,706,099	8,889,705	10,933,341	10,462,930	10,262,714	9,330,829	9,615,585
Accrued interest receivable	-	-	-	-	-	-	-	-
Accounts receivable - water sales and services, net	1,462,140	1,503,605	1,560,002	1,554,880	1,912,517	2,234,691	2,351,279	2,690,908
Accounts receivable - property taxes and assessments	3,581,062	3,264,223	3,245,512	1,223,415	709,086	419,192	6,955,051	6,783,507
Accounts receivable - other	15,463	10,814	10,714	10,514	9,266	9,266	9,266	9,266
Materials and supplies inventory	1,008,422	1,016,258	1,029,547	1,048,791	1,050,709	1,034,459	1,040,192	993,316
Prepaid items and other deposits	425,987	396,526	373,106	357,373	317,783	302,050	280,928	299,095
Total Current Assets	\$ 18,558,352	\$ 18,320,615	\$ 16,488,847	\$ 15,519,046	\$ 14,909,043	\$ 14,781,000	\$ 20,113,533	\$ 21,167,121
Non-Current Assets:								
Restricted - cash and cash equivalents	\$ 2,973,074	\$ 2,381,260	\$ 2,349,757	\$ 2,351,304	\$ 2,351,725	\$ 2,279,009	\$ 2,270,394	\$ 2,270,556
Investment in Palmdale Recycled Water Authority	1,668,290	1,668,290	1,668,290	1,668,290	1,976,189	1,958,222	1,958,222	1,958,222
Capital assets - not being depreciated	21,531,554	22,359,494	22,571,729	22,680,702	23,961,762	24,618,178	24,860,882	24,276,942
Capital assets - being depreciated, net	142,727,742	142,246,733	141,789,647	141,428,894	140,957,436	140,477,749	141,445,481	141,769,812
Total Non-Current Assets	\$ 168,900,661	\$ 168,655,777	\$ 168,379,423	\$ 168,129,190	\$ 169,247,112	\$ 169,333,159	\$ 170,534,980	\$ 170,275,532
TOTAL ASSETS	\$ 187,459,012	\$ 186,976,392	\$ 184,868,270	\$ 183,648,235	\$ 184,156,156	\$ 184,114,158	\$ 190,648,513	\$ 191,442,653
DEFERRED OUTFLOWS OF RESOURCES:								
Deferred loss on debt defeasance, net	\$ 1,995,382	\$ 1,982,324	\$ 1,969,266	\$ 1,956,208	\$ 1,943,151	\$ 1,930,093	\$ 1,917,035	\$ 1,903,978
Deferred outflows of resources related to pensions	3,364,969	3,364,969	3,364,969	3,364,969	3,092,659	3,092,659	3,092,659	3,092,659
Total Deferred Outflows of Resources	\$ 5,360,351	\$ 5,347,293	\$ 5,334,235	\$ 5,321,177	\$ 5,035,810	\$ 5,022,752	\$ 5,009,694	\$ 4,996,637
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 192,819,363	\$ 192,323,685	\$ 190,202,505	\$ 188,969,413	\$ 189,191,965	\$ 189,136,910	\$ 195,658,207	\$ 196,439,290
LIABILITIES AND NET POSITION								
Current Liabilities:								
Accounts payable and accrued expenses	\$ 760,533	\$ 449,939	\$ 605,583	\$ 182,791	\$ 351,337	\$ (192,636)	\$ 218,372	\$ 605,968
Customer deposits for water service	3,018,997	3,025,730	3,068,017	3,071,701	3,070,706	3,045,605	3,032,269	3,022,083
Construction and developer deposits	1,625,415	1,625,415	1,625,415	1,625,415	1,624,545	1,623,554	1,621,793	1,621,793
Accrued interest payable	846,704	1,057,878	-	209,939	419,878	663,572	907,266	1,150,959
Long-term liabilities - due in one year:								
Compensated absences	376,212	376,212	381,632	401,543	405,449	461,446	428,685	441,100
Rate Stabilization Fund	-	-	-	-	-	360,000	360,000	360,000
Capital lease payable	(83,509)	(83,509)	84,670	84,670	84,670	-	-	-
Loan payable	-	-	617,000	617,000	617,000	617,000	617,000	617,000
Revenue bonds payable	-	-	535,000	535,000	535,000	565,418	565,418	565,418
Total Current Liabilities	\$ 6,544,352	\$ 6,451,665	\$ 6,917,317	\$ 6,728,060	\$ 7,108,585	\$ 7,143,959	\$ 7,750,804	\$ 8,384,322
Non-Current Liabilities:								
Long-term liabilities - due in more than one year:								
Compensated absences	\$ 125,404	\$ 125,404	\$ 127,211	\$ 133,848	\$ 135,150	\$ 153,815	\$ 142,895	\$ 147,033
Capital lease payable	429,316	429,316	261,137	261,137	261,137	261,137	261,137	261,137
Loan payable	8,607,627	8,596,029	7,359,848	7,348,250	7,336,653	7,325,055	7,313,457	7,301,859
Revenue bonds payable	53,490,000	53,490,000	52,955,000	52,955,000	52,955,000	53,123,105	53,123,105	53,123,105
Net other post employment benefits payable	14,987,630	15,090,576	15,194,089	15,297,224	13,482,880	13,589,584	13,694,713	13,799,483
Aggregate net pension liability	9,809,458	9,809,458	9,809,458	9,809,458	10,691,338	10,691,338	10,691,338	10,691,338
Pension-related debt	-	-	-	-	-	-	-	-
Total Non-Current Liabilities	\$ 87,449,435	\$ 87,540,783	\$ 85,706,743	\$ 85,804,917	\$ 84,862,157	\$ 85,144,034	\$ 85,226,645	\$ 85,323,955
Total Liabilities	\$ 93,993,787	\$ 93,992,448	\$ 92,624,060	\$ 92,532,977	\$ 91,970,742	\$ 92,287,993	\$ 92,977,448	\$ 93,708,277
DEFERRED INFLOWS OF RESOURCES:								
Unearned property taxes and assessments	\$ 2,750,000	\$ 2,200,000	\$ 1,650,000	\$ 1,100,000	\$ 550,000	\$ -	\$ 6,050,000	\$ 5,500,000
Deferred inflows of resources related to pensions	585,837	585,837	585,837	585,837	1,801,356	1,801,356	1,801,356	1,801,356
Total Deferred Inflows of Resources	\$ 3,335,837	\$ 2,785,837	\$ 2,235,837	\$ 1,685,837	\$ 2,351,356	\$ 1,801,356	\$ 7,851,356	\$ 7,301,356
NET POSITION:								
Profit/(Loss) from Operations	\$ (375,999)	\$ (320,338)	\$ (523,129)	\$ (1,115,137)	\$ (925,632)	\$ (132,217)	\$ (350,376)	\$ 249,878
Restricted for investment in Palmdale Recycled Water Authority	1,672,585	1,672,585	1,673,369	1,673,726	1,987,084	1,969,117	2,269,117	2,269,825
Unrestricted	94,193,153	94,193,153	94,192,369	94,192,010	93,808,415	93,210,662	92,910,662	92,909,953
Total Net Position	\$ 95,489,739	\$ 95,545,400	\$ 95,342,609	\$ 94,750,599	\$ 94,869,867	\$ 95,047,561	\$ 94,829,403	\$ 95,429,657
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	\$ 192,819,363	\$ 192,323,685	\$ 190,202,505	\$ 188,969,413	\$ 189,191,965	\$ 189,136,910	\$ 195,658,207	\$ 196,439,290

BALANCE SHEET AS OF AUGUST 31, 2020

ASSETS \$196,439,290



Liabilities & Net Position \$196,439,290

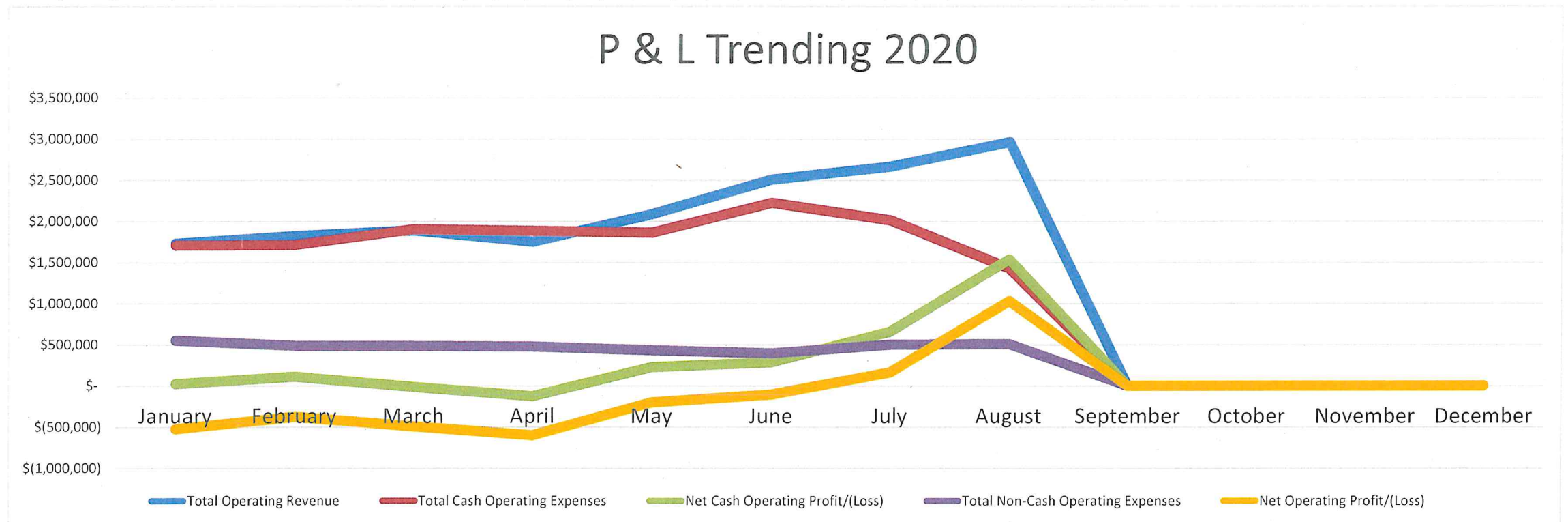


Palmdale Water District
Consolidated Profit and Loss Statement
For the Eight Months Ending 8/31/2020

