



# PALMDALE WATER DISTRICT

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



Since 1918

## Board of Directors

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ALESHIRE & WYNDER LLP  
Attorneys



October 5, 2017

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

*Wednesday, October 11, 2017*

*7:00 p.m.*

NOTES: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Additionally, an interpreter will be made available to assist the public in making **comments** under Agenda Item No. 4 and any action items where public input is offered during the meeting if requested at least 48 hours before the meeting. Please call Dawn Deans at 661-947-4111 x1003 with your request. (PWD Rules and Regulations Section 4.03.1 (c) )

Adicionalmente, un intérprete estará disponible para ayudar al público a hacer **comentarios** bajo la sección No. 4 en la agenda y cualquier elemento de acción donde se ofrece comentarios al público durante la reunión, siempre y cuando se solicite con 48 horas de anticipación de la junta directiva. Por favor de llamar Dawn Deans al 661-947-4111 x1003 con su solicitud. (PWD reglas y reglamentos sección 4.03.1 (c) )

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

**PUBLIC COMMENT GUIDELINES:** The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted and offenders will be requested to leave the meeting. (PWD Rules and Regulations, Appendix DD, Sec. IV.A.)

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Pledge of Allegiance/Moment of Silence.
- 2) Roll Call.
- 3) Adoption of Agenda.
- 4) Public comments for non-agenda items.

- 5) Presentations:
  - 5.1) Water Efficient Landscape Renovations – City of Palmdale. (Jim Cooksey, Landscape Supervisor, City of Palmdale/Steven Montenegro Sr., Maintenance Specialist, City of Palmdale/Deputy Water & Energy Resources Director Thompson II)
- 6) Action Items - Consent Calendar (The public shall have an opportunity to comment on any action item on the Consent Calendar as the Consent Calendar is considered collectively by the Board of Directors prior to action being taken.)
  - 6.1) Approval of minutes of regular meeting held September 27, 2017.
  - 6.2) Payment of bills for October 11, 2017.
  - 6.3) Approval of the Palmdale Water District’s Unmanned Aerial System Use Policy. (No budget impact – President Alvarado/Information Technology Manager Stanton/General Counsel Dunn)
  - 6.4) Approve absences of Directors Mac Laren and Dino from September 27, 2017 meeting due to water-related conference attendance. (General Manager LaMoreaux)
- 7) Action Items - Action Calendar (The public shall have an opportunity to comment on any action item as each item is considered by the Board of Directors prior to action being taken.)
  - 7.1) Consideration and possible action on selection of new logo as part of 100-year anniversary celebration. (Budgeted as part of 100-year anniversary celebration – Public Affairs Director Shay/Joe Kinsey, Kinsey Aesthetics + Communications/Ad Hoc 100<sup>th</sup> Anniversary Committee)
  - 7.2) Consideration and possible action on revisions to Appendix O “Waste of Water Policy” of the Palmdale Water District’s Rules and Regulations. (No budget impact – Deputy Water and Energy Resources Director Thompson II)
  - 7.3) Consideration and possible action on authorization of the following conferences, seminars, and training sessions for Board and staff attendance within budget amounts previously approved in the 2017 Budget:
    - a) None at this time.
- 8) Information Items:
  - 8.1) Reports of Directors:
    - a) Meetings/General Report.
    - b) Standing Committee/Assignment Reports (Chair):
      - 1) None.
  - 8.2) Report of General Manager.
  - 8.3) Report of General Counsel.

- 9) Public comments on closed session agenda matters.
- 10) Break prior to closed session.
- 11) Closed session under:
  - 11.1) Conference with Legal Counsel – Existing Litigation: A closed session will be held, pursuant to Government Code §54956.9 (d)(1), to confer with Special Litigation Counsel regarding existing litigation to which the District is a party. The title of such litigation is as follows: *Antelope Valley Ground Water Cases*.
  - 11.2) Conference with Legal Counsel – Existing Litigation: A closed session will be held, pursuant to Government Code §54956.9 (d)(1), to confer with legal counsel regarding pending litigation to which the District is a party. The title of such litigation is as follows: *Central Delta Water Agency vs. Department of Water Resources; Sacramento Superior Court Case No. 34-2010-80000561*.
- 12) Public report of any action taken in closed session.
- 13) Board members' requests for future agenda items.
- 14) Adjournment.



