

Since 1918



# PALMDALE WATER DISTRICT

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

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## 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

September 22, 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, September 28, 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 14, 2016.
  - 6.2) Payment of bills for September 28, 2016.
  - 6.3) Approval of Resolution No. 16-16 Approving Antelope Valley State Water Contractors Association Budget for Fiscal Year 2016/2017. (Assistant General Manager Knudson)
  - 6.4) Approval of Organizational Structure Chart revisions and job descriptions/salary ranges for I.T. Network Administrator, I.T. Help Desk Technician, and Engineering Analyst positions. (Human Resources Director Emery)
- 7) Action Items – Action Calendar (The public shall have an opportunity to comment on any action item as each item is considered by the Board of Directors prior to action being taken.)
  - 7.1) Consideration and possible action on Amendment No. 2 to Cost Recovery Agreement dated October 27, 2011 between the District and USDA Forest Service. (\$100,000 – Budgeted – Assistant General Manager Knudson)
  - 7.2) Consideration and possible action on Outreach activities. (Public Affairs and Sustainability Director McNutt)
    - a) Long-term vision for financial and water sustainability:
      - 1) Palmdale Regional Groundwater Recharge and Recovery Project
      - 2) Littlerock Dam Sediment Removal Project
    - b) Calendar of upcoming events
    - c) AguaVaganza Music Contest
    - d) Follow-up: A Day Without Water (Value of Water Coalition-ImagineaDayWithoutWater.com)
    - e) Outreach Board input.
  - 7.3) Consideration and possible action on authorization of the following conferences, seminars, and training sessions for Board and staff attendance within budget amounts previously approved in the 2016 Budget:
    - a) None at this time.
- 8) Information Items:
  - 8.1) Reports of Directors:

- a) Meetings/General Report.
- b) Standing Committee/Assignment Reports (Chair):
  - 1) PRWA
- 8.2) Report of General Manager.
  - a) September, 2016 written report of activities through August, 2016.
- 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.



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DENNIS D. LaMOREAUX,  
General Manager

DDL/dd

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** September 22, 2016 **September 28, 2016**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Matthew R. Knudson, Assistant General Manager  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 6.3 – APPROVAL OF RESOLUTION NO. 16-16  
APPROVING ANTELOPE VALLEY STATE WATER CONTRACTORS  
ASSOCIATION BUDGET FOR FISCAL YEAR 2016/2017***

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**Recommendation:**

Staff recommends the Board approve Resolution No. 16-16 Approving the Antelope Valley State Water Contractors Association (AVSWCA) Budget for Fiscal Year 2016/2017.

**Background:**

The Commissioners for the AVSWCA approved the budget for fiscal year 2016/2017 at their September 8, 2016 meeting. Per the Joint Powers Agreement that created the AVSWCA, the governing body of each member agency must also approve the budget. The budget is then deemed effective upon receipt by the AVSWCA of certified copies of the approving resolution from each member agency.

The proposed budget has been broken into two categories: General Operating Funds and Restricted Funds (USGS Groundwater Monitoring Program and the Antelope Valley Integrated Regional Water Management Plan).

On the Expenditure side for the General Operating Funds, the categories include:

- Insurance: Liability insurance for the Association obtained through ACWA/JPIA
- Memberships: Membership in ACWA
- Miscellaneous: Includes all miscellaneous expenses not covered in other Association accounts (bank fees, refreshments, etc.)
- Outreach: Includes the website, community activities
- Contract Services – Administration: Services provided by AVEK and PWD
- Contract Services – Financial Audit
- Landscaping Expo – Program Expense

On the Expenditure side for Restricted Funds, the categories include:

- Contract Services (AVIRWMP): Consulting engineering services for work related to the Antelope Valley Integrated Regional Water Management Plan (on behalf of the Regional Water Management Team of the AVIRWMP).
- Contract Services (USGS): Consulting engineering services for a Joint Funding Agreement for groundwater monitoring within the Antelope Valley (This budget item was not approved by the AVSWCA as it may be transferred to the Antelope Valley Watermaster.)

The AVSWCA is proposing the General Operating Funds based on the following contributions:

AVEK:	\$42,280
PWD:	\$13,160
LCID:	<u>\$ 8,560</u>
Total =	\$64,000

The AVSWCA's share of the remaining commitment of the USGS Groundwater Monitoring Program is \$31,000. The AVSWCA's current policy for funding this Program is to use State Water Project Table A amounts to determine the split among the member agencies. Based on this policy, the \$31,000 would be split among the member agencies as follows:

AVEK:	\$26,567 (85.7%)
PWD:	\$ 3,999 (12.9%)
LCID:	<u>\$ 434 (1.4%)</u>
Total =	\$31,000

- The total contribution for AVEK in 2016/17 will be \$68,847.
- The total contribution for PWD in 2016/17 will be \$17,159.
- The total contribution for LCID in 2016/17 will be \$8,994.

**Strategic Plan Initiative:**

The District's involvement in the AVSWCA is part of Strategic Initiative No. 5 – Regional Leadership

**Supporting Documents:**

- Resolution No. 16-16

**RESOLUTION NO. 16-16**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE PALMDALE WATER DISTRICT  
APPROVING ANTELOPE VALLEY  
STATE WATER CONTRACTORS ASSOCIATION  
BUDGET FOR FISCAL YEAR 2016/2017**

WHEREAS, the Palmdale Water District, along with the Antelope Valley - East Kern Water Agency and the Littlerock Creek Irrigation District, is a member agency of the Antelope Valley State Water Contractors Association formed by a Joint Powers Agreement dated May 26, 1999; and

WHEREAS, said Joint Powers Agreement provides for the formulation and adoption of a budget for the Antelope Valley State Water Contractors Association and approval by members of said budget; and

WHEREAS, the Antelope Valley State Water Contractors Association unanimously adopted a budget for fiscal year 2016/17 at their regular meeting held September 8, 2016 which budget included an allocation among the member agencies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Palmdale Water District hereby approves the 2016/17 budget and allocation of budgeted funds adopted by the Antelope Valley State Water Contractors Association.

**I certify that this is a true copy of Resolution No. 16-15 as passed by the Board of Directors of the Palmdale Water District at its meeting held September 28, 2016 in Palmdale, California.**

Date: September 28, 2016

\_\_\_\_\_  
Robert Alvarado, President,  
Board of Directors

ATTEST:

\_\_\_\_\_  
Joe Estes, Secretary, Board of Directors

APPROVED AS TO FORM:

BY: \_\_\_\_\_  
Aleshire & Wynder, LLP, General Counsel

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** September 21, 2016 **September 28, 2016**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Jennifer Emery, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 6.4 – APPROVAL OF ORGANIZATIONAL STRUCTURE CHART REVISIONS AND JOB DESCRIPTIONS/SALARY RANGES FOR I.T. NETWORK ADMINISTRATOR, I.T. HELP DESK TECHNICIAN, AND ENGINEERING ANALYST POSITIONS.***

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**Recommendation:**

Staff recommends that the Board approve the attached organization chart, job descriptions and salary range changes.

Engineering Analyst – This is a lateral move for our Maintenance Supervisor into the Engineering Department. This move will allow many of the Engineering controls to be pulled back into the Engineering Department and allow for a seamless integration between design and utilization.

Help Desk Technician – This position will be an IT customer service position providing support for hardware and software. This position is an entry level position, and as such, we are recommending Salary Range 15.

Network Administrator – This position will be unfunded for 2016. This position will provide support of the District’s network and network efficiency. As the District moves further into the area of technology, it becomes important to have systems which function at their maximum potential for both staff and customer needs.

**Alternative Options:**

The alternative is to maintain the current individual job descriptions and organizational chart.

**Background:**

The District is striving to utilize our human resources in such a way as to provide maximum levels of service at reasonable cost. By moving our existing personnel into areas of greater need, we are able to accomplish this goal.

September 21, 2016

**Strategic Plan Initiative:**

This work is part of Strategic Initiative No. 2 – Organizational Excellence.