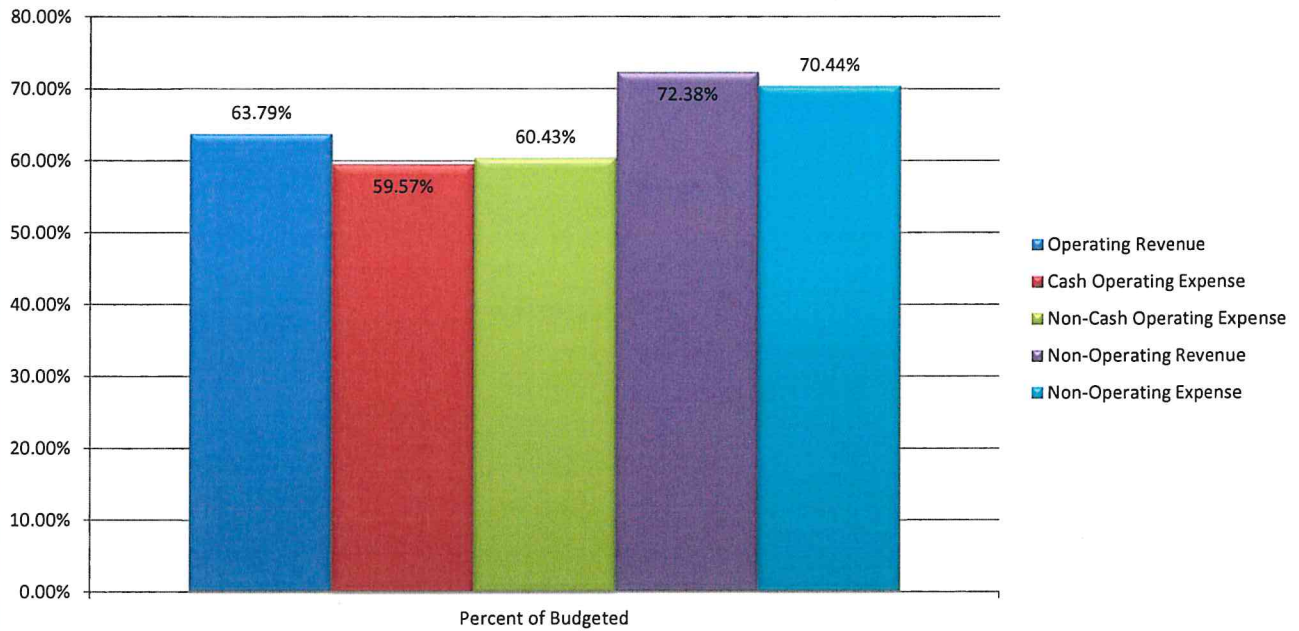
	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date	Adjustments	Adjusted Budget	% of Budget
Operating Revenue:																
Wholesale Water	\$ 8,681	\$ 9,898	\$ -	\$ 13,820	\$ 4,171	\$ 46,599	\$ 71,425	\$ 71,632					\$ 226,226		\$ 295,000	76.69%
Water Sales	463,268	536,723	587,686	502,251	814,624	1,130,212	1,220,784	1,486,147					6,741,694		10,028,794	67.22%
Meter Fees	1,140,012	1,142,830	1,149,976	1,151,303	1,165,787	1,153,459	1,154,351	1,155,611					9,213,329		14,956,694	61.60%
Water Quality Fees	37,737	44,102	48,042	43,248	66,906	85,176	89,154	105,600					519,965		783,015	66.41%
Elevation Fees	14,637	16,135	20,855	16,726	29,458	38,567	41,079	49,182					226,639		354,450	63.94%
Other	65,830	70,441	81,332	23,870	4,520	53,860	90,503	94,056					484,412		877,625	55.20%
Total Operating Revenue	\$ 1,730,165	\$ 1,820,129	\$ 1,887,891	\$ 1,751,219	\$ 2,085,467	\$ 2,507,873	\$ 2,667,294	\$ 2,962,228	\$ -	\$ -	\$ -	\$ -	\$ 17,412,266	\$ -	\$ 27,295,578	63.79%
Cash Operating Expenses:																
Directors	\$ 1,318	\$ 11,128	\$ 7,701	\$ 7,473	\$ 7,917	\$ 7,800	\$ 7,801	\$ 6,947					\$ 58,085		\$ 144,150	40.29%
Administration-Services	144,187	159,045	153,938	208,358	173,556	158,844	176,401	148,309					1,322,639		2,056,121	64.33%
Administration-District	84,200	174,065	330,834	166,209	181,489	325,190	74,691	117,951					1,454,629		2,128,988	68.32%
Engineering	122,800	121,461	125,274	169,144	139,406	122,200	148,987	105,924					1,055,195		1,635,725	64.51%
Facilities*	483,360	465,876	440,287	544,621	625,730	554,930	637,396	418,001					4,170,201	(220,428)	6,229,366	66.94%
Operations	199,056	248,610	359,631	273,241	270,883	278,499	323,135	252,650					2,205,704		3,248,390	67.90%
Finance	117,758	96,629	104,849	129,360	95,602	107,299	134,875	101,920					888,292		1,346,687	65.96%
Water Use Efficiency	23,996	20,300	18,248	24,618	17,265	19,015	26,922	17,855					168,220		358,682	46.90%
Human Resources	38,032	37,037	27,279	43,253	28,047	43,550	35,801	37,537					290,537		492,512	58.99%
Information Technology*	228,757	72,791	86,844	88,848	100,421	108,835	97,345	113,019					896,859	220,428	1,449,917	61.86%
Customer Care	119,646	98,345	112,135	142,371	108,120	100,465	115,804	102,674					899,562		1,292,548	69.60%
Source of Supply-Purchased Water	93,089	205,796	133,681	81,510	110,953	271,662	229,792	2,813					1,129,296		2,321,476	48.65%
Plant Expenditures	50,350	-	-	-	-	-	-	-					50,350		610,556	8.25%
Sediment Removal Project	-	-	-	-	-	-	-	-					-		600,000	0.00%
GAC Filter Media Replacement	-	-	-	-	-	123,876	-	-					123,876		783,015	15.82%
Total Cash Operating Expenses	\$ 1,706,549	\$ 1,711,083	\$ 1,900,701	\$ 1,879,007	\$ 1,859,388	\$ 2,222,165	\$ 2,008,951	\$ 1,425,601	\$ -	\$ -	\$ -	\$ -	\$ 14,713,444	\$ -	\$ 24,698,133	59.57%
Net Cash Operating Profit/(Loss)	\$ 23,616	\$ 109,046	\$ (12,810)	\$ (127,788)	\$ 226,079	\$ 285,708	\$ 658,344	\$ 1,536,628	\$ -	\$ -	\$ -	\$ -	\$ 2,698,822	\$ -	\$ 2,597,445	103.90%
Non-Cash Operating Expenses:																
Depreciation	\$ 438,268	\$ 434,996	\$ 429,011	\$ 429,289	\$ 425,314	\$ 424,455	\$ 432,997	\$ 426,747					\$ 3,441,077		\$ 5,050,000	68.14%
OPEB Accrual Expense	127,710	127,710	127,710	127,710	127,710	127,710	127,710	127,710					1,021,681		1,750,000	58.38%
Bad Debts	5,112	(650)	1,193	(2,364)	(112)	(21)	511	387					4,056		35,000	11.59%
Service Costs Construction	19,033	11,445	21,142	13,326	18,506	12,445	25,984	25,982					147,863		100,000	147.86%
Capitalized Construction	(39,830)	(86,127)	(95,768)	(91,480)	(141,462)	(171,202)	(87,132)	(73,362)					(786,362)		(600,000)	131.06%
Total Non-Cash Operating Expenses	\$ 550,293	\$ 487,375	\$ 483,288	\$ 476,482	\$ 429,956	\$ 393,387	\$ 500,069	\$ 507,464	\$ -	\$ -	\$ -	\$ -	\$ 3,828,314	\$ -	\$ 6,335,000	60.43%
Net Operating Profit/(Loss)	\$ (526,677)	\$ (378,329)	\$ (496,099)	\$ (604,270)	\$ (203,877)	\$ (107,679)	\$ 158,275	\$ 1,029,164	\$ -	\$ -	\$ -	\$ -	\$ (1,129,492)	\$ -	\$ (3,737,555)	30.22%
Non-Operating Revenues:																
Assessments (Debt Service)	\$ 416,845	\$ 416,845	\$ 416,845	\$ 416,845	\$ 416,845	\$ 416,845	\$ 416,845	\$ 416,845					\$ 3,334,760		\$ 4,925,250	67.71%
Assessments (1%)	421,349	133,155	133,155	133,155	133,155	576,006	133,155	133,155					1,796,285		2,346,000	76.57%
DWR Fixed Charge Recovery	-	-	-	150,341	-	33,614	-	-					183,955		175,000	105.12%
Interest	24,761	32,511	45,071	23,087	15,681	6,896	4,157	10,409					162,573		150,000	108.38%
CIF - Infrastructure	-	12,028	-	-	-	60,368	-	88,516					160,912		18,750	858.20%
CIF - Water Supply	-	-	-	-	-	-	-	14,450					14,450		56,250	25.69%
Grants - State and Federal	-	-	-	-	-	-	-	-					-		100,000	0.00%
Other	(18)	100	(30)	7,918	62	-	-	74					8,106		50,000	16.21%
Total Non-Operating Revenues	\$ 862,937	\$ 594,640	\$ 595,040	\$ 731,345	\$ 565,744	\$ 1,093,729	\$ 554,157	\$ 663,448	\$ -	\$ -	\$ -	\$ -	\$ 5,661,040	\$ -	\$ 7,821,250	72.38%
Non-Operating Expenses:																
Interest on Long-Term Debt	\$ 219,425	\$ 213,457	\$ 213,457	\$ 212,222	\$ 280,744	\$ 250,783	\$ 245,976	\$ 245,976					\$ 1,882,041		\$ 2,648,000	71.07%
Deferred Charges-Cost of Issuance	-	-	-	-	127,252	-	-	-					127,252		-	
Amortization of SWP	237,754	237,754	237,754	237,885	237,885	237,885	237,885	237,885					1,902,687		2,881,000	66.04%
Change in Investments in PRWA	4,295	784	357	5,459	-	-	300,000	709					311,603		300,000	103.87%
Water Conservation Programs	2,640	7,555	6,698	8,066	6,221	5,714	3,628	8,515					49,036		236,500	20.73%
Total Non-Operating Expenses	\$ 464,114	\$ 459,550	\$ 458,266	\$ 463,631	\$ 652,102	\$ 494,382	\$ 787,489	\$ 493,085	\$ -	\$ -	\$ -	\$ -	\$ 4,272,619	\$ -	\$ 6,065,500	70.44%
Net Earnings	\$ (127,854)	\$ (243,239)	\$ (359,324)	\$ (336,556)	\$ (290,236)	\$ 491,668	\$ (75,058)	\$ 1,199,527	\$ -	\$ -	\$ -	\$ -	\$ 258,929	\$ -	\$ (1,981,805)	-13.07%

* Budget adjustments by Board action 05/11/20

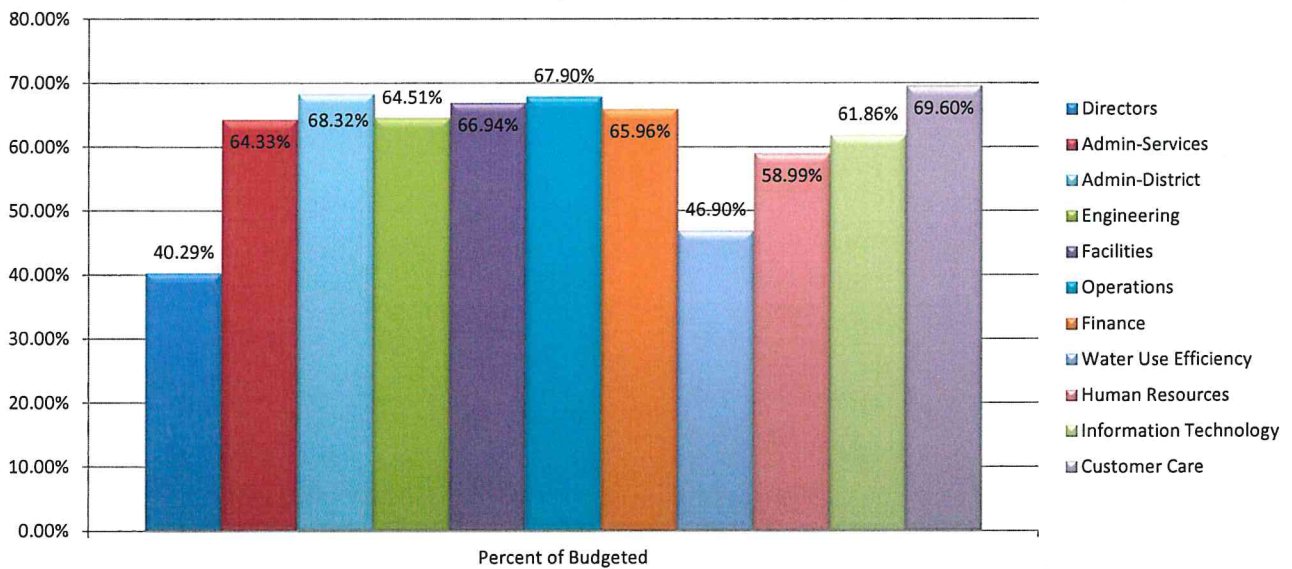
	January	February	March	April	May	June	July	August	September	October	November	December
Total Operating Revenue	\$ 1,730,165	\$ 1,820,129	\$ 1,887,891	\$ 1,751,219	\$ 2,085,467	\$ 2,507,873	\$ 2,667,294	\$ 2,962,228	\$ -	\$ -	\$ -	\$ -
Total Cash Operating Expenses	\$ 1,706,549	\$ 1,711,083	\$ 1,900,701	\$ 1,879,007	\$ 1,859,388	\$ 2,222,165	\$ 2,008,951	\$ 1,425,601	\$ -	\$ -	\$ -	\$ -
Net Cash Operating Profit/(Loss)	\$ 23,616	\$ 109,046	\$ (12,810)	\$ (127,788)	\$ 226,079	\$ 285,708	\$ 658,344	\$ 1,536,628	\$ -	\$ -	\$ -	\$ -
Total Non-Cash Operating Expenses	\$ 550,293	\$ 487,375	\$ 483,288	\$ 476,482	\$ 429,956	\$ 393,387	\$ 500,069	\$ 507,464	\$ -	\$ -	\$ -	\$ -
Net Operating Profit/(Loss)	\$ (526,677)	\$ (378,329)	\$ (496,099)	\$ (604,270)	\$ (203,877)	\$ (107,679)	\$ 158,275	\$ 1,029,164	\$ -	\$ -	\$ -	\$ -



