

Since 1918



PALMDALE WATER DISTRICT

2029 East Avenue Q • Palmdale, California 93550 • Telephone (661) 947-4111
Fax (661) 947-8604

www.palmdalewater.org
Facebook: palmdalewaterdistrict
Twitter: @palmdaleH2O

Board of Directors

ROBERT E. ALVARADO
Division 1

JOE ESTES
Division 2

MARCO HENRIQUEZ
Division 3

KATHY MAC LAREN
Division 4

VINCENT DINO
Division 5

ALESHIRE & WYNDER
LLP
Attorneys

October 6, 2016

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 12, 2016

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, a Spanish interpreter will be made available to assist the public in making comments during the meeting if requested at least 48 hours before the meeting. This was authorized by Board action on May 11, 2016 as a temporary measure while a long-term policy is developed.

Adicionalmente, un intérprete en español estará disponible para ayudar al público a hacer comentarios durante la reunión, siempre y cuando se solicite con 48 horas de anticipación de la junta directiva. Esto fué autorizado por la mesa directiva en la junta del 11 de mayo del 2016 como una medida temporal mientras se desarrolla una poliza a largo plazo.

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.
- 2) Roll Call.
- 3) Adoption of Agenda.
- 4) Public comments for non-agenda items.



Providing high quality water to our current and future customers at a reasonable cost.



- 5) Presentations:
 - 5.1) None at this time.
- 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 28, 2016.
 - 6.2) Payment of bills for October 12, 2016.
 - 6.3) Approval of contract amendment with DCSE Incorporated for expanding the capabilities of Palmdale Water District's centralized database Water Management Information System (WMIS). (\$12,060.00 – Budgeted – Engineering/Grant Manager Riley)
- 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) Status report on Cash Flow Statement and Current Cash Balances as of August, 2016. (Financial Advisor Egan)
 - 7.2) Status report on Financial Statements, Revenue, and Expense and Departmental Budget Reports for August, 2016. (Finance Manager Williams)
 - 7.3) Status report on committed contracts issued and water revenue bond projects. (Assistant General Manager Knudson)
 - 7.4) Consideration and possible action on ratification of contract with California Work Opportunity and Responsibility to Kids (CalWORKs) Greater Avenues for Independence (GAIN) General Relief Opportunities for Work (GROW) LA County Department of Children and Family Services (DCFS) Work Experience/Work Study/Community Service Combined Agreement. (No budget impact – Human Resources Director Emery)
 - 7.5) Consideration and possible action on award of contract for the construction of the domestic water meter change-out in various areas located within the District's primary service area under Specification No. 1602. (\$144,442.60 – Budgeted – Project Manager Thompson, Sr.)
 - 7.6) Consideration and possible action on award of contract for the construction of the water main replacement in Avenues Q-1, Q-2, and Q-3 on the west side of 15th Street East under Specification No. 1211. (\$60,000.00 – Budgeted – Project Manager Thompson, Sr.)
 - 7.7) 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 2016 Budget:
 - a) ESRI Training/ArcGIS Pro: Essential Workflows to be held November 2 – 4, 2016 in Broomfield, Colorado.

- 8) Information Items:
 - 8.1) Reports of Directors:
 - a) Meetings/General Report.
 - b) Standing Committee/Assignment Reports (Chair):
 - 1) Finance Committee.
 - 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 pending litigation to which the District is a party. The title of such litigation is as follows: *Antelope Valley Ground Water Cases*.
- 12) Public report of any action taken in closed session.
- 13) Board members' requests for future agenda items.
- 14) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: October 6, 2016 **October 12, 2016**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: James Riley, Engineering/Grant Manager
VIA: Mr. Dennis D. LaMoreaux, General Manager
Mr. Matthew Knudson, Assistant General Manager
RE: ***AGENDA ITEM NO. 6.3 – APPROVAL OF CONTRACT AMENDMENT
WITH DCSE INCORPORATED FOR EXPANDING THE
CAPABILITIES OF PALMDALE WATER DISTRICT’S CENTRALIZED
DATABASE WATER MANAGEMENT INFORMATION SYSTEM
(WMIS). (\$12,060.00 – BUDGETED – ENGINEERING/GRANT
MANAGER RILEY)***

Recommendation:

That the Board:

1. Approve a contract amendment with DCSE, Inc. of Laguna Hills, California for expanding the capabilities of a Centralized Database Water Management Information System (WMIS) in a not-to-exceed amount of \$12,060.00; and
2. Authorize the General Manager to execute the contract amendment with DCSE for same.

Background:

The District stores all of its existing water related data in various Excel tables managed individually by each department. These include Engineering, Facilities, Operations, and Water Resources/Energy. In addition, the District has a Finance Department to manage customer accounts.

The District solicited proposals from qualified consulting firms or individuals who can provide services to develop a standardized database using Microsoft SQL technology. The database would store water supply/demand and accounting data relating to water production and consumption. It is the District’s vision that the Water Management Information System would provide a more efficient way to enter data without a duplication of data.

BOARD OF DIRECTORS
PALMDALE WATER DISTRICT

VIA: Mr. Dennis D. LaMoreaux, General Manager
Mr. Matthew Knudson, Assistant General Manager

October 6, 2016

Based on review of proposals received, DCSE Incorporated of Laguna Hills, California was selected for the not-to-exceed amount of \$69,730.00.

The proposed amendment will enhance the WMIS database recently completed based on input from staff after having an opportunity to utilize the database. The amendment will also authorize DCSE to make changes to the database that will allow staff to prepare and generate custom reports from the data stored in the WMIS database.

Strategic Plan Initiative:

This work is part of Strategic Initiative # 3 – Systems Efficiency

Budget:

The proposed fee from DCSE Inc. is \$12,060. This is covered under approved 2016 budget.

Supporting Documents:

- Exhibit A – Scope of Work

**Centralized Database
Water Management System
Work Order No. 15-403, Amendment 1**

Task 1 - Water System Statistics and Performance

Minor changes: Put drop-down menus in chronological order; round population served data to whole number; add footnotes defining values for SWRCB-gpcd and PWD-gpcd.

Task 2 - Monthly Water Sources Report

2 new charts: One graph to show “actual” info and another graph reflecting elevation-storage levels data. Also specify units next to line item.

Task 3 - Monthly Water Consumption Report

Upload data from new file format and using new formula in the report: Values for AVEK Intertie have not been imported correctly and need revision; need to also add two lines of information, a total for customer consumption in ccf and then converted to ac.ft., so that total potable water consumption can be correctly calculated.

Task 4 - Well Production Static and Pumping Levels

Displaying new lines with ground water surface elevation values: show actual elevation-static and actual elevation-pumping in feet above msl; display other lines of data as whole numbers also and as depth to water table in feet. Add a graph (Y1, Y2 style) to show pumping levels on one side and production in ac.ft. on other side.

Task 5 - Monthly Water Production Report

New parameters plus changes on the chart: Would like to select a start and end time frame (month-year) and is currently set up to select by a single calendar year; add a “total” line to the graph.

Task 6 - Monthly Comparison Water Production Report

Adding one more chart: Add a third graph to show total monthly production by year.

Task 7 - Weather Conditions

New parameters: Would like to select a start and end time frame (month-year) and is currently set up to select by a single calendar year; round temps to whole numbers.

Task 8 - Ad-Hoc Query Builder

Allow Palmdale Water District staff to configure Ad-Hoc query tabular reports: will allow staff to generate one-time reports or special reports as needed.

Task No.	Task Name	Task Description	Hours	Hours	Cost
			Project Manager	Database Developer	
			\$180	\$120	
1	Water System Statistics and Performance	Minor changes			\$ -
2	Monthly Water Sources Report	2 new charts	1	10	\$ 1,380
3	Monthly Water Consumption Report	upload data from new file format and using new formula in the report		6	\$ 720
4	Well Production, Static and Pumping Levels	displaying new lines with ground surface elevation values	1	12	\$ 1,620
5	Monthly Water Production Report	new parameters + changes on the chart	1	12	\$ 1,620
6	Monthly Comparison Water Production Report	adding one more chart		6	\$ 720
7	Weather Conditions	new parameters		6	\$ 720
8	Ad-Hoc Query Builder (Optional)	Allow PWD staff to configure Ad-Hoc query tabular reports	8	32	\$ 5,280
		Total Hours	11	84	\$ 12,060

**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

DATE:	September 29, 2016	October 12, 2016
TO:	BOARD OF DIRECTORS	Board Meeting
FROM:	Mr. Bob Egan, Financial Advisor	
RE:	<i>AGENDA ITEM NO. 7.1 – STATUS REPORT ON CASH FLOW STATEMENT AND CURRENT CASH BALANCES AS OF AUGUST, 2016.</i>	

Attached is the Investment Funds Report and current cash balance as of August 31, 2016. The reports will be reviewed in detail at the Board meeting.

**PALMDALE WATER DISTRICT
INVESTMENT FUNDS REPORT
August 31, 2016**

						<u>August 2016</u>	<u>June 2016</u>
CASH							
1-00-0103-100	Citizens - Checking					554,265.49	39,065.87
1-00-0103-200	Citizens - Refund					-	343.73
1-00-0103-300	Citizens - Merchant					83,146.90	41,877.70
Bank Total						637,412.39	81,287.30
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						643,112.39	86,987.30
INVESTMENTS							
1-00-0135-000	Local Agency Investment Fund			Acct. Total		11,806.40	11,806.40
1-00-0120-000	UBS Money Market Account General (SS 11469)						
	UBS RMA Government Portfolio					3,085,133.18	2,690,933.75
	UBS Bank USA Dep acct					250,000.00	250,000.00
	Accrued interest					3,887.92	9,876.31
						3,339,021.10	2,950,810.06
US Government Securities							
CUSIP #	Issuer	Maturity Date	Rate	PAR	Market Value	Market Value	
912828SJ0	US Treasury Note	02/28/2017	0.87	1,000,000	1,001,750.00	1,002,360.00	
					1,000,000	1,001,750.00	1,002,360.00
Certificates of Deposit							
	Issuer	Maturity Date	Rate	Face Value			
1	Safra National Bank	08/16/2016	0.60	-	-	240,014.40	
2	First Bank PR	11/07/2016	0.80	240,000	240,110.40	240,156.00	
3	Compass Bank	02/07/2017	0.95	240,000	240,381.60	240,408.00	
4	GE Cap Retail Bank	04/27/2017	1.84	200,000	201,212.00	201,370.00	
5	Discover Bank	05/02/2017	1.73	240,000	241,660.80	241,869.60	
6	Merrick Bank	06/12/2017	1.00	100,000	100,346.00	100,340.00	
7	Level One Bank	06/19/2017	0.65	101,000	101,269.67	101,253.51	
8	GE Cap Retail Bank	06/22/2017	1.78	200,000	201,840.00	201,960.00	
9	Capitol One Bank	08/14/2017	1.20	240,000	241,051.20	241,060.80	
10	Triumph Bank	09/26/2017	0.80	200,000	200,686.00	200,704.00	
11	MB Finl Bank	10/26/2017	0.85	200,000	200,158.00	200,126.00	
					1,961,000	1,968,715.67	2,209,262.31
Acct. Total					6,309,486.77	6,162,432.37	
1-00-1110-000	UBS Money Market Account Capital (SS 11475)						
	UBS Bank USA Dep acct					234,467.35	234,466.76
	UBS RMA Government Portfolio					-	-
Acct. Total					234,467.35	234,466.76	
1-00-0125-000	UBS Access Account General (SS 11432)						
	UBS Bank USA Dep acct					245,705.99	221,327.63
	UBS RMA Government Portfolio					-	-
	Accrued interest					10,743.55	27,993.64
					256,449.54	249,321.27	
US Government Securities							
CUSIP #	Issuer	Maturity Date	Rate	PAR	Market Value	Market Value	
912828XF2	US Treasury Note	06/15/2018	1.125	1,000,000	1,005,700.00	1,008,480.00	
912828KD1	US Treasury Note	02/15/2019	2.610	1,500,000	1,569,375.00	1,577,520.00	
912828P53	US Treasury Note	02/15/2019	0.75	1,000,000	997,270.00	1,000,630.00	
					3,500,000	3,572,345.00	3,586,630.00
Certificates of Deposit							
	Issuer	Maturity Date	Rate	Face Value			
1	Goldman Sachs Bk	11/07/2016	1.00	240,000	240,213.60	240,314.40	
2	CIT Bank	11/06/2017	1.60	240,000	240,225.60	240,259.20	
3	BMW Bank	11/15/2018	1.96	240,000	245,234.40	245,354.40	
4	American Express	04/29/2019	1.44	240,000	243,847.20	243,921.60	
5	Synchrony Bank	04/14/2020	1.83	240,000	246,566.40	246,573.60	
					1,200,000	1,216,087.20	1,216,423.20
Acct. Total					5,044,881.74	5,052,374.47	
Total Managed Accounts					11,600,642.26	11,461,080.00	
1-00-1121-000	UBS Rate Stabilization Fund (SS 24016) - District Restricted						
	UBS Bank USA Dep acct					250,000.00	250,000.00
	UBS RMA Government Portfolio					230,306.39	230,298.83
Acct. Total					480,306.39	480,298.83	
GRAND TOTAL CASH AND INVESTMENTS						12,724,061.04	12,028,366.13
Increase (Decrease) in Funds						695,694.91	
1-00-1130-000	2013A Bonds - Project Funds (BNY Mellon)						
	Construction Funds					497,545.23	533,272.15

PALMDALE WATER DISTRICT

2016 Cash Flow Report (Based on Jan. 19, 2016 Approved Budget)

2016 Cash Flow Report (Based on Jan. 19, 2016 Approved Budget)														Budget 2017 Carryover Information
	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
Total Cash Beginning Balance (BUDGET)	12,253,595	11,996,708	12,070,140	9,443,313	11,240,278	11,923,901	11,779,269	10,981,346	11,574,708	9,220,541	9,395,698	9,267,781		(805,960)
Total Cash Beginning Balance	12,253,595	12,534,672	12,719,333	10,275,232	12,340,454	13,316,414	12,675,338	12,028,366	12,724,061	10,102,277	9,935,783	9,548,551		
Budgeted Water Receipts	1,541,128	1,523,788	1,575,809	1,590,982	1,790,396	1,946,460	2,165,382	2,202,231	2,030,994	1,946,460	1,688,521	1,673,349	21,675,500	
Water Receipts	1,836,145	1,903,857	1,602,349	1,518,640	1,618,564	1,843,912	1,793,757	2,585,375	2,030,994	1,946,460	1,688,521	1,673,349	22,041,923	
DWR Refund (Operational Related)				1,718	28								1,746	
Other													-	
Total Operating Revenue (BUDGET)													-	
Total Operating Revenue (ACTUAL)	1,836,145	1,903,857	1,602,349	1,520,358	1,618,592	1,843,912	1,793,757	2,585,375	2,030,994	1,946,460	1,688,521	1,673,349	22,043,669	
Total Operating Expenses excl GAC (BUDGET)	(1,237,486)	(1,217,967)	(1,591,629)	(1,550,533)	(1,568,100)	(1,439,060)	(1,770,025)	(1,614,651)	(1,795,266)	(1,449,785)	(1,434,170)	(1,550,028)	(18,218,700)	
GAC (BUDGET)	(362,730)		(190,000)			(190,000)			(190,000)		(190,000)		(1,122,730)	
Operating Expenses excl GAC (ACTUAL)	(1,356,117)	(1,281,496)	(1,961,054)	(1,361,831)	(1,377,208)	(1,883,577)	(1,989,499)	(1,716,208)	(1,795,266)	(1,449,785)	(1,434,170)	(1,550,028)	(19,156,239)	
GAC	(62,730)	(183,290)	(275,135)						(190,000)		(190,000)		(901,154)	
Prepaid Insurance (paid)/refunded		(66,457)											(66,457)	
Total Operating Expense (ACTUAL)	(1,418,847)	(1,531,243)	(2,236,189)	(1,361,831)	(1,377,208)	(1,883,577)	(1,989,499)	(1,716,208)	(1,985,266)	(1,449,785)	(1,624,170)	(1,550,028)	(20,123,851)	
Non-Operating Revenue Expenses:														
Assessments, net (BUDGET)	664,439	253,955	14,289	2,027,090	739,781	11,042	75,342	127,302	-	-	129,251	2,452,512	6,495,000	
Actual/Projected Assessments, net	684,181	313,172	15,308	2,078,805	818,666	12,539	70,859	145,201	-	-	129,251	2,452,512	6,720,493	
RDA Pass-through (Successor Agency)					307,851								307,851	
Interest	3,168	4,991	9,069	8,540	9,385	9,296	9,120	10,254	2,915	2,915	2,915	2,935	75,503	
Market Adjustment	7,983	(12,780)	7,384	(3,392)	(4,736)	19,028	(5,943)	(15,778)					(8,235)	
Grant Re-imbursement						306,915						177,000	483,915	
Capital Improvement Fees							234,459						234,459	
DWR Refund (Capital Related)				98,537	37,228				50,000			50,000	235,765	
Other	3,415	26	590	(202)	(33)	89	21,976	324	8,330	8,330	8,330	8,370	59,545	
Total Non-Operating Revenues (BUDGET)													-	
Total Non-Operating Revenues (ACTUAL)	698,746	305,408	32,351	2,182,288	1,168,361	347,866	330,472	140,001	61,245	11,245	140,496	2,690,817	8,109,297	
Non-Operating Expenses:														
Budgeted Capital Expenditures	(514,999)	(306,567)	(287,878)	(40,796)	(48,676)	(26,296)	(91,743)	(91,743)	(91,743)	(91,743)	(91,744)	(918,263)	(2,602,191)	
Actual/Projected Capital Expenditures	(93,505)	(302,341)	(24,615)	(62,302)	(242,404)	(31,036)	(43,219)	(122,092)	(384,001)	(248,035)	(262,700)	(35,000)	(1,851,251)	
Uncommitted Capital Expenditures	-	-	-	-	-	-	-	-	(25,000)	(235,000)	(138,000)	(205,000)	(603,000)	
WRB Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	(444,629)	(444,629)	
SWP Capitalized	(717,495)	(170,388)	(196,069)	(170,390)	(170,390)	(170,390)	(717,492)	(170,390)	(201,804)	(170,388)	(170,388)	(170,388)	(3,195,972)	
Butte County Water Transfer						(726,859)						(726,859)	(1,453,719)	
Bond Payments - Interest			(1,084,814)						(1,076,522)				(2,161,336)	
Principal			(537,114)						(1,020,439)				(1,557,553)	
Capital leases - Go West (2012 Lease)	(17,296)	(17,296)	-	(35,624)	(17,296)	(17,296)	(17,296)	(17,296)	(17,296)	(17,296)	(17,296)	(17,296)	(208,585)	
Capital leases - Wells Fargo (Printer Lease)	(6,672)	(3,336)	-	(7,277)	(3,695)	(3,695)	(3,695)	(3,695)	(3,695)	(3,695)	(3,695)	(3,695)	(46,846)	
Total Non-Operating Expenses (ACTUAL)	(834,969)	(493,362)	(1,842,612)	(275,592)	(433,785)	(949,277)	(781,702)	(313,474)	(2,728,757)	(674,414)	(592,079)	(1,602,868)	(11,522,890)	
Total Cash Ending Balance (BUDGET)	11,996,708	12,070,140	9,443,313	11,240,278	11,923,901	11,779,269	10,981,346	11,574,708	9,220,541	9,395,698	9,267,781	10,300,285		
Total Cash Ending Balance (ACTUAL)	12,534,672	12,719,333	10,275,232	12,340,454	13,316,414	12,675,338	12,028,366	12,724,061	10,102,277	9,935,783	9,548,551	10,759,821		
											Budget	10,300,285		
											Difference	459,536		
Indicates actual expenditures/revenues:														
Indicates anticipated expenditures/revenues:														

PALMDALE WATER DISTRICT BOARD MEMORANDUM

DATE: October 5, 2016 **October 12, 2016**
TO: FINANCE COMMITTEE **Board Meeting**
FROM: Michael Williams, Finance Manager/CFO
VIA: Mr. Dennis LaMoreaux, General Manager
RE: *AGENDA ITEM 7.2 – STATUS REPORT ON FINANCIAL STATEMENTS, REVENUE, AND EXPENSE AND DEPARTMENTAL BUDGET REPORTS FOR AUGUST, 2016.*

Discussion:

Presented here are the Balance Sheet and Profit/Loss Statement for the period ending August 31, 2016. Also included are Year-To-Year Comparisons and Month-To-Month Comparisons for both revenue and expense. Finally, I have provided individual departmental budget reports for the month of August, 2016.

This is the eighth month of the District's Budget Year 2016. The target percentage is 67%. Revenues ideally are at or above, and expenditures ideally are below.

Balance Sheet:

- Page 1 is our balance sheet on August 31, 2016.
- The significant change is the increased cash and reduction in receivables. This is the result of customer bill payment activity.

Profit/Loss Statement:

- Page 3 is our profit/loss statement on August 31, 2016.
- Operating revenue is at 66% of budget.
- Cash operating expense is at 68% of budget.
- Net operating profit for the month of August was \$801K. Net operating profit year to date is at \$564K.
- Drought Surcharge year-to-date is at \$765K and continues to be an important part in stabilizing revenues during the drought.
- Page 6 is showing the distribution of operating expense between labor and operations. Labor costs are currently at 51% of total expenses with salaries making up 35% of that.

Year-To-Year Comparison P&L:

- Page 7 is our comparison of August, 2015 to August, 2016.
- Total operating revenue is up \$216K, or 11%.
- Operating expenditures are up \$72K, or 5%.
- Page 7-1 is our comparison of August, 2014 to August, 2016.
- Total operating revenue is down \$128K, or 5%.

BOARD OF DIRECTORS
PALMDALE WATER DISTRICT

VIA: Mr. Dennis LaMoreaux, General Manager

-2-

October 5, 2016

- Total operating expenses were down \$356, or 20%.
- Page 8 and 8-1 is a graphic presentation of the water consumption comparison for 2015 and 2014, respectively.
 - Units billed in acre feet for 2015 comparison were up by, 135 or 9%.
 - Total revenue per unit sold is up \$0.05, or 2%.
 - Total revenue per connection is up \$8.27, or 12.5%.
 - Units billed per connection is up 2.14, or 8.5%.

 - Units billed in acre feet for 2014 comparison were down by 458, or 21.5%.
 - Total revenue per unit sold is up \$0.52, or 21%.
 - Total revenue per connection is down \$10.70, or 13%.
 - Units billed per connection is down 7.69, or 22%.

Revenue Analysis Year-To-Date:

- Page 9 is our comparison of revenue, year-to-date.
- Operating revenue through August, 2016 is up \$566K, or 4%.
- Retail water revenue from all areas are up by \$297K from last year. That's shown by the combined green highlighted area.
- Retail water sales, including the drought surcharge but excluding meter fees, is up \$441K.
- Total revenue is up \$1.08MM. This is due primarily to strong assessment collection and grant funding.
- Operating revenue is at 66% of budget; last year was at 59% of budget. However, our 2016 revenue budget is \$1.5MM less than 2015.

Expense Analysis Year-To-Date:

- Page 11 is our comparison of expense, year-to-date.
- Cash Operating Expenses through August, 2016 are up \$812K, or 6%, compared to 2015.
- Total Expenses are down \$600K, or 3%.

Departments:

- Pages 14 through 24 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.

BOARD OF DIRECTORS
PALMDALE WATER DISTRICT

VIA: Mr. Dennis LaMoreaux, General Manager

-3-

October 5, 2016

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.

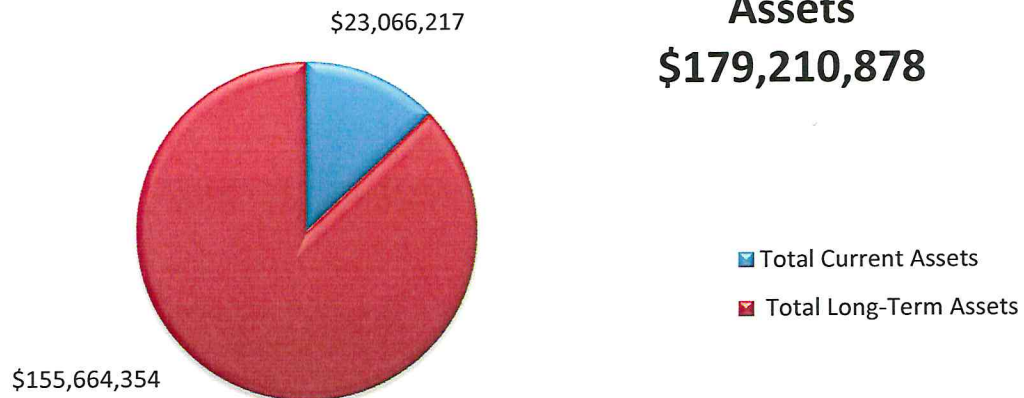
Capitalized Construction: The value of our labor force used to construct our asset infrastructure.