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DENNIS D. LaMOREAUX,  
General Manager

DDL/dd

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** October 4, 2017 **October 11, 2017**  
**TO:** BOARD OF DIRECTORS **Regular Board Meeting**  
**FROM:** Jim Stanton, Information Technology Manager  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 6.3- APPROVAL OF THE PALMDALE WATER DISTRICT'S UNMANNED AERIAL SYSTEM USE POLICY. (NO BUDGET IMPACT - PRESIDENT ALVARADO/INFORMATION TECHNOLOGY MANAGER STANTON/GENERAL COUNSEL DUNN)***

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**Recommendation:**

Staff recommends approval of the Palmdale Water District's Unmanned Aerial System Use Policy.

**Background:**

Palmdale Water District proposes using a commercial drone, or Unmanned Aerial System (UAS) to enhance the District's ability to conduct Graphical Information System (GIS) mapping of District facilities, aerial inspections of District facilities, aerial videography and photography of District events and projects.

The attached policy outlines the responsibilities of all individuals involved in PWD drone operations.

Safety is paramount to any District drone operation. The UAS shall not be operated in a manner that presents risk of injury to persons or property on the surface or in the air. UAS flights will be deployed only after a thorough risk assessment has been conducted.

**Strategic Plan Initiative:**

This work is part of the District Strategic Plan, Initiative 3 - System Efficiency.

**Budget:**

This item is funded in the 2017 budget.

**Supporting Documents:**

- Palmdale Water District Unmanned Aerial System Use Policy

# PALMDALE WATER DISTRICT

## Unmanned Aerial System Use Policy

### I. DEFINITIONS

Definitions related to this policy include:

- A. **Certificate of Authorization (“COA”).** A COA is an authorization issued by the Air Traffic Organization, part of the FAA to a public operator for a specific Unmanned Aircraft (“UA”) activity, under specific conditions of authorization.
- B. **Federal Aviation Administration (“FAA”).** The branch of the U.S. Department of Transportation responsible for regulation of access to the national navigable airspace, known as the National Airspace System (“NAS”).
- C. **Pilot-in-Command (“PIC”).** The person responsible for operation and safety during a UAS flight.
- D. **Unmanned Aerial System (“UAS” or “Drone”).** An unmanned aircraft system is an unmanned aircraft and the equipment necessary for the safe and efficient operation of that aircraft. An unmanned aircraft is a component of a UAS. It is defined by statute as an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft (Public Law 112-95, Section 331(8)). All UAS weighing over 0.55 lbs. must be registered with the FAA.
- E. **Unmanned Aerial Vehicle Observer (“UAVO”).** The person assigned to assist the PIC in the safe operation of the UAS.

### II. PURPOSE AND SCOPE OF THIS POLICY

It is the policy of the Palmdale Water District (“District”) to utilize UAS to enhance the District’s ability to conduct GIS mapping, aerial inspections (including videography and photography), of District facilities, projects, and events. Navigable airspace is within the exclusive regulatory jurisdiction of the FAA. Any use of a UAS shall be in accordance with FAA regulations, and other applicable federal, state and local laws. This policy only governs use of UAS by and on behalf of the District and is not intended to govern UAS operations in the National Airspace System.

The purpose of this policy is to establish guidelines and responsibilities associated with the deployment and use of UAS owned by the District and for the storage, retrieval and dissemination of images and data captured by the UAS. This policy applies to the use of UAS by District employees, as may be permitted by law. Only duly trained and authorized District personnel may deploy a District-owned UAS in the performance of their official duties.

All images and other forms of data recorded by use of a UAS is subject to the California Public Records Act and any other applicable Federal, State, and local laws.

### **III. GENERAL GUIDELINES RELATED TO USE OF UAS**

Only authorized remote pilots who have completed the required training and obtained the required certification(s), shall be permitted to operate a UAS on behalf of the District.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is not permitted, unless authorized in writing by the General Manager, or unless otherwise permissible by law (e.g., when in compliance with a search warrant or court order).