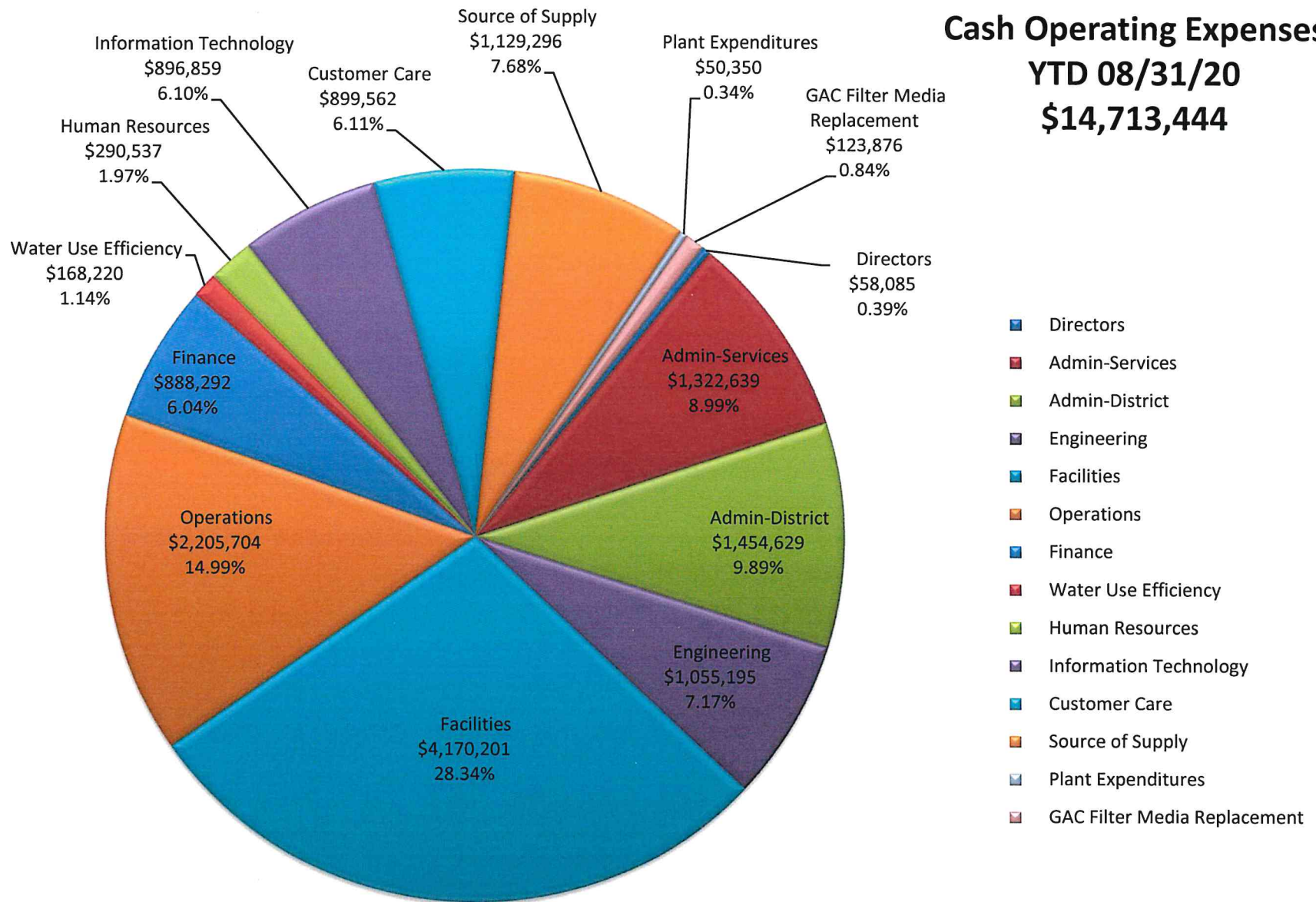
P & L BUDGET vs. ACTUAL



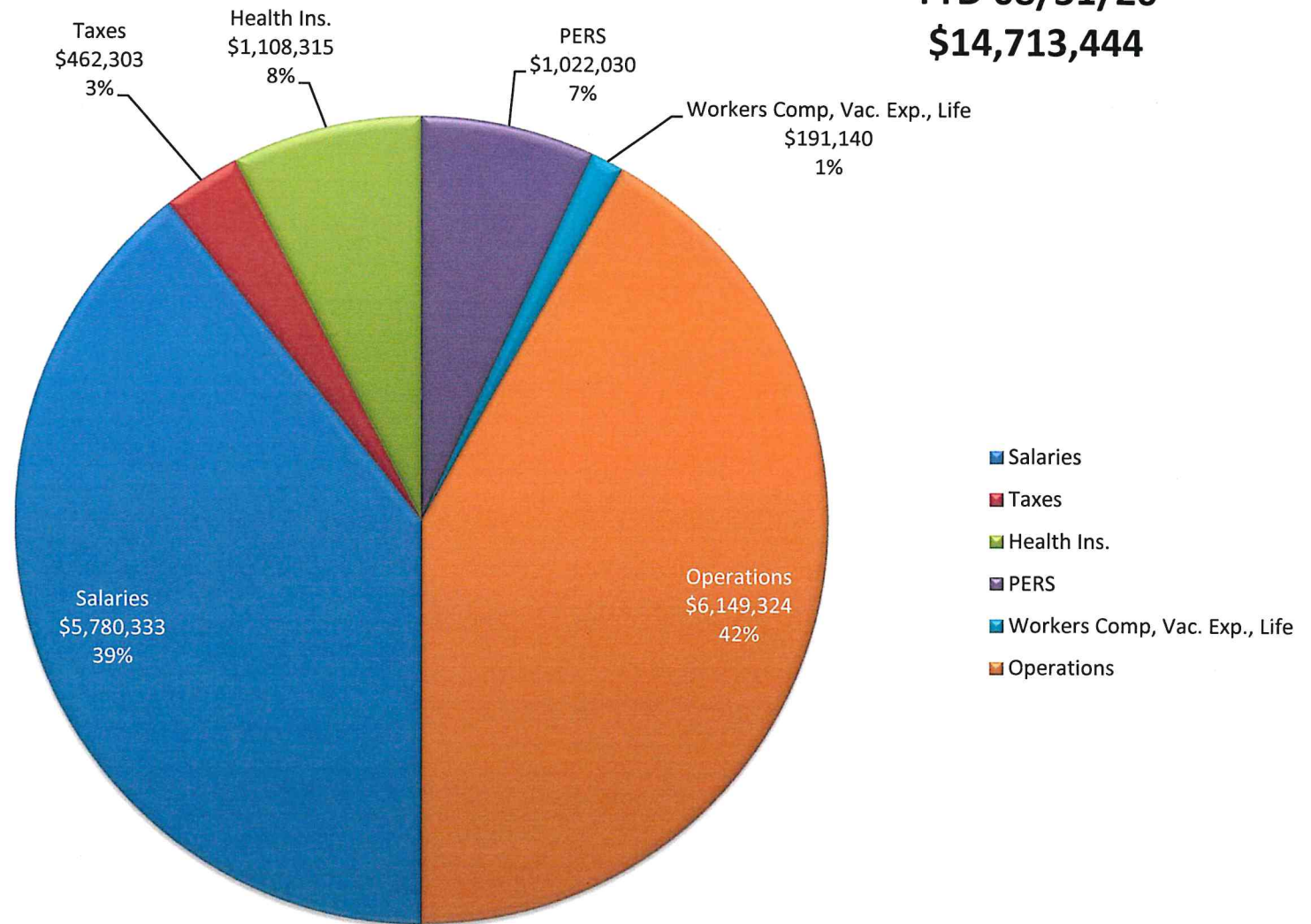
DEPARTMENTAL - BUDGET vs. ACTUAL



Cash Operating Expenses YTD 08/31/20 \$14,713,444



Personnel to Operations Exp
YTD 08/31/20
\$14,713,444



Palmdale Water District
Revenue Analysis
For the Eight Months Ending 8/31/2020
2020

2019 to 2020 Comparison

	Thru July	August	Year-to-Date	Adjusted Budget	% of Budget	August	Year-to-Date	% Change
Operating Revenue:								
Wholesale Water	\$ 154,594	\$ 71,632	\$ 226,226	\$ 295,000	76.69%	\$ (12,277)	\$ (66,731)	-22.78%
Water Sales	5,255,547	1,486,147	6,741,694	10,028,794	67.22%	339,411	1,647,631	32.34%
Meter Fees	8,057,718	1,155,611	9,213,329	14,956,694	61.60%	(12,043)	(89,557)	-0.96%
Water Quality Fees	414,365	105,600	519,965	783,015	66.41%	7,092	43,116	9.04%
Elevation Fees	177,457	49,182	226,639	354,450	63.94%	2,282	18,275	8.77%
Other	390,356	94,056	484,412	877,625	55.20%	12,866	(124,443)	-20.44%
Total Water Sales	\$ 14,450,038	\$ 2,962,228	\$ 17,412,266	\$ 27,295,578	63.79%	\$ 337,330	\$ 1,428,292	9.10%
Non-Operating Revenues:								
Assessments (Debt Service)	\$ 2,917,915	\$ 416,845	\$ 3,334,760	\$ 4,925,250	67.71%	\$ 20,845	\$ 166,760	5.26%
Assessments (1%)	1,663,130	133,155	1,796,285	2,346,000	76.57%	(20,845)	(160,309)	-8.19%
DWR Fixed Charge Recovery	183,955	-	183,955	175,000	105.12%	-	38,938	26.85%
Interest	152,163	10,409	162,573	150,000	108.38%	(38,748)	(188,186)	-53.65%
CIF - Infrastructure	72,396	88,516	160,912	18,750	858.20%	88,516	153,002	1934.34%
CIF - Water Supply	-	14,450	14,450	56,250	25.69%	14,450	14,450	
Grants - State and Federal	-	-	-	100,000	0.00%	-	(9,185)	-100.00%
Other	8,032	74	8,106	50,000	16.21%	(227)	(17,928)	-68.86%
Total Non-Operating Revenues	\$ 4,997,592	\$ 663,448	\$ 5,661,040	\$ 7,821,250	72.38%	\$ 63,991	\$ (2,458)	-0.04%
Total Revenue	\$ 19,447,630	\$ 3,625,676	\$ 23,073,307	\$ 35,116,828	65.70%	\$ 401,321	\$ 1,425,833	6.68%

	Thru July	August	Year-to-Date	Adjusted Budget	% of Budget
Operating Revenue:					
Wholesale Water	\$ 209,048	\$ 83,909	\$ 292,956	\$ 295,000	99.31%
Water Sales	3,947,327	1,146,736	5,094,064	9,653,000	52.77%
Meter Fees	8,135,233	1,167,654	9,302,887	13,719,000	67.81%
Water Quality Fees	378,341	98,508	476,849	826,500	57.69%
Elevation Fees	161,463	46,900	208,364	370,000	56.31%
Other	527,665	81,190	608,855	875,000	69.58%
Total Water Sales	\$ 13,150,029	\$ 2,540,989	\$ 15,691,018	\$ 25,738,500	60.96%
Non-Operating Revenues:					
Assessments (Debt Service)	\$ 2,772,000	\$ 396,000	\$ 3,168,000	\$ 5,125,000	61.81%
Assessments (1%)	1,802,594	154,000	1,956,594	2,300,000	85.07%
DWR Fixed Charge Recovery	145,017	-	145,017	175,000	82.87%
Interest	301,601	49,157	350,758	150,000	233.84%
CIF - Infrastructure	7,910	-	7,910	18,750	42.19%
CIF - Water Supply	-	-	-	56,250	0.00%
Grants - State and Federal	9,185	-	9,185	100,000	9.19%
Other	25,734	300	26,034	50,000	52.07%
Total Non-Operating Revenues	\$ 5,064,041	\$ 599,457	\$ 5,663,499	\$ 7,975,000	71.02%
Total Revenue	\$ 18,214,071	\$ 3,140,446	\$ 21,354,517	\$ 33,713,500	63.34%

**Palmdale Water District
Operating Expense Analysis
For the Eight Months Ending 8/31/2020
2020**

2019 to 2020 Comparison

	Thru July	August	Year-to-Date	Adjusted Budget	% of Budget	August	Year-to-Date	% Change
Cash Operating Expenses:								
Directors	\$ 51,138	\$ 6,947	\$ 58,085	\$ 144,150	40.29%	\$ (3,452)	\$ (16,727)	-22.36%
Administration-Services	1,174,330	148,309	1,322,639	2,056,121	64.33%	6,022	(64,196)	-4.63%
Administration-District	1,336,677	117,951	1,454,629	2,128,988	68.32%	1,241	171,838	13.40%
Engineering	949,271	105,924	1,055,195	1,635,725	64.51%	(19,897)	(18,355)	-1.71%
Facilities	3,752,200	418,001	4,170,201	6,449,794	64.66%	27,324	(38,332)	-0.91%
Operations	1,953,055	252,650	2,205,704	3,248,390	67.90%	(23,374)	17,859	0.82%
Finance	786,371	101,920	888,292	1,346,687	65.96%	19,304	93,549	11.77%
Water Conservation	150,364	17,855	168,220	358,682	46.90%	(491)	5,400	3.32%
Human Resources	253,000	37,537	290,537	492,512	58.99%	(911)	(35,732)	-10.95%
Information Technology	783,840	113,019	896,859	1,229,489	72.95%	16,653	251,718	39.02%
Customer Care	796,888	102,674	899,562	1,292,548	69.60%	10,677	23,781	2.72%
Source of Supply-Purchased Water	1,126,483	2,813	1,129,296	2,321,476	48.65%	2,624	21,820	1.97%
Plant Expenditures	50,350	-	50,350	610,556	8.25%	15,015	(82,018)	-61.96%
Sediment Removal Project	-	-	-	600,000	0.00%	-	-	#DIV/0!
GAC Filter Media Replacement	123,876	-	123,876	783,015	15.82%	-	(191,849)	
Total Cash Operating Expenses	\$ 13,287,843	\$ 1,425,601	\$ 14,713,444	\$ 24,698,133	59.57%	\$ 50,734	\$ 138,757	0.94%
Non-Cash Operating Expenses:								
Depreciation	\$ 3,014,330	\$ 426,747	\$ 3,441,077	\$ 5,050,000	68.14%	\$ (9,260)	\$ (69,676)	-1.98%
OPEB Accrual Expense	893,971	127,710	1,021,681	1,750,000	58.38%	-	-	0.00%
Bad Debts	3,669	387	4,056	35,000	11.59%	(1,716)	(9,276)	-69.58%
Service Costs Construction	121,882	25,982	147,863	100,000	147.86%	(35,121)	77,074	108.88%
Capitalized Construction	(713,001)	(73,362)	(786,362)	(600,000)	131.06%	63,902	(21,538)	2.82%
Total Non-Cash Operating Expenses	\$ 3,320,851	\$ 507,464	\$ 3,828,314	\$ 6,335,000	60.43%	\$ 17,804	\$ (23,417)	-0.61%
Non-Operating Expenses:								
Interest on Long-Term Debt	\$ 1,636,065	\$ 245,976	\$ 1,882,041	\$ 2,648,000	71.07%	\$ 29,340	\$ 129,037	7.36%
Deferred Charges-Cost of Issuance	127,252	-	127,252	-		-	127,252	
Amortization of SWP	1,664,802	237,885	1,902,687	2,881,000	66.04%	-	-	0.00%
Change in Investments in PRWA	310,895	709	311,603	300,000	103.87%	709	4,948	1.61%
Water Conservation Programs	40,521	8,515	49,036	236,500	20.73%	784	17,639	56.18%
Total Non-Operating Expenses	\$ 3,779,534	\$ 493,085	\$ 4,272,619	\$ 6,065,500	70.44%	\$ 30,833	\$ 278,876	6.98%
Total Expenses	\$ 20,388,228	\$ 2,426,149	\$ 22,814,378	\$ 37,098,633	61.50%	\$ 99,372	\$ 394,217	1.76%

**Palmdale Water District
Operating Expense Analysis
For the Eight Months Ending 8/31/2020**

2019 to 2020 Comparison

	2019				
	Thru July	August	Year-to-Date	Adjusted Budget	% of Budget
Cash Operating Expenses:					
Directors	\$ 64,412	\$ 10,399	\$ 74,812	\$ 140,500	53.25%
Administration-Services	1,244,548	142,287	1,386,835	2,119,700	65.43%
Administration-District	1,166,080	116,711	1,282,791	2,166,500	59.21%
Engineering	947,729	125,821	1,073,550	1,596,550	67.24%
Facilities	3,817,856	390,677	4,208,533	6,598,000	63.78%
Operations	1,911,821	276,023	2,187,845	3,012,000	72.64%
Finance	712,126	82,616	794,743	1,289,750	61.62%
Water Conservation	144,473	18,346	162,819	374,150	43.52%
Human Resources	287,821	38,448	326,269	438,600	74.39%
Information Technology	548,774	96,366	645,141	956,050	67.48%
Customer Care	783,784	91,997	875,781	1,347,700	64.98%
Source of Supply-Purchased Water	1,107,287	189	1,107,476	1,905,000	58.14%
Plant Expenditures	147,383	(15,015)	132,368	212,000	62.44%
Sediment Removal Project	-	-	-	-	-
GAC Filter Media Replacement	315,725	-	315,725	800,000	39.47%
Total Cash Operating Expenses	\$ 13,199,820	\$ 1,374,866	\$ 14,574,687	\$ 22,956,500	63.49%
Non-Cash Operating Expenses:					
Depreciation	\$ 3,074,746	\$ 436,007	\$ 3,510,753	\$ 5,050,000	69.52%
OPEB Accrual Expense	893,971	127,710	1,021,681	1,750,000	58.38%
Bad Debts	11,229	2,103	13,332	50,000	26.66%
Service Costs Construction	9,687	61,103	70,789	100,000	70.79%
Capitalized Construction	(627,560)	(137,264)	(764,824)	(600,000)	127.47%
Total Non-Cash Operating Expenses	\$ 3,362,072	\$ 489,659	\$ 3,851,731	\$ 6,350,000	60.66%
Non-Operating Expenses:					
Interest on Long-Term Debt	\$ 1,536,368	\$ 216,636	\$ 1,753,004	\$ 2,648,000	66.20%
Deferred Charges-Cost of Issuance	-	-	-	-	-
Amortization of SWP	1,664,802	237,885	1,902,687	2,881,000	66.04%
Change in Investments in PRWA	306,655	-	306,655	300,000	102.22%
Water Conservation Programs	23,665	7,731	31,396	236,500	13.28%
Total Non-Operating Expenses	\$ 3,531,491	\$ 462,252	\$ 3,993,743	\$ 6,065,500	65.84%
Total Expenses	\$ 20,093,383	\$ 2,326,778	\$ 22,420,161	\$ 35,372,000	63.38%