Palmdale Water District
Balance Sheet Report
For the Eight Months Ending 8/31/2016

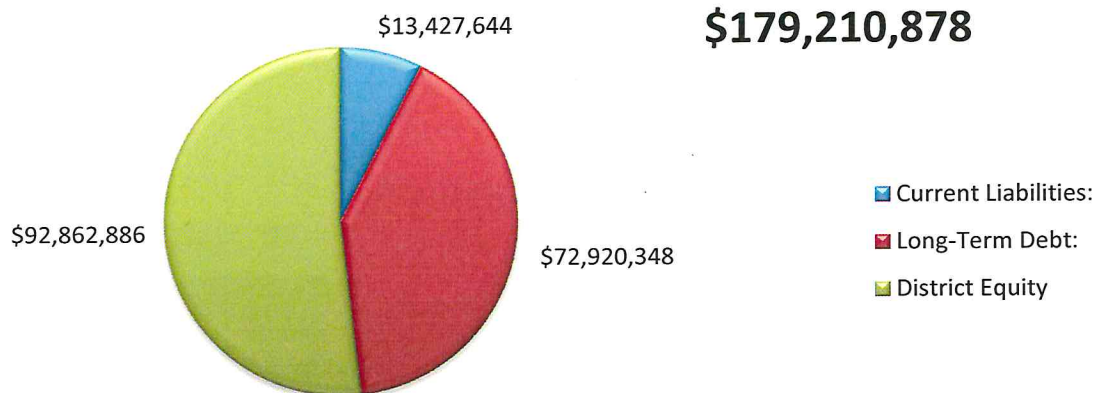
	August 2016	July 2016
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 643,112	\$ 86,961
Investments	11,600,642	11,461,080
2013A Bonds - Project Funds	497,545	497,437
	<u>\$ 12,741,300</u>	<u>\$ 12,045,478</u>
Receivables:		
Accounts Receivables - Water Sales	\$ 1,950,202	\$ 2,216,182
Accounts Receivables - Miscellaneous	33,676	37,417
Allowance for Uncollected Accounts	(196,113)	(196,113)
	<u>\$ 1,787,765</u>	<u>\$ 2,057,486</u>
Assessments Receivables	\$ 7,719,610	\$ 7,864,811
Meters, Materials and Supplies	731,196	731,954
Prepaid Expenses	86,347	77,058
Total Current Assets	\$ 23,066,217	\$ 22,776,786
Long-Term Assets:		
Property, Plant, and Equipment, net	\$ 110,198,913	\$ 110,599,561
Participation Rights in State Water Project, net	44,314,157	44,340,668
Investment in PRWA	229,923	229,923
2013A Bonds - Insurance & Surety Bond	216,560	217,226
CalPERS Contributions	704,801	704,801
	<u>\$ 155,664,354</u>	<u>\$ 156,092,179</u>
Restricted Cash:		
Rate Stabilization Fund	480,306	480,299
Total Long-Term Assets & Restricted Cash	\$ 156,144,661	\$ 156,572,478
Total Assets	\$ 179,210,878	\$ 179,349,264
LIABILITIES AND DISTRICT EQUITY		
Current Liabilities:		
Current Interest Installment of Long-term Debt	\$ 897,149	\$ 717,724
Current Principal Installment of Long-term Debt	1,082,342	1,113,290
Accounts Payable and Accrued Expenses	5,614,820	5,597,061
Deferred Assessments	5,833,333	6,416,667
Total Current Liabilities	\$ 13,427,644	\$ 13,844,742
Long-Term Debt:		
Pension-Related Debt	\$ 9,177,550	\$ 9,177,550
OPEB Liability	12,672,538	12,492,726
2013A Water Revenue Bonds	42,941,460	42,943,711
2012 - Certificates of Participation	8,081,514	8,074,716
2011 - Capital Lease Payable	47,286	47,286
Total Long-Term Liabilities	\$ 72,920,348	\$ 72,735,989
Total Liabilities	\$ 86,347,992	\$ 86,580,731
District Equity		
Revenue from Operations	\$ (1,792,511)	\$ (1,886,864)
Retained Earnings	94,655,397	94,655,397
Total Liabilities and District Equity	\$ 179,210,878	\$ 179,349,264

BALANCE SHEET AS OF AUGUST 31, 2016

Assets \$179,210,878



Liability & Equity \$179,210,878



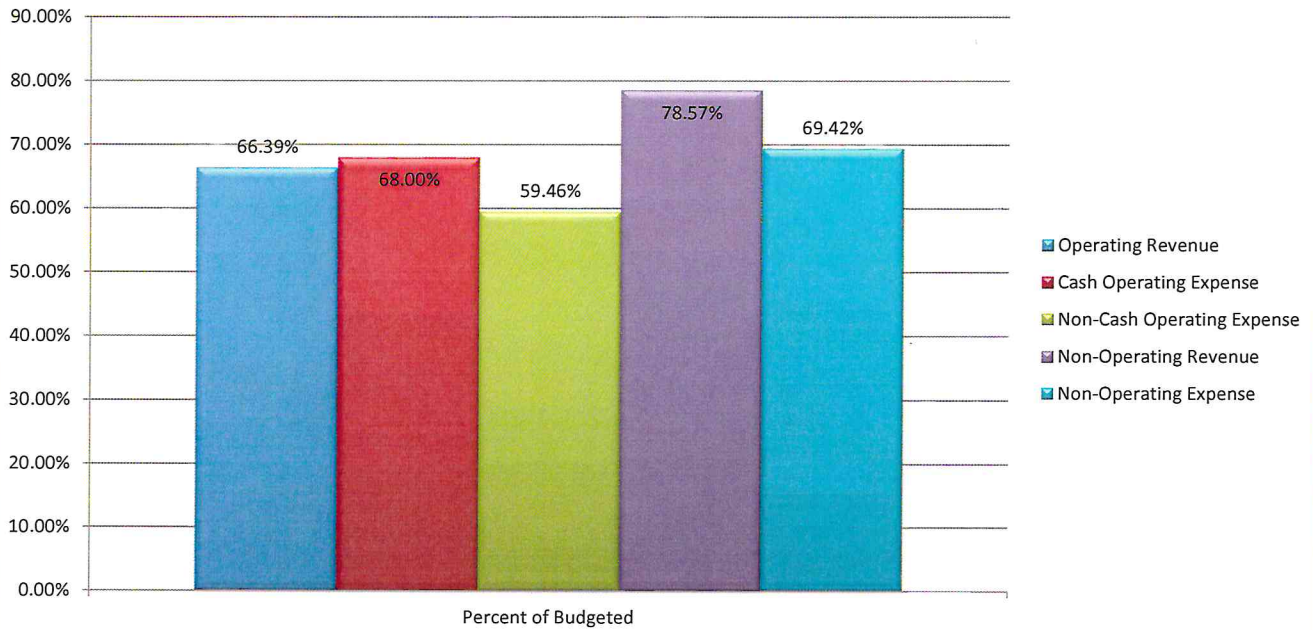
Palmdale Water District
Consolidated Profit and Loss Statement
For the Eight Months Ending 8/31/2016

	Thru July	August	Year-to-Date	Adjustments	Adjusted Budget	% of Budget
Operating Revenue:						
Wholesale Water	\$ 58,108	\$ 63,768	\$ 121,876		\$ 160,000	76.17%
Water Sales	3,369,187	761,463	4,130,650		7,242,000	57.04%
Meter Fees	7,099,093	1,013,613	8,112,707		12,079,000	67.16%
Water Quality Fees	447,838	94,248	542,086		934,500	58.01%
Elevation Fees	176,713	40,748	217,461		400,000	54.37%
Other (Page 3-1)	427,412	71,979	499,391		860,000	58.07%
Drought Surcharge	583,865	181,724	765,590		-	
Total Operating Revenue	\$ 12,162,217	\$ 2,227,543	\$ 14,389,760	\$ -	\$ 21,675,500	66.39%
Cash Operating Expenses:						
Directors	\$ 89,328	\$ 14,436	\$ 103,764		\$ 145,750	71.19%
Administration-Services	949,601	134,374	1,083,975		1,588,750	68.23%
Administration-District	807,822	108,505	916,327		1,612,750	56.82%
Engineering	717,284	87,880	805,164		1,279,250	62.94%
Facilities	3,900,519	551,818	4,452,336		6,513,750	68.35%
Operations	1,576,130	214,945	1,791,075		2,449,250	73.13%
Finance	722,400	97,048	819,448		1,168,250	70.14%
Water Conservation	139,667	14,981	154,648		239,250	64.64%
Human Resources	227,258	30,148	257,406		420,350	61.24%
Information Technology	438,891	42,518	481,409		867,750	55.48%
Customer Care	833,906	85,449	919,355		1,386,750	66.30%
Source of Supply-Purchased Water	1,195,239	715	1,195,954		1,725,000	69.33%
Plant Expenditures	280,165	43,438	323,603		-	
GAC Filter Media Replacement	521,064	-	521,064		934,500	55.76%
Total Cash Operating Expenses	\$ 12,399,274	\$ 1,426,255	\$ 13,825,528	\$ -	\$ 20,331,350	68.00%
Net Cash Operating Profit/(Loss)	\$ (237,057)	\$ 801,289	\$ 564,232	\$ -	\$ 1,344,150	41.98%
Non-Cash Operating Expenses:						
Depreciation	\$ 3,324,650	\$ 458,639	\$ 3,783,289		\$ 7,200,000	52.55%
OPEB Accrual Expense	1,371,021	195,860	1,566,881		2,250,000	69.64%
Bad Debts	69,347	181	69,528		50,000	139.06%
Service Costs Construction	89,567	(2,885)	86,682		125,000	69.35%
Capitalized Construction	(378,060)	-	(378,060)		(1,000,000)	37.81%
Total Non-Cash Operating Expenses	\$ 4,476,526	\$ 651,795	\$ 5,128,321	\$ -	\$ 8,625,000	59.46%
Net Operating Profit/(Loss)	\$ (4,713,583)	\$ 149,494	\$ (4,564,089)	\$ -	\$ (7,280,850)	62.69%
Non-Operating Revenues:						
Assessments (Debt Service)	\$ 3,120,667	\$ 440,417	\$ 3,561,083		\$ 4,670,000	76.25%
Assessments (1%)	1,320,518	142,917	1,463,434		2,025,000	72.27%
DWR Fixed Charge Recovery	134,839	56,357	191,196		200,000	95.60%
Interest	61,112	(5,523)	55,589		35,000	158.82%
Capital Improvement Fees	234,459	-	234,459		50,000	468.92%
Grants - State and Federal	306,915	-	306,915		485,000	63.28%
Other	146,571	324	146,895		120,000	122.41%
Total Non-Operating Revenues	\$ 5,325,080	\$ 634,491	\$ 5,959,571	\$ -	\$ 7,585,000	78.57%
Non-Operating Expenses:						
Interest on Long-Term Debt	\$ 1,301,239	\$ 185,426	\$ 1,486,665		\$ 2,228,000	66.73%
Amortization of SWP	1,378,280	196,900	1,575,180		2,238,000	70.38%
Change in Investments in PRWA	105,316	-	105,316		-	
Water Conservation Programs	20,833	-	20,833		126,500	16.47%
Total Non-Operating Expenses	\$ 2,805,668	\$ 382,326	\$ 3,187,993	\$ -	\$ 4,592,500	69.42%
Net Earnings	\$ (2,194,170)	\$ 401,659	\$ (1,792,511)	\$ -	\$ (4,288,350)	41.80%

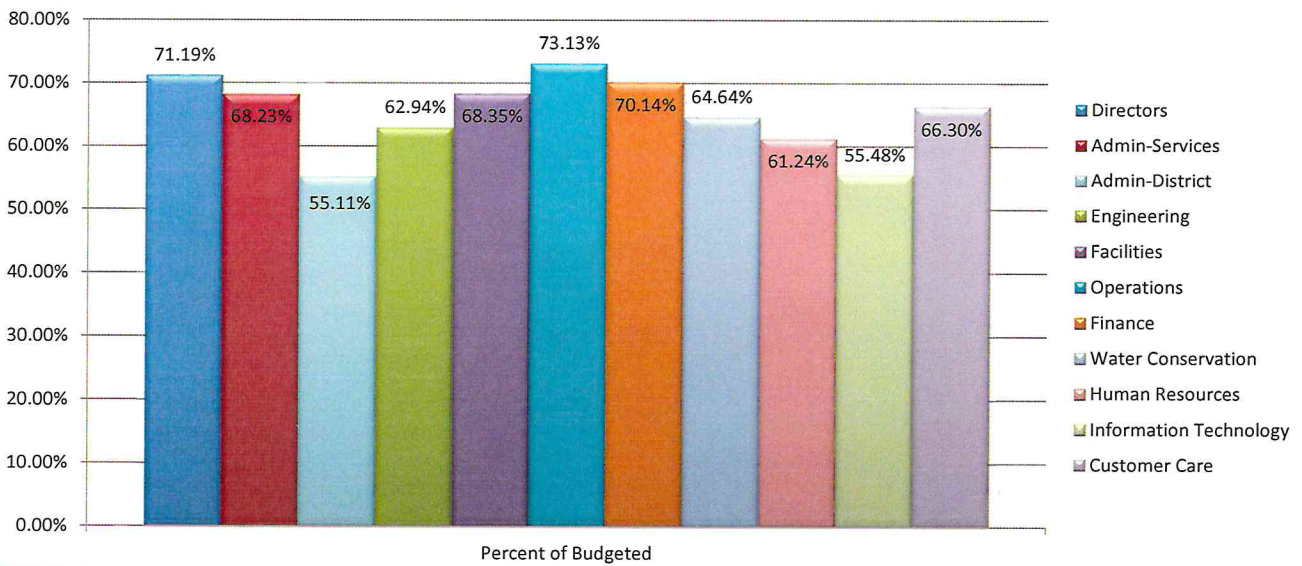
OTHER OPERATING REVENUE

	Current	YTD
Account Setup Charge(\$25)	\$4,575.00	\$30,960.00
Customer Request Turn On/Off(\$15)	\$45.00	\$60.00
Account Setup Charge/CC (\$35)	\$0.00	\$1,085.00
5/8" Meter W/Itron Assembly(\$212)	\$0.00	(\$212.00)
After Hours Service Call	\$80.00	\$620.00
Construction Meter Install(\$250)	\$750.00	\$750.00
Credit Check(\$10)	\$0.00	\$690.00
ERT (87.20)	\$0.00	\$87.20
Grind Down Angle Stop (\$230)	\$0.00	(\$230.00)
Lock Broken or Missing(\$15)	\$105.00	\$510.00
Miscellaneous Charge	\$0.00	\$931.70
Non-Compliance Fee Backflow(\$50)	\$300.00	\$900.00
Pulled Meter Service Charge(\$60)	\$300.00	\$960.00
Rejected Payment Notification	\$360.00	\$2,380.00
Repair Angle Stop After Hours(\$600.00)	\$600.00	\$600.00
Repair Angle Stop(\$440.00)	\$880.00	\$6,160.00
Shut-Off Charge(\$30)	\$7,560.00	\$50,730.00
Shut-Off Notice Fee (\$5)	\$12,200.00	\$69,550.00
Standard Trip Charge(\$15)	\$210.00	\$1,650.00
Waste Water 1st Notice(\$50.00)	\$0.00	\$6,150.00
Waste Water 2nd Notice (\$250.00)	\$0.00	(\$250.00)
Late Fees	\$42,224.59	\$262,250.98
NSF Fee	\$675.00	\$3,525.00

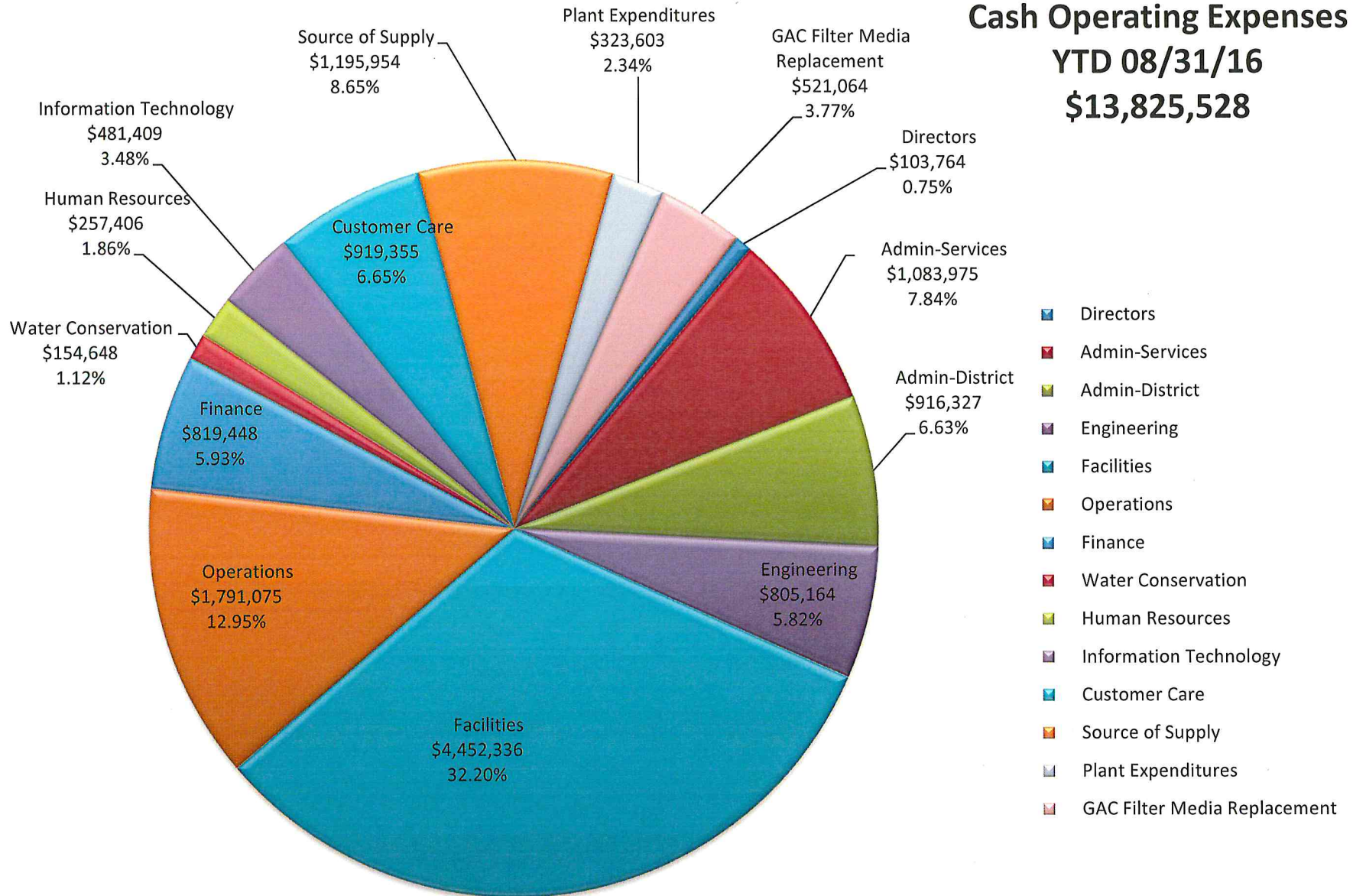
P & L BUDGET vs. ACTUAL



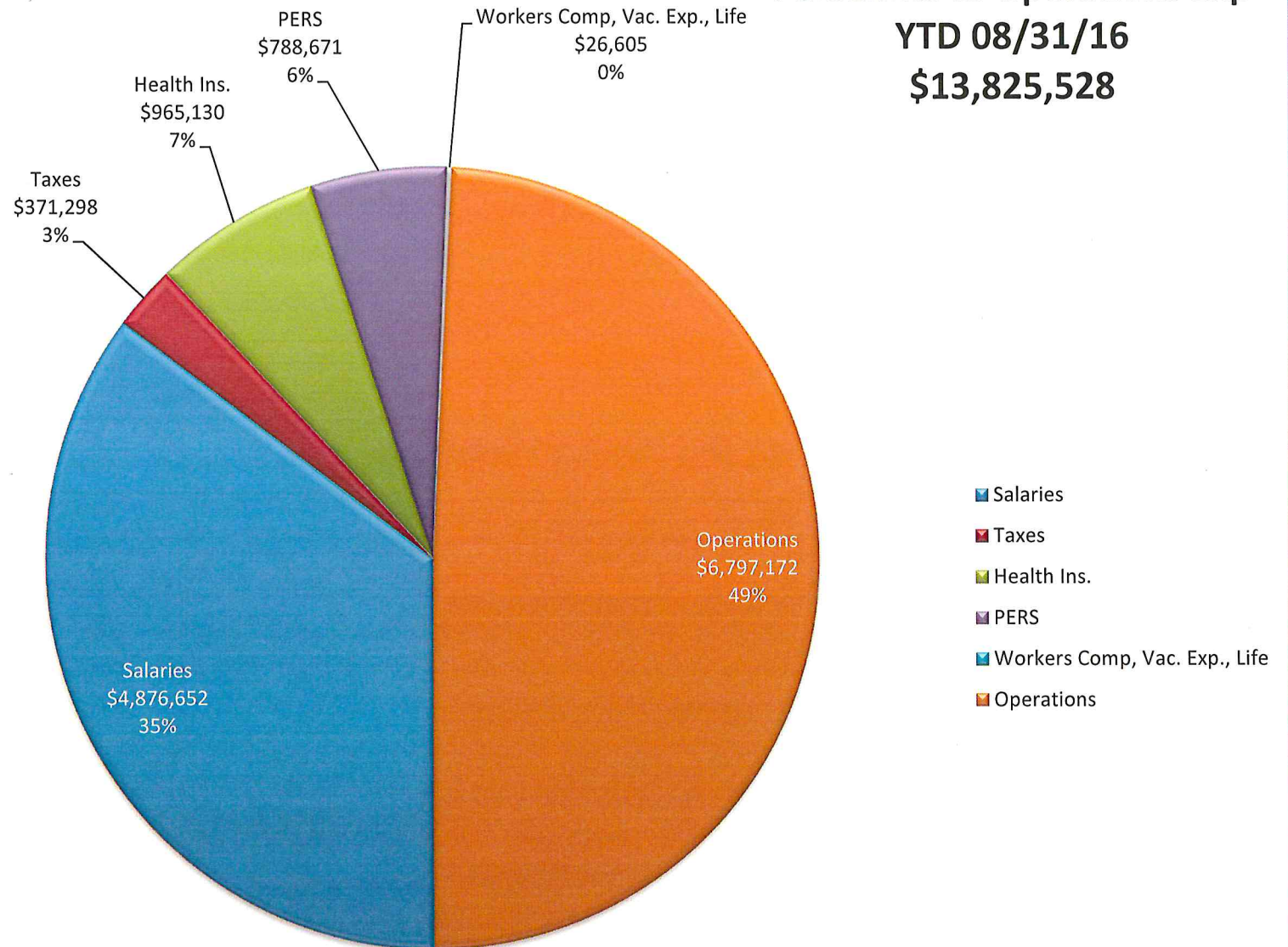
DEPARTMENTAL - BUDGET vs. ACTUAL



Cash Operating Expenses YTD 08/31/16 \$13,825,528



Personnel to Operations Exp
YTD 08/31/16
\$13,825,528



Palmdale Water District
Profit and Loss Statement
Year-To-Year Comparison - August