UAS operations should be conducted in accordance with Title 14 of the Code of Federal Regulation (14 C.F.R.) Part 107 (“Small UAS Rule” or “Part 107”), or in accordance with the District’s COA, if applicable, depending upon the scope of mission operations.

Consent must be obtained prior to any UAS operations over private property on a District-approved Waiver and Consent for UAS Operations Form.

### **IV. PROHIBITED USES OF A UAS**

The UAS shall not be used in any of the following ways:

- A. To harass, intimidate or discriminate against any individual or group.
- B. To conduct personal business of any type.
- C. For recreational use.
- D. To conduct random surveillance activities.
- E. To target any person based solely on individual characteristics, such as, without limitation, race, ethnicity, national origin, religion, disability, sex, gender, gender identity, or sexual orientation.

### **V. PRIVACY CONSIDERATIONS**

It is the policy of the District to observe and respect personal privacy in the use of UAS. Personnel operating UAS on behalf of the District shall only collect information to the extent that such collection or use is consistent with and relevant to an authorized public safety or other public purpose. Personal use of recordings from UAS is prohibited.

District-sponsored event attendees will be notified of the use of UAS devices to capture images at the event by posting written notice at the event, on any media used to advertise the event, or on the District’s website.

## **VI. SAFETY CONSIDERATIONS**

To minimize safety risks, UAS shall be operated consistent with FAA regulations. UAS flights will be conducted only after completion of a thorough risk assessment. The risk assessment shall take into account, without limitation, review of weather conditions vis-à-vis the performance capability of the UAS, the maintenance record of the UAS, and identification of generally anticipated failure modes (lost link, power plant failures, loss of control, etc.) and the consequences of such failures.

No UAS may be deployed or operated unless valid insurance against claims for injuries to persons or damages to property that may arise from or in connection with the operation of the UAS by District agents, representatives, employees or subcontractors, has been obtained prior to conducting operations.

## **VII. PROGRAM COORDINATOR APPOINTMENT AND RESPONSIBILITIES**

The District General Manager shall appoint a UAS Program Coordinator who will be responsible for the management of the UAS program as well as updating the District's webmaster with regards to placing specific information collected by the UAS on the District's website. Subject to the District General Manager's approval, the Program Coordinator responsibilities include:

- A. Maintain and update required FAA authorizations and certifications.
- B. Maintenance of proper UAS insurance coverage.
- C. Verify completion of all required training and certification in the operation, applicable laws, policies, and procedures regarding use of the UAS by, or on behalf of, the District, including flight status.
- D. Ensure completion of all required UAS maintenance.
- E. Ensure completion of required training, as needed, at periodic intervals, for continued effective use of UAS.
- F. Subject to District Board approval, develop additional, or revise existing UAS policies.
- G. Develop a uniform procedure for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require written authorization of the District General Manager or an authorized designee.
- H. Implement a system for public notification of UAS deployment.
- I. Develop a written deployment and operation procedure to ensure compliance with applicable laws.

- J. Develop a procedure for fully documenting all UAS use.
- K. Develop a UAS inspection, maintenance, and record-keeping procedure to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- L. Develop procedures to ensure that all data intended to be used as evidence is accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- M. Develop procedures that ensure retention and purge periods are maintained in accordance with this policy, or the District's record retention schedules, as may be applicable.
- N. Facilitate law enforcement access to images and data captured by the UAS as needed.
- O. Recommend program enhancements, particularly regarding safety and information security.
- P. Ensure that established procedures are followed by monitoring and providing periodic reports on the program to the District General Manager.
- Q. Oversee the procurement and maintenance of UAS equipment.
- R. Conduct audits of flight logs semiannually, or more frequently as needed.
- S. Establish emergency reporting and response procedures.

**VIII. PILOT-IN-COMMAND ("PIC") QUALIFICATIONS AND RESPONSIBILITIES**

To be considered a PIC, applicants must be in compliance with all applicable FAA regulations whether operating under Part 107 or the District's COA. Further, applicants must be in good standing with the District and must meet all other requirements specified by the District General Manager. Pilots may be temporarily or permanently removed from District flight status at any time and for any reason, upon written notification approved and executed by the District General Manager.