Palmdale Water District
2020 Directors Budget
For the Eight Months Ending Monday, August 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-01-4000-000 Directors Pay	\$ -	\$ -	\$ -	\$ -	
Employee Benefits					
1-01-4005-000 Payroll Taxes	3,723	5,650		1,927	65.90%
Subtotal (Benefits)	3,723	5,650	-	1,927	65.90%
Total Personnel Expenses	<u>\$ 3,723</u>	<u>\$ 5,650</u>	<u>\$ -</u>	<u>\$ 1,927</u>	<u>65.90%</u>
OPERATING EXPENSES:					
1-01-xxxx-006 Director Share - Dizmang, Gloria	\$ 8,004	\$ 27,700		\$ 19,696	28.89%
1-01-xxxx-007 Director Share - Alvarado, Robert	10,453	27,700		17,247	37.74%
1-01-xxxx-008 Director Share - Mac Laren, Kathy	14,460	27,700		13,240	52.20%
1-01-xxxx-010 Director Share - Dino, Vincent	10,936	27,700		16,764	39.48%
1-01-xxxx-012 Director Share - Wilson, Don	10,509	27,700		17,191	37.94%
Subtotal Operating Expenses	54,362	138,500	-	84,138	39.25%
Total O & M Expenses	<u>\$ 58,085</u>	<u>\$ 144,150</u>	<u>\$ -</u>	<u>\$ 86,065</u>	<u>40.29%</u>

Palmdale Water District
2020 Administration District Wide Budget
For the Eight Months Ending Monday, August 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-02-5070-001 On-Call	\$ 48,115	\$ 80,000		\$ 31,885	60.14%
Subtotal (Salaries)	\$ 48,115	\$ 80,000	\$ -	\$ 31,885	60.14%
Employee Benefits					
1-02-5070-002 PERS-Unfunded Liability	\$ 519,481	\$ 764,000		244,519	67.99%
1-02-5070-003 Workers Compensation	134,851	375,000		240,149	35.96%
1-02-5070-004 Vacation Benefit Expense	51,690	25,000		(26,690)	206.76%
1-02-5070-005 Life Insurance	4,599	6,500		1,901	70.75%
Subtotal (Benefits)	\$ 710,621	\$ 1,170,500	\$ -	\$ 459,879	60.71%
Total Personnel Expenses	\$ 758,736	\$ 1,250,500	\$ -	\$ 491,764	60.67%
OPERATING EXPENSES:					
1-02-5070-006 Other Operating	\$ 56,027	\$ 25,609		(30,418)	218.78%
1-02-5070-007 Consultants	208,036	239,699		31,663	86.79%
1-02-5070-008 Insurance	150,270	255,000		104,730	58.93%
1-02-5070-009 Groundwater Adjudication - Legal	15,712	40,974		25,262	38.35%
1-02-5070-010 Legal Services	98,516	128,044		29,528	76.94%
1-02-5070-011 Memberships/Subscriptions	110,905	128,044		17,139	86.61%
1-02-5070-014 Groundwater Adjudication - Assessment	41,286	45,000		3,714	91.75%
1-02-5070-015 Computer Software - Info 360	15,140	15,000		(140)	100.93%
Subtotal Operating Expenses	\$ 695,893	\$ 877,371	\$ -	\$ 181,478	79.32%
Total Departmental Expenses	\$ 1,454,629	\$ 2,127,871	\$ -	\$ 673,242	68.36%

Palmdale Water District
2020 Administration Services Budget
For the Eight Months Ending Monday, August 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-02-4000-000 Salaries	\$ 835,694	\$ 1,279,750		\$ 444,056	65.30%
1-02-4000-100 Overtime	1,537	13,500		11,963	11.39%
Subtotal (Salaries)	\$ 837,231	\$ 1,293,250	\$ -	\$ 456,019	64.74%
Employee Benefits					
1-02-4005-000 Payroll Taxes	\$ 62,470	\$ 91,000		28,530	68.65%
1-02-4010-000 Health Insurance	121,960	150,500		28,540	81.04%
1-02-4015-000 PERS	70,986	116,750		45,764	60.80%
Subtotal (Benefits)	\$ 255,415	\$ 358,250	\$ -	\$ 102,835	71.30%
Total Personnel Expenses	\$ 1,092,647	\$ 1,651,500	\$ -	\$ 558,853	66.16%
OPERATING EXPENSES:					
1-02-4050-000 Staff Travel	\$ 3,355	\$ 15,365	\$ -	\$ 12,010	21.84%
1-02-4050-100 General Manager Travel	-	5,122		5,122	0.00%
1-02-4060-000 Staff Conferences & Seminars	1,323	6,146		4,823	21.53%
1-02-4060-100 General Manager Conferences & Seminars	944	4,097		3,154	23.03%
1-02-4130-000 Bank Charges	132,097	185,000		52,903	71.40%
1-02-4150-000 Accounting Services	11,551	25,609		14,058	45.11%
1-02-4175-000 Permits	13,935	17,926		3,991	77.73%
1-02-4180-000 Postage	8,669	25,609		16,940	33.85%
1-02-4190-100 Public Relations - Publications	19,826	30,731		10,905	64.51%
1-02-4190-700 Public Affairs - Marketing/Outreach	21,573	40,000		18,427	53.93%
1-02-4190-710 Public Affairs -Advertising	450	5,000		4,550	9.00%
1-02-4190-720 Public Affairs - Equipment	60	2,500		2,440	2.41%
1-02-4190-730 Public Affairs -Conference/Seminar/Travel	275	3,000		2,725	9.17%
1-02-4190-740 Public Affairs - Consultants	450	3,000		2,550	15.00%
1-02-4190-750 Public Affairs - Membership	785	1,200		415	65.42%
1-02-4200-000 Advertising	85	4,097		4,012	2.07%
1-02-4205-000 Office Supplies	14,615	25,097		10,482	58.23%
1-02-4210-000 Office Furniture	-	5,122		5,122	0.00%
Subtotal Operating Expenses	\$ 229,993	\$ 404,621	\$ -	\$ 174,628	56.84%
Total Departmental Expenses	\$ 1,322,639	\$ 2,056,121	\$ -	\$ 733,482	64.33%

Palmdale Water District
2020 Engineering Budget
For the Eight Months Ending Monday, August 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-03-4000-000 Salaries	\$ 744,245	\$ 1,171,500	\$ -	\$ 427,255	63.53%
1-03-4000-100 Overtime	13,287	12,000		(1,287)	110.73%
Subtotal (Salaries)	\$ 757,532	\$ 1,183,500	\$ -	\$ 425,968	64.01%
Employee Benefits					
1-03-4005-000 Payroll Taxes	60,578	88,000		27,422	68.84%
1-03-4010-000 Health Insurance	146,070	196,500		50,430	74.34%
1-03-4015-000 PERS	69,518	119,000		49,482	58.42%
Subtotal (Benefits)	\$ 276,166	\$ 403,500	\$ -	\$ 127,334	68.44%
Total Personnel Expenses	\$ 1,033,698	\$ 1,587,000	\$ -	\$ 553,302	65.14%
OPERATING EXPENSES:					
1-03-4050-000 Staff Travel	\$ 181	\$ 4,610		\$ 4,428	3.94%
1-03-4060-000 Staff Conferences & Seminars	845	4,917		4,072	17.19%
1-03-4060-001 Staff Training - Auto CAD Civil 3D	-	13,000		13,000	0.00%
1-03-4155-000 Contracted Services	-	2,049		2,049	0.00%
1-03-4165-000 Memberships/Subscriptions	2,170	2,561		391	84.73%
1-03-4250-000 General Materials & Supplies	800	10,589		9,788	7.56%
1-03-8100-100 Computer Software - Maint. & Support	17,500	11,000		(6,500)	159.09%
Subtotal Operating Expenses	\$ 21,497	\$ 48,725	\$ -	\$ 27,228	44.12%
Total Departmental Expenses	\$ 1,055,195	\$ 1,635,725	\$ -	\$ 580,530	64.51%

Palmdale Water District
2020 Facilities Budget
For the Eight Months Ending Monday, August 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-04-4000-000 Salaries*	\$ 1,527,711	\$ 2,493,500	\$ (119,500)	\$ 846,289	64.35%
1-04-4000-100 Overtime*	114,521	115,000	(5,500)	(5,021)	104.59%
Subtotal (Salaries)	\$ 1,642,232	\$ 2,608,500	\$ (125,000)	\$ 841,268	66.13%
Employee Benefits					
1-04-4005-000 Payroll Taxes*	135,264	197,750	(9,500)	52,986	71.85%
1-04-4010-000 Health Insurance*	378,356	473,750	(23,000)	72,394	83.94%
1-04-4015-000 PERS*	138,162	238,500	(12,000)	88,338	61.00%
Subtotal (Benefits)	\$ 651,782	\$ 910,000	\$ (44,500)	\$ 213,718	75.31%
Total Personnel Expenses	\$ 2,294,014	\$ 3,518,500	\$ (169,500)	\$ 1,054,986	68.50%
OPERATING EXPENSES:					
1-04-4050-000 Staff Travel	\$ 2,932	\$ 6,146		\$ 3,214	47.70%
1-04-4060-000 Staff Conferences & Seminars	1,088	15,365		14,277	7.08%
1-04-4155-000 Contracted Services	86,571	276,918	(43,365)	146,982	37.07%
1-04-4175-000 Permits-Dams	11,253	40,974		29,721	27.46%
1-04-4215-100 Natural Gas - Wells & Boosters	126,103	218,350		92,247	57.75%
1-04-4215-200 Natural Gas - Buildings	4,908	9,371		4,463	52.38%
1-04-4220-100 Electricity - Wells & Boosters	945,687	827,487		(118,199)	114.28%
1-04-4220-200 Electricity - Buildings	50,032	91,624		41,592	54.61%
1-04-4225-000 Maint. & Repair - Vehicles	19,574	33,479		13,905	58.47%
1-04-4230-100 Maint. & Rep. Office Building	8,782	25,753		16,971	34.10%
1-04-4235-110 Maint. & Rep. Equipment	2,924	12,361		9,438	23.65%
1-04-4235-400 Maint. & Rep. Operations - Wells	49,356	82,297		32,940	59.97%
1-04-4235-405 Maint. & Rep. Operations - Boosters	22,863	51,435		28,573	44.45%
1-04-4235-410 Maint. & Rep. Operations - Shop Bldgs	7,989	25,753		17,764	31.02%
1-04-4235-415 Maint. & Rep. Operations - Facilities	29,858	51,506		21,648	57.97%
1-04-4235-420 Maint. & Rep. Operations - Water Lines	144,031	309,036		165,005	46.61%
1-04-4235-425 Maint. & Rep. Operations - Littlerock Dam	7,316	15,452		8,136	47.35%
1-04-4235-435 Maint. & Rep. Operations - Palmdale Canal	930	10,301		9,371	9.03%
1-04-4235-440 Maint. & Rep. Operations - Large Meters	4,687	15,452		10,765	30.33%
1-04-4235-450 Maint. & Rep. Operations - Hypo Generators	104	7,726		7,622	1.34%
1-04-4235-455 Maint. & Rep. Operations - Heavy Equipment	26,232	43,780		17,548	59.92%
1-04-4235-460 Maint. & Rep. Operations - Storage Reservoirs	1,020	5,151		4,130	19.81%
1-04-4235-461 Maint. & Rep. Operations - Air Vac	4,785	5,151		365	92.91%
1-04-4235-470 Maint. & Rep. Operations - Meters Exchanges	34,254	154,518		120,264	22.17%
1-04-4300-100 Testing - Regulatory Compliance	9,467	20,487		11,020	46.21%
1-04-4300-200 Testing - Large Meters	10,355	12,804		2,449	80.87%
1-04-4300-300 Testing - Edison Testing	-	15,365		15,365	0.00%
1-04-6000-000 Waste Disposal	9,476	20,824		11,347	45.51%
1-04-6100-100 Fuel and Lube - Vehicle	70,427	138,809		68,382	50.74%
1-04-6100-200 Fuel and Lube - Machinery	11,514	25,897		14,383	44.46%
1-04-6200-000 Uniforms	12,963	28,237		15,274	45.91%
1-04-6300-100 Supplies - General	22,726	75,635		52,908	30.05%
1-04-6300-300 Supplies - Electrical	113	3,025		2,912	3.74%
1-04-6300-800 Supplies - Construction Materials	23,443	35,296		11,853	66.42%
1-04-6400-000 Tools	30,105	45,381		15,276	66.34%
1-04-6450-000 Equipment*	-	7,563	(7,563)	0	0.00%
1-04-7000-100 Leases -Equipment	9,102	15,127		6,025	60.17%
1-04-7000-100 Leases -Vehicles	73,217	141,185		67,968	51.86%
Subtotal Operating Expenses	\$ 1,876,187	\$ 2,921,021	\$ (50,928)	\$ 993,907	65.37%
Total Departmental Expenses	\$ 4,170,201	\$ 6,439,521	\$ (220,428)	\$ 2,048,893	67.05%