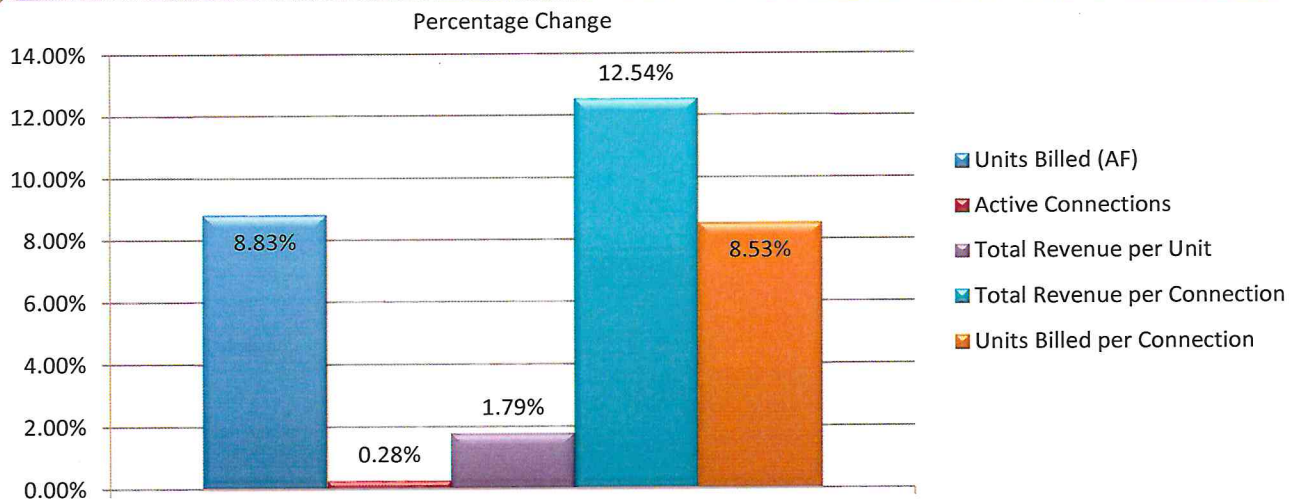
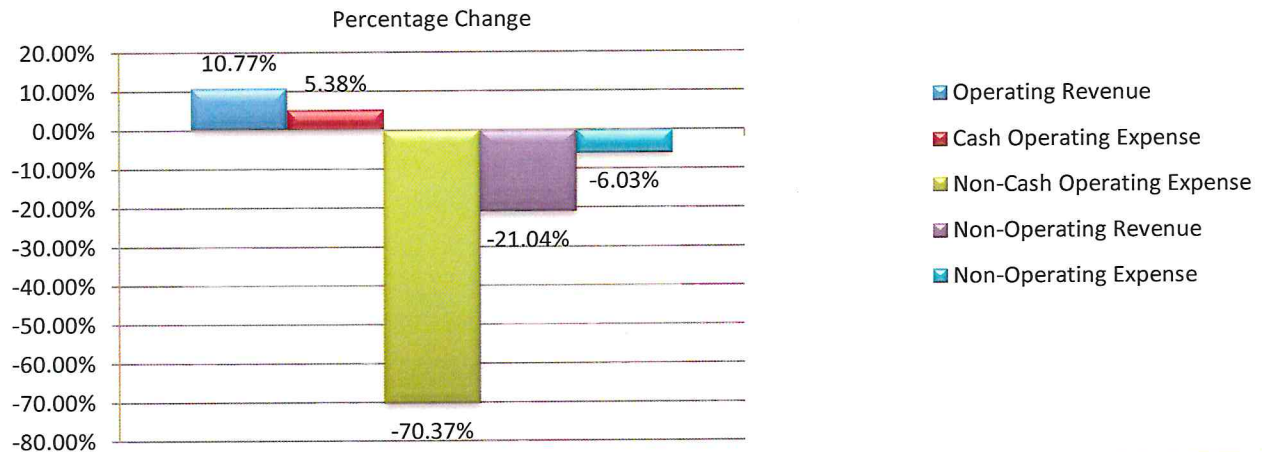
			Change	% Change	Consumption Comparison		
	2015 August	2016 August			Units Billed	2015 666,193	2016 724,986
Operating Revenue:							
Wholesale Water	\$ 21,128	\$ 63,768	\$ 42,640	201.82%	Active	26,527	26,600
Water Sales	619,013	761,463	142,450	23.01%	Vacant	860	805
Meter Fees	976,353	1,013,613	37,261	3.82%			
Water Quality Fees	93,036	94,248	1,212	1.30%			
Elevation Fees	39,496	40,748	1,252	3.17%	Rev/unit	\$ 3.02	\$ 3.07
Other	124,070	71,979	(52,091)	-41.99%	Rev/con	\$ 65.93	\$ 74.20
Drought Surcharge	137,862	181,724	43,862	31.82%	Unit/con	25.11	27.26
Total Operating Revenue	\$ 2,010,957	\$ 2,227,543	\$ 216,586	10.77%			
Cash Operating Expenses:							
Directors	\$ 15,246	\$ 14,436	\$ (810)	-5.31%			
Administration-Services	200,220	134,374	42,659	21.31%			
Administration-District		108,505					
Engineering	80,413	87,880	7,468	9.29%			
Facilities	433,261	551,818	118,557	27.36%			
Operations	233,164	214,945	(18,219)	-7.81%			
Finance	79,119	97,048	17,929	22.66%			
Water Conservation	45,552	14,981	(30,570)	-67.11%			
Human Resources	41,470	30,148	(11,322)	-27.30%			
Information Technology	42,054	42,518	464	1.10%			
Customer Care	101,267	85,449	(15,818)	-15.62%			
Source of Supply-Purchased Water	15,510	715	(14,795)	-95.39%			
Plant Expenditures	66,164	43,438	(22,726)	-34.35%			
GAC Filter Media Replacement	-	-	-				
Total Cash Operating Expenses	\$ 1,353,437	\$ 1,426,255	\$ 72,817	5.38%			
Non-Cash Operating Expenses:							
Depreciation	\$ 2,059,116	\$ 458,639	\$ (1,600,478)	-77.73%			
OPEB Accrual Expense	183,580	195,860	12,280	6.69%			
Bad Debts	93	181	88	93.85%			
Service Costs Construction	46,311	(2,885)	(49,196)	-106.23%			
Capitalized Construction	(89,641)	-	89,641	-100.00%			
Total Non-Cash Operating Expenses	\$ 2,199,459	\$ 651,795	\$ (1,547,664)	-70.37%			
Net Operating Profit/(Loss)	\$ (1,541,940)	\$ 149,494	\$ 1,691,433	-109.70%			
Non-Operating Revenues:							
Assessments (Debt Service)	\$ 443,333	\$ 440,417	\$ (2,917)	-0.66%			
Assessments (1%)	140,000	142,917	2,917	2.08%			
DWR Fixed Charge Recovery	-	56,357	56,357				
Interest	5,111	(5,523)	(10,635)	-208.06%			
Capital Improvement Fees	215,189	-	(215,189)				
Grants - State and Federal	-	-	-				
Other	(28)	324	352				
Total Non-Operating Revenues	\$ 803,606	\$ 634,491	\$ (169,115)	-21.04%			
Non-Operating Expenses:							
Interest on Long-Term Debt	\$ 189,198	\$ 185,426	\$ (3,773)	-1.99%			
Amortization of SWP	172,877	196,900	24,023	13.90%			
Change in Investments in PRWA	89	-	(89)				
Water Conservation Programs	44,696	-	(44,696)	-100.00%			
Total Non-Operating Expenses	\$ 406,860	\$ 382,326	\$ (24,534)	-6.03%			
Net Earnings	\$ (1,145,194)	\$ 401,659	\$ 1,546,853	-135.07%			

Palmdale Water District
Profit and Loss Statement
Year-To-Year Comparison-2 Years - August

	2014 August	2016 August	Change	% Change		Consumption Comparison	
					Units Billed	2014	2016
Operating Revenue:						924,520	724,986
Wholesale Water	\$ 44,126	\$ 63,768	\$ 19,642	44.51%	Active	26,458	26,600
Water Sales	1,012,600	761,463	(251,137)	-24.80%	Vacant	911	805
Meter Fees	948,925	1,013,613	64,688	6.82%			
Water Quality Fees	183,347	94,248	(89,099)	-48.60%			
Elevation Fees	57,345	40,748	(16,597)	-28.94%	Rev/unit	\$ 2.55	\$ 3.07
Other	109,135	71,979	(37,156)	-34.05%	Rev/con	\$ 84.90	\$ 74.20
Drought Surcharge	-	181,724	181,724		Unit/con	34.94	27.26
Total Operating Revenue	\$ 2,355,478	\$ 2,227,543	\$ (127,935)	-5.43%			
Cash Operating Expenses:							
Directors	\$ 9,839	\$ 14,436	\$ 4,597	46.72%			
Administration-Services	148,059	134,374	94,820	64.04%			
Administration-District	-	108,505					
Engineering	77,449	87,880	10,431	13.47%			
Facilities	260,467	551,818	291,350	111.86%			
Operations	589,081	214,945	(374,136)	-63.51%			
Finance	229,638	97,048	(132,591)	-57.74%			
Water Conservation	12,307	14,981	2,675	21.73%			
Human Resources	18,810	30,148	11,337	60.27%			
Information Technology	42,170	42,518	348	0.83%			
Customer Care	-	85,449	85,449				
Source of Supply-Purchased Water	34,361	715	(33,646)	-97.92%			
Plant Expenditures	58,932	43,438	(15,494)	-26.29%			
GAC Filter Media Replacement	301,055	-	(301,055)				
Total Cash Operating Expenses	\$ 1,782,169	\$ 1,426,255	\$ (355,915)	-19.97%			
Non-Cash Operating Expenses:							
Depreciation	\$ 547,770	\$ 458,639	\$ (89,131)	-16.27%			
OPEB Accrual Expense	166,875	195,860	28,985	17.37%			
Bad Debts	49	181	132	266.91%			
Service Costs Construction	7,136	(2,885)	(10,021)	-140.43%			
Capitalized Construction	(174,092)	-	174,092	-100.00%			
Total Non-Cash Operating Expenses	\$ 547,738	\$ 651,795	\$ 104,057	19.00%			
Net Operating Profit/(Loss)	\$ 25,571	\$ 149,494	\$ 123,922	484.61%			
Non-Operating Revenues:							
Assessments (Debt Service)	\$ 92,446	\$ 440,417	\$ 347,971	376.40%			
Assessments (1%)	77,609	142,917	65,307	84.15%			
DWR Fixed Charge Recovery	-	56,357	56,357				
Interest	6,850	(5,523)	(12,373)	-180.63%			
Capital Improvement Fees	-	-	-				
Grants - State and Federal	-	-	-				
Other	10,342	324	(10,018)	-96.87%			
Total Non-Operating Revenues	\$ 187,247	\$ 634,491	\$ 447,244	238.85%			
Non-Operating Expenses:							
Interest on Long-Term Debt	\$ 191,596	\$ 185,426	\$ (6,170)	-3.22%			
Amortization of SWP	159,510	196,900	37,390	23.44%			
Change in Investments in PRWA	-	-	-				
Water Conservation Programs	25,742	-	(25,742)	-100.00%			
Total Non-Operating Expenses	\$ 376,848	\$ 382,326	\$ 5,478	1.45%			
Net Earnings	\$ (164,029)	\$ 401,659	\$ 565,688	-344.87%			

YEAR-TO-YEAR COMPARISON

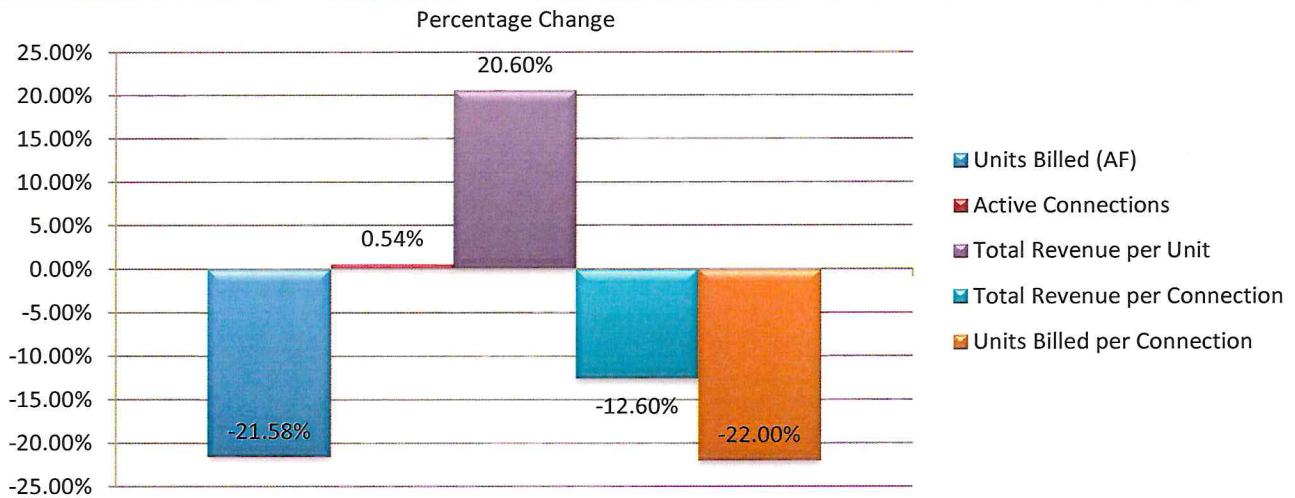
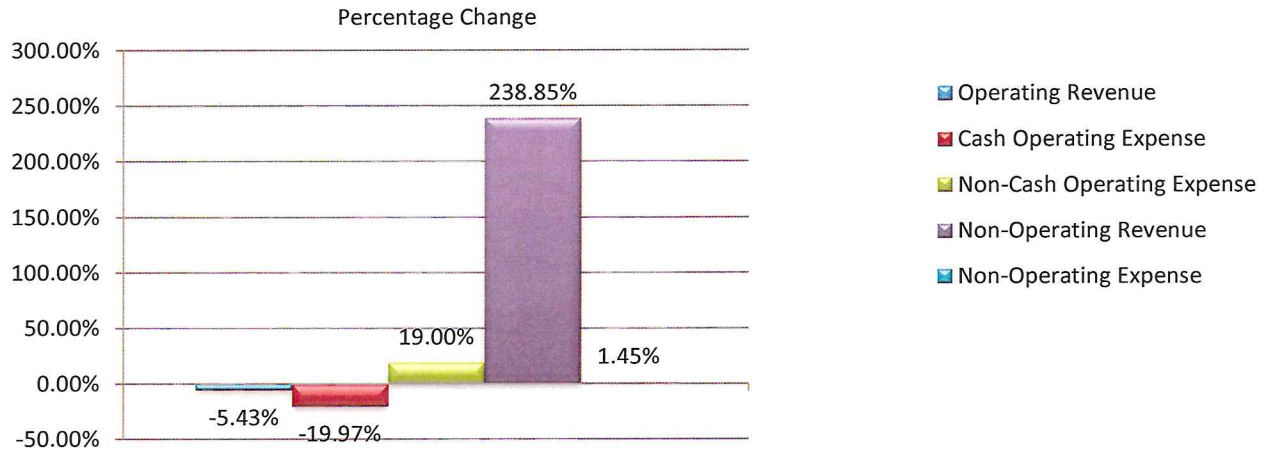
August 2015 -To - August 2016



	2015	2016	Change	
Units Billed (AF)	1,529	1,664	135	8.83%
Active Connections	26,527	26,600	73	0.28%
Non-Active	860	805	-55	-6.40%
Total Revenue per Unit	\$3.02	\$3.07	\$0.05	1.79%
Total Revenue per Connection	\$65.93	\$74.20	\$8.27	12.54%
Units Billed per Connection	25.11	27.26	2.14	8.53%

YEAR-TO-YEAR COMPARISON

August 2014 -To - August 2016



	2014	2016	Change	
Units Billed (AF)	2,122	1,664	-458	-21.58%
Active Connections	26,458	26,600	142	0.54%
Non-Active	911	805	-106	-11.64%
Total Revenue per Unit	\$2.55	\$3.07	\$0.52	20.60%
Total Revenue per Connection	\$84.90	\$74.20	-\$10.70	-12.60%
Units Billed per Connection	34.94	27.26	-7.69	-22.00%

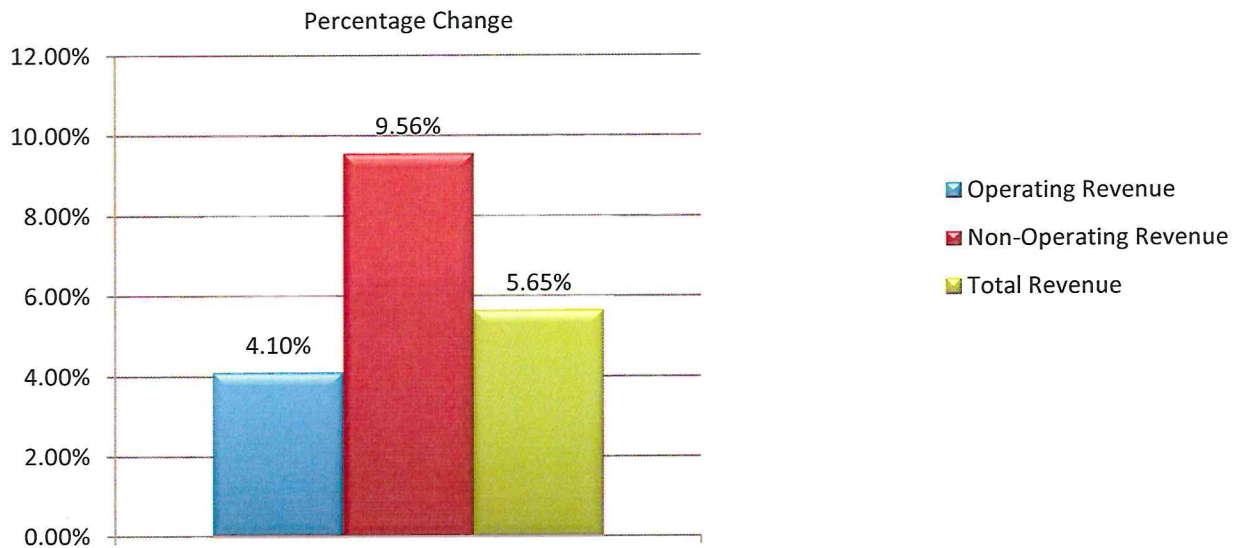
Palmdale Water District
Revenue Analysis
For the Eight Months Ending 8/31/2016
2016

	Thru July	August	Year-to-Date	Adjusted Budget	% of Budget	Thru July	August	Year-to-Date	% Change
Operating Revenue:									
Wholesale Water	\$ 58,108	\$ 63,768	\$ 121,876	\$ 160,000	76.17%	\$ 47,388	\$ 42,640	\$ 90,028	282.68%
Water Sales	3,369,187	761,463	4,130,650	7,242,000	57.04%	(101,549)	142,450	40,901	1.00%
Meter Fees	7,099,093	1,013,613	8,112,707	12,079,000	67.16%	300,098	37,261	337,359	4.34%
Water Quality Fees	447,838	94,248	542,086	934,500	58.01%	(53,841)	1,212	(52,629)	-8.85%
Elevation Fees	176,713	40,748	217,461	400,000	54.37%	(29,171)	1,252	(27,919)	-11.38%
Other	427,412	71,979	499,391	860,000	58.07%	(250,863)	(52,091)	(302,953)	-37.76%
Drought Surcharge	583,865	181,724	765,590	-		437,499	43,862	481,361	
Total Water Sales	\$ 12,162,217	\$ 2,227,543	\$ 14,389,760	\$ 21,675,500	66.39%	\$ 349,562	\$ 216,586	\$ 566,148	4.10%
Non-Operating Revenues:									
Assessments (Debt Service)	\$ 3,120,667	\$ 440,417	\$ 3,561,083	\$ 4,670,000	76.25%	\$ 165,843	\$ (2,917)	\$ 162,926	4.79%
Assessments (1%)	1,320,518	142,917	1,463,434	2,025,000	72.27%	69,346	2,917	72,262	5.19%
DWR Fixed Charge Recovery	134,839	56,357	191,196	200,000	95.60%	(118,893)	56,357	(62,536)	-24.65%
Interest	61,112	(5,523)	55,589	35,000	158.82%	34,933	(10,635)	24,298	77.65%
Capital Improvement Fees	234,459	-	234,459	50,000	468.92%	95,757	(215,189)	(119,433)	-33.75%
Grants - State and Federal	306,915	-	306,915	485,000	63.28%	306,915	-	306,915	
Other	146,571	324	146,895	120,000	122.41%	135,347	352	135,699	1212.07%
Total Non-Operating Revenues	\$ 5,325,080	\$ 634,491	\$ 5,959,571	\$ 7,585,000	78.57%	\$ 689,247	\$ (169,115)	\$ 520,133	9.56%
Total Revenue	\$ 17,487,298	\$ 2,862,034	\$ 20,349,332	\$ 29,260,500	69.55%	\$ 1,038,809	\$ 47,472	\$ 1,086,281	5.65%

	Thru July	August	Year-to-Date	Adjusted Budget	% of Budget
Operating Revenue:					
Wholesale Water	\$ 10,720	\$ 21,128	\$ 31,848	\$ 225,000	14.15%
Water Sales	3,470,737	619,013	4,089,749	8,550,500	47.83%
Meter Fees	6,798,995	976,353	7,775,347	11,506,000	67.58%
Water Quality Fees	501,679	93,036	594,715	1,146,500	51.87%
Elevation Fees	205,884	39,496	245,380	525,000	46.74%
Other	678,275	124,070	802,345	1,450,000	55.33%
Drought Surcharge	146,366	137,862	284,228	-	
Total Water Sales	\$ 11,801,935	\$ 1,989,829	\$ 13,791,764	\$ 23,178,000	59.50%
Non-Operating Revenues:					
Assessments (Debt Service)	\$ 2,954,824	\$ 443,333	\$ 3,398,157	\$ 5,100,000	66.63%
Assessments (1%)	1,251,172	140,000	1,391,172	1,950,000	71.34%
DWR Fixed Charge Recovery	253,732	-	253,732	100,000	253.73%
Interest	26,179	5,111	31,290	35,000	89.40%
Capital Improvement Fees	138,702	215,189	353,892	50,000	707.78%
Grants - State and Federal	-	-	-	-	
Other	11,224	(28)	11,196	5,000	223.91%
Total Non-Operating Revenues	\$ 4,635,833	\$ 803,606	\$ 5,439,439	\$ 7,240,000	75.13%
Total Revenue	\$ 16,437,768	\$ 2,793,435	\$ 19,231,203	\$ 30,418,000	63.22%

REVENUE COMPARISON YEAR-TO-DATE

August 2015-To-August 2016



Palmdale Water District
Operating Expense Analysis
For the Eight Months Ending 8/31/2016
2016

						2015 to 2016 Comparison			
	Thru July	August	Year-to-Date	Adjusted Budget	% of Budget	Thru July	August	Year-to-Date	% Change
Cash Operating Expenses:									
Directors	\$ 89,328	\$ 14,436	\$ 103,764	\$ 145,750	71.19%	\$ 10,750	\$ (810)	\$ 9,940	10.59%
Administration-Services	949,601	134,374	1,083,975	1,588,750	68.23%	145,194	42,659	187,853	10.36%
Administration-District	807,822	108,505	916,327	1,612,750	56.82%				
Engineering	717,284	87,880	805,164	1,279,250	62.94%	(48,866)	7,468	(41,398)	-4.89%
Facilities	3,900,519	551,818	4,452,336	6,513,750	68.35%	555,463	118,557	674,020	17.84%
Operations	1,576,130	214,945	1,791,075	2,449,250	73.13%	161,331	(18,219)	143,112	8.68%
Finance	722,400	97,048	819,448	1,168,250	70.14%	(365,161)	17,929	(347,232)	-29.76%
Water Conservation	139,667	14,981	154,648	239,250	64.64%	(24,382)	(30,570)	(54,952)	-26.22%
Human Resources	227,258	30,148	257,406	420,350	61.24%	(24,640)	(11,322)	(35,962)	-12.26%
Information Technology	438,891	42,518	481,409	867,750	55.48%	(49,885)	464	(49,421)	-9.31%
Customer Care	833,906	85,449	919,355	1,386,750	66.30%	234,763	(15,818)	218,946	31.26%
Source of Supply-Purchased Water	1,195,239	715	1,195,954	1,725,000	69.33%	331,827	(14,795)	317,032	24.47%
Plant Expenditures	280,165	43,438	323,603	-		(111,334)	(22,726)	(134,060)	-29.29%
GAC Filter Media Replacement	521,064	-	521,064	934,500	55.76%	(74,980)	-	(74,980)	-12.58%
Total Cash Operating Expenses	\$ 12,399,274	\$ 1,426,255	\$ 13,825,528	\$ 20,331,350	68.00%	\$ 740,080	\$ 72,817	\$ 812,897	5.88%
Non-Cash Operating Expenses:									
Depreciation	\$ 3,324,650	\$ 458,639	\$ 3,783,289	\$ 7,200,000	52.55%	\$ (417,818)	\$ (1,600,478)	\$ (2,018,295)	-34.79%
OPEB Accrual Expense	1,371,021	195,860	1,566,881	2,250,000	69.64%	85,961	12,280	98,241	6.69%
Bad Debts	69,347	181	69,528	50,000	139.06%	62,767	88	62,855	941.88%
Service Costs Construction	89,567	(2,885)	86,682	125,000	69.35%	54,798	(49,196)	5,602	6.91%
Capitalized Construction	(378,060)	-	(378,060)	(1,000,000)	37.81%	262,635	89,641	352,276	-48.23%
Total Non-Cash Operating Expenses	\$ 4,476,526	\$ 651,795	\$ 5,128,321	\$ 8,625,000	59.46%	\$ 48,344	\$ (1,547,664)	\$ (1,499,321)	-29.24%
Non-Operating Expenses:									
Interest on Long-Term Debt	\$ 1,301,239	\$ 185,426	\$ 1,486,665	\$ 2,228,000	66.73%	\$ (28,560)	\$ (3,773)	\$ (32,333)	-2.13%
Amortization of SWP	1,378,280	196,900	1,575,180	2,238,000	70.38%	168,141	24,023	192,164	13.89%
Change in Investments in PRWA	105,316	-	105,316	-		91,311	(89)	91,222	647.25%
Water Conservation Programs	20,833	-	20,833	126,500	16.47%	(120,815)	(44,696)	(165,511)	-88.82%
Total Non-Operating Expenses	\$ 2,805,668	\$ 382,326	\$ 3,187,993	\$ 4,592,500	69.42%	\$ 110,077	\$ (24,534)	\$ 85,542	2.76%
Total Expenses	\$ 19,681,467	\$ 2,460,375	\$ 22,141,843	\$ 33,548,850	66.00%	\$ 898,500	\$ (1,499,381)	\$ (600,881)	-2.64%

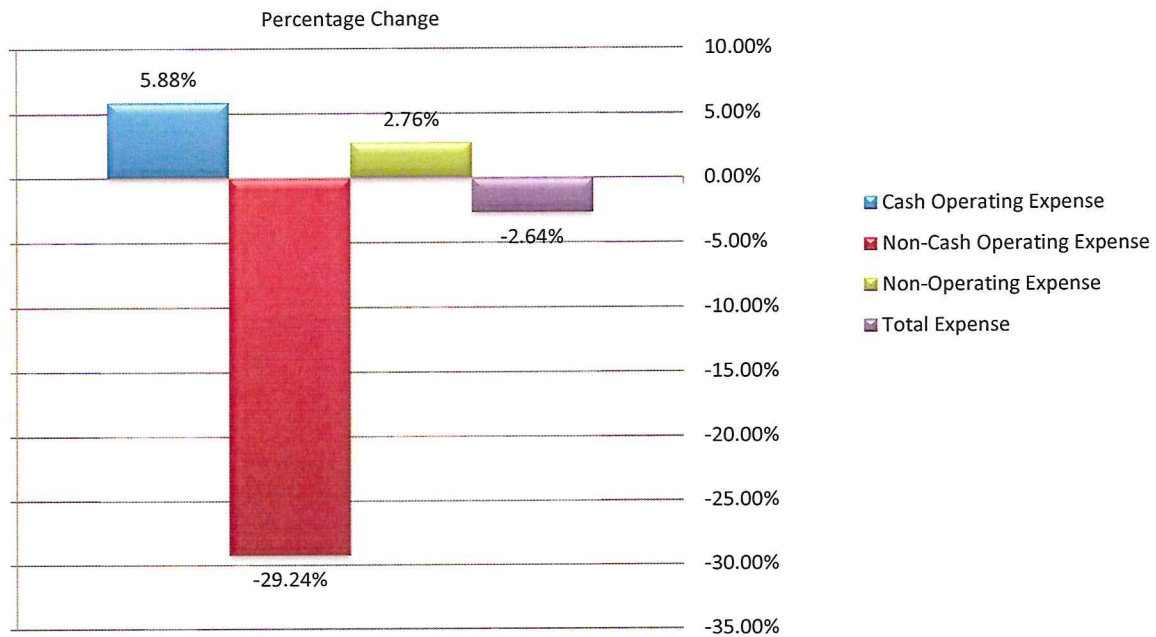
**Palmdale Water District
Operating Expense Analysis
For the Eight Months Ending 8/31/2016**