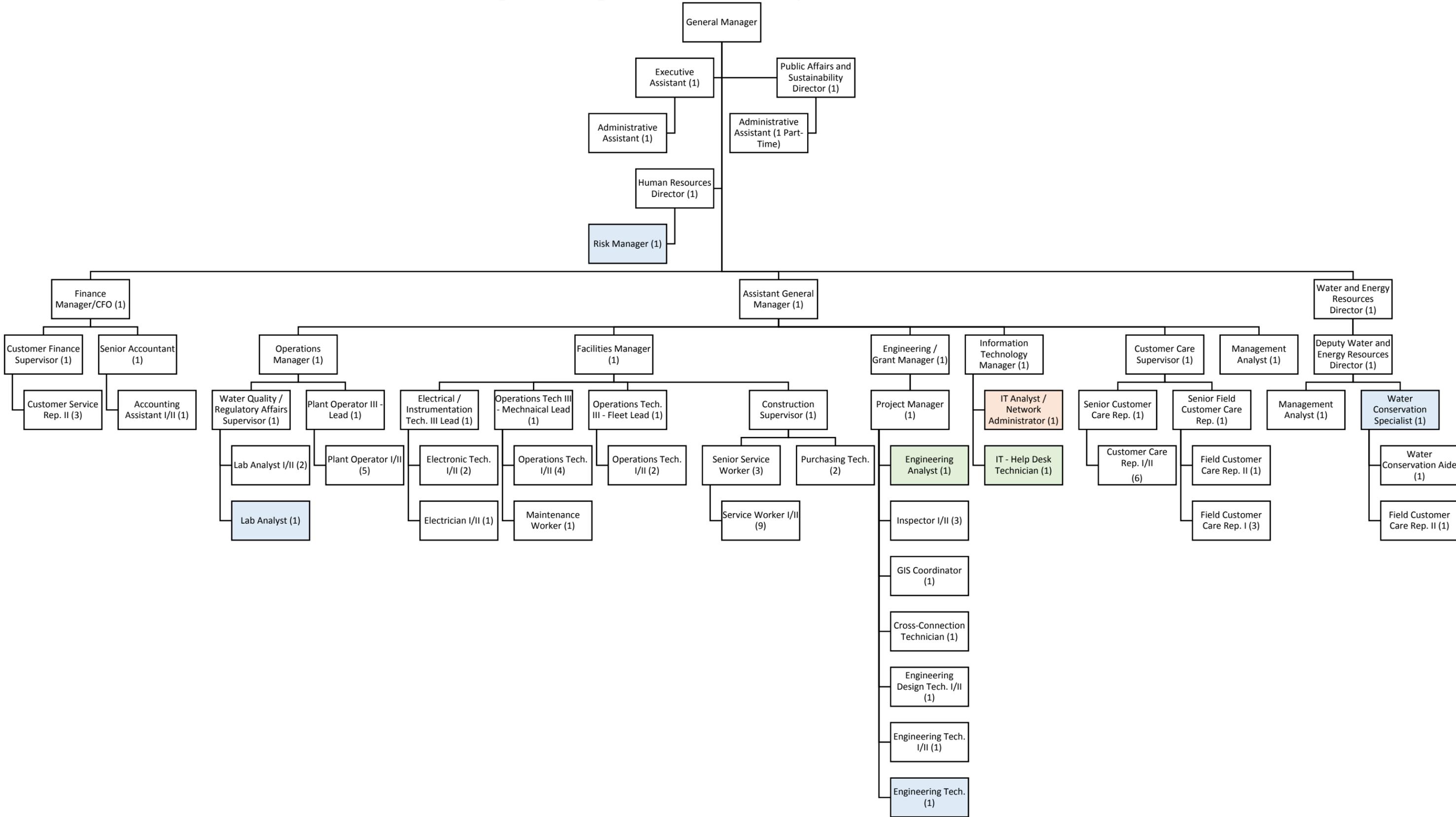
**Budget:**

These movements would have a reduced effect on the 2016 budget due to the reclassification of our Information Technology Technician II Salary Range 28 to Help Desk Technician Salary Range 15.

**Supporting Documents:**

- Organizational Structure Chart
- Help Desk Technician Job Description
- Engineering Analyst Job Description
- Network Administrator Job Description (Unfunded)
- Salary Range Comparisons

# Proposed September, 2016 Organizational Chart



- New Position – 2017 Budget Request
- Reclassified / Reporting Structure Change
- Future Position - Unfunded

HELP DESK TECHNICIAN

FLSA Status: Non-Exempt

DEFINITION

To provide technical assistance and support related to computer systems, hardware, and software. Responds to queries, runs diagnostic programs, isolates problems, determines and implements solutions.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from Network Administrator or Information Technology Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide technical assistance and support for incoming queries and issues related to computer systems, software, and hardware.

Day to day operation of VMWare environment to include, but not limited to: daily monitoring of VMWare environment; troubleshooting and resolution of VM issues; adding and upgrading VM hosts and clients as needed.

Day to day backup operations to include, but not limited to: daily monitoring of backup jobs; troubleshooting backup issues; file and folder restoration; quarterly test of backups.

Day to day operations of the Storage Area Network (SAN) to include but not limited to: monitoring storage health; monitoring storage connections to hosts; troubleshooting and resolving storage issues.

Configuration, setup, and deployment of new or replacement desktops, laptops, tablets and printers.

Insure replacement devices match old device, insure all needed applications are installed, and functional, on replacement device.

Insure Operating System (OS) and application updates are deployed in a timely fashion.

Respond to queries either in person or over the phone.

## Help Desk Technician

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Train computer users.

Respond to email messages for customers seeking help.

Ask diagnostic questions to determine nature of problem.

Use available tools and resources to research and resolve issues.

Walk customer through problem-solving process.

Resolve technical problems with Local Area Networks (LAN), Wide Area Networks (WAN), and other systems.

Follow up with customers to ensure issue has been resolved.

Gain feedback from customers about computer usage.

Run reports to determine malfunctions that continue to occur.

Determine users' technical needs and provide them with appropriate solutions.

Install and configure computer networks including LAN and WAN.

Test computers peripherals, hardware and software to ensure that they are working appropriately.

Upgrade software, patches and operating systems on a continuous basis.

Act as a technical resource in order to assist users with resolving computer issues.

Ensure that all computers are secured effectively by installing and updating District approved antivirus and / or antimalware software.

Train users on District approved software.

Explain the role of network applications and equipment to end users

Maintain documentation of technical maintenance procedures carried out

Maintain and update all hardware and application documentation.

Help Desk Technician

- 3 -

Help desk functions.

Reset user network and application passwords.

Assist in development, troubleshooting and repair of existing applications.

Assist District personnel as needed, including after-hours, on-call, weekends, holiday, etc.

Assist in preparation of system specifications.

Build and test network patch cables.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Methods and techniques of computer programming and computer equipment and related hardware.

Computer logic; and capabilities, characteristics and limitations of automated systems.

Working knowledge of Windows Desktop, Server, Workstation and mobile Operating Systems like Windows 10, iOS and Android.

Demonstrates advanced knowledge in the following software packages; Word, Excel, Access, Acrobat, FrontPage and Project or comparable software.

Principles and practices of good customer service.

##### Ability to:

Analyze problems, identify alternatives, and implement recommendations.

Troubleshoot problems related to computer equipment and programming.

Learn and correctly interpret and apply the policies and procedures of the District.

Establish and maintain effective working relationships with those contacted in the course of work including District staff and the general public.

Uses office equipment such as computers, copiers, and FAX machines but not limited to these items.

Ability to obtain higher level IT certifications like VMWare, CCNA, Security+.

Operate a calculator, computer-related equipment, and other office equipment.

Willingness to learn and take classes focused upon new technologies and programming utilized by the District.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; research, identify and interpret technical information; observe and problem solve technology issues.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach office equipment surrounding desk; bend, squat, climb, kneel, reach and twist when working on and performing installation of equipment; perform simple and power grasping, pushing, pulling and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight up to 50 pounds.

Preserve a high level of confidentiality of information encountered as part of work.

Learn to maintain and administer District security systems and methods.

Assist users; explain clearly and provide technical training to others in the use of various systems hardware and software.

Work scheduled and emergency overtime; be available for call back as required to meet the operational requirements of the District.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

#### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of responsible experience performing technical computer support duties.

One to three years of experience in Information Systems preferred.

Training:

High school diploma or equivalent. Associate's Degree with focus on Computer Information Technology, Computer Information Systems, Science in Information Technology or Computer Information Management preferred.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License.

Microsoft certification preferred.

Current CompTIA A+ certification preferred or the ability to obtain in six months.

Current CompTIA Network+ certification preferred or the ability to obtain in twelve months.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Help Desk Technician

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The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

PALMDALE WATER DISTRICT

ENGINEERING ANALYST

FLSA Status: Non-Exempt

DEFINITION

To plan, organize and direct water distribution/treatment system projects, mechanical projects, motor equipment projects, and electronic and electrical system projects within the Engineering Department; and to ensure regulatory compliance and reporting for the District.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Engineering Project Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Research, analyze and make recommendations on various technical documents and agreements both internal and external including but not limited to studies, reports, master plans, budgets, agreements, contracts, ordinances, codes, standards, and groundwater basin judgments.

Ensure compliance with OSHA standards throughout the District by creating SOPs and instructional training for all District sites.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditure.

Review daily production reports; make recommendations regarding availability of water to meet immediate production demands; recommend system operational changes as needed to meet demand and improve system efficiencies.

Generate detailed, logical scope of work and budget estimates; perform troubleshooting during project development stages; prepare various District reports including the associated budget flow forecast, activity reports, compliance and regulatory reports.

Analyze problems related to various District issues and make recommendations to resolve said issues; review established programs to refine procedures and make modifications to correct errors, reduce operating costs, and maximize service levels.

Stay aware of new trends and innovations affecting water and recycled water issues and changes to Federal and State regulations; conduct internet research and review printed literature describing engineering and water distribution/treatment related processes.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of mechanized/automated water treatment and distribution systems.

General knowledge of electrical systems, and electronic monitoring and automated control systems.

Current and emerging water issues and regulations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

#### Ability to:

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; explain regulations, policies, and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight up to 25 pounds.

Interpret and explain pertinent District and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Three years of increasingly responsible experience in water treatment operations and maintenance, including one year providing technical and functional supervision over assigned personnel.

Three years of responsible journey level experience in the repair, maintenance and operation of pumps, wells, reservoirs and automatic control systems.

#### Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in construction management, chemistry, or a related field.

### License and Certificate

Possession of, or ability to obtain, a valid California Driver's License.

Possession of a Distribution Operator Grade 3 Certificate as issued by the State of California Department of Public Health.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State of California Department of Public Health is desired.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

Engineering Analyst

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

PALMDALE WATER DISTRICT

NETWORK ADMINISTRATOR

FLSA Status: Exempt

DEFINITION

To plan, organize, and direct the activities connected to the Palmdale Water District's local area network and wide area network infrastructure.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Information Technology Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide IT support to District Staff

Support and maintains District hardware and software systems.

Set up user accounts, permission and passwords.

Serve as technical liaison to hardware, software, and application vendors.

Administration of the server, including file and print services.

Install, maintain, troubleshoot and repair network systems and equipment.

Monitor hardware, software, and applications; respond to service outages.

Monitor network performance (availability, utilization, throughput, and latency) and test for weaknesses.

Ensure high network availability to staff and the public

Assist in evaluating networking hardware/software requests.

Define network policies and procedures.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of an information technology program.

