**MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT, APRIL 13, 2020:**

*A regular meeting of the Board of Directors of the Palmdale Water District was held Monday, April 13, 2020, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. President, Vincent Dino, called the meeting to order at 6:02 p.m.*

**1) Pledge of Allegiance/Moment of Silence.**

At the request of President Dino, Director Wilson led the pledge of allegiance followed by a moment of silence.

**2) Roll Call.**

| **Attendance:** | **Others Present:** |
|---|---|
| Vincent Dino, President (via teleconference) | Dennis LaMoreaux, General Manager |
| Kathy Mac Laren, Vice Pres. (via teleconference) | Eric Dunn, General Counsel (via teleconference) |
| Gloria Dizmang, Treasurer (via teleconference) | Adam Ly, Assistant General Manager |
| Don Wilson, Secretary (via teleconference) | Mike Williams, Finance Manager |
| Robert Alvarado, Assistant Secretary (via teleconference) | Judy Shay, Public Affairs Director |
| | Jim Stanton, Information Technology Manager |
| | Chris Bligh, Facilities Manager (via teleconference) |
| | Scott Rogers, (via teleconference) |
| | Dawn Deans, Executive Assistant |
| | 1 member of the public (via teleconference) |

**3) Adoption of Agenda.**

It was moved by Director Alvarado, seconded by Director Mac Laren, and unanimously carried by all members of the Board of Directors present at the meeting on the following roll call vote to adopt the agenda, as written:

President Dino – aye
Director Mac Laren – aye
Director Dizmang – aye
Director Wilson – aye
Director Alvarado - aye

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

There were no public comments for non-agenda items.

**5) Presentations:**

**5.1) None at This Time.**

There were no presentations.

**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 March 23, 2020.**

**6.2) Payment of Bills for April 13, 2020.**

**6.3) Approval of District 2020 Membership in the Water Research Foundation. ($11,400.00 – Budgeted – Budget Item No. 1-02-5070-011 – Operations Manager Masaya)**

President Dino announced the items included in the Consent Calendar after which it was moved by Director Dizmang, seconded by Director Mac Laren, and unanimously carried by all members of the Board of Directors present at the meeting on the following roll call vote to approve those items included in the Consent Calendar:

President Dino – aye
Director Mac Laren – aye
Director Dizmang – aye
Director Wilson – aye
Director Alvarado - aye

**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 to Authorize Staff to Purchase Equipment for District Interior Building Improvements From Stinson's. ($99,100.00 – Budgeted – Budget Item No. 20-613 – Engineering/Grant Manager Rogers)**

Engineering/Grant Manager Rogers provided an overview of the equipment and furniture proposed for the District Interior Improvements, and after a brief discussion of the color of the items, it was moved by Director Mac Laren, seconded by Director

Dizmang, and unanimously carried by all members of the Board of Directors present at the meeting on the following roll call vote to authorize staff to purchase equipment for the District Interior Building Improvements from Stinson's in the not-to-exceed amount of $99,100.00.

President Dino – aye
Director Mac Laren – aye
Director Dizmang – aye
Director Wilson – aye
Director Alvarado - aye

**7.2) Consideration and Possible Action on Award of Contract for Interior Building Improvements Under Specification No. 20-613 to Stevens Construction, Inc. and Waive Typical Subcontractor Requirements. ($335,224.25 – Budgeted – Budget Item No. 20-613 – Engineering/Grant Manager Rogers)**

Engineering/Grant Manager Rogers provided an overview of the contract for the Interior Building Improvements and the bids received, and after a brief discussion of the buildings proposed for improvements and the improvements themselves, it was moved by Director Dizmang, seconded by Director Wilson, and unanimously carried by all members of the Board of Directors present at the meeting on the following roll call vote to award the contract for the Interior Building Improvements under Specification No. 20-613 to Stevens Construction, Inc. in the not-to-exceed amount of $335,224.25 and to waive typical subcontractor requirements.