In order to fly a mission (other than flights required for initial training or currency) pilots must have completed three (3) currency events within the previous 90 days. Currency events must include landing, takeoff, and simulator flights. Currency is required in addition to any other requirements specified in this policy.

A PIC's primary duty is the safe and effective operation of the District's UAS in accordance with the manufacturer's approved flight manual, FAA regulations, and COA conditions (if



applicable), and District Policies and Procedures, and must remain knowledgeable of the same. Only one PIC may be deployed at any given time for any given mission.

The PIC may refuse any flight request based on current meteorological conditions, physiological conditions, or any other reason that the PIC believes will impact the safety of the flight. Should the PIC refuse a flight for any reason, they shall inform the requesting manager or supervisor, or higher authority, as soon as possible of such refusal and the reason for the refusal.

While UAS is in flight, the PIC is authorized and responsible for making all decisions regarding use of the UAS including, but not limited to, direction of flight, duration of flight time, capabilities of the aircraft, maximum load allowance, use of affixed certified equipment, allowance or advisability of affixing additional equipment, the determination of allowance of agency equipment, and all other configurations. The PIC is responsible for the safety of the aircraft, personnel, any other aircraft, and all equipment used during flight operations.

Exercising responsibility for the safe conduct of all flights, includes without limitation:

- A. Flight planning and preparation, including preflight inspections of aircraft and equipment;
- B. Weather briefing;
- C. Flight operations, including course, air speed, altitude, and duration;
- D. Landing zone selection;
- E. Go / No-go and landing judgments with regard to weather minimums, terrain, air traffic, or other criteria;
- F. Timely reporting of new or previously unknown hazards to safe flight;
- G. Post-flight inspection in accordance with manufacturers' recommendations, to include assuring batteries are recharged in order to ensure the aircraft is ready for the next mission. Any discrepancies shall be promptly reported to the Program Coordinator. The UAS will be removed from service for as long as remediation of any mechanical condition may require;
- H. Making appropriate entries in aircraft logbooks;
- I. ALWAYS yield right of way to manned aircraft;
- J. Keep the aircraft in visual line-of-sight (subject to waiver by FAA);
- K. Fly during the day (subject to waiver by FAA);
- L. Fly at or below 100 mph (subject to waiver by FAA);

- M. Not fly directly over people (subject to waiver by FAA); and
- N. Not fly from a moving vehicle (subject to waiver by FAA).
- O. Fly at or below 400 feet AGL, or within 400 feet of any structure that is the subject of UAS operations (subject to waiver by FAA).

**IX. OBSERVER OR UAVO QUALIFICATIONS AND RESPONSIBILITIES**

To be considered as a District UAVO, applicants must be in good standing with the District and must meet all other requirements specified by the General Manager. Observers do not have to meet the requirements of a pilot but must have demonstrated a basic understanding of UAS operations and of applicable District policies and procedures. The UAVO may be temporarily or permanently removed from flight status at any time and for any reason, upon written notification approved and executed by the District General Manager.

A UAVO's primary duty is to assist the PIC in the safe and effective operation of the District's UAS during flight missions by providing the PIC with information necessary for the PIC to operate the UAS safely and to keep the PIC advised of any changes in flight conditions. The UAVO may not operate the UAS unless specifically trained and authorized to do so or unless an emergency situation arises that renders the PIC incapable of continuing the mission.

**X. DATA AND FLIGHT LOGS RETENTION**

Each authorized UAS operator must maintain a flight log consistent with FAA requirements. Retention of flight logs is governed by federal law and in the event of any conflict between federal retention requirements and state or local requirements, federal law applies. Additionally, operators must complete a District UAS Flight Information Form at the conclusion of any operation. Copies of flight logs and the original UAS Flight Information Form must be submitted to the Program Coordinator at the conclusion of every operation.

For all authorized UAS use, the District's Information Technology Department will retain all UAS collected data for a period not to exceed one year, as defined by 28 Code of Federal Regulation (CFR) Part 23. Exemptions to the data retention limit may be granted by the District General Manager, in writing, in special circumstances.

