



PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

June 19, 2024

BOARD OF DIRECTORS

W. SCOTT KELLERMAN
Division 1

DON WILSON
Division 2

CYNTHIA SANCHEZ
Division 3

KATHY MAC LAREN-GOMEZ
Division 4

VINCENT DINO
Division 5

DENNIS D. LaMOREAUX
General Manager

ALESHIRE & WYNDER LLP
Attorneys



AGENDA FOR REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT TO BE HELD AT 2029 EAST AVENUE Q, PALMDALE MONDAY, JUNE 24, 2024 6:00 p.m.

NOTES: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Danielle Henry at 661-947-4111 x1059 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Additionally, an interpreter will be made available to assist the public in making **comments** under Agenda Item No. 4 and any action items where public input is offered during the meeting if requested at least 48 hours before the meeting. Please call Danielle Henry at 661-947-4111 x1059 with your request. (PWD Rules and Regulations Section 4.03.1 (c))

Adicionalmente, un intérprete estará disponible para ayudar al público a hacer **comentarios** bajo la sección No. 4 en la agenda y cualquier elemento de acción donde se ofrece comentarios al público durante la reunión, siempre y cuando se solicite con 48 horas de anticipación de la junta directiva. Por favor de llamar Danielle Henry al 661-947-4111 x1059 con su solicitud. (PWD reglas y reglamentos sección 4.03.1 (c))

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale or on the District's website at <https://www.palmdalewater.org/governance/board-activity/2023-meeting-agendas-minutes/> (Government Code Section 54957.5). Please call Danielle Henry at 661-947-4111 x1059 for public review of materials.

PUBLIC COMMENT GUIDELINES: The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to conduct its meeting will not be permitted, and offenders will be requested to leave the meeting. (PWD Rules and Regulations, Appendix DD, Sec. IV.A.)

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Pledge of Allegiance/Moment of Silence.
- 2) Roll Call.
- 3) Adoption of Agenda.
- 4) Public comments for non-agenda items.

- 5) Presentations:
 - 5.1) Delta Conveyance Project Cost Estimate/Benefit-Cost Analysis. (Department of Water Resources/Delta Conveyance Authority)
- 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 Board Meeting held June 10, 2024.
 - 6.2) Payment of Bills for June 24, 2024.
 - 6.3) Approval of Ernst & Young Statement of Work for 2024-2025 State Water Project Procedures Related to the 2025 Statement of Charges. (\$10,638.00 – Not-to-Exceed – General Manager LaMoreaux)
 - 6.4) Approval of Adoption of Workplace Violence Prevention Plan. (No Budget Impact – Human Resources Director Garcia/Personnel Committee)
 - 6.5) Approval of Employee Reward and Recognition Program. (\$1,100.00 – Not-to-Exceed – Budgeted – Human Resources Director Garcia/Personnel Committee)
 - 6.6) Approval of Employee Handbook Updates. (No Budget Impact – Human Resources Director Garcia/Personnel Committee)
- 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 on California Special Districts Association Board of Directors Seat A Southern Network Election for the 2025-2027 Term. (No Budget Impact – General Manager LaMoreaux)
 - 7.2) Consideration and Possible Action on Award of Janitorial Services Contract to Base Hill, Inc. (\$78,110.64 – Non-Budgeted – Facilities Manager Wall)
 - 7.3) Consideration and Possible Action on Adoption of 2024-2025 Annual Water Supply and Demand Assessment. (No Budget Impact – Resource and Analytics Supervisor Bolanos)
 - 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 2024 Budget:
 - a) 25th CalPERS Educational Forum to be held October 28-30, 2024 in San Diego.
- 8) Information Items:
 - 8.1) Reports of Directors:
 - a) Standing Committees; Organization Appointments; Agency Liaisons:
 - 1) Antelope Valley East Kern Water Agency (AVEK) Meeting – June 11. (Director Dino, Board Liaison/President Mac Laren-Gomez, Alt.)
 - 2) Special Districts Association of North Los Angeles County (SDANLAC) Board Meeting – June 13. (Director Dino, CSDA Chapter President)

- 3) Antelope Valley State Water Contractors Association (AVSWCA) Meeting – June 13. (President Mac Laren-Gomez/Director Wilson/Director Kellerman, Alt.)
- 4) Finance Committee Meeting – June 18. (Director Wilson, Chair/Director Kellerman/Director Sanchez, Alt.)
- 5) Personnel Committee Meeting – June 19. (Director Kellerman, Chair/President Mac Laren-Gomez/Director Dino, Alt.)
- b) General Meetings Reports of Directors.
- 8.2) Report of General Manager.
 - a) June 2024 Written Report of Activities through May 2024.
- 8.3) Report of General Counsel.
- 9) Board Members' Requests for Future Agenda Items.
- 10) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dh

Delta Conveyance Project

Modernizing California's Water Infrastructure | 2024



Delta Conveyance Project Frequently Asked Questions

Why is the Delta Conveyance Project needed?

Extreme weather is leading to less snow and more rain in the winter months. California is expected to lose 10% of its water supply by 2040. Without upgrades to the State Water Project's decades-old infrastructure, water supply will continue to decline, risking clean drinking water for 27 million people.

How will the Delta Conveyance Project help?

The Delta Conveyance Project will modernize the water distribution system to capture and move water from big but infrequent storms so we can save more water to use during extended dry periods. If the DCP were operational this year, it could have captured about 909,000 acre-feet of water (from 2/1/24 through 5/9/24). That's 100% of what we have been able to export so far this year, effectively doubling water supply while reducing fishery conflicts in the south Delta. As another data point, in the very dry winter of 2021/2022, the project could have captured 236,000 acre-feet of water from a few infrequent but big storms, totaling 45% of all supplies for that water year and significantly offsetting the severe drought conditions.

What's wrong with the existing water infrastructure system?

Our decades-old infrastructure is unable to capture water during big but infrequent storms. It is also vulnerable to earthquakes. Additionally, the one existing State Water Project diversion point in the South Delta is constrained by location, fish and water quality restrictions, and capacity. The Delta Conveyance Project will help prevent catastrophic disruption of water deliveries and offset the amount of water supply California loses as the climate gets hotter and drier.

Aren't there other options? Can't we just do desal, recycling or conservation?

We need to update our current system AND use water more efficiently, recycle it, and, where feasible, create new sources with desalination. But no single approach will protect water supplies and no single approach works in a vacuum. We need to do many things, all at once - including upgrading the infrastructure that delivers a large share of the water supply to a majority of Californians. While local projects can help reduce reliance on moving water across the state, it will still be necessary in the future to capture water along the Sierra Nevada mountains for communities in the Bay Area, Central Valley, Central Coast and Southern California. The Delta Conveyance Project is specifically designed to do that by modernizing the State Water Project. Other approaches are needed but will not protect the longevity and reliability of the State Water Project. The State Water Project also provides a foundation for these important local water supply and resiliency projects. We must take a "yes, and" approach to meet all of California's diverse and varied needs consistent with the Governor's Water Supply Strategy and Water Resilience Portfolio.

What about impacts to local Delta communities?

The updated Delta Conveyance Project has been refined, rerouted, and redesigned, based in part on community input, to minimize local impacts. It avoids the central Delta, includes no new forebays and barge landings, reduces pile driving, undergrounds power to avoid hazards to sandhill cranes, and minimizes truck traffic. It also includes a Community Benefits Program to provide the means and resources to implement local projects with tangible and lasting local benefits.



water.ca.gov/deltaconveyance | deltaconveyanceproject.com | dcdca.org

What about the impacts to fish and other biodiversity?

The Delta Conveyance Project reduces fishery conflicts in the south Delta and allows the State of California to both protect fish species and protect water supply reliability. The Delta Conveyance Project would make it possible to move more water during high flow events. This is particularly critical when DWR takes action—as it has done since early February of this year—to improve conditions for fish by reducing pumping in the south Delta. An extensive environmental analysis shows limited effects on native fish species from the project with mitigation. State and federal environmental laws designed to protect fish and wildlife will govern how the new infrastructure is utilized.

Who would pay for the project?

The project would be funded only by the public water agencies that receive water from the State Water Project, not through the state's General Fund and not by state taxpayers.

Is the project worth the cost?

The State Water Project, which serves 27 million people, is one of the most affordable sources of water in California. It is also essential to maintaining water supplies across California communities into the future. The Delta Conveyance Project would help ensure the continued reliability of the State Water Project. A recent economic analysis shows that the State Water Project is highly valuable to the state economy. It also shows that the State Water Project is more affordable than desalination, recycling, stormwater capture and conservation.

Shouldn't you wait until Delta water flow requirements are settled?

The project is designed to meet all permitting conditions and regulatory requirements from several state and federal water agencies. If and when regulations change in the future, DWR will continue to meet any new requirements as a part of project operations. Delaying the project until new regulations are established is not needed, as the project will need to abide those new regulations whenever they get established. Also, delaying the permitting of the project would undermine progress in protecting the vital water supply of the State Water Project.

What have you done to engage Tribes?

DWR initially reached out to more than 120 Tribes and received responses from 13 interested in participating in the consultation process. This included more than 150 government-to-government consultations, numerous site visits, and extensive Tribal review and comment on the consultation record. These efforts played an important role in identifying and evaluating potential impacts on Tribal cultural resources and helped DWR develop robust and responsive mitigation measures.

What have you done to engage Disadvantaged Communities?

DWR has reached out to historically burdened, underrepresented, low income and otherwise vulnerable populations and disadvantaged communities through community meetings, community events, social media and radio advertisements. DWR conducted an extensive survey of residents and workers to understand perspectives about how community members value, experience and depend on the region's cultural, recreational, natural, agricultural, and economic resources in order to identify how the project may impact those resources or potentially bring benefits to Delta communities. DWR also has responsibility to provide affordable, reliable and clean water supplies to the 7 million disadvantaged community members who rely on the State Water Project.

What is the relationship between the Delta Conveyance and Sites projects?

Both projects are critical pieces of the California's overall portfolio to improve statewide water supply resiliency in the face of climate change. The Delta Conveyance Project helps shore up future State Water Project supplies, while the Sites Project would add much-needed water storage, including water stored for environmental purposes. The Delta Conveyance Project could help ensure that water stored at Sites Reservoir can get distributed across the state. Although each project is needed independently, these and all the projects in Governor Newsom's Water Resilience Portfolio and Water Supply Strategy work together to secure water supplies for future decades.



Delta Conveyance Project

Modernizing California's Water Infrastructure | 2024



Fast Facts

WATER SUPPLY RELIABILITY

The Delta Conveyance Project protects against future water supply losses caused by climate driven weather extremes, sea level rise and earthquakes. It will help the State Water Project (SWP) safely capture, move and store water from big, but infrequent, storm events.



Climate change means more rain in the winter and more runoff and river flows than before.



According to the United States Geological Survey there is a **72% chance of a 6.7 or greater magnitude earthquake** occurring in the Bay Area by 2043 that could cause levees in the Delta to fail, crippling the state's ability to deliver clean water.



Significant sea level rise predicted by **2100**.



Sierra snowpack, the state's largest source of surface water, will be reduced by **65%** on average by century's end.

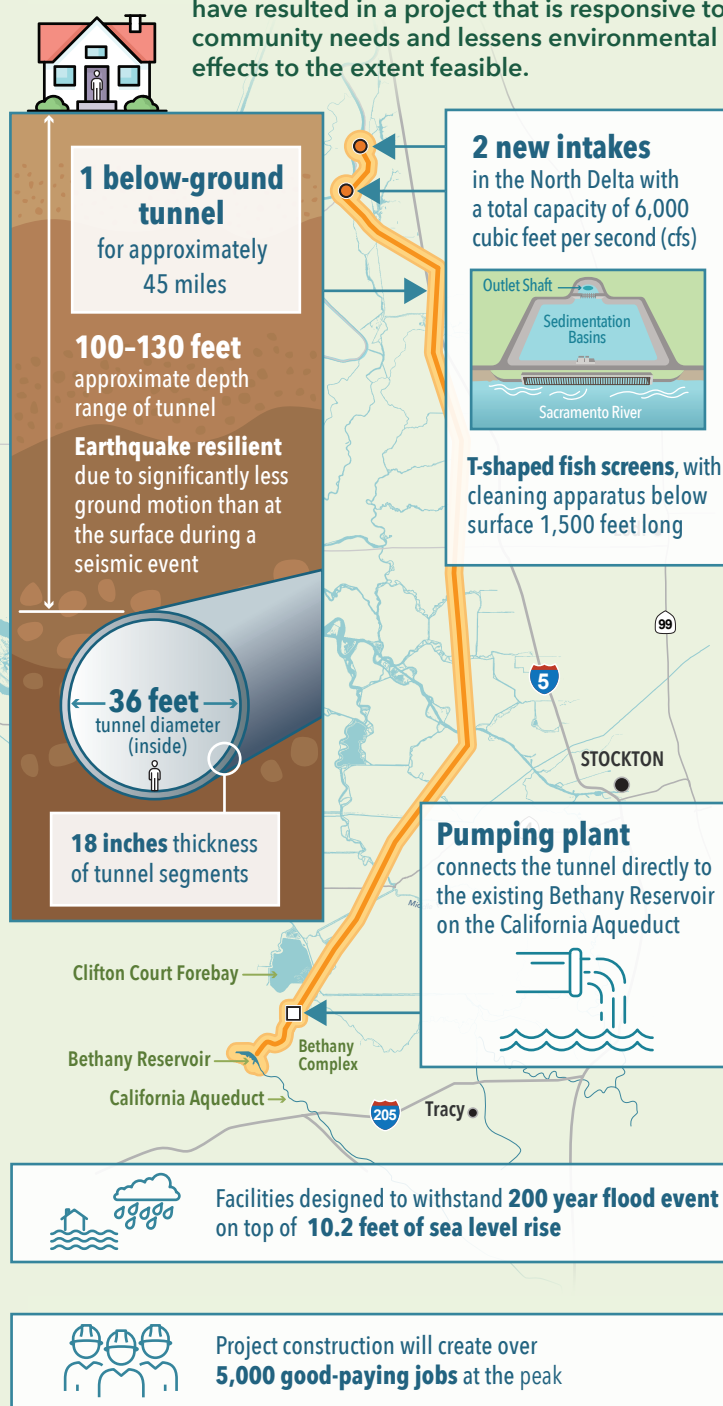
MISSED OPPORTUNITY

If the Delta Conveyance Project was operational during the big winter storms of winter 2021-2022, January 1 through May 9, 2024, a significant amount of water could have been captured and moved.

Winter 2021-2022	January 2023	Jan 1-May 9, 2024
Amount of water that could have been captured:		
236,000 acre-feet	228,000 acre-feet	909,000 acre-feet
That's enough water to supply:		
Over 2.5 million people for one year	Over 2.3 million people for one year	Over 9.5 million people for one year
or		
Nearly 850,000 households for one year	Nearly 800,000 households for one year	Over 3.1 million households for one year
Percent of the total volume of water exported by the SWP per year		
45% water year 2021	40% water year 2022	100% 2024 exports

MODERNIZED WATER INFRASTRUCTURE

Use of design and engineering innovations have resulted in a project that is responsive to community needs and lessens environmental effects to the extent feasible.



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IMPORTANT WATER SUPPLY

The State Water Project is an important water supply for California that can't be replaced.



27 MILLION PEOPLE

receive clean, safe and affordable water from the SWP, including nearly 7 million disadvantaged community members



750,000 ACRES OF FARMLAND

are irrigated with SWP water



Water supplied by the SWP sustains the world's **FIFTH LARGEST ECONOMY**



2/3 of California's water originates in the **SIERRA NEVADA MOUNTAINS**



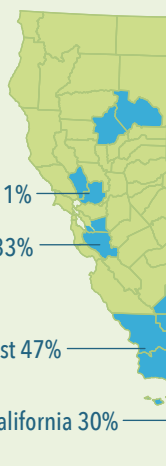
50% of California's water supply flows through the Delta and is delivered to **3 OUT OF 5 CALIFORNIANS**



\$400 billion in contributions to California's economy by SWP water



Important foundation for local water supply projects, including groundwater recharge, recycling, storage and others



29* State Water Contractors purchase and deliver water from the SWP as an important component of their regional water supply portfolios**

North Bay 11%

South Bay 33%

Central Coast 47%

Southern California 30%

San Joaquin Valley 25 - 33%

High Desert Region 30%

Inland Empire 28%

Low Desert Region 15%

*Of the 29 State Water Contractors, 18 are currently participating in the Delta Conveyance Project

**Percentages represent regional water supplies dependent on reliable Delta infrastructure

EXTENSIVE PUBLIC INPUT



Environmental Review

142-day comment period, where **729 letters** and other communications totaling **7,300 individual comments** were received



Community Benefits Program

Acknowledge and address the reality that project impacts are local to the Delta, but direct project benefits accrue to other parts of the state

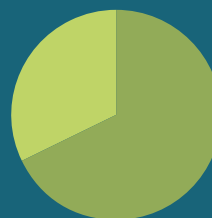


Community Engagement

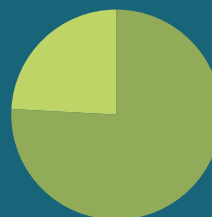
Engaged with Delta communities to hear their ideas and concerns through a **Stakeholder Engagement Committee** comprised of Delta residents, business owners and other stakeholders, and an **Environmental Justice** community survey

SUPPORT FOR MODERNIZING WATER INFRASTRUCTURE

The public is highly concerned about the condition of state and local water infrastructure and a recent poll shows voters strongly support increased funding for water-related infrastructure and are extremely supportive of building a new tunnel.



68% of California voters rate the "condition of state and local water supply infrastructure like reservoirs, dams, canals, sewers and storm drains" as an extremely or very serious problem



76% of voters support building a new tunnel underneath the Sacramento-San Joaquin Delta to upgrade California's primary water delivery infrastructure



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Delta Conveyance Project

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About the Delta Conveyance Project

MYTH: The tunnel is nothing more than a "water grab" by Southern California.

FACT: The purpose of the Delta Conveyance Project is to ensure the reliability of water supplies due to climate change for communities and farmland in the Bay Area, the Central Coast and the Central Valley, as well as Southern California. Climate change is expected to lead to a 10% loss of water supplies across the state by 2040, resulting in a decline in water available to 27 million people who rely on the State Water Project. The Delta Conveyance Project will protect against those losses with infrastructure that can help capture water during high flow storm events.

MYTH: This project is a waste of money that only helps certain political interests.

FACT: Protecting the health and safety of all Californians by providing access to affordable, reliable, and clean water is a nonpartisan issue. Precipitation patterns are changing across California, bringing less snow and more rain. Water supplies are declining as a result and will continue to decline as future decades get hotter and drier. The Delta Conveyance Project will directly confront these climate-driven changes by capturing excess river flows during big, but infrequent, storms. Those diversions will be regulated to meet all fishery and water quality requirements and stay within the limits of State Water Project water rights. Twenty-seven million people rely on the State Water Project and their future water security is not a waste.

MYTH: No new water is created by the tunnel.

FACT: The Delta Conveyance Project will capture water that would be otherwise unavailable without the project. The project will capture and move water from high flows created by big but infrequent storm events. Because of outdated infrastructure, most years, we miss opportunities to capture water. From January through May 9, 2024 alone, had it been in place, the Delta Conveyance Project would have captured about 909,000 acre-feet of water—enough for over 9.5 million people for a year, all while satisfying water quality and endangered species regulations. Modeling to the year 2070 shows that even in the face of climate change, the project would help protect future water supplies.

MYTH: Upgrading Delta levees would be better than building a tunnel.

FACT: Solely upgrading levees is not a realistic way to protect the reliability of State Water Project deliveries. It would not address rising sea levels, would not adapt to changing precipitation patterns and extreme weather events, and would not guard water supplies against earthquake. The existing State Water Project facilities are currently limited to one diversion point in the South Delta that will continue to be constrained by location, fish and water quality restrictions, and capacity. Upgrading levees would not resolve those limitations. However, DWR has invested millions of dollars to reinforce Delta levees through various projects and programs and will continue to support these efforts.

MYTH: The project will negatively impact the Delta and surrounding communities.

FACT: While some noise, traffic, and disruption is inevitable with a major construction effort of this scale, significant work has been undertaken over several years to avoid and minimize impacts through project design, including moving the underground tunnel route out of the central Delta and closer to Interstate 5, eliminating most barging and all barge landings, reducing pile driving, undergrounding power near sandhill crane habitat, minimizing acreage needed to store tunnel material, creating a design with no need for a new intermediate forebay, and overall reducing the project footprint. These efforts have helped to minimize noise, traffic, power needs, aesthetic effects, boating and waterway effects, and land disturbances. Additionally, DWR is pursuing a Community Benefits Program as part of project implementation to address the reality that project impacts are local to the Delta.

MYTH: The project doesn't protect fish.

FACT: The Delta Conveyance Project reduces fishery conflicts in the south Delta and allows the State of California to both protect fish species and protect water supply reliability. The Delta Conveyance Project would make it possible to move more water during high flow events. This is particularly critical when DWR takes action—as it has done since early February of this year—to improve conditions for fish by reducing pumping in the south Delta.



✗ **MYTH:** The project is “one of the biggest salmon killing projects in state history.”

✓ **FACT:** Assertions that the project will harm salmon are simply not supported by the evidence in the project’s environmental analysis, which shows that mitigation and design features minimize potential impacts (e.g. habitat restoration and state-of-the-art fish screens). Moreover, DWR will obtain appropriate approvals from state and federal fishery agencies to ensure that any effects to listed salmon are fully mitigated.

✗ **MYTH:** Local water supply projects are a better investment.

✓ **FACT:** Water solutions in California are not an “either/or” proposition—we need to protect the future reliability of the State Water Project and we need to support local projects to secure water supplies. In fact, the State Water Project also provides a foundation for these important local water supply and resiliency projects. Ignoring the effects of climate change on the State Water Project would risk water security for 27 million people.

✗ **MYTH:** Tribes have been “left out” of the process

✓ **FACT:** DWR initially reached out to more than 120 Tribes and received responses from 13 interested in participating in the consultation process. This included more than 150 government-to-government consultations, numerous site visits and extensive Tribal review and comment on the consultation record. These efforts played an important role in identifying and evaluating potential impacts on Tribal cultural resources and helped DWR develop robust and responsive mitigation measures.

✗ **MYTH:** All Californians would pay for the tunnel and it’s too expensive.

✓ **FACT:** The project would be funded only by public water agencies in the Bay Area, San Joaquin Valley, and Southern California that receive water from the State Water Project, not through the state’s General Fund and not by state taxpayers. The State Water Project is one of the most affordable sources of water in California. A recent economic analysis shows that the State Water Project is highly valuable to the state economy. It also shows that the State Water Project is more affordable than desalination, recycling, stormwater capture and conservation.

✗ **MYTH:** The earthquake risk in the Delta is overstated.

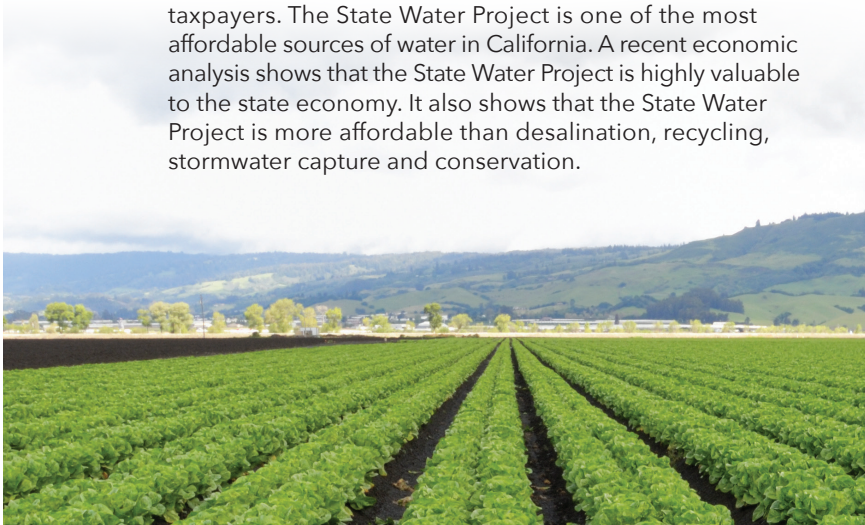
✓ **FACT:** According to the U.S. Geological Survey, there is a 72 percent chance of a 6.7 or greater magnitude earthquake in the Bay Area by 2043, and a major earthquake centered in the Delta poses a significant threat to levees. The collapse of Delta levees could allow salt water to contaminate the State Water Project delivery system. The Delta Conveyance Project would minimize this threat.

