MINUTES OF MEETING OF THE FACILITIES COMMITTEE OF THE PALMDALE WATER DISTRICT, JUNE 13, 2016:

A meeting of the Facilities Committee of the Palmdale Water District was held Monday, June 13, 2016, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dino called the meeting to order at 11:15 a.m.

1) Roll Call.

Attendance:	**Others Present:**
Facilities Committee:	Matt Knudson, Assistant General Manager
Vincent Dino, Chair	Tim Moore, Facilities Manager
Marco Henriquez, Committee Member	Mike Williams, Finance Manager
	Dawn Deans, Executive Assistant
	0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Henriquez, seconded by Chair Dino, 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 May 19, 2016.

It was moved by Committee Member Henriquez, seconded by Chair Dino, and unanimously carried to approve the minutes of the Facilities Committee meeting held May 19, 2016, as written.

4.2) Consideration and Possible Action on Lease Options for the District's Lighter Duty Vehicles. ($10,000.00 – Non-budgeted – Facilities Manager Moore/Finance Manager Williams)

Finance Manager Williams provided an overview of the benefit to the District from leasing light duty utility fleet vehicles, Facilities Manager Moore reviewed the District's

vehicle list and vehicles recommended to be replaced with leased vehicles, and after a brief discussion of the age of the District's vehicles, maintenance, the terms and cost of the proposed lease, and the data gathered from the proposed Geotab vehicle device, it was moved by Committee Member Henriquez, seconded by Chair Dino, and unanimously carried that the Committee concurs with staff's recommendation to authorize the District to enter into a Master Lease Agreement with Enterprise Fleet Management for the leasing of the District's light duty vehicles and that this item be presented to the full Board for consideration at the June 22, 2016 Regular Board Meeting.

4.3) Consideration and Possible Action to Purchase Used Construction Equipment Utilizing Proceeds From Selling Surplus Equipment. (Facilities Manager Moore)

Facilities Manager Moore recommended the District purchase an asphalt zipper machine in the amount of $18,000.00 prior to the receipt of surplus equipment funds due to the low cost of this equipment, and after a brief discussion of the savings to the District and the process for advertising surplus equipment, it was moved by Committee Member Henriquez, seconded by Chair Dino, and unanimously carried that the Committee concurs with staff's recommendation to purchase construction equipment being an asphalt zipper machine in the amount of $18,000.00 prior to receiving proceeds from selling surplus equipment.

5) Information Items.

5.1) Vehicle/Equipment List. (Committee Member Henriquez/Facilities Manager Moore)

Facilities Manager Moore stated that this item was reviewed earlier in the meeting followed by a brief discussion of the mileage and hours of the District's vehicles and equipment.

5.2) Other.

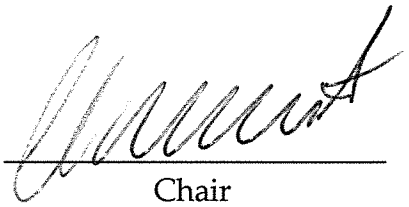
There were no additional information items.

6) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

7) Adjournment.

There being no further business to come before the Facilities Committee, the meeting was adjourned at 11:50 a.m.



Chair