## Network Administrator

- 2 -

Hardware, software and application troubleshooting skills.

Experience with virtual servers and WiFi networks.

Experience with firewalls and VPN's.

Experience with VoIP.

Oral, written, and interpersonal communication skills.

Through knowledge of Microsoft operating systems, UNIX operating systems, networks including switches, routers, firewalls, network security, and network monitoring.

Concepts, principles, practices, and operational characteristics of emerging technologies in information technology.

Principles and practices of program development and administration.

### Ability to:

Explain technical concepts to non-technical staff or end users.

Ability to work effectively and collaboratively with all levels of staff.

Demonstrated ability to effectively manage multiple deadlines, priorities, and concurrent projects and tasks.

Research, analyze, and evaluate new service delivery methods and techniques.

Research and evaluate new technology in assigned area of responsibility.

Plan, organize, and manage systems, applications, and network projects and programs.

Preserve a high level of confidentiality of information encountered as part of work.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach office equipment surrounding desk; bend, squat, climb, kneel, reach and twist when working on and performing installation of equipment; perform simple and power grasping, pushing, pulling and fine manipulation; use telephone and write or use a

## Network Administrator

- 3 -

keyboard to communicate through written means; and lift or carry weight up to 50 pounds.

### Experience and Training

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

Five years of technical experience in local area networks/wide area network topology, server administration, and network infrastructure.

#### Training:

Bachelor's degree from an accredited college or university with major course work in computer science, information systems, information technology or a related field.

#### Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Server tools such as Active Directory (dhcp, dns, Domain Controllers, etc.), Microsoft Exchange and software such as Accounting software, Contact Management systems, Customer Service Information systems, Human Resource, Payroll and Project Management systems, as well as other tools such as Microsoft Office software (WORD, Excel, Power Point, and Access).

### License Requirement

Possession of, or ability to obtain, a valid California Driver's License.

Possession of Microsoft, Cisco or VMWare advanced training or certification.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

09/29/2016

15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
3697.94	3882.83	4076.97	4280.82	4494.86	4719.61	4955.59	5203.37	5463.53	5736.71	6023.55	6324.72	6640.96	6973.01	7321.66	7687.74	8072.13	8475.74	8899.52	9344.5

Help Desk Technician

28

Information Technology Helpdesk Specialist I \$4126 - \$5363	
Computer Support Specialist \$4720.04 - \$6507.97	\$ 5,363.00
Information Systems Technician \$4952.13 - \$6338.80	\$ 6,507.97
Information Technology Coordinator \$4912.27 - \$6879.60	\$ 6,338.80
Information Technology Specialist I \$4496.00 - \$5900.42	\$ 6,879.60
Information Technology Technician \$5238 - \$6367	\$ 5,900.42
PC Support Technician I \$4762 - \$5796	\$ 6,367.00
PC Support Technician I \$4392.27 - \$5470.4	\$ 5,796.00
Information Technology Technician \$5106 - \$7039	\$ 5,470.40
No Equivalent Position	\$ 7,039.00
No equivalent position	
No Equivalent Position	

\$ 23,137.37 \$ 5,784.34 Range 24 Recommended Salary Range 15 as this will be a lower skilled position than those listed.

Network Administrator

No Equivalent Position

Network Administrator \$6769 - \$8800	\$ 8,800.00
Network/Security Coordinator \$5425.33 - \$ 7480.89	\$ 7,480.89
Information Systems Administrator \$7316.40 - \$9366.93	\$ 9,366.93
No Equivalent Position	
Information Technology Specialist III \$6026.17 - \$8285.50	\$ 8,285.50
No Equivalent Position	
Network Programmer Analyst \$6722 - \$8174	\$ 8,174.00
Senior Network Administrator \$7670 - \$9529.87	\$ 9,529.87
No Equivalent Position	
Systems Administrator \$6802.12 - \$8285.16	\$ 8,285.16
No Equivalent Position	
No Equivalent Position	

\$ 59,922.35 \$ 8,560.34 Salary Range 32

Engineering Analyst

32

\$6973.01 - \$8475.74	
Engineering Analyst \$6131 - \$7970	\$ 7,970.00
Management Analyst II \$6520.11 - \$8476.17	\$ 8,476.17
Senior Project Manager \$8893.73 - \$11384.53	\$ 11,384.53
Engineering Project Administrator \$6035.92 - \$9058.21	\$ 9,058.21
Management Analyst II \$5465.67 - \$8285.50	\$ 8,285.50
Senior Management Analyst \$8126 - \$9877	\$ 9,877.00
No Equivalent	
Engineering Project Control Manager \$7670 - \$9529.87	\$ 9,529.87
No Equivalent Position	
Engineering Project Coordinator \$6478.51 - \$7890.83	\$ 7,890.83
No Equivalent Position	
No Equivalent Position	

\$ 32,622.50 \$ 8,155.63 Salary Rang

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** September 21, 2016 **September 28, 2016**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Matthew R. Knudson, Assistant General Manager  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** *AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION ON AMENDMENT NO. 2 TO THE COST RECOVERY AGREEMENT DATED 10/27/11 BETWEEN THE DISTRICT AND USDA FOREST SERVICE*

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**Recommendation:**

That the Board:

1. Approve the attached Amendment No. 2 to the Category 6 Cost Recovery Agreement dated 10/27/11 between the District and USDA Forest Service in the not-to-exceed amount of \$100,000.00; and
2. Authorize the General Manager to execute the attached Amendment No. 2.

**Background:**

The purpose of the attached Amendment No. 2 is to extend the expiration date to 12/31/2026 and authorize an additional \$100,000.00 to be deposited with the USDA Forest Service. The Category 6 Cost Recovery Agreement is a required process in order for the USDA Forest Service to process the District's application, supervise the preparation of the environmental analysis, and project design/construction involvement associated with the Littlerock Sediment Removal Project due to the District's proposed project being located on USDA Forest Service lands.

**Strategic Plan Element:**

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

**Budget:**

These funds were not included in the approved 2016 Operating Budget, but there are uncommitted funds available in the 2016 Capital Projects.

**Supporting Documents:**

- Amendment No. 2 – Cost Recovery Agreement

Auth ID: SCM101101  
Contact ID: PALMDALE WATER  
Use Code: 922

FS-2700-23 (v. 10/09)  
OMB No. 0596-0082

U.S. DEPARTMENT OF AGRICULTURE  
FOREST SERVICE  
AMENDMENT  
FOR

COST RECOVERY AGREEMENT

#12MJ-11050153981

Amendment#: 2

This amendment is attached to and made a part of the Category 6 cost recovery agreement for processing and monitoring issued to PALMDALE WATER DISTRICT for the Littlerock Reservoir Sediment Removal Project on 10/27/11 which is hereby amended as follows:

Part I Processing Fees

C. AGREEMENT

3. Billing. The Forest Service shall bill the applicant prior to commencement of work. The applicant agrees to pay the estimated processing fee of \$100,000. The bill for the estimated processing fee will be issued from the Forest Service Albuquerque Service Center once this amendment is executed.

11. Expiration and Termination. This agreement expires on 12/31/2026. Either party, in writing, may terminate this agreement in whole or in part at any time before it expires. The applicant is responsible for all Forest Service costs covered by this agreement that are incurred up to the date of expiration or termination.

This Amendment is accepted subject to the conditions set forth herein, and to conditions N/A to N/A attached hereto and made a part of this Amendment.

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DENNIS D. LAMOREAUX  
General Manager  
Palmdale Water District

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MATTHEW BOKACH  
Monument Manager  
San Gabriel Mountains National Monument  
Angeles National Forest

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Date

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Date

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average one (1) hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.



**MINUTES OF REGULAR MEETING OF THE COMMISSIONERS OF THE ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION, JUNE 9, 2016.**

*A regular meeting of the Commissioners of the Antelope Valley State Water Contractors Association was held Thursday, June 9, 2016, at the Palmdale Water District at 2029 East Avenue Q, Palmdale. Chair Alvarado called the meeting to order at 7:00 p.m.*

**1) Pledge of Allegiance.**

At the request of Chair Alvarado, Commissioner Dyas led the pledge of allegiance followed by a moment of silence in honor of our troops.

**2) Roll Call.**

**Attendance:**

Robert Alvarado, Chair  
Keith Dyas, Vice Chair  
Neal Weisenberger, Secretary  
Leo Thibault, Treasurer-Auditor  
Barbara Hogan, Commissioner  
Kathy Mac Laren, Commissioner

**Others Present:**

Matt Knudson, AVSWCA General Mngr.  
Tom Barnes, Controller  
Marco Henriquez, PWD Alt. Commissioner  
Travis Berglund, LCID General Mngr.  
Dwayne Chisam, AVEK General Mngr.  
Dennis Hoffmeyer, Accounting Supervisor  
Dawn Deans, Executive Assistant  
0 members of the public

**3) Public Comments for Non-Agenda Items.**

There were no public comments.

**4) Consideration and Possible Action on Minutes of Regular Meeting Held March 10, 2016.**

It was moved by Commissioner Weisenberger, seconded by Commissioner Thibault, and carried on a 5 – 0 – 1 vote, with Commissioner Mac Laren abstaining, to approve the minutes of the regular meeting held March 10, 2016, as written.

**5) Payment of Bills.**

Commissioner Thibault reviewed the bills received for payment and then moved to pay the bills received from AV Web Designs in the amount of \$999.90, from The Pun

Group in the amount of \$2,000.00, and from AVEK in the amount of \$1,168.46. The motion was seconded by Commissioner Dyas, and after clarification of the invoice from AV Web Designs, the motion was unanimously carried by all members of the Board of Commissioners present at the meeting.