Data collected by the UAS must be secured as follows:

- A. All data collected shall be securely downloaded at the completion of each mission.
- B. Staff shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner UAS data without prior written authorization and approval of the General Manager or his or her designee.
- C. Files should be securely stored in accordance with applicable policies and state law.

**XI. ACCIDENT REPORTING**

All accidents must be reported promptly to the Program Coordinator or the District General Manager for appropriate action. In addition, the PIC is required to report an accident to the FAA within 10 days if it results in at least serious injury to any person or any loss of consciousness, or if it causes damage to any property (other than the UAS) in excess of \$500 to repair or replace the property (whichever is lower).

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** October 4, 2017 **October 11, 2017**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** *AGENDA ITEM NO. 6.4 – APPROVE ABSENCES OF DIRECTORS MAC LAREN AND DINO FROM SEPTEMBER 27, 2017 BOARD MEETING DUE TO WATER-RELATED CONFERENCE ATTENDANCE.*

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Directors Mac Laren and Dino were absent from the September 27, 2017 Regular Board Meeting. Agenda Item No. 6.4 has been placed on the Consent Calendar to excuse this absence pursuant to Section 4.07.2 of the District’s Rules and Regulations which states, “The Board shall excuse absences by approving such absences pursuant to the Consent Calendar at the next regular Board meeting.”

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** October 4, 2017 **October 11, 2017**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Judy Shay, Public Affairs Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION ON SELECTION OF NEW LOGO AS PART OF 100-YEAR ANNIVERSARY CELEBRATION. (BUDGETED AS PART OF 100-YEAR ANNIVERSARY CELEBRATION – PUBLIC AFFAIRS DIRECTOR SHAY/JOE KINSEY, KINSEY AESTHETICS + COMMUNICATIONS/AD HOC 100<sup>TH</sup> ANNIVERSARY COMMITTEE)***

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**Recommendation:**

Staff and the Ad Hoc 100<sup>th</sup> Anniversary Committee recommend new logo Option 1 be approved.

**Background:**

The District’s logo was last revised in 1998 as part of the District’s 80<sup>th</sup> anniversary celebration and is being redesigned to commemorate the District’s 100<sup>th</sup> anniversary and to convey a more modern look for the District.

Staff and Kinsey Aesthetics + Communications have worked the past few months to develop a new logo design attached as option 1 and as option 2.

Option 1 more clearly defines the water aspect for the Palmdale Water District as the three wavy lines in the “W” signify water. This option will better brand the District as we continue our mission of providing high quality water to our current and future customers at a reasonable cost and will bring us into the future as we add the Palmdale Regional Groundwater Recharge and Recovery Project, the restoration of water storage capacity in Littlerock Reservoir through the sediment removal project, and participate in the Antelope Valley Watermaster.

Once a new logo is selected, the design of new business materials, such as letterhead, business cards, and decals for vehicles will be finalized. Sample business materials are attached.

**Strategic Plan Initiative:**

This item is under Strategic Initiative No. 5 – Regional Leadership.

BOARD OF DIRECTORS  
PALMDALE WATER DISTRICT  
VIA: Mr. Dennis D. LaMoreaux, General Manager

October 4, 2017

**Budget:**

Once a new logo is approved, design of new business materials and other 100-year anniversary events will commence. This work will be funded from the 100-year anniversary budget approved by the Board on July 12, 2017.