2015 to 2016 Comparison

	Thru July	August	Year-to-Date	Adjusted Budget	% of Budget
Cash Operating Expenses:					
Directors	\$ 78,578	\$ 15,246	\$ 93,823	\$ 118,500	79.18%
Administration-Services	1,612,229	200,220	1,812,448	2,667,250	67.95%
Administration-District	-	-	-	-	-
Engineering	766,150	80,413	846,562	1,252,750	67.58%
Facilities	3,345,056	433,261	3,778,317	5,998,000	62.99%
Operations	1,414,798	233,164	1,647,963	2,624,000	62.80%
Finance	1,087,561	79,119	1,166,680	2,950,750	39.54%
Water Conservation	164,049	45,552	209,600	284,000	73.80%
Human Resources	251,898	41,470	293,367	326,100	89.96%
Information Technology	488,776	42,054	530,830	782,750	67.82%
Customer Care	599,143	101,267	700,410	-	-
Source of Supply-Purchased Water	1,279,850	15,510	1,295,360	2,400,000	53.97%
Water Purchases-Prior Year OAP	(36,045)	-	(36,045)	250,000	-14.42%
Water Recovery	(380,393)	-	(380,393)	(100,000)	380.39%
Plant Expenditures	391,499	66,164	457,663	1,146,500	39.92%
GAC Filter Media Replacement	596,045	-	596,045	1,896,000	31.44%
Total Cash Operating Expenses	\$ 11,659,194	\$ 1,353,437	\$ 13,012,631	\$ 22,596,600	57.59%
Non-Cash Operating Expenses:					
Depreciation	\$ 3,742,468	\$ 2,059,116	\$ 5,801,584	\$ 6,450,000	89.95%
OPEB Accrual Expense	1,285,060	183,580	1,468,640	2,000,000	73.43%
Bad Debts	6,580	93	6,673	100,000	6.67%
Service Costs Construction	34,769	46,311	81,080	125,000	64.86%
Capitalized Construction	(640,695)	(89,641)	(730,336)	(1,000,000)	73.03%
Total Non-Cash Operating Expenses	\$ 4,428,182	\$ 2,199,459	\$ 6,627,641	\$ 7,675,000	86.35%
Non-Operating Expenses:					
Interest on Long-Term Debt	\$ 1,329,799	\$ 189,198	\$ 1,518,997	\$ 2,111,000	71.96%
Amortization of SWP	1,210,139	172,877	1,383,016	1,679,000	82.37%
Change in Investments in PRWA	14,005	89	14,094	-	-
Water Conservation Programs	141,648	44,696	186,344	200,000	93.17%
Total Non-Operating Expenses	\$ 2,695,591	\$ 406,860	\$ 3,102,451	\$ 3,990,000	77.76%
Total Expenses	\$ 18,782,967	\$ 3,959,756	\$ 22,742,723	\$ 34,261,600	66.38%

EXPENSE COMPARISON YEAR-TO-DATE

August 2015-To-August 2016



Palmdale Water District
2016 Directors Budget
For the Eight Months Ending Wednesday, August 31, 2016

	YTD ACTUAL 2016	ORIGINAL BUDGET 2016	ADJUSTMENTS 2016	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-01-4000-000 Directors Pay	\$ 37,650	\$ 50,000	\$ -	\$ 12,350	75.30%
Employee Benefits					
1-01-4005-000 Payroll Taxes	2,880	5,500		2,620	52.37%
1-01-4010-000 Health Insurance	51,091	76,250		25,159	67.00%
Subtotal (Benefits)	53,971	81,750	-	25,159	66.02%
Total Personnel Expenses	<u>\$ 91,621</u>	<u>\$ 131,750</u>	<u>\$ -</u>	<u>\$ 37,509</u>	<u>69.54%</u>
OPERATING EXPENSES:					
1-01-4050-000 Directors Travel, Seminars & Meetings	12,143	14,000		1,857	86.73%
Subtotal Operating Expenses	12,143	14,000	-	1,857	86.73%
Total O & M Expenses	<u>\$ 103,764</u>	<u>\$ 145,750</u>	<u>\$ -</u>	<u>\$ 39,367</u>	<u>71.19%</u>

**Palmdale Water District
2016 Directors Budget
For The Month Of August 2016**

	<u>2016</u>	<u>2015</u>
Personnel Budget:		
1-01-4000-000 Directors Pay	\$ 5,850	\$ 7,950
Employee Benefits		
1-01-4005-000 Payroll Taxes	448	608
1-01-4010-000 Health Insurance	6,168	4,868
Subtotal (Benefits)	<u>6,616</u>	<u>5,476</u>
Total Personnel Expenses	<u>\$ 12,466</u>	<u>\$ 13,426</u>
OPERATING EXPENSES:		
1-01-4050-000 Directors Travel, Seminars & Meetings	1,970	1,858
Subtotal Operating Expenses	<u>1,970</u>	<u>1,858</u>
Total O & M Expenses	<u>\$ 14,436</u>	<u>\$ 15,284</u>

	<u>Directors Pay</u>		<u>Health Ins.</u>	
	<u>2016</u>	<u>2015</u>	<u>2016</u>	<u>2015</u>
Alvarado	1,350	900	1,600	1,591
Dino	1,500	1,200	1,134	1,125
Dizmang	0	900	0	0
Estes	1,050	3,750	1,591	1,566
Henriquez	1,050	0	1,257	0
Mac Laren	900	1,200	587	586
	<u>5,850</u>	<u>7,950</u>	<u>6,168</u>	<u>4,868</u>
	<u>Operating</u>			
	<u>2016</u>	<u>2015</u>		
Alvarado	0	0		
Dino	580	0		
Dizmang	0	600		
Estes	695	19		
Henriquez	695	0		
Mac Laren	0	1,239		
	<u>1,970</u>	<u>1,858</u>		

Palmdale Water District
2016 Administration District Wide Budget
For the Eight Months Ending Wednesday, August 31, 2016

	YTD ACTUAL 2016	ORIGINAL BUDGET 2016	ADJUSTMENTS 2016	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-02-5070-001 On-Call	\$ 55,051	\$ 95,000		\$ 39,949	57.95%
Subtotal (Salaries)	\$ 55,051	\$ 95,000	\$ -	\$ 39,949	57.95%
Employee Benefits					
1-02-5070-002 PERS-Unfunded Liability	\$ 261,464	\$ 404,750		143,286	-64.60%
1-02-5070-003 Workers Compensation	60,474	125,000		64,526	48.38%
1-02-5070-004 Vacation Benefit Expense	(38,172)	35,000		73,172	-109.06%
1-02-5070-005 Life Insurance	4,302	8,000		3,698	53.78%
Subtotal (Benefits)	\$ 288,068	\$ 572,750	\$ -	\$ 284,682	50.30%
Total Personnel Expenses	\$ 343,119	\$ 667,750	\$ -	\$ 324,631	51.38%
OPERATING EXPENSES:					
1-02-5070-006 Other Operating	\$ 15,838	\$ 20,000		4,162	79.19%
1-02-5070-007 Consultants	51,924	160,000		108,076	32.45%
1-02-5070-008 Insurance	197,401	300,000		102,599	65.80%
1-02-5070-009 Groundwater Adjudication	35,208	80,000		44,792	44.01%
1-02-5070-010 Legal Services	92,591	160,000		67,409	57.87%
1-02-5070-011 Memberships/Subscriptions	75,362	150,000		74,638	50.24%
1-02-5070-012 Elections	104,882	75,000		(29,882)	139.84%
Subtotal Operating Expenses	\$ 573,207	\$ 945,000	\$ -	\$ 371,793	60.66%
Total Departmental Expenses	\$ 916,327	\$ 1,612,750	\$ -	\$ 696,423	56.82%

Palmdale Water District
2016 Administration Services Budget
For the Eight Months Ending Wednesday, August 31, 2016

	YTD ACTUAL 2016	ORIGINAL BUDGET 2016	ADJUSTMENTS 2016	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-02-4000-000 Salaries	\$ 666,953	\$ 982,000		\$ 315,047	67.92%
1-02-4000-100 Overtime	3,837	8,250		4,413	46.51%
Subtotal (Salaries)	\$ 670,789	\$ 990,250	\$ -	\$ 319,461	67.74%
Employee Benefits					
1-02-4005-000 Payroll Taxes	\$ 48,750	\$ 74,000		25,250	65.88%
1-02-4010-000 Health Insurance	88,665	135,000		46,335	65.68%
1-02-4015-000 PERS	74,581	117,500		42,919	63.47%
Subtotal (Benefits)	\$ 211,995	\$ 326,500	\$ -	\$ 114,505	64.93%
Total Personnel Expenses	\$ 882,784	\$ 1,316,750	\$ -	\$ 433,966	67.04%
OPERATING EXPENSES:					
1-02-4050-100 General Manager Travel	\$ 4,382	\$ 5,000		618	87.65%
1-02-4060-100 General Manager Conferences & Seminars	2,150	4,000		1,850	53.75%
1-02-4130-000 Bank Charges	103,823	140,000		36,177	74.16%
1-02-4150-000 Accounting Services	22,385	27,500		5,115	81.40%
1-02-4175-000 Permits	10,225	10,000		(225)	102.25%
1-02-4180-000 Postage	9,265	27,500		18,235	33.69%
1-02-4190-100 Public Relations - Publications	29,642	35,000		5,358	84.69%
1-02-4190-900 Public Relations - Other	851	1,000		149	85.12%
1-02-4200-000 Advertising	1,495	4,000		2,505	37.37%
1-02-4205-000 Office Supplies	11,638	18,000		6,362	64.66%
1-02-4210-000 Office Furniture	5,333	-		(5,333)	0.00%
Subtotal Operating Expenses	\$ 201,190	\$ 272,000	\$ -	\$ 70,810	73.97%
Total Departmental Expenses	\$ 1,083,975	\$ 1,588,750	\$ -	\$ 504,775	68.23%

Palmdale Water District
2016 Engineering Budget
For the Eight Months Ending Wednesday, August 31, 2016

	YTD ACTUAL 2016	ORIGINAL BUDGET 2016	ADJUSTMENTS 2016	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-03-4000-000 Salaries	\$ 564,396	\$ 852,000		\$ 287,604	66.24%
1-03-4000-100 Overtime	3,716	6,750		3,034	55.06%
Subtotal (Salaries)	\$ 568,113	\$ 858,750		\$ 290,637	66.16%
Employee Benefits					
1-03-4005-000 Payroll Taxes	43,169	64,000		20,831	67.45%
1-03-4010-000 Health Insurance	107,395	155,000		47,605	69.29%
1-03-4015-000 PERS	63,840	101,000		37,160	63.21%
Subtotal (Benefits)	\$ 214,404	\$ 320,000	\$ -	\$ 105,596	67.00%
Total Personnel Expenses	\$ 782,516	\$ 1,178,750	\$ -	\$ 396,234	66.39%
OPERATING EXPENSES:					
1-03-4155-000 Contracted Services	12,900	64,000		51,100	20.16%
1-03-4165-000 Memberships/Subscriptions	1,670	2,500		830	66.80%
1-03-4250-000 General Materials & Supplies	2,401	3,000		599	80.03%
1-03-8100-100 Computer Software - Maint. & Support	5,676	31,000		25,324	18.31%
Subtotal Operating Expenses	\$ 22,647	\$ 100,500	\$ -	\$ 77,853	22.53%
Total Departmental Expenses	\$ 805,164	\$ 1,279,250	\$ -	\$ 474,086	62.94%

Palmdale Water District
2016 Facilities Budget
For the Eight Months Ending Wednesday, August 31, 2016

	YTD ACTUAL 2016	ORIGINAL BUDGET 2016	ADJUSTMENTS 2016	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-04-4000-000 Salaries	\$ 1,355,588	\$ 2,083,750		\$ 728,162	65.06%
1-04-4000-100 Overtime	72,765	90,000		17,235	80.85%
Subtotal (Salaries)	\$ 1,428,353	\$ 2,173,750	\$ -	\$ 745,397	65.71%
Employee Benefits					
1-04-4005-000 Payroll Taxes	110,860	166,500		55,640	66.58%
1-04-4010-000 Health Insurance	300,220	444,500		144,280	67.54%
1-04-4015-000 PERS	147,825	257,500		109,675	57.41%
Subtotal (Benefits)	\$ 558,904	\$ 868,500	\$ -	\$ 309,596	64.35%
Total Personnel Expenses	\$ 1,987,257	\$ 3,042,250	\$ -	\$ 1,054,993	65.32%
OPERATING EXPENSES:					
1-04-4155-000 Contracted Services	\$ 427,263	\$ 488,000		\$ 60,737	87.55%
1-04-4175-000 Permits-Dams	10,985	50,000		39,015	21.97%
1-04-4215-100 Natural Gas - Wells & Boosters	121,070	225,000		103,930	53.81%
1-04-4215-200 Natural Gas - Buildings	31,817	9,000		(22,817)	353.53%
1-04-4220-100 Electricity - Wells & Boosters	847,560	1,480,000		632,440	57.27%
1-04-4220-200 Electricity - Buildings	48,953	88,000		39,047	55.63%
1-04-4225-000 Maint. & Repair - Vehicles	24,601	35,000		10,399	70.29%
1-04-4230-100 Maint. & Rep. Office Building	24,567	15,000		(9,567)	163.78%
1-04-4230-110 Maint. & Rep. Office Equipment	65	-		(65)	
1-04-4235-110 Maint. & Rep. Equipment	871	6,500		5,629	13.40%
1-04-4235-400 Maint. & Rep. Operations - Wells	71,621	75,000		3,379	95.49%
1-04-4235-405 Maint. & Rep. Operations - Boosters	44,518	50,000		5,482	89.04%
1-04-4235-410 Maint. & Rep. Operations - Shop Bldgs	6,534	10,000		3,466	65.34%
1-04-4235-415 Maint. & Rep. Operations - Facilities	21,626	15,000		(6,626)	144.18%
1-04-4235-420 Maint. & Rep. Operations - Water Lines	217,935	225,000		7,065	96.86%
1-04-4235-425 Maint. & Rep. Operations - Littlerock Dam	23,134	15,000		(8,134)	154.23%
1-04-4235-430 Maint. & Rep. Operations - Palmdale Dam	795	7,500		6,705	10.60%
1-04-4235-435 Maint. & Rep. Operations - Palmdale Canal	-	10,000		10,000	0.00%
1-04-4235-440 Maint. & Rep. Operations - Large Meters	28,447	10,000		(18,447)	284.47%
1-04-4235-445 Maint. & Rep. Operations - Telemetry	1,038	4,000		2,962	25.95%
1-04-4235-450 Maint. & Rep. Operations - Hypo Generators	-	10,000		10,000	0.00%
1-04-4235-455 Maint. & Rep. Operations - Heavy Equipment	27,149	45,000		17,851	60.33%
1-04-4235-460 Maint. & Rep. Operations - Storage Reservoirs	2,624	5,000		2,376	52.48%
1-04-4235-470 Maint. & Rep. Operations - Meters Exchanges	240,263	225,000		(15,263)	106.78%
1-04-4270-300 Telecommunication - Other	4,613	4,000		(613)	115.33%
1-04-4300-200 Testing - Large Meters	12,322	12,500		178	98.57%
1-04-4300-300 Testing - Edison Testing	-	30,000		30,000	0.00%
1-04-6000-000 Waste Disposal	19,255	20,000		745	96.28%
1-04-6100-100 Fuel and Lube - Vehicle	45,029	105,000		59,971	42.88%
1-04-6100-200 Fuel and Lube - Machinery	13,919	40,000		26,081	34.80%
1-04-6200-000 Uniforms	18,139	22,500		4,361	80.62%
1-04-6300-100 Supplies - General	46,831	47,500		669	98.59%
1-04-6300-200 Supplies - Hypo Generators	6,094	6,500		406	93.75%
1-04-6300-300 Supplies - Electrical	970	3,000		2,030	32.33%
1-04-6300-400 Supplies - Telemetry	203	5,000		4,797	4.07%
1-04-6300-800 Supplies - Construction Materials	42,931	35,000		(7,931)	122.66%
1-04-6400-000 Tools	19,886	25,000		5,114	79.54%
1-04-7000-100 Leases -Equipment	11,450	12,500		1,050	91.60%
Subtotal Operating Expenses	\$ 2,465,079	\$ 3,471,500	\$ -	\$ 1,006,421	71.01%
Total Departmental Expenses	\$ 4,452,336	\$ 6,513,750	\$ -	\$ 2,061,414	68.35%

Palmdale Water District
2016 Operation Budget
For the Eight Months Ending Wednesday, August 31, 2016

	YTD ACTUAL 2016	ORIGINAL BUDGET 2016	ADJUSTMENTS 2016	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-05-4000-000 Salaries	\$ 687,682	\$ 1,012,500		\$ 324,818	67.92%
1-05-4000-100 Overtime	38,742	56,000		17,258	69.18%
Subtotal (Salaries)	\$ 726,424	\$ 1,068,500	\$ -	\$ 342,076	67.99%
Employee Benefits					
1-05-4005-000 Payroll Taxes	55,776	84,500		28,724	66.01%
1-05-4010-000 Health Insurance	128,578	183,500		54,922	70.07%
1-05-4015-000 PERS	80,011	137,750		57,739	58.08%
Subtotal (Benefits)	\$ 264,365	\$ 405,750	\$ -	\$ 141,385	65.15%
Total Personnel Expenses	\$ 990,789	\$ 1,474,250	\$ -	\$ 483,461	67.21%
OPERATING EXPENSES:					
1-05-4155-000 Contracted Services	\$ 49,841	\$ 93,500		\$ 43,659	53.31%
1-05-4175-000 Permits	14,015	40,000		25,985	35.04%
1-05-4215-200 Natural Gas - WTP	731	3,000		2,269	24.35%
1-05-4220-200 Electricity - WTP	88,202	125,000		36,798	70.56%
1-05-4230-110 Maint. & Rep. - Office Equipment	126	500		374	25.17%
1-05-4235-110 Maint. & Rep. Operations - Equipment	12,517	11,500		(1,017)	108.84%
1-05-4235-410 Maint. & Rep. Operations - Shop Bldgs	14,161	6,000		(8,161)	236.02%
1-05-4235-415 Maint. & Rep. Operations - Facilities	48,960	45,000		(3,960)	108.80%
1-05-4235-450 Maint. & Rep. Operations - Hypo Generator	64,014	18,000		(46,014)	355.63%
1-05-4235-500 Maint. & Rep. Operations - Wind Turbine	18,893	10,000		(8,893)	188.93%
1-05-6000-000 Waste Disposal	2,896	20,000		17,104	14.48%
1-05-6200-000 Uniforms	9,775	16,000		6,225	61.09%
1-05-6300-100 Supplies - General	11,074	15,000		3,926	73.82%
1-05-6300-600 Supplies - Lab	38,696	40,000		1,304	96.74%
1-05-6300-700 Outside Lab Work	54,620	92,000		37,380	59.37%
1-05-6400-000 Tools	1,933	6,500		4,567	29.74%
1-05-6500-000 Chemicals	369,834	400,000		30,166	92.46%
1-05-7000-100 Leases -Equipment	-	3,000		3,000	0.00%
3-05-4300-100 Filter Media Testing/Inspection	-	30,000		30,000	0.00%
Subtotal Operating Expenses	\$ 800,286	\$ 975,000	\$ -	\$ 144,714	82.08%
Total Departmental Expenses	\$ 1,791,075	\$ 2,449,250	\$ -	\$ 628,175	73.13%

Palmdale Water District
2016 Finance Budget
For the Eight Months Ending Wednesday, August 31, 2016

	YTD ACTUAL 2016	ORIGINAL BUDGET 2016	ADJUSTMENTS 2016	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-06-4000-000 Salaries	\$ 448,298	\$ 670,250		\$ 221,952	66.89%
1-06-4000-100 Overtime	236	3,000		2,764	7.88%
Subtotal (Salaries)	\$ 448,534	\$ 673,250	\$ -	\$ 224,716	66.62%
Employee Benefits					
1-06-4005-000 Payroll Taxes	33,795	49,000		15,205	68.97%
1-06-4010-000 Health Insurance	62,404	83,000		20,596	75.19%
1-06-4015-000 PERS	54,231	87,000		32,769	62.33%
Subtotal (Benefits)	\$ 150,430	\$ 219,000	\$ -	\$ 68,570	68.69%
Total Personnel Expenses	\$ 598,964	\$ 892,250	\$ -	\$ 293,286	67.13%
OPERATING EXPENSES:					
1-06-4155-000 Contracted Services	\$ 3,000	\$ 6,000		\$ 3,000	50.00%
1-06-4155-100 Contracted Services - Infosend	183,292	225,000		41,708	81.46%
1-06-4165-000 Memberships/Subscriptions	220	500		280	44.00%
1-06-4230-110 Maintenance & Repair - Office Equipment	-	500		500	0.00%
1-06-4250-000 General Material & Supplies	321	3,000		2,679	10.69%
1-06-4260-000 Business Forms	2,842	7,500		4,658	37.90%
1-06-4270-100 Telecommunication - Office	15,330	12,000		(3,330)	127.75%
1-06-4270-200 Telecommunication - Cellular Stipend	13,610	18,500		4,890	73.57%
1-06-7000-100 Leases - Equipment	1,869	3,000		1,131	62.31%
Subtotal Operating Expenses	\$ 220,484	\$ 276,000	\$ -	\$ 55,516	79.89%
Total Departmental Expenses	\$ 819,448	\$ 1,168,250	\$ -	\$ 348,802	70.14%

Palmdale Water District
2016 Water Conservation Budget
For the Eight Months Ending Wednesday, August 31, 2016

	YTD ACTUAL 2016	ORIGINAL BUDGET 2016	ADJUSTMENTS 2016	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-07-4000-000 Salaries	\$ 71,153	\$ 129,000		\$ 57,847	55.16%
1-07-4000-100 Overtime	142	1,000		858	14.18%
Subtotal (Salaries)	\$ 71,295	\$ 130,000		\$ 58,705	54.84%
Employee Benefits					
1-07-4005-000 Payroll Taxes	7,780	10,000		2,220	77.80%
1-07-4010-000 Health Insurance	26,483	38,000		11,517	69.69%
1-07-4015-000 PERS	6,335	17,250		10,915	36.73%
Subtotal (Benefits)	\$ 40,599	\$ 65,250	\$ -	\$ 24,651	62.22%
Total Personnel Expenses	\$ 111,894	\$ 195,250	\$ -	\$ 82,498	57.31%
OPERATING EXPENSES:					
1-07-4190-300 Public Relations - Landscape Workshop/Training	\$ 5,135	\$ 1,000		\$ (4,135)	513.54%
1-07-4190-400 Public Relations - Contests	-	1,000		1,000	0.00%
1-07-4190-500 Public Relations - Education Programs	299	2,500		2,201	11.96%
1-07-4190-700 Public Relations -General Media	31,266	25,000		(6,266)	125.06%
1-07-4190-900 Public Relations - Other	3,297	2,000		(1,297)	164.86%
1-07-4500-000 Drought Enforcement	714	7,500		6,786	9.52%
1-07-6300-100 Supplies - Misc.	2,043	5,000		2,957	40.86%
Subtotal Operating Expenses	\$ 42,754	\$ 44,000	\$ -	\$ 1,246	97.17%
Total Departmental Expenses	\$ 154,648	\$ 239,250	\$ -	\$ 83,744	64.64%

Palmdale Water District
2016 Human Resources Budget
For the Eight Months Ending Wednesday, August 31, 2016

	YTD	ORIGINAL		ADJUSTED	
	ACTUAL	BUDGET	ADJUSTMENTS	BUDGET	PERCENT
	2016	2016	2016	REMAINING	USED
Personnel Budget:					
1-08-4000-000 Salaries	\$ 76,036	\$ 116,000		39,964	65.55%
1-08-4000-100 Salaries - Overtime	4				
1-08-4000-200 Salaries - Intern Program	28,066	40,000		11,934	70.17%
Subtotal (Salaries)	\$ 104,106	\$ 156,000		\$ 51,898	66.73%
Employee Benefits					
1-08-4005-000 Payroll Taxes	8,004	15,250		7,246	52.48%
1-08-4010-000 Health Insurance	13,053	18,250		5,197	71.52%
1-08-4015-000 PERS	5,002	7,250		2,248	68.99%
Subtotal (Benefits)	\$ 26,059	\$ 40,750	\$ -	\$ 14,691	63.95%
Total Personnel Expenses	\$ 130,164	\$ 196,750	\$ -	\$ 66,590	66.16%
OPERATING EXPENSES:					
1-08-4050-000 Staff Travel	\$ 27,787	\$ 27,500		\$ (287)	101.04%
1-08-4060-000 Staff Conferences & Seminars	13,143	25,000		11,857	52.57%
1-08-4070-000 Employee Expense	40,718	60,000		19,282	67.86%
1-08-4090-000 Temporary Staffing	3,702	-		(3,702)	
1-08-4095-000 Employee Recruitment	909	3,000		2,092	30.28%
1-08-4100-000 Employee Retention	3,184	20,000		16,816	15.92%
1-08-4105-000 Employee Relations	1,746	3,500		1,754	49.88%
1-08-4110-000 Consultants	3,797	1,000		(2,797)	379.68%
1-08-4120-100 Training-Safety	12,603	35,000		22,397	36.01%
1-08-4120-200 Training-Specialty	6,652	25,000		18,348	26.61%
1-08-4121-000 Safety Program	307	1,000		693	30.65%
1-08-4165-000 Membership/Subscriptions	714	1,600		886	44.63%
1-08-4165-100 HR/Safety Publications	79	1,000		921	7.93%
1-08-6300-500 Supplies - Safety	11,900	20,000		8,100	59.50%
Subtotal Operating Expenses	\$ 127,241	\$ 223,600	\$ -	\$ 96,359	56.91%
Total Departmental Expenses	\$ 257,406	\$ 420,350	\$ -	\$ 162,949	61.24%