✗ **MYTH:** The tunnel will “sit dry” and be unusable because climate change is reducing snowpack.

✓ **FACT:** The primary purpose of the Delta Conveyance Project is to adapt a major source of water supply for a future of reduced snowpack due to more precipitation falling as rain instead of snow and earlier runoff. Future precipitation patterns are expected to result in more rain flowing through rivers, and the Delta Conveyance Project will help capture and move high flows. The assertion that the project will “sit dry” is simply not supported by substantial evidence, including detailed hydrologic modeling, in our analyses.

✗ **MYTH:** A recent court ruling bars DWR from building or financing the project.

✓ **FACT:** The judge has not said that DWR lacks the authority to build the project it approved in December or borrow money to pay for it. The project DWR approved in December 2023 was not before the court. What was before the court were bond resolutions that contained a broadly defined “Delta program,” and the judge essentially rejected the definition as being too broad. The bond resolutions were adopted in 2020 during the time that DWR was conducting environmental review and the department necessarily had to adopt a program definition that could encompass the broad range of project alternatives under consideration.



Delta Conveyance Project

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Facts About the Economic Value of the Delta Conveyance Project

Benefits, Costs, Commitments, and Innovations



The Delta Conveyance Project is one of California's most important climate adaptation projects. Extreme weather is leading to more rain, less snow, and a limited ability to capture and move water. The Delta Conveyance Project will protect supplies by capturing water when it is plentiful to better endure dry years and adapt to extreme weather. It protects against the threat posed by earthquakes, sea level rise and levee failure. And it helps resolve conflicts in the south Delta to both protect fish and provide needed water supply.

Need for Protecting the State Water Project

The State Water Project captures and moves water all over California, from the Bay Area to the Mexico border and communities in between. It is an affordable source of high-quality, clean, and safe water for 27 million Californians and 750,000 acres of agriculture. If the State Water Project service area were a nation, it would represent the eighth largest economy in the world. And it is an important foundation for an entire suite of water supply and resiliency programs implemented by local public water agencies.

Economic Benefits

The Delta Conveyance Project passes the benefit-cost test. It enables water needs to be satisfied and water supply reliability to be maintained. It protects against a declining baseline of supplies, allows SWP to adapt against climate change, guards against earthquake risks, and helps resolve conflicts in the south Delta by improving operational flexibility.

Cost Estimate

An updated cost estimate was prepared by the Delta Conveyance Design and Construction Authority (DCA), using a detailed and rigorous approach, the cost of the project is estimated to be \$20.1B in real 2023 (undiscounted) dollars. A preliminary cost assessment conducted in 2020, early in the design process, showed the project would cost about \$16B, which accounting for inflation to 2023 would result in a similar cost. This demonstrates that even as details are added, and refinements are made to the program, costs are holding steady. The DCA is also evaluating potential design or construction innovations that would help manage costs for the program.



Benefits Outweigh Costs

After adjusting to account for the value of money over time (see page 3 regarding “discounting”), the benefits are \$37.96 billion and the costs are \$17.26 billion. This results in a benefit-cost ratio of 2.2, meaning that the benefits outweigh the costs and every dollar spent generates \$2.20 in benefits.

The project passes the benefit-cost ratio test, making the project economically viable and robust under all future scenarios analyzed.

Benefits are quantified in four different areas: Urban water supply reliability, agricultural water supply, water quality, and seismic reliability.

The primary benefit of the DCP is that the project protects against the expected effects of climate change and sea level rise, avoiding future shortages and maintaining water supply reliability.

Understanding Benefits

Urban Water Supply Reliability:

- More SWP deliveries under wetter periods allow agencies to:
 - Fill storage more frequently
 - Enter drought periods with higher reserves
 - Impose fewer periods of mandatory rationing
 - Reduce severity and frequency of shortages
- Urban economic benefits measured as consumers’ willingness to pay (WTP) to avoid shortages.

Agricultural Water Supply

- Agricultural value of water based on the UC Davis Statewide Agricultural Production model and water market transaction data from Nasdaq Veles CA Water Index.

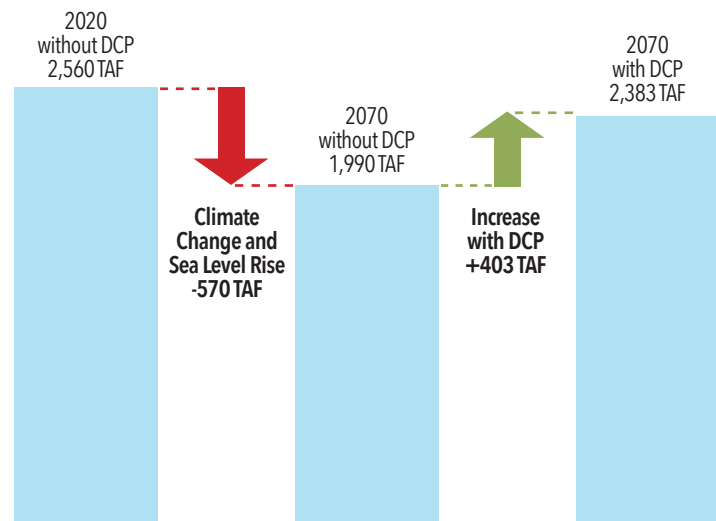
Water Quality:

- Lower salinity improves water quality.
- For urban agencies, this improves taste, the useful life of appliances, the cost of water softening, for example.
- For agricultural agencies, the cost is based on reducing requirements for additional irrigation water needed to flush salts from the root zone of crops.

Earthquake Disruption:

- Avoiding potentially significant disruption to state-wide water supply caused by earthquakes saves time, saves money and protects water quality.

State Water Project Deliveries:



Missed Opportunity

If the Delta Conveyance Project were operational during the big winter storms of winter 2021-2022, January 1 through May 9, 2024, a significant amount of water could have been captured and moved.

Winter 2021-2022	January 2023	Jan 1-May 9, 2024
Amount of water that could have been captured:		
236,000 acre-feet	228,000 acre-feet	909,000 acre-feet
That's enough water to supply:		
Over 2.5 million people for one year	Over 2.3 million people for one year	Over 9.5 million people for one year
or		
Nearly 850,000 households for one year	Nearly 800,000 households for one year	Over 3.1 million households for one year



Assumptions that influence benefits and costs:

- Yield: assumed to provide about 403,000 acre-feet annually on average
- The cost of the project: assumed to be \$20.1 billion in undiscounted 2023 dollars
- Real discount rates: between 2% and 1.4% (Federal Office of Management and Budget, Circular A-4 guidance)
- Environmental mitigation: \$960 million
- Construction period: 15 years
- Life span of the project: 100 years



Summary of Benefits and Costs

	Main Cost Estimate	Cost with DCA Recommended Innovation Savings
Present Value of Future Benefits		
	2023 (\$M)	2023 (\$M)
Urban Water Supply and Reliability	\$33,300	\$33,300
Agricultural Water Supply and Reliability	\$2,268	\$2,268
Urban Water Quality	\$1,330	\$1,330
Agricultural Water Quality	\$90	\$90
Seismic Reliability Benefits (Water Supply)	\$969	\$969
Seismic Reliability Benefits (Water Quality)	\$2	\$2
Total Benefits	\$37,960	\$37,960
Present Value of Future Costs		
	2023 (\$M)	2023 (\$M)
Construction Costs	\$11,486	\$10,723
Other Project Costs	\$3,021	\$2,852
Community Benefit Program	\$153	\$153
Environmental Mitigation	\$735	\$735
O & M Costs*	\$1,697	\$1,697
Environmental Impacts after Mitigation	\$167	\$167
Total Costs	\$17,259	\$16,327
Benefit-Cost Ratio	2.20	2.33

*O&M Costs: includes operations and maintenance costs for project facilities



Understanding Discounting and the “Time Value of Money”

How does a Benefit-Cost Analysis account for inflation?

Inflation is the general increase in the price of goods and services over time, and it poses a challenge for benefit-cost analysis. To ensure a consistent comparison, all future costs and benefits reflect 2023 prices, a method known as using “real prices” in economic terms. This approach removes the distorting effects of inflation, allowing present-day expenditures to be directly comparable to future benefits and providing a clear basis for evaluating a project’s economic viability.

How would unexpected inflation affect the analysis?

If inflation impacts future costs and benefits similarly, changes in the inflation rate will not affect the conclusions of the benefit-cost analysis. However, if inflation disproportionately affects costs or benefits, it could skew the analysis. This is unlikely for the DCP, where benefits tied to water rates and costs associated with construction expenses generally escalate in tandem.

Why does the Benefit-Cost Analysis account for the time value of money (e.g. discount future costs and benefits)?

The time value of money is a recognition that money available today is worth more than the same amount in the future because it can be used immediately—to pay for things or to invest and earn more money. This concept is crucial, especially in long-term projects like the DCP, which assumes a 15-year construction period starting in 2029 followed by a 100-year operational project life.

How is the real discount rate applied?

The ‘real discount rate’ used in this process is determined based on federal guidance and calculated by taking the returns on treasury bills and subtracting the rate of inflation. This discounting process, distinct from the previously discussed use of real prices to account for inflation, helps prioritize projects that offer the best economic returns over their lifecycle, ensuring efficient allocation of resources.

Why is the cost of the project lower in the Benefit-Cost Analysis and higher in the cost estimate?

The cost estimate and benefit-cost analysis are equivalent but expressed differently. The cost estimate is presented in real 2023 dollars. The benefit-cost analysis is shown as “present value.” Present value accounts for various distortions to the value of money over time, including inflation and the potential for investment and it is calculated using a “discount” rate.



Other Important Considerations:

Climate change

Climate change and sea level rise are expected to significantly reduce future SWP deliveries. Future precipitation and runoff are forecasted using multiple climate scenarios that show an annual loss of more than half a million acre-feet by 2070. The primary benefit-cost analysis assumes 1.8 feet of sea level rise by 2070. Multiple sensitivity analyses test robustness of this assumption. In each of the scenarios tested, the benefits of the project significantly exceed costs.

Transfers and Trading

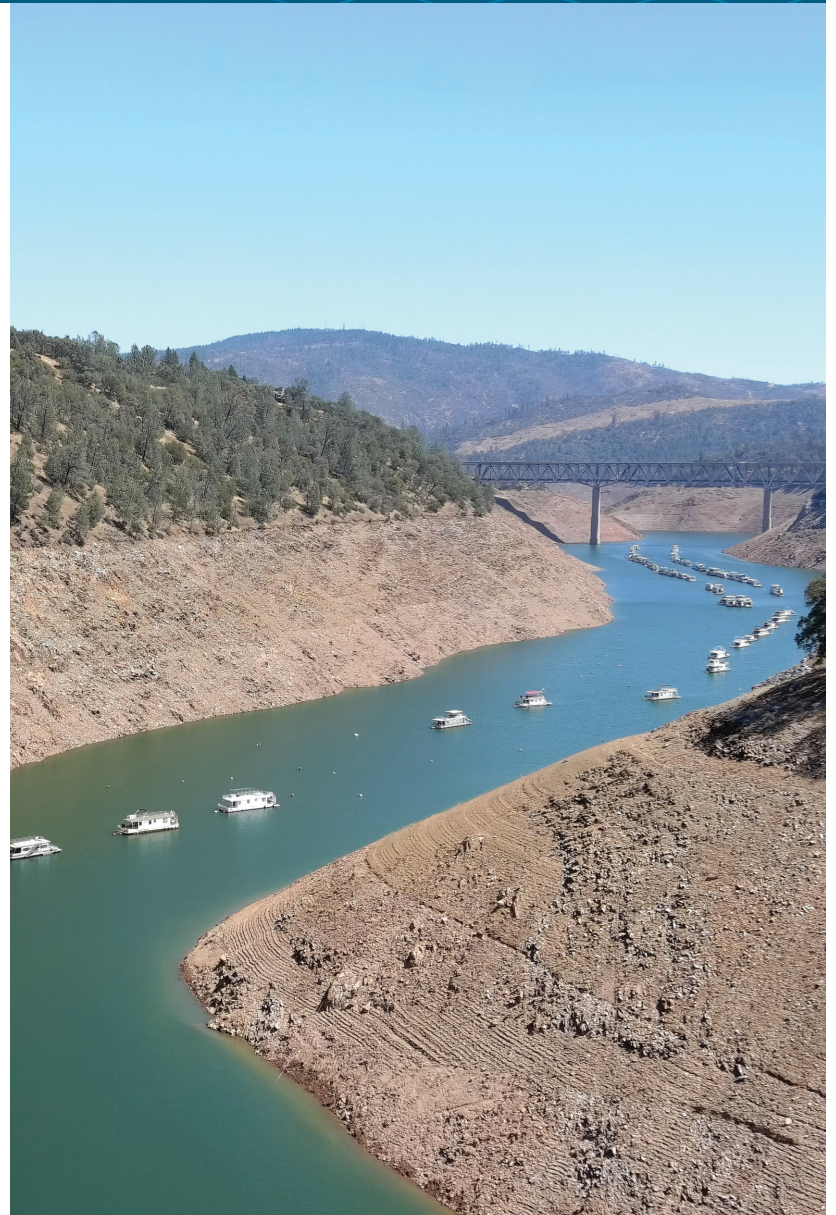
If there are water years that a Public Water Agency's supplies exceed local needs, they may choose to transfer those supplies and the associated costs, consistent with water law and existing water supply contracts. This flexibility will allow PWAs to preserve water supplies for local needs and to transfer those excess supplies—and costs—to other parts of the state, particularly those with limited access to drinking water.

Unmitigated Environmental Impacts

Some environmental impacts are expected to be significant and unavoidable. Where possible, the cost of those impacts has been considered and included. This results in a cost of about \$153 million for lost agricultural land, air quality, noise, and transportation impacts.

Cost of Doing Nothing

Failing to implement the Delta Conveyance Project has real financial consequences resulting from climate change, sea level rise and seismic events.



Some benefits of the Delta Conveyance Project are not monetized in the benefit-cost analysis and yet are compelling for decision-makers:

- Increased operational flexibility: Resolving conflicts in the south Delta between fish and water supply goals.
- Community Benefits Program: \$200 million investments for high-priority local Delta projects, in addition to local business utilization, job training, and infrastructure leave-behinds that have potential to provide benefits that are ultimately likely to represent values beyond this funding commitment.
- Job creation: The project will create 5,000 high-paying jobs.
- Groundwater supplies: Protecting affordable surface water supplies relieves pressure on dwindling or constrained groundwater sources.



Cost Estimate: Conservative, Comprehensive, Based on Industry Standards

DWR approved the Bethany Alignment of the Delta Conveyance Project in December 2023 after concluding the project Environmental Impact Report (EIR). This approved project provided the basis for an updated cost estimate.

The estimate is comprehensive, conservative, and reflects industry standard methodologies. It:

- Is based on the 6,000 cubic feet per second Bethany Reservoir Alternative as outlined in the project Final EIR
- Includes construction costs and other costs, like planning, management, land, mitigation, power and community benefits
- Uses cost estimating approach that builds up based on labor, equipment, materials, and schedule
- Uses a thorough reconciliation process with independent cost-estimating teams and resolves cost differences
- Assumes a reasonable 30% contingency to account for uncertainties

Methodology: A More Rigorous Approach

The updated cost estimate uses a more rigorous approach for concept-level designs. It:

- Uses engineering documentation in drawings and technical reports
- Develops costs based on unit rates, quantities, and durations
- Replaces most cost “allowances” with actual estimates and material price quotes
- Uses better understanding of ground conditions, schedule, and risks

The cost estimate has been prepared by the Delta Conveyance Design and Construction Authority, a joint powers agency comprised of the participating Public Water Agencies responsible for funding, and ultimately building, the project.



Total Project Costs Summary*

Feature	Total Cost (\$M)	Feature	Total Cost (\$M)
Construction Costs		Other Project Costs	
Intakes	\$1,714	DCO Oversight	\$426
Main Tunnels	\$6,353	Program Management Office	\$668
Pumping Plant and Surge Basin	\$2,536	Engineering/Design/Construction Management	\$2,167
Aqueduct Pipe and Tunnels	\$563	Permitting and Agency Coordination	\$67
Discharge Structure	\$99	Total Planning/Design/Construction Management	\$3,328
Access Logistics and Early Works	\$253	Land	\$158
Communication	\$13	DWR Mitigation	\$960
Restoration	\$17	Power	\$415
Construction Subtotal	\$11,548	CCWD Settlement Agreement	\$47
Contingency (30%)	\$3,464	Community Benefits Program	\$200
Total Construction Costs	\$15,012	Total Other Costs	\$1,780

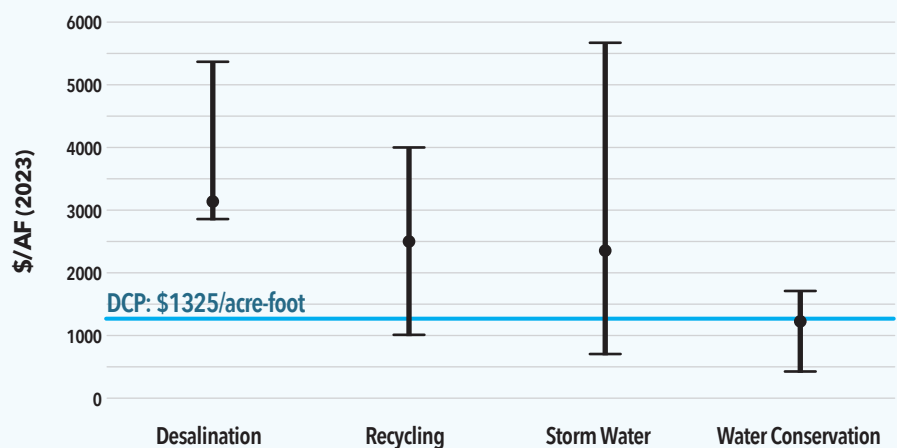
*Costs are in undiscounted 2023 dollars.

Total Project Costs = \$20,120

Cost Category	Total Project Cost Estimate (\$M)	Total Project Cost with Secondary Innovations Estimate (\$M)
Construction Costs	\$15,012	\$14,008
Other Project Costs	\$5,108	\$4,886
Total Project Costs	\$20,120	\$18,894

Comparing the Delta Conveyance Project to Alternative Supplies

The per-acre cost of the Delta Conveyance Project is less than the costs of most other types of supplies. Alternative supplies also lack the ability to provide an equivalent scale of supply and are not able to protect the long-term stability of State Water Project supplies. While a full suite of options is being considered for California and local water purveyors, the Delta Conveyance Project is the most viable and irreplaceable.



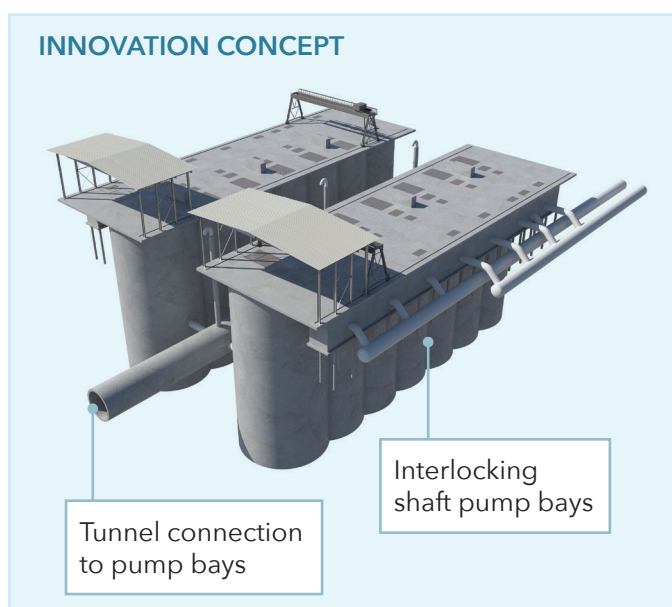
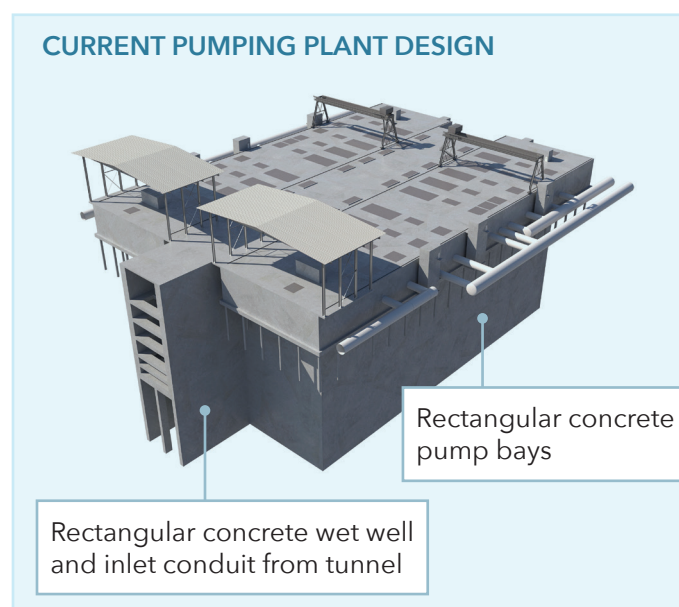
Innovations Identify Significant Cost Savings

Value engineering is a part of the design phase of a project. It is used to cut costs, save time, reduce risk, or reduce community or environmental disturbances. The approved project represents a conservative configuration for analysis of impacts. An initial review of potential design and construction innovations shows an opportunity to reduce costs by about \$1.2 billion.*

Innovation Example

In the Engineering Project Report, the Bethany Reservoir Pumping Plant (BRPP) is a below-ground structure with vertical rectangular diaphragm walls and consists of dry-pit pump bays housing the pumping plant equipment and piping plus an adjoining rectangular concrete wet well and wet well inlet conduit connected to the tunnel reception shaft located along the center of the overall structure.

This innovation would replace the vertical, deep box diaphragm wall arrangement with interlinking shafts of diaphragm wall construction that would house the pumping plant equipment and piping and a tunnel that would replace the wet well and wet well inlet conduit, greatly reducing construction quantities and expediting schedule due to construction sequence improvements.



INNOVATION ADVANTAGES:

- Reduces construction quantities (soil excavation, concrete, rebar)
- Shortens construction schedule by 981 days
- Reduces direct construction cost by \$138,720,000
- No changes to above-ground site configuration and surface features

*Does not represent changes to the approved project description.

For More Information



For more information on cost, benefits, funding and financing of the State Water Project and the Delta Conveyance Project, view this [FAQ](#) or use the QR code.

For more about the Delta Conveyance Project, visit: water.ca.gov/deltaconveyance

For more about the project permitting process, visit: deltaconveyanceproject.com

For more information about project design and engineering, visit: dcdca.org





BOARD MEMORANDUM

DATE: June 24, 2024
TO: BOARD OF DIRECTORS
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***APPROVAL OF ERNST & YOUNG STATEMENT OF WORK FOR 2024-2025 STATE WATER PROJECT PROCEDURES RELATED TO THE 2025 STATEMENT OF CHARGES. (\$10,638.00 – NOT-TO-EXCEED – BUDGETED – GENERAL MANAGER LAMOREAUX)***

Recommendation:

Staff recommends approval of the Statement of Work between the District and Ernst & Young for 2024-2025 State Water Project Procedures related to the Department of Water Resources' 2025 Statement of Charges in the not-to-exceed amount of \$10,638.00.

Alternative Options:

The alternative option would be to not participate in the Ernst & Young contract.

Impact of Taking No Action:

The District will not be involved in auditing activities for State Water Project procedures.

Background:

The Palmdale Water District is a member of the State Water Contractors Independent Audit Association (IAA) and has been involved in these auditing activities for several years. The IAA hires an accounting/auditing firm on an annual basis to review the billings and financial statements prepared by the Department of Water Resources for State Water Project costs. The IAA has reviewed Ernst & Young's audit procedures and recommends IAA members approve the 2024-2025 Statement of Work.