**Supporting Documents:**

- Option 1 logo
- Option 2 logo
- Sample business materials

# OPTION 1



**PALMDALE WATER DISTRICT**  

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**A CENTURY OF SERVICE**

**OPTION 2**



**PALMDALE  
WATER DISTRICT**  

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**A CENTURY OF SERVICE**



# SAMPLE BUSINESS MATERIALS



**PALMDALE WATER DISTRICT**  

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**A CENTURY OF SERVICE**

**SAMPLE BUSINESS MATERIALS**

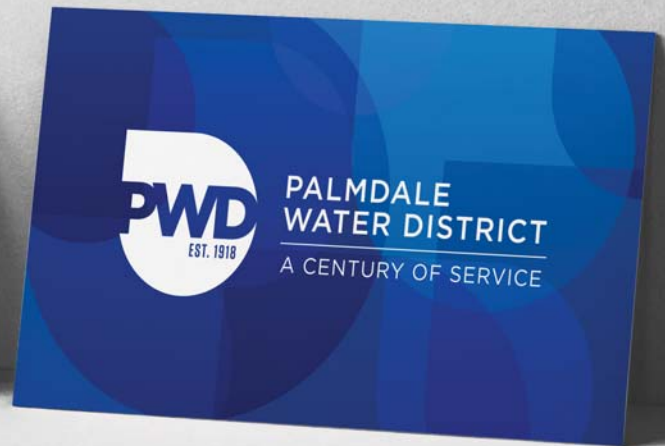


**PALMDALE WATER DISTRICT**  

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**A CENTURY OF SERVICE**

# SAMPLE BUSINESS MATERIALS



**SAMPLE BUSINESS MATERIALS**



**PALMDALE WATER DISTRICT**

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A CENTURY OF SERVICE

**First Name Last Name**

*Title / Department*

**☎ 661 947 4111 ext. 000 M 000 000 000**

**F 661 947 8604**

**[email@palmdalewater.org](mailto:email@palmdalewater.org)**

**SAMPLE BUSINESS MATERIALS**



[palmdalewater.org](http://palmdalewater.org)

2029 E. Avenue Q, Palmdale, CA 93550

# SAMPLE BUSINESS MATERIALS



# SAMPLE BUSINESS MATERIALS



**PALMDALE WATER DISTRICT**

A CENTURY OF SERVICE

2029 E. Avenue Q, Palmdale, CA 93550

# SAMPLE BUSINESS MATERIALS





PALMDALE WATER DISTRICT  
BOARD MEMORANDUM

DATE: October 4, 2017 October 11, 2017  
TO: BOARD OF DIRECTORS Board Meeting  
FROM: Mr. Peter Thompson II, Deputy Water and Energy Resources Dir.  
VIA: Mr. Dennis D. LaMoreaux, General Manager  
Mr. Jon Pernula, Water and Energy Resources Dir.  
RE: ***AGENDA ITEM NO. 7.2 – CONSIDERATION AND POSSIBLE ACTION  
ON REVISIONS TO APPENDIX O “WASTE OF WATER POLICY” OF  
THE PALMDALE WATER DISTRICT’S RULES AND REUGLATIONS.  
(NO BUDGET IMPACT – DEPUTY WATER AND ENERGY  
RESOURCES DIRECTOR THOMPSON II)***

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**Recommendation:**

Staff recommends the approval and adoption of the update to the Waste of Water Policy.

**Background:**

The purpose of this update is to bring the Waste of Water Policy current with existing State mandated water waste restrictions and to improve the clarity and flexibility for staff responsible for enforcing the policy.

The key changes are as follows:

1. Defined examples of water waste are listed.
2. Water waste is categorized by level of severity.
3. Actions, timelines and penalties are defined for each level of water waste.

**Strategic Plan Initiative:**

This work is part of Strategic Initiative No. 1 – Water Resource Reliability.

**Budget:**

No budgetary impact.

**Supporting Documents:**

- Appendix O-Waste of Water Policy

## **APPENDIX O**

### **WASTE OF WATER POLICY**

Palmdale Water District is engaged in the production, transmission, storage and distribution of water to its Customers in accordance with California law.

California law prohibits the waste or unreasonable use of water and requires that the District take all appropriate actions to prevent such waste and unreasonable use of this finite resource.

Water waste includes but is not limited to:

- Application of potable water to outdoor landscapes in a manner that causes runoff.
- Failure to repair water leaks or to adjust sprinkler overspray in a timely manner.
- Hosing of hardscape surfaces, except where health and safety needs dictate.
- The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system.
- Irrigation with potable water of ornamental turf on public street medians.
- Watering of outdoor landscapes within 48 hours of measurable rainfall.
- Car washing and outside cleaning activities except when performed with buckets and automatic hose shutoff devices.
- The serving of drinking water other than upon request in eating or drinking establishments.
- Failure of operators of hotels and motels to provide guests with the option of choosing not to have towels and linens laundered daily. (The hotel or motel shall prominently display notice of this option in each guestroom.)
- Inefficient use of water for construction purposes.
- Irrigation with potable water outside of newly constructed homes and buildings not delivered by drip or microspray is prohibited.