Palmdale Water District
2016 Information Technology Budget
For the Eight Months Ending Wednesday, August 31, 2016

	YTD ACTUAL 2016	ORIGINAL BUDGET 2016	ADJUSTMENTS 2016	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-09-4000-000 Salaries	\$ 150,179	\$ 225,500		\$ 75,321	66.60%
1-09-4000-100 Overtime	1,761	2,500		739	70.45%
Subtotal (Salaries)	\$ 151,941	\$ 228,000		\$ 76,059	66.64%
Employee Benefits					
1-09-4005-000 Payroll Taxes	11,557	16,000		4,443	72.23%
1-09-4010-000 Health Insurance	26,202	38,000		11,798	68.95%
1-09-4015-000 PERS	18,787	29,500		10,713	63.69%
Subtotal (Benefits)	\$ 56,546	\$ 83,500	\$ -	\$ 26,954	67.72%
Total Personnel Expenses	\$ 208,487	\$ 311,500	\$ -	\$ 102,274	66.93%
OPERATING EXPENSES:					
1-09-4155-000 Contracted Services	\$ 55,379	\$ 121,500		\$ 66,121	45.58%
1-09-4165-000 Memberships/Subscriptions	310	2,000		1,690	15.50%
1-09-4270-000 Telecommunications	53,263	79,250		25,987	67.21%
1-09-8000-100 Computer Equipment - Computers	15,183	20,000		4,817	75.91%
1-09-8000-200 Computer Equipment - Laptops	14,349	16,000		1,651	89.68%
1-09-8000-300 Computer Equipment - Monitors	-	2,000		2,000	0.00%
1-09-8000-500 Computer Equipment - Toner Cartridges	71	3,000		2,929	2.37%
1-09-8000-550 Computer Equipment - Telephony	-	2,500		2,500	0.00%
1-09-8000-600 Computer Equipment - Other	14,597	40,000		25,403	36.49%
1-09-8100-100 Computer Software - Maint. and Support	25,171	60,000		34,829	41.95%
1-09-8100-140 Computer Software - Starnik	63,200	130,000		66,800	48.62%
1-09-8100-150 Computer Software - Dynamics GP Support	29,935	60,000		30,065	49.89%
1-09-8100-200 Computer Software - Software and Upgrades	1,464	20,000		18,536	7.32%
Subtotal Operating Expenses	\$ 272,922	\$ 556,250	\$ -	\$ 283,328	49.06%
Total Departmental Expenses	\$ 481,409	\$ 867,750	\$ -	\$ 385,602	55.48%

Palmdale Water District
2016 Customer Care Budget
For the Eight Months Ending Wednesday, August 31, 2016

	YTD ACTUAL 2016	ORIGINAL BUDGET 2016	ADJUSTMENTS 2016	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-10-4000-000 Salaries	\$ 608,836	\$ 929,250		\$ 320,414	65.52%
1-10-4000-100 Overtime	5,561	10,000		4,439	55.61%
Subtotal (Salaries)	\$ 614,397	\$ 939,250	\$ -	\$ 324,853	65.41%
Employee Benefits					
1-10-4005-000 Payroll Taxes	48,727	71,500		22,773	68.15%
1-10-4010-000 Health Insurance	161,039	217,000		55,961	74.21%
1-10-4015-000 PERS	76,597	119,000		42,403	64.37%
Subtotal (Benefits)	\$ 286,363	\$ 407,500	\$ -	\$ 121,137	70.27%
Total Personnel Expenses	\$ 900,760	\$ 1,346,750	\$ -	\$ 445,990	66.88%
OPERATING EXPENSES:					
1-10-4155-000 Contracted Services	\$ 12,960	\$ 22,000		\$ 9,040	58.91%
1-10-4230-110 Maintenance & Repair-Office Equipment	499	500		1	99.84%
1-10-4250-000 General Material & Supplies	5,136	7,500		2,364	68.48%
1-10-4260-000 Business Forms	-	10,000		10,000	0.00%
Subtotal Operating Expenses	\$ 18,595	\$ 40,000	\$ -	\$ 21,405	46.49%
Total Departmental Expenses	\$ 919,355	\$ 1,386,750	\$ -	\$ 467,395	66.30%

Palmdale Water District
2016 Capital Project Expenses
Updated: October 6, 2016

AGENDA ITEM NO. 7.3

Committed Contracts (Actual / Projected Expenses)																			
Project Title	Project Type	Contract	Vendor/Contractor/Consultant	Jan - Nov, 2015	Dec, 2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016 Total	2017 Total
Upper Amargosa Recharge Project - WRB Fund Carry-over	Water Supply and Groundwater Management	1,250,000	City of Palmdale / AVEK / WW40	-	-												347,629	347,629	773,155
Recharge and Recovery Project Pilot	Water Supply Project / Planning	97,000	Kennedy/Jenks Consultants														97,000	97,000	
Littlerock Sediment Removal Project - WRB Fund Carry-over	Water Supply Project / Planning	32,805	Aspen															-	32,805
PRGRRP - Financial Model	Water Supply Project / Planning	29,000	PFM, Inc.	-	-					14,465						14,535		29,000	
2015 Urban Water Management Plan	Planning / Regulatory	64,380	Kennedy/Jenks Consultants	-	4,186	10,456	9,089	7,105	4,007	11,370	8,886	5,744	2,375		1,162			60,194	
Water System Master Plan Update	Water System Infrastructure Planning	196,043	MWH	141,860	-	20,904				18,071				6,541	4,662			50,178	
Hydrologic and Energy Database	Water Supply and Demand Management	67,000	DCSE	65,970	-				1,030									1,030	
Security Improvements Project	Asset Management - Equipment Replacement	301,799	Siemens	205,283	-	36,716							45,096	18,769				100,581	
Security Improvements Project - Eng.	Asset Management - Equipment Replacement	58,730	Exante360	31,938	-													-	
Dredging & Lake Outlet Repairs	Asset Management - Equipment Replacement	40,639	Parker / Layne	-	-		40,639											40,639	
Well No. 15 - Rehabilitation	Asset Management - Equipment Replacement	189,907	Layne / Amarillo	-	-	17,621	134,286		38,000									189,907	
Well No. 30 - Rehabilitation	Asset Management - Equipment Replacement	74,222	Layne	-	-		74,222											74,222	
Well No. 22 - Rehabilitation	Asset Management - Equipment Replacement	57,936	Layne						21,525	36,411								57,936	
Water Main Replacement - Tierra Subida Ave. (Paving)	Asset Management - Infrastructure Replacement	46,253	RBC	-	-		42,398											42,398	
Well No. 25 - Rehabilitation	Asset Management - Equipment Replacement	16,365	Rottman Drilling									16,365	24,508					40,873	
Well No. 26 - Rehabilitation	Asset Management - Equipment Replacement	14,433	Roadrunner Pump Service											24,297				24,297	
Well CT Study	Water Quality - Regulatory	9,700	Carollo Engineers												4,850	4,850		9,700	
Brine Tank at Water Treatment Plant	Asset Management - Water Quality	85,000	TBD													50,000	35,000	85,000	
Well No. 3A - Emergency Repair	Asset Management - Infrastructure Repairs	36,672	Reed Electric										36,672					36,672	
Clearwell Booster Station - 2800' Emergency Repair	Asset Management - Infrastructure Repairs	25,000	Reed Electric										12,937		12,000			24,937	
Clearwell Booster Station - 2950' Rebuild	Asset Management - Infrastructure Repairs	33,874	PWD												33,874			33,874	
Hi-Speed Scanners and Engineering Plotter	Asset Management - Equipment Replacement	44,015	Insight / Source Graphics								9,525	11,095			23,913			44,533	
Meter Replacement Program	Asset Management - Equipment Replacement	600,000	TBD												200,000	200,000	200,000	600,000	
Spec. 1503 - El Camino Water Main Replacement	Asset Management - Infrastructure Replacement	70,000	PWD												30,000	30,000	10,000	70,000	
Spec. 1211 - Avenue Q-1, Q-2, and Q-3	Asset Management - Infrastructure Replacement	75,000														30,000	45,000	75,000	
Replacement Solar Inverter	Asset Management - Infrastructure Replacement	24,995	Princeton Power Systems												14,995	10,000		24,995	
Tire Machine	Asset Management - Equipment Replacement	4,434	CarQuest							4,434								4,434	
Emergency Repairs on Well 18/19 Tank	Asset Management - Infrastructure Repairs	57,850	Superior Tank Solutions	-	57,850													-	
Office Space Remodel for Customer Care	Asses Management - Ergonomics Improvements	12,010	Rothman Business Interiors				2,547	5,496		3,117								11,160	
Office Space for Electronic Tech.	Work Flow and Communication Improvements	25,863	Yourway Const. / Circulating Air	-	-					25,863								25,863	
Valve Exercising Truck	Equipment Replacement	122,277	Wondries / CTEC	-	-					122,277								122,277	
New Vehicle - Durango	Equipment Replacement	32,184	Victorville Motors	-	-			32,184										32,184	
Surveying / GIS Equipment	Equipment Replacement	17,799	Allen Associates, Inc.	-	-				17,799									17,799	
Fleet Lighting Improvements	Safety	10,000	PWD	1,500	-													-	
Generator/Engine Emissions - 25th and 45th Booster Sta.	Regulatory	20,000	Emission Complaint Controls								4,526							4,526	
ARC Flash	Safety	137,500	Carollo	-	-	6,020												6,020	
AC Pipe Disposal	Safety / Regulatory Compliance	26,875	Alliance	-	26,875													-	
Lobby Design	Customer Service Improvement / Feasibility Design	56,600	ITZEN	49,344	-	4,650												4,650	
Subtotal		2,655,355		495,895	88,911	96,367	303,181	44,785	82,361	236,008	22,937	33,204	121,588	49,607	325,456	339,385	734,629	2,389,508	805,960

Water Quality Fee Funded Projects																			
Project Title	Project Type	Contract	Vendor/Contractor/Consultant	Jan - Nov, 2015	Dec, 2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016 Total	
GAC Replacement - WTP	Water Quality Improvement / Regulatory	655,135	Calgon Carbon	573,109				275,135								190,000	190,000	655,135	
GAC Replacement - WTP AC1230CX Reactivated	Water Quality Improvement / Regulatory	183,200	Evoqua	298,286			183,200											183,200	
GAC Replacement - Underground Booster	Water Quality Improvement / Regulatory	62,730	Evoqua			62,730												62,730	
Subtotal		901,065		871,395	-	62,730	183,200	275,135	-	-	-	-	-	-	-	190,000	190,000	901,065	

Budgeted - Not Committed (Projected Expenses)																			
Project Title	Project Type	Estimate	Vendor/Contractor/Consultant	Jan - Nov, 2015	Dec, 2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016 Total	
Water Main and Service Line Replacement Projects	Asset Management - Infrastructure Replacement	155,000	TBD													25,000	130,000	155,000	
Water System Master Plan - CEQA	Planning / Regulatory	75,000	TBD													10,000	25,000	35,000	
WTP Security - Feasibility and Phase 1	Asset Management - Equipment Replacement	25,000	TBD														25,000	25,000	
Drainage Improvements @ WTP	Asset Management - Site Improvements	50,000	TBD	-	-											50,000		50,000	
Recharge and Recovery Project Pilot	Water Supply Project / Planning	203,000	TBD													103,000	100,000	203,000	
Conference Room Projectors - Installation	Asset Management - Equipment Replacement	10,000	TBD													10,000		10,000	
Entry Way Building @ WTP	Safety	10,000	TBD													10,000		10,000	
Subtotal		528,000			-	-	-	-	-	-	-	-	-	-	-	208,000	280,000	488,000	

Water Revenue Bond - Series 2013A

Updated: September 19, 2016

Project	Work Order	Description	Allocated Based on Bond	Contractual Commitment	Payout to Date	Grant Funds/Operating Budget	Uncommitted Bond \$
Spec. 1204	603-12	Ave. Q - Q-3, Division and Sumac	\$ 725,000	\$ 765,085	\$ 765,085	\$ -	\$ (40,085)
Spec. 1201	606-11	20th, Puerta, Sweetbriar, and 22nd St. E.	\$ 1,450,000	\$ 1,487,261	\$ 1,487,261	\$ -	\$ (37,261)
Spec. 1205	605-12	Frontier, 31st St. E., etc. between Ave. Q and Q-4	\$ 1,200,000	\$ 1,291,539	\$ 1,291,539	\$ 485,000	\$ (91,539)
Spec. 1207	607-12	10th St. E. between Ave. P and Palmdale Blvd.	\$ 1,400,000	\$ 1,327,806	\$ 1,327,806	\$ -	\$ 72,194
LRDSR	501-04	Littlerock Sediment Removal (EIR/EIS/Permits)	\$ 975,000	\$ 869,023	\$ 638,540	\$ -	\$ 105,977
LCGRRP	400-12	Littlerock Recharge and Recovery (Feasibility)	\$ 1,500,000	\$ 769,891	\$ 769,891	\$ -	\$ 730,109
UAR	TBD	Upper Amargosa Recharge (Project Capacity)	\$ 1,250,000	\$ 1,250,000	\$ 129,215	\$ 668,589	\$ -
Spec. 0905	601-09	15th St. E. between Ave. P and Ave. Q (Material)	\$ -	\$ 362,984	\$ 362,984	\$ -	\$ (362,984)
PRGRRP	501-04	Palmdale Regional Recharge and Recovery (Permits)	\$ -	\$ 1,530,000	\$ 1,270,568		\$ (1,530,000)
Totals:			\$ 8,500,000	\$ 9,653,589	\$ 8,042,890	\$ 1,153,589	\$ (1,153,589)

Requisition No.	Payee	Date Approved	Invoice No.	Project	Payment Amount
2	Issuance Costs	Jul 8, 2013	N/A	WRB	\$ 24,815.84
3	BV Construction - Progress Payment #1	Jul 9, 2013	1	Spec. 1204	\$ 98,552.53
4	JT Eng. - Design Progress Payment	Jul 17, 2013	5187	Spec. 1207	\$ 9,108.00
5	BV Construction - Progress Payment #2	Aug 5, 2013	2	Spec. 1204	\$ 145,175.44
6	BV Construction - Progress Payment #3-4	Sep 4, 2013	3 and 4	Spec. 1204	\$ 167,790.43
7	Aspen - EIR/EIS Progress Payment	Sep 30, 2013	1116.002-01	LRDSR	\$ 18,499.60
8	BV Construction - Progress Payment #5	Sep 30, 2013	5	Spec. 1204	\$ 46,862.08
9	BV Construction - Progress Payment #6	Oct 24, 2013	6	Spec. 1204	\$ 51,052.05
10	Aspen - EIR/EIS Progress Payment	Oct 24, 2013	1116.002-02	LRDSR	\$ 8,410.32
11	BV Construction - Progress Payment #7	Nov 7, 2013	7	Spec. 1204	\$ 87,960.50
12	BV Construction - Progress Payment #8	Dec 4, 2013	8	Spec. 1204	\$ 70,650.08
13	Aspen - EIR/EIS Progress Payment	Dec 4, 2013	1116.002-03	LRDSR	\$ 11,054.97
14	Kennedy/Jenks - Progress Payment	Jan 2, 2014	78236	LCGRRP	\$ 24,066.25
14	BV Construction - Progress Payment #1	Jan 2, 2014	1	Spec. 1201	\$ 29,925.00
14	BV Construction - Progress Payment #9	Jan 2, 2014	9	Spec. 1204	\$ 58,787.84
14	Aspen - EIR/EIS Progress Payment	Jan 2, 2014	1116.002-04	LRDSR	\$ 36,178.95
14	JT Eng. - Design Progress Payment	Jan 2, 2014	5200	Spec. 1207	\$ 9,518.00
15	BV Construction - Progress Payment #2 & #3	Jan 21, 2014	2 & 3	Spec. 1201	\$ 114,095.00
16	Aspen - EIR/EIS Progress Payment	Feb 24, 2014	1116.002-05	LRDSR	\$ 4,917.47
16	BV Construction - Progress Payment #4 & #5	Feb 24, 2014	4 & 5	Spec. 1201	\$ 131,743.15
17	BV Construction - Retention Payment	Mar 3, 2014	10	Spec. 1204	\$ 38,254.26
17	Kennedy/Jenks - Progress Payment	Mar 3, 2014	79010 & 80391	LCGRRP	\$ 113,652.66
18	BV Construction - Progress Payment #6	Mar 31, 2014	6	Spec. 1201	\$ 126,834.50
18	Aspen - EIR/EIS Progress Payment	Mar 31, 2014	1116.002-06 and 07	LRDSR	\$ 17,080.04
19	Kennedy/Jenks - Progress Payment	Apr 16, 2014	78236	LCGRRP	\$ 28,228.60
19	BV Construction - Progress Payment #7	Apr 16, 2014	7	Spec. 1201	\$ 252,741.80
20	BV Construction - Progress Payment #8	May 15, 2014	8	Spec. 1201	\$ 69,825.00
20	Aspen - EIR/EIS Progress Payment	May 15, 2014	1116.002-08	LRDSR	\$ 33,388.96
20	Kennedy/Jenks - Progress Payment	May 15, 2014	82422 & 80900	LCGRRP	\$ 135,858.74
21	BV Construction - Progress Payment #9	Jun 4, 2014	9	Spec. 1201	\$ 67,260.00
21	Aspen - EIR/EIS Progress Payment	Jun 4, 2014	1116.002-09	LRDSR	\$ 31,845.93
22	BV Construction - Progress Payment #10	Jun 30, 2014	10	Spec. 1201	\$ 139,498.00
23	Kennedy/Jenks - Progress Payment	Jun 30, 2014	83735	LCGRRP	\$ 30,172.21
23	Aspen - EIR/EIS Progress Payment	Jun 30, 2014	1116.002-10	LRDSR	\$ 10,672.32
24	BV Construction - Progress Payment #11	Jul 21, 2014	11	Spec. 1201	\$ 141,217.50
24	Kennedy/Jenks - Progress Payment	Jul 21, 2014	84147	LCGRRP	\$ 26,431.83
24	Aspen - EIR/EIS Progress Payment	Jul 21, 2014	1116.002-11	LRDSR	\$ 6,274.20

25	BV Construction - Progress Payment #12	Aug 19, 2014	12	Spec. 1201	\$ 84,386.60
25	Aspen - EIR/EIS Progress Payment	Aug 19, 2014	1116.002-12	LRDSR	\$ 11,115.51
26	BV Construction - Progress Payment #13	Sept 10, 2014	13	Spec. 1201	\$ 47,654.85
26	Aspen - EIR/EIS Progress Payment	Sept 10, 2014	1116.002-13	LRDSR	\$ 37,715.30
27	BV Construction - Progress Payment #14	Sept 29, 2014	14	Spec. 1201	\$ 122,741.90
27	PWD - Reimbursement	Sept 29, 2014	N/A	Spec. 0905	\$ 260,611.31
28	Cedro Construction - Progress Payment #1	Oct 14, 2014	1	Spec. 1207	\$ 310,752.41
28	City of Palmdale - Recharge Project	Oct 14, 2014	PWD-2014	UAR	\$ 38,402.47
29	Aspen - EIR/EIS Progress Payment	Oct 23, 2014	1116.002-14	LRDSR	\$ 56,223.72
29	Kennedy/Jenks - Progress Payment	Oct 23, 2014	87036	LCGRRP	\$ 80,732.32
30	BV Construction - Progress Payment #15	Nov 12, 2014	15	Spec. 1201	\$ 84,974.65
30	Aspen - Bio and Cultural Report	Nov 12, 2014	3277.001-01	Spec. 1205	\$ 10,608.08
30	Cedro Construction - Progress Payment #2	Nov 12, 2014	2	Spec. 1207	\$ 195,802.84
31	ANM Construction - Paving	Nov 17, 2014	011115-1	Spec. 0905	\$ 102,373.00
32	Aspen - Bio and Cultural Report	Nov 26, 2014	3277.001-02	Spec. 1205	\$ 1,147.81
32	Aspen - EIR/EIS Progress Payment	Nov 26, 2014	1116.002-15	LRDSR	\$ 76,161.79
33	Kennedy/Jenks - Progress Payment	Dec 29, 2014	88741	LCGRRP	\$ 71,831.14
33	BV Construction - Progress Payment #16 (Retention)	Dec 29, 2014	16 - Retention	Spec. 1201	\$ 74,363.05
33	Aspen - EIR/EIS Progress Payment	Dec 29, 2014	1116.002-16	LRDSR	\$ 6,136.99
34	Cedro Construction - Progress Payment #3	Jan 7, 2015	3	Spec. 1207	\$ 294,189.21
35	BV Construction - Progress Payment #1	Jan 26, 2015	1	Spec. 1205	\$ 152,445.08
35	Aspen - EIR/EIS Progress Payment	Jan 26, 2015	1116.002-17	LRDSR	\$ 13,105.63
36	Kennedy/Jenks - Progress Payment	Feb 2, 2015	89538	LCGRRP	\$ 78,066.17
37	BV Construction - Progress Payments #2 and #3	Feb 19, 2015	2 and 3	Spec. 1205	\$ 195,962.20
37	Aspen - EIR/EIS Progress Payment	Feb 19, 2015	1116.002-18	LRDSR	\$ 8,814.60
38	BV Construction - Progress Payment #4	Mar 9, 2015	4	Spec. 1205	\$ 123,500.00
38	Cedro Construction - Progress Payment #4	Mar 9, 2015	4	Spec. 1207	\$ 70,371.25
39	BV Construction - Progress Payment #5	Mar 31, 2015	5	Spec. 1205	\$ 144,210.00
39	Aspen - EIR/EIS Progress Payment	Mar 31, 2015	1116.002-19	LRDSR	\$ 12,057.52
39	Kennedy/Jenks - Progress Payment	Mar 31, 2015	90983	LCGRRP	\$ 134,407.47
40	Cedro Construction - Progress Payment #5	Apr 13, 2015	5	Spec. 1207	\$ 116,680.99
41	BV Construction - Progress Payment #6	Apr 27, 2015	6	Spec. 1205	\$ 125,003.43
41	Aspen - EIR/EIS Progress Payment	Apr 27, 2015	1116.002-20	LRDSR	\$ 7,540.62
42	Cedro Construction - Progress Payment #6	May 19, 2015	6	Spec. 1207	\$ 103,592.13
43	BV Construction - Progress Payment #7	Jun 8, 2015	7	Spec. 1205	\$ 72,296.90
43	Aspen - Native American Monitoring	Jun 8, 2015	3277.001-03	Spec. 1205	\$ 7,702.52
43	Aspen - EIR/EIS Progress Payment	Jun 8, 2015	1116.002-21	LRDSR	\$ 44,109.14
44	Aspen - EIR/EIS Progress Payment	Jun 23, 2015	1116.002-22	LRDSR	\$ 34,285.59
44	Cedro Construction - Progress Payment #7	Jun 23, 2015	7	Spec. 1207	\$ 60,299.73
45	BV Construction - Progress Payment #8	Jul 15, 2015	8	Spec. 1205	\$ 111,492.00
45	Kennedy/Jenks - Progress Payment	Jul 15, 2015	93555	LCGRRP	\$ 46,443.99
45	Kennedy/Jenks - Progress Payment	Jul 15, 2015	93556	PRGRRP	\$ 251,714.21
46	Aspen - EIR/EIS Progress Payment	Jul 21, 2015	1116.002-23	LRDSR	\$ 16,484.80
46	Aspen - Native American Monitoring	Jul 21, 2015	3277.001-04	Spec. 1205	\$ 4,152.75
46	City of Palmdale - Recharge Project	Jul 21, 2015	PWD-2015	UAR	\$ 54,977.18
47	BV Construction - Progress Payment #9	Aug 11, 2015	9	Spec. 1205	\$ 107,542.76
47	Kennedy/Jenks - Progress Payment	Aug 11, 2015	94435	PRGRRP	\$ 238,422.35
48	Aspen - EIR/EIS Progress Payment	Sept 14, 2015	1116.002-24	LRDSR	\$ 9,024.21
48	Cedro Construction - Final Payment/Retention	Sept 14, 2015	Final Retention	Spec. 1207	\$ 157,491.76
49	Aspen - EIR/EIS Progress Payment	Sept 28, 2015	1116.002-25	LRDSR	\$ 1,034.50
49	Kennedy/Jenks - Progress Payment	Sept 28, 2015	95632	PRGRRP	\$ 190,705.91
50	Aspen - Native American Monitoring	Oct. 12, 2015	3277.001-05	Spec. 1205	\$ 5,581.50
50	BV Construction - Progress Payment #10	Oct. 12, 2015	10	Spec. 1205	\$ 92,241.20
51	Aspen - Native American Monitoring	Nov. 4, 2015	3277.001-06	Spec. 1205	\$ 4,707.50

51	Kennedy/Jenks - Progress Payment	Nov. 4, 2015	96460	PRGRRP	\$ 129,704.49
52	Aspen - Native American Monitoring	Dec. 28, 2015	96461	Spec. 1205	\$ 3,013.50
52	Kennedy/Jenks - Progress Payment	Dec. 28, 2015	97775	PRGRRP	\$ 159,241.36
53	Kennedy/Jenks - Progress Payment	Jan. 21, 2016	98545	PRGRRP	\$ 67,612.54
53	Aspen - EIR/EIS Progress Payment	Jan. 21, 2016	1116.002-25 & 27	LRDSR	\$ 3,751.40
54	BV Construction - Progress Payment #11	Feb. 3, 2016	11	Spec. 1205	\$ 67,200.17
55	BV Construction - Retention Payment	Feb. 23, 2016	Retention	Spec. 1205	\$ 62,731.78
55	Kennedy/Jenks - Progress Payment	Feb. 23, 2016	99318	PRGRRP	\$ 58,537.45
56	Aspen - EIR/EIS Progress Payment	Mar. 28, 2016	1116.003-01	LRDSR	\$ 33,898.64
56	Kennedy/Jenks - Progress Payment	Mar. 28, 2016	99918	PRGRRP	\$ 57,193.72
57	Kennedy/Jenks - Progress Payment	Apr. 19, 2016	100572	PRGRRP	\$ 7,364.72
58	Aspen - EIR/EIS Progress Payment	May 23, 2016	1116.003-02	LRDSR	\$ 5,535.88
58	Kennedy/Jenks - Progress Payment	May 23, 2016	101354	PRGRRP	\$ 26,258.21
59	Aspen - EIR/EIS Progress Payment	Jun 20, 2016	1116.003-03	LRDSR	\$ 37,001.22
59	Kennedy/Jenks - Progress Payment	Jun 20, 2016	102083	PRGRRP	\$ 5,389.60
60	Aspen - EIR/EIS Progress Payment	Jul 21, 2016	1116.003-05 & 05	LRDSR	\$ 43,122.23
60	Kennedy/Jenks - Progress Payment	Jul 21, 2016	103204	PRGRRP	\$ 21,078.38
61	City of Palmdale - Recharge Project	Jul 27, 2016	PWD-2016	UAR	\$ 35,834.85
62	Aspen - EIR/EIS Progress Payment	Sept 6, 2016	1116.003-06	LRDSR	\$ 3,097.87
62	Kennedy/Jenks - Progress Payment	Sept 6, 2016	104354	PRGRRP	\$ 32,202.76
63	Kennedy/Jenks - Progress Payment	Sept 19, 2016	104792	PRGRRP	\$ 25,142.44

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: October 5, 2016 **October 12, 2016**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.4 – CONSIDERATION AND POSSIBLE ACTION
ON RATIFICATION OF CONTRACT WITH CALIFORNIA WORK
OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS)
GREATER AVENUES FOR INDEPENDENCE (GAIN) GENERAL
RELIEF OPPORTUNITIES FOR WORK (GROW) LA COUNTY
DEPARTMENT OF CHILDREN AND FAMILY SERVICES (DCFS)
WORK EXPERIENCE/WORK STUDY/COMMUNITY SERVICE
COMBINED AGREEMENT***

Recommendation:

Staff recommends that the Board ratify the contract for labor services from CalWORKS. The employer of record for these positions will be South Bay WIB, and they will pay all wages, tax and workers compensation costs for these employees for a period of eight months. The District has no obligation to hire at the end of the eight month period, but the hope is to help the employees return to the work force and obtain valuable training in the utility industry.