The cost to the District will range from \$7,996.00 to \$9,995.00. depending upon how many members of the IAA approve the Statement of Work for core services (Exhibit "A"). Additional services may be requested for an amount not-to-exceed \$643.00 (Exhibit "B").

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 1 - Water Resource Reliability

This item directly related to the District's Mission Statement.

Budget:

These services are budgeted under Administration budget line item 1-02-4150-000 – Accounting Services.

BOARD OF DIRECTORS
PALMDALE WATER DISTRICT
VIA: Mr. Dennis LaMoreaux, General Manager
RE: Ernst & Young – 2025 Statement of Charges

June 24, 2024

Supporting Documents:

- June 7, 2024 letter from Ernst & Young regarding Statement of Work
- Statement of Work
- Master Services Agreement



Ernst & Young LLP
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731 K Street
Sacramento, CA 95814

Tel: +1 916 218 1900
ey.com

June 7, 2024

Mr. Dennis Lamoreaux
Palmdale Water District
General Manager
2029 East Avenue "Q"
Palmdale, California 93550

Dear Mr. Lamoreaux:

In coordination with the Independent Audit Association (IAA), we have developed the Statement of Work (SOW) for the work to be performed related to the 2025 Statement of Charges. This SOW is pursuant to the Master Services Agreement (MSA) by and between EY and Palmdale Water District dated July 1, 2022, which describes the annual approval process of each SOW performed under the MSA.

Please return the signed SOW to EY via mail at 731 K Street, Suite 300, Sacramento, CA 95814 (Attn. Scott Enos) or email to scott.enos@ey.com. We have also enclosed a copy of the support letter from Chantal Ouellet, IAA Secretary, recommending the approval of the SOW by Palmdale Water District.

If you have any questions about the enclosed SOW, please feel free to call me at (916) 218-1958.

Very truly yours,

Scott Enos
Managing Director

Enclosures



MEMORANDUM

Date: June 5, 2024
To: Members of the Independent Audit Association (IAA)
From: Chantal Ouellet, IAA Secretary
Subject: Ernst and Young State Water Project Professional Services Contract related to the 2025 Statement of Charges - Recommended Approval and Execution

Enclosed is the Statement of Work (SOW) related to the 2025 Statement of Charges which includes the State Water Project procedures to be performed in relation to the Department of Water Resources' (DWR) Statement of Charges.

The Exhibit B budget limit is only billed by Ernst and Young if additional work is reviewed and approved by the IAA and remains at \$50,000. Exhibit C allows individual IAA Members to request Ernst and Young to undertake additional services beyond those included in Exhibit A of the SOW.

The IAA team has reviewed Ernst and Young's proposed procedures and recommends that IAA Members approve and execute the SOW related to the 2025 Statement of Charges period. If you have any questions, please contact me at (559) 992-4127 or couellet@tlbwsd.com.

Sincerely,

A handwritten signature in black ink, reading "Chantal Ouellet".

Chantal Ouellet, CMA
Tulare Lake Basin Water Storage District

CC: Scott Enos, EY

Statement of Work

This Statement of Work, dated June 7, 2024 (this “SOW”) is made by Ernst & Young LLP (“we” or “EY”) and Palmdale Water District on behalf of itself (“you” or “Client”) and on behalf of the State Water Contractors, pursuant to the Agreement, dated July 1, 2022 (the “Agreement”), between EY and Palmdale Water District (“Agency”).

The additional terms and conditions of this SOW shall apply only to the Services covered by this SOW and not to Services covered by any other SOW pursuant to the Agreement. Capitalized terms used, but not otherwise defined, in this SOW shall have the meanings defined in the Agreement, including references in the Agreement to “you” or “Client” shall be deemed references to you.

Scope of services

Except as otherwise set forth in this SOW, this SOW incorporates by reference, and is deemed to be a part of, the Agreement. This SOW sets forth the terms and conditions on which EY will perform certain professional services as described in Exhibit A (the “Services”) for Agency, a member of the State Water Contractors (the “Contractors” or “SWC”) Independent Audit Association (the “IAA”), for the twelve months ending June 30, 2025.

Any changes to the above scope of work will be agreed upon in writing and signed by both parties and will amend this original SOW.

The Services are advisory in nature and will not constitute an audit performed in accordance with Generally Accepted Accounting Principles. EY will perform the Services in accordance with the Statement of Standards for Consulting Services (CS100) of the American Institute for Certified Public Accountants (AICPA). As part of your review of the terms of this Agreement, please refer to the enclosed letter from Chantal Ouellet of the IAA Audit Contract Negotiating Committee.

Your specific obligations

You acknowledge that the Services are sufficient for your purposes.

You will not, and you will not permit others to, quote or refer to the Reports, any portion, summary or abstract thereof, or to EY or any other EY Firm, in any document filed or distributed in connection with (i) a purchase or sale of securities to which the United States or state securities laws (Securities Laws) are applicable, or (ii) periodic reporting obligations under Securities Laws. You will not contend that any provisions of Securities Laws could invalidate any provision of this agreement.

We also draw your attention to the reservations set out in paragraph 5 of the General Terms and Conditions of the Agreement, as well as your management responsibilities under paragraph 6, your obligations under paragraphs 11 and 12, and your representation, as of the date hereof, under paragraph 26 thereof.

Limitations on scope

EY will not: render an assurance report or opinion under the Agreement, nor will the Services constitute an audit, review, examination, or other form of attestation as those terms are defined by the American Institute of Certified Public Accountants; provide any legal opinion or legal advice; perform ongoing internal control monitoring activities or other control activities that affect the execution of transactions or confirm that transactions are properly executed and/or accounted for; perform routine activities in connection with Client's financial processes that are equivalent to those of an ongoing compliance or quality control function; determine which, if any, recommendations for improving internal control should be implemented; act on Client's behalf in reporting to Client's Board of Directors or Audit Committee, authorize, execute or consummate transactions or otherwise exercise authority on Client's behalf; prepare source documents on transactions.

Specific additional terms and conditions

The Services are advisory in nature. Client shall assign a qualified person to oversee the Services. Client is responsible for all management decisions relating to the Services, the use or implementation of the output of the Services and for determining whether the Services are appropriate for its purposes. EY will not render an assurance report or opinion under the Agreement, nor will the Services constitute an audit, review, examination, or other form of attestation as those terms are defined by the American Institute of Certified Public Accountants. None of the Services or any Reports will constitute any legal opinion or advice. We will not conduct a review to detect fraud or illegal acts, nor will we test compliance with the laws or regulations of any jurisdiction.

Notwithstanding anything to the contrary in the Agreement or this SOW, EY does not assume any responsibility for any third-party products, programs or services selected by Client, their performance or compliance with Client's specifications or otherwise.

EY will base any comments or recommendations as to the functional or technical capabilities of any products in use or being considered by Client solely on information provided by Client vendors, directly or through Client. EY is not responsible for the completeness or accuracy of any such information or for confirming any of it.

Notwithstanding the restrictions on disclosure set forth in the Agreement, Client may disclose EY's Reports prepared pursuant to this SOW to the Department of Water Resources (the "Department"), to the extent such Reports are (i) used only for the Client's benefit and not to be relied upon for the third party's own use and/or benefit; (ii) such third parties have agreed not to further disclose such Reports or any portion thereof to any other person or entity without EY's written consent and not to make any claims against EY arising out of or in connection with the Reports; and (iii) Client agrees to indemnify EY against third party claims.

Where our written consent under the Agreement is required for you to disclose to a third party any of our Reports (other than Tax Advice), we will also require that third party to execute a letter substantially in the form of Exhibit D to this SOW. To the extent the Agency is permitted to disclose any written Report as set forth herein, it shall disclose such Report only in the original, complete and unaltered form provided by EY, with all restrictive legends and other agreements intact.

Unless prohibited by applicable law, we may provide Client information to other EY firms, EY Persons and external third parties, who may collect, use, transfer, store or otherwise process such information in various jurisdictions in which they operate in order to provide support services to any EY Firm and/or assist in the performance of the Services.

After the Services under this SOW have been completed, we may disclose or present to prospective clients, or otherwise in our marketing materials, that we have performed the Services for you, and we may use your name solely for that purpose, in accordance with applicable professional obligations. In addition, we may use your name, trademark, service mark and logo as reasonably necessary to perform the Services and in correspondence, including proposals, from us to you.

Compliance with U.S. immigration requirements may require EY to provide certain information to the U.S. Citizenship and Immigration Services (“USCIS”) to confirm that EY employees on certain visas are, in fact, EY employees and not employees of the Client or other clients of EY. This will include providing certain information regarding work locations to support compliance with the visa requirements. As such, EY may disclose to USCIS information regarding this SOW, including the Client’s identity and location, as well as a redacted copy of this SOW. Upon providing this information, EY will request that USCIS keep any such information confidential. In further support of these legal requirements, the U.S. Department of Labor (DOL) regulations, at 20 CFR § 655.734(a)(1)(ii)(A), require the posting of notice of a Labor Condition Application (LCA) in instances where individuals holding H-1B visas will be working on the Client’s premises. EY and the Client will work together to develop an appropriate notice as required. The Client acknowledges that EY resources will be operating at all times as an employee of and under the direction and control of Ernst & Young U.S. LLP’s management, and all activities including supervision, hiring and firing decisions, and performance evaluations are controlled by Ernst & Young U.S. LLP. The Client will not have the right to control EY resources. At all times, EY resources will receive direction from an EY manager while on-site at the Client premises.

You shall not, while we are performing the Services hereunder and for a period of 12 months after they are completed, solicit for employment, or hire, any EY personnel involved in the performance of the Services, provided, that you may generally advertise available positions and hire EY personnel who either respond to such advertisements or who come to you on their own initiative without direct or indirect encouragement from you.

The Agency shall, among other responsibilities with respect to the Services, (i) make all management decisions and perform all management functions, including applying independent business judgment to EY work products, making implementation decisions and determining further courses of action in connection with any Services; (ii) assign a competent employee within senior management to make all management decisions with respect to the Services, oversee the Services and evaluate their adequacy and results; and (iii) accept responsibility for the implementation of the results or recommendations contained in the Reports or otherwise in connection with the Services. The Agency hereby confirms that management of the Agency accepts responsibility for the sufficiency of the Services. In performing the Services neither EY nor EY’s partners or employees will act as an employee of the Agency.

The Agency represents and warrants to EY that the Agency's execution and delivery of this Agreement has been authorized by all requisite corporate or other applicable entity action and the person signing this Agreement is expressly authorized to execute it on behalf of, and to bind, the Agency.

The performance of the Services and the parties' obligations in connection therewith are subject to the additional terms and conditions set forth in the Agreement.

It is understood that the Agency is not bound by our findings in any controversy or disagreement between the Agency and the Department should the Agency disagree with our findings.

We would also request that, if any IAA member discovers discrepancies in billings or other financial statements relative to their State Water Project costs, in addition to your working with the Department to correct the error, please notify EY for potential future inclusion as part of their procedures related to all IAA members.

Fees and billing

The General Terms and Conditions of the Agreement address our fees and expenses generally.

The total fees for these Services to be rendered to the Agency, as well as an allocation of the total fees for each member Agency of the IAA, appear in Exhibits A and B attached (no procedures or fees have been allocated to Exhibit B in this contract). Our total fees pursuant to Exhibit A to be charged to all members of the IAA entering into agreements with us shall not exceed \$622,000 for the twelve months ending June 30, 2025. This agreement will not be effective unless, in addition to the Agency, a sufficient number of other IAA agencies enter into agreements with us for such Services whose combined allocated fee would represent not less than 80% of \$622,000 based on the 100% participation fee allocation (see column 2 at A-4). If all agencies who are presently participating in the Services rendered by our firm enter into agreements with us for this twelve-month period, the maximum fees for our Services to your Agency will not exceed \$7,996 for Exhibit A. However, if not all of the participating agencies enter into agreements with us for services during the twelve-month period ending June 30, 2025, the maximum fees to your Agency will vary between the above-mentioned amount and \$9,995, which represents the maximum fees should sufficient agencies enter into agreements with us with a combined allocated fee of not less than 80%, as stated above.

In addition to the maximum fees under Exhibit A, maximum fees under Exhibit B shall not exceed a total of \$50,000 or \$643 for the Agency unless agreed to by the IAA. As noted above, no procedures have been allocated to Exhibit B. Prior to any expenditures under Exhibit B, said work must be specifically requested in writing in advance of any work being performed. Areas of potential focus for Exhibit B projects could include procedures agreed to by EY and the IAA in advance related to one or more of the items identified in Exhibit A. In prior years Exhibit B special projects have included projects such as assessing implementation and billing issues relating to the new SAP-based Cost Allocation and Repayment Analysis System (CARA), and studies to evaluate a pay-as-you-go system for funding conservation related operating costs incurred by the Department.



We have also included Exhibit C as part of this contract, which provides the opportunity for individual Contractors to enter into separate agreements for additional services with EY. There are currently no fees related to Exhibit C included herein.

Any presentations requested at individual Contractor locations will be negotiated with the individual Contractor under Exhibit C and will be paid for by that Contractor.

Invoices for time and expenses will be billed monthly and are due upon receipt.



In witness whereof, the parties have executed this SOW as of the date set forth above.

Palmdale Water District

Ernst & Young, LLP

Representative

Representative

Signature

Scott Enos

Signature

Printed Name

Scott Enos

Printed Name

Title

Authorized Signatory

Title

Address

Ernst & Young LLP
731 K Street, Suite 300
Sacramento, CA 95814

Address

Date

June 7, 2024

Date

EXHIBIT A

I. SCOPE OF ENGAGEMENT

A-1 EY will work with the IAA, the SWC Audit/Finance Committee, and any subcommittees thereof, and the Department during the twelve months ending June 30, 2025, relating to matters currently being discussed between the SWC and the Department.

EY's Services to be rendered as described in this Exhibit shall be determined by the IAA at its discretion. These Services shall include:

1. Completion of the procedures related to the 2025 Statement of Charges as outlined further below.
2. Participation in all meetings of the SWC Audit/Finance Committee, which is a basic forum for communications between the State Water Project Contractors and the Department's staff on financial and accounting matters.
3. Cooperation with any subcommittees of the IAA assigned to study and resolve specific problem areas, such as the dispute resolution work group.
4. Review of reports and other documents prepared by the Department and disseminated at these meetings.
5. Provide an annual report setting forth the findings and recommendations related to our Services.

Report definitions

The assessment of risk of future occurrence, included in the findings summary tables in the report, provides the IAA with a meaningful measurement of the likelihood of similar findings in subsequent years if this issue is not addressed by the appropriate parties. This assessment of risk of future occurrence is based on knowledge obtained during discussions with the Department personnel and performance of procedures under this Exhibit A. Below are the definitions used in the report of findings and recommendations for the twelve months ending June 30, 2025, and we concur with these definitions.

Risk of Future Occurrence:

- A. High – it is highly likely (or probable) that the error or process failure will be repeated
- B. Medium – it is more likely than not that the error or process failure will be repeated
- C. Low – it is possible that the error or process failure will be repeated

During the twelve months ending June 30, 2025, the Services will include the following procedures.

Procedures Related to the 2025 Statement of Charges

The procedures for the fiscal year ended June 30, 2025, were designed using estimated budgeted hours of 3,000. We will perform all procedures included in items 1-6 below. We will perform the procedures in items 7-8 if time permits. As a part of these procedures, we will regularly meet with the IAA to discuss the progress under this engagement. We will also submit the Report to each Agency setting forth the findings, observations, and recommendations related to our Services.

The following items represent the risks, risk factors, and procedures requested and determined by the IAA for the Contractors to be performed for the 2025 Statement of Charges (SOC) engagement:

Primary Procedures (Items 1-6)

1. Statement of Charges

Risk:

- Incorrect amounts billed to contractors for each component by the Department.

Risk Factors:

- Manual adjustments made to data to arrive at amounts billed. Manual processes create opportunities for errors.
- A new cost allocation billing system was implemented in the prior year. New processes create opportunities for errors.
- High importance of accurate contractor bills.
- Actual costs reported in the bills can be misstated.

Areas of Focus:

- Determine that all SOC amounts are internally consistent and agree to the Bulletin 132 for the contractors selected for testing (to be provided by IAA).
- Agree debt service amounts in the SOC attachments to the appropriate debt service schedule.
- Comparison of the current year SOC attachments to the prior year SOC attachments.
- Assessment of manual adjustments.
- Assess the actual costs charged to various areas of the project.
- Assess the factors for distributing reach capital and minimum costs among the contractors.

2. Delta Water Charge

Risk:

- Incorrect amounts charged to contractors for conservation based on actual and estimated costs.

Risk Factors:

- Calculation of delta water charge has manual aspects to the process.
- Tracking of Oroville Spillway costs and reimbursement and segregation between response and recovery costs is a manual process.
- A new cost allocation billing system was implemented in the prior year. New processes create opportunities for errors.
- Potential for high dollar impact (\$424 million in delta water charges in 2022 per Table B-21).

Areas of Focus:

- Recalculate the delta water charge used in the SOC.
- For prior year actual costs included in the calculation, compare costs in the cost allocation and billing system at the delta water charge cost center group level to the delta water charge calculation and investigate variances.
- Obtain an understanding of future estimates included in the calculation and perform appropriate procedures to assess such estimates.
- Assess the Hyatt-Thermalito credit to the delta water charge.

3. Alpha Allocation Cycles

Risk:

- Incorrect contractor charged and/or incorrect allocation of costs between contractors.

Risk Factors:

- The F-series and S-series alpha allocation cycles update performed on an annual basis has manual aspects. Manual processes create opportunities for errors.
- A new cost allocation billing system was implemented in the prior year. New processes create opportunities for errors.
- Potential for errors in determining work performed that falls under direct to reach, field division, and state-wide allocations.
- Potential for high dollar impact (\$443 million allocated by alpha allocation cycles in 2022).

Areas of Focus:

- Examine all cost centers from the system to determine which cost centers represent alpha cost centers.
- Select alpha cost centers with the largest total annual costs.
- Review costs being posted to selected alpha cost centers based on activities charged to the alpha cost center through examination of invoices posted and discussions with the project managers, as necessary.
- Review the F-series and S-series updates performed by the Department.
- Review new alphas created or modified in the current year by the Department.

4. Transportation Minimum and Capital Direct and Indirect Analysis

Risk:

- Incorrect amounts billed to contractors for the transportation minimum and capital component by the Department.

Risk Factors:

- Direct and indirect costs may be allocated incorrectly through corresponding reaches.
- Judgment involved in selecting internal orders and work breakdown structures for billing to the contractors create opportunities for incorrect allocations.
- A new cost allocation billing system was implemented in the prior year. New processes create opportunities for errors.
- Project manager's and employee's lack of understanding of importance of accurate time charging to correct internal orders and work breakdown structures create opportunities for incorrect allocations.

Areas of Focus:

- Obtain a listing of internal orders associated with costs for selected reaches and group like internal orders to perform a fluctuation analysis to the prior year.
- Assess a sample of internal orders with the largest increase in costs from group like internal orders for direct and indirect costs allocations.
- Obtain supporting documentation to assess the work was performed for the selected reaches.

5. System Power Costs – Variable Transportation

Risk:

- Incorrect contractor charged and/or incorrect allocation of costs between contractors.

Risk Factors:

- Calculation of the allocation factors has manual aspects. Manual processes create opportunities for errors.
- A new cost allocation billing system was implemented in the prior year. New processes create opportunities for errors.
- Estimated Table 2 projected costs (invoicing rate) may not reflect actual costs incurred.
- Potential for high dollar impact (\$146 million net system power costs in 2022 per Table B-3).

Areas of Focus:

- Vouch power costs and power revenues from the system and assess the classification of costs.
- Reconcile the Preliminary Allocation of Power Costs (PALPOC) to the system. Recalculate appropriate inputs to the PALPOC (e.g., value of recovery generation credits, direct-to-plant transmission, etc.).
- Recalculate the calendar year power allocation factors used in the system to allocate net power costs.
- Recalculate the billed amounts for the transportation variable cost components for the contractors selected (to be provided by the IAA).

6. Rate Management Calculation Including Revenue and Cost Data

Risk:

- Rate management credits are improperly allocated among the contractors.
- Rate management credits are improperly calculated based on the revenue and expenditure data in the rate management credits calculation prepared by the Department.

Risk Factors:

- Calculation of rate management credits has manual aspects to the process.
- A new cost allocation billing system was implemented in the prior year. New processes create opportunities for errors.
- Lack of review and approval process for the rate management credit calculation.
- Outdated information used to calculate credits due to the contractors.

Areas of Focus:

- Obtain the rate management allocation schedule used for the SOC and review the allocation methodology for sample selected.
- Obtain the most recent rate management credits calculation and assess a sample of the largest balances.
- Perform a review of revenues including systems revenue and 51e (amount in excess of rate management credits).
- Perform a review of revenues and related cash funds.
- Assess changes to the calculation as a result of the cost/debt reconciliation project.

Other Procedures (Items 7-8)

These procedures will only be performed as time permits after completion of items 1-6 above and consideration of the estimated 3,000 hour time budget.

7. Debt Service Procedures

Risk:

- Incorrect bond debt service charged to the contractors.

Risk Factors:

- Water System Revenue Bond (WSRB) Surcharge calculation has manual aspects. Manual processes create opportunities for errors.
- A new cost allocation billing system was implemented in the prior year. New processes create opportunities for errors.
- Debt service not subsequently adjusted to provide the benefits of any refinancing to the contractors.
- Cost/debt reconciliation project ongoing adjustments to the calculation creates opportunities for errors.
- WSRB Surcharge currently does not reflect the results of the cost/debt reconciliation project.

Areas of Focus:

- Reconcile any new bond offerings to the debt service schedules.
- Determine whether refinanced bonds were credited to the debt service schedules to provide the benefits of such refinancing to the contractors (direct billed debt service and WSRB Surcharge).
- Assess changes made to the cost/debt reconciliation project from previous versions.

8. Reconciliation between PR5 and the coast allocation billing system

Risk:

- Costs and revenues are not accurately billed to the contractors based on inconsistencies between systems.

Risk Factors:

- Costs and revenues do not accurately match between both systems.
- Manual process of moving costs between systems create opportunities for errors.
- Potential for movement of costs and revenues outside the SWRDS funds used for the state water project.

Areas of Focus:

- Gain an understanding of the reconciliation process performed by the Department.
- Reconcile all SWRDS PR5 costs and revenues included in the bond fund (0502), the construction fund (0506), and the revenue fund (0507) to the cost allocation and billing system.
- Identify, document, and investigate variances between the two systems.

II. FEES FOR EY SERVICES

- A-2. Total fees for Exhibit A services performed by EY will not exceed \$622,000, including reasonable and necessary out-of-pocket expenses, which represent an estimated 3,000 hours to be incurred.

III. ALLOCATION OF FEES

- A-3. The maximum aggregate fee set forth in paragraph A-2 shall be apportioned among the agencies named in paragraph A-4 based on a basis consistent with prior years.

IV. MAXIMUM AGGREGATE FEE FOR EACH AGENCY

A-4. The portion of the maximum aggregate fee set forth in paragraph A-2 applicable to each Agency in conformity with the methodology set forth in paragraph A-3 is shown below:

Agency	Maximum fee for each Agency, provided all agencies listed below enter into agreements with EY	Maximum fee for each Agency, provided 80% of agencies listed below enter into agreements with EY	Percent of total
Alameda County Flood Control and Water Conservation District, Zone No. 7	\$ 30,264	\$ 37,830	4.9%
Alameda County Water District	15,767	19,709	2.5
Antelope Valley-East Kern Water Agency	54,375	67,969	8.7
Casitas Municipal Water District	7,508	9,385	1.2
Central Coast Water Authority	17,076	21,345	2.7
City of Yuba City	3,604	4,505	0.6
Coachella Valley Water District	51,937	64,921	8.3
County of Kings	3,493	4,366	0.6
Crestline-Lake Arrowhead Water Agency	2,177	2,721	0.3
Desert Water Agency	20,929	26,161	3.4
Dudley Ridge Water District	17,025	21,281	2.7
Empire West Side Irrigation District	1,126	1,408	0.2
Kern County Water Agency	155,500	194,375	25.0
Littlerock Creek Irrigation District	863	1,079	0.1
Mojave Water Agency	32,210	40,263	5.2
Napa County Flood Control and Water Conservation District	10,896	13,620	1.8
Palmdale Water District	7,996	9,995	1.3
San Bernardino Valley Municipal Water District	38,517	48,146	6.2
San Gabriel Valley Municipal Water District	10,812	13,515	1.7
San Geronio Pass Water Agency	6,495	8,119	1.0
San Luis Obispo County Flood Control and Water Conservation District	9,385	11,731	1.5
Santa Clara Valley Water District	37,541	46,926	6.0
Santa Clarita Valley Water Agency	35,739	44,674	5.7
Solano County Water Agency	17,928	22,410	2.9
Tulare Lake Basin Water Storage District	32,837	41,046	5.3
Total	<u>\$ 622,000</u>		<u>100.0%</u>

V. PAYMENT SCHEDULE

This is the payment schedule for the Agency.