**Categories of Water Waste:**

The District recognizes that water waste can vary significantly in severity and for this reason will classify and deal with three levels of water waste.

**Level 1 Water Waste:**

This is the least severe category of water waste which includes any violation of the Water Waste Policy and any other form of water waste that leads to minor but avoidable water loss. Examples of this would be overspray from improperly adjusted sprinklers or small leaks leading to wetting of the sidewalk.

**Penalties for Level 1 Water Waste:**

Penalties for Level 1 waste violation will be an initial warning. Failure to repair the violation will result in a \$50 fine. An additional new \$50 fine will be assessed if the follow up inspection shows that the violation is unrepaired. Follow up inspection will occur no more frequently than once every 14 days. If a Level 1 water waste violation continues unrepaired for greater than 60 days, then the District may elevate the penalties to Level 2 fines as described below.

**Level 2 Water Waste:**

This category includes any form of water waste where water is visibly and measurably flowing off the property. Examples of this would be a sheared off sprinkler or an irrigation system that is stuck on. Follow up inspection will occur no more frequently than once every 7 days.

**Penalties for Level 2 Water Waste:**

The penalties will mirror the penalties found in the Water Shortage Contingency Plan. These penalties are currently as follows:

- 1st Notice of Violation- The customer shall be notified in writing. The notice shall include a warning that further violations could result in stricter penalties.
- 2nd Notice of Violation- is punishable by a fine of up to \$50.
- 3rd Notice of Violation- is punishable by a fine of up to \$250.
- 4th Notice of Violation- is punishable by a fine of up to \$500.
- 5th Notice of Violation- may result in termination of service.

**Level 3 Water Waste:**

This category includes any form of water waste where water leaving the property appears uncontrollable or poses a threat to public safety. Examples of this would be a broken water line flowing unrestrained off the property or water leaving the property causing a public safety threat due to icing or flooding.

**Penalties for Level 3 Water Waste:**

Level 3 water waste will result in the shutdown of service until the repair has been successfully accomplished. Repeat incidences of severe water waste will mirror the penalties found in the Water Shortage Contingency Plan.

**District Process:**

1. Upon notification or observation of waste or misuse of water, the District shall:
  - (a) Make a photographic record of such activity;
  - (b) Provide notice to the Customer in writing or by means of a door tag; and
  - (c) Log the warning on the Customer's service record.
2. In the event of a recurring violation, the District shall:
  - (a) Assess the appropriate fine upon the Customer for each notification of violation occurring after the warning has been given;
  - (b) Give notice to the Customer in writing that if such waste or misuse continues, the Customer may be subject to increased penalties up to and including disconnection of service.
3. Upon determination that a violation is still unresolved and a final notice needs to be issued, the District shall:
  - (a) Give written notice to the Customer that disconnection of the service will occur within five (5) working days of the date of the notice;
  - (b) Disconnect the Customer's service after the appropriate time has been allotted; and
  - (c) Charge the Customer a disconnection charge for waste or misuse of water as set forth in Appendix D and a turn-on fee as set forth in Appendix D if service is later restored. Service will be restored only when the Customer has provided evidence satisfactory to the District that waste and unreasonable use of water will no longer occur.

The District recognizes that there may be mitigating or intervening circumstances that bear upon a Customer's apparent misuse of water. Upon receipt of any notice regarding purported misuse or waste of water, the Customer shall have five (5) working days within which to file a written request for reconsideration with the General Manager. If the Customer is not satisfied with the General Manager's decision, the Customer shall have fifteen (15) days after the General Manager's decision within which to file a written appeal with the Board. The Board shall conduct a hearing on the appeal at the next Board meeting immediately following the appeal. The Board's decision following such hearing shall be final and conclusive.

ADOPTED BY THE BOARD OF DIRECTORS OF PALMDALE WATER DISTRICT AT A REGULAR MEETING HELD OCTOBER 11, 2017