**6) Consideration and Possible Action on Acceptance and Filing of Audit for Year Ended June 30, 2015. (General Manager Knudson/Senior Accountant Hoffmeyer)**

Accounting Supervisor Hoffmeyer provided a brief overview of the Association's audit for year ended June 30, 2015 after which it was moved by Commissioner Thibault, seconded by Commissioner Mac Laren, and unanimously carried by all members of the Board of Commissioners present at the meeting to accept and file the Association's audit for year ended June 30, 2015.

**7) Discussion and Possible Action on Creating an Ad-Hoc Committee to Discuss Regional Banking and State Water Project Exchange Opportunities. (General Manager Knudson)**

General Manager Knudson reviewed the recent meeting held among staff and Directors from the three member agencies to discuss regional banking and State Water Project exchange opportunities and stated that in an effort to consolidate the effort under the Association, staff recommends an Ad Hoc Committee to discuss regional banking and State Water Project exchange opportunities be formed to meet with the General Managers of the three member agencies.

Commissioner Dyas then nominated Commissioner Weisenberger, Commissioner Thibault nominated Commissioner Hogan, and Chair Alvarado nominated Commissioner Mac Laren to the proposed Ad Hoc Committee after which it was moved by Commissioner Dyas, seconded by Commissioner Mac Laren, and unanimously carried by all members of the Board of Commissioners present at the meeting to create the Ad Hoc Committee of Commissioners Weisenberger, Hogan, and Mac Laren to discuss regional banking and State Water Project exchange opportunities with General Manager Knudson and the General Managers from each member agency.

**8) Discussion and Possible Action on the Recommendation of the Member Agencies General Managers Regarding Regional Leadership of Water Conservation Efforts. (Commissioner Weisenberger)**

Commissioner Weisenberger stated that the Governor's Executive Order has indicated previous water conservation mandates will be permanent, and this goal must be met by year 2020; that a regional effort will be needed to meet these goals; and that more permanent solutions are needed.

There was no action taken on this item.

**9) Discussion and Possible Action on Annual SMART Landscaping Expo. (Chair Alvarado)**

Controller Barnes stated that this year's annual SMART Landscaping Expo is scheduled for November 5, 2016; that to date, the first of several save-the-date Constant Contact emails has been sent by PWD and includes information on the date, location, and free parking and admission; that postcards are being handed out; that the event is being promoted through the AVSavesWater.com website; that the next step is to assign tasks for this event; that a marketing plan at an estimated cost of \$35,000.00 will be presented to the Commissioners for consideration at a later date; and that the estimated budget for the event is \$40,000.00.

Commissioner Weisenberger then requested topics for speakers.

There was no action taken on this item.

**10) Report of General Manager.**

**a) Update on Revenue, Expenditures and Change in Net Position.**

General Manager Knudson provided a brief update of the Association's Revenue, Expenditures and Change in Net Position through the end of May, 2016 followed by discussion of bank fees, consolidating accounts, grant funds, the USGS program and transferring this program to the Antelope Valley Watermaster in the future, and the Association's budget.

**b) Update on Antelope Valley Watermaster Meetings.**

General Manager Knudson stated that the nomination and ballot process to fill the two remaining landowner seats on the Antelope Valley Watermaster Board is anticipated to be complete by the end of June.

Commissioner Weisenberger then stated that the Integrated Regional Water Management Plan fund is nearly depleted and inquired if additional funding needs to be requested after which General Manager Knudson stated that membership of the Integrated Regional Water Management Plan Advisory Group has changed, and he has urged Los Angeles County Waterworks to schedule a meeting of the Advisory Group to discuss issues for the Plan.

He then stated that an updated contact list was included in the agenda packets.

**11) Report of Controller.**

**a) Update on Status of Agreement Related to Regional Control of Water from the State Water Project.**

Controller Barnes stated that he, General Manager Knudson, and LCID General Manager Berglund have been working with the State Water Project Analysis Office to establish an Agreement with the Department of Water Resources regarding regional control of water from the State Water Project to enable the three state water contractors to move water more freely; that they are supportive of our efforts; and that the Agreement is in their legal department for review.

**12) Reports of Commissioners.**

Commissioner Mac Laren stated that she visited Australia to review their drought issues and policies; that several legislators were also on this trip and requested input on drought legislation; and then requested ideas from the Commissioners on future legislation.

**13) Report of Attorney.**

No attorney was present.

**14) Commission Members' Requests for Future Agenda Items.**

Commissioner Mac Laren stated that she foresees a partnership resulting from the Ad Hoc Committee formed earlier this evening, and there may be a need to research grants.

ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION  
JUNE 9, 2016  
REGULAR MEETING

General Manager Knudson then stated that a draft budget will be presented at the next Association meeting.

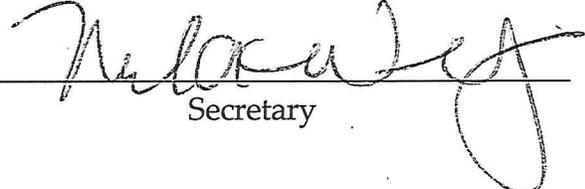
There were no further requests for future agenda items.

**14) Consideration and Possible Action on Scheduling the Next Association Meeting.**

It was determined that the next regular meeting of the Association will be held August 11, 2016 at 7:00 p.m. at PWD.

**15) Adjournment.**

There being no further business to come before the Commissioners, the regular meeting of the Commissioners of the Antelope Valley State Water Contractors Association was adjourned at 7:50 p.m.

  
Secretary

**MINUTES OF MEETING OF THE FINANCE COMMITTEE OF THE PALMDALE WATER DISTRICT, AUGUST 9, 2016:**

*A meeting of the Finance Committee of the Palmdale Water District was held Tuesday, August 9, 2016, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Henriquez called the meeting to order at 4:00 p.m.*

**1) Roll Call.**

**Attendance:**

Finance Committee:  
Marco Henriquez, Chair  
Robert Alvarado, Committee  
Member

**Others Present:**

Dennis LaMoreaux, General Manager  
Kathy Mac Laren, PWD Director  
Matt Knudson, Assistant General Manager  
Mike Williams, Finance Manager  
Jennifer Emery, Human Resources Director  
Dawn Deans, Executive Assistant  
1 member of the public

**2) Adoption of Agenda.**

It was moved by Committee Member Alvarado, seconded by Chair Henriquez, and unanimously carried by all members of the Committee present at the meeting to adopt the agenda, as written.

**3) Public Comments.**

There were no public comments.

**4) Action Items:**

**4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held July 12, 2016.**

It was moved by Committee Member Alvarado, seconded by Chair Henriquez, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Finance Committee meeting held July 12, 2016, as written.

**4.2) Discussion and Overview of Cash Flow Statement and Current Cash Balances as of June, 2016. (Financial Advisor Egan)**

Finance Manager Williams reviewed the investment funds report as of June, 2016, including the transfer of funds and Butte County payment and then provided an overview of the cash flow statement for June, grant funds received, and year-ending cash balance.

**4.3) Discussion and Overview of Financial Statements, Revenue, and Expense and Departmental Budget Reports for June, 2016. (Finance Manager Williams)**

Finance Manager Williams reviewed in detail the balance sheet, profit and loss statement, year-to-year comparisons, month-to-month comparisons, consumption comparisons, and revenue and expense analysis reports for the period ending June, 2016; stated that most departments are operating at or below the targeted expenditure percentage of 50%; and then reviewed department line items above the targeted expenditure percentage followed by discussion of G.A.C. purchases and health insurance.

**4.4) Discussion and Overview of Committed Contracts Issued and Water Revenue Bond Projects. (Assistant General Manager Knudson)**

Assistant General Manager Knudson stated that an update on the Water Revenue Series 2013A Bond funds was included with the agenda packets; that \$7.98 million has been paid out to date; that the remaining \$500,000 will be paid out by the end of 2016; and that pay-outs for the Upper Amargosa Recharge Project, Littlerock Sediment Removal EIR/EIS/Permit process, and Palmdale Regional Recharge and Recovery project will continue into 2017.

**4.5) Discussion and Overview of State Auditor Audit. (Finance Manager Williams/General Manager LaMoreaux)**

General Manager LaMoreaux stated that past meetings included discussions on the cost effectiveness of the District's operations; that the results of a state audit conducted comparing the District to the Golden State private water company, Waterworks District 40 Region 4, which is Lancaster, and Quartz Hill Water District indicate the District is doing very well in controlling costs; that the two minor recommendations from the state audit to develop a Rate Assistance Program and to provide a clearer way of tracking cost savings have been implemented; that the state audit includes a graphical presentation of water bills for the audited agencies with the

District having the lowest rate increase; that these comparisons and the thoroughness of the state audit provide comfort that the District is operating efficiently, and there are no huge items for the District to address followed by discussion of electricity efficiencies and the number of companies who have investigated the District's energy costs and efficiencies and determined they can provide no service to reduce the District's energy costs as we are already operating as efficiently as possible and the higher water purchase costs of the other agencies.

Chair Henriquez than thanked staff for the audit information as it provides additional documentation on how the District is doing but the audit appears to concentrate on rates to the customers and not on reducing costs after which General Manager LaMoreaux clarified that the audit only found the two recommendations noted and did not recommend any cost reductions.

**4.6) Discussion and Possible Action on Hiring an Outside Consultant to Determine Additional Cost Reductions for the District. (Chair Henriquez)**

Chair Henriquez stated that he requested this item to obtain an opinion from an outside source to see if there are any areas to obtain additional savings.

General Manager LaMoreaux then stated that the information included in the agenda packets shows how the departments have responded over the last ten years to keep costs flat and then reviewed a graph indicating this effort.

Committee Member Alvarado then stated that staff has been very creative on in-house work to save additional monies.

District staffing and retirement plans compared to the City of Palmdale along with these unfair comparisons, the additional services provided by the District compared to Waterworks, and Waterworks' higher rates were then discussed.