* Budget adjustments by Board action 05/11/20

Palmdale Water District
2020 Operation Budget
For the Eight Months Ending Monday, August 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-05-4000-000 Salaries	\$ 749,771	\$ 1,090,000		\$ 340,229	68.79%
1-05-4000-100 Overtime	61,314	87,500		26,186	70.07%
Subtotal (Salaries)	\$ 811,086	\$ 1,177,500	\$ -	\$ 366,414	68.88%
Employee Benefits					
1-05-4005-000 Payroll Taxes	66,222	86,000		19,778	77.00%
1-05-4010-000 Health Insurance	134,684	153,500		18,816	87.74%
1-05-4015-000 PERS	68,672	111,250		42,578	61.73%
Subtotal (Benefits)	\$ 269,578	\$ 350,750	\$ -	\$ 81,172	76.86%
Total Personnel Expenses	\$ 1,080,664	\$ 1,528,250	\$ -	\$ 447,586	70.71%
OPERATING EXPENSES:					
1-05-4050-000 Staff Travel	\$ -	\$ 3,073		\$ 3,073	0.00%
1-05-4060-000 Staff Conferences & Seminars	-	3,073		3,073	0.00%
1-05-4120-100 Training - Lab Equipment	-	5,122		5,122	0.00%
1-05-4155-000 Contracted Services	54,103	99,362		45,259	54.45%
1-05-4175-000 Permits	8,051	69,656		61,605	11.56%
1-05-4215-200 Natural Gas - WTP	876	3,124		2,247	28.05%
1-05-4220-200 Electricity - WTP	74,815	208,237		133,422	35.93%
1-05-4230-110 Maint. & Rep. - Office Equipment	-	5,151		5,151	0.00%
1-05-4235-110 Maint. & Rep. Operations - Equipment	15,452	20,602		5,150	75.00%
1-05-4235-410 Maint. & Rep. Operations - Shop Bldgs	6,045	6,181		136	97.80%
1-05-4235-415 Maint. & Rep. Operations - Facilities	59,410	72,108		12,698	82.39%
1-05-4235-500 Maint. & Rep. Operations - Wind Turbine	5,995	10,301		4,307	58.19%
1-05-4236-000 Palmdale Lake Management	148,686	102,600		(46,086)	144.92%
1-05-6000-000 Waste Disposal	18,518	20,824		2,306	88.93%
1-05-6200-000 Uniforms	8,952	16,135		7,184	55.48%
1-05-6300-100 Supplies - Misc.	18,092	15,127		(2,965)	119.60%
1-05-6300-600 Supplies - Lab	55,231	62,471		7,241	88.41%
1-05-6300-700 Outside Lab Work	31,810	104,119		72,309	30.55%
1-05-6400-000 Tools	1,736	6,051		4,315	28.69%
1-05-6500-000 Chemicals	616,952	883,797		266,846	69.81%
1-05-7000-100 Leases -Equipment	318	3,025		2,707	10.52%
Subtotal Operating Expenses	\$ 1,125,040	\$ 1,720,140	\$ -	\$ 595,100	65.40%
Total Departmental Expenses	\$ 2,205,704	\$ 3,248,390	\$ -	\$ 1,042,686	67.90%

Palmdale Water District
2020 Finance Budget
For the Eight Months Ending Monday, August 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-06-4000-000 Salaries	\$ 492,624	\$ 742,750		\$ 250,126	66.32%
1-06-4000-100 Overtime	612	3,000		2,388	20.41%
Subtotal (Salaries)	\$ 493,237	\$ 745,750	\$ -	\$ 252,513	66.14%
Employee Benefits					
1-06-4005-000 Payroll Taxes	38,409	57,250		18,841	67.09%
1-06-4010-000 Health Insurance	89,742	105,250		15,508	85.27%
1-06-4015-000 PERS	47,490	79,000		31,510	60.11%
Subtotal (Benefits)	\$ 175,640	\$ 241,500	\$ -	\$ 65,860	72.73%
Total Personnel Expenses	\$ 668,877	\$ 987,250	\$ -	\$ 318,373	67.75%
OPERATING EXPENSES:					
1-06-4050-000 Staff Travel	\$ 58	\$ 2,049		\$ 1,991	2.83%
1-06-4060-000 Staff Conferences & Seminars	-	1,536.53		1,537	0.00%
1-06-4155-000 Contracted Services	11,675	17,395		5,720	67.12%
1-06-4155-100 Contracted Services - Infosend	160,663	276,576		115,913	58.09%
1-06-4165-000 Memberships/Subscriptions	220	512		292	42.95%
1-06-4230-110 Maintenance & Repair - Office Equipment	-	515		515	0.00%
1-06-4250-000 General Material & Supplies	-	3,025		3,025	0.00%
1-06-4260-000 Business Forms	314	4,097		3,784	7.66%
1-06-4270-100 Telecommunication - Office	24,242	25,609		1,367	94.66%
1-06-4270-200 Telecommunication - Cellular Stipend	20,295	25,097		4,802	80.87%
1-06-7000-100 Leases - Equipment	1,948	3,025		1,078	64.38%
Subtotal Operating Expenses	\$ 219,415	\$ 359,437	\$ -	\$ 140,022	61.04%
Total Departmental Expenses	\$ 888,292	\$ 1,346,687	\$ -	\$ 458,395	65.96%

Palmdale Water District
2020 Finance Budget
For the Eight Months Ending Monday, August 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-06-4000-000 Salaries	\$ 492,624	\$ 742,750		\$ 250,126	66.32%
1-06-4000-100 Overtime	612	3,000		2,388	20.41%
Subtotal (Salaries)	\$ 493,237	\$ 745,750	\$ -	\$ 252,513	66.14%
Employee Benefits					
1-06-4005-000 Payroll Taxes	38,409	57,250		18,841	67.09%
1-06-4010-000 Health Insurance	89,742	105,250		15,508	85.27%
1-06-4015-000 PERS	47,490	79,000		31,510	60.11%
Subtotal (Benefits)	\$ 175,640	\$ 241,500	\$ -	\$ 65,860	72.73%
Total Personnel Expenses	\$ 668,877	\$ 987,250	\$ -	\$ 318,373	67.75%
OPERATING EXPENSES:					
1-06-4050-000 Staff Travel	\$ 58	\$ 2,049		\$ 1,991	2.83%
1-06-4060-000 Staff Conferences & Seminars	-	1,536.53		1,537	0.00%
1-06-4155-000 Contracted Services	11,675	17,395		5,720	67.12%
1-06-4155-100 Contracted Services - Infosend	160,663	276,576		115,913	58.09%
1-06-4165-000 Memberships/Subscriptions	220	512		292	42.95%
1-06-4230-110 Maintenance & Repair - Office Equipment	-	515		515	0.00%
1-06-4250-000 General Material & Supplies	-	3,025		3,025	0.00%
1-06-4260-000 Business Forms	314	4,097		3,784	7.66%
1-06-4270-100 Telecommunication - Office	24,242	25,609		1,367	94.66%
1-06-4270-200 Telecommunication - Cellular Stipend	20,295	25,097		4,802	80.87%
1-06-7000-100 Leases - Equipment	1,948	3,025		1,078	64.38%
Subtotal Operating Expenses	\$ 219,415	\$ 359,437	\$ -	\$ 140,022	61.04%
Total Departmental Expenses	\$ 888,292	\$ 1,346,687	\$ -	\$ 458,395	65.96%

Palmdale Water District
2020 Water Use Efficiency Budget
For the Eight Months Ending Monday, August 31, 2020

YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
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Personnel Budget:

1-07-4000-000 Salaries	\$ 110,009	\$ 152,250	\$ 42,241	72.26%
1-07-4000-100 Overtime	2,507	5,000	2,493	50.14%
Subtotal (Salaries)	\$ 112,517	\$ 157,250	\$ 44,733	71.55%

Employee Benefits

1-07-4005-000 Payroll Taxes	9,658	12,000	2,342	80.48%
1-07-4010-000 Health Insurance	26,536	23,750	(2,786)	111.73%
1-07-4015-000 PERS	10,913	16,750	5,837	65.15%
Subtotal (Benefits)	\$ 47,107	\$ 52,500	\$ -	89.73%

Total Personnel Expenses

\$ 159,624	\$ 209,750	\$ -	\$ 47,633	76.10%
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OPERATING EXPENSES:

1-07-4050-000 Staff Travel	\$ 414	\$ 2,561	\$ 2,147	16.16%
1-07-4060-000 Staff Conferences & Seminar	-	3,073	3,073	0.00%
1-07-4190-300 Public Relations - Landscape Workshop/Training	458	5,122	4,664	8.94%
1-07-4190-400 Public Relations - Contests	852	3,073	2,221	27.72%
1-07-4190-500 Public Relations - Education Programs	6,425	122,923	116,498	5.23%
1-07-4190-900 Public Relations - Other	395	5,122	4,726	7.72%
1-07-6300-100 Supplies - Misc.	51	7,059	7,008	0.73%
Subtotal Operating Expenses	\$ 8,596	\$ 148,932	\$ -	5.77%

Total Departmental Expenses

\$ 168,220	\$ 358,682	\$ -	\$ 187,970	46.90%
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Palmdale Water District
2020 Human Resources Budget
For the Eight Months Ending Monday, August 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-08-4000-000 Salaries	\$ 167,682	\$ 238,750		\$ 71,068	70.23%
1-08-4000-100 Salaries - Overtime	252	1,000		748	25.24%
Subtotal (Salaries)	\$ 167,935	\$ 239,750	\$ -	\$ 71,068	70.05%
Employee Benefits					
1-08-4005-000 Payroll Taxes	13,672	18,500		4,828	73.90%
1-08-4010-000 Health Insurance	17,477	18,500		1,023	94.47%
1-08-4015-000 PERS	13,300	20,750		7,450	64.10%
Subtotal (Benefits)	\$ 44,450	\$ 57,750	\$ -	\$ 13,300	76.97%
Total Personnel Expenses	\$ 212,384	\$ 297,500	\$ -	\$ 84,368	71.39%
OPERATING EXPENSES:					
1-08-4050-000 Staff Travel	\$ 582	\$ 1,537		\$ 954	37.89%
1-08-4060-000 Staff Conferences & Seminars	-	1,537		1,537	0.00%
1-08-4070-000 Employee Expense	39,997	95,000		55,003	42.10%
1-08-4090-000 Temporary Staffing	-	-		-	
1-08-4095-000 Employee Recruitment	5,726	3,073		(2,653)	186.34%
1-08-4100-000 Employee Retention	-	5,122		5,122	0.00%
1-08-4105-000 Employee Relations	-	3,585		3,585	0.00%
1-08-4120-100 Training-Safety	13,011	35,852		22,841	36.29%
1-08-4120-200 Training-Speciality	106	15,365		15,259	0.69%
1-08-4121-000 Safety Program	35	1,024		989	3.42%
1-08-4165-000 Membership/Subscriptions	924	1,639		715	56.38%
1-08-4165-100 HR/Safety Publications	300	1,024		725	29.26%
1-08-6300-500 Supplies - Safety	17,471	30,254		12,783	57.75%
Subtotal Operating Expenses	\$ 78,153	\$ 195,012	\$ -	\$ 116,859	40.08%
Total Departmental Expenses	\$ 290,537	\$ 492,512	\$ -	\$ 201,975	58.99%

Palmdale Water District
2020 Information Technology Budget
For the Eight Months Ending Monday, August 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-09-4000-000 Salaries*	\$ 272,238	\$ 303,250	\$ 119,500	\$ 150,512	64.40%
1-09-4000-100 Overtime*	13,753	3,000	5,500	(5,253)	161.80%
Subtotal (Salaries)	\$ 285,991	\$ 306,250	\$ 125,000	\$ 145,259	66.32%
Employee Benefits					
1-09-4005-000 Payroll Taxes*	22,585	26,000	9,500	12,915	63.62%
1-09-4010-000 Health Insurance*	41,189	34,500	23,000	16,311	71.63%
1-09-4015-000 PERS*	27,015	30,500	12,000	15,485	63.56%
Subtotal (Benefits)	\$ 90,789	\$ 91,000	\$ 44,500	\$ 44,711	67.00%
Total Personnel Expenses	\$ 376,780	\$ 397,250	\$ 169,500	\$ 189,970	66.48%
OPERATING EXPENSES:					
1-09-4050-000 Staff Travel	\$ 147	\$ 3,073		\$ 2,926	4.78%
1-09-4060-000 Staff Conferences & Seminars	2,747	10,244		7,497	26.81%
1-09-4155-000 Contracted/Cloud Services*	102,974	220,790	43,365	161,181	38.98%
1-09-4165-000 Memberships/Subscriptions	230	2,561		2,331	8.98%
1-09-4235-445 Mtce & Rep Operations - Telemetry*	1,046	5,151		4,105	20.30%
1-09-4270-000 Telecommunications*	74,608	107,045		32,437	69.70%
1-09-6300-400 Supplies - Telemetry	353	-		(353)	
1-09-6450-110 Equipment - GF Signet Flow Meters*	-	-	7,563	7,563	0.00%
1-09-7000-100 Leases - Equipment	32,280	56,000		23,720	57.64%
1-09-8000-100 Computer Equipment - Computers	46,161	45,381		(780)	101.72%
1-09-8000-200 Computer Equipment - Laptops	28,701	45,381		16,680	63.24%
1-09-8000-300 Computer Equipment - Monitors	-	2,017		2,017	0.00%
1-09-8000-500 Computer Equipment - Toner Cartridges	-	3,025		3,025	0.00%
1-09-8000-550 Computer Equipment - Telephony	-	3,025		3,025	0.00%
1-09-8000-600 Computer Equipment - Other	17,953	25,212		7,258	71.21%
1-09-8000-650 Computer Equipment - Warranty & Support	3,420	15,127		11,707	22.61%
1-09-8100-100 Computer Software - Maint. and Support	155,309	221,654		66,345	70.07%
1-09-8100-150 Computer Software - Dynamics GP Support	46,139	56,339		10,201	81.89%
1-09-8100-200 Computer Software - Software and Upgrades	8,011	20,487		12,476	39.10%
Subtotal Operating Expenses	\$ 520,079	\$ 842,512	\$ 50,928	\$ 373,362	58.21%
Total Departmental Expenses	\$ 896,859	\$ 1,239,762	\$ 220,428	\$ 563,332	61.42%

