

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. 27  
SEPTEMBER 21, 2016  
7:00 P.M.  
[www.cityofpalmdale.org](http://www.cityofpalmdale.org)  
[www.palmdalewater.org](http://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. **WAIVER OF FULL READING OF RESOLUTION(S).**

**Motion:** Move to waive full reading of the Resolution(s) to be considered and voted on at this meeting. (Voice Vote - Requires a majority to waive.)

5. **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.

6. **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.

6.1 ADOPT RESOLUTION NO. PRWA 2016-008, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE RECYCLED WATER AUTHORITY ADOPTING THE CONFLICT OF INTEREST AND DISCLOSURE CODE FOR THE PALMDALE RECYCLED WATER AUTHORITY. (Staff Reference: Executive Director LaMoreaux)

6.2 ADOPT RESOLUTION NO. PRWA 2016-009, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE RECYCLED WATER AUTHORITY ESTABLISHING COMPENSATION AND REIMBURSEMENT FOR TRAINING FOR THE PUBLIC MEMBER OF THE PALMDALE RECYCLED WATER AUTHORITY BOARD. (Staff Reference: Executive Director LaMoreaux)

6.3 ADOPT RESOLUTION NO. PRWA 2016-010, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE RECYCLED WATER AUTHORITY ESTABLISHING A POLICY TO ADD AGENDA ITEMS TO FUTURE AGENDAS. (Staff Reference: Executive Director LaMoreaux)

- 6.4 Approve the Minutes from the previous meeting held on August 17, 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.)

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. **INFORMATIONAL REPORT OF THE BOARD OF DIRECTORS, EXECUTIVE DIRECTOR, AND ASSISTANT EXECUTIVE DIRECTOR.**
9. **ADJOURNMENT to October 19, 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](http://www.cityofpalmdale.org) or the Palmdale Water District website at [www.palmdalewater.org](http://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  
RESOLUTION NO. PRWA 2016-008**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE PALMDALE RECYCLED WATER AUTHORITY  
ADOPTING THE CONFLICT OF INTEREST AND  
DISCLOSURE CODE FOR THE PALMDALE RECYCLED WATER AUTHORITY**

**WHEREAS**, the Political Reform Act (“Act”), Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes; and

**WHEREAS**, under the Act, the Authority must periodically review its internal organization to determine: (i) whether any position that has been added to the Authority constitutes a designated position under the Authority’s Conflict of Interest and Disclosure Code (“Code”); or (2) whether the duties of any existing position that is currently not a designated position have changed such that the position now constitutes a designated position under the Authority’s Code; and

**WHEREAS**, the Authority’s Code was last amended by the District on February 19, 2014 (Resolution No. 2014-001).

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE PALMDALE RECYCLED WATER AUTHORITY DOES HEREBY FIND, DETERMINE, RESOLVE AND ORDER AS FOLLOWS:**

**SECTION 1.** The Authority hereby adopts as its Conflict of Interest Code the terms of 2 California Code of Regulations Section 18730, and any amendments to it hereafter duly adopted by the Fair Political Practices Commission, in the form attached hereto as Appendix 1.

**SECTION 2.** Exhibit “A” to the Authority’s Conflict of Interest code shall set forth the disclosure categories for the Authority.

**SECTION 3.** Exhibit “B” to the Authority’s Conflict of Interest Code shall set forth the designated positions and applicable disclosure categories for each position of the Authority.

**SECTION 4:** The Executive Director is authorized to file the Biennial Review Certification Form with the Board of Supervisors indicating amendments to the Code are not necessary.

PASSED, APPROVED and ADOPTED this 21<sup>st</sup> day of September 2016, by the following vote:

AYES \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_ ABSENT \_\_\_\_\_

PROPOSED

\_\_\_\_\_  
James C. Ledford Jr., Chair  
ATTEST:

\_\_\_\_\_  
Rebecca J. Smith,  
Authority Secretary

Approved as to form:

\_\_\_\_\_  
Eric L. Dunn  
Authority Counsel

## APPENDIX 1

### Conflict of Interest Code of the

### **PALMDALE RECYCLED WATER AUTHORITY**

#### Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

#### Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board of Directors and the Executive Director, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

# PALMDALE RECYCLED WATER AUTHORITY

## EXHIBIT "A"

### CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction of the Palmdale Recycled Water Authority. Real Property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the Palmdale Recycled Water Authority. Persons are not required to disclose property used primarily as their residence.

### CATEGORY 2

Persons in this category shall disclose all investments, and all business positions.

### CATEGORY 3

Persons in this category shall disclose all income, (including gifts, loans and travel payments).