<u>August 9, 2024 Billing</u>	<u>September 10, 2024 Billing</u>	<u>October 10, 2024 Billing</u>	<u>November 8, 2024 Billing</u>	<u>December 10, 2024 Billing</u>	<u>Total Billing</u>
\$2,399	\$1,599	\$1,599	\$1,599	\$800	\$7,996

EXHIBIT B**I. OTHER CONSULTING SERVICES**

EY shall, during the twelve months ending June 30, 2025, perform other services if requested by the IAA. No such work shall be performed unless specifically authorized by the IAA in writing. Areas of potential focus for Exhibit B projects could include in depth procedures agreed to by EY and the IAA in advance related to one or more of the items identified in Exhibit A.

Total fees for such other consulting services shall 1) be agreed to prior to commencement of work, 2) be allocated among the agencies based on the same procedures included in the Exhibit A allocation, and 3) shall not exceed \$50,000, which represents an estimated 241 hours to be incurred, unless agreed to by the IAA, for the year ended June 30, 2025. Any part of the \$50,000 which is unused shall not be billed.

Agency	Maximum fee for each Agency, provided all Agencies listed below enter into agreements with EY	Percent of total
Alameda County Flood Control and Water Conservation District, Zone No.7	\$ 2,432	4.9%
Alameda County Water District	1,267	2.5
Antelope Valley-East Kern Water Agency	4,371	8.7
Casitas Municipal Water District	604	1.2
Central Coast Water Authority	1,373	2.7
City of Yuba City	290	0.6
Coachella Valley Water District	4,175	8.3
County of Kings	281	0.6
Crestline-Lake Arrowhead Water Agency	175	0.3
Desert Water Agency	1,682	3.4
Dudley Ridge Water District	1,369	2.7
Empire West Side Irrigation District	91	0.2
Kern County Water Agency	12,500	25.0
Littlerock Creek Irrigation District	69	0.1
Mojave Water Agency	2,589	5.2
Napa County Flood Control and Water Conservation District	876	1.8
Palmdale Water District	643	1.3
San Bernardino Valley Municipal Water District	3,096	6.2
San Gabriel Valley Municipal Water District	869	1.7
San Geronio Pass Water Agency	522	1.0
San Luis Obispo County Flood Control and Water Conservation District	754	1.5
Santa Clara Valley Water District	3,018	6.0
Santa Clarita Valley Water Agency	2,873	5.7
Solano County Water Agency	1,441	2.9
Tulare Lake Basin Water Storage District	2,640	5.3
Total	<u>\$ 50,000</u>	<u>100.0%</u>

EXHIBIT C**I. INDIVIDUAL CONTRACTOR AGREEMENTS**

EY may, during the twelve months ending June 30, 2025, perform other consulting services as requested by individual Contractors. These services will be performed and billed separately from the services outlined in Exhibits A and B.

The terms and conditions of any procedures performed under Exhibit C, including payment terms, will be outlined in a separate Statement of Work (SOW). These services, which will be agreed to by EY and the requesting Contractor in advance, will be documented in the example SOW attached to herein as Exhibit C-1. An Exhibit C-1 statement of work will be made available to any Contractor upon request. All other provisions of the Contractor's signed contract with EY for the twelve months ending June 30, 2025, will continue to be in effect.

Total fees for such other consulting services shall be agreed to with the individual Contractor prior to commencement of work. The fees for services provided under Exhibit C will be outside of those referenced in Exhibits A and B, and will be paid for directly by the requesting Contractor.

EXHIBIT C-1**Statement of Work**

This Statement of Work with the attached Exhibit, dated June 7, 2024 (this “SOW”) is made by Ernst & Young LLP (“we” or “EY”) and Palmdale Water District on behalf of itself (“you” or “Client”), pursuant to the Agreement, dated July 1, 2022 (the “Agreement”), between EY and Palmdale Water District (“Agency”).

Except as otherwise set forth in this SOW, this SOW incorporates by reference, and is deemed to be a part of, the Agreement. The additional terms and conditions of this SOW shall apply only to the Services covered by this SOW and not to Services covered by any other SOW pursuant to the Agreement by and between EY and the Agency dated July 1, 2022. Capitalized terms used, but not otherwise defined, in this SOW shall have the meanings defined in the Agreement, including references in the Agreement to “you” or “Client” shall be deemed references to you.

Scope of services

Except as otherwise set forth in this SOW, this SOW incorporates by reference, and is deemed to be a part of, the Agreement. This SOW sets forth the terms and conditions on which EY will perform certain professional services as described [INSERT DEFINITION OF SERVICES] (the “Services”) for Agency, a member of the State Water Contractors (the “Contractors” or “SWC”) Independent Audit Association (the “IAA”), for the twelve months ending June 30, 2025.

Any changes to the above scope of work will be agreed upon in writing and signed by both parties and will amend this original SOW.

The Services are advisory in nature and will not constitute an audit performed in accordance with Generally Accepted Accounting Principles. EY will perform the Services in accordance with the Statement of Standards for Consulting Services (CS100) of the American Institute for Certified Public Accountants (AICPA).

Your specific obligations

You acknowledge that the Services are sufficient for your purposes.

You will not, and you will not permit others to, quote or refer to the Reports, any portion, summary or abstract thereof, or to EY or any other EY Firm, in any document filed or distributed in connection with (i) a purchase or sale of securities to which the United States or state securities laws (Securities Laws) are applicable, or (ii) periodic reporting obligations under Securities Laws. You will not contend that any provisions of Securities Laws could invalidate any provision of this agreement.

We also draw your attention to the reservations set out in paragraph 5 of the General Terms and Conditions of the Agreement, as well as your management responsibilities under paragraph 6, your obligations under paragraphs 11 and 12, and your representation, as of the date hereof, under paragraph 26 thereof.

Limitations on scope

EY will not: render an assurance report or opinion under the Agreement, nor will the Services constitute an audit, review, examination, or other form of attestation as those terms are defined by the American Institute of Certified Public Accountants; provide any legal opinion or legal advice; perform ongoing internal control monitoring activities or other control activities that affect the execution of transactions or confirm that transactions are properly executed and/or accounted for; perform routine activities in connection with Client's financial processes that are equivalent to those of an ongoing compliance or quality control function; determine which, if any, recommendations for improving internal control should be implemented; act on Client's behalf in reporting to Client's Board of Directors or Audit Committee, authorize, executive or consummate transactions or otherwise exercise authority on Client's behalf; prepare source documents on transactions.

Specific additional terms and conditions

The Services are advisory in nature. EY will not render an assurance report or opinion under the Agreement, nor will the Services constitute an audit, review, examination, or other form of attestation as those terms are defined by the American Institute of Certified Public Accountants. None of the Services or any Reports will constitute any legal opinion or advice. We will not conduct a review to detect fraud or illegal acts, nor will we test compliance with the laws or regulations of any jurisdiction.

Notwithstanding anything to the contrary in the Agreement or this SOW, we do not assume any responsibility for any third-party products, programs or services, their performance or compliance with your specifications or otherwise.

We will base any comments or recommendations as to the functional or technical capabilities of any products in use or being considered by you solely on information provided by your vendors, directly or through you. We are not responsible for the completeness or accuracy of any such information or for confirming any of it.

Notwithstanding the restrictions on disclosure set forth in the Agreement, Client may disclose EY's Reports prepared pursuant to this SOW to the Department of Water Resources (the "Department"), to the extent such Reports are (i) used only for the Client's benefit and not to be relied upon for the third party's own use and/or benefit; (ii) such third parties have agreed not to further disclose such Reports or any portion thereof to any other person or entity without EY's written consent and not to make any claims against EY arising out of or in connection with the Reports; and (iii) Client agrees to indemnify EY against third party claims.

Where our written consent under the Agreement is required for you to disclose to a third party any of our Reports (other than Tax Advice), we will also require that third party to execute a letter substantially in the form of Exhibit D to the Agreement. To the extent the Agency is permitted to disclose any written Report as set forth herein, it shall disclose such Report only in the original, complete and unaltered form provided by EY, with all restrictive legends and other agreements intact.

Unless prohibited by applicable law, we may provide Client Information to other EY firms, EY Persons and external third parties, who may collect, use, transfer, store or otherwise process such information in various jurisdictions in which they operate in order to provide support services to any EY Firm and/or assist in the performance of the Services.

After the Services under this SOW have been completed, we may disclose or present to prospective clients, or otherwise in our marketing materials, that we have performed the Services for you, and we may use your name solely for that purpose, in accordance with applicable professional obligations. In addition, we may use your name, trademark, service mark and logo as reasonably necessary to perform the Services and in correspondence, including proposals, from us to you.

Compliance with U.S. immigration requirements may require EY to provide certain information to the U.S. Citizenship and Immigration Services ("USCIS") to confirm that EY employees on certain visas are, in fact, EY employees and not employees of the Client or other clients of EY. This will include providing certain information regarding work locations to support compliance with the visa requirements. As such, EY may disclose to USCIS information regarding this SOW, including the Client's identity and location, as well as a redacted copy of this SOW. Upon providing this information, EY will request that USCIS keep any such information confidential. In further support of these legal requirements, the U.S. Department of Labor (DOL) regulations, at 20 CFR § 655.734(a)(1)(ii)(A), require the posting of notice of a Labor Condition Application (LCA) in instances where individuals holding H-1B visas will be working on the Client's premises. EY and the Client will work together to develop an appropriate notice as required. The Client acknowledges that EY resources will be operating at all times as an employee of and under the direction and control of Ernst & Young U.S. LLP's management, and all activities including supervision, hiring and firing decisions, and performance evaluations are controlled by Ernst & Young U.S. LLP. The Client will not have the right to control EY resources. At all times, EY resources will receive direction from an EY manager while on-site at the Client premises.

You shall not, while we are performing the Services hereunder and for a period of 12 months after they are completed, solicit for employment, or hire, any EY personnel involved in the performance of the Services, provided, that you may generally advertise available positions and hire EY personnel who either respond to such advertisements or who come to you on their own initiative without direct or indirect encouragement from you.

The Agency shall, among other responsibilities with respect to the Services, (i) make all management decisions and perform all management functions, including applying independent business judgment to EY work products, making implementation decisions and determining further courses of action in connection with any Services; (ii) assign a competent employee within senior management to make all management decisions with respect to the Services, oversee the Services and evaluate their adequacy and results; and (iii) accept responsibility for the implementation of the results or recommendations contained in the Reports or otherwise in connection with the Services. The Agency hereby confirms that management of the Agency accepts responsibility for the sufficiency of the Services. In performing the Services neither EY nor EY's partners or employees will act as an employee of the Agency.

The Agency represents and warrants to EY that the Agency's execution and delivery of this Agreement has been authorized by all requisite corporate or other applicable entity action and the person signing this Agreement is expressly authorized to execute it on behalf of, and to bind, the Agency.

The performance of the Services and the parties' obligations in connection therewith are subject to the additional terms and conditions set forth in the Agreement.

It is understood that the Agency is not bound by our findings in any controversy or disagreement between the Agency and the Department of Water Resources should the Agency disagree with our findings.

We would also request that, if any IAA member discovers discrepancies in billings or other financial statements relative to their State Water Project costs, in addition to your working with the Department to correct the error, please notify EY for potential future inclusion as part of their procedures related to all IAA members.

Project deliverables

The matrix below lists the specific deliverables and related timelines that EY will provide to **(insert Contractor)**.

Deliverable	Timeline	Comments

Additional responsibilities

EY will provide **(insert Contractor)** with a timeline/schedule related to all project deliverables prior to the start of work on the project.

EY will notify **(insert Contractor)** in writing of any incremental changes to the original project estimate.

Production of all elements described in the “Project deliverables” section of this SOW is to be included in the cost breakdown under the “Pricing and payment terms” section below, agreed upon by **(insert Contractor)** and EY for this project.

Fees and billing

Below is a summary of the current cost estimates for this SOW. Due to the complexities and variable nature of this project, actual costs could vary from these estimates. In the event costs are expected to exceed the estimate, EY will contact **(insert Contractor)** before performing any additional work.

Out-of-pocket expenses incurred during this contract are not included in the above SOW estimated cost. Expenses include such items as travel, meals, accommodations, and other administrative expenses based on actual amounts incurred.

Invoices for time and expenses will be billed monthly and are due upon receipt.

IN WITNESS WHEREOF, the parties hereto have executed this SOW as of the day and year written below.

Palmdale Water District

Ernst & Young, LLP

Representative

Representative

Signature

Signature

Printed Name

Printed Name

Title

Title

Address

Address

Date

Date

EXHIBIT D**FORM OF ACCESS LETTER**

[Letterhead of EY]

[Addressee (e.g., third party seeking access to EY Report)]

[Month XX, 20XX]

[Street Address]

[City, State Zip]

Dear [] :

[Client] (the “Client”) has informed Ernst & Young LLP (“EY”) that it wishes to disclose to [party seeking access] (the “Recipient”) EY’s [describe report(s)] , dated [] , relating to [describe subject] (the “Report(s)”). EY has not placed any limitations on the Client’s ability to disclose any contents of the Report relating to the tax aspects or structure of any transaction proposed by the Client.

EY performed services only for the Client. EY did not undertake the services on behalf of, or to serve the needs of, the Recipient or any other third party. As part of such services, EY did not audit the Client’s financial statements.

EY prepared the Report(s) solely for the Client. The Report(s) address[es] only the issues identified by the Client, and [is/are] based solely on information obtained by EY using the procedures specified by the Client or otherwise provided by or on behalf of the Client. The Report(s) [is/are] subject to many limitations and [do/does] not provide any form of assurance with respect to any of the information referred to therein. The Recipient understands and accepts the scope and limitations of the Report(s).

Except (1) where compelled by legal process (of which the Recipient will immediately notify EY and tender to EY, if it so elects, the defense thereof), (2) with respect to any contents of the Report relating to the tax treatment and tax structure of the proposed transaction (including any facts that may be relevant to understanding the proposed tax treatment of the proposed transaction), or (3) with EY’s prior written consent, the Recipient will not, circulate, quote, disclose or distribute any of the Report(s) or any information contained therein, or any summary or abstract thereof, or make any reference thereto or to EY, to anyone other than the Recipient’s directors, officers or employees or legal advisors who, in each case, need to know its contents in order to _____ , and who have agreed to be bound by the terms and conditions of this agreement to the same extent as the Recipient.

The Recipient further agrees that it will not, and will not permit others to, quote or refer to the Report, any portion, summary or abstract thereof, or to EY, in any document filed or distributed in connection with (a) a purchase or sale of securities to which the United States or state securities laws ("Securities Laws") are applicable or (b) periodic reporting obligations under Securities Laws. The Recipient will not contend that any provisions of Securities Laws could invalidate any provision of this agreement.

In further consideration of EY allowing the Recipient access to the Report(s) and the information contained therein, the Recipient agrees that:

1. It does not acquire any rights against EY, and EY does not assume any duties or obligations to the Recipient or otherwise, as a result of such access.
2. It will not rely on the Report(s) or any portion thereof and will make no claim that it has done so.
3. It will make no claim against EY, its partners, employees or affiliates, or other members of the global Ernst & Young network (collectively, the "EY Parties" that relates in any way to the Report(s), any information contained therein, or the Recipient's access to the Report(s).
4. To the fullest extent permitted by applicable law, it will indemnify, defend and hold harmless the EY Parties from and against any claim or expense, including reasonable attorneys' fees, suffered or incurred by any EY Party relating to any breach by the Recipient of any of its representations or agreements contained herein or the use or disclosure of the Report(s) or any portion thereof by anyone who received it directly or indirectly from or at the request of the Recipient.

Very truly yours,

Ernst & Young LLP

Accepted by:

[Addressee]

By: _____



BOARD MEMORANDUM

DATE: June 24, 2024
TO: BOARD OF DIRECTORS
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: *APPROVAL OF ADOPTION OF WORKPLACE VIOLENCE PREVENTION PLAN. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA/PERSONNEL COMMITTEE)*

Recommendation:

Staff and the Personnel Committee recommend that the full Board approves the adoption of the proposed Workplace Violence Prevention Plan.

Alternative Options:

The Board can choose not to approve the Workplace Violence Prevention Plan.

Impact of Taking No Action:

The District would not be in compliance.

Background:

Palmdale Water District has an existing Workplace Violence Policy in the Employee Handbook. The proposed Workplace Violence Prevention Plan is an extension of this existing policy and complies with the regulatory requirements of Labor Code section 6401.9.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 2 – Organizational Excellence.
 This item directly relates to the District’s Mission Statement.

Budget:

This item has no budget impact.

Supporting Documents:

- PWD Workplace Violence Prevention Plan
- Violent Incident Log



PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

WORKPLACE VIOLENCE PREVENTION PLAN

EFFECTIVE JULY 1, 2024

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: July 1, 2024

Date of Last Revision(s): July 1, 2024

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, visitors, consultants, and vendors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator has the authority and responsibility for implementing the provisions of this plan for Palmdale Water District, also reference as "The District" throughout this plan. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Angelica Garcia	HR Manager	Overall responsibility for the plan: Approves the final plan and any major changes, handles investigation of workplace violence. Responsible for emergency response, hazard identification, and coordination with other employers; Oversees emergency response procedure plans.	661-456-1048	agarcia@palmdalewater.org
Heather Oates	Risk & Emergency Management Administrator	Responsible for employee involvement and training; organizes safety meetings, updates training materials, and handles any initial reports of workplace violence, follow up on corrective action, annual reporting requirements, and ensures initial training. Responsible for emergency response, hazard identification, and coordination with other employers; Oversees safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.	661-456-1011	hoates@palmdalewater.org

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

Palmdale Water District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- As part of initial implementation employees were requested to participate in a workplace violence hazard assessment survey to assist with identifying hazards in the workplace.
- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence.
 - A safety committee made up of employees from each department. The safety committee will meet monthly to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them, review of recent incidents, and reviews of safety procedures.
 - Designing and implementing training:
 - The program administrator will be responsible for the design and implementation of training of employees on the WVPP.
 - The Safety Committee will also provide input on the training activities for the WVPP such as a new training scenario based on a recent incident.
 - The Risk & Emergency Management Administrator will conduct training through new employee orientations, general safety meetings, and annual formal WVPP training. All training of employees will be documented.
 - Reporting and investigating workplace violence incidents:
 - The Risk & Emergency Management Administrator will act on initial reports, and Human Resources will conduct the investigation of workplace violence incidents. Managers and/or supervisors may assist and/or lead the investigation based on the direction of Human Resources.

Employees who have reason to believe they, or others, may be victimized by a violent act at the workplace or as a direct result of their employment with the District, shall inform Human Resources.

- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. Employees will follow the provisions listed in the WVPP; the Safe Work Practices within the Safety Manual; and the Workplace Violence Policy in Palmdale Water District's employee handbook.
- The plan shall always be in effect and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of Palmdale Water District Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. All employees will be trained on the WVPP. Employees (including managers and supervisors) are responsible for:
 - their own behavior by interacting responsibly with fellow employees, supervisors, and customers;
 - being familiar with District policy regarding workplace violence;
 - promptly reporting actual and/or potential acts of violence to appropriate authorities;
 - cooperating fully in investigations/assessments of allegations of workplace violence;

- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by quarterly recognition of employees and awarding employees who have taken actions to make the workplace safe. Employees can receive recognition by submitting a suggestion to the Safety Committee to improve security related to workplace violence with the suggestion being approved by the Safety Committee and management for implementation. The process to submit recognitions should follow the District's reward and recognition guidelines.
- Discipline employees for failure to comply with the WVPP. Palmdale Water District existing discipline process as outlined in the employee handbook will be followed if this policy is violated.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team and staff, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards through the safety committee.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns. Supervisors are provided with general communication training to encourage dialogue of all types with employees and this training will provide for better communication with reports of workplace violence.
- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
 - Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken while maintaining confidentiality. Human Resources and/or Risk and Emergency Management Administrator will directly respond to the reporting employee by written and/or verbal communication on the investigation and the corrective action taken.
 - Communicate during monthly safety meetings any updates to the plan, recent incidents, and coordinate training sessions.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Palmdale Water District will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished through verbal communication. If that's not possible, employees will report incidents directly to the WVPP administrator, Human Resources Director and/or the Risk and Emergency Management Administrator
 - a. Employees can confidentially report a safety suggestion via the District Intranet.

- b. Employees can report incidents, threat, or other violence concerns to their direct supervisor, manager, and/or Human Resources.
- c. If a member of management, Human Resources, or Risk and Emergency Management Administrator is not available for non-emergency incidents of workplace violence that would require law enforcement employees can contact Palmdale Sheriff's station at 661-272-2400.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated per the Palmdale Water District Employee Handbook.

EMERGENCY RESPONSE PROCEDURES

The District has an Emergency Action Plan (ERP) for each location that includes the following reporting, evacuating, or sheltering in place procedures: evacuation procedures, medical event, violent individual, earthquake, Fire, hazardous materials, utility failure, active shooter, reporting a phone/bomb threat, and receiving a phone/bomb threat. The ERP can be found in the District's intranet.

The below are summarized measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:
 - a. Radio communication, phone intercom system, in person verbal communication, and/or email communications methods will be used to alert employees of emergencies depending on the emergency and urgency.
 - b. In the event the security alarm is activated and the alarm monitoring receives an alarm notification they will contact the following PWD employees/vendors in order:
 - i. On-duty Treatment Plant Operator
 - ii. Message Minders After Hours Service
 - iii. John Wucherpfennig
 - iv. Wendell Wall
 - v. Jim Stanton
- Palmdale Water District has evacuation or sheltering plans. In the event of an emergency staff will shelter in place away from windows and outer doors if possible until the threat is cleared. In the event employees must evacuate they will meet at their designated assembly point. Supervisors or managers will take roll call to ensure all staff is accounted for. Once the building has been deemed safe, staff will reenter.
- In an emergency situation and immediate danger employees are to call 911 and should take any necessary and appropriate measures to protect themselves from immediate harm.

In the event of a workplace violence emergency notify the following:

Responsible Persons	Job Title/Position	Phone #	Email
Water Treatment Plant			
Joseph Marcinko	Operations Manager	Office: 661-456-1185	jmarcinko@palmdalewater.org
Adam Ly	Assistant General Manager	Office: 661-456-1017	aly@palmdalewater.org
All Other locations			
Heather Oates	Risk and Emergency mgmt. Administrator	Office: 661-456-1011 Mobile: 661-361-2357	hoates@palmdalewater.org
Angelica Garcia	Human Resources Director	Office: 661-456-1048	agarcia@palmdalewater.org

- Employees should also notify their designated supervisor/manager.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The District has the following locations and physical address:

1. Main Building: 2029 East Avenue Q, Palmdale, CA 93550
2. Leslie O. Carter Water Treatment Plant: 700 East Avenue S, Palmdale, CA 93550
3. NOB: 2025 east avenue Q, Palmdale, CA 93550

The following policies and procedures are established and required to be conducted by Palmdale Water District to ensure that workplace violence hazards are identified and evaluated in all locations of the District:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
- All non-confidential submitted/reported concerns of potential hazards will be forwarded to the Risk and Emergency Management Administrator and will be reviewed daily with the plan administrator, Human Resources Director.
- Confidentially submitted and reported concerns of potential hazards are retained by Human Resources and will be reviewed by the Human Resources Director, and the Risk and Emergency Management Administrator will be notified of any corrective actions as appropriate.
- The Safety Committee will review non-confidential submitted/reported concerns of potential hazards to provide input on correction from an employee perspective.

