MINUTES OF MEETING OF THE FACILITIES COMMITTEE OF THE PALMDALE WATER DISTRICT, MARCH 19, 2014:

A meeting of the Facilities Committee of the Palmdale Water District was held Wednesday, March 19, 2014, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Estes called the meeting to order.

1) Roll Call.

Attendance:	**Others Present:**
Facilities Committee:	Dennis LaMoreaux, General Manager
Joe Estes, Chair	Robert Alvarado, PWD Director
Vincent Dino, Committee Member	Matt Knudson, Assistant General Manager
	Tim Moore, Facilities Manager
	Dawn Deans, Executive Assistant
	1 member of the public

2) Adoption of Agenda.

It was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried 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 Regular Meeting Held February 10, 2014.

It was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried to approve the minutes of the Facilities Committee meeting held February 10, 2014, as written.

4.2) Consideration and Possible Action on Proposal Received From CWI Cal-West for Purchase and Installation of New Audio Equipment for Main Board Room. ($26,400.00 – Non-Budgeted – Information Technology Manager Stanton)

After a brief discussion of the proposal received from CWI Cal-West for the purchase and installation of new audio equipment for the main Board room, the age of

the existing system, regular asset maintenance, and the recent insurance premium refund, it was moved by Chair Estes and seconded by Committee Member Dino to concur with staff's recommendation to accept the proposal received from CWI Cal-West for the purchase and installation of new audio equipment for the main Board room in the not-to-exceed amount of $30,000.00 and to present this item to the full Board for consideration at the next regular Board meeting.

Mr. Michael Leighty, Palmdale resident, then questioned the competitive bid process for this work and informed the Committee of other low income utility programs, and after a further discussion of the CWI Cal-West proposal, the motion unanimously carried.

4.3) Consideration and Possible Action on Restricted Access for all Directors to all Facilities. (Director Estes)

Chair Estes clarified this item is for 'unrestricted' rather than 'restricted' access for all Directors to all facilities and then stated that he recommends staff and legal counsel draft a policy that allows Directors to come and go to all facilities in a safe manner without restrictions; that no other public officials he has spoken with have any restrictions to the facilities within their jurisdictions and come and go as they see fit day or night based on their schedules; and that he believes the 'restricted access' rule is a self-imposed rule and needs to be fixed.

General Manager LaMoreaux then restated his previous response to Chair Estes and stated that he recommends Chair Estes contact Mr. Damon from JPIA regarding liability and indemnification issues; that staff will develop a draft policy as directed and present same at a future Committee meeting; and that he suggests JPIA review the draft policy in addition to legal counsel.

5) Information Items.

5.1) Status Report on 2014 Engineering, Facilities, and Operations Department Goals, Projects, and Functions. (Assistant General Manager Knudson)

Assistant General Manager Knudson provided an overview of the primary responsibilities and goals of the Engineering Department, Facilities Department, and Operations Department, as well as the 2013 accomplishments and 2014 goals for each of these Departments based on the approved budget; provided a detailed review of a

Consolidated Project List for these departments; and stated that a written update on the status of these projects will be provided on a monthly basis with the financing of these projects reviewed by the Finance Committee.

The purpose of flushing and alternatives for running this water to waste were then discussed after which it was stated that staff will develop an overview of flushing locations and frequencies and present same at a future Committee meeting, and it was recommended customers be advised on the flushing process through the Water News.

5.2) Status Report on Wind Turbine Performance. (Assistant General Manager Knudson)

Assistant General Manager Knudson reviewed the third and fourth quarter wind turbine performance summaries and stated that the wind turbine generated $72,000 in energy savings for the third quarter with less generated in the fourth quarter due to maintenance, repairs, and less wind followed by a review of net metering.

5.3) Other.

General Manager LaMoreaux stated that, along with a group of seventeen other water agencies, the District is part of the Public Water Agencies Group; that this Group has discussed sharing the cost of an Emergency Management Expert rather than adding a full time position to each of the agencies; and that shared costs and duties of this position are still under development.

There were no additional information items.

6) Board Members' Requests for Future Agenda Items.

Chair Estes requested an item be included on the next agenda for "Discussion and possible action on moving the Board room voting board to allow more visibility to the public" after which General Manager LaMoreaux recommended a general upgrade of the entire Board voting system.

There were no further requests for future agenda items.

7) Tour of District Facilities Located at 2005 and 2029 East Avenue Q, Palmdale.

At 9:08 a.m., Chair Estes stated that the Committee and those in attendance will now tour the District's facilities located at 2005 and 2029 East Avenue Q, Palmdale. He reconvened the Committee meeting at 10:04 a.m. and thanked staff for the informational tour.

It was stated that the next Facilities Committee meeting will be held April 16, 2014 at 8:00 a.m.

8) Adjournment.

There being no further business to come before the Facilities Committee, the meeting was adjourned.

Chair