Finance Manager Williams then provided a detailed overview of the 10-year, 5-year, and 3-year budget analysis included in the agenda packets followed by discussion of the shifting of staff to meet operational needs and efficiencies, the Committee's desire to make operational rather than personnel cuts, and the development of the budget.

Chair Henriquez then stated that if the District is looking at a rate increase, the ratepayers are owed an answer showing all alternatives for cost reductions have been

reviewed followed by discussion of the time frame and process for a Request for Proposals after which staff clarified that the materials presented to the Committee demonstrate the District has been studied extensively regarding controlling costs, staff has controlled costs and gone beyond any other local water agency to do so, the Request for Proposals process can be done at the same time as the upcoming budget and rate discussions as long term water supply projects are needed for future growth and development, the Request for Proposals, hiring a consultant, and reviewing any recommendations could take a year, and any cost reduction recommendations can be implemented and approved rates lowered, if appropriate.

After a further discussion of the District's minimum reserve levels, conducting a financial Board workshop, the high cost of a financial analysis, and the Request for Proposals content, it was moved by Committee Member Alvarado, seconded by Chair Henriquez, and unanimously carried by all members of the Committee present at the meeting to authorize staff to prepare a Request for Proposals for hiring an outside consultant to determine additional cost reductions for the District and present same at the next Finance Committee meeting for discussion.

**4.7) Discussion and Possible Action on Long Term Financial Planning and Adoption of Remaining Three Years of Approved Proposition 218 Water Rate Plan to Ensure Future Water Rate Stability and Long-Term Water Sustainability Projects to Meet Current and Future Water Demands. (Assistant General Manager Knudson/Finance Manager Williams)**

Assistant General Manager Knudson stated that the financial model developed to show water rates needed for the next three years to meet the District's financial requirements to meet existing customer demands and move forward with the Littlerock Sediment Removal and the Palmdale Regional Groundwater Recharge and Recovery projects indicates that a water rate adjustment of 4.25%, rather than the 5.5% approved in the Water Rate Plan with future water rates anticipated even lower, is needed for each of next three years to construct these projects, meet the Debt Service Coverage for existing and upcoming bond issues, and meet the Reserve Policy; that several scenarios with lower water rate adjustments show the negative impact on the Debt Service Coverage and cash balance; and that both projects are required if any future growth is to occur.

He then stated that staff recommends a Resolution implementing a 4.25% water rate increase be approved for calendar years 2017, 2018, and 2019 as a long term

planning strategy to enable the District to secure low interest loans, funding, and bonds to complete the Palmdale Regional Recharge & Recovery Project and the Littlerock Sediment Removal Project.

The drastic high water rate adjustment needed by 2021 to meet future debt service coverage and payments by not moving forward with staff's recommendation of a 4.25% adjustment, which amounts to \$2.20/month per customer, the increase being less than the 5.5% approved in the Water Rate Plan, much lower future rates by approving staff's recommendation, meeting bond payment obligations and low interest loan payments, other agencies' practices for approving a five year Water Rate Plan and annually announcing the increase, nearly meeting reserve levels by 2025, and having two critical water need projects operational were then discussed after which staff recommended their information be presented to full Board for consideration.

The timing for presenting this information to the full Board, preparation of the 2017 budget, a financial workshop, and hosting a public meeting off-site were then discussed after which it was determined that staff prepare a comparison of water rate charges and property tax rates to other agencies and a Financial Workshop be held August 24, 2016 at 4:00 p.m.

Committee Member Alvarado then clarified that information to be provided at the Financial Workshop will include detailed financial information, the need to move from year-to-year budgeting to a three year plan, developing a plan of action to provide information to the ratepayers in a very effective manner, the Board's previous actions to approve less than the 5.5% cap in the Water Rate Plan for the past few years, staff's recommendation to approve less than the 5.5% cap in the Water Rate Plan for the next three years, the potential to adopt lower water rates in future years if staff's recommendation is approved, a comparison of water rates with other agencies to show the financial responsibility of the District, how the District has been cutting costs and not approving recommended rate increases year after year, and how staff's recommendation will create stability for the ratepayers with a \$2.20 monthly increase rather than a much higher increase of up to \$10.00 monthly which has been approved by other water agencies.

**4.8) Consideration and Possible Action on Professional Services Agreement With NHA Advisors to Provide Annual Continuing Disclosure Consulting and Dissemination Agent Services Through the Life of the Bonds. (\$1,500.00/year – Budgeted – Finance Manager Williams)**

After a brief discussion of the Professional Services Agreement, including an escape clause, it was moved by Committee Member Alvarado, seconded by Chair Henriquez, and unanimously carried by all members of the Committee present at the meeting to approve a Professional Services Agreement with NHA Advisors to provide annual Continuing Disclosure Consulting and Dissemination Agent Services through the life of the bonds in the not-to-exceed amount of \$1,500/year, \$1,000/year for a second bond issue, and \$750.00 for subsequent bond issues.

**5) Information Items.**

**5.1) Status of Debt Service Coverage. (Financial Advisor Egan)**

Finance Manager Williams stated that the Debt Service Coverage for June is not available.

**5.2) Status on Refunding 2012 Installment Purchase Agreement and a Portion of the 2013A Water Revenue Bonds. (Finance Manager Williams)**

Finance Manager Williams stated that the refunding is moving forward; that Resolutions will be presented to the full Board for consideration at the first regular Board meeting in September; that the sale date for the bonds will be October 1, 2016; and that S & P has requested a conference call to discuss the District's credit rating.

**5.3) Review of Age of District Pipelines and Anticipated Water Main and Meter Replacement Projects. (Committee Member Alvarado/Assistant General Manager Knudson)**

Assistant General Manager Knudson reviewed a map of the District's pipelines indicating pipes older than 1960, those replaced over the last two years, and upcoming replacement projects and then reviewed a map indicating meters replaced, the location for the upcoming meter replacement project, and stated that all meters will have been replaced by 2020, and the District's other critical infrastructure include tanks, wells, and booster stations.

Chair Henriquez then requested these maps be placed on the lobby display.

**5.4) Other.**

Finance Manager stated that he will present payment type statistics and customer traffic from the hours of 5 – 6 p.m. Monday through Thursday at the Board meeting; provided a brief update on staff's process for updating the Customer Information System; and stated that staff anticipates presenting a proposal from TruePoint to the Committee at the next meeting followed by discussion of the District's cost for payment types.

There were no other information items.

**6) Board Members' Requests for Future Agenda Items.**

Committee Member Alvarado requested an item for "Discussion and overview of meter and pipeline inventory" and "Discussion and overview of the District's Internship Program, the accomplishments of this program, and increasing this program for 2017" be placed on the next agenda as these items may be needed for budget discussions.

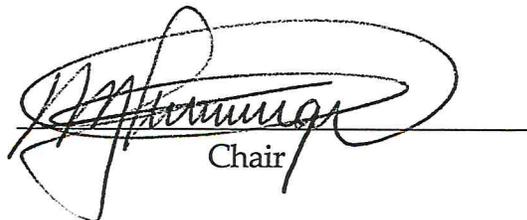
Finance Manager Williams requested an item be placed on the next agenda for "Consideration and possible action on proposal received from TruePoint for updating the District's customer information system."

There were no further requests for future agenda items.

It was then determined that the next Finance Committee meeting will be held September 13, 2016 at 4:00 p.m.

**7) Adjournment.**

There being no further business to come before the Finance Committee, the meeting was adjourned at 6:15 p.m.

  
Chair

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** September 21, 2016 September 28, 2016  
**TO:** BOARD OF DIRECTORS Board Meeting  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** *AGENDA ITEM NO. 8.2 – September, 2016 General Manager Report*

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The following is the August report to the Board of activities through August, 2016. It is organized to follow the District's six strategic initiatives adopted for 2016 and is intended to provide a general update on the month's activities. A summary of the initiatives is as follows:



***Water Resource Reliability***

2015 Urban Water Management Plan, drought response  
Palmdale Regional Groundwater Recharge & Recovery Project  
Littlerock Reservoir Sediment Removal Project  
Recycled water allocation and use



***Organizational Excellence***

Maintain formal management/supervisor training and development program  
Maintain competitive compensation and benefits package  
Employee wellness program; Succession planning  
Board/staff events to develop innovative ideas and awards



***Systems Efficiency***

Water system Master Plan update and related EIR  
Reinvestment in aging infrastructure  
Investment, implementation, and training plan for new technology  
Computerized maintenance management software (CMMS)



***Financial Health and Stability***

Pursue Federal and State funding opportunities  
Sustainable and balanced rate structure  
Maintain adequate reserve levels  
Maintain high level bond rating



### ***Regional Leadership***

- Create a regional best practices Antelope Valley partnership**
- Enhance community partnerships and expand school programs in water education**
- Emphasize the importance and long history of the District as a community asset**
- Continue to evaluate District internship needs**



### ***Customer Care and Advocacy***

- Customer Care accessibility through automation**
- Evaluate, develop, and market additional payment options**
- Improve customer account management tools**
- Enhance customer experience through assessment of infrastructure, processes, and policies to maximize the customer care experience**

This report also includes charts that show the effects of the District's efforts in several areas. They are now organized within each strategic initiative and include status in complying with the State Water Resources Control Board's (SWRCB) conservation emergency orders, 20 x 2020 status, the District's total per capita water use trends, 2016 water production and customer use graph, mainline leaks, and the water loss trends for both 12 and 24 month running averages.