Periodic Inspections

Periodic inspections of security hazards consist of identifying and evaluating workplace violence hazards and changes in employees' work practices. This may require assessment for more than one type of workplace violence. The District performs inspections for each type of workplace violence by using the methods specified below.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Joe Marcinko, Operations Manager	Water Treatment Plant
Heather Oates, Risk and Emergency Management Administrator	NOB
Sandra Yliz, Human Resources Analyst	Main Building

Inspections for workplace violence hazards may include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.

- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile situations/behavior.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The availability of employee escape routes.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Review of reported safety suggestions in association with this policy.

The following are hazards specifically to an employee's job tasks and/or job site:

Onsite Staff at Main Building	Onsite staff at WTP	Staff that works in the field or offsite locations	Staff working with customers or public
-working at night or early morning. -encounters with a member of the public trespassing or seeking refuge. -encounters with individuals under the influence of substance.	-Working in an isolated area. -working at night or early morning. -encounters with a member of the public trespassing or seeking refuge. -encounters with individuals under the influence of substance. -working alone during the night. -animal attacks.	-Working in an isolated area. -working at night or early morning. -confrontation with aggressive individuals encountered during fieldwork. -threats or physical violence from individuals during field visits. -encounters with individuals under the influence of substance. -animal attacks. - Confrontations with individuals attempting to vandalize.	-exchange of money. -aggressive behavior from disgruntled or dissatisfied customers. -Robbery or theft attempts. -disputes over process or billing leading to confrontations.

Mitigation actions for the specific hazards above include:

Type 1:

- Be aware of your surroundings.
- Immediately report any suspicious persons near the workplace.
- Avoid confrontation with aggressive individuals, if unable to avoid practice de-escalation techniques in verbal communication and body language. Remove yourself from the situation as soon as possible.

- For field staff: Keep vehicles locked after exiting. If a situation appears unsafe, employees should lock themselves inside their vehicle and drive away when possible.
- Contact sheriff and/or dial 911 if in immediate danger.
- On-call staff has assigned radio to communicate with treatment plant for a check -in and check-out procedure when working on a remote area.

Type 2:

- When visiting a customer or business, check account notes for any alerts or history of threatening comments by a customer.
- When working with vendors, contractors, or consultants ensure any procedure and/or policy related to background checks and/or references are followed.
- Stay alert to your surroundings and be aware of any unusual or concerning behavior exhibited. Remove yourself from the situation and notify supervisor/manager of the incident.
- Train customer staff on de-escalation techniques.

Type 3:

- Do not allow access to un-authorized persons.
- Ensure good lighting at all facilities and report any necessary improvements utilizing proper channels.
- When entering into the building make sure the door is properly secured behind you.
- Report any violent behavior immediately to appropriate member of management and Human Resources.

Type 4:

- Do not allow tailgating (piggybacking). Tailgating occurs when an authorized individual allows an unauthorized individual into a secured premises (district building).
- Staff should escort any visitor, consultant, or vendors while they are in the building to ensure they do not access unauthorized areas.
- Immediately report any unauthorized access, suspicious activity, or individual that is unfamiliar and is not accompanied by a staff member.
- When an event is hosted at the District, ensure restricted areas within the building are secured so they remain inaccessible to unauthorized individuals.
- If an individual/visitor requests to see and/or meet with an employee and communicates they personally know the employee, receive approval from the employee prior to letting the visitor into any District property.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. Palmdale Water District will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection. If management and/or Senior Management are necessary to correct the hazardous condition, they will remain in a secure location until law enforcement with the necessary protection arrive to assist.
- All corrective actions taken will be documented and dated on the appropriate forms. The Risk and Emergency Management Administrator will document all corrective action on the workplace violence hazard correction form and include a description, time, date and location of the event that occur, the staff involvement in developing a correction plan, the method of correction, and date of correction.
- Corrective measures for workplace violence hazards will be specific to a given work area.

Examples of corrective measures that are in place and/or may be considered include:

- Make the workplace unattractive to robbers by:
 - Improve lighting around and at the workplace.
 - Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
 - Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
 - Reviewing the need to Hire security guards to have them patrol the workplace interior and perimeter based on frequency of events.
 - Install security surveillance cameras in and around the workplace.
 - Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems by:
 - Ensure the adequacy of workplace violence systems
 - Post emergency telephone numbers for law enforcement, fire, and medical services
 - Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
 - Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.
 - Ensure employees have access to a telephone with an outside line.
- Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 - Procedures for reporting suspicious persons, activities, and packages.
 - Provide/review employee, supervisor, and management training on emergency action procedures.
- Ensure adequate employee escape routes.
- Increase awareness by employees, supervisors, and managers of the warning signs of potential: workplace violence by completing training related to addressing and de-escalating violent behaviors.
- Limit the amount of cash on hand and use time access safes for large bills.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.

- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel as applicable.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as:
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
- Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

- Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.
- Share with staff support and resources, such as counseling services through the employee assistance program, and allow me off work if necessary, program to affected employees.
- Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

The District will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures The District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities the District has for interactive questions and answers with a person knowledgeable about the plan.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.

- Emergency medical care provided in the event of any violent act upon an employee.
- Post-event trauma counseling for employees desiring such assistance.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

The District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through the District's intranet, which allows an employee to review, print, and email the current version of the written WVPP.

RECORDKEEPING

The District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The District's WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of The District's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), The District will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

Authorization Signature:

By signing below, I, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan.

Dennis LaMoreaux , General Manager

Date of Signature

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
 - Addresses – physical and electronic
 - Telephone numbers
 - Social security number
-

Date of Incident: Click or tap to enter a date.

Time (or approximate time) that the incident occurred]: Click or tap here to enter text.a.m./p.m.

Location of Incident: Click or tap here to enter text.

Workplace Violence Type (based on the incident select the type(s) that fits):

- ☐ Type 1: Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- ☐ Type 2: Workplace violence directed at employees by customers, visitors, consultants, and vendors.
- ☐ Type 3: Workplace violence against an employee by a present or former employee, supervisor, or manager.
- ☐ Type 4: Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Other: Click or tap here to enter text.

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. **For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.**

- ☐ Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- ☐ Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- ☐ Threat of physical force or threat of the use of a weapon or other object.
- ☐ Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- ☐ Animal attack.
- ☐ Other: Click or tap here to enter text.

Explain: Provide a detailed description of the incident and any additional information on the violence incident type and what it included.

Workplace violence committed by:

Select the classification of the perpetrator:

<input type="checkbox"/> Customer	<input type="checkbox"/> Vendor
<input type="checkbox"/> Family or friend of a customer	<input type="checkbox"/> Stranger with criminal intent
<input type="checkbox"/> Coworker	<input type="checkbox"/> Supervisor or manager
<input type="checkbox"/> Partner or spouse	<input type="checkbox"/> Parent or relative
<input type="checkbox"/> Family or friend	<input type="checkbox"/> Former partner or spouse

☐ Other type of relationship:

Circumstances at the time of the incident:

<input type="checkbox"/> Employee performing normal duties	<input type="checkbox"/> Working in a community setting	<input type="checkbox"/> Unable to get help or assistant
<input type="checkbox"/> Employee isolated or alone	<input type="checkbox"/> Working in poor lighting	<input type="checkbox"/> Working in unfamiliar/new location
<input type="checkbox"/> Employee rushed	<input type="checkbox"/> Working during low staffing levels	<input type="checkbox"/> Working with customer/vendor

☐ Other:

Where the incident occurred:

<input type="checkbox"/> Main Building	<input type="checkbox"/> NOB	<input type="checkbox"/> WTP
<input type="checkbox"/> Main Building-Parking lot	<input type="checkbox"/> WTP-Parking lot	<input type="checkbox"/> Outside of Building-WTP
<input type="checkbox"/> Outside of Building-NOB/Main Building		

☐ Other:

Consequences of the incident, including, but not limited to:

-Was security or law enforcement contacted, if so what was their response?

Were there any injuries? ☐Yes ☐No

If there were any injuries, provide description of the injuries

Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? ☐Yes ☐No

If yes, please explain:

Did the severity of the injuries require reporting to Cal/OSHA? . ☐Yes ☐No

If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted

To be completed by Risk and Emergency Management Administrator or Human Resources

Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

This violent incident log was completed by:

Name of Person: Click or tap here to enter text.
Job Title: Click or tap here to enter text.
Date this log was completed Click or tap here to enter text.
Incident #: Click or tap here to enter text.

Signature of person completing this log



BOARD MEMORANDUM

DATE: June 24, 2024
TO: BOARD OF DIRECTORS
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***APPROVAL OF EMPLOYEE REWARD AND RECOGNITION PROGRAM. (\$1,100.00 – NOT-TO-EXCEED – BUDGETED – HUMAN RESOURCES DIRECTOR GARCIA/ PERSONNEL COMMITTEE)***

Recommendation:

Staff and the Personnel Committee recommend that the full Board approves the proposed Employee Reward and Recognition Program.

Alternative Options:

The Board can choose not to approve the proposed Program.

Impact of Taking No Action:

The District will continue the current reward and recognition program – “Job Well Done”.

Background:

The District currently has a reward and recognition program known as “Job Well Done”. However, the current program lacks clear guidelines, and there is a disconnect between the existing program and our District goals and values. Implementing a structured and well-defined employee reward and recognition program will not only motivate our employees but also align their efforts with the overall objectives of the District. The proposed program was created and defined with input from the Engagement Committee. By aligning the rewards and recognition to the District’s values, we can ensure that employees are recognized for achievements that contribute directly to the success of the District and help reinforce the District's values among employees.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 2 – Organizational Excellence.

This item directly relates to the District’s Mission Statement.

Budget:

This item is budgeted in the not to exceed amount of \$1,100.00.

Supporting Documents:

- PWD Reward and Recognition Program Guidelines



Rewards and Recognition Program Guidelines

1 Purpose

The purpose of this standard operation procedure is to establish guidelines for a Rewards and Recognition Program aimed at recognizing and rewarding employees for their contributions to our district. This program is designed to motivate, engage, and retain employees while promoting a positive work environment that values effort, core values, initiative, and dedication.

1.1 Scope

This program applies to all levels of employees, employed at a full-time and part-time capacity with the District.

2 Policy

2.1 Types of Recognition:

Formal Recognition: This includes annual recognition of achievements for certification and/or education and milestone service awards.

Informal Recognition: peer-to-peer recognition and management recognition in the form of “Kudos”.

This SOP incorporates elements of formal recognition as part of informal recognition.

2.2 Criteria for Recognition

Employees can be recognized and receive Kudos for the below categories of exceptional performance. The categories will be known as badges:

- ☐ Integrity Badge: Honors an employee when an action highly displays ethical, fair, reliable, honest, and courageous behavior.
- ☐ Teamwork Badge: Acknowledges an employee who collaborates with colleagues and respects other’s contributions to accomplish a project which benefit the District’s goals.
- ☐ Diversity & Inclusion Badge: Rewards employees when an action goes above and beyond to embrace and respect differing ideas.
- ☐ Passion Badge: Exemplifies an employee who shows District spirit by evidence of energy, enthusiasm, devotion, and motivation while pursuing excellence in one’s work, ideas, and goals in challenging situations.
- ☐ E.P.I.C (Efficiency, Problem-solving, Innovative, Creativity) Badge: Celebrate innovative ideas, solutions, or processes, recognize employees who successfully solve complex or critical problems, or brings forth a process or procedure that improves efficiency for their department and/or that significantly benefits the District’s.

- ☐ Leadership Badge: Honors employees who display exceptional leadership. This includes inspiring others, making tough decisions, leading by example, and leading change to contribute to the District's success.
- ☐ Customer Excellence Badge: Recognizes employees who go above and beyond to ensure customer satisfaction. This badge is only provided to employees by customers.
- ☐ Safety Excellence: Recognizes employees' contribution of safety related improvement to a safe work environment.

3 Recognition Process

All employees are encouraged to submit kudos for their colleagues for recognition. Employees may submit kudos by completing the Recognition Form.

4 Rewards

Employees who receive Kudos will be added to a drawing for gift cards. Each Kudo receive will be one entry for the drawing. An employee may have multiple entries to the drawing but can receive only one gift card per drawing. The drawing will occur quarterly during the All-Hands meeting. Employees must be an active employee at the time of the drawing to participate in the drawing.

Each gift card will be valued at \$25.00, added as earnings, and subject to applicable taxes. The amount of total gift cards for the drawing will be a maximum of \$200.00/quarter.

The amount of gift cards raffled each quarter will be 25% of the total Kudos submitted for the quarter, up to the maximum amount of \$200.00/quarter.

Any remaining amount for each quarter will be collected for an end of year drawing up to a maximum of \$300.00 for total amount of gift cards. This end of year drawing will occur during the last all-hands meeting, 4th quarter of the year. Any employee who received Kudos throughout the year and or received an achievement award will be added to the end of year drawing. An employee may have multiple entries to the drawing but can receive only one gift card per drawing. The value of each gift card for the end of year drawing will be \$25.00, added as earnings, and subject to applicable taxes.

5 Responsibilities

5.1 Employees

Are encouraged to recognize colleagues who make significant contributions to the company by submitting Kudos.

5.2 Managers and Supervisors

Are responsible for recognizing the achievements of their team members and promoting the program within their teams.

5.3 HR Department

Is responsible for administering the program and ensuring its fairness.

6 Conclusion

This Rewards and Recognition Program is an important part of our commitment to creating an environment that fosters recognition, appreciation, and motivation. By acknowledging and rewarding employees' contributions, we aim to encourage high performance, enhance job satisfaction, and promote a positive work culture. This program will be periodically reviewed to ensure it continues to meet the objectives of our District and remains meaningful to our employees. The District reserves the right to modify, supplement, or rescind any provision of this program as it deems necessary without prior notice.



BOARD MEMORANDUM

DATE: June 24, 2024
TO: **BOARD OF DIRECTORS**
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***APPROVAL OF EMPLOYEE HANDBOOK UPDATES. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA/PERSONNEL COMMITTEE)***

Recommendation:

Staff and the Personnel Committee recommend that the full Board approves the proposed updates to the Employee Handbook.

Alternative Options:

The alternative option is to not approve these updates to the Employee Handbook.

Impact of Taking No Action:

The Employee Handbook will be outdated.

Background:

The updates to the Employee Handbook are as follows:

- Disaster Service Worker-2.2-3-New-2.2:
 - Adds language to notify staff that they are considered a disaster service worker under government code section 3100-3109 and adds an affirmation of oath.
- Out of Class -3.11-30-Clarification:
 - Clarifies the intent for out of class pay to be for vacant positions and provides a maximum allowed time frame to be in an out of class pay status.
- Education Assistance/Certification Reimbursement-4.8-39-Update:
 - Separates required certifications/training from the education assistance process.
- Sick Leave-4.11-43-Update:
 - Updates the sick leave policy to align with current sick leave law and provides further guidance regarding sick leave usage.
- Bereavement-4.14-47-Update:
 - Updates the bereavement policy to align with current regulations/law. Adds a 30-day waiting period and a length of 3 months from the date of event to utilize the time. These changes align with the criteria for reproductive loss leave.

June 24, 2024

- Reproductive Loss-4.15-47-New:
 - o Adds information and criteria regarding reproductive loss leave. Employers are to provide eligible employees with a minimum of 5 days of leave for a reproductive event.
- Family and Medical Leave Act/California Family Rights Act-4.20.1-50-Update:
 - o Updates CFRA definition to align with current regulations.
- General Information-6.12.2-92-Update:
 - o Updates the safety shoe allowance from \$175.00 to \$250.00 based on Board of Directors approving an increase to this allowance earlier this year.
- Testing Procedures-6.3.2-Update:
 - o Updates the language to reflect change in testing type based on recent Cannabis Law from AB-2188.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 2 – Organizational Excellence.

This item directly relates to the District’s Mission Statement.

Budget:

This item has no budget impact.



BOARD MEMORANDUM

DATE: June 24, 2024
TO: BOARD OF DIRECTORS
FROM: Dennis D. LaMoreaux, General Manager
RE: *CONSIDERATION AND POSSIBLE ACTION ON CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS SEAT A SOUTHERN NETWORK ELECTION FOR THE 2025-2027 TERM. (NO BUDGET IMPACT – GENERAL MANAGER LaMOREAUX)*

Background:

Each of the California Special Districts Association's (CSDA) six networks has three seats on the Board. Candidates for these seats must either be a Board Member or management-level employee of a member district located in Network. Candidates for the election of Seat A Southern Network for the 2025-2027 Term are listed below. The ballot, candidate statements, and information sheets for each are attached. The District is asked to vote for one candidate by July, 26, 2024.

The candidates are as follows:

- Jo MacKenzie (incumbent), Vista Irrigation District
- Jason Dafforn, Valley Sanitary District
- Rodd Leja, Jurupa Area Recreation & Park District

Supporting Documents:

- CSDA Ballot
- Candidate Statements/Information Sheets



CSDA Board of Directors Election Ballot - Term 2025 - 2027; Seat A - Southern Network

Please vote for your choice

Choose one of the following candidates:

- Jo MacKenzie, Director, Vista Irrigation District *
- Jason Dafforn, General Manager, Valley Sanitary District
- Rodd Leja, Director, Jurupa Area Recreation & Park District

*Incumbent

☐ Jo MacKenzie* [\[view details\]](#)

☐ Jason Dafforn [\[view details\]](#)

☐ Ross Leja [\[view details\]](#)

Continue

Cancel



**California Special
Districts Association**
Districts Stronger Together

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: JO MacKENZIE

District/Company: Vista Irrigation District, *CSDA District of Distinction, Platinum Level*

Title: Director, Certificate in Special District Governance

Elected/Appointed/Staff: Elected

Length of Service with District: 32 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

- ✚ CSDA Board of Directors, President 2011, Vice President 2010, Treasurer 2008-2009
- ✚ CSDA Finance Corporation Board of Directors, 2007-present; President 2012, 2013, 2015- present
- ✚ Special District Leadership Foundation Board of Director, Treasurer, currently Vice President
- ✚ Fiscal and Audit Committees, rewrote 'Treasurer Job Description'; Membership Committee 2011-present; Chair 2020-2021, 2022 and 2024
- ✚ Legislative Committee 2004-present; Chair, 2006-2010 and 2012
- ✚ CSDA San Diego Chapter, Board of Directors, 1993-present; President 1998-2000; presently serve on the Chapter Executive Board
- ✚ Attend all Annual Conferences and Legislative Days

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

- ✚ ACWA: Past Board Director; Local Government, Chair 2014-2015 and Membership Committee
- ✚ ACWA Region 10 Board of Directors, Vice Chair, Alternate Chair, Director 1997-2010
- ✚ The California Association of Local Agency Formation Commissions (CALAFCO), Board Member and Legislative Committee member, 2017-2023

3. List local government involvement (such as LAFCO, Association of Governments, etc.):

- ✚ San Diego LAFCO, 1994-present: Commission Chair 2018 & 2019; Alternate 5 years; Special District Advisory Committee 14 years, Chair 2005-2009
- ✚ City of San Marcos Planning and Traffic Commissions
- ✚ Personally initiated the City of San Marcos Budget Review Committee in 1980, Chair 1996-2006
- ✚ Resource Conservation District of Greater San Diego County, Association Director, 2016 to present

4. List civic organization involvement and recognitions

- ✚ Special District Official of the Year by PublicCEO
- ✚ CSDA Legislative Advocate of the Year, 2011
- ✚ Graduate of CSDA's Special District Leadership Academy
- ✚ San Marcos Chamber of Commerce, Lifetime Ambassador
- ✚ Graduate of Leadership 2000, Cal State San Marcos
- ✚ Vista Community Development Associates, Treasurer
- ✚ Soroptimist International



RE-ELECT JO MACKENZIE

PROVEN EXPERIENCE LEADING SPECIAL DISTRICTS

- **DEDICATED**
- **FISCALLY RESPONSIBLE**
- **COMMITTED TO SPECIAL DISTRICTS**

It has been a privilege and honor to serve on the CSDA Board of Directors (Board) representing the Southern Network. Serving on the Board requires a commitment of time; I am in Sacramento at least twice a month for CSDA meetings. I have served as President, Vice President and Treasurer, and served as a Chair and/or member of the various committees. In 2010 and 2011, respectively, I was recognized as CSDA's Legislative Advocate of the Year and by PublicCEO as Special District Official of the Year.

During my tenure on the CSDA Board, I have formed working relationships throughout the Network and State that have given me an insight regarding the needs of special districts. Based on these insights and input from other CSDA directors, CSDA has worked to provide webinars at no cost to its members, begun offering the leadership academy three times a year and on-line, and the SDLF Board eliminated budget limits for scholarships. I serve on the CSDA and SDLF Boards, and I am proud of the collaboration that allows all special districts to take advantage of CSDA's programs.

During my term, I have been committed to continue building on the present foundation of CSDA's educational programs, state and federal legislative advocacy, and public outreach. CSDA is now the "voice of Special Districts", "the third leg of local government", and the 'go-to' association for legislative issues.

My proven leadership and public service experience, commitment to fiscal responsibility, and comprehensive LAFCO and special district knowledge make me the most qualified candidate to represent the Southern Network.

I have a true passion for and proven experience in leading Special Districts. I would be honored to continue serving on the CSDA Board as your Southern Network Director.

I am asking for your **Vote**.

ELECTRONIC VOTING ENDS JULY 26 AT 5:00 P.M.

**50+ CSDA EDUCATIONAL OPPORTUNITIES ARE LISTED ON
CSDA'S HOME PAGE**



1391 Engineer Street • Vista, California 92081-8840
Phone (760) 597-3100 • Fax: (760) 598-8757
www.vidwater.org

Board of Directors

Richard L. Vásquez, *President, Division 2*
Marty Miller, *Division 1*
Peter Kuchinsky II., *Division 3*
Patrick H. Sanchez, *Division 4*
Jo MacKenzie, *Division 5*

Administrative Staff

Brett L. Hodgkiss
General Manager
Ramae A. Ogilvie
Board Secretary
Elizabeth A. Mitchell
General Counsel

June 5, 2024

Re: Jo MacKenzie for CSDA Board of Directors, Southern Network, Seat A

Dear Board President:

On February 20, 2024, the Vista Irrigation District (VID) Board nominated Jo MacKenzie to the California Special Districts Association (CSDA) Board of Directors for the Southern Network, Seat A. As President of the Board, I'm requesting that your Board cast its vote for Jo MacKenzie, CSDA Board of Directors. Electronic ballot voting begins on June 10, 2024.

Jo's enthusiasm, commitment, and comprehensive knowledge of special districts have brought a high level of experience to the CSDA Board of Directors. Jo believes it is important that CSDA continue to be the voice of all special districts and build on the present foundation of legislative advocacy, educational programs, and public outreach.

Currently serving on the CSDA Board of Directors (Past President, 2011), Jo serves on the CSDA Legislative Committee; she served as the Committee Chair from 2006-2010 and in 2012 and was named Legislative Advocate of the Year in 2010. Jo currently serves as President of the CSDA Finance Corporation, and Vice President of the Special District Leadership Foundation. She also serves on the CSDA Member Services Committee and is very active with the San Diego Chapter of CSDA, serving as its President 1998-2000.

Jo was elected to the VID Board of Directors in 1992 and has since served as President nine times. She is currently a Commissioner on the San Diego Local Agencies Formation Commission (LAFCO) and served as Chair in 2019-2020; Jo has continuously served in various capacities on LAFCO since 1994. She has also served on the California Association LAFCO Board of Directors. Jo is a past Board Director for the Association of California Water Agencies and currently serves on its Membership and Local Government committees.

Jo is active in her local community, having served on the City of San Marcos Planning Commission, Traffic/Safety Commission, Budget Review Committee and Affordable Housing Task Force. She has also been active in the San Marcos Chamber of Commerce for over 30 years, serving as a Board Member and a Life Member Ambassador.

Jo is extremely active and engaged in all aspects of California special districts and her wealth of experience makes her the obvious choice for Southern Network, Seat A. I urge your Board to vote for Jo MacKenzie to continue her service as Seat A Director for the Southern Network. Thank you for your support!