### CATEGORY 4

Persons in this category shall disclose all business positions, investments in, and income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

### CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency. (See footnote in Exhibit "B" for clarification.)

PALMDALE RECYCLED WATER AUTHORITY

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board of Directors	1, 2, 3
Executive Director	1, 2, 3
Assistant Executive Director	1, 2, 3
Authority Attorney	1, 2, 3
Assistant Authority Attorney	1, 2, 3
Treasurer/Auditor	2, 3
Consultant/New Positions*	5

\*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)



**PALMDALE RECYCLED WATER AUTHORITY  
RESOLUTION NO. PRWA 2016-009**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE PALMDALE RECYCLED WATER AUTHORITY  
ESTABLISHING COMPENSATION AND REIMBURSEMENT FOR TRAINING  
FOR THE PUBLIC MEMBER OF THE PALMDALE RECYCLED WATER  
AUTHORITY BOARD**

**WHEREAS**, on September 26, 2012, the City of Palmdale and the Palmdale Water District both approved a Joint Powers Agreement (JPA) creating the Palmdale Recycled Water Authority (Authority); and

**WHEREAS**, on February 20, 2013, the Authority appointed the Public Member from a public advertisement for volunteers; and

**WHEREAS**, Section 4.11 of the JPA states that compensation for work performed by the Directors on behalf of the Authority shall be borne by the Member Agency that appointed the Director; and

**WHEREAS**, the Section 4.11 of the JPA also states the Authority may adopt by resolution a policy relating to the reimbursement of expenses incurred by Directors and that the City and District may provide for compensation and/or reimbursement of expenses to the Public Member, as allowed by law; and

**WHEREAS**, the Authority has set aside funds from the sale of recycled water for compensation and training expenses; and

**WHEREAS**, on April 6, 2016, the City adopted Resolution No. CC 2016-045 authorizing compensation and reimbursement for training for the Public Member from revenue received from recycled water sales; and

**WHEREAS**, on April 13, 2016, the District adopted Resolution No. 2016-06 authorizing compensation and reimbursement for training for the Public Member from revenue received from recycled water sales; and

**WHEREAS**, on May 18, 2016, the Authority adopted Resolution No. 2016-006 authorizing compensation for the Public Member of the Authority and reimbursement of expenses for training incurred by the Directors of the Authority; and

**WHEREAS**, having established the authority and budget to compensate the Public Member of the Authority, the Board of Directors now wishes to establish the compensation schedule and adopt the form through which the Public Member may seek compensation for attendance at Authority meetings.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE PALMDALE RECYCLED WATER AUTHORITY DOES HEREBY FIND, DETERMINE, RESOLVE AND ORDER AS FOLLOWS:**

SECTION 1: The Board of Directors of the Palmdale Recycled Water Authority hereby approves compensation for the Public Member of the Palmdale Recycled Water Authority in the amount of \$150 per meeting. The Public Member may seek compensation for Regular Board Meetings, Special Board Meetings, Committee Meetings, and other authorized meetings.

SECTION 2. The Board of Directors of the Palmdale Recycled Water Authority hereby incorporates the compensation of the Public Member in its 2016 budget. The compensation of the Public Member shall be allocated from the Recycled Water Sales.

SECTION 3: The Board of Directors of the Palmdale Recycled Water Authority hereby adopts the Palmdale Recycled Water Authority Director Meeting Compensation Form, attached hereto as Exhibit A.

PASSED, APPROVED and ADOPTED this 21<sup>st</sup> day of September 2016, by the following vote:

AYES \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

PROPOSED  
ABSENT

\_\_\_\_\_  
James C. Ledford Jr., Chair  
ATTEST:

\_\_\_\_\_  
Rebecca J. Smith,  
Authority Secretary

Approved as to form:

\_\_\_\_\_  
Eric L. Dunn  
Authority Counsel

**PALMDALE RECYCLED WATER AUTHORITY  
RESOLUTION NO. PRWA 2016-010**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE PALMDALE RECYCLED WATER AUTHORITY  
ESTABLISHING A POLICY TO ADD AGENDA ITEMS TO FUTURE AGENDAS**

**WHEREAS**, the Authority does not have a policy by which Directors may add items to future agendas; and

**WHEREAS**, the development of a policy by which Directors may add items to future agendas is necessary to ensure all items of importance to the Authority are adequately discussed and addressed; and

**WHEREAS**, on August 17, 2016 the Authority Board discussed the development of a policy for Directors to add items to future agendas and directed Authority Counsel to prepare and bring back a resolution describing the Authority's policy for Directors to add items to future agendas.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE PALMDALE RECYCLED WATER AUTHORITY DOES HEREBY FIND, DETERMINE, RESOLVE AND ORDER AS FOLLOWS:**

**SECTION 1:** An agenda item titled "Requests for New Agenda Items" shall be added to every meeting agenda.

**SECTION 2:** The Board of Directors of the Palmdale Recycled Water Authority hereby establishes the following policy by which Directors may add items to future agendas:

- A. When the agenda item titled "Requests for New Agenda Items" is reached in a public meeting, any Director may suggest a future agenda item and explain why it should be set on a future agenda.
- B. In order for an item to be placed on a future agenda by a Director appointed by a Member Agency, it must be proposed by a Director appointed by one Agency and seconded by a Director from the other Member Agency. For example, an item proposed by a Director appointed by the City of Palmdale may only be seconded by a Director appointed by the Palmdale Water District.
- C. In order for an item to be placed on a future agenda by the Public Member, it must be seconded by a Director appointed by either the City of Palmdale or the Palmdale Water District.

PASSED, APPROVED and ADOPTED this 21<sup>st</sup> day of September 2016, by the following vote:

AYES \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_ ABSENT \_\_\_\_\_

PROPOSED

\_\_\_\_\_  
James C. Ledford Jr., Chair  
ATTEST:

\_\_\_\_\_  
Rebecca J. Smith,  
Authority Secretary

Approved as to form:

\_\_\_\_\_  
Eric L. Dunn  
Authority Counsel