* Budget adjustments by Board action 05/11/20

Palmdale Water District
2020 Customer Care Budget
For the Eight Months Ending Monday, August 31, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-10-4000-000 Salaries	\$ 621,091	\$ 936,250		\$ 315,159	66.34%
1-10-4000-100 Overtime	3,367	7,500		4,133	44.89%
Subtotal (Salaries)	\$ 624,458	\$ 943,750	\$ -	\$ 319,292	66.17%
Employee Benefits					
1-10-4005-000 Payroll Taxes	49,722	74,750		25,028	66.52%
1-10-4010-000 Health Insurance	152,300	149,500		(2,800)	101.87%
1-10-4015-000 PERS	56,493	88,500		32,007	63.83%
Subtotal (Benefits)	\$ 258,515	\$ 312,750	\$ -	\$ 54,235	82.66%
Total Personnel Expenses	\$ 882,973	\$ 1,256,500	\$ -	\$ 373,527	70.27%
OPERATING EXPENSES:					
1-10-4050-000 Staff Travel	\$ (20)	\$ 2,049		\$ 2,068	-0.95%
1-10-4060-000 Staff Conferences & Seminars	-	3,073		3,073	0.00%
1-10-4155-000 Contracted Services	15,311	22,641		7,330	67.62%
1-10-4230-110 Maintenance & Repair-Office Equipment	331	202		(129)	164.21%
1-10-4250-000 General Material & Supplies	967	7,059		6,092	13.70%
1-10-4260-000 Business Forms	-	1,024		1,024	0.00%
Subtotal Operating Expenses	\$ 16,589	\$ 36,048	\$ -	\$ 19,459	46.02%
Total Departmental Expenses	\$ 899,562	\$ 1,292,548	\$ -	\$ 392,986	69.60%

New and Replacement Capital Projects

Budget Year	Project	Project Title	Project Type	Contractor	Approved Contract Amount	Board / Manager Approval	Payments Approved to Date	Contract Balance	Through Dec. 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 Total	2021 Carryover
2017	12-400	PRGRRP - Construction of Monitoring Wells / Test Basin	Water Supply	Environmental Const.	427,490	04/26/2017	281,190	146,300	246,765	26,170	4,173	4,083										34,425	
2017	12-400	PRGRRP - Construction of Monitoring Wells / Test Basin - Auxiliary Items	Water Supply	Various Vendors			200,501	-	178,484	7,050		5,466			9,500							22,016	
2018	15-613	WM Replacement - Avenue V5 (Spec 1504)	Replacement Cap.				111,909	-	722	3,371	1,686			51,130		55,000						111,187	
2018	16-602	WM Replacement - Avenue P & 25th ST (Spec 1601)	Replacement Cap.				24,884	-	16,730	3,371	1,686	927				2,170						8,154	
2017	16-605	WTP - Additional Brine Tank/Salt Silo	New Capital				130,559	-	130,076	483												483	
2018	18-410	PRV Replacement - 40th ST E (Bypass)	General Project				9,165	-	9,165													-	
2018	18-606	45th ST Tank Site - Altitude Valve Replacement	Replacement Cap.				72,141	-	72,141													-	
2018	18-609	WTP Replacement Sodium Hypochlorite Unit	Replacement Cap.	DeNora Water Tech			68,290	-	68,290													-	
2018	18-615	Install/Construction - Water Fill Station	General Project				43,846	-	19,942		21,972		1,932									23,904	
2019	19-602	WTP Replacement of 30" & 42" Mag Meters	Replacement Equip.				63,456	-	48,879	9,570	927					4,081						14,577	
2019	19-603	Repl (3) Sludge Pumps & Motors	Replacement Equip.				37,691	-								37,691						37,691	
2019	19-604	Purchase/Install Sampling Dock @ WTP	General Project				11,139	-	8,844							2,295						2,295	
2019	19-606	Install 2 Brine Tanks at Well 7/45th St Sites	General Project				34,544	-					34,544									34,544	
2019	19-611A	Spec 1210 - ML Replace Ave P8 & 20th St E	Replacement Cap.				99,539	-	79,922	4,552	1,513	2,390	6,568	4,505		90						19,617	
2019	19-611B	Spec 1210 - ML Repl P9 - Chg Orders	Replacement Cap.				34,819	-	-							22,319	12,501					34,819	
2020	20-600	Repair Traveling Screen @ WTP Aqueduct Turnout	General Project				31,683	-	-	31,548	134											31,683	
2020	20-601	Repair Well #7	General Project				41,955	-	-	38,712		3,244										41,955	
2020	20-602	Plm Ditch Improvements-Yr 1	General Project				18,135	-	-		18,135											18,135	
2020	20-603	WTP-Purchase 14 Turbidity Meters	Replacement Equip.				22,290	-	-				19,799			2,444	47					22,290	
2020	20-604	Install 2" SVC at WTP	General Project				9,793	-	-				9,793									9,793	
2020	20-605	Sierra Hwy Tie-in @ Harold St and Abandonment Plan	Replacement Cap.				2,490	-	-				2,490									2,490	
2020	20-606	2800 Zone Velocity Deficiency	General Project				720	-	-						720							720	
2020	20-607	Move PRV Station @ 45th St E	Replacement Cap.				-	-	-													-	
2020	20-608	WM Repl in 17th St E from Ave P4 to Ave P8	Replacement Cap.				-	-	-													-	
2020	20-609	WM Repl in Ave Q6,12th to 16th	Replacement Cap.				1,530	-	-						1,530							1,530	
2020	20-610	2950 Zone Booster Station @ 3M Clearwell Site	Replacement Cap.				810	-	-				810									810	
2020	20-611	2020 Meter Exchange Program	General Project				7,429	-	-		7,429											7,429	
2020	20-613	Design & Remodel Dist MO, Crew Rm, New PurchOffice	General Project				421,101	-	-				50,000	4,296	255,352	106,403	5,051					421,101	
2020	20-615	2020 Soft Start Repl Program	General Project				20,040	-	-			15,878			4,035		127					20,040	
2020	20-618	(2) IPS Pumps-Check Valves WTP	General Project				56,547	-	-				56,547									56,547	
2020	20-700	2020 Large Mtr/Vault Repl Prog	Replacement Cap.				43,061	-	-	25,028	8,514		4,665			4,854						43,061	
2020	20-703	Water Conservation Garden Construct @ MOB	General Project				850	-	-						850							850	
Sub-Totals:					427,490		1,902,106	146,300	879,960	149,855	66,169	31,987	187,147	59,931	338,373	170,961	17,725	-	-	-	-	1,022,146	-

Consulting and Engineering Support

Budget Year	Project	Project Title	Project Type	Contractor	Approved Contract Amount	Board / Manager Approval	Payments Approved to Date	Contract Balance	Through Dec. 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 Total	2021 Carryover
2017	12-400	PRGRRP - CEQA, Permitting, Pre-Design, and Pilot	Water Supply	Kennedy/Jenks	1,627,000	05/12/2016	-	1,627,000	-													-	
		Paid by General Fund		Kennedy/Jenks			432,840	-	432,840													-	
2017	14-603	Upper Amargosa Recharge Project	Water Supply	City of Palmdale	1,250,000	12/04/2013	1,268,806	(18,806)	244,431					1,024,374								1,024,374	
2017	04-501	Littlerock Sediment Removal Project (EIR/EIS/Permitting)	Water Supply	Aspen	869,023	09/14/2016	-	869,023	-													-	
		Paid by General Fund		Aspen			523,415	-	315,907	207,044						464						207,508	
		Paid by 2018A Water Revenue Bonds		Aspen	1,238,287	07/18/2018	973,529	264,758	794,485			34,968				72,940	8,799					179,043	
		Paid by 2018A Water Revenue Bonds		ASI	9,275,808	07/18/2018	11,413,980	(2,138,172)	9,478,500	1,400,617	534,863											1,935,480	
2017	04-501	Littlerock Sediment Removal (Cost Recovery Agreement)	Permitting	Forest Service	100,000	04/26/2017	-	100,000	-													-	
2017	04-501	Littlerock Sediment Removal Project - Design Grade Control Structure	Water Supply		-		146,954	-	146,954													-	
2019	19-702	SPCC Plan for Water Treatment Plant					3,542	-	-		3,542											3,542	
2020	20-405	Well Rehab Consulting Services		Kyle Groundwater	-		34,383	-								34,383							
Sub-Totals:					14,360,118		14,797,448	703,804	11,413,117	1,607,661	600,742	34,968	-	1,024,374	73,404	43,182	-	-	-	-	-	3,349,948	-

New and Replacement Equipment

Budget Year	Project	Project Title	Project Type	Contractor	Approved Contract Amount	Board / Manager Approval	Payments Approved to Date	Contract Balance	Through Dec. 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 Total	2021 Carryover
2020	19-605	HX50 Vacuum Excavator	New Equipment				107,979	-	4,818	694	102,467											103,161	
2020	20-612	Update Fire Alarm System @ Main Office Building	General Project				32,139	-	-						31,121	1,018						32,139	
2020	20-614	281-156 2004 F350 Ford PU	Replacement Equip.				30,769	-	-		30,769											30,769	
2020	20-616	Two-Way Radio Sys Upgrade	Replacement Equip.				80,943	-	-						80,832	111						80,943	
2020	20-617	Truck Mounted Welder (Truck 115)	Replacement Equip.				6,625	-	-				6,625									6,625	
							-	-	-													-	
							-	-	-													-	
Sub-Totals:							258,455	-	4,818	694	133,236	-	6,625	-	111,953	1,129	-	-	-	-	-	253,637	-

Palmdale Water District
2020 Capital Projects - Contractual Commitments and Needs

Water Quality Fee Funded Projects

Budget Year	Work Order	Project Title	Project Type	Vendor/Supplier	Approved Contract Amount	Board / Manager Approval	Payments Approved to Date	Contract Balance	Through Dec. 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 Total	2021 Carryover
2019	20-401	GAC Replacements @ WTP	Water Quality	Calgon Carbon	-	07/09/2014	123,876	-								123,876						123,876	
2019	20-401	GAC Replacement @ Underground Booster Station	Water Quality	Evoqua	-	03/10/2017	-	-														-	
										-	-	-	-	-	-	-	-	-	-	-	-	-	
			Sub-Totals:		-		123,876	-	-	-	-	-	-	-	-	123,876	-	-	-	-	-	123,876	-

- = Projects that originated from 2013 WRB Funds
- = Project had additional funding paid out by the general fund to complete.
- = Project is now deemed complete with no further expense.
- = Projects paid by 2018 WRB Funds

Project Summary (W/O GAC Included)	Totals	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2019 Total
Total Approved Contracts to Date	14,787,608													
Total Payments on Approved Contracts to Date	16,958,010													
Total Contract Balance to Date	850,104													
Non-Operating Capital Expenditures (Paid)		1,758,210	800,146	66,955	193,772	1,084,305	523,730	215,273	17,725	-	-	-	-	4,660,115
Non-Operating Capital Expenditures (Projected)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Funding Available Through Water Supply Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2019 Funding Through Budgeted Non-Operating Capital Ex.	4,660,115	1,758,210	800,146	66,955	193,772	1,084,305	523,730	215,273	17,725	-	-	-	-	4,660,115

Water Revenue Bond - Series 2018A

Updated: September 15, 2020

Project	Project #	Description	Bond Allocation	Contractual Commitment	Payout to Date	Over/(Under)	Uncommitted Bond \$
LGCS-ASI	04-501	Littlerock Dam - Grade Control Structure (Construction)	\$ 8,160,257	\$ 10,619,601	\$ 10,697,276	\$ (77,675)	\$ (2,537,019)
		Original Contract Amt: \$9,500,808, C.O.1: \$1,118,792.54					
LGCS-ASP	04-501	Littlerock Dam - Grade Control Structure (Monitoring)		1,238,287	924,890	313,397	(924,890)
WTP		Water Treatment Plant Improvements	2,375,000		-	-	
6MG		6 M.G. Reservoir Renovations	1,050,000		-	-	
WMR		Various W.M. Replacements	1,789,612		-	-	
PWD		Design, Engineering and Other Preconstruction Costs	173,000		-	-	
WRB		Bond Issuance Costs	226,303		226,303	-	
ISS		Issuance Funds			(12,092)		
Interest Earned through January 31, 2020					(332,762)		
Totals:			\$ 13,774,172	\$ 11,857,888	\$ 11,503,615	\$ 235,722	\$ (3,461,909)
2018A Water Revenue Bonds - Unallocated Funds:				\$ 1,916,284			
2018A Water Revenue Bonds - Remaining Funds to payout:					\$ 2,270,557		

Requisition No.	Payee	Date Approved	Invoice No.	Project	Payment Amount
	Issuance Costs	Jun 27, 2018	N/A	WRB	\$ 226,302.82
	Interest - Jul 2018		N/A	INT	1,384.72
	Interest - Aug 2018		N/A	INT	20,900.39
1	Aspen Environmental Group	Sep 12, 2018	1116.007-01	LGCS-ASP	28,105.88
2	ASI Construction LLC	Sep 18, 2018	01	LGCS-ASI	60,027.00
	Interest - Sep 2018		N/A	INT	21,047.68
3	ASI Construction LLC	Oct 2, 2018	02	LGCS-ASI	156,655.00
4	Aspen Environmental Group	Oct 8, 2018	1116.007-02	LGCS-ASP	51,072.42
5	Aspen Environmental Group	Oct 30, 2018	1116.007-03	LGCS-ASP	56,698.38
	Interest - Oct 2018		N/A	INT	20,838.36
6	ASI Construction LLC	Nov 7, 2018	03	LGCS-ASI	844,455.00
	Interest - Nov 2018		N/A	INT	22,998.40
7	Aspen Environmental Group	Dec 10, 2018	1116.007-04	LGCS-ASP	99,711.66
7	ASI Construction LLC	Dec 10, 2018	04	LGCS-ASI	665,631.99
	Interest - Dec 2018		N/A	INT	21,673.24
8	Aspen Environmental Group	Jan 3, 2019	1116.007-05	LGCS-ASP	67,719.03
9	ASI Construction LLC	Jan 7, 2019	05	LGCS-ASI	1,494,216.00
10	Aspen Environmental Group	Jan 29, 2019	1116.007-06	LGCS-ASP	56,529.35
	Interest - Jan 2019		N/A	INT	22,085.33
11	ASI Construction LLC	Feb 14, 2019	06	LGCS-ASI	338,899.30
	Interest - Feb 2019		N/A	INT	20,485.96
12	Aspen Environmental Group	Feb 28, 2019	1116.007-07	LGCS-ASP	78,799.25
	Interest - Mar 2019		N/A	INT	17,656.62
13	Aspen Environmental Group	Apr 1, 2019	1116.007-08	LGCS-ASP	34,790.67
13	Aspen Environmental Group	Apr 1, 2019	1116.008-01	LGCS-ASP	7,731.53
14	Aspen Environmental Group	Apr 22, 2019	1116.007-09	LGCS-ASP	6,938.12
	Interest - Apr 2019		N/A	INT	19,042.25
15	Aspen Environmental Group	May 15, 2019	1116.007-10	LGCS-ASP	6,958.75
	Interest - May 2019		N/A	INT	18,485.68
	Interest - June 2019		N/A	INT	18,852.79
16	Aspen Environmental Group	Jul 1, 2019	1116.007-11	LGCS-ASP	11,059.71
17	Aspen Environmental Group	Jul 30, 2019	1116.007-12	LGCS-ASP	22,237.47
	Interest - July 2019		N/A	INT	18,017.03
18	Aspen Environmental Group	Aug 27, 2019	1116.007-13	LGCS-ASP	58,421.77
19	ASI Construction LLC	Aug 28, 2019	Chng Order 4	LGCS-ASI	1,118,792.54
	Interest - August 2019		N/A	INT	18,580.51
	Interest - September 2019		N/A	INT	16,527.97
20	ASI Construction LLC	Oct 15, 2019	08	LGCS-ASI	1,361,654.50
	Interest - October 2019		N/A	INT	14,239.81

(Cont.)