Very truly yours,

Richard L. Vásquez
President, Board of Directors

Danielle Henry

To: Dennis LaMoreaux
Subject: RE: Jo MacKenzie for CSDA Board of Directors, Southern Network, Seat A

From: Ramae Ogilvie <ROgilvie@vidwater.org>
Sent: Wednesday, June 5, 2024 3:07 PM
Subject: Jo MacKenzie for CSDA Board of Directors, Southern Network, Seat A

CAUTION: This email originated from outside of PWD. Do not click links or open attachments unless you recognize the sender and know the content is safe.

On behalf of the Vista Irrigation District (VID), I am requesting your agency's support and vote for Jo MacKenzie for the California Special Districts Association (CSDA) Board of Directors for the Southern Network, Seat A. We are fortunate to have such a qualified candidate in Director MacKenzie. She has the unanimous support of VID's Board, as noted in the attached letter from VID's Board President Richard Vásquez.

Having known Director MacKenzie for more than 20 years and working with her at VID, I can attest to her very active involvement in special districts and her acquired comprehensive knowledge in statewide and local special districts issues. Attached you will find a candidate's statement summarizing Director MacKenzie's qualifications. As you will see, she possesses the knowledge and experience necessary to be an outstanding, engaged and highly effective CSDA Board member.

I urge your Board of Directors to vote for Jo MacKenzie to continue her service as Seat A Director for the Southern Network on the CSDA Board; electronic ballots will be emailed to your district's contact person on June 10, 2024 and must be received by CSDA by 5:00 PM on July 26, 2024. Please do not hesitate to contact me if have any questions or need additional information. Thank you for your consideration.

Regards,

Brett Hodgkiss
General Manager
bhodgkiss@vidwater.org

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California Special
Districts Association
Districts Stronger Together

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jason Dafforn

District/Company: Valley Sanitary District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 1 year

- 1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

Attend CSDA Conference and Leadership Academy

- 2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

ACWA, CASA

- 3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

N/A

- 4. List civic organization involvement:**

Desert Recreation Foundation Board of Directors

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

My name is Jason Dafforn. I am a Licensed Civil Engineer in the State of California with over 30 years of experience in the water and wastewater industry. I have 17 years of experience as a utility manager working for California local governments, including over eight years working for a special district.

California's special districts play a crucial role in the daily lives of millions, providing essential services ranging from water and sanitation to fire protection, healthcare, and many others. The California Special District Association (CSDA) provides resources, training, state and federal advocacy, and professional development to help special districts across the State flourish.

Today, special districts are confronted with unprecedented challenges. As a special district manager, I have gained a comprehensive understanding of these challenges, which positions me to provide valuable guidance and develop effective resolutions. My fresh ideas and unique perspective will enable the Board of Directors to proactively address current issues and future challenges, keeping CSDA ahead of the curve.

Together, we hold the power to shape the future and provide exceptional resources for special districts in California. By ensuring they remain at the forefront of delivering essential services and improving the quality of life for all residents, we can make a significant impact.

Let us build a stronger, more resilient future for California's special districts and the communities they serve.



JASON DAFFORN

for CSDA Board of Directors – Southern Network

My name is Jason Dafforn and I am excited to announce my candidacy for the CSDA Board of Directors, representing the Southern Network, which includes Los Angeles, Orange, San Diego, San Bernardino, Riverside and Imperial counties. I may be new to Valley Sanitary District in Indio, California, but I am not new to special districts.

As a Licensed Civil Engineer with over 30 years of experience in the water and wastewater industry, I bring a wealth of knowledge and expertise to this position. My 17 years of experience as a utility manager for California local governments, including over eight years working for a special district, have given me a deep understanding of the unique challenges and opportunities that our special districts face.

I have dedicated my career to improving water and wastewater services, providing safe and reliable infrastructure for communities. My role as General Manager at Valley Sanitary District has equipped me with the skills to lead and innovate, always striving to find effective solutions to complex problems. I am passionate about the critical role that special districts play in our daily lives. For special districts including irrigation, water, wastewater, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare and community services districts—to name a few—I am committed to supporting the essential services we all provide. I aim to bring a strategic and forward-thinking perspective to the Board of Directors, addressing current issues and future challenges to keep CSDA ahead of the curve.

Together, we can shape a stronger, more resilient future for California's special districts. By leveraging the resources and advocacy provided by CSDA, we can enhance the quality of life for all residents and keep our districts at the forefront of delivering essential services.

Thank you for your support!



Jason Dafforn, PE
General Manager, Valley Sanitary District, Indio, California

Danielle Henry

To: Dennis LaMoreaux
Subject: RE: Support Jason Dafforn for CSDA Board of Directors, Southern Network, Seat A!

From: Holly Gould <hevans@valley-sanitary.org>
Sent: Friday, June 7, 2024 1:49 PM
Subject: Support Jason Dafforn for CSDA Board of Directors, Southern Network, Seat A!

CAUTION: This email originated from outside of PWD. Do not click links or open attachments unless you recognize the sender and know the content is safe.

On behalf of the entire Board of Directors at Valley Sanitary District, located in the City of Indio, I am excited to announce that Jason Dafforn, our General Manager is running for a position on the California Special Districts Association (CSDA) Board of Directors, Southern Network, Seat A.

Mr. Dafforn brings a wealth of experience and knowledge through years working for Special Districts. His ability to foster collaboration amongst individuals working towards a common goal is second to none. As a Board, we are very fortunate and wish to share our General Manager's skills and abilities to serve Special Districts throughout the State and specifically for those here in the southernmost part of California.

Attached, you will find a candidate statement outlining his qualifications and vision for the future of our special districts.

You will receive an electronic ballot via email from CSDA on June 10, voting will remain open until July 26. Please follow the instructions in the email to cast your vote.

I kindly ask for your support in this election. Together, we can build a stronger future for California's special districts. If you have any questions or need further information, please do not hesitate to contact me.

Please vote for Jason Dafforn, Southern Network, Seat A.

Thank you,

Debra Canero

Board Presidnet



45500 Van Buren Street
Indio, CA 92201
760-238-5400

hgould@valley-sanitary.org
www.valley-sanitary.org

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California Special
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Districts Stronger Together

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: ROSS A. LEJA
District/Company: JURUPA AREA RECREATION & PARK DISTRICT
Title: DIRECTOR DIVISION 5
Elected/Appointed/Staff: ELECTED
Length of Service with District: 6 YEARS

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

NO

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

NO

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

NONE

4. List civic organization involvement:

JURUPA CHILDRENS CHRISTMAS PARTY

JURUPA DISTRICT LIONS CLUB

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

I am running for the open board position to bring representation for the Inland Empire to CSDA and grow CSDA in the Inland Empire. San Bernardino and Riverside Counties, together known as the Inland Empire, is one of the fastest growing regions of California and home to over 80 special districts. However, the Inland Empire currently has no representation on the Southern District Board.

I currently serve on the Board of Directors for the Jurupa Area Recreation and Parks District (JARPD). Our district serves the city of Jurupa Valley and a portion of the city of Eastvale. I have been in this position for six years. During this time we have grown our district by fourteen facilities. I have made it a mission to develop relationships with the other special districts in our area to help JARPD better serve its residents. I look forward to expanding this mission to the other special districts in the Inland Empire if I am elected to the Board representing the Southern District

I am an eight year Air Force Veteran, husband, father and grandfather. My wife of 49 years and I have made our home in Jurupa Valley for over three decades. I have served on the City of Jurupa Valley Traffic Safety Committee, acting as its first chair for three years. I also served on the Jurupa Unified School District Citizen Oversight Committee for a \$144 million bond measure as both Vice Chair and Chair. A cause close to my heart is my work with the Jurupa Children's Christmas Party, an organization that has distributed presents to underprivileged in Jurupa Valley for over 40 years.

I have always considered service to my country and community a privilege and would like to continue by serving on the board of the California Special Districts Association.



BOARD MEMORANDUM

DATE: June 24, 2024
TO: **BOARD OF DIRECTORS**
FROM: Mr. Wendell Wall, Facilities Manager
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***CONSIDERATION AND POSSIBLE ACTION ON AWARD OF JANITORIAL SERVICES CONTRACT TO BASE HILL, INC. (\$78,110.64 – NON-BUDGETED – FACILITIES MANAGER WALL)***

Recommendation:

Staff recommend Base Hill, Inc. be awarded a one-year agreement for janitorial services for the Main Building, NOB, and Water Treatment Plant offices and laboratory.

Alternative Options:

The District can continue janitorial services currently provided by Executive Facility Services.

Impact of Taking No Action:

Continuation of unsatisfactory performance.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 2 – Organizational Excellence.

Background:

The current janitorial service company, Executive Facility Services, has been providing janitorial services for the District facilities since March 1, 2023. The quality of the services provided by Executive Facility Services is unsatisfactory and many complaints have been received from various departments. In an effort to find a janitorial service that will provide more adequate services and ensure the District adheres to a competitive contract, allowing other contractors an opportunity to service the District, an RFP was initiated to solicit janitorial services. Staff received five bids and all proposals were evaluated by District staff. Base Hill Inc. was unanimously selected based on the proposal presented, the evaluation scores calculated, and the overall annual cost of \$78,110.64, which aligns with our current budget for janitorial services. The contract is scheduled to begin on July 1, 2024 or as soon as possible. The janitorial services provided by Base Hill, Inc. will include the Main Building, NOB, Water Treatment Plant, fleet and purchasing offices and select services for the laboratory. In addition to the basic janitorial services provided, Base Hill, Inc. will also perform semi-annual carpet cleaning, hard floor surface cleaning, and window cleaning services. This will allow the District to have all cleaning needs provided by one company, saving time and money.

June 24, 2024

Budget:

This item will have minimal impact to the budget. The current janitorial annual contract is \$39,775.72 and the new contract will be \$78,110.64 resulting in an increase of \$38,334.92.

Supporting Documents:

- Base Hill Inc. Proposal
- Tasks list with costs
- Bidder's costs

BASE HILL

Response to RFP for Annual Janitorial Services 2024 for Palmdale Water District

Presented to:

Jennifer Villa
Management Analyst
Palmdale Water District
jv@palmdalewater.org
661-456-1009

Presented by:

Sunny Kim
President and CEO
Base Hill Inc.
sunnykim@basehill.com
213-425-3070

Base Hill, Inc.

Building Maintenance Services

11823 E. Slauson Ave. Suite 3, Santa Fe Springs, CA 90670

BASE HILL

June 07, 2024

Jennifer Villa
Management Analyst
Palmdale Water District

Dear Ms. Villa:

Thank you for allowing us to present our formal proposal submitted on behalf of Base Hill Building Maintenance Services in response to the RFP for Annual Janitorial Services 2024 for Palmdale Water District. We are very pleased to take part in this opportunity to offer our services.

We hereby state that no exceptions are taken to any specification requirements or contract terms and conditions of the RFP for Annual Janitorial Services 2024 for Palmdale Water District. This proposal is valid for a term of 90 days from the due date of the proposal of June 09, 2024.

We are committed to providing our clients with the highest standards of quality of service. We strive to exceed expectations through our integrity, ethical values and commitment to client satisfaction.

All of us at Base Hill are committed to the execution and success of this proposal if Base Hill is selected as the vendor of your choice.

Please do not hesitate to contact me directly if you should have any question and/or concerns regarding the attached proposal.

In closing, I would like to thank you again for your time and consideration.

Respectfully,



Sunny Kim
President and CEO
11823 E. Slauson Ave. Suite 3 Santa Fe Springs, CA 90670
Cell: 213-235-7722
Fax: 213-425-3071
sunnykim@basehill.com
www.basehill.com

BASE HILL

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BASE HILL

Profile of Contractor

Profile of Firm

For over 20 years Base Hill has been providing outstanding building and property maintenance services for private properties, commercial facilities, federal, and local governments. The properties we maintain range from large high-rise buildings to smaller private office spaces. Our highly skilled workforce services approximately 2 million square feet every year.

Base Hill is an SBA 8(a), Disadvantaged Business Enterprise (DBE) certified company with many years of management and operation experience, our management team and our company has continued to grow both in size and reputation. We take particular pride in our ability to exceed the highest expectations of our clients.

Brief History

The company started in September 1982, by the President of Base Hill, Sunny Kim's father Mr. Hong Kim. The company was based out of Long Beach, CA and called Kim's Building Maintenance. In the summer of 2000, Mr. Kim retired. Sunny Kim acquired his father's maintenance company, he named the new company KBM-Jan Point. In the following years Sunny continued to grow the company. The company was incorporated in June 2005 as Base Hill, Inc. with two office locations in Santa Fe Springs and Pomona. Base Hill operates in Southern and Northern California, with a team of 10 office staff and over 50 full and part-time cleaning crews and affiliates.

Mission Statement

Base Hill is dedicated to the highest ideal of customer satisfaction by providing an outstanding service product to not only meet but exceed our client's expectation of a clean and healthy work environment.

Vision Statement

We are constantly working to establish ourselves as the most respected and sought-after cleaning company. We seek to build a partnership philosophy based on solid and trusting relationships with our clients.

BASE HILL

Values

- **Respect** - we hold our clients and employees in the highest regard. We value our employees as our most important client, so they will treat each company they service as their most important customer.
- **Integrity** - the foundation and philosophy our company is built upon.
- **Responsibility** - your satisfaction is our satisfaction. We strive for openness and do what we say we will do.

Staffing

All Base Hill personnel are thoroughly screened, trained, and qualified. All personnel undergo criminal background checks and are screened for any health issues and concerns. We will adjust manpower according to the need, as the evaluations are made.

Training

Base Hill employees are trained in providing top tier cleaning service. Employees are trained from hire on cleaning practices, methods, and efficiency. During training and pre-performance meetings, employees go through a step-by-step process of defining and detailing each task associated with their responsibility. Re-fresher training course is applied to employees yearly and when deficiencies arise. All janitorial crew members will be cross-trained to ensure availability of crew member to compensate for any time-off, vacation, and medical leave.

Security

All Base Hill will abide by the agency's standard for background check, especially for security sensitive areas. All staff will be wearing company vests for easy identification in the midst of a group of people or in an open environment. Furthermore, the name badges will be worn for specific needs of an individual's identity.

Finance and Stability

Base Hill's revenue has been always growing in spite of even the difficulties of Covid-19 era. Thus, our company also has sufficient capacity and resources to take on this project successfully. Base Hill has no lawsuit, litigation, or conflict of interest in last five years. Also, our company does not have a project where claims or settlements were paid by us or the insurers.

BASE HILL

Qualification of the Contractor

a. Client business name, location, and personal contact and title with telephone number and email	United States Department of the Navy Custodial Services at Marine Corps Air Station Miramar, Michael Lichtenthaler, CO, 619- 254-6363 office, 858-577-7780 mobile, michael.j.lichtenthaler@navy.mil
b. Scope of Services including description of services provided, number and type of buildings serviced, total square footage serviced, and percentage of work for which the proposer was responsible	Full janitorial services and floor care for Marine Corps Air Station Base facility located in Miramar, CA, 66 buildings including offices, training facility, reserve center, library, children's center, transportation center, warehouse, aircraft hangar, etc., approximately 529,126 Sqft, 100%
c. Key personnel and subcontractors employed, and total staff assigned to project, including number of supervisors.	Kurt Yoon, no subcontractors but only for windows – A1, 10 assigned
d. Approximate monthly cost and annual contract cost	\$52,543.60/month, \$ 630,523.20/year
e. Number of years the Proposer has continuously serviced the account and which years	5 years, 03/28/2019 - 03/31/2024
f. Statement of the Proposer's adherence to the schedule and budget	Base Hill has adhered to the schedule and budget

a. Client business name, location, and personal contact and title with telephone number and email	US Army 63rd Readiness Division Region 5 Janitorial, Matthew Buretz, Main AFOS, 714- 428-7250, matthew.m.buretz.civ@mail.mil
b. Scope of Services including description of services provided, number and type of buildings serviced, total square footage serviced, and percentage of work for which the proposer was responsible	Managing and providing full janitorial services and floor care for US Army Base facilities located throughout Southern CA, various buildings in 13 army bases, approximately 1,309,200 Sqft, 100%
c. Key personnel and subcontractors employed, and total staff assigned to project, including number of supervisors.	Phillip Van, Good Will, FRW, Elwyn, 21 assigned
d. Approximate monthly cost and annual contract cost	\$160,500/month, \$1.98mil/year

BASE HILL

e. Number of years the Proposer has continuously serviced the account and which years	3 years, 01/01/2020 – 12/31/2022
f. Statement of the Proposer's adherence to the schedule and budget	Base Hill has adhered to the schedule and budget

a. Client business name, location, and personal contact and title with telephone number and email	Jurupa Community Services District (City of Eastvale – Jurupa Valley), Travis Viseth, Park Foreman, 951-790-6157, tviseth@jcsd.us
b. Scope of Services including description of services provided, number and type of buildings serviced, total square footage serviced, and percentage of work for which the proposer was responsible	Full janitorial service, debris pick up including all green area, and day porters for parks, park restrooms, trail, and special events for the city, 15 parks, snack area, restrooms, and 1 historical building garden, approximately 500 acres and 20,000 sqft, 100%
c. Key personnel and subcontractors employed, and total staff assigned to project, including number of supervisors.	John Yang, no subcontractors, 4 assigned
d. Approximate monthly cost and annual contract cost	\$19,641.61/month, \$235,699.32/year
e. Number of years the Proposer has continuously serviced the account and which years	3 years, 03/18/2019 – 03/17/2022
f. Statement of the Proposer's adherence to the schedule and budget	Base Hill has adhered to the schedule and budget

a. Client business name, location, and personal contact and title with telephone number and email	City of Rosemead, Marty Jones, Public Services Director, 626-569-2262, mjones@cityofrosemead.org
b. Scope of Services including description of services provided, number and type of buildings serviced, total square footage serviced, and percentage of work for which the proposer was responsible	Full janitorial services and floor care for city facilities, 12 locations including park, community center, sports complex, gymnasium, public safety center, aquatic center, etc., approximately 200,000 sqft, 100%
c. Key personnel and subcontractors employed, and total staff assigned to project, including number of supervisors.	Phillip Van, no subcontractors, 5 assigned

BASE HILL

d. Approximate monthly cost and annual contract cost	\$16,840/month, \$202,080/year
e. Number of years the Proposer has continuously serviced the account and which years	3 years, 04/16/2018 – 03/31/2021
f. Statement of the Proposer's adherence to the schedule and budget	Base Hill has adhered to the schedule and budget

a. Client business name, location, and personal contact and title with telephone number and email	City of S. Pasadena, Francois Brard, Public Works Director, 626-403-7200, fbrard@southpasadenaca.gov
b. Scope of Services including description of services provided, number and type of buildings serviced, total square footage serviced, and percentage of work for which the proposer was responsible	Full janitorial services and floor care for city facilities, 13 locations including city hall, council chambers, police department, war memorial building, park clubhouse, park restrooms, park youth house, city yard, recreation center, public library, senior citizen's center, and water facility, approximately 82,700 sqft, 100%
c. Key personnel and subcontractors employed, and total staff assigned to project, including number of supervisors.	Phillip Van, no subcontractors, 4 assigned
d. Approximate monthly cost and annual contract cost	\$16,757/month, \$201,084/year
e. Number of years the Proposer has continuously serviced the account and which years	3 years, 07/01/2019-06/30/2022
f. Statement of the Proposer's adherence to the schedule and budget	Base Hill has adhered to the schedule and budget

BASE HILL

Unique Qualities or Qualification

Continuing from the section above, Base Hill has had a unique opportunity to serve various water districts, as they will be listed in the reference section.

We believe most of the issues can be prevented by timely and skillful communication. Base Hill excels in this aspect. For example, we have successfully managed ability one contactors in numerous Army bases throughout Southern California to meet the standard and go beyond it as we have constantly communicated with the AFOS and facility mangers of different locations at the same time.

In addition, Base Hill is a mid-sized firm. And as a mid-sized firm, we have our advantage over other companies. We are not too big to be occupied with too many projects and lose focus on this contract from Palmdale Water District. Furthermore, we are not too small to lack in anyways as we have ample capabilities, resources, and manpower to complete each task with excellence.

BASE HILL

Project Understanding

Current workload and Availability of Key Personnel

The project manager dedicated to the Palmdale Water District is Chase Woo. His workload will be adjusted accordingly once we are awarded the contract from the Palmdale Water District. Other staff such as supervisors and the crew members will be fully dedicated to the hours for this project once confirmed. We prepare ourselves to always have supervisors and crew members available for times of emergency and times when there are needs for back up manpower.

Daily Verification, Inspection, and Management

The supervisor will be responsible for having all the checklist ready, which will be reflected on the weekly and monthly QC report. Aside from the regular reports, the project managers and the QC managers will be making random visits to make sure the supervisors and the crew members are continually performing at their best in all kinds of circumstances.

Periodic Service Scheduling and Quality Control

The periodic service will be scheduled by the project manager with the Palmdale Water District. Once the date is set for a specific service on a specific location, the project manager will be in communication with the supervisor and the crew members to perform the task. For each completion, pictures and videos will be taken by the supervisors and sent to the project managers and the Palmdale Water District for verification of quality.

Methodology

Base Hill prioritizes communication because we believe anyone can do the work, but if it is to be done in an efficient way and to the client satisfaction, not only initial communication establishment is important, but also constant flowing channel of communication needs to take the place throughout and until the project completion.

Our company will clearly present to our crew what needs to be done at what time. Each crew members will be led by the supervisors assigned to them. The project manager will oversee each supervisors and crew members and become the direct channel for communication for our client, and in this case, the Palmdale Water District.

Once we are awarded the contract, Base Hill will dedicate a team of supervisors and crew members. There will be back up supervisors and crew members, as well. They have been notified already of what may be assigned to them in the near future, so that they may prepare to clean if the bidding is successful. Additionally, there will be support from the headquarters, especially from the project manager, Chase Woo, for immediate response to any circumstances.

BASE HILL

Base Hill is always prepared for ensuring coverage in the event of staff absences (i.e. illness, vacations, and / or terminations). We have a number of supervisors and crew members available to be reallocated into different projects, when the need arises. As you may have observed from the team organizational chart, above, we have back up crews ready at all times.

Our project manager will be aware of the schedules in communication with the Palmdale Water District, and will arrange, accordingly, so that all gaps will be filled with our manpower to cover for any event or even emergencies. Also, in the case of emergencies, the project managers will be available via cell phone to immediately address the issue on hand.

Furthermore, please, read the documents in the Additional Data section for disinfect and sanitizing specifically for COVID-19, as well as for other sample products. Our company has already been providing a variety of disinfecting and sanitizing service for COVID-19 to many clients as we always challenge ourselves to meet the need of others when it comes to our industry services, not to mention them being part of our regular cleaning performance.

Base Hill Quality Control Manager and Supervisor/Crew Leader will ensure that all cleaning standards are up to par with Palmdale Water District. Before the contract start date, the Project Manager and Quality Control Manager will lead a meeting with all site staff to ensure that everyone knows what is type of quality is expected and what is expected from the different levels of services. The Site Supervisor will be collecting weekly/monthly QC reports to Project Manager for any follow-ups and rectifications.

All Base Hill personnel undergo extensive training in the use of equipment, product safety, and security measure. Employees undergo training based on the Worker Occupational Safety and Health Training and Education Program (WOSHTEP). Under the Commission on Health and Safety and Worker's Compensation of the State of California. In addition to WOSHTEP safety standards and OSHA safety standards.

Training Covers:

- Correct use of cleaning products.
- Correct use of cleaning machines/equipment.
- Carpet care and cleaning.
- Hard floor surface care and cleaning.
- Toilet/Restroom cleaning practices.
- Hygiene and infection control.
- Identifying potential hazardous issues.
- Dust control.
- Utility conservation.
- Waste management.
- Use of Personal Protective Equipment (PPE).

BASE HILL

Service Delivery

As we perform our duties, we understand that there are some things that needs more attention than others. Thus, we will do our best to emphasize to the crew, the following:

Base Hill cleaning crew will be supervised to make reports on a monthly basis on the status of the supplies to make sure that we can refill all necessary products such as soap, toilet paper, feminine products, etc.