President Dino – aye
Director Mac Laren – aye
Director Dizmang – aye
Director Wilson – aye
Director Alvarado - aye

**7.3) Consideration and Possible Action on Award of Contract for the Construction of Palmdale Regional Groundwater Recharge and Recovery Project Test Well No. 1 Under Specification No. 1701A to Cascade Drilling, L.P. ($468,634.00 – Budgeted – 2018A Water Revenue Bonds – Engineering/Grant Manager Rogers)**

Engineering/Grant Manager Rogers provided an overview of the contract for the Palmdale Regional Groundwater Recharge and Recovery Project Test Well No. 1 and the bids received, and after a brief discussion of the bids, it was moved by Director Alvarado, seconded by Director Wilson, and unanimously carried by all members of the

Board of Directors present at the meeting on the following roll call vote to award the contract for the construction of the Palmdale Regional Groundwater Recharge and Recovery Project Test Well No. 1 under Specification No. 1701A to Cascade Drilling, L.P. in the not-to-exceed amount of $468,634.00.

President Dino – aye
Director Mac Laren – aye
Director Dizmang – aye
Director Wilson – aye
Director Alvarado - aye

**7.4) 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 2020 Budget:**

**a) None at this Time.**

There were no conferences, seminars, or training sessions to consider.

**8) Information Items:**

**8.1) Reports of Directors:**

**a) Meetings; Standing Committee/Assignment Reports; General Report.**

Director Wilson reported that on April 2, he attended a conference call meeting with General Manager LaMoreaux and Assistant General Manager Ly regarding the District's finances and that on April 9, he attended a Board briefing conference call regarding tonight's Board Meeting.

Director Dizmang reported that on April 2, she also attended a Board briefing regarding the District's financial reports and that on April 9, she attended a Board briefing regarding tonight's Board Meeting.

Director Mac Laren reported that on March 25, she attended a webinar regarding PFOA's and PFOS's; that also on March 25, she attended an ACWA webinar regarding outreach; that on March 31, she attended a weekly update briefing; and that on April 9, she attended a Board briefing regarding tonight's Board Meeting.

Director Alvarado reported that on April 2, he attended a conference call Board briefing with General Manager LaMoreaux and Assistant General Manager Ly; that also on April 2, he attended the Antelope Valley Partners Regional Briefing; that on April 9, he attended a Board briefing with General Manager LaMoreaux and Assistant General Manager Ly; that also on April 9, he attended the Antelope Valley Partners Regional Briefing; and that on April 10, he read the Governor's Executive Order 42-20 regarding water shut-offs.

President Dino reported that on March 25, he attended an Agenda Review and Approval meeting; that on March 31, he attended an AVEK Board Meeting; that on April 2, he attended a weekly update briefing via telephone conference with General Manager LaMoreaux and Assistant General Manager Ly; that on April 8, he attended a Board briefing; and that on April 13, he is attending the Palmdale Water District Regular Board Meeting.

**8.2) Report of General Manager.**

**a) Meetings; Standing Committee/Assignment Reports; General Report.**

General Manager LaMoreaux stated that a written report regarding the District's timeline and summary of actions taken regarding the COVID-19 pandemic was included with the agenda packets followed by discussion of signage on the front door, the professionalism of staff and timeliness of information conveyed, and the District being an essential infrastructure business.

Director Wilson then inquired about snowpack levels after which General Manager LaMoreaux stated that snowpack levels remain at approximately 60% of average; that updates on the District's State Water Project allocation are anticipated next week; that water is topping the spillway at Littlerock Dam; and that water is being taken from Littlerock Reservoir through Palmdale Ditch to Palmdale Lake.

Finance Manager Williams then provided a brief update on the effect of the COVID-19 pandemic on the District's finances and stated that as of today, $33,300.00 in late fee and interest charges have been deferred as collection activities have been stopped since March 17, 2020.

**8.3) Report of General Counsel.**

General Counsel Dunn stated that he has no report; that Executive Order No. 42-20 referred to earlier by Director Alvarado is the most relevant to the District; and that they are monitoring activities daily.

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

Director Mac Laren inquired about participation in CSDA On Demand webinars after which General Manager LaMoreaux advised the Board to contact staff for assistance with registration.

Director Alvarado requested seminars regarding the COVID-19 pandemic be placed on future agendas.

There were no requests for future agenda items.

**10) Adjournment.**

There being no further business to come before the Board, the meeting was adjourned at 6:37 p.m.

Secretary