**MINUTES OF MEETING OF THE FACILITIES COMMITTEE OF THE PALMDALE WATER DISTRICT, SEPTEMBER 11, 2017:**

*A meeting of the Facilities Committee of the Palmdale Water District was held Monday, September 11, 2017, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dino called the meeting to order at 11:00 a.m.*

**1) Roll Call.**

| **Attendance:** | **Others Present:** |
|---|---|
| Facilities Committee: | Dennis LaMoreaux, General Manager |
| Vincent Dino, Chair | Tim Moore, Facilities Manager |
| Joe Estes, Committee Member | Dawn Deans, Executive Assistant |
| | 0 members of the public |

**2) Adoption of Agenda.**

It was moved by Committee Member Estes, seconded by Chair Dino, 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 Regular Meeting Held March 27, 2017.**

It was moved by Committee Member Estes, seconded by Chair Dino, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Facilities Committee meeting held March 27, 2017, as written.

**4.2) Consideration and Possible Action on Purchase of Fuel Management and Tank Level Reader. ($21,884.50 –Budgeted – Facilities Manager Moore)**

Facilities Manager Moore provided an overview of the proposed fuel management and tank level reader system and the benefits and reporting options of this system, and after a brief discussion of these benefits, it was moved by Committee Member Estes,

seconded by Chair Dino, and unanimously carried by all members of the Committee present at the meeting to approve the purchase of a fuel management and tank level reader system from FuelForce in the not-to-exceed amount of $21,884.50.

**4.3) Consideration and Possible Action on Elevator Repairs. (Cost to be Determined – Budgeted – Facilities Manager Moore)**

Facilities Manager Moore provided an overview of repairs needed for the District's elevator, and after a brief discussion of these repairs, the age of the elevator, and the estimated cost of repairs, the Committee took no action on this item as it is presented for informational purposes.

**5) Information Items.**

**5.1) Upcoming Priorities and Strategic Plan Update. (Facilities Manager Moore)**

General Manager LaMoreaux stated that all Committees will be discussing the Strategic Plan update and recommending initiatives based on the Committee's viewpoint; that meetings will be held with Dr. Mathis, key staff, and Directors to review the initiatives; and that a workshop regarding the Strategic Plan will be scheduled in October with Dr. Mathis facilitating the workshop.

Facilities Manager Moore then recommended the Strategic Plan update address individual cycled maintenance plans for vehicles, the fuel system, wells and motors, and the water treatment plant and stated that information on deferred maintenance will be presented at the September 13, 2017 Regular Board meeting.

General Manager LaMoreaux then stated that a five-year Replacement Plan is being developed, which will be helpful in the next Proposition 218 process, and that an updated Master Plan will be presented for the Board's consideration later this year.

**5.2) Other.**

There were no additional information items.

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

Committee Member Estes requested a future agenda item for "Status update on the operation of the wind turbine" and recommended additional wording for the District's contracts with vendors regarding accountability to the type of work they perform.

He then recommended future trucks be equipped with electric windows as the operation of manual windows may be a safety hazard.

He then inquired as to the status of the electric car changing stations after which General Manager LaMoreaux provided an update on the status of the two electric car charging stations, their location at the District, and payment options for users of the stations.

There were no further requests for future agenda items.

**7) Adjournment.**

There being no further business to come before the Facilities Committee, the meeting was adjourned at 11:32 a.m.

Chair