When removing trash, recycling bins through the buildings will be identified to be properly collected and removed to a designated disposal area. Same will be done for the solid waste collection. We will not empty personal recycle containers at workstations, while emptying out large trash and recycling containers from all areas.

Wood Paneling shall be located to make sure that they are free of dirt, dust, streaks, and spots. All the metals surfaces will be polished to maintain a lustrous appearance. Our company has the full capacity to do the annual, biannual, and quarterly periodic work including the windows, floor strip/wax, and carpet shampoo cleaning.

We have provided the cleaning products sample, and as you can see, we use products that are environmentally friendly. We, also, will emphasize disinfecting the facilities, as we would like to take greater caution to prevent COVID-19.

Our staff will wear uniforms/vests with logo at all times. Also, they will take all precautions to be least possible disruptive to the public, tenants and/or employees.

When there are any malfunctions, the crew will be trained to report the issues to Facility Supervisor/Manager, immediately. We value communication as one of the top priority values in our company, thus, we will be in constant communication via the project manager. Whenever, there is a need, we will be there for it. Furthermore, to help our staff even more, we have distributed the provided work of scope in advance.

BASE HILL

Project Staffing

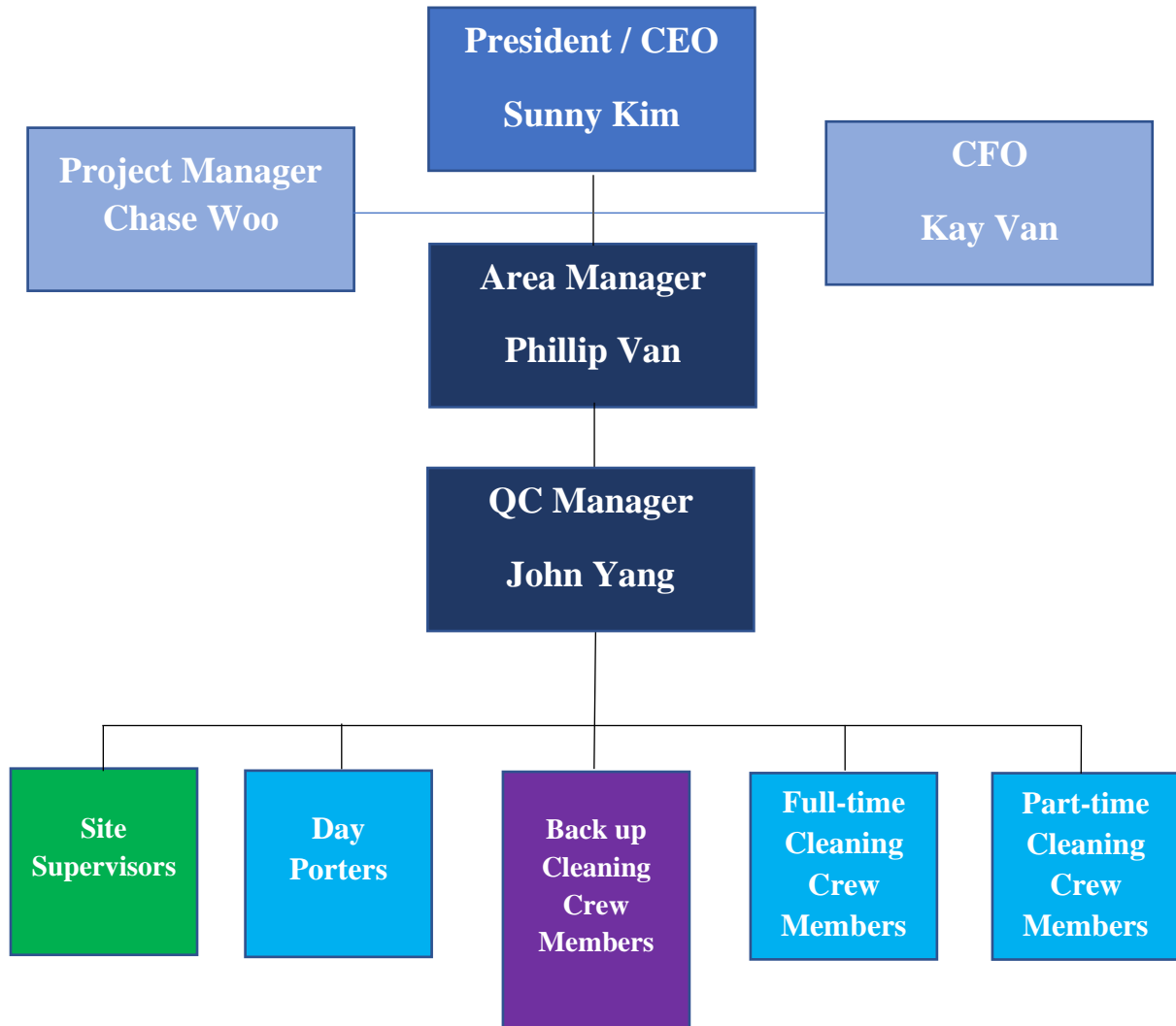
Base Hill has taken some initial steps to propose to our own staff of this contract. First of all, the supervisor who will be responsible for this project has accompanied the project manager on the job-walk. Our company was not just preparing to get the proposal together, but actually to prepare for the work to be done, if the contract was awarded to our company. That is the mindset that we always have as we attend each pre-proposal meetings and site visit.

After the site visit, we have gone over each points of the RFP with the relevant team members, so that we can properly secure the resources and the manpower for this contract. All we need is a green light from the Palmdale Water District to get started on the job for this contract. As you may have read from the profile of the firm and the work statement, we already have a team of staff who were trained in each part of the expertise needed for the scope. We will include a section of the sample training manual to the additional data section at the end for your reference. We have already mentioned previously that we are always ready with the back up crew for any projects as they're specifically assigned for those purposes.

*Supervisors will be overseeing each locations at different times and will be the communication bridge in between the project manager and the crew to address urgent or other as-needed services.

BASE HILL

Team Organizational Chart



Point of Contact

- President and CEO – Sunny Kim (cell: 213-235-7722, sunnykim@basehill.com)
- Project Manager – Chase Woo (cell: 714-514-2182, chasewoo@basehill.com)

BASE HILL

Sunny Kim

11823 Slauson Avenue, Suite 3, Santa Fe Springs, CA 90670 | 213-425-3070 | sunnykim@janpoint.com

President

Number of Years in Classification: 25, Number of Years with Firm: 20

Brief Summary of Professional Experience

Providing janitorial services for private companies and governments including carpet shampoo, floor care, window cleanings, and day porter services in overall building care.

Education

B.A | DEC, 1998 | CALIFORNIA STATE UNIVERSITY, LONG BEACH

- Bachelor in Business Administration, concentration on Finance

Skills & Abilities

CERTIFICATIONS

- 8(a) Certificate – Issued by US SBA for Disadvantaged Minority Business (June 2014-Current) Firm ID#: 306291
- DBE Certificate – Issued by California State, Disadvantaged Business Enterprise (Dec. 2017-Current) Firm ID#: 44399, California Unified Certification Program (CUCP).
- Janitorial Service Training Certificates area issued by Stover & Associates, Inc.
 - Understanding the request for proposal, 3/8/2017
 - How to Qualify for the GSA Schedule, 3/22/2017
 - Developing the Technical & Past Performance, 3/13/2017
 - Federal Contract Basics, 3/9/2017

Experience

- US Air Force Base, Fairbanks, Alaska – Janitorial Service, Contract ID # FA500418C004 \$617,564/5Yrs (April 2018-Current)
- FAA, Air Traffic Control Tower, Klamath Falls, Oregon – Janitorial Service, Contract ID #: DTFASA17C00343, \$44,100/5Yrs Current
- United States Army Recruiting Office, Berkeley, California – Janitorial Service, Contract ID #: W9123818P0031, \$5,520/Yrs (April 2018 – Current)
- DOT, Cal Trans, Los Angeles, California – Janitorial Service, Contract ID #: 0713000013, \$4,920/Year (Oct. 2014 – Current)

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Sang Woo (Chase Woo)

11823 Slauson Ave., Suite 3, Santa Fe Springs, CA 90670 | 213-425-3070 | chasewoo@janpoint.com

Account Manager

Number of Years in Classification: 2, Number of Years with Firm: 2

Brief Summary of Professional Experience

02'-13' Executive Assistant (Cru),

13'-17' Executive Assistant (Datassential),

19'-Present' Account Manager (Jan Point).

Education

B.S. | JUNE, 01' | UNIVERSITY OF CALIFORNIA, IRVINE

- Bachelor in Information and Computer Science
- Minor in Japanese

Experience

- 2019 – Present, Jan Point, Santa Fe Springs CA, Account Manger
 - Responsible for securing contracts over \$200k+
 - Manage client base in private sector, local and federal government contracts
 - Develop B2B relationships
- 2013 – 2017, Datassential, Los Angeles CA, Executive Assistant to the Executive Chairman
 - Project management (Website development, mobile app development, building purchase, tech event, political event, etc.)
 - Administrative management (Filing and organizing executive documents, digitizing documents especially for the Board of Directors, etc.)
 - Executive schedule management (Contacting and scheduling clients and prospects, coordinating with the Chairman to execute each schedule, etc.)
 - Team management (Sales report audit, executive communication to managers, etc.)
 - Building management (Executive office in Los Angeles)
 - IT support (Resolving hardware/software/networking issues related to the Chairman's needs)
- 2002 – 2013, Cru, Los Angeles CA, Executive Assistant to the National Director
 - Executive / Operation director of annual conference (coordinating for 3,000+ attendee)
 - Editor-in-Chief for annual conference publication (English and Korean)
 - Public relations director of annual conference
 - Staff training executive director (GCTC)
 - Overseas summer project director

BASE HILL

Phillip Van

11823 Slauson Ave., Suite 3, Santa Fe Springs, CA 90670 | 213-425-3070 | phillipvan@janpoint.com

QC Manager

Number of Years in Classification: 2, Number of Years with Firm: 8

Brief Summary of Professional Experience

2005 – 2010 Aura Asset Group – House Broker

2011 - 2016 Jan Point – Regional Manager

2017- Present Jan Point – Vice President

Education

B.S. | JUNE, 06' | UNIVERSITY OF CALIFORNIA, IRVINE

- Bachelor in Science of Business Administration, concentration on Economics/Sociology

Experience

- 2011 – 2016, Jan Point, Pomona CA, Regional Manager
 - Managed regional contracts
- 2017 – Present, Jan Point, Santa Fe Springs CA, Vice President
 - Contract specialist and representative

BASE HILL

John K. Yang

11823 Slauson Ave., Suite 3, Santa Fe Springs, CA 90670 | 213-425-3070 | johnyang@janpoint.com

Regional/Area Manager

Number of Years in Classification: 2, Number of Years with Firm: 8

Brief Summary of Professional Experience

06'-08'	Managed/Operated Auto Shop (Smog Center),
09'-15'	Project Manager (Jan Point),
15'-17'	Account Manager (Balboa Capital),
17'-Present'	Regional/Area Manager (Jan Point).

Education

B.A | JUNE, 14' | CALIFORNIA STATE UNIVERSITY, FULLERTON

- Bachelor in Business Administration, concentration on Accounting

Experience

- 2009 – 2015, Jan Point, Pomona CA, Project Manger
 - Managed cleaning crews on commercial job sites (Barnes & Noble bookstores, DSW)
- 2015 – 2017, Balboa Capital, Costa Mesa CA, Account Manager (Vendor Finance Department)
 - Equipment Financing, Managed Vendor/Customer Accounts, Train new hires, Manage Junior Sales Team

BASE HILL

Quality Control Plan (QCP)

The supervisor will be responsible for having all the checklist ready, which will be reflected on the weekly and monthly QC report. Aside from the regular reports, the project managers and the QC managers will be making random visits to make sure the supervisors and the crew members are continually performing at their best in all kinds of circumstances.

Base Hill cleaning crew will be supervised to make reports on a monthly basis on the status of the supplies to make sure that we can refill all necessary products such as soap, toilet paper, feminine products, etc.

The client can reach the project manager at any time including emergency cases and the issue will be addressed immediately. (Chase Woo: 714-514-2182) When there are issues that require attention in the long run, the project manager will create a plan specific to the issue and present it to the person in contact at the Palmdale Water District. A series of meetings will be scheduled to start the rectification process, to follow up on the process, and complete the process.

Check List Sample:

https://docs.google.com/spreadsheets/d/13IXxoP2nSwday_cmsKa97VEjotUub7wdYdTXhSAONoo/edit?usp=sharing

Daily-2024-08-01

Supervisor Name:			Signature:
Main Bldg	Tasks	Completed	
	1. Vacuum all carpets; spot clean when needed		
	2. Sweep and wet mop with disinfectant, all hard surface areas		
	3. Clean and disinfect all restrooms		
	A. Clean and sanitize sinks, counters, inside/outside toilets and urinals (to include toilet handles/buttons, seats, and stall latches)		
	B. Sweep and mop floors with disinfectant cleaner		
	C. Vacuum carpeted areas		
	D. Wipe down fixtures		
	E. Clean mirrors		

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	F. Check and refill all dispensers, to include batteries as needed (paper towels, toilet paper, soap)		
	G. Damp clean tile walls, walls, and stalls as needed		
	H. Empty trash/sanitary receptacles; replace liners.		
	4. Clean Kitchen and Break Room areas:		
	A. Wipe down with disinfectant, exterior appliances to include handles		
	B. Wipe down with disinfectant, tables, chairs, and countertops		
	C. Sweep and wet mop floors with disinfectant cleaner		
	D. Clean top of stove		
	E. Empty trash, change liners, wipe down outside of containers and surrounding areas.		
	F. Clean and sanitize sinks and faucet handles		
	5. Clean all glass interior/exterior doors inside and out		
	6. Refill hand sanitizers		
	7. Dust and wipe down all office equipment (general cleaning avoiding any Risk Areas).		
	8. Empty all trash cans; wipe down outside of container and replace liners as needed.		
	9. Clean fingerprints on doors as needed		
	10. Wipe down and sanitize all countertops, tables, chairs in common areas		
	11. Disinfect entry way push bars, push plates, and doorknobs		
	12. Disinfect light switches and plates, ADA buttons		
	13. Sweep and spot mop stairwell; disinfect railings		
	14. Collect recyclables from marked cans and place in designated areas according to items		
New Old Bldg Area	Tasks	Completed	
	1. Vacuum all carpets; spot clean when needed		
	2. Sweep and wet mop with disinfectant, all hard surface areas		
	3. Clean and disinfect all restrooms		
	A. Clean and sanitize sinks, counters, inside/outside toilets and urinals (to include toilet handles/buttons, seats, and stall latches)		
	B. Sweep and mop floors with disinfectant cleaner		

BASE HILL

	C. Vacuum carpeted areas		
	D. Wipe down fixtures		
	E. Clean mirrors		
	F. Check and refill all dispensers, to include batteries as needed (paper towels, toilet paper, soap)		
	G. Damp clean tile walls, walls, and stalls as needed		
	H. Empty trash/sanitary receptacles; replace liners.		
	4. Clean Kitchen and Break Room areas:		
	A. Wipe down with disinfectant, exterior appliances to include handles		
	B. Wipe down with disinfectant, tables, chairs, and countertops		
	C. Sweep and wet mop floors with disinfectant cleaner		
	D. Clean top of stove		
	E. Empty trash, change liners, wipe down outside of containers and surrounding areas.		
	F. Clean and sanitize sinks and faucet handles		
	5. Clean all glass interior/exterior doors inside and out		
	6. Refill hand sanitizers		
	7. Dust and wipe down all office equipment (general cleaning avoiding any Risk Areas).		
	8. Empty all trash cans; wipe down outside of container and replace liners as needed.		
	9. Clean fingerprints on doors as needed		
	10. Wipe down and sanitize all countertops, tables, chairs in common areas		
	11. Disinfect entry way push bars, push plates, and doorknobs		
	12. Disinfect light switches and plates, ADA buttons		
	13. Sweep and spot mop stairwell; disinfect railings		
	14. Collect recyclables from marked cans and place in designated areas according to items		
WTP	Tasks	Completed	
	1. Vacuum all carpets; spot clean when needed		
	2. Sweep and wet mop with disinfectant, all hard surface areas		
	3. Clean and disinfect all restrooms		

BASE HILL

	A. Clean and sanitize sinks, counters, inside/outside toilets and urinals (to include toilet handles/buttons, seats, and stall latches)		
	B. Sweep and mop floors with disinfectant cleaner		
	C. Vacuum carpeted areas		
	D. Wipe down fixtures		
	E. Clean mirrors		
	F. Check and refill all dispensers, to include batteries as needed (paper towels, toilet paper, soap)		
	G. Damp clean tile walls, walls, and stalls as needed		
	H. Empty trash/sanitary receptacles; replace liners.		
	4. Clean Kitchen and Break Room areas:		
	A. Wipe down with disinfectant, exterior appliances to include handles		
	B. Wipe down with disinfectant, tables, chairs, and countertops		
	C. Sweep and wet mop floors with disinfectant cleaner		
	D. Clean top of stove		
	E. Empty trash, change liners, wipe down outside of containers and surrounding areas.		
	F. Clean and sanitize sinks and faucet handles		
	5. Clean all glass interior/exterior doors inside and out		
	6. Refill hand sanitizers		
	7. Dust and wipe down all office equipment (general cleaning avoiding any Risk Areas).		
	8. Empty all trash cans; wipe down outside of container and replace liners as needed.		
	9. Clean fingerprints on doors as needed		
	10. Wipe down and sanitize all countertops, tables, chairs in common areas		
	11. Disinfect entry way push bars, push plates, and doorknobs		
	12. Disinfect light switches and plates, ADA buttons		
	13. Sweep and spot mop stairwell; disinfect railings		
	14. Collect recyclables from marked cans and place in designated areas according to items		

BASE HILL

Weekly-2023-02-03

Supervisor Name:			Signature:
Main Bldg	Tasks	Completed	
	1. Wipe down and clean windowsills throughout the buildings		
	2. High and low dusting including cleaning vent covers		
	3. Wipe down and disinfect inside of elevator (Main office building only)		
	4. Clean/sanitize showers in the Crew restroom and Water Treatment Plant only		

Monthly-2023-02-24

Supervisor Name:			Signature:
Main Bldg	Tasks	Completed	
	1. Wipe and disinfect inside refrigerators and microwaves		

Use of Subcontractors

N/A. 100% of the work will be completed by Base Hill.

BASE HILL

References

Encina Wastewater Authority

Contract: 07/01/2019 – 06/30/2020

Total value: \$41,280

Description of services: Full Janitorial Services including carpet shampoo, strip & wax floors, and window services.

John Fetu

6200 Avenida Encinas

Carlsbad, CA 92011

760-438-3941

johnf@encinajpa.com

City of South Pasadena

Contract: 07/01/19-06/30/22

Total Value: \$459,254.11

Description of services: Full janitorial services and floor care for City Facilities: City Hall, Council Chambers, Police Department, War Memorial Building, Park Clubhouse, Park Restrooms, Park Youth House, City Yard, Recreation Center, Public Library, Senior Citizen's Center, and Water Facility.

Francois Brard

1414 Mission St.

South Pasadena, CA 91030

626-403-7200

fbrard@southpasadenaca.gov

BASE HILL

US ARMY 63RD READINESS DIVISION REGION 5 JANITORIAL

Contract: W9127S-19-Q-0045 (01/01/2020 – 12/31/2022)

Total Value: \$7,500,000.00

Area: Approximately 1,209,200 Sqft

Description of services: Managing and providing full janitorial services and floor care for US Army Base facilities located throughout Southern CA.

Matthew Buretz

714-428-7250

matthew.m.buretz.civ@mail.mil

Accept the District's Services Agreement

Base Hill accepts the District's Service Agreement. No changes are requested.

BASE HILL

Additional Data

Base Hill, Inc. 11823 Slauson Ave., Suite 3, Santa Fe Springs, CA Tel: (213) 425-3070 Fax: (213) 425-3071

COVID-19 Disinfectant Cleaning Guide

At Base Hill, our highest priority is to serve people with our best. That is why our standard and goal for cleaning services are beyond expectation. Also, that is the reason why we have taken some meticulous steps to respond to COVID-19.

We observed the COVID-19 situation, closely, and followed CDC and WHO guidelines and recommendations on what actions can be taken to prevent the spread of the virus.

To be more specific, we utilize Sodium Hypochlorite, under the recommendation of both CDC and WHO, to help prevent the infiltration of COVID-19, not to mention the usage of all the other products at our disposal for disinfecting purposes.

We can assure you that all cleaning staff have been thoroughly and properly instructed to take extra precaution and disinfect all areas, especially focusing on the high traffic and touch sensitive areas: Including office areas, admin areas, class rooms, restrooms, kitchen area, breakroom areas, etc..

We also emphasized to the staff to include all furniture, countertops, and fixtures (e.g., partitions, hand railings, light fixtures, grills, ledges, sills, walls, doors, glass in partitions and doors, telephones, miscellaneous hardware, and bright metal work). We will reach up to a maximum height of 7 feet above the floor level and more if special needs are in the scope.

Cleaning staff wear disposable gloves and other applicable PPE for all tasks in the cleaning process including trash handling.

As you may have noticed by now, Base Hill will continue to do our best to maintain our client's environment clean and safe, until and after the COVID-19 situation will subside.



Sunny Kim
President

Base Hill, Inc.
11823 E. Slauson Ave. Suite 3
Santa Fe Springs, CA 90670
Tel: 213-425-3070



BASE HILL

Base Hill, Inc. 11823 Slauson Ave., Suite 3, Santa Fe Springs, CA Tel: (213) 425-3070 Fax: (213) 425-3071

COVID-19 Disinfection Work Scope

At Base Hill, our highest priority is to serve people with our best. That is why our standard and goal for cleaning services are beyond expectation. Also, that is the reason why we have taken some meticulous steps to respond to COVID-19. We observed the COVID-19 situation, closely, and followed CDC and WHO guidelines and recommendations on what actions can be taken to prevent the spread of the virus.

Here are some of the major areas that we focus on:

Touch-sensitive Areas

- Door knobs
- Door handles
- Door glasses
- Horizontal surfaces
- Telephone
- Keyboard
- Mouse
- Sink faucets
 - Inside of breakrooms
 - Inside of kitchnettes
 - Inside of restrooms
- Dispensers
 - Soap dispensers
 - Paper towel dispensers
 - Toilet paper dispensers
- Tables or desks

- Chairs
- Counter tops
- Vending machines
- Drinking fountain handle
- Summary: Any area that human touch may be applied

Hard-to-reach Areas*

- Under the chairs, desk, etc.
- Corners
- Walls

External Surface*

- Building
- Trailer
- Other kinds of vehicles

*We use Air Jet Sprayer to cover hard-to-reach areas and external surfaces, when our clients choose the option for increased price.

We look forward to serving you by helping to make your work or designated location(s) a safer place.

Sunny Kim
President

Base Hill, Inc.
11823 E. Slauson Ave. Suite 3
Santa Fe Springs, CA 90670
Tel: 213-425-3070

BASE HILL

Sample ID Badge



Equipment and Uniform



BASE HILL

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Location	Description of Service	Quantity	Unit of Measure	Frequency	Unit Cost (Monthly)	Unit Cost (Bi-Annual)
Main Building, NOB, Fleet and Warehouse office	Monthly Service (daily, weekly & monthly tasks)	1	MONTHLY	'12	\$3,654.92	\$52,147.44
office	Window Cleaning	1	bi-annual	'2	\$1,960.00	\$3,920.00
office	Hard Surface Floor Cleaning (strip/buff/wax)	1	bi-annual	'2	\$3,180.00	\$6,360.00
Main Building, NOB, Fleet	Carpet Cleaning	1	bi-annual	'2	\$1,860.00	\$3,720.00
Water Treatment Plant (WTP)	Monthly Service (daily, weekly & monthly tasks)	1	MONTHLY	'12	\$736.94	\$8,843.28
Water Treatment Plant (WTP)	Window Cleaning	1	bi-annual	'2	\$425.00	\$850.00
Water Treatment Plant (WTP)	Hard Surface Floor Cleaning (strip/buff/wax)	1	bi-annual	'2	\$940.00	\$1,880.00
Water Treatment Plant (WTP)	Carpet Cleaning	1	bi-annual	'2	\$195.00	\$390.00
Total						\$78,110.64

Annual Janitorial Services 2024 Bidders Costs

• Premier Property Preservation, LLC	\$101,739.00
• Moore United Construction	\$ 88,559.16
• City Wide Facility Solutions	\$ 81,603.04
• Base Hill, Inc.	\$ 78,110.64
• JJ Property Maintenance Network Inc.	\$ 64,981.20



BOARD MEMORANDUM

DATE: June 24, 2024
TO: **BOARD OF DIRECTORS**
FROM: Mrs. Claudia Bolanos, Resource and Analytics Supervisor
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***CONSIDERATION AND POSSIBLE ACTION ON ADOPTION OF 2024-2025 ANNUAL WATER SUPPLY AND DEMAND ASSESSMENT. (NO BUDGET IMPACT - RESOURCE AND ANALYTICS SUPERVISOR BOLANOS)***

Recommendation:

Staff recommends that the Board adopt the 2024-2025 Annual Water Supply and Demand Assessment.

