

**PALMDALE RECYCLED WATER AUTHORITY (PRWA)
HELD AT CITY OF PALMDALE
CITY HALL COUNCIL CHAMBERS
38300 SIERRA HIGHWAY, SUITE B
PALMDALE, CALIFORNIA
REGULAR MEETING AGENDA NO. 28
NOVEMBER 16, 2016
7:00 P.M.
www.cityofpalmdale.org
www.palmdalewater.org**

WELCOME

NOTE: Materials related to an item on this Agenda submitted to the Palmdale Recycled Water Authority Board of Directors, or after distribution of the agenda packet, are available for public inspection at the City of Palmdale City Hall, located at 38300 Sierra Highway, Suite A, Palmdale, California, and at the Palmdale Water District, 2029 East Avenue Q, Palmdale, California during normal business hours and will also be available at the meeting. Those items provided by others at the meeting will be available at City Hall during normal business hours.

A **three-minute time limit** will be imposed on all speakers other than staff members.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Palmdale Water District at least 48 hours prior to the meeting.

Your courtesy is requested to help our meeting run smoothly. If you'll be kind enough to follow these simple rules, we can make the best possible use of your time and ours:

- Please refrain from public displays or outbursts such as unsolicited applause, comments, cheering, foul language, or obscenities.
- Any disruptive activities that substantially interfere with the ability of the Board of Directors to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.
- Please turn off or mute your cell phones and mobile devices.

1. CALL TO ORDER.

2. **PLEDGE OF ALLEGIANCE.**

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

4. **CONSENT CALENDAR – PUBLIC COMMENTS ONLY:** If you wish to comment on any item(s) listed on the Consent Calendar on this agenda, please come forward to the podium and state the item number(s) and your comments. **PLEASE NOTE: A three-minute time limit will be imposed on each speaker other than staff members.**

5. **CONSENT CALENDAR:**

NOTICE: All matters listed under the Consent Calendar will be enacted by one motion unless an item(s) is pulled by the Board, in which case the item(s) will be removed from the Calendar and will be considered separately following this portion of the Agenda.

5.1 Approval and Acceptance of three year Audit Proposal from Vavrinek, Trine, Day & Co., LLP (VTD) for preparation of annual audit for calendar years 2016, 2017, & 2018, and to authorize the Executive Director to enter into professional services agreement for the same. (Staff Reference: Treasurer-Auditor Williams)

5.2 Approve the Minutes from the previous meeting held on September 21, 2016. (Staff Reference: Secretary Smith)

Staff Recommendation: Move to approve the recommendations and findings on all items listed under this Consent Calendar. (Voice Vote - Requires a majority to approve.)

6. **SPECIAL REPORT:**

6.1 Announcement of recycled water agreement between District 20 and Palmdale Water District. (Staff Reference: Executive Director LaMoreaux)

There is no staff report for this item.

7. **NON-AGENDA ITEMS - PUBLIC COMMENTS:** This portion of the Agenda allows an individual the opportunity to address the Board of Directors on any subject regarding Palmdale Recycled Water Authority business. Under state legislation, no action can be taken on items not specifically referenced on the Agenda. **PLEASE NOTE: A three-minute time limit** will be imposed on each speaker other than staff members.

8. **REQUESTS FOR NEW AGENDA ITEMS:**

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

10. **ADJOURNMENT** to December 21, 2016 at 7:00 p.m. at the City of Palmdale City Hall Council Chambers located at 38300 Sierra Highway, Suite B, Palmdale, California.

Complete packets can be viewed at City Hall, located at 38300 Sierra Highway, Suite A, Palmdale, California; Palmdale Water District, 2029 East Avenue Q, Palmdale, California, and the Main Library, located at 700 East Palmdale Boulevard, Palmdale, California. You can also view the Agenda for the Palmdale Recycled Water Authority on the City's website at www.cityofpalmdale.org or the Palmdale Water District website at www.palmdalewater.org.

Thank you for attending your Palmdale Recycled Water Authority meeting. If you have any further questions, please contact the Secretary's Office at (661) 267-5151, Monday through Thursday, 7:30 a.m. to 6:00 p.m., closed every Friday.

PALMDALE RECYCLED WATER AUTHORITY BOARD MEMORANDUM

DATE: November 1, 2016 **November 16, 2016**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Michael Williams, Treasurer-Auditor, PRWA
VIA: Mr. Dennis LaMoreaux, Executive Director, PRWA

RE: AGENDA ITEM NO 5.1 – APPROVAL AND ACCEPTANCE OF THREE YEAR AUDIT PROPOSAL FROM VAVRINEK, TRINE, DAY & CO., LLP (VTD)

Recommendation:

Palmdale Recycled Water Authority (PRWA) staff recommends approval and acceptance of proposal from VTD for preparation of annual audit for calendar years 2016, 2017, & 2018, and to authorize the Executive Director to enter into professional services agreement for the same.

Background:

The Board of Directors authorized the issuance of a Request for Proposal (RFP) for auditing services at the July 20, 2016 Board meeting. Six firms responded to that request and were rated based on certain criteria listed in the RFP.

Overall Rating	5	5	3	5	3	2
	LSL	TRS	BA	VTD	PUN	F&C
Transmittal letter	5	4	3	5	5	3
Size	65 employees	33 employees	73 employees	200 employees	40 employees	10 employees
Office location	Orange County	Riverside	Bakersfield	Rancho Cucamonga	Orange	Sacramento
# of Staff for audit	2-partners, mgr, and senior	Partner, Mgr, accountant	2 partners, senior, 2 staff	2 partners, mgr, sup, staff	Partner, QC, GASB, 2 mgrs, sup, staff	Partner, Sup, Senior
Peer Review	Nov-13	Nov-14	Feb-13	May-15	Oct-15	Jul-14
Disciplinary Action	none	none	none	none	none	none
Experience	5	5	5	5	5	5
Similar Engagement	4-WD	1-WD	2-WD	3-WD	4-WD	2-IRR
Fee Financial	63 hrs \$9,910	80 hrs \$8,750 includes SCR	\$8,500	52 hrs \$7,500	70 hrs \$10,000	165 hrs \$16,200
Fee Single	26 hrs \$3,920	\$3,500 ??		23 hrs \$2,500	\$3,000	\$2,800/grant
			list payroll testing when RFP states no employees		Did not respond specifically to the RFP	list payroll testing when RFP states no employees

Three out of six rated at five, but staff's choice of VTD is based on price and familiarity with the Authority.

Financial Impact:

The preparation of the annual audit is included and accounted for in the annual budget.

**THERE IS NO
STAFF REPORT
FOR THIS ITEM**