Alternative Options:

The alternative is to decline the opportunity.

Background:

The District has been working with local training agencies to coordinate return to work efforts for displaced workers in the Antelope Valley. This will complete another facet of our internship program supplementing our student worker internships.

Strategic Plan Initiative:

This work is part of Strategic Plan Initiative No. 5: Regional Leadership.

Budget:

This will have no budgetary effect other than staff time to train the program participants.

Supporting Documents:

- Contract

Contract No. 16 – WXXX
California Work Opportunity and Responsibility to Kids (CalWORKs)
Greater Avenues for Independence (GAIN)
General Relief Opportunities for Work (GROW)
LA County Department of Children and Family Services (DCFS)
Work Experience/Work Study/Community Service Combined Agreement

This Subcontract Agreement is entered into this 1st day of ____ 2016, between the South Bay Workforce Investment Board, Inc. on behalf of the City of Inglewood, hereinafter referred to as INTERMEDIARY CONTRACTOR, and the Palmdale Water District hereinafter referred to as SUBCONTRACTOR.

Recitals:

This contract is a subcontract under the terms of a Prime Contract with the County of Los Angeles, hereinafter referred to as COUNTY. All representations and warranties expressed herein shall inure to the benefit of the COUNTY. The contract is non-financial.

Non-financial agreements connote that there shall be no cost to the INTERMEDIARY CONTRACTOR or the COUNTY for services provided by the SUBCONTRACTOR. All representations and warranties expressed herein shall inure to the benefit of the COUNTY.

In providing activities for the CalWORKs/GAIN/GROW/DCFS Programs hereunder, SUBCONTRACTOR shall conform to the provisions set forth in this subcontract agreement, including any and all Exhibits hereto and all current and future CalWORKs/GAIN/GROW/DCFS directives. INTERMEDIARY CONTRACTOR will notify SUBCONTRACTOR of any CalWORKs/GAIN/GROW/DCFS directives in writing upon receiving said CalWORKs/GAIN/GROW/DCFS directives from the COUNTY. This shall be done in order to maintain the various programs integrity and avoid any conflict of interest in its administration.

For this agreement, if applicable, Work Experience (WEX) shall be defined as a salaried or non-salaried work assignment with a public, private for-profit or private non-profit organization that supplies a given participant with work behavior skills and a reference for future unsubsidized employment or on-the-job enhancement of existing or recently acquired work skills.

For this agreement, if applicable, Work Study (WS) shall be defined as an academic program that enables college students to gain work experience while continuing their studies. The employment is temporary and the worksite is not expected to retain the participant beyond the work assignment.

For this agreement, if applicable, Community Service (CS) is a non-salaried activity performed by the eligible participants in the public or private non-profit sector under the close supervision of a community service provider. Community Service activities are intended to provide participants with necessary job skills that can lead to full-time unsubsidized employment and self-sufficiency.

I. GENERAL PROVISIONS

A. STATEMENT OF WORK

SUBCONTRACTOR agrees to perform the duties and activities contained in the Work Experience/Work Study Statement of Work, which is attached hereto, respectively labeled EXHIBIT 1, and is incorporated herein by reference, as if set forth in full.

B. TERM OF AGREEMENT

The term of this agreement shall be effective from the date of its execution through February 28, 2019. Both parties shall perform and complete services for those activities covered by this subcontract until this subcontract expires or is terminated in writing by either party.

C. CHANGES AND AMENDMENTS OF TERMS

This Agreement may be amended upon mutual written consent of both parties.

D. NOTICE

Any notice or notices required pursuant to this subcontract may be personally served on the other party, or may be served by certified mail, postage prepaid or return receipt request. All notices required to be given to the INTERMEDIARY CONTRACTOR shall be delivered or mailed to the parties as follows:

**Mr. Jan Vogel, Executive Director
South Bay Workforce Investment Board, Inc.
11539 Hawthorne Boulevard, 5th Floor
Hawthorne, CA 90250
310.970.7700**

All notices required to be given to the SUBCONTRACTOR shall be delivered or mailed to the address below:

Name, Title Jennifer L. Emery, HR Director
Organization Palmdale Water District
Street 2029 E Avenue Q
City/State/Zip Palmdale CA 93550
Phone No 661 456 1048

Either party may designate a new address by giving written notice to the other party.

E. SUBCONTRACTOR CONFIDENTIALITY AGREEMENT

Employees of SUBCONTRACTOR who have access to participant files and/or information must complete, sign, and adhere to the "SUBCONTRACTOR EMPLOYEE ACKNOWLEDGMENT AND CONFIDENTIALITY AGREEMENT," attached hereto as EXHIBIT 2, which is incorporated herein by reference, as if set forth in full. Subcontractor will identify specific staff who will have access to participant files. A copy of this form must be on file prior to a worksite employee commencing any work under to this agreement.

F. SUBCONTRACTING

No part of the SUBCONTRACTOR'S service obligations may be further subcontracted to any person or entity without the express written consent of the INTERMEDIARY CONTRACTOR and the COUNTY.

G. INSURANCE

SUBCONTRACTOR agrees to maintain in force at all times Comprehensive General Liability Insurance that willfully protect the SUBCONTRACTOR, INTERMEDIARY CONTRACTOR AND COUNTY from claims arising out of any act or employer's liability laws. Policies shall stipulate that the INTERMEDIARY CONTRACTOR, its employees, officers and agents and COUNTY, its Special Districts, its officials, officers and employees be named as additional insured and that INTERMEDIARY CONTRACTOR be given 30 days written notice of any modification or cancellations of insurance by the carrier. SUBCONTRACTOR, prior to the commencement of a subcontract with INTERMEDIARY CONTRACTOR, shall deliver to INTERMEDIARY CONTRACTOR a current certificate evidencing the required insurance coverages, secured through carriers reasonably satisfactory to the INTERMEDIARY CONTRACTOR. SUBCONTRACTOR shall maintain coverages and limits as follows:

1. General Liability

SUBCONTRACTOR is required to maintain a general liability insurance policy (written on ISO policy form CG 00 01 or its equivalent) with limits of not less than the following:

General Aggregate:	\$1 million
Products /Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury	\$1 million
Each Occurrence:	\$1 million

2. Automobile Liability

If a SUBCONTRACTOR, in conducting activities under this Agreement, uses motor vehicles, the SUBCONTRACTOR is required to maintain an automobile insurance policy (written on ISO policy form CA 00 01 or its equivalent) with a limit of liability of not less than \$1 million for each accident. Such insurance shall include coverage for all "owned", "hired" and "non-owned" vehicles, or coverage for "any auto." Should SUBCONTRACTOR and its employees not use any motor vehicles to provide the services required under this agreement, SUBCONTRACTOR shall furnish to INTERMEDIARY CONTRACTOR, on SUBCONTRACTOR's letterhead, a letter stating "Company owned or operated vehicles will not be used to perform any of the services contemplated by the agreement between SUBCONTRACTOR and the South Bay Workforce Investment Board, Inc."

3. Workers Compensation and Employers' Liability

SUBCONTRACTOR is required to maintain and provide evidence of insurance providing workers compensation benefits for subcontractor's employees, as required by the Labor Code of the State of California or by any other state, and for which sub-contractor is responsible. Such insurance also shall include Employers' Liability coverage with limits of not less than the following:

Each Accident:	\$1 million
Disease - policy limit:	\$1 million
Disease - each employee:	\$1 million

SUBCONTRACTOR shall not be responsible to provide workers compensation benefits for participants under this subcontract agreement. The parties hereto further agree and recognize that the participants assigned to Subcontractor's worksites are not employees of SUBCONTRACTOR and are not entitled to any benefits to which SUBCONTRACTOR's employees are entitled, including, but not limited to, unemployment insurance, state disability, or health insurance.

H. PUBLIC ENTITY EVIDENCE OF INSURANCE

Subject to review and approval by INTERMEDIARY CONTRACTOR'S counsel, INTERMEDIARY CONTRACTOR will accept from public entity subcontractors evidence of an on-going self-insurance program as an equivalent for such coverage as described above in Section H, parts 1, 2, and 3. (General Liability and Automobile Coverage Limits).

I. RELIGIOUS ACTIVITIES PROHIBITED

SUBCONTRACTOR agrees that no participant shall be asked or required to participate in the promotion of religious activities. Furthermore, SUBCONTRACTOR agrees that it will not perform, nor permit to be performed, any religious activities in connection with the performance of this subcontract agreement.

J. POLITICAL ACTIVITIES PROHIBITED

No participant shall be asked or required to participate in any political activity of any kind. Participants shall not be asked or required to participate in any manner in any partisan political activity, or activity for or against the election of candidates for office.

K. REPORTING WELFARE FRAUD, ELDER ABUSE AND CHILD ABUSE

SUBCONTRACTOR shall report all suspected or actual welfare fraud, elder abuse and child abuse discovered by SUBCONTRACTOR. Welfare fraud is specified in the State Operations Manual, Section 20000, elder abuse is specified in DPSS Administrative Directive 2898, and child abuse is specified in Penal Code 11166 and 11167. Reports shall be made by telephone call as required by the referenced regulations and followed up in writing to the GAIN Services Worker (GSW) or DCFS Counterpart within three (3) workdays after discovery.

II. COMPLIANCE WITH THE LAW

A. CIVIL RIGHTS

SUBCONTRACTOR shall ensure that services and benefits are provided without regard to race, color, religion, sex, age or national origin, political affiliation, marital status or disability in accordance with Title VI of the Civil Rights Act of 1964, and California Government Code, Section 11135. SUBCONTRACTOR shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified disabled persons under any program or activity which receives or benefits from Federal or State financial assistance. SUBCONTRACTOR shall comply with provisions of Titles VI and VII of the Federal Civil Rights Act of 1964 as amended; Executive Order 11246, as amended; the Age Discrimination in Employment Act of 1973, as amended; Title IX of the Education Amendments Act of 1972; the Food Stamp Act of 1977, as amended; the Welfare and Institutions Code Section 1000; DPSS Operations Handbook Section 21; the Americans with Disabilities Act (ADA) of 1990; and other applicable nondiscrimination laws.

INTERMEDIARY CONTRACTOR is required to conduct an investigation of civil rights complaints received from GAIN/GROW/DCFS participants against SUBCONTRACTOR. SUBCONTRACTOR agrees that its staff shall be available at times agreeable to both parties to consult with INTERMEDIARY CONTRACTOR's staff as needed.

B. DISPLACEMENT GRIEVANCE

SUBCONTRACTOR shall ensure that labor unions and non-union employees are notified that GAIN/GROW/DCFS participants are working or otherwise participating at specified work locations and that employees have the right to grieve displacement by such participants. Regulations establish a three-fold grievance process for regular employees who believe they have been displaced by GAIN/GROW/DCFS participants. Employees must be notified of the following:

1. GAIN/GROW/DCFS participants have been included in the workforce at their location.
2. State law prohibits employers from using GAIN/GROW/DCFS participants in a way that will cause employees to lose their job, or have their hours reduced.

3. Employers may not place GAIN/GROW/DCFS participants in jobs that would be promotional opportunities for employees.
4. Employers may not violate any personnel rules when including a GAIN/GROW/DCFS participant in the workforce.

Grievance procedures for both the Work Experience and Work Study programs are available through the South Bay Workforce Investment Board , 11539 Hawthorne Blvd., 5th Floor, Hawthorne, CA 90250.

All complaints against an employer must be in writing and contain the following information:

1. The full name, address and telephone number of the employee.
2. The full name and address of the employer.
3. A clear and brief statement of the facts, including dates, which have led to the complaint.
4. A statement that this complaint has been filed under penalty of perjury.
5. The complaint must be sent to City of South Bay Workforce Investment Board- (at above listed address).

SUBCONTRACTOR agrees that its staff shall be available at times agreeable to both parties to consult with INTERMEDIARY CONTRACTOR's staff as needed on matters related to this section.

C. DRUG FREE WORKPLACE COMPLIANCE

SUBCONTRACTOR shall comply with Government Code Section 8355, in matters related to providing a drug-free workplace as follows:

1. Publish a statement notifying employees/participants that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees/participants for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355 (b), to inform employees/participants about all of the following:
 - a. The dangers of drug abuse in the workplace,
 - b. SUBCONTRACTOR'S policy of maintaining a drug-free workplace,

- c. Any available counseling, rehabilitation and employee/participant programs,
- d. Penalties that may be imposed upon employees/participants for drug abuse violations.

D. NON-DISCRIMINATION

SUBCONTRACTOR shall ensure that no portion of its programs shall in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, sex, condition of disability, political affiliation or belief. Subcontractor further agrees not to employ legally-prohibited discriminatory practices of any kind and to take positive measures to assure that equal employment opportunities, including employment, training, and promotion in all job classifications are made available without regard to race, color, religion, sex, age, national origin, physical or condition of disability, marital status, political affiliation or belief as required by Federal and State Laws and regulations.

E. COMPLIANCE WITH OTHER LAWS

SUBCONTRACTOR agrees to comply with all applicable Federal, State, and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein, and are hereby incorporated by this reference. These shall include, but are not be limited to:

1. California Welfare and Institutions Code
2. State Department of Social Services Manual of Policies and Procedures
3. Social Security Act
4. Title 24, California Administrative Code-Energy Plan
5. Occupational Safety Act of 1970, as amended.
6. Family Economic and Security Act
7. American Recovery and Investment Act
8. Fair Labor Standards Act
9. Applicable Child Labor Laws
10. California Education Code
11. Workforce Investment Act

SUBCONTRACTOR acknowledges that Los Angeles County has established a goal of ensuring that all individuals and businesses that benefit financially from the County through contracts are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

SUBCONTRACTOR warrants and certify that to the best of its knowledge that it is now in compliance, and during the term of this Contract will maintain compliance, with Los Angeles County Code Chapter 2.206, unless Contractor qualifies for an exemption or exclusion.

F. HOLD HARMLESS

SUBCONTRACTOR shall release, indemnify, defend, and hold harmless INTERMEDIARY CONTRACTOR, the COUNTY and its agents, officers and employees from and against any and all loss, damage or expense arising out of or relating to, or by reason of any act or omission in performance of this subcontract by SUBCONTRACTOR or any of SUBCONTRACTOR'S officers and employees. Conversely, INTERMEDIARY CONTRACTOR, shall release, indemnify, defend, and hold harmless SUBCONTRACTOR, and its agents, officers and employees from and against any and all loss, damage or expense arising out of or relating to, or by reason of any act or omission in performance of this subcontract by INTERMEDIARY CONTRACTOR, or any of INTERMEDIARY CONTRACTOR's officers, employees or participants.

III. RECORDS

A. CONFIDENTIALITY OF RECORDS

SUBCONTRACTOR agrees to comply and require employees to comply with the provisions of Section 10850 of the California Welfare and Institutions Code and Chapter 19-000 of the SDSS Manual of Policies and Procedures, Federal, State, and local laws, regulations, ordinances, and directives relating to confidentiality. SUBCONTRACTOR shall comply with the following provisions in matters relating to confidentiality:

1. All applications and records concerning an individual made or kept by any public officer or agency in connection with the administration of any provision of the Welfare and Institutions Code relating to any form of public social services for which grants-in-aid are received by this

State from the Federal Government will be confidential and will not be open to examination for any purpose not directly connected with administration of such public social services.

2. No person will publish or disclose, or use or permit, or cause to be published, disclosed or used, any confidential information pertaining to an applicant or recipient. SUBCONTRACTOR agrees to inform its employees, agents, subcontractors and partners that any person who knowingly and intentionally violates the provisions of State law is guilty of a misdemeanor.
3. SUBCONTRACTOR agrees that all information and records obtained in the course of providing services to project participants shall be subject to confidentiality and disclosure provisions of applicable Federal and State statutes and regulations adopted pursuant thereto and no such information may be relayed to anyone except those employees of the Los Angeles County Department of Public Social Services (DPSS) and Department of Children and Family Services (DCFS) so designated, GAIN/DCFS contractors, as approved by the County, and organizations approved and designated by DPSS/DCFS.

B. RECORDS RETENTION

SUBCONTRACTOR agrees to maintain all records pertaining to participant attendance for five years following the term of the subcontract agreement or until all pending Federal, State, COUNTY or INTERMEDIARY CONTRACTOR audits are completed, whichever is later. Upon request, the SUBCONTRACTOR shall make these records available to all authorized Federal, State, (including the Auditor General), COUNTY and INTERMEDIARY CONTRACTOR personnel. Such records shall be kept in the County of Los Angeles, State of California and be accessible to authorized Federal, State, COUNTY representatives, and representatives of INTERMEDIARY CONTRACTOR for the retention period specified herein.

IV. TERMINATION OF AGREEMENT

A. TERMINATION WITHOUT CAUSE

Either party may, at any time during the term of this agreement hereof, terminate it without cause by giving thirty (30) days written notice to the other party.

1. Should INTERMEDIARY CONTRACTOR give notice of termination, upon receipt, SUBCONTRACTOR shall immediately cease all work under this Subcontract, unless the notice otherwise expressly provides. In the event this Subcontract is terminated by SUBCONTRACTOR, it shall be deemed released from any liability for any work assigned but not completed as of the effective date of such termination.
2. Should SUBCONTRACTOR terminate this agreement, SUBCONTRACTOR shall defend, indemnify and hold INTERMEDIARY CONTRACTOR, its employees, officers and agents harmless from any and all claims of liability or damage against INTERMEDIARY CONTRACTOR resulting from such termination.

B. TERMINATION WITH CAUSE

INTERMEDIARY CONTRACTOR may immediately terminate this Agreement upon written notification to SUBCONTRACTOR without complying with Subsection A above for any of the following reasons:

1. If INTERMEDIARY CONTRACTOR determines that there is an immediate danger of injury to participant(s) or increased potential liability to INTERMEDIARY CONTRACTOR.
2. Violation by SUBCONTRACTOR of any term of this Subcontract.
3. Failure by SUBCONTRACTOR to accept and/or implement any additional conditions that may be required by law.
4. If funding is not available to INTERMEDIARY CONTRACTOR through the County of Los Angeles.

V. REQUIRED FORMS

When necessary, SUBCONTRACTOR shall complete the forms listed on EXHIBIT 3. Such forms shall be completed according to the conditions described in the Scope of Work, or as directed by INTERMEDIARY CONTRACTOR or the COUNTY. These forms shall be provided by either the INTERMEDIARY CONTRACTOR or a COUNTY Gain Service Worker/DCFS Case Worker when

needed to ensure program integrity.

VI. CONTRACT OBLIGATION

The signatories hereto assure that in providing activities for the CalWORKs/Greater Avenues for Independence (GAIN) /Department of Children and Family Service (DCFS), Work Experience, Work Study and/or Community Service programs, they will comply with the terms set forth in this subcontract agreement including all Exhibits thereto, which collectively constitute the entire agreement.

VII - ENTIRE AGREEMENT

This agreement, including all Exhibits referenced, constitutes the entire agreement of the parties and supersedes any previous oral negotiations or written expressions of intent between the parties.

//

//

IN WITNESS WHEREOF, the parties herein have executed this Agreement as of the date first above written.

SUBCONTRACTOR

Jennifer L Emery
Authorized Signature

Jennifer L. Emery
Name (please print)

HR Director
Title

SOUTH BAY WORKFORCE INVESTMENT BOARD, Inc.

Jan Vogel, Chief Executive Officer

APPROVED AS TO FORM:

Jack Ballas, Attorney at Law

IN WITNESS WHEREOF, the parties herein have executed this Agreement as of the date first above written.

SUBCONTRACTOR

Jennifer L Emery
Authorized Signature

Jennifer L. Emery
Name (please print)

HR Director
Title

SOUTH BAY WORKFORCE INVESTMENT BOARD, Inc.

Jan Vogel, Chief Executive Officer

APPROVED AS TO FORM:

Jack Ballas, Attorney at Law

IN WITNESS WHEREOF, the parties herein have executed this Agreement as of the date first above written.

SUBCONTRACTOR

Jennifer L Emery
Authorized Signature

JENNIFER L. EMERY
Name (please print)

HR Director
Title

SOUTH BAY WORKFORCE INVESTMENT BOARD, Inc.

Jan Vogel, Chief Executive Officer

APPROVED AS TO FORM:

Jack Ballas, Attorney at Law

EXHIBIT 1

WORK EXPERIENCE//WORK STUDY/Community Service

STATEMENT OF WORK

General Description of Work Experience

Work Experience (WEX) is a GAIN//GROWDCFS work activity in which participants receive salaried or non-salaried work assignments with public, private for-profit or private non-profit organizations.

The goal of WEX is to prepare participants for permanent unsubsidized employment and self-sufficiency.

A WEX assignment should provide work behavior skills, acquisition of new skills, enhancement of existing or recently acquired skills and employment references to use when seeking salaried employment. A successful WEX work assignment will result in helping a participant transition to salaried employment.

Participation in WEX is limited to a period no longer than twelve (12) months, but may be limited to shorter durations depending upon program goals and funding considerations.

General Description of Work Study

Work Study is a GAIN work assignment that provides part-time paid internships to CalWorks participants enrolled in Community Colleges to help offset college expenses at Public Agencies, assisting them in meeting their work requirements under Temporary Assistance for Needy Families Reauthorization (TANF) legislation. CalWorks participants earn \$9.00 per hour working at subcontracted agencies on or off campus for a period of time to be determined by the college/County. Community Colleges will fund a portion of the hourly wage with the County to fund the remaining percentage and employer taxes. Wages paid to participants will be paid by the Intermediary Contractor as Employer of Record. Worksites may be with public, private for-profit or private non-profit organizations.

General Description of Community Service

Community Service is a non-salaried work activity performed eligible CalWORKs participants in the public or private non-profit sector. While fulfilling an unmet community need, they are intended to provide participants with jobs skills training that may lead to full-time unsubsidized employment and self-sufficiency.

General Provisions

- A. SUBCONTRACTOR shall ensure that a WEX/WS/CS position will not be created as the result of, or may not result in:
 - 1. The displacement of current employees, including overtime currently worked by these employees.

2. The filling of established unfilled positions, unless the positions are unfunded in a public agency budget.
 3. The filling of positions which would otherwise be promotional opportunities for current employees.
 4. The filling of positions, prior to compliance with applicable personnel procedures or provisions of collective bargaining agreements.
 5. The filling of a position created by termination, layoff, or reduction in workforce.
 6. The filling of a work assignment customarily performed by a worker in a job classification within a recognized collective bargaining unit in that specific work site, or the filling of a work assignment in any bargaining unit in which funded positions are vacant or in which regular employees are on layoffs.
- B. SUBCONTRACTOR shall assist and encourage qualified WEX/WS/CS participants to compete for job openings within the SUBCONTRACTOR'S organization.
- C. Public agency SUBCONTRACTORS shall ensure to the extent permitted under federal or state law, local ordinances, applicable bargaining agreements or personnel procedures, that time worked in the WEX/WS/CS position will apply toward the participant's seniority, *if applicable* in merit system employment positions.
- D. Public agency SUBCONTRACTORS, to the extent possible, shall allow GAIN/GROW/DCFS WEX/WS/CS participants to participate in:
1. Classified service examinations equivalent to the WEX/WS/CS position.
 2. All open and promotional examinations for which experience in the position or other relevant experience would qualify the person to the extent permitted under federal or state law, local ordinances, applicable collective bargaining agreements, or personnel procedures.
- E. Upon request SUBCONTRACTOR shall provide WEX/WS/CS assignments within the GAIN Priority Occupations, or the Los Angeles County growth occupations, or such other documentation from the Bureau of Labor Statistics.
- F. SUBCONTRACTOR shall comply with a six month review requirement, if appropriate, consisting of a discussion with the GAIN Services Manager, participant's supervisor and participant regarding the assignment, the participant's progress in the assignment and job search activities.
- G. The California Department of Social Services (CDSS) contracts with the State Compensation Insurance Fund (SCIF) to administer the workers' compensation benefits to GAIN participants assigned to non-salaried WEX/WS/CS activities.
- H. Subcontractor shall provide a safe and healthy work environment with the same job safety and working conditions as provided to regular employees.