[illegible]

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

DATE: September 16, 2020 **September 24, 2020**
TO: FINANCE COMMITTEE **Committee Meeting**
FROM: Mr. Adam Ly, Assistant General Manager
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.5 – CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF RESOLUTION 20-14 BEING A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT ADOPTING AN AMENDMENT TO APPENDIX M, BID PROCUREMENT AND CHANGE ORDER POLICY, OF THE PALMDALE WATER DISTRICT’S RULES AND REGULATIONS. (NO BUDGET IMPACT – ASSISTANT GENERAL MANAGER LY)***

Recommendation:

Staff recommends that the Board approve Resolution 20-14 Being A Resolution of the Board of Directors of the Palmdale Water District Adopting an Amendment to Appendix M, Bid Procurement and Change Order Policy, of the Palmdale Water District’s Rules and Regulations.

Alternative Options:

Do not amend Appendix M .

Impact of Taking No Action:

Failure to achieve strategic objectives set by the Board.

Background:

The District’s Bid Procurement and Change Order Policy (Appendix M) was recently updated in February 2020 and was originally adopted by the Board in 1990. Based on current Appendix M, dollar limits below \$6,000 can be authorized by the General Manager; between \$6,000 to \$50,000 requires authorization by the appropriate Board Committee, and over \$50,000 requires competitive bid and authorization by the Board of Directors. The lowest limit has been revised up to \$10,000 from \$6,000.

Additionally, the policy lacked the necessary language on purchasing authority and accounts payable approval. As part of succession planning, staff are documenting business processes for fiscal accuracy and responsibilities. The additional sections document the current practices and add transparency and accountability to the policy.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 2 – Organizational Excellence, No. 3 – Systems Efficiency and No. 4 – Financial Health and Stability.

This item directly relates to the District’s Mission Statement.

Budget:

No budget impacts.

Supporting Documents:

- Proposed Appendix M
- Resolution 20-14

APPENDIX M

~~BID~~ PROCUREMENT AND ~~CHANGE ORDER~~ PURCHASING POLICY

BID-PROCUREMENT AND PURCHASING CHANGE ORDER POLICY

I. Statement of Policy

This statement of policy establishes the guideline for purchasing approval and letting contracts for the performance of work for the District or the acquisition of materials or equipment. It is the policy of the District to ensure the maximum use of fair and open competition to obtain goods and services for operation at the lowest possible overall cost. However, notwithstanding this statement, all contracts for work and for acquisition of materials and equipment, may be made or entered into upon such terms and conditions and in such manner as the Board may determine is in the best interest of the District.

II. Principles

A. The following apply to all purchase made by the District, unless otherwise exempted as set forth herein:

1. No purchase will be approved or undertaken unless it has been budgeted for, either through the adopted annual budget or Board approval of additional appropriations. It is the responsibility of the Department Manager to maintain control of their departmental budgets.
2. Emergency: The determination of the existence of an emergency condition shall be at the direction of the General Manager or his designated representative. In the event of an emergency, the General Manager or his designated representative may negotiate and award contracts for construction of work to prevent damage or repair damaged works without advertising for bids and expend any sum reasonably required in the emergency as outline in Section 4.03.3(b) of the District Rule and Regulations. The General Manager shall report to the Board of Directors, at its next meeting, the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.
3. All purchases shall be of the quality deemed necessary to meet District standard.

4. Competitive offer requirements are set out in subsequent sections of this policy and are established based on type of purchase and/or established dollar limits.

5. A purchase, including capital projects, shall not be split to avoid required procedures or established dollar limits.

6. No purchase shall be made without authorized requisition, Purchase Order (PO), contract or agreement unless exempted in these guidelines. The following purchases are exempt from these procedures:

i. Utilities

ii. Insurance premiums

iii. Membership renewals and subscriptions

iv. Postage and mailing services

v. Certain employee expense reimbursements

vi. Tuition reimbursements

vii. Conferences, seminars, and training expenses

viii. Travel expenses

ix. In emergency situations where time is of the essence

7. Authorized requisition process and approval rules are detailed in the District's Requisition/PO procedures. Any changes or modifications to the procedures must be approved by the General Manager.

8. No District employee or Board member shall have a direct or indirect financial interest in any contract or purchase of goods or services entered into by the District, or shall derive any personal benefit that violates California law as a result of the District's purchase of goods and services.

9. Any District employee or Board member failing to follow the procurement policy and procedures may incur personal liability or financial obligation to the vendor.

B. Exceptions to Competitive Offer Requirements

As applicable in Section III through V, the informal offers and the formal bidding process may be bypassed with General Manager approval in the following instances:

1. In emergency situation where time is of the essence, pursuant to the principles in Section II(A)(2).
2. Where a single source of sole source purchase is justified.
3. When there exist other governmental contracts that were competitively bid within the last year that the District is eligible to use and would result in a lower price to the District.
4. When an item has been previously bid and the price has not changed by more than three percent (3%).
5. When it is not possible, practical, or cost effective to continue soliciting offers to meet minimum of three (3) bids provided that staff will use its best efforts to obtain competitive offers.

III. General Supplies, Materials and Equipment

General supplies, materials and equipment shall consist of any and all tangible items necessary for day-to-day operations, excluding goods purchased as part of a Construction Contract or Professional Agreement (Section IV). These purchases are included in the annual budget. All purchase must be approved through the District's Requisition/PO process unless otherwise specified.

- A. General Purchase \leq \$10,000 – Purchase of \$10,000 or less do not require competitive offers. Use of a Request for Quote (RFQ) or Request for Proposal (RFP) is encouraged when appropriate but not required.
- B. General Purchase $>$ \$10,000 to \$50,000 – Purchase between \$10,000 and \$50,000 must be approved by the Finance Manager or Assistant General Manager. The Department Manager should make a reasonable attempt to obtain at least two written quotes. The use of RFQ or RFP is strongly encouraged but not required.

C. General Purchase between \$50,001 and \$100,000 – Purchase between \$50,001 and \$100,000
must be approved by the General Manager. Where practical, formal bidding should be used to
assure that the District is getting the best value. The Department Manager shall evaluate the
quotes/proposals (formal or informal) received and determine the best value.

D. General Purchase over \$100,001 – Purchase above \$100,001 shall be formally bid when practical.
The formal process generally takes more time and expense than informal quotes. In some
instances, it may not be the most cost-effective approach. Exceptions to the formal bid process
are considered on a case by case basis.

IV. Construction Contract and Professional Agreement

IA. Work Cost More Than \$50,000

a1. Except as otherwise provided in this statement of policy, all contracts for any improvement, job, construction project or unit of work (herein referred to as work), and all acquisitions of material or equipment, estimated to cost or to have a value when completed in excess of Fifty Thousand Dollars (\$50,000) shall be competitively bid and awarded ~~let~~ to the lowest responsible bidder in the manner hereinafter provided.

b. ~~The Board shall first determine whether the contract shall be let or the acquisition made as a single unit for the whole of the work or acquisition, or whether it shall be divided into severable convenient plans.~~

e2. The Contract documents shall be prepared utilizing the District's standard forms with such modification as may be appropriate for the particular work or unit of work, or the acquisition of materials or equipment. ~~In the case of work to be performed for the District,~~
~~¶~~The documents to be prepared shall ordinarily include the Notice Inviting Bids, Instructions to Bidders, the Proposal for submission by the bidder, the Information Required of Bidder, setting forth the equipment and material source and other required information, Contractor's Licensing Statement, List of Subcontractors, Bid Security Form,

Agreement, Faithful Performance Bond, Payment Bond, Non-Collusion Affidavit, Notice to Proceed, General Provisions, Special Provisions, and Plans and Specifications.

3d. Unless otherwise required by the provisions of the Public Contract Code, the District may advertise either electronically via a web base bidding service or in printed publications, for inviting proposals for furnishing labor for or materials or supplies for use or incorporation in, the proposed work or unit of work, or for providing materials or equipment. To the extent applicable to a specific work or acquisition, the notice calling for bids shall contain the information specified in Section 20564 of the Public Contract Code. In the event that the construction of works is to be paid for with the proceeds of the sale of bonds or a limited assessment, the District shall give said notice by publication once a week for three (3) successive weeks in a newspaper of general circulation published in the District as specified in Section 20563 of the Public Contracts Code.

4e. All bids shall be presented on forms furnished by the District either electronically or sealed bid, and, ~~in the case of a bid to perform work for the District,~~ it shall be accompanied by one of the following forms of bidder's security: (1) cash, (2) a cashier's check made payable to the District, (3) a certified check made payable to the District, or (4) a bidder's bond executed by an admitted surety insurer made payable to the District.

5f. At the time, place appointed, and set forth in the Notice Inviting Bids, the bids shall be available either on the bidding service website or opened in public.

6g. The District ~~shall~~ shall assign a five (5) percent contract bid reduction to a bidder which is a "Local Contractor or Vendor" as defined in ~~(n13)~~(4i).

7h. The Board may reject any and all proposals or bids should it deem it to be for the public good, or may award the contract for the work or unit of work, or materials or equipment, to the lowest responsible bidder at the prices named or specified in the bid or proposal subject however to Paragraph 8i.

8i. Once all bids have been opened or received electronically through a web based bidding service, the bids of those bidders which are “Local Contractors or Vendor” shall be reduced by five percent (5%) for purposes of determining the lowest responsible bidder. If the bid of a Local Contractor or Vendor, after applying the contract bid reduction provided for in Paragraph g6, is then the lowest responsible bid, that Local Contractor or Vendor shall be awarded the contract at the amount of its bid without regard to any contract bid reduction, subject to the remaining provisions of this policy.

9j. The District or its agents may refuse to award a contract under Section i Paragraph 8 to a Local Contractor or Vendor if it makes a determination that the products purchased or work provided by a bidder cannot be provided within a timely manner for the performance of the contract or a determination the Local Contractor or Vendor cannot meet specified quality performance standards or experience requirements.

10k. If any federal or state statute or regulation precludes the granting of federal or state assistance or reduces the amount of that assistance for a particular public works project because of a preference awarded according to the terms of this policy, this policy shall not apply insofar as its application would preclude or reduce federal or state assistance for that work.

11. In the case of work to be performed for the District, the District shall require the successful bidder or bidders to file with the Board good and sufficient bonds, to be approved by the Board, conditioned upon the faithful performance of the contract and upon payment of all claims for labor and materials in connection therewith.

12. In the case of work to be performed from the District, the District shall require the successful bidder or bidders to carry public liability and property damage insurance, workers' compensation insurance, and other insurance, in the amounts and under the terms stipulated in the Contract documents.

13. The following terms shall have the following meanings:

4i) "Local Contractor or Vendor" means a contractor or vendor whose principal place of business as reflected in official records is located in the area shown on the Local Contractor and Vendor Boundary Map attached hereto. Those claiming to be Local Contractors and Vendors shall submit proof of their principal place of business with their bid.

2ii) "Lowest Responsible Bidder" shall mean a person who submits the lowest monetary bid, taking into account the contract bid reduction provided for in paragraph g, and which responds to the terms upon which bids were requested, and who has the capacity, integrity, and ability to perform the particular requirements of the contract. Factors which may be considered in determining the "lowest responsible bidder" include, but are not limited to, all of the following:

- a) The contractor's prior record of performance on other public works projects, if any, including timely completion of performance, quality of work, and completion of projects within project budget or bid amount submitted.
- b) The contractor's involvement in any ongoing litigation or contract disputes with the awarding authority which could impair satisfactory performance on the contract to be awarded.
- c) The contractor's history of noncompliance with occupational safety and health requirements, labor statutes and regulations, and other local, state, and federal laws.

HB. Work or Acquisitions Costing More Than \$610,000, But Not More than \$50,000

All contracts for any work or unit of work, and all acquisitions of materials or equipment, having been submitted either informal or formal bids in accordance with this statement of policy and having a value in excess of Six-Ten Thousand Dollars (\$610,000), but not more than Fifty Thousand Dollars (\$50,000), shall be reviewed and recommended by a Committee of the Board, and the

Board shall concur by majority vote. In the event no formal competitive bids are solicited, the Board may also give local contractors and vendors a preference.

HC. **Work or Acquisitions Costing Less Than \$610,000**

All contracts for any work or unit of work, and all acquisitions of materials or equipment, estimated to cost or to have a value when completed that is less than ~~Six-Ten~~ Thousand Dollars (\$~~610~~,000), may be authorized by the District's General Manager without compliance with any formal competitive bidding procedure or prior Board approval, and in any such case he may authorize the work or unit of work or acquire the materials or equipment, by informal bidding or quotations or by purchase on the open market without advertising. The District's General Manager may give local contractors and vendors a preference.

VD. **Change Order Policy**

All change orders occurring during the performance of a contract shall be reported to the Board. Change order amounts which are ~~Six-Thousand-Dollars (\$6,000) or less~~ than or which are ten percent (10%) ~~or less~~ of the original contract amount up to a maximum amount of Fifty Thousand Dollars (\$50,000) may be authorized by the District's General Manager; however, change order amounts greater than ~~Fifty-Six~~ Thousand Dollars (\$~~650~~,000) ~~and or~~ greater than ten percent (10%) of the original contract amount ~~up to a maximum change order amount of Fifty Thousand Dollars (\$50,000)~~ shall be approved by ~~the appropriate Committee of the~~ the appropriate committee or full Board of Directors. ~~The Board shall by a majority vote approve all change order amounts in excess of Fifty-Thousand-Dollars (\$50,000). In the case of contracts with unit prices, if the number of units of significant bid items increases by twenty percent (20%) or more, Board approval must be obtained.~~

V. **Electronic Bidding**

aA. Notwithstanding any contrary provision in Appendix M, the use of electronic media is authorized for any formal and informal bidding process pursuant to Appendix M, including without limitation

submission, identification, opening and reporting of bids electronically ("electronic bidding"; "E-Bid"), provided that it be in accordance with state law. Electronic bidding shall include measures as the District deems appropriate for security of the bidding, approval and award processes and accurate retrieval or conversion of electronic information into a medium which permits inspection and copying. All electronic bids shall be submitted in a manner set forth in the Notice -Inviting Bids and/or the bid instructions.

