

**PALMDALE RECYCLED WATER AUTHORITY (PRWA)**

**MINUTES OF DECEMBER 18, 2017  
SPECIAL MEETING AGENDA NO. 37  
PALMDALE RECYCLED WATER AUTHORITY (PRWA)  
HELD AT CITY OF PALMDALE  
CITY HALL COUNCIL CHAMBERS  
38300 SIERRA HIGHWAY, SUITE B  
PALMDALE, CALIFORNIA**

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**[www.palmdalewater.org](http://www.palmdalewater.org)**

**1. CALL TO ORDER.**

The meeting was called to order at 6:10 p.m.

**2. PLEDGE OF ALLEGIANCE.**

**3. ROLL CALL: CHAIR KATHY MAC LAREN AND DIRECTORS VINCENT DINO, JUAN CARRILLO, AUSTIN BISHOP, AND HELEN VELADOR**

**PRESENT:** Directors Dino, Carrillo, and Bishop.

**Motion:** Excuse the absence of Chair Mac Laren and Director Velador.  
Moved by Director Carrillo, seconded by Director Bishop

**Vote:** Motion Carried (3-0)

**Yes:** Directors Dino, Carrillo, and Bishop.

**Absent:** Chair Mac Laren and Director Velador

**4. ADMINISTRATION OF OATH OF OFFICE OF JOE ESTES (IF NEEDED).**  
(Staff Reference: Authority Secretary Smith).

This item was not needed.

**5. WORKSHOP:**

5.1 Discussion between Authority members and staff regarding policies needed to proceed with the Phase II construction. (Executive Director LaMoreaux and Assistant Executive Director Swain)

Executive Director LaMoreaux presented the staff report and gave a handout to the Board of the construction policies. Assistant Executive Director Swain spoke about the construction policies and the Palmdale Water District and the City of Palmdale's duties and specialties.

Executive Director LaMoreaux stated that the approved CWA agreement will be incorporated into the bid specifications and technical provisions.

Assistant Executive Director Swain stated that a committee of staff members from the City of Palmdale and the Palmdale Water District would go over bids to recommend the best lowest responsible bidder. There were comments from the Board in support of this process.

Chair Mac Laren arrived at 6:20 p.m.

Executive Director LaMoreaux stated staff will work on a draft which will be reviewed by legal, and then bring it back for adoption to a future meeting. He also gave a status of the grant application with state for the construction project.

**6. CONSENT CALENDAR – PUBLIC COMMENTS ONLY:**

There were no public comments.

**7. CONSENT CALENDAR:**

7.1 Approve the Minutes from the previous meeting held on September 18, 2017. (Staff Reference: Secretary Smith)

7.2 Approve receipt and filing of the Treasurer's Report for the ten months ending October 31, 2017. (Staff Reference: Treasurer-Auditor Michael Williams)

**Motion:** Approve the recommendations and findings on all items listed under this Consent Calendar.

Moved by Director Bishop, seconded by Chair Mac Laren

**Vote:** Motion Carried (4-0)

**Yes:** Chair Mac Laren, Directors Dino, Carrillo, and Bishop.

**Absent:** Director Velador

**8. ACTION CALENDAR:**

- 8.1 ADOPT RESOLUTION NO. PRWA 2017-003, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE RECYCLED WATER AUTHORITY AUTHORIZING THE ADOPTION OF THE PALMDALE RECYCLED WATER AUTHORITY 2018 BUDGET. (Staff Reference: Treasurer-Auditor Michael Williams)

Treasurer-Auditor Williams presented the staff report and stated he will bring back an investment policy and will need a contract for an investor. Director Carrillo asked about training. Treasurer-Auditor Williams stated there is a line item in the budget. Chair Mac Laren asked what memberships they belong to and Executive Director LaMoreaux stated WaterReuse and they will explore the possibility of joining ACWA (Association of California Water Agencies) for insurance purposes. The Board discussed the benefits of joining ACWA.

There were no public comments.