Alternative Options:

There is no alternative option.

Impact of Taking No Action:

PWD would be in violation of the yearly deadline to submit the Annual Water Supply and Demand Assessment of July 1st.

Background:

Provisions in Water Code Section 10632.1 require that an urban water supplier, such as PWD, conduct an annual water supply and demand assessment (AWSDA), on or before July 1 of each year, to be submitted to DWR. An urban water supplier that relies on imported water from the State Water Project or the Bureau of Reclamation shall submit its Annual Assessment within 14 days of receiving its final allocations, or by July 1 of each year, whichever is later. The requirement to perform the Annual Assessment began in July 2022. The procedures for performing the Annual Assessment are to be detailed in an urban suppliers' Water Shortage Contingency Plan.

This is the third annual AWSDA, and the purpose is to evaluate water supply reliability for the current year and one dry year, and to help determine the appropriate shortage level needed to be implemented and actions that are needed to be taken.

In 2023 we received a 100% final allocation from the State Water Project, and in 2024 we will be receiving a 40% allocation. The final calculations of the AWSDA have shown that we have sufficient supplies to meet our demands for the 2024-2025 years.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 1 – Water Resource Reliability.

June 24, 2024

This item directly relates to the District's Mission Statement.

Budget:

This item has no budget impact.

Supporting Documents:

- 2024-2025 Annual Water Supply and Demand Assessment.

Table 1. Annual Assessment Information

Annual Assessment Information	
Year Covered By This Shortage Report (Required)	
Start: July 1,	2024
End: June 30,	2025
Volume Unit for Reported Supply and Demand: (Must use the same unit throughout)	AF
Supplier's Annual Assessment Planning Cycle (Required)	
Start Month:	January
End Month:	December
Data Interval:	Monthly (12 data points per year)
Water Supplier's Contact Information (Required)	
Water Supplier's Name:	Palmdale Water District
Contact Name:	Michael Evans
Contact Title:	Management Analyst
Street Address:	2029 E. Ave. Q, Palmdale, CA
ZIP Code:	93550
Phone Number:	(661)456-1037
Email Address:	mevans@palmdalewater.org
Report Preparer's Contact Information (if different from above)	
Preparer's Organization Name:	
Preparer's Contact Name:	
Phone Number:	(XXX)XXX-XXXX
Email Address:	
Supplier's Water Shortage Contingency Plan	
WSCP Title	2020 Water Shortage Contingency Plan
WSCP Adoption Date	6/14/2021
Other Annual Assessment Related Activities	
Activity	Timeline/ Outcomes / Links / Notes
Annual Assessment/ Shortage Report Title:	Optional
Annual Assessment / Shortage Report Approval Date:	MM/DD/YYYY
Other Annual Assessment Related Activities:	Optional
(Add rows as needed)	

	= From prior tables
	= Auto calculated

Table 2: Water Demands¹[illegible]

Notes: List considered factors impacting demands

¹Projections are based on best available data at time of submitting the report and actual demand volumes could be different due to many factors.

²Units of measure (AF, CCF, MG) must remain consistent.

³When opting to provide other than monthly volumes (bi-monthly, quarterly, or annual), please see directions on entering data for Projected Water Demand in the Table Instructions.

[illegible]

	= From prior tables
	= Auto calculated

Table 3: Water Supplies ¹																
Water Supply		Start Year:	2024	Volumetric Unit Used ² :									AF			
Drop-down List May use each category multiple times.These are the only water supply categories that will be recognized by the WUEdata online submittal tool (Add additional rows as needed)	Additional Detail on Water Supply	Projected Water Supplies - Volume ³													Water Quality Drop-down List	Total Right or Safe Yield* (optional)
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total by Water Supply Type		
Potable Supplies																
Purchased/Imported Water		1350	1450	1450	1100	700	200	150	125	0	175	225	875	7800		
Groundwater (not desal.)		360	360	360	360	360	360	360	360	360	360	360	360	4320		
Transfers														0		
Exchanges														0		
Surface water (not desal.)					50	200	600	550	400	500	350	650	275	3575		
														0		
														0		
														0		
														0		
														0		
														0		
Total by Month (Potable)		1710	1810	1810	1510	1260	1160	1060	885	860	885	1235	1510	15695		0
Non-Potable Supplies																
														0		
														0		
														0		
														0		
														0		
Total by Month (Non-Potable)		0	0	0	0	0	0	0	0	0	0	0	0	0		0
Notes: List hydrological and regulatory conditions, infrastructure capabilities, and plausible constraints which may impact the water supplies																
¹ Projections are based on best available data at time of submitting the report and actual supply volumes could be different due to many factors.																
² Units of measure (AF, CCF, MG) must remain consistent.																
³ When opting to provide other than monthly volumes (bi-monthly, quarterly, or annual), please see directions on entering data for Projected Water Supplies in the Table Instructions.																

[illegible]

	= Auto calculated
	= From prior tables
	= For manual input

Table 4(P): Potable Water Shortage Assessment ¹					Start Year: 2024	Volumetric Unit Used ² :						AF	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun ³	Total
Anticipated Unconstrained Demand	1635.4	1778.3	1653.7	1463.9	1249.8	1113.9	962.8	851.5	822.7	855.1	1195.8	1417.0	15000.00
Anticipated Total Water Supply	1710.0	1810.0	1810.0	1510.0	1260.0	1160.0	1060.0	885.0	860.0	885.0	1235.0	1510.0	15695.00
Surplus/Shortage w/o WSCP Action	74.6	31.7	156.3	46.1	10.2	46.1	97.2	33.5	37.3	29.9	39.2	93.0	695.0
% Surplus/Shortage w/o WSCP Action	5%	2%	9%	3%	1%	4%	10%	4%	5%	3%	3%	7%	5%
State Standard Shortage Level	0	0	0	0	0	0	0	0	0	0	0	0	0
Planned WSCP Actions ⁴													
Benefit from WSCP: Supply Augmentation													0.0
Benefit from WSCP: Demand Reduction													0.0
Revised Surplus/Shortage with WSCP	74.6	31.7	156.3	46.1	10.2	46.1	97.2	33.5	37.3	29.9	39.2	93.0	695.0
% Revised Surplus/Shortage with WSCP	5%	2%	9%	3%	1%	4%	10%	4%	5%	3%	3%	7%	5%

¹Assessments are based on best available data at time of submitting the report and actual volumes could be different due to many factors.

²Units of measure (AF, CCF, MG) must remain consistent.

³When optional monthly volumes aren't provided, verify Tables 2 and 3 use the same columns for data entry and are reflected properly in Table 4 and make sure to use those same columns to enter the benefits from Planned WSCP Actions. Please see directions on the shortage balancing exercise in the Table Instructions. If a shortage is projected, the supplier is highly recommended to perform a monthly analysis to more accurately identify the time of shortage.

⁴If you enter any WSCP Benefits, then you must enter the corresponding planned Actions into Table 5.

This row would allow Supplier to include a supply augmentation action that may ONLY trigger with a particular 'shortage level' selected

<-----

<----- This row would allow Supplier to represent the likely reduction in water use expected by the 'shortage reponse' that is implemented (e.g. limited outdoor irrigation would reduce

	= Auto calculated
	= From prior tables
	= For manual input

Table 4(NP): Non-Potable Water Shortage Assessment ¹					Start Year: 2024	Volumetric Unit Used ² :						AF	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun ³	Total
Anticipated Unconstrained Demand: Non-Potable	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.00
Anticipated Total Water Supply: Non-Potable	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Surplus/Shortage w/o WSCP Action: Non-Potable	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
% Surplus/Shortage w/o WSCP Action: Non-Potable													
Planned WSCP Actions ⁴													
Benefit from WSCP: Supply Augmentation													0.0
Benefit from WSCP: Demand Reduction													0.0
Revised Surplus/Shortage with WSCP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
% Revised Surplus/Shortage with WSCP													

¹Assessments are based on best available data at time of submitting the report and actual volumes could be different due to many factors.

²Units of measure (AF, CCF, MG) must remain consistent.

³When optional monthly volumes aren't provided, verify Tables 2 and 3 use the same columns for data entry and are reflected properly in Table 4 and make sure to use those same columns to enter the benefits from Planned WSCP Actions. Please see directions on the shortage balancing exercise in the Table Instructions. If a shortage is projected, the supplier is highly recommended to perform a monthly analysis to more accurately identify the time of shortage.

⁴If you enter any WSCP Benefits, then you must enter the corresponding planned Actions into Table 5.

This row would allow Supplier to include a supply augmentation action that may ONLY trigger with a particular 'shortage level' selected

<-----

<----- This row would allow Supplier to represent the likely reduction in water use expected by the 'shortage reponse' that is implemented (e.g. limited outdoor irrigation would reduce



Conference/Training Request

Event Name/Date(s):

25th CalPERS Educational Forum/October 28-30, 2024/San Diego

REQUESTED BY:

First Name

Last Name

Date

ACCOMMODATION INFORMATION (If applicable)

Rooms and rates are subject to availability. Complete and submit this form as soon as possible as reservation blocks at host hotels book quickly. In the event that the host hotel is full, every effort will be made to secure a room at the nearest hotel within comparable rates.

Arrival Date

Departure Date

No. of
Guests

Room Type

Dietary Restrictions?

If yes, please provide specifics in additional info. box

☐ Yes ☒ No

Smoking Room?

☐ Yes ☒ No**Flight Needed?**If yes, please provide DL# and
D.O.B. in additional info. box☐ Yes ☐ No

Flight Numbers

Departure/Return
Times**ADDITIONAL INFORMATION/
REQUESTS**Supervisor Approval
(If applicable)

Processed By:

[Menu](#)

CalPERS Educational Forum

[Consultations & Exhibits](#)[Educational Sessions](#)[Forum Schedule](#)[Registration & Hotel](#)[Spotlight on Excellence Award](#)

Register Today & Save \$50

The 25th CalPERS Educational Forum will be held October 28-30, 2024, at the Town and Country Resort in San Diego, California.

Join Us October 28-30, 2024

Want to enhance your knowledge of CalPERS business rules and tools? Want to learn from the experts about the laws that could impact your agency and daily work this year? After 25 years, the CalPERS Educational Forum remains an excellent resource to learn about our benefit programs and services.

Join us at the 25th CalPERS Educational Forum.

- **When:** October 28-30, 2024
- **Where:** Town and Country Resort, San Diego
- **Early Bird Rate:** \$549 (a \$50 savings if you register by July 31, 2024)
- **Regular Rate:** \$599 (August 1-October 4, 2024)

Don't miss this once-a-year opportunity to:

- Choose from a selection of educational sessions tailored to your role
- Connect one-on-one with CalPERS experts
- Discuss important issues facing your organization
- Earn Continuing Education Credit
- Hear from CalPERS leaders
- Network with colleagues from across the state

Consider this your invitation to come together and discuss our shared purpose — serving those who serve California. If you have questions about this milestone event or would like to be added to our email list, email calpers_educational_forum@calpers.ca.gov.

Schedule at a Glance

Here's a quick overview of what's in store at the Forum. Or check out the full Forum Schedule.

Day 1

Day 2

Day 3

Day 4

Sunday, October 27, 2024

Time	Activity
3:00–5:00 p.m.	Early Registration (Attendees & Team Members)

Connect With Us

Get the latest forum updates by following us on social media and using the hashtag **#CalPERSEdF**.

[Menu](#)

Registration & Hotel

Registration Details

Register by July 31 to take advantage of the early bird rate of \$549 — a \$50 savings. Registration will go up to \$599 effective August 1.

[Register Now](#)

Want to split your attendance between co-workers? While we don't offer a reduced registration fee for partial attendance, we do allow more than one person to attend on different days using the same registration. To make those arrangements, contact us at CalPERS_Educational_Forum@calpers.ca.gov no later than Friday, September 6, 2024. Registration closes October 4, 2024.

[+ Acceptable Payment Methods](#)

[+ Cancellation, Substitution & Refund Policy](#)

[+ How To Modify an Existing Registration](#)

Hotel Information

Town and Country Resort San Diego
500 Hotel Cir N
San Diego, CA 92108

[+ Reservations](#)

Parking

For all questions, contact us at CalPERS_Educational_Forum@calpers.ca.gov or call (916) 795-1264.

Information on this page is frequently updated and subject to change.

Updated: June 5, 2024



Forum Schedule

Registered attendees will be able to sign up for Educational Sessions using the CalPERS Educational Forum app. Stay tuned for more details.

Schedule subject to change.

Sunday, October 27, 2024

Time	Activity
3:00–5:00 p.m.	Early Registration (Attendees & Team Members) <i>Pacific Ballroom</i>

Monday, October 28, 2024

Time	Activity
8:00 a.m.–5:00 p.m.	Registration, Concierge & Digital Lounge* <i>Pacific Ballroom</i>
8:00–8:45 a.m.	Breakfast <i>Golden State Ballroom</i>
8:45–9:45 a.m.	General Session & Celebration of 25 Years <i>Golden State Ballroom</i>
10:00 a.m.–12:15 p.m.	Exhibits <i>Pacific Ballroom</i>

Time	Activity
	Consultations <i>Pacific Ballroom F, G, H, I & Sunset Rooms 1 & 2</i>
10:00–11:00 a.m.	Membership Basics <i>Town & Country Ballroom A</i>
	Introduction to Health Business Rules <i>Town & Country Ballroom B</i>
	California Employers' Retirement Benefit Trust: Proven Strategies for Prefunding OPEB <i>Town & Country Ballroom C</i>
11:15 a.m.–12:15 p.m.	CalPERS 101: More Than Just a Retirement System <i>Town & Country Ballroom A</i>
	Advanced Health Business Rules: An In-Depth Guide for Health Benefits Officers <i>Town & Country Ballroom B</i>
	California Employers' Pension Prefunding Trust: Helping Your Agency Reduce and Stabilize Pension Costs <i>Town & Country Ballroom C</i>
	Employment Relationships: Exploring What You Need to Know <i>Town & Country Ballroom D (pods)</i>
12:15–1:45 p.m.	Lunch & Keynote <i>Golden State Ballroom</i>

Time	Activity
2:00–4:15 p.m.	Exhibits <i>Pacific Ballroom</i>
	Consultations <i>Pacific Ballroom F, G, H, I & Sunset Rooms 1 & 2</i>
2:00–3:00 p.m.	Actuarial Basics: Understanding Your Valuation Report <i>Town & Country Ballroom A</i>
	Processing Arrears Start-To-Finish <i>Town & Country Ballroom B</i>
	Social Security Coverage for School Employees: Facts You Need to Know <i>Town & Country Ballroom C</i>
	Understanding the Process for Developing Health Plan Premiums <i>Town & Country Ballroom D (pods)</i>
3:15–4:15 p.m.	Understanding Your CalPERS Retirement Benefits <i>Town & Country Ballroom A</i>
	Full-Time Equivalent Payrates for Classified School Members <i>Town & Country Ballroom B</i>
	A Conversation With Our Health Chiefs <i>Town & Country Ballroom C</i>
	Common Social Security Reporting Errors for Public Employers <i>Town & Country Ballroom D (pods)</i>

Time	Activity
4:15 p.m.	Forum Closes
4:30–5:30 p.m.	Board of Administration Reception <i>Flamingo Lawn</i>

Tuesday, October 29, 2024

Time	Activity
8:00 a.m.–5:00 p.m.	Registration, Concierge & Digital Lounge* <i>Pacific Ballroom</i>
8:00–8:45 a.m.	Breakfast <i>Golden State Ballroom</i>
9:00 a.m.–12:00 p.m.	Exhibits <i>Pacific Ballroom</i>
	Consultations <i>Pacific Ballroom F, G, H, I & Sunset Rooms 1 & 2</i>
9:00–10:00 a.m.	Compensation & Compliance: Everyday Problems We Have <i>Town & Country Ballroom A</i>
	Retirement Business Rules: Laying a Foundation <i>Town & Country Ballroom B</i>
	Tools for Managing Pension Contributions <i>Town & Country Ballroom C</i>

Time	Activity
	Your Health, Your Benefits: Understanding CalPERS Health for Employers <i>Town & Country Ballroom D (pods)</i>
10:15–11:15 a.m.	Designated Exhibit Hall Time <i>Pacific Ballroom</i>
11:30 a.m.–1:00 p.m.	Lunch & Spotlight on Excellence <i>Golden State Ballroom</i>
1:15–2:15 p.m.	The Employers' Role in the Disability Retirement Process <i>Town & Country Ballroom A</i>
	State and Federal Update: Critical Issues You Need to Know About <i>Town & Country Ballroom B</i>
	Health Data: Reports, Transactions, and Billing <i>Town & Country Ballroom C</i>
	Compensation & Compliance: Everyday Problems We Have <i>Town & Country Ballroom D (pods)</i>
1:15–4:30 p.m.	Exhibits <i>Pacific Ballroom</i>
	Consultations <i>Pacific Ballroom F, G, H, I & Sunset Rooms 1 & 2</i>
2:30–3:15 p.m.	Designated Exhibit Hall Time <i>Pacific Ballroom</i>

Time	Activity
3:30–4:30 p.m.	Social Security & the CalPERS Pension Connection <i>Town & Country Ballroom A</i>
	Ensure Accurate & Timely Retirement Benefit Payments <i>Town & Country Ballroom B</i>
	What the CalPERS 457 Plan Can Do for Your Employees <i>Town & Country Ballroom C</i>
	Pre-Retirement Survivor Benefits: What You Need to Know When an Active Member Passes Away <i>Town & Country Ballroom D (pods)</i>
4:30 p.m.	Forum Closes

Wednesday, October 30, 2024

Time	Activity
8:00 a.m.–12:00 p.m.	Registration, Concierge & Digital Lounge* <i>Pacific Ballroom</i>
8:00–9:00 a.m.	Breakfast and Closing Session <i>Golden State Ballroom</i>
9:15–11:30 a.m.	Exhibits <i>Pacific Ballroom</i>
	Consultations <i>Pacific Ballroom F, G, H, I & Sunset Rooms 1 & 2</i>

Time	Activity
9:15–10:15 a.m.	Understanding Your CalPERS Retirement Benefits <i>Town & Country Ballroom A</i>
	Taking the Complexity Out of Post-Retirement Employment <i>Town & Country Ballroom B</i>
	What You Need to Know as a Retirement Contract Administrator <i>Town & Country Ballroom C</i>
	Member Elections & Special Enrollment <i>Town & Country Ballroom D (pods)</i>
10:30–11:30 a.m.	Last Call for Business Operations <i>Town & Country Ballroom A</i>
11:45 a.m.	Forum Closes: Grab and Go Lunch <i>Golden State Ballroom</i>

**Closed during General Session & Lunch*

MINUTES OF MEETING OF THE FINANCE COMMITTEE OF THE PALMDALE WATER DISTRICT, MAY 21, 2024:

A meeting of the Finance Committee of the Palmdale Water District was held Tuesday, May 21, 2024, at 2029 East Avenue Q, Palmdale, CA 93550. Chair Wilson called the meeting to order at 2:00 p.m.

1) Roll Call.

Attendance:

Committee:
Don Wilson, Chair
Scott Kellerman,
Committee Member

Others Present:

Dennis LaMoreaux, General Manager
Dennis Hoffmeyer, Finance Manager
Bob Egan, Financial Advisor
Diana Gunn, Accounting Supervisor
Cynthia Sanchez, Alt. Committee Member
Danielle Henry, Executive Assistant
1 member of the public

2) Adoption of Agenda.

It was moved by Committee Member Kellerman, seconded by Chair Wilson, and unanimously carried by all members of the Committee present at the meeting to adopt the agenda, as written.

3) Public Comments for Non-Agenda Items.

There were no public comments for non-agenda items.

4) Action Items: (The Public Shall Have an Opportunity to Comment on Any Action Item as Each Item is Considered by the Committee Prior to Action Being Taken.)

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held April 16, 2024.

It was moved by Committee Member Kellerman, seconded by Chair Wilson, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Finance Committee meeting held April 16, 2024, as written.

4.2) Discussion and Overview of Cash Flow Statement and Current Cash Balances as of April 2024. (Financial Advisor Egan)

Financial Advisor Egan provided an overview of the monthly Major Account Activity Report, the Investment Funds Report, and the Cash Flow Statement through April 2024, including account transfers, assessments received, interest and market values, capital improvement funds, and the projected year-end balance followed by a brief discussion of asset receivables.

4.3) Discussion and Overview of Financial Statements, Revenue, and Expense and Departmental Budget Reports for April 2024. (Finance Manager Hoffmeyer)

Finance Manager Hoffmeyer reviewed in detail the Balance Sheet Report, the Profit and Loss Statement, the departmental budgets versus actual, and individual departmental reports for the period ending April 2024 and stated that operating revenues are above the historical trend average at 28.9%, that expenses are below the historical trend average at 24.9%, and that four departments are above the traditional budgetary percentage of 30.3% due to the annual front loading of employer contributions for Health Spending Accounts, salaries, annual contract service renewals and permits, equipment, and telecommunication costs followed by a brief discussion of staff cell phone use and stipends.

4.4) Discussion and Overview of Committed Contracts Issued. (Finance Manager Hoffmeyer)

Finance Manager Hoffmeyer provided an overview of the Contractual Commitments and Needs Report for new and replacement capital projects, consulting and engineering support projects, new and replacement equipment, water quality fee funded projects, committed and projected capital expenditures, and projects paid out through the 2021A and 2023A Series Water Revenue Bonds through April 2024 and stated that all 2021A Series Water Revenue Bond funds are now exhausted followed by a brief discussion of District investments.

5) Reports.

5.1) Finance Manager Hoffmeyer:

a) Accounts Receivable Overview.

Finance Manager Hoffmeyer provided an overview of outstanding balances of amounts greater than \$50.00 for each account type at sixty and ninety days past due and stated that as of April 30, there are eleven payment arrangements totaling \$14,979.60 with \$9,232.56 collected to date and that the Low-Income Household Water Assistance Program (LHIWAP) concluded on March 31 and final one-time LHIWAP payments have been credited towards accounts that were enrolled in this Program.

b) Revenue Projections.

He then stated that based on selling 14,500 AF of water, 2024 revenue is behind projections by approximately \$110,204 as of April 30 followed by a brief discussion of customer usage and the District's collection process on delinquencies.

5.2) Financial Advisor Egan:

a) Debt Service Coverage Status.

Financial Advisor Egan reported that the Debt Service Coverage for May 2023 to April 2024 is 1.77 and remains strong after which Finance Manager Hoffmeyer highlighted the contributing factors of the Debt Service Coverage.

5.3) Other.

Finance Manager Hoffmeyer stated that staff met with UBS Bank regarding the District's rate of return on investments and that the District is in a positive position after which Financial Advisor Egan commended Finance Manager Hoffmeyer on his work with UBS and the District's investments.

6) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

7) Date of Next Committee Meeting.

After a brief discussion, it was determined that the next Finance Committee meeting will be held June 18, 2024 at 2:00 p.m.

8) **Adjournment.**

There being no further business to come before the Finance Committee, the meeting was adjourned at 2:42 p.m.


Chair

**MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE
PALMDALE WATER DISTRICT, APRIL 1, 2024:