B. The District may, in its sole discretion, require electronic bidding for any informal and formal bids authorized under Appendix M. If the District elects to use electronic bidding, then all bids must be submitted electronically consistent with the Notice Inviting Bids and/or bid instructions. If electronic bidding is not selected, then no bids may be submitted electronically and will be submitted sealed bid at a date, time and place.

VI. Exceptions to Statement of Policy

The policy specified in this statement shall not apply in the following cases or circumstances:

- (1) A contract for the acquisition or disposal of any real property.
- (2) A contract for the leasing of any personal property or the acquisition of personal property other than materials and equipment for use in construction activities.
- (3) A contract for the purchase of water or water rights.
- (4) A contract for the repair of District equipment.
- (5) A contract for legal, engineering and other professional services.
- (6) ~~A contract for the performance of work or acquisition of materials or equipment deemed by the Board to be of urgent necessity for the preservation of life, health or property, or in order to continue to provide water to the District's existing customers, and such action is authorized by a two-thirds vote of the District's Board.~~
- (7) The repair, alteration, addition, or the making of improvements, by force account.

- (8) Work related to and in furtherance of the purposes of the District, or materials or equipment acquired for such purposes, where such work is to be performed or such materials or equipment are to be acquired, for the account of other persons or entities, ~~an~~ a ~~an~~ example of such work ~~or acquisition being the~~ is construction of a water ~~transmission pipeline or the installation of meters or other facilities~~ for a developer and done at the developer's expense.
- (9) A contract for the performance of work or acquisition of materials in instances where work and materials are regularly and periodically required and work and materials for the repair or replacement of prior works or materials relating to the following:

a) Asphalt and concrete patching;	i) Online analyzers
b) Janitorial supplies;	j) Treatment chemicals
c) Office supplies;	k) Laboratory supplies and testing equipment
d) Aggregate (sand, base and similar materials);	l) Landscape services
e) Cold mix asphalt;	m) Janitorial services
f) Data mailers;	n) Printing services
g) Water meters;	o) Answering services
h) Pumps and Motors	p) Pest control services

VII. Scope of Statement of Policy

~~This statement of policy establishes the manner of calling for bids and letting contracts for the performance of work for the District or the acquisition of materials or equipment. However, notwithstanding this statement, all contracts for work and all contracts for acquisition of materials and equipment, may be made or entered into upon such terms and conditions and in such manner as the Board may determine is in the best interest of the District.~~

BID PROCUREMENT POLICY APPROVED AND ADOPTED AT A REGULAR BOARD MEETING OF THE PALMDALE WATER DISTRICT BOARD OF DIRECTORS HELD APRIL 19, 1990

Revised 1-14-92
Revised 9-15-92
Revised 4-25-94
Revised 11-10-97
Revised 2-24-2020

RESOLUTION NO. 20-14
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PALMDALE WATER DISTRICT
ADOPTING AN AMENDMENT TO APPENDIX M,
BID PROCUREMENT AND CHANGE ORDER POLICY,
OF THE PALMDALE WATER DISTRICT'S RULES AND REGULATIONS

WHEREAS, Appendix M, Bid Procurement and Change Order Policy, of the Palmdale Water District's Rules and Regulations establishes the manner of calling for bids and letting contracts for the performance of work for the District or the acquisition of materials or equipment; and

WHEREAS, pursuant to Appendix M, the General Manager shall have the authority to authorize all contracts for any work or unit of work and all acquisitions of materials or equipment estimated to cost or to have a value when completed of less than \$10,000.00; and

WHEREAS, in accordance with said December 2019 CCI as reported by the ENR and as stated in said Appendix M, the appropriate Board Committee shall have the authority to authorize all contracts for any work or unit of work and all acquisitions of materials or equipment having been submitted by either informal or formal bids estimated to cost or to have a value when completed of more than \$10,000.00, but no more than \$50,000.00; and

WHEREAS, the Palmdale Water District ("District") desires to update Appendix M, the Bid Procurement and Change Order Policy, of the District's Rules and Regulations to update approval limit comparable to other water agencies and current Construction Cost Index (CCI) as reported by the Engineering News Record (ENR) by the percentage increase of the indexes from December 1990 and December 2019; and

WHEREAS, the District also desires to clarify the delegation of authority regarding requisitions and invoice approval for work and acquisition of materials or equipment budgeted in the annual budget process and change the policy's name to Procurement and Purchasing Policy to reflect this addition.

NOW THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Notwithstanding any contrary provision in Article 17 of the Palmdale Water District's Rules and Regulations, approval authorities are updated and added to Appendix M, as set forth in Exhibit "A" to this Resolution.

SECTION 2. The District shall rename said Appendix M to Procurement and Purchasing Policy.

SECTION 3. Upon the effective date of this Resolution, adopted herein, the Resolution shall supersede any and all prior resolutions adopted that are in conflict with this Resolution.

SECTION 4. If any provision in this Resolution, or the application thereof to any person or circumstances, is for any reason held invalid, the validity of the remainder of this Resolution, or the application of such provisions to other persons or circumstances shall not be affected thereby. The Board of Directors hereby declares that it would have passed this Resolution, and each provision thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof to any person or circumstance be held invalid.

SECTION 5. This Resolution shall become effective upon the date of adoption as set forth herein.

PASSED, APPROVED AND ADOPTED on this 12th day of October 2020 by the Board of Directors of the Palmdale Water District.

Vincent Dino, President
Board of Directors
Palmdale Water District

Don Wilson, Secretary
Board of Directors
Palmdale Water District

APPROVED AS TO FORM:

Aleshire & Wynder. LLP
Eric Dunn, District General Counsel

**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

DATE: September 16, 2020
TO: FINANCE COMMITTEE
FROM: Michael Williams, Finance Manager/CFO
VIA: Mr. Dennis LaMoreaux, General Manager
RE: *AGENDA ITEM 5.1 – REPORTS*

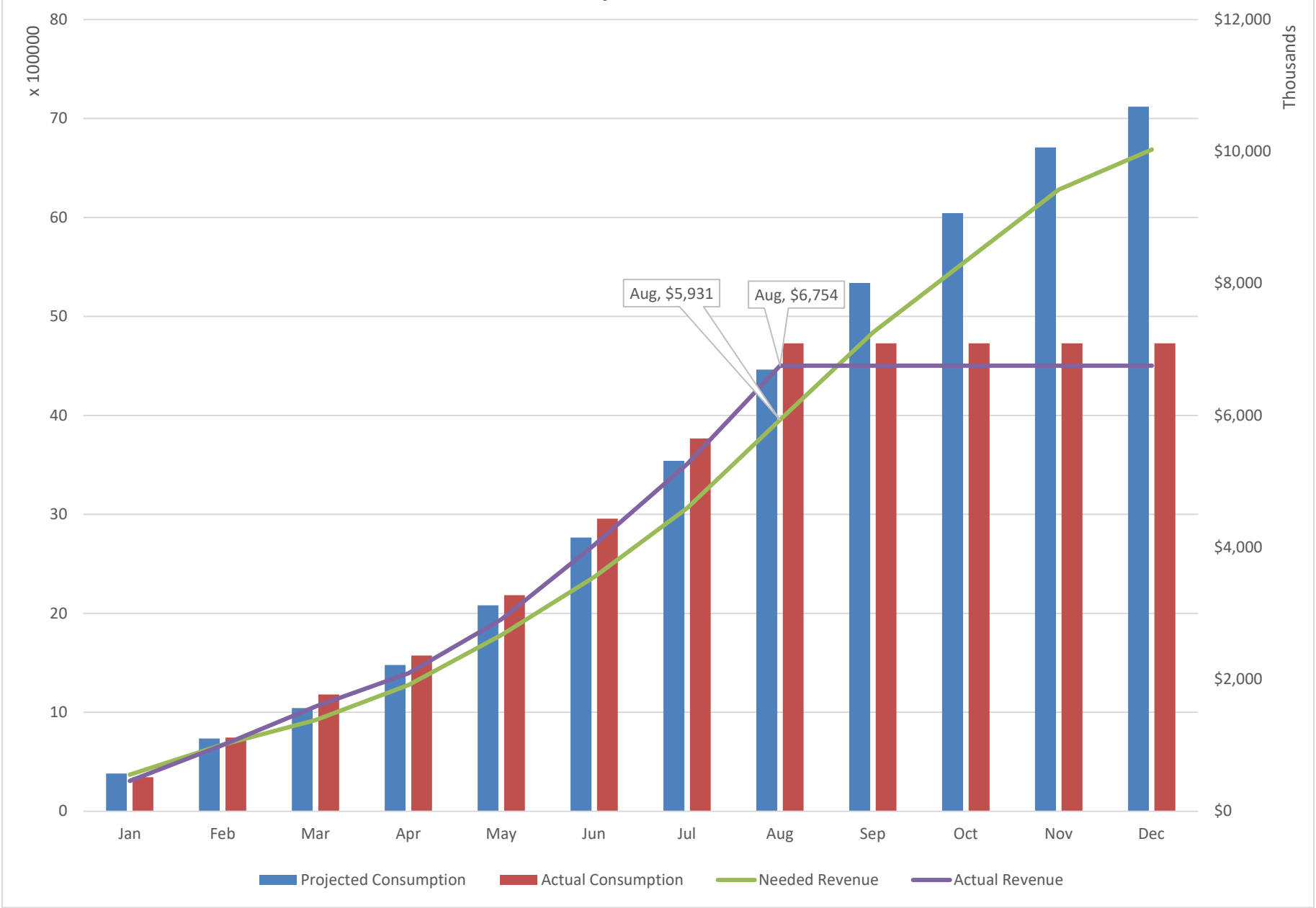
**September 24, 2020
Committee Meeting**

Discussion:

Presented here are financial related items for your review.

1. Effects of COVID-19 event:
 - a. As of August 31, 2020, we have 971 single family accounts with a past due balance over 60 days with amounts greater than \$50.00. Total outstanding for those accounts at 60+ days \$383,388. At July 31st, there were 870 accounts same stat with outstanding balance \$313,404. There is an increase in 90+ days delinquent of \$28,474 from July 31st to August 31st for a total at 90+ days of \$119,844.
 - b. Cash received for the month of August 2020 was \$172,537, or 7% higher than July 2020, and \$426,543, or 20% higher than June 2020. This is consistent with sales increase for the periods.
 - c. Cash received for the period 09/01/20 – 09/14/20 is \$116,043 higher than the same 14-day period of July 2020.
2. Revenue Projections (attachment):
 - a. Revenue projections for 2020, based on selling 16,341 AF, shows as of August 31st revenue is ahead of projections by approximately \$825K.
3. Status of Refunding 2020A Series Taxable Water Bonds:
 - a. Full Board approved moving forward at their meeting on September 14, 2020. We will explore refunding any of the 2013A outstanding bonds that will produce a present value savings of 5% or more. The current potential refunding is \$17.4M. Staff will be bringing legal documents to the full Board for adoption at the October 12, 2020 meeting with a target sell date of October 20th, provided the market stays stable with current conditions.

2020 Revenue Projections Based on 16,341 AF



PALMDALE WATER DISTRICT
Debt Service Coverage (\$000s)

Fiscal Year Ending September 30	Audited 2014	Audited 2015	Audited 2016	Audited 2017	Audited 2018	Audited 2019	Jul 2019 - Jun 2020	Aug 2019 - Jul 2020	Sep 2019 - Aug 2020
OPERATING REVENUES	23,342	21,248	22,587	23,693	24,884	25,166	25,860	26,206	26,543
Rate Stabilization Fund	23,342	21,248	22,587	23,693	24,884	25,166	25,860	26,206	26,543
OPERATING EXPENSES									
Gross operating expenses	22,405	20,974	22,704	23,054	24,436	25,092	22,740	22,700	22,368
Overhead adjustment	(509)	(26)	(153)	(46)	(103)	(1,049)			
SWP Fixed operations and maint	(363)	(126)	(126)	(26)	(22)	(23)	(22)	(26)	(29)
Non-Cash Related OPEB Expense	(1,786)	(1,828)	(1,872)	(1,384)	(959)	(865)			
Capital portion included above									
TOTAL EXPENSES	19,748	18,994	20,553	21,597	23,351	23,155	22,717	22,674	22,339
NET OPERATING REVENUES	3,594	2,254	2,033	2,096	1,533	2,010	3,143	3,531	4,204
NON-OPERATING REVENUE									
Ad valorem property taxes	2,132	2,146	2,189	2,289	2,436	2,508	2,396	2,375	2,355
Interest income	45	43	43	56	292	452	259	237	216
Capital improvement fees	14	367	235	1,021	107	624	1,049	1,049	1,152
Other income	306	768	403	363	121	72	251	251	250
TOTAL NON-OPERATING INCOME	2,497	3,324	2,870	3,730	2,956	3,656	3,955	3,912	3,972
NET REV AVAILABLE FOR DEBT SERVICE	6,091	5,578	4,903	5,826	4,489	5,666	7,098	7,443	8,176
NET DEBT SERVICE									
1998 Certificates of Participation									
2004A Certificates of Participation	1,373								
2012 Issue - Bank of Nevada		1,372	1,372	1,373	1,370	1,373	1,374	1,374	1,374
2013A Water Revenue Bond	2,344	2,350	2,350	2,351	2,351	2,346	2,338	2,338	2,338
2018A Water Revenue Bond					147	569	569	569	569
2017 Capital Lease				89	179	179	179	179	179
2012 Capital Lease	190	190	190	48					
TOTAL DEBT SERVICE	3,908	3,912	3,912	3,861	4,047	4,467	4,460	4,460	4,460
DEBT SERVICE COVERAGE	1.56	1.43	1.25	1.51	1.11	1.27	1.59	1.67	1.83
NET REV AVAILABLE AFTER D/S	2,183	1,665	991	1,965	443	1,199	2,638	2,983	3,717