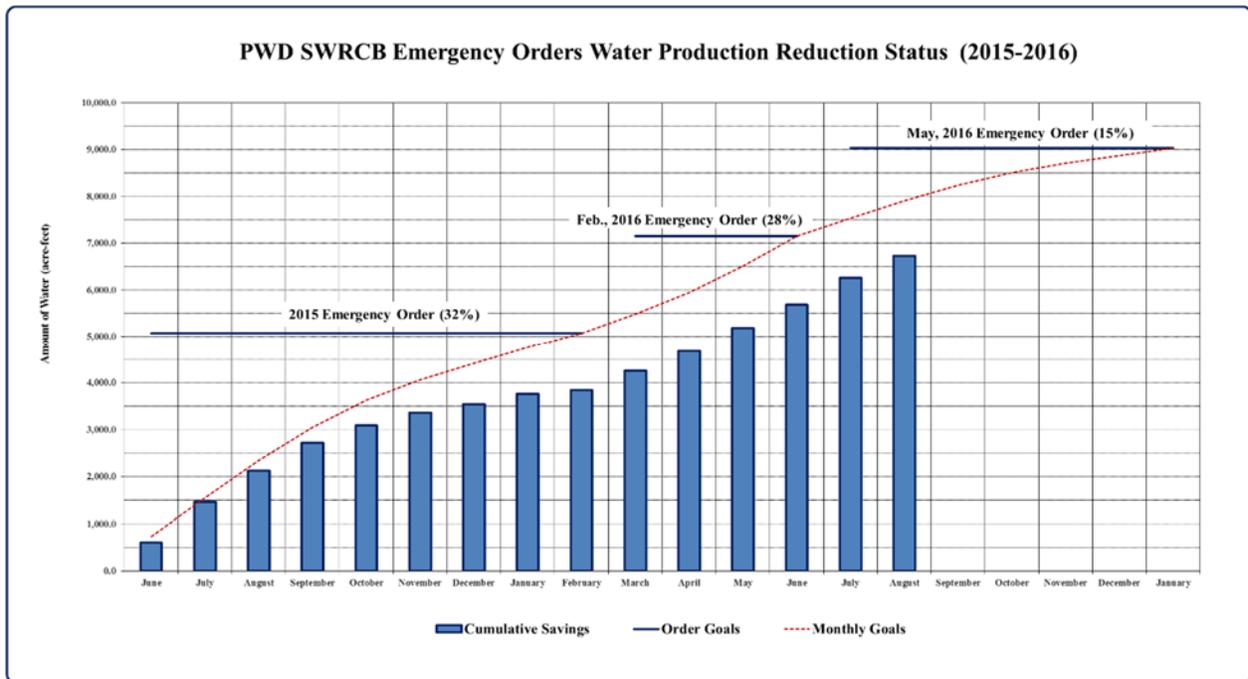
### ***Water Resource Reliability***

This initiative includes conservation efforts, water supply projects, and water planning.

Recent highlights are as follows:

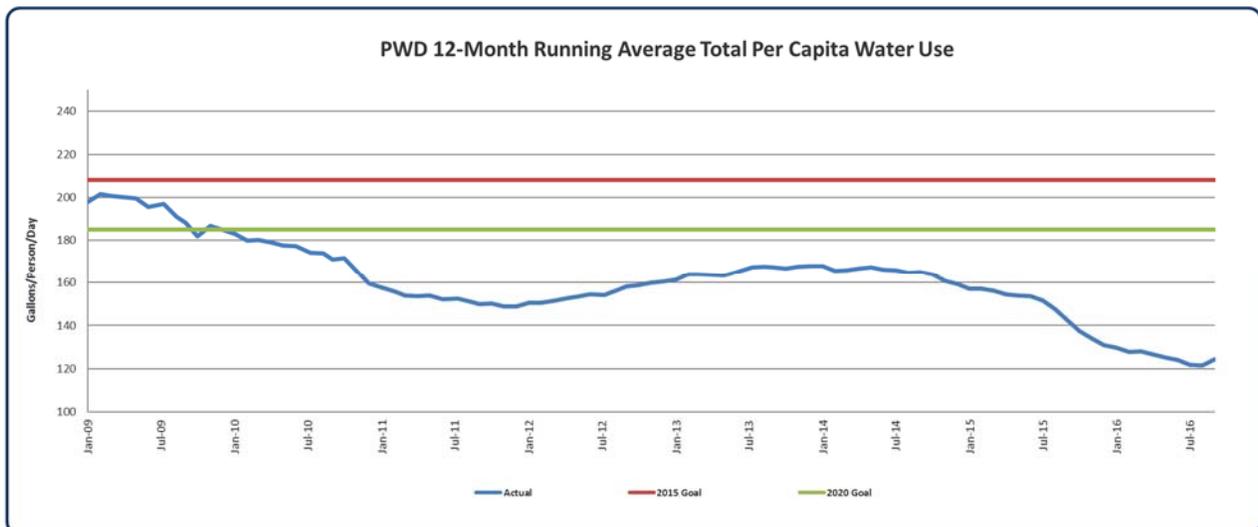
#### 2015 and 2016 SWRCB Emergency Drought Orders

- The District customers' cumulative water saving from June, 2015 to the end of August, 2016 as compared to 2013 is 23.8%. The August, 2016 numbers alone show a 19.0%, or 475.6 AF, of savings. The SWRCB's May, 2016 Order shifted conservation goal setting to water agencies. The "self-certification" process is set as using the last three (3) years actual water supplies projected over the next three (3) years versus the anticipated water demands. District staff completed that analysis and recommended a new conservation goal of 15% for the District. This was approved by the Board on July 13, 2016 in Resolution No. 16-8. The resolution also relaxed water use restrictions by removing day restrictions and penalties for water waste by making the first violation a warning rather than a \$50.00 fine. The District's performance with all the SWRCB's Orders is shown in the following graph:



Success of District Customers’ Water Conservation Efforts

Our customers have responded extremely well to the District’s water conservation programs and emergency drought regulations. The following information shows this in several ways. This is easiest to see in the following chart titled “PWD 12-Month Running Average Total Per Capita Water Use.” The current Total-GPCD is 125. The District’s customers have actually cut their water use by nearly 46% from the baseline number of 231 and met the 2020 Goal in early 2010. The slight upturn reflects the effect of newly relaxed conservation measures.



The fact that District customers have excelled in water conservation is also shown in the following table titled “Historic R-GPCD Comparison.” It shows that the District’s customers have reached 133.6 and 143.7 R-GPCD in June and July, 2016, respectively. Throughout the Emergency Order period starting in June, 2015, they have reduced water use by 43% compared to 2007.

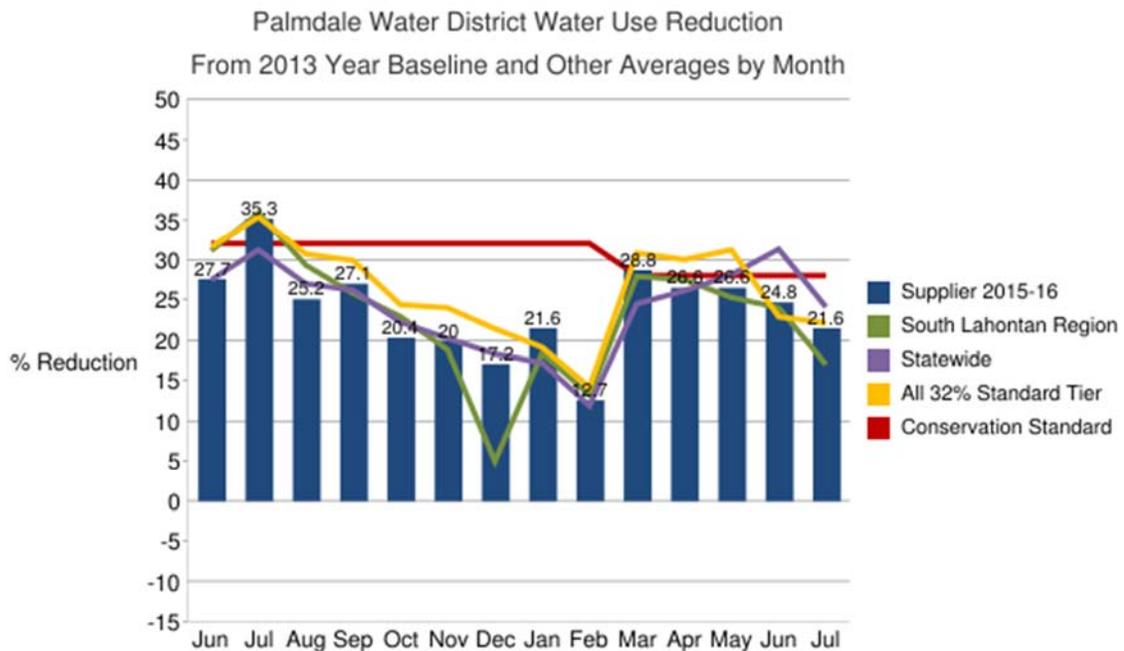
Historic R-GPCD Comparison*						
Emergency Order Period	2007		2013		2015/16	
	Gallons	% Change	Gallons	% Change	Gallons	% Change
June	239.8	-	170.9	(28.7)	126.3	(47.3)
July	267.6	-	184.7	(31.0)	121.8	(54.5)
August	261.1	-	180.0	(31.0)	133.0	(49.0)
September	198.9	-	164.5	(17.3)	116.2	(41.6)
October	157.7	-	130.2	(17.4)	104.5	(33.7)
November	130.2	-	100.4	(22.9)	77.2	(40.7)
December	88.2	-	80.4	(8.9)	67.1	(24.0)
January	103.8	-	77.1	(25.8)	61.1	(41.2)
February	106.1	-	79.2	(25.4)	65.5	(38.2)
March	144.5	-	105.8	(26.8)	76.3	(47.2)
April	169.3	-	124.4	(26.5)	89.5	(47.1)
May	204.4	-	145.3	(28.9)	108.5	(46.9)
June	239.8	-	170.9	(28.7)	133.6	(44.3)
July	267.6	-	184.7	(31.0)	142.0	(46.9)
August	261.1	-	180.0	(31.0)	146.6	(43.8)
September	198.9	-	164.5	(17.3)		
October	157.7	-	130.2	(17.4)		
November	123.1	-	97.3	(20.9)		
December	81.8	-	68.4	(16.4)		
January	77.3	-	85.0	9.9		
Averages**	189.3		138.6	(25.4)	104.6	(43.1)