- I. Subcontractor shall supervise all participants at the Worksite at all times and require participant conformance with Subcontractor's standard of conduct for agency personnel. Participants are not to be considered a part of the Subcontractor's personnel. Subcontractor shall provide an orientation to each participant prior to beginning work which includes worksite rules/conduct, procedures, participant responsibilities and reporting requirements.
- J. During the training period, Subcontractor shall expose participants to all customary and normal requirements of the job. Worksite shall provide enhanced training for participants, whenever necessary, to enable participants to master the job.
- K. Subcontractor shall provide facilities which are adequate to fulfill the requirements of this Agreement.
- L. Subcontractor shall Prepare and submit a bi-weekly evaluation and discuss the evaluation with participants.
- M. Subcontractor shall notify Intermediary Contractor immediately of any changes in designation of personnel who will be supervising participants. This includes temporary designations of more than 2 days duration. Additionally Subcontractor shall designate a qualified alternate supervisor who has received a Work Experience Program Supervisor Orientation to supervise the participant(s) if the regular supervisor is absent. The Worksite must advise Intermediary Contractor if a new supervisor is assigned to the participants.
- N. Subcontractor shall allow release time for counseling, educational training, unsubsidized job interviews and other related activities only with written authorization from Intermediary Contractor or County Representative.
- O. Subcontractor shall adhere to policies and rules as discussed in the Supervisor Handbook. The Supervisor Handbook will be provided to Subcontractor upon execution of this agreement.
- P. Subcontractor shall fully cooperate with authorized representatives of the Intermediary Contractor, County, State and Federal governments including independent auditors. In particular, cooperation is required with respect to those representatives seeking to interview any program participant or staff member of the Subcontractor, as well those representatives who evaluate, inspect and/or monitor facilities and operations of the Subcontractor that are directly involved in the implementation of programs funded through this Agreement, including program records.
- Q. Subcontractor shall provide an orientation to participants that explains the program's purpose, applicable procedures, and the right to file a grievance in accordance with County regulations.
- R. Should Subcontractor employ a participant as staff, then said participant shall cease to be a participant in the WEX/WS/CS programs.
- S. Subcontractor shall provide Worksite supervisors with appropriate written materials describing the tasks necessary for the performance of his/her duties, including a copy of this Agreement and WEX/WS/CS regulations and policies.

- T. Subcontractor shall assist the Worksite supervisor in resolving any problems concerning the participant's performance on the job.
- U. **In the event of injury or death of a GAIN participant** in a WEX/WS/CS assignment, the SUBCONTRACTOR shall immediately contact: South Bay Workforce Investment board – GAIN Unit, at (310) 970-7796 within 24 hours of occurrence or knowledge of occurrence.

SUBCONTRACTOR shall also:

- Provide the injured participant with State Compensation Insurance Form (SCIF) 3301.
- Complete SCIF Form 3367.
- Obtain completed SCIF Form 3301 from participant and submit Forms 3301 and to, GAIN Intermediary Contractor, SBWIB/City of Inglewood, 11539 Hawthorne Blvd., 5th Floor, Hawthorne, CA. 90250.

In the event of extreme injury or death of a GAIN participant immediately contact:

**Tracey Atkins, Program Manager
South Bay Workforce Investment Board
11539 Hawthorne Blvd., Ste. 500
Hawthorne, CA 90250
(310) 970-7796**

and

**Lorraine Sinelkoff, CalWORKs/GAIN/ Program Division
Los Angeles County Department of Public Social Services
12860 Crossroads Parkway South
City of Industry, CA 91746
(562) 908-5863**

In the event of extreme injury or death of a DCFS participant immediately contact:

**Tracey Atkins, Program Manager
South Bay Workforce Investment Board
11539 Hawthorne Blvd., Ste. 500
Hawthorne, CA 90250
(310) 970-7796**

and

**Wendy Luke, Division Chief
Los Angeles Department of Children and Family Services
3530 Wilshire Blvd., Ste. 400
Los Angeles, CA 90010
(213) 351-0102**

- V. During the assigned work period, the SUBCONTRACTOR shall provide each participant with:
1. Instruction as well as reasonable and proper supervision regarding duties/work activities.
 2. Safety instructions and equipment necessary for protection against injury and damage, in accordance with OSHA guidelines.
 3. The same working conditions as employees similarly employed, e.g., coffee breaks, lunch breaks.

Special Provisions

- A. INTERMEDIARY CONTRACTOR has contracted with the COUNTY to serve as Employer of Record for the Transitional Subsidized Employment project. SUBCONTRACTOR agrees to provide services specifically related to the Transitional Subsidized Employment program, including but not limited to the following:
1. Maintain participant Time Sheets and forward them to INTERMEDIARY CONTRACTOR or other agent on a bi weekly basis.
 2. If necessary, Distribute paychecks delivered by INTERMEDIARY CONTRACTOR to participants participating in the Transitional Subsidized Employment program.
 3. Maintain a signature log recording the distribution of paychecks to participants.
 4. Immediately inform referral agency, INTERMEDIARY CONTRACTOR and the participant's GAIN Service Worker/DCFC Case Worker should the participant ceases to attend, requires corrective measure, withdraws from, or is terminated from his/her assignment.

Tracking and Reporting

INTERMEDIARY CONTRACTOR, the COUNTY or authorized referral agent shall supply all necessary CalWORKs/GAIN/GROW/DCFS forms.

SUBCONTRACTOR shall comply with WEX/WS/CS tracking and reporting requirements and instructions for completing forms referenced in EXHIBIT 6 hereto.

- A. SUBCONTRACTOR shall schedule a WEX/WS/CS enrollment appointment for GAIN/GROW/DCFS participants by telephone when contacted by an authorized referral agent/GSW. GAIN Participants (only) will be referred by the GSW on Service Provider Referral Form GN 6006. The referral form will contain the name and telephone number of the GSW.
- B. SUBCONTRACTOR shall complete as appropriate (entering the planned completion date) the GN 6006 referral form and mail the original completed, signed and dated to the GSW within eight (8) workdays after the receipt of same.

- C. If requested, SUBCONTRACTOR shall mail a copy of the GN 6006 to the INERMEDIARYY CONTRACTOR, South Bay Workforce Investment Board - GAIN, 11539 Hawthorne Blvd., 5th Fl., Hawthorne, CA 90250.
- D. Upon enrollment in a WEX/WS/CS assignment, SUBCONTRACTOR shall complete a Job Specification Sheet. A copy of this Job Specification Sheet shall be mailed to the GSW attached to the GN 6006, a copy shall be given to the participant, and a copy shall be retained in the file.
- E. SUBCONTRACTOR shall reschedule the enrollment date when requested to do so by the GAIN participant, GSW or authorized referral agent. If an enrollment date is rescheduled, confirmation of the new enrollment will be made by a telephone call to the authorized referral agent/GSW within one (1) workday. SUBCONTRACTOR shall refer back to the authorized referral agent/GSW any participant who contacts the SUBCONTRACTOR after SUBCONTRACTOR has reported the participant's failure to keep the appointment.
- F. SUBCONTRACTOR shall notify the authorized referral agent/GSW within five (5) workdays of any change in circumstances that will affect program participation on the Notification of Change from Service Provider (GN 6007B for GAIN Participants only), including, but not limited to the following:
1. Prior to the scheduled start date and time, the participant called and re-scheduled the appointment.
 2. The participant did not keep the scheduled appointment to enroll in or to start the WEX/WS/CS assignment;
 3. The WEX/WS/CS assignment is completed.
 4. The participant obtains employment; during or immediately after the WEX/WS/CS assignment.
 5. The participant refuses employment.
 6. The participant fails to attend or to satisfactorily progress in his/her WEX/WS/CS assignment.
 7. The participant needs a change in supportive services.
 8. Any other change relevant to CalWORKS, GAIN and/or DCFS case.
- G. If SUBCONTRACTOR determines that the given WEX/WS/CS work/training assignment is inappropriate for a participant, SUBCONTRACTOR's recommendation for change in assignment must be made within thirty (30) workdays from the program start date. Recommendations for change must be made via the GN 6007B form (GAIN Participant only.)
- H. SUBCONTRACTOR shall cancel or stop WEX/WS/CS as requested by County on Service Provider Cancellation/Stop Notice (GN 6011).

- I. Each and every quarterly period, or at the midpoint, if the training program is less than three months, SUBCONTRACTOR is required to complete a Progress/Attendance Report (GN6070) provided by the GAIN participant. The completed GN6070 shall be returned to the GSW by either the participant or SUBCONTRACTOR.

EXHIBIT 3

GAIN REQUIRED FORMS FOR WEX/WS/CS SUBCONTRACTORS

Sample forms included in this section are to be completed or processed by SUBCONTRACTOR according to the terms and conditions hereinabove set forth or as directed by INTERMEDIARY CONTRACTOR or the COUNTY. The forms will be provided by either the INTERMEDIARY CONTRACTOR, authorized referral agent, or the COUNTY GAIN service worker as needed.

Forms to be completed or processed by SUBCONTRACTOR include but are not limited to:

1. GN 6006-Service Provider Referral
2. GN 6007B-Notification of Change From Service Provider
3. GN 6070-Progress/Attendance Report
4. WEX/CS Job Specification Sheet
5. GN 6011, Service Provider Cancellation/Stop Notice
6. State of California Insurance Forms-SCIF 3367 and SCIF 3301
7. Worksite Information Sheet
8. Youth Report to Work Form

EXHIBIT 2

**SUNCONTRACTOR EMPLOYEE
ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT**

GENERAL INFORMATION

The City of Inglewood, on behalf of the South Bay Workforce Investment Board, Inc., hereinafter referred to as SBWIB, has entered into a contract with the County of Los Angeles hereafter known as County to provide various services for participants in the Greater Avenue for Independence (GAIN) Program. As a result, your signature is required on this Subcontractor Employee Acknowledgement and Confidentiality Agreement.

As part of your employment, you may be involved with work pertaining to COUNTY services and have access to confidential data pertaining to persons and/or other entities who receive services from the COUNTY, which has a legal obligation to protect all such data, including welfare recipient records. If you are to be involved in such work, the COUNTY must ensure that you will protect the confidentiality of all data and requires that you consider and sign this confidentiality agreement as a condition of your work.

EMPLOYEE ACKNOWLEDGEMENT

I understand and agree that my employer is my sole employer for purposes of employment. I rely exclusively upon it for payment of salary and any and all other benefits payable to me or on my behalf during the period of this employment. I am not an employee of SBWIB/COUNTY for any purpose. I do not have and will not acquire any rights or benefits of any kind from SBWIB/COUNTY during the period of this employment, and do not have, and will not acquire, any rights or benefits pursuant to any agreement between SBWIB/COUNTY.

CONFIDENTIALITY REPORT

I hereby agree that I will not divulge to any unauthorized person, data obtained while performing work pursuant to the contract between SBWIB/COUNTY. I will forward all requests for the release of information received by me to my immediate supervisor, ensure that said supervisor reports such violation to SBWIB/COUNTY, and return all confidential materials to my immediate supervisor upon termination of my employment or completion of the presently assigned work tasks, whichever occurs first.

I understand that a violation of this agreement and acknowledgement may subject me to civil and/or criminal action and that SBWIB/COUNTY may seek all possible legal redress.

Name:

Jennifer L. Emery
(signature)

Name:

Jennifer L. Emery
(print)

Date:

8/22/16

Position:

HR Director
(print)

PALMDALE WATER DISTRICT BOARD MEMORANDUM

DATE: October 5, 2016 **October 12, 2016**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Peter Thompson, Project Manager
VIA: Mr. Matthew Knudson, Assistant General Manager
Mr. Dennis LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.5 – CONSIDERATION AND POSSIBLE ACTION ON
AWARD OF CONTRACT FOR THE CONSTRUCTION OF THE DOMESTIC
WATER METER CHANGE-OUT IN VARIOUS AREAS LOCATED WITHIN THE
DISTRICT’S PRIMARY SERVICE AREA UNDER SPECIFICATION NO. 1602.***

Recommendation:

Staff recommends that the Board award a contract to Bob O Construction, from Lancaster, CA in the not-to-exceed amount of \$144,442.60 for the construction of the domestic water meter change-out in various areas located within the District’s primary service area – Specification No. 1602.

Financial Impact:

The approved 2016 Budget includes \$197,000.00 for this project.

The following is an estimate of anticipated expenditures for Specification No. 1602:

Construction Contract:	\$ 144,442.60
Advertising:	\$ <u>4,000.00</u>
Total Estimated Project Expenses:	\$ 148,442.60

Background:

This project will consist of the installation and replacement of 3,342 domestic water meters and 900 Itron encoders, including all meters and a portion of Itrons contained within 8 routes. The existing water meters and some Itrons are approaching the end of their useful life span, yielding slow or non-registration, resulting in loss of revenue. The completion of this project will improve registration accuracy and reduce revenue loss within the affected routes.

The following is an evaluation of the bid submitted by Bob O Construction. This evaluation is based on the information submitted on the bid forms, including the bid amount, project references, contractor’s and subcontractor’s licenses, and insurance.

BOARD OF DIRECTORS
PALMDALE WATER DISTRICT

VIA: Mr. Matthew Knudson, Assistant General Manager
Mr. Dennis LaMoreaux, General Manager

-2-

October 5, 2016

Bob O Construction, located at 5333 East Avenue G, Lancaster, CA 93535, holds a current and active Class C-34– Pipeline Contractor license. The contractor’s state license number is 920162. This license was first issued on July 30, 2008. The license expiration date is July 31, 2018.

The total bid price in the bid proposal submitted by Bob O Construction is \$144,442.60. A cashier’s check in the amount of \$14,442.60, or 10 percent of the total bid price, was submitted in lieu of a bid bond with the bid proposal.

The criterion for responsibility pertains to whether the bidder is regularly engaged in this type of work and whether they can perform the work satisfactorily as promised. The contractor is required to provide performance and payment bonds to protect the District’s interest.

Bob O Construction, as the lowest responsive, responsible bidder, is exempt from having workers compensation insurance as they have no employees.

The contractor’s past performance record has been utilized to evaluate the general competency of the contractor for the performance of the work. To demonstrate the bidder’s capability and experience of having completed similar projects successfully, the bid documents require that the contractor submit a list of all projects completed by the contractor during the last three years involving work of similar type and complexity. The contractor is required to have completed at least five projects of similar type and complexity and comparable value.

References provided by Bob O Construction have been vetted, qualifying the contractor as competent and capable of performing the work in a professional and timely manner.

It is required that no less than 60 percent of the work be performed by the contractor’s own forces without subcontracting. It appears that Bob O Construction will perform 100% of the work and meets the limitations on the subcontracting work.

Responsiveness of the bid pertaining to compliance with the material terms of the bid documents has been reviewed.

Bob O Construction, as the lowest responsible and only bidder, has met the criterion of providing the lowest bid price of qualified firms at \$144,442.60.

Supporting Documents:

- Bid Results Summary
- Proposal Package from the Lowest Responsible Bidder
- Notice of Exemption (CEQA Compliance)
- Project Labor Agreement – Letter of Assent

Strategic Plan Initiative:

Initiative No. 3 – Systems Efficiency.

PALMDALE WATER DISTRICT SPECIFICATION NO. 1602 BID RESULTS SUMMARY

DOMESTIC WATER METER CHANGE-OUT

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	ITEM AMOUNT
1	REMOVE EXISTING AND INSTALL NEW ENCODER ASSY.	900	EA	\$9.00	\$8,100.00
2	PROPERLY MOUNT EXISTING ENCODER	2443	EA	\$7.00	\$17,101.00
3	REMOVE EXISTING 3/4 X 5/8 - INCH WATER METER AND INSTALL NE 3/4 - WATER METER.	2812	EA	\$29.50	\$82,954.00
4	REMOVE EXISTING AND INSTALL NEW 1-INCH WATER METER	254	EA	\$35.00	\$8,890.00
5	REMOVE EXISTING AND INSTALL NEW 1 1/2-INCH WATER METER	135	EA	\$97.76	\$13,197.60
6	REMOVE EXISTING AND INSTALL NEW 2-INCH WATER METER	142	EA	\$100.00	\$14,200.00

BOB O CONSTRUCTION

LUMP SUM TOTAL

\$144,442.60

PROPOSAL

BIDDER'S DECLARATION SPECIFICATION NO. 1602

Gentlepersons:

The undersigned hereby proposes to perform all work for which a contract may be awarded them and to furnish any and all plant, labor, services, material, tools, equipment, supplies, transportation, utilities, and all other items and facilities necessary therefor as provided in the Contract Documents, and to do everything required therein for the construction of the Domestic Water Meter Change-Out as specifically set forth in documents entitled "Specification No. 1602 – Construction of the Domestic Water Meter Change-Out in Various Areas Located within the District's Primary Service Area" together with addenda thereto, all as set forth on the drawings and in the specifications and other Contract Documents (hereinafter the "Work"); and they further propose and agree that, if this Proposal is accepted, they will contract in the form and manner stipulated to perform all the Work called for by drawings, specifications, and other Contract Documents, and to complete all such Work in strict conformity therewith within the time limits set forth therein, and that they will accept as full payment therefor the prices set forth in the Bid Sheet(s) forming a part hereof.

(check one)

- ☐ Cash
- ☒ Cashiers check
- ☐ Certified check
- ☒ Bid Bond

properly made payable to Palmdale Water District, hereinafter designated as the Owner, for the sum of \$ 14,442.60, which amount is not less than 10 percent of the total amount of this bid, is attached hereto and is given as a guarantee that the undersigned will execute the Agreement and furnish the required bonds and insurance if awarded the contract and, in case of failure to do so within the time provided, the

(check one)

- ☐ cash shall be retained as liquidated damages by the Owner
- ☒ proceeds of said check shall be retained as liquidated damages by the Owner
- ☒ Surety's liability to the Owner for the face amount of the Bond shall be considered as established.

PROPOSAL
PAGE P-1

It is understood and agreed that:

1. The undersigned has carefully examined all the Contract Documents, as defined in Section N-12 of the Notice Inviting Bids, including, but not limited to, the bid quantities, any specifications regarding materials to be used, the contract provisions relating to payment for extra work and the procedures for seeking extensions of time.

2. The undersigned, by investigation at the site of the work, by review of any records available for inspection at the offices of utilities in the area affected by the Work, at any applicable public works departments, and otherwise, is satisfied as to the nature and location of the work and is fully informed as to all conditions and matters which can in any way affect the work or the cost thereof, including the location of all underground facilities in the area affected by the Work.

3. The undersigned fully understands the scope of the Work and has checked carefully all words and figures inserted in this Proposal and further understands that the Owner will in no way be responsible for any errors or omissions in the preparation of this Proposal.

4. The undersigned will execute the Agreement and furnish the required Performance and Payment Bonds and proof of insurance coverage within ten (10) days (not including Sundays and holidays) after Owner's notice of acceptance of this Proposal; and further, that, unless otherwise specified in the Special provisions, this Proposal may not be withdrawn for a period of forty-five (45) days after the date set for the opening thereof, notwithstanding the award of contract to another bidder. If the undersigned bidder withdraws this Proposal within said period, said bidder shall be liable under the provisions of the Bid Security, or said bidder and their surety shall be liable under the Bid Bond, as the case may be.

5. The undersigned hereby certifies that this Proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not herein named, and the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm, or corporation to refrain from bidding; the undersigned has not in any manner sought by collusion to secure for themselves an advantage over any other bidder.

6. In conformance with current statutory requirement of the Labor Code of the State of California, the undersigned certifies as follows:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

NOW, in compliance with the Notice Inviting Bids and all the provisions hereinbefore stipulated, the undersigned, with full cognizance thereof, hereby proposes to perform the entire work for the prices set forth in the attached Bid Sheet(s) upon which award of contract will be made.

The undersigned bidder declares that the license held by them is theirs, is current and valid, and is in a classification appropriate to the work to be undertaken.

The undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed at LANCASTER, California.

Dated SEPTEMBER 6 20 16 Bidder: BOB O CONSTRUCTION

By: BOB OWEN

Title: OWNER

Bidder's post-office address:

5333 EAST AVE G

LANCASTER CA. 93535

Telephone No.: 661 946-1014

Facsimile No.: 661 942-5050

Corporation organized under the laws
of the State of _____

Contractor's License(s): C-34 (920162)

Expiration Dates: 07/31/2018

Surety or sureties:
CASHIERS CHECK

CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS' STATE LICENSE BOARD WHICH HAS JURISDICTION TO INVESTIGATE COMPLAINTS AGAINST CONTRACTORS IF A COMPLAINT IS FILED WITHIN THREE YEARS OF THE DATE OF THE ALLEGED VIOLATION. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS' STATE LICENSE BOARD, P.O. BOX 26000, SACRAMENTO, CALIFORNIA 95826.

PROPOSAL
PAGE P-3

BID SCHEDULE

SPECIFICATION NO.1602

Schedule of Prices for Construction of the
Domestic Water Meter Change-Out in Various Areas Located within the District's
Primary
Service Area
for
Palmdale Water District

Item	Description	Quantity	Unit	Unit Price	Item Amount
1	Remove existing and install new encoder assembly	900	EA	9.00	8,100.00
2	Properly mount existing encoder	2443	EA	7.00	17,101.00
3	Remove existing 3/4 x 5/8-inch water meter and install new 3/4-inch water meter	2812	EA	29.50	82,954.00
4	Remove existing and install new 1-inch water meter	254	EA	35.00	8,890.00
5	Remove existing and install new 1 1/2-inch water meter	135	EA	97.76	13,197.60
6	Remove existing and install new 2-inch water meter	142	EA	100.00	14,200.00

Total 144,442.60

INFORMATION REQUIRED OF BIDDER

EQUIPMENT/MATERIAL SOURCE INFORMATION

The bidder shall indicate opposite each item of equipment or material listed below, the name of the manufacturer or supplier of the equipment or material proposed to be furnished under the bid. **Failure to comply with this requirement will render the proposal informal and may cause its rejection.** Awarding of a contract under this bid will not imply approval by the Owner of the manufacturers or suppliers listed by the bidder. No substitution will be permitted after award of contract unless equipment or material of the listed manufacturer or supplier cannot meet the specifications.

<u>Specification</u>	<u>Equipment/Material</u>	<u>Manufacturer/Supplier</u>
<u>N/A</u>		

LIST OF PROPOSED SUBSTITUTIONS

The Bidder may name a proposed substitute manufacturer with an add or deduct amount which will be considered after award. The Contract award, if any, will be on Base Bid amounts.

<u>Spec Section</u>	<u>Equipment & Manufacturer</u>	<u>Add</u>	<u>Deduct</u>
		\$	\$
		\$	\$

INFORMATION REQUIRED OF BIDDER

SITE INSPECTION AND UNDERGROUND UTILITIES REVIEW -- Describe when, by whom, and in what manner (a) the site for this proposed work was inspected and (b) records of local utility providers were reviewed on behalf of the bidder (NOTE: Failure to demonstrate diligent effort in ascertaining local conditions which may affect the Work will render this Proposal informal or nonresponsive and may result in its rejection):

BOB & WAYNE OWEN ON 9-2-16 INSPECTED
SEVERAL LOCATIONS LISTED ON PLANS

COMPARABLE PROJECT EXPERIENCE -- In accordance with Section I-5 of the Instructions to Bidders, describe at least six (6) comparable projects completed by bidder within past thirty-six (36) month period, including dates completed, location of work, size of project in dollars, names, addresses, and phone numbers of persons in charge of project construction, and the name and address of the public agency or firm for whom the project was constructed (NOTE: Failure to include at least six (6) jobs similar in size and scope to that contemplated under the Contract Documents will render this Proposal informal or non-responsive and may result in its rejection):

PWD 8/15 PETER THOMPSON (661) 456-1040 \$150,915.60
EMBREE GROUP ^{11/13} SCOTT FARMER (512) 819-4700 \$103,700.00
ATKINSON & ASSOCIATES ^{6/13} GEORGE ATKINSON (661) 723-5141 \$32,892.00
CONSTRUCTION DEVELOPERS ^{7/13} TRAVIS VICKERS (559) 277-4700 6700
PACIFIC ENGINEERING ^{5/13} AYO OGUNDANE (661) 589-6310 54,370.00

CONTRACTOR'S LICENSING STATEMENT

The undersigned is licensed in accordance with the laws of the State of California providing for the registration of Contractors.

Contractor's License Number(s), Type(s) and Expiration Date(s): 920162

C12, C34, C42
Expiration Date: 7-31-18

Name of Individual Contractor (print or type): BOB OWEN

Signature of Owner: Bob Owen

Business Address: 5333 EAST AVE G LANCASTER CA 93535
or

Name of Partnership or Firm: _____

Business Address: _____

Signature, name, title and address of partners signing on behalf of the partnership:

Signed: _____ Name: _____

Title: _____ Address: _____

Signed: _____ Name: _____

Title: _____ Address: _____

Signed: _____ Name: _____

Title: _____ Address: _____

or

Name of Corporation: _____

Business Address: _____

Corporation organized under the laws of the State of _____

SEAL

Signature of Secretary of Corporation

NOTE: CURRENT COPIES OF ALL APPLICABLE LICENSES MUST BE ATTACHED TO THIS PROPOSAL.