**Motion:** Adopt Resolution No. PRWA 2017-003.  
Moved by Chair Mac Laren, seconded by Director Dino

**Vote:** Motion Carried (4-0)

**Yes:** Chair Mac Laren, Directors Dino, Carrillo, and Bishop.

**Absent:** Director Velador

**9. SPECIAL REPORT:**

- 9.1 Update on the amendment to the JPA regarding the increase in funding for the PRWA. (Staff Reference: Authority Counsel Wm. Matthew Ditzhazy)

Assistant Authority Counsel Doran presented the staff report. Spoke about State changes requested for grant application and stated a JPA amendment draft was provided to the State around Thanksgiving and we are still waiting. Neither the City of Palmdale nor Palmdale Water District have heard from the State. Assistant Authority Counsel Doran stated they will follow up with the State. \$300,000 per agency will be contributed to the debt service. Once the grant is awarded, they will start Phase II construction with the partial grant and the loan.

**10. NEW BUSINESS:**

- 10.1 Discussion regarding rescheduling the Jan 15<sup>th</sup> and February 19<sup>th</sup> meetings due to holiday conflicts. (Staff Reference: Executive Director LaMoreaux)

There was discussion among the board regarding the rescheduling of the January 15<sup>th</sup> and February 19<sup>th</sup> meeting due to holiday conflicts. There was unanimous Board consensus to cancel the January meeting and change the February meeting to Monday, February 12<sup>th</sup> at 7 p.m.

There were no public comments.

**11. NON-AGENDA ITEMS - PUBLIC COMMENTS:**

There were no public comments.

**12. CLOSED SESSION – PUBLIC COMMENTS ONLY:**

There were no public comments.

**13. CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:** A closed session will be held, pursuant to Government Code §54956.9 (d)(4) because the Authority is considering whether to initiate litigation in one case.

13.1 The reason for holding a closed session is for the purpose of conferring with and/or receiving advice from the Authority's legal counsel and to receive direction from the Authority Board regarding the possible initiation of litigation in one matter.

This closed session is being held pursuant to the authority of California Government Code Section 54956.9(d) (4). Number of cases – One.

Based on existing facts and circumstances, the Authority needs to decide whether to initiate litigation. Counsel believes the possible litigation is not yet known to the potential defendant(s).

Closed session is recommended because the Authority will assess the merits of this matter and consider its perspective. Based on existing facts and circumstances it is my opinion that it would prejudice the position of the Authority to discuss these matters in public or to disclose further the circumstances in this potential case; such disclosure may harm other efforts to resolve the matter and, it is believed the possible defendant(s) is unaware of this possible litigation.

**14. CLOSED SESSION.**

Closed session was held from 6:35 p.m. – 7:05 p.m.

**15. ANNOUNCEMENT BY AUTHORITY COUNSEL of item(s) discussed in Closed Session.**

Assistant Authority Counsel Doran stated the Board was apprised of the facts and circumstances that give rise to potential litigation. The Board unanimously authorized the Authority Counsel to take all necessary steps to resolve the issue regarding this matter up to and including initiating litigation. No further reportable action at this time.

**16. DIRECTOR'S REQUESTS FOR NEW AGENDA ITEMS:**

Director Carrillo wants a list of upcoming water conferences sent by e-mail. Executive Director LaMoreaux stated he will send it to the whole Board.

Chair Mac Laren asked Executive Director LaMoreaux to bring forth information to join ACWA.

**17. INFORMATIONAL REPORT OF THE BOARD OF DIRECTORS, EXECUTIVE DIRECTOR, AND ASSISTANT EXECUTIVE DIRECTOR.**

There were no informational comments.

**18. ADJOURNMENT:**

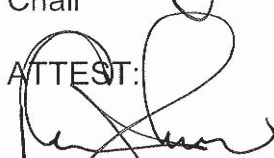
Chair Mac Laren adjourned the meeting at 7:18 p.m. to February 12, 2018 at 7:00 p.m. at the City of Palmdale City Hall Council Chambers located at 38300 Sierra Highway, Suite B, Palmdale, California.

PASSED, APPROVED, and ADOPTED this 12<sup>th</sup> day of February 2018.



Kathy Mac Laren,  
Chair

ATTEST:

  
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Rebecca J. Smith,  
Secretary