Notes: \* All R-GPCD Calculated using 2015 Emergency Order Method  
% Change is calculated from 2007

\*\* Months to date only

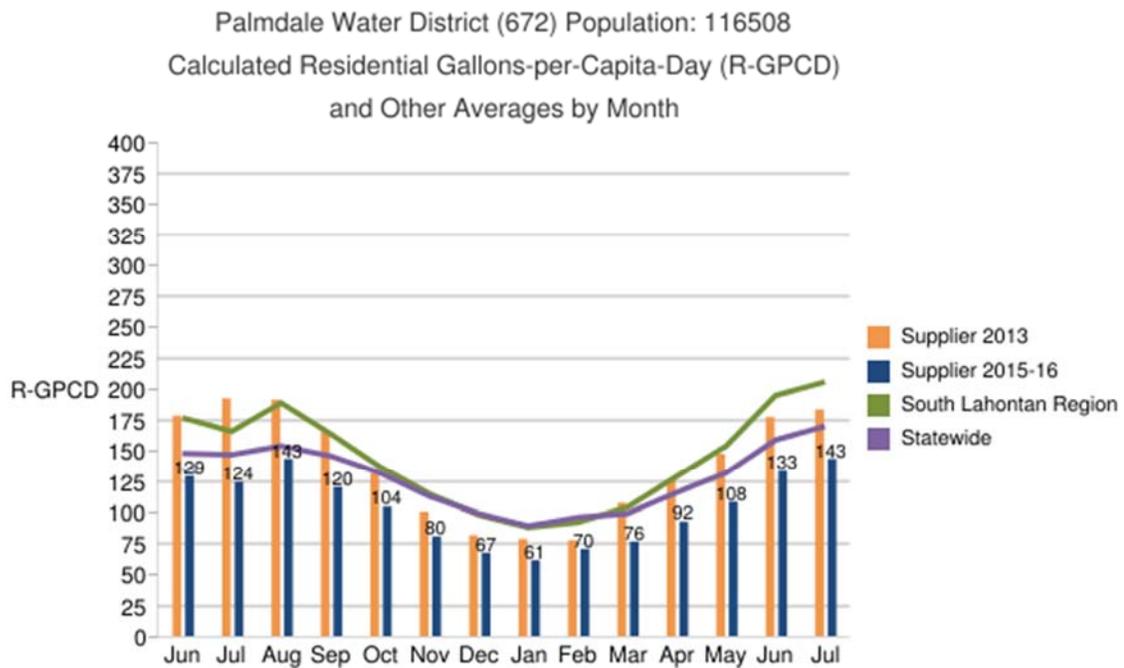
20% by 2020 12-Month Average Total GPCD Baseline = 231  
2015 12-Month Average Total GPCD Goal = 208  
2020 12-Month Average Total GPCD Goal = 185  
Current 12-Month Average Total GPCD = 125 or 46% Reduction

Another way to measure the District’s and our customers’ success in responding to the Governor’s Drought Declaration and the SWRCB’s Emergency Orders is to compare the reduction in water usage and the per capita use with regional water agencies and with the statewide average response. The following graphs are produced by the SWRCB and cover through July, 2016. The first one shows the District’s water use reduction as compared to others in the same reduction group, regional water agencies, and statewide agencies. The District and our customers have done well and above average.



Cumulative Supplier water use reduction since June 2015: 25.1 %

The second graph shows the District's per capita water use as compared to others in the same reduction group, regional water agencies, and statewide agencies. Again, the District and our customers have lower per capita use than the statewide and regional agencies.



Source: DRINC Portal (drinc.ca.gov) Urban Water Supplier Monitoring Reports (Sep 2016)

Looking at the water use reduction and per capita water use together give the best picture of overall water use efficiency and effort to comply with State drought orders. The following table shows local and regional water agencies, the statewide average, and the District from June, 2015 to July, 2016. As can be seen, our customers have both an average water use reduction and lower per capita use than statewide averages. Only Victorville Water District and the City of Hesperia can also make the same claim.

<u>Agency</u>	<u>Cumulative Savings</u>	<u>R-GPCD</u>
Quartz Hill WD	34.7%	(No Report)
LA County WW #40	26.6%	212
State Average	25.7%	170
PWD	25.1%	143
Victorville WD	24.3%	153
City of Hesperia	17.7%	140

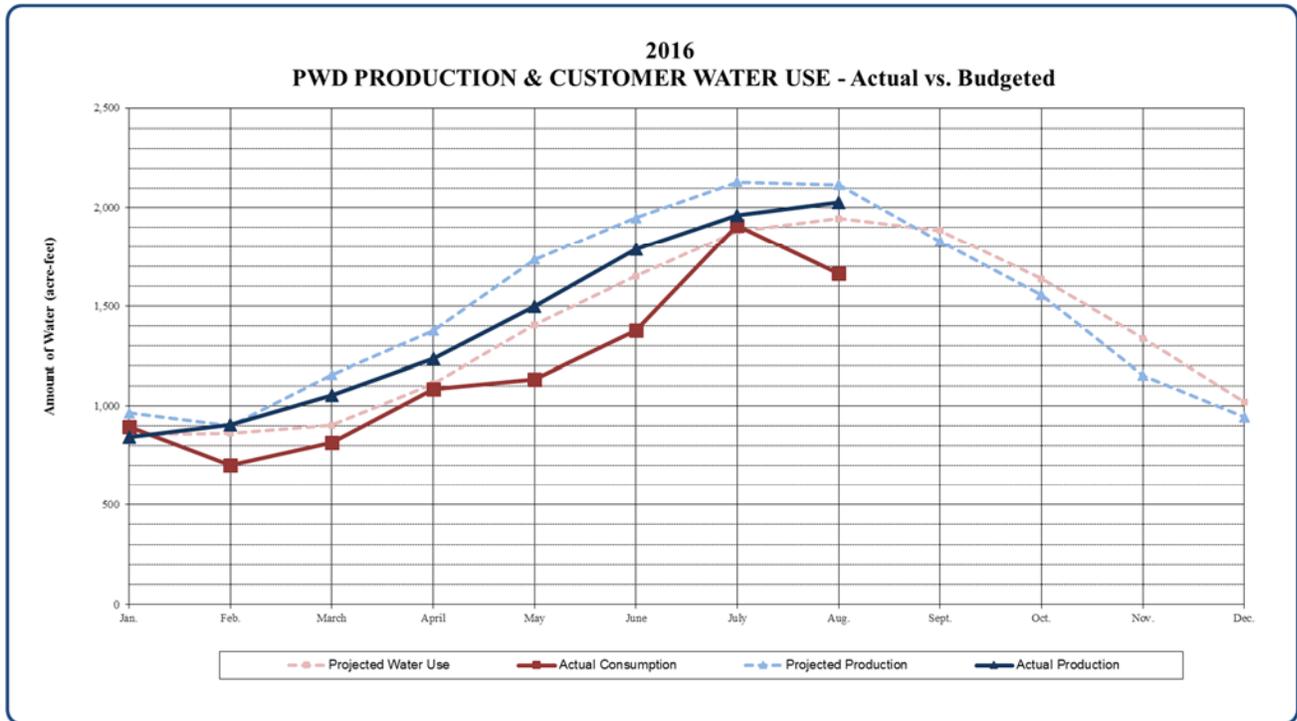
The District will continue informing our customers about the changes in conservation measures. The education will emphasize the current rules for outdoor water usage while also reassuring customers whose water use is within Tier 1, indoor allocation, that they are doing their part. The following table shows the Board of Directors' personal efforts and leadership:

Division	Director	Tier 1 Comparison			% Change from 2013
		Average Tier 1 (Units/Mo.)	Emer. Order Average (Units/Mo.)	Aver. Within Tier 1?	
1	Alvarado	10	4.3	Yes	-53.7
2	Estes	22	3.5	Yes	-39.8
3	Henriquez	10	5.2	Yes	-16.2
4	Mac Laren	10	7.8	Yes	52.4
5	Dino	10	4.4	Yes	-81.3

2016 Water Supply Information

- The staff has planned water resources for 2016 based on the current State Water Project allocation of 60%.
- Water and Energy Resources staff prepared a plan for 2016 that incorporates available water with the anticipated water usage. The following graph shows January through July actual amounts and monthly projections for both production and consumption, based on the prior five years of actual monthly information, for the entire year. The increased

consumption in July shows the customers' reaction to the new, relaxed water conservation measures and high temperatures. Consumption then decreased in August.



Other Items

- The Littlerock Reservoir Sediment Removal Project Draft Environmental Impact Report/Environmental Impact Statement (EIR/EIS) is published in the Federal Register. The public review period now runs through the end of June, 2016. Aspen Environmental is now working with the Angeles National Forest on responses to comments received in the process. A final document will be presented to the Board and Forest Service late this year.
- The public review of the Draft California Environmental Quality Act (CEQA) EIR for the Palmdale Regional Groundwater Recharge and Recovery Project is complete. The Final EIR was certified by the Board on July 13<sup>th</sup>, and the Notice of Determination was filed on July 14, 2016. Plans for the construction of monitoring wells and a pilot recharge basin are now being finalized.