PROPOSAL
PAGE P-7

LIST OF SUBCONTRACTORS

The bidder is required to furnish the following information in accordance with the provisions of Sections 4100 to 4114, inclusive, of the Public Contract Code of the State of California.

Subcontractors must be listed if they will provide work, labor or service in an amount in excess of one-half (1/2) of one percent (1%) of the total bid.

THAT PORTION OF THE WORK TO BE PERFORMED BY SUBCONTRACTORS SHALL, IN THE AGGREGATE, NOT EXCEED 40% OF ALL WORK PERFORMED, BASED UPON THE TOTAL DOLLAR VALUE OF THE WORK.

Subcontractor	License No. & Type	Main Office Address	% of Total Dollar Value Work	Description of Subcontract
NONE				



State Of California
CONTRACTORS STATE LICENSE BOARD
ACTIVE LICENSE



License Number **920162**

Entity **INDIV**

Business Name **BOB O CONSTRUCTION**

Classification(s) **C12 C34 C42**

Expiration Date **07/31/2016**

www.cslb.ca.gov



(NOTE: THE FOLLOWING FORM SHALL BE USED IN CASE CHECK OR CASH ACCOMPANIES BID.)

BID SECURITY FORM

(Check or Cash to Accompany Bid)

Accompanying this Proposal is

(check one)

- ☐ Cash
- ☐ Certified check payable to the order of <name> District ("Owner")
- ☒ Cashier's check payable to the order of <name> District ("Owner")

in the amount of \$14,442.60 this amount being not less than ten percent (10%) of the total amount of the bid (hereinafter referred to as "Bid Security").

The Bid Security shall become the property of the Owner provided this Proposal is accepted by the Owner through action of its legally constituted contracting authorities and the undersigned shall fail to execute a contract and furnish the required Performance and Payment Bonds, proof of insurance coverage, and other information requested and set forth in the Instructions to Bidders within the time set forth in the Contract Documents; otherwise, the Bid Security shall be returned to the undersigned. The Bid Security shall also become the property of the Owner if the undersigned withdraws their bid within forty-five (45) days after the date set for bid opening, and notwithstanding the award of the contract to another bidder.

BOB O CONSTRUCTION
Bob O
BIDDER

(NOTE: IF THE BIDDER DESIRES TO USE A BOND INSTEAD OF CHECK OR CASH, THE BID BOND FORM ON THE FOLLOWING PAGES SHALL BE EXECUTED -- THE SUM OF THIS BOND SHALL BE NOT LESS THAN 10 PERCENT OF THE TOTAL AMOUNT OF THE BID.)

PROPOSAL
PAGE P-9

MANDATORY FORM

(NOTE: THE FOLLOWING FORM SHALL BE USED WHERE THE BIDDER DESIRES TO FURNISH A BOND INSTEAD OR CHECK OR CASH.)

BID SECURITY FORM

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, _____ as principal
and _____ as
surety, are held and firmly bound unto Palmdale District (hereinafter "Owner,") in the sum
of \$_____, to be paid to the Owner, its successors, and assigns, for which
payment, well and truly to be made, we bind ourselves, our heirs, executors,
administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that if the certain Proposal of
the above Principal for construction of _____
as specifically set forth in documents entitled _____

_____ all in accordance with the Contract Documents, including specifications and drawings on
file at the offices of the Owner, is not withdrawn within the period of 45 days after the date
set for the opening of bids or as otherwise provided in the Special Provisions, notwith-
standing the award of the contract to another bidder, and that if said Proposal is accepted
by the Owner through action of its legally constituted contracting authorities and if the
above bound principal, its heirs, executors, administrators, successors and assigns, shall
duly enter into and execute a contract for such construction and shall execute and deliver
the required Performance and Payment Bonds

PROPOSAL
PAGE P-10



Date 09/20/2016

Void after 7 years

1122220412

91-2

1221

Remitter: BOB O CONSTRUCTION

Pay To The PALMDALE WATER DISTRICT
Order Of:Pay: FOURTEEN THOUSAND FOUR HUNDRED
FORTY TWO DOLLARS AND 60 CENTS

\$** 14,442.60 **

Do not write outside this box

Memo: _____

Note: For information only. Comment has no effect on bank's payment.

Drawer: JPMORGAN CHASE BANK, N.A.

Senior Vice President
JPMorgan Chase Bank, N.A.
Phoenix, AZ

⑈ 1122220412⑈ ⑆ 122100024⑆ 806002234⑈

- ☐ Cash
- ☐ Certified check payable to the order of <name> District ("Owner")
- ☒ Cashier's check payable to the order of <name> District ("Owner")

in the amount of \$14,442.60 this amount being not less than ten percent (10%) of the total amount of the bid (hereinafter referred to as "Bid Security").

The Bid Security shall become the property of the Owner provided this Proposal is accepted by the Owner through action of its legally constituted contracting authorities and the undersigned shall fail to execute a contract and furnish the required Performance and Payment Bonds, proof of insurance coverage, and other information requested and set forth in the Instructions to Bidders within the time set forth in the Contract Documents; otherwise, the Bid Security shall be returned to the undersigned. The Bid Security shall also become the property of the Owner if the undersigned withdraws their bid within forty-five (45) days after the date set for bid opening, and notwithstanding the award of the contract to another bidder.

BOB O CONSTRUCTION

BIDDER

(NOTE: IF THE BIDDER DESIRES TO USE A BOND INSTEAD OF CHECK OR CASH, THE BID BOND FORM ON THE FOLLOWING PAGES SHALL BE EXECUTED -- THE SUM OF THIS BOND SHALL BE NOT LESS THAN 10 PERCENT OF THE TOTAL AMOUNT OF THE BID.)

PROPOSAL
PAGE P-9

MANDATORY FORM

and proof of insurance coverage within ten (10) days (not including Sundays and holidays) after the date of notifications by and from said Owner, then this obligation shall become null and void, otherwise it shall be and remain in full force and effect.

IN WITNESS WHEREOF, we hereunto set our hands and seals this
day of _____, 20 ____

(SEAL)

(Principal)

By

(SEAL)

(Surety)

By

NOTE:

- (1) This bid bond form is a **mandatory form**.
- (2) The bid bond form should specify an exact number of dollars which shall not be less than ten percent (10%) of the total amount of the bid.
- (3) The bid bond form must be acknowledged before notary publics, and a legally sufficient power of attorney must be attached to the bid bond to verify the authority of the party signing on behalf of the surety.

MANDATORY FORM

TO BE EXECUTED BY EACH BIDDER

NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA)

)SS

COUNTY OF LOS ANGELES)

BOB OWEN

, being first duly sworn, declares that he/she is

[NAME]

SOLE OWNER

of BOB O CONSTRUCTION

(SOLE OWNER, A PARTNER, PRESIDENT, SECRETARY, ETC.)

[IDENTITY OF BIDDER]

the party submitting a bid for a contract covering METER CHANGE OUT

(DESCRIBE NATURE OF CONTRACT)

that such a bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such bid is genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, nor that anyone shall refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communications or conference with anyone to fix the bid price of said bidder or any other bidder, nor to fix any overhead, profit, or cost element of such bid price, nor of that of any other bidder, nor to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in such bid are true; and, further, that said bidder has not, directly or indirectly, submitted their bid price or any breakdown thereof, nor the contents thereof, nor divulged information or data relative thereto, nor paid and will not pay any fee in connection therewith to any corporation, partnership, company, association, organization, bid depository, nor to any member or agent thereof, nor to any other individual except to such person or persons as have a partnership or other financial interest with said bidder in their general business.

Dated: 9-20-16

Signed: Bob Owen

OWNER

[TITLE]

Subscribed and sworn to before me this ____ day of _____, 20 ____, by

_____, proved to me on the basis of satisfactory evidence to be the person who appeared before me.

See Attached 9-20-16

Notary Public

SEAL

PROPOSAL
PAGE P-12

CALIFORNIA JURAT WITH AFFIANT STATEMENT

GOVERNMENT CODE § 8202

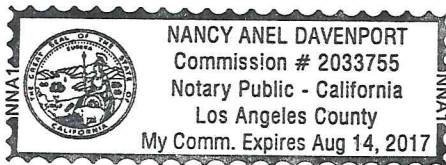
- ☒ See Attached Document (Notary to cross out lines 1–6 below)
☐ See Statement Below (Lines 1–6 to be completed only by document signer[s], *not* Notary)

1 _____
 2 _____
 3 _____
 4 _____
 5 _____
 6 Bob Owen none
 Signature of Document Signer No. 1 Signature of Document Signer No. 2 (if any)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
 County of Los Angeles

Subscribed and sworn to (or affirmed) before me
 on this 20th day of Sep, 2016
 by Date Month Year
 (1) BOB OWEN
 (and (2) none),
 Name(s) of Signer(s)



proved to me on the basis of satisfactory evidence
 to be the person(s) who appeared before me.

Signature _____
 Signature of Notary Public

Seal
 Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: NON-COLLUSION Affidavit Document Date: 9-20-16

Number of Pages: _____ Signer(s) Other Than Named Above: _____

NOTICE OF EXEMPTION

TO: County Clerk
County of Los Angeles
12400 Imperial Highway
Norwalk, CA 90650

FROM: Palmdale Water District
2029 East Avenue Q
Palmdale, CA 93550

COPY

Project Title:

Specification No. 1602 – Water Meter Change-out

Project Location-Specific:

Construction of Water Meter Change-out in area bounded by State Route 14,
33rd Street East, Avenue Q, and Avenue S-8

Project Location-City:

Project Location-County:

Palmdale

Los Angeles

Description of Nature, Purpose, and Beneficiaries of Project:

Replacement of aged water conveyance facilities serving existing customers

Name of Public Agency Approving Project:

Palmdale Water District

Name of Person or Agency Carrying Out Project:

Palmdale Water District

Exempt Status (Check One):

- ☐ Ministerial. See Section 15268.
☐ Declared Emergency. See Section 15269 (a).
☐ Emergency Project. See Section 15269(b) and (c).
☒ Categorical Exemption. State type and section number:

Reasons Why Project is Exempt:

Sec. 15302 Class 2 (a) Replacement or Reconstruction

Contact Person:

Area Code: Telephone:

Extension:

Matthew R. Knudson

(661)

947-4111

x1018

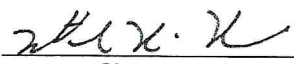
If filed by applicant:

1. Attached certified document of exemption finding.
2. Has notice of exemption been filed by the public agency approving the project?

Yes ☒

No ☐

Date: 9/17/14


Signature

Assistant General Manager
Title

BOB O CONSTRUCTION
5333 East Avenue G
Lancaster, CA 93535
P: 661 945-1014
F: 661 942-5050
Lic: 920152

Project Labor Coordinator
Palmdale Water District
2029 East Avenue Q
Palmdale, CA 93550

Attn: Peter Thompson

Re: Project Labor Agreement – Letter of Assent

Dear Sir:

This is to confirm that BOB O CONSTRUCTION agrees to be party to and bound by the Palmdale Water District Project Labor Agreement effective 11-4, 2014, as such agreement may, from time to time, be amended by negotiating parties or interpreted pursuant to its terms. Such obligation to be a party and bound by this Agreement shall extend to all work covered by the Agreement undertaken by this Company on the project and this company shall require all of its contractors and subcontractors of whatever tier to be similarly bound for all work within the scope of the Agreement by signing and furnishing to you an identical letter of assent prior to their commencement work.

Sincerely,

BOB O CONSTRUCTION

By: 

**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

DATE: October 6, 2016 **October 12, 2016**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Peter Thompson, Project Manager
VIA: Mr. Matthew Knudson, Assistant General Manager
Mr. Dennis LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.6 – CONSIDERATION AND POSSIBLE ACTION ON
AWARD OF CONTRACT FOR THE CONSTRUCTION OF THE WATER MAIN
REPLACEMENT IN AVENUES Q-1, Q-2, AND Q-3 ON THE WEST SIDE OF
15TH STREET EAST UNDER SPECIFICATION NO. 1211.***

A detailed staff report on this item will be distributed prior to the Board meeting.

ESRI TRAINING/ARCGIS PRO: ESSENTIAL WORKFLOWS

November 2 - 4, 2016

Broomfield, Colorado

NAME: _____

ADVANCE REGISTRATION DEADLINE: _____

MEALS: ☐ YES **SPOUSE:** ☐ YES **SPOUSES' TOUR:** ☐ YES
 ☐ NO ☐ NO ☐ NO

DEPARTMENTAL TRAVEL BUDGET:

REGISTRATION: _____ **TRAVEL:** _____

TOTAL REMAINING BALANCE: _____

PROPOSED EXPENSES: Registration: _____
 Transportation: _____
 Meals:* _____
 Miscellaneous: _____
 TOTAL: _____

*DIRECTORS: Expenses are outlined in Section 4.06.1 of the District's Rules and Regulations.

*FOR STAFF: Meal limitations are outlined on pages 30 and 31 of the District's Employee Manual.

Please review these limitations.

HOTEL ACCOMMODATIONS: ☐ YES ☐ NO **REGISTRATION DEADLINE:** _____

ARRIVAL DATE/TIME: _____ **DEPARTURE DATE/TIME:** _____

TYPE OF ACCOMMODATIONS: _____ SINGLE (1 PERSON)
 _____ DOUBLE (2 PEOPLE)
 _____ (2 PEOPLE/2 BEDS)

AIRLINE RESERVATIONS: ☐ YES ☐ NO

DEPART FROM _____ **on** _____ **at** _____ **AM/PM**
 (airport) (date) (time)

RETURN FROM _____ **on** _____ **at** _____ **AM/PM**
 (airport) (date) (time)

SUPERVISOR APPROVAL: _____ **DATE:** _____

AGENDA ITEM NO. 7.7

Attend for \$1,695

Prepare to be Productive with ArcGIS Pro

Extend your foundational GIS knowledge, get comfortable with the ArcGIS Pro application, and explore some of the most common GIS workflows.

This course introduces techniques and general best practices to map, manage, analyze, and share data and other GIS resources. Hands-on exercises will give you the experience needed to efficiently work with ArcGIS Pro.

Who is this course for?

Data Editors

GIS Analysts

GIS Database Designers

Map Designers

GIS Desktop Application Developers

Goals

AGENDA ITEM NO. 7.7

Organize, create, and edit geographic data.



Manage, symbolize, and label map layers.



Analyze GIS data and solve spatial problems.



Share maps and analysis results.

[Download Table of Contents](#)

Upcoming Classes

[Get Assistance](#)

Date & Time	Location	
October 18 - 20, 2016 8:30 AM - 5:00 PM CDT	Online	<input type="checkbox"/> Class confirmed
November 2 - 4, 2016 8:30 AM - 5:00 PM EDT	Online	<input type="checkbox"/>
November 2 - 4, 2016 4:30 AM - 5:00 PM	Broomfield, CO	<input type="checkbox"/> Class confirmed
November 2 - 4, 2016 8:30 AM - 5:00 PM	Redlands, CA	<input type="checkbox"/>

[View All Classes \(14\)](#)

Prerequisites Software

Completion of ArcGIS 1: Introduction to GIS or equivalent knowledge.

Related Training

AGENDA ITEM NO. 7.7**3D Visualization Using ArcGIS Pro**

With ArcGIS Pro, it's easy to create and share realistic 3D visualizations that engage viewers and support informed decision making. Get familiar

⊕ Wish List

Building Geoprocessing Models Using ArcGIS Pro

Automate ArcGIS analysis workflows with geoprocessing models. Get familiar with model components and learn how to set tool parameters. Ex

⊕ Wish List

Introduction to ArcGIS Pro for GIS Professionals

This course helps experienced GIS professionals get up to speed quickly with ArcGIS Pro terminology and the new, intuitive tools to efficiently c

⊕ Wish List

Getting Started with ArcGIS Pro

Learn the essential concepts you need to jumpstart your productivity with ArcGIS Pro. This course introduces the ribbon-style interface, project-t

⊕ Wish List

ArcGIS® Pro: Essential Workflows

Student Edition

Copyright © 2016 Esri
All rights reserved.

Course version 1.1. Version release date May 2016.

Printed in the United States of America.

The information contained in this document is the exclusive property of Esri. This work is protected under United States copyright law and other international copyright treaties and conventions. No part of this work may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system, except as expressly permitted in writing by Esri. All requests should be sent to Attention: Contracts and Legal Services Manager, Esri, 380 New York Street, Redlands, CA 92373-8100 USA.

EXPORT NOTICE: Use of these Materials is subject to U.S. export control laws and regulations including the U.S. Department of Commerce Export Administration Regulations (EAR). Diversion of these Materials contrary to U.S. law is prohibited.

The information contained in this document is subject to change without notice.

US Government Restricted/Limited Rights

Any software, documentation, and/or data delivered hereunder is subject to the terms of the License Agreement. The commercial license rights in the License Agreement strictly govern Licensee's use, reproduction, or disclosure of the software, data, and documentation. In no event shall the US Government acquire greater than RESTRICTED/LIMITED RIGHTS. At a minimum, use, duplication, or disclosure by the US Government is subject to restrictions as set forth in FAR §52.227-14 Alternates I, II, and III (DEC 2007); FAR §52.227-19(b) (DEC 2007) and/or FAR §12.211/12.212 (Commercial Technical Data/Computer Software); and DFARS §252.227-7015 (DEC 2011) (Technical Data - Commercial Items) and/or DFARS §227.7202 (Commercial Computer Software and Commercial Computer Software Documentation), as applicable. Contractor/Manufacturer is Esri, 380 New York Street, Redlands, CA 92373-8100, USA.

@esri.com, 3D Analyst, ACORN, Address Coder, ADF, AML, ArcAtlas, ArcCAD, ArcCatalog, ArcCOGO, ArcData, ArcDoc, ArcEdit, ArcEditor, ArcEurope, ArcExplorer, ArcExpress, ArcGIS, ArcGlobe, ArcGrid, ArcIMS, ARC/INFO, ArcInfo, ArcInfo Librarian, ArcLessons, ArcLocation, ArcLogistics, ArcMap, ArcNetwork, *ArcNews*, ArcObjects, ArcOpen, ArcPad, ArcPlot, ArcPress, ArcPy, ArcReader, ArcScan, ArcScene, ArcSchool, ArcScripts, ArcSDE, ArcSdl, ArcSketch, ArcStorm, ArcSurvey, ArcTIN, ArcToolbox, ArcTools, ArcUSA, *ArcUser*, ArcView, ArcVoyager, *ArcWatch*, ArcWeb, ArcWorld, ArcXML, Atlas GIS, AtlasWare, Avenue, BAO, Business Analyst, Business Analyst Online, BusinessMAP, CityEngine, CommunityInfo, Database Integrator, DBI Kit, EDN, Esri, Esri—Team GIS, Esri—*The GIS Company*, Esri—The GIS People, Esri—The GIS Software Leader, FormEdit, GeoCollector, Geographic Design System, Geography Matters, Geography Network, GIS by Esri, GIS Day, GIS for Everyone, GISData Server, JTX, MapIt, Maplex, MapObjects, MapStudio, ModelBuilder, MOLE, MPS—Atlas, PLTS, Rent-a-Tech, SDE, SML, Sourcebook America, SpatialLABS, Spatial Database Engine, StreetMap, Tapestry, the ARC/INFO logo, the ArcGIS logo, the ArcGIS Explorer logo, the ArcPad logo, the Esri globe logo, the Esri Press logo, the GIS Day logo, the MapIt logo, The Geographic Advantage, The Geographic Approach, The World's Leading Desktop GIS, *Water Writes*, www.arcgis.com, www.esri.com, www.geographynetwork.com, www.gis.com, www.gisday.com, and Your Personal Geographic Information System are trademarks, service marks, or registered marks in the United States, the European Community, or certain other jurisdictions. CityEngine is a registered trademark of Procedural AG and is distributed under license by Esri.

Other companies and products or services mentioned herein may be trademarks, service marks or registered marks of their respective mark owners.

Course introduction

- Introduction
- Course goals
- Additional resources
- Installing the course data
- Icons used in this workbook
- Understanding the ArcGIS Platform

1 Getting started with ArcGIS Pro

- Lesson introduction
- Sign in to ArcGIS Pro
- Exercise 1: Locate and use common functionality
 - Start ArcGIS Pro and create a project
 - Add a folder connection and add data
 - Use the ArcGIS Pro Help to find tools
 - Use the Explore tool to navigate the map
 - Explore feature attributes
 - Select features interactively
 - Modify project properties
 - Locate features
- Lesson review

2 Creating geodatabase data

- Lesson introduction
- Common GIS data sources
- Data properties to consider
- Explore data sources
- Geoprocessing in ArcGIS Pro
- Getting data into the geodatabase
- Exercise 2A: Convert data into the geodatabase
 - Convert feature classes from one geodatabase to another
 - Convert a shapefile into a geodatabase
 - View data in ArcGIS Pro
- Importing subsets of data
- Create spatial and attribute queries
- Exercise 2B: Create and export subsets of data using queries
 - Create an attribute query and export features
 - Create a spatial query and export features
- Lesson review

3 Using ModelBuilder for data conversion

- Lesson introduction
- Uses of ModelBuilder
- Explore a model
- Using models to automate processes
- Exercise 3: Build a model to convert multiple shapefiles
 - Create a model and set its properties
 - Add an iterator to the model and set its parameters
 - Add a conversion tool to the model and set its properties
- Lesson review

4 Visualizing data

- Lesson introduction
- Symbolizing layers
- View symbolized data
- Classifying numeric data
- Exercise 4A: Symbolize vector data
 - Symbolize data using unique values
 - Symbolize data using graduated colors
 - Symbolize points using graduated symbols
 - Symbolize features by density
- Set scale dependencies and definition queries
- Exercise 4B: Control the visibility of features
 - Add a new map to a project, and then add layers
 - Set scale dependencies
 - Create definition queries
- Show raster symbology options
- Lesson review

5 Adding text to the map

- Lesson introduction
- Labeling basics
- Exercise 5A: Add and modify labels
 - Create a new map and add a layer
 - Label the features
 - Change the label field
 - Modify the label font
 - Change the label position
- Label classes
- Exercise 5B: Create label classes and scale dependencies
 - Explore attributes
 - Create label classes
 - Set scale dependencies

Lesson review

6 Visualizing data in 3D

Lesson introduction

Why should you use 3D?

Local and global scenes

Scene elevation source

Ground elevation surface

Custom elevation surface

Extruding features

Exercise 6: Work with 3D scenes

- Open a map file

- Convert a map to a scene

- Set elevation properties for the scene

- Create a hillshade layer and set elevation properties

- Set the display properties

- Extrude the damaged buildings

- Display the earthquakes in 3D

- Link a 2D view and a 3D scene

Lesson review

7 Create features from tabular data

Lesson introduction

Ways to create points from tabular data

Adding x,y event data

Exercise 7A: Display x,y coordinate data

- Explore tabular data

- Display x,y event data

- Convert event data into the geodatabase

Geocoding addresses

Geocoding steps

Address locators

Exercise 7B: Geocode address locations

- Add and explore data

- Create an address locator

- Geocode addresses

- Explore output data

Lesson review

8 Relating tabular data

Lesson introduction

Associating tables

Cardinality

Joins

Relates

Creating a relate

Exercise 8: Join and relate tabular data

- Add a table and explore its attributes

- Convert an Excel file to a geodatabase table

- Add and calculate a field

- Join the tables

- Use the joined fields

- Export the joined layer

- Create a relate

Choose join or relate

Lesson review

9 Creating new features

Lesson introduction

Creating features and attributes

Exercise 9: Edit features and attributes

- Modify a feature template

- Digitize a polygon feature

- Update attributes

- Digitize line features

Lesson review

10 Modifying existing features

Lesson introduction

Why modify features?

Feature modification tools

Exercise 10: Use feature modification tools

- Modify vertices

- Reshape a feature

- Split a polygon

- Merge polygon features

Lesson review

11 Using ModelBuilder for analysis

Lesson introduction

Types of analysis

ModelBuilder and analysis

Selecting by attributes and buffering

The Clip and Intersect tools

Exercise 11: Create a model to analyze robberies

- Insert a map and create a model

- Query robberies

- Add the Buffer tool to the model and set parameters

- Add the Clip tool to the model and set parameters
- Add the Intersect tool to the model and set parameters
- Run the model and view the results
- Modify parameters and rerun the model
- Prepare the model for sharing

Lesson review

12 Sharing a static map

- Lesson introduction
- Overview of sharing in ArcGIS Pro
- What is a map layout?
- Map layout objectives
- Layout design
- An improved map design
- Create a layout and add map elements
- Exercise 12: Create and share a map
 - Create a layout
 - Add a map frame to the layout
 - Add map elements to the layout
 - Create another layout in the project
 - Export the map to PDF

Lesson review

13 Sharing dynamic maps

- Lesson introduction
- Dynamic sharing
- Sharing roles and permissions
- Sharing content to ArcGIS Online
- Exercise 13: Package data using ArcGIS Pro
 - Share a map package
 - Share a web map
 - Access shared content

Lesson review

Appendixes

- Appendix A: Esri data license agreement
- Appendix B: Answers to lesson review questions

- Lesson 1: Getting started with ArcGIS Pro
- Lesson 2: Creating geodatabase data
- Lesson 3: Using ModelBuilder for data conversion
- Lesson 4: Visualizing data
- Lesson 5: Adding text to the map
- Lesson 6: Visualizing data in 3D
- Lesson 7: Create features from tabular data
- Lesson 8: Relating tabular data
- Lesson 9: Creating new features
- Lesson 10: Modifying existing features
- Lesson 11: Using ModelBuilder for analysis
- Lesson 12: Sharing a static map
- Lesson 13: Sharing dynamic maps