### ***Organizational Excellence***

This initiative includes efforts to restructure staff duties and activities to more efficiently provide service to our customers. Recent highlights are as follows:

- The transition to electronic time keeping is nearing completion. Final adjustments and testing are being done to ensure a smooth transition.
- Regular small group meetings with management were started and will continue on a regular basis to follow-up on the 2015 Cultural Survey.
- The 2016 Strategic Plan Update was approved by the Board at the January 13, 2016 meeting. The board room posters and brochure are now complete. A Spanish translation is being worked on also. These boards will be placed in the board room when they are completed.
- An Ad-Hoc Committee of the Board was formed to meet with community groups and develop any policies needed to help ensure the continued communication with and involvement of the District's customers. An interpreter will be provided upon request for regular Board meetings as an interim policy.
- A proposal is forthcoming from the Mathis Group for department-specific training and then an update of the Organizational Cultural Survey in early 2017. This Survey was previously conducted in 2013 and 2015. The 2015 Survey showed a 66% District-wide improvement.
- A few new job descriptions are presented for the Board's action at this meeting. They reflect the continuing efforts to realign existing positions and staff to better address current needs.

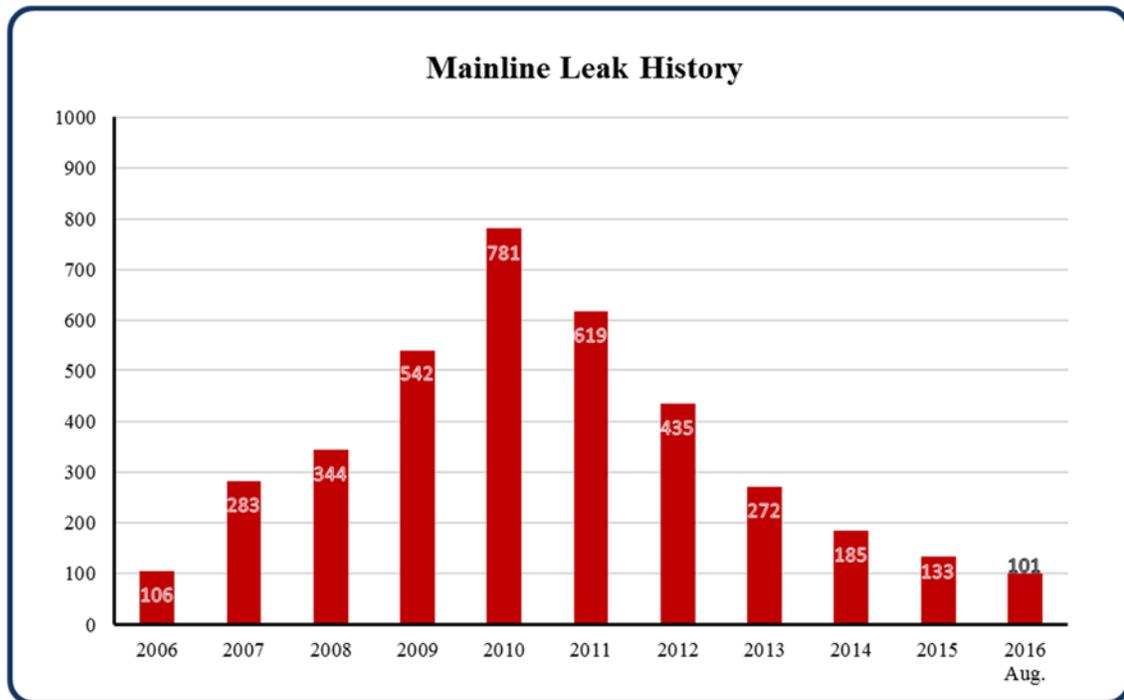


### ***Systems Efficiency***

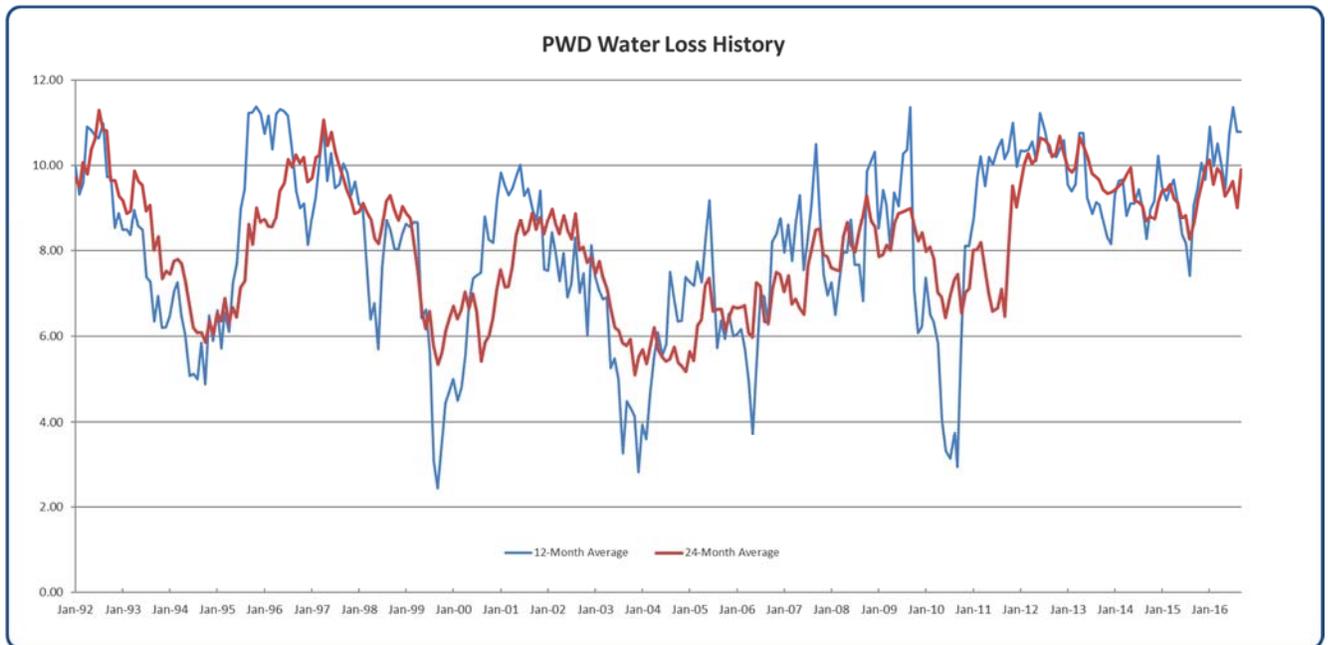
This initiative largely focuses on the state of the District's infrastructure. Recent highlights are as follows:

- Installation of the long awaited security upgrades for the headquarters and maintenance areas is nearing completion.

- New water main replacement projects are under design within the funds available in the 2016 Budget to continue the District’s efforts to maintain the water system. The effects of the District’s past efforts in replacing failing water mains can be seen in the reduced number of mainline leaks. This is illustrated in the chart titled “Mainline Leak History.” The total for 2015 was slightly above, 133 vs. 106, the numbers for 2006. This is a vast improvement from 2010’s number of 781 mainline leaks. 2016 continues well with a total of 101 mainline and 64 service line leaks through the end of August.



- The next replacement project constructed by District staff will occur in El Camino Drive south of Lakeview Drive. It is scheduled to begin this month. The next project they will work on is Camares Drive.
- This year’s meter replacement project of approximately 3,300 meters is scheduled for award at this Board meeting.
- The area south of Avenue Q near 15<sup>th</sup> Street East is being advertised as a replacement project.
- The effect of both water main and water meter replacement is shown on the chart titled “PWD Water Loss History.” The percentage of unaccounted water or water loss is stabilized at approximately 10%.



### ***Financial Health and Stability***

- The 2016 Budget was approved by the Board of Directors and has been distributed. The Finance Committee has now resumed meeting on a regular basis to monitor finances and consider a long-term approach to water rate setting and financial planning.
- Engineering staff has successfully applied for planning grant funding for the Palmdale Regional Groundwater Recharge and Recovery Project and for the Phase II pipeline for the Palmdale Recycled Water Authority.
- The Board approved proceeding with the refunding of the 2012 private placement and 2013A Revenue Bonds due to the current low interest rates if a 5% savings can be achieved.
- A Financial Planning Workshop was held in August, 2016 to look at the District's potential financial requirements over the next several years and to consider setting multi-year rate changes rather than single year changes. A follow-up workshop is being scheduled for October, 2016.
- Staff has begun working on the 2017 Budget. A preliminary budget will be discussed with the Finance Committee in October, 2016.



### ***Regional Leadership***

This initiative includes efforts to involve the community, be involved in regional activities, and be a resource for other agencies in the area. Recent highlights are as follows:

- Activities of the Palmdale Recycled Water Authority (PRWA) have continued. Topics of action planned for the September, 2016 Board meeting include formalizing agreed to procedures for compensating the public board member and how agenda items are requested.
- Meetings were also held with an Ad-Hoc of the Antelope Valley State Water Contractors Association and with staff of other agencies.
- Additional meetings of the Antelope Valley Watermaster Board (AVWB) were recently held to assist the overlying producers in selecting their Board members. Judge Komar has now approved the AVWB consisting of Rob Parris, Leo Thibault, Adam Ariki, Dennis Atkinson, and John Calandri. The September 28, 2016 AVWB meeting will include time for the producers to start organizing the Advisory Committee.



### ***Customer Care and Advocacy***

This initiative includes efforts to better serve our customers. Recent highlights are as follows:

- The lobby kiosk is continuing to give customers another choice for making a payment at the District office. Despite some minor problems, it has continued to take increasing amounts of customer payments.
- The ability for customers to make payments at 7-Eleven is now functioning for the customer's ability to make cash payments at those stores. The use of this payment method is also continuing to grow.
- The Customer Care Department is continuing to define its role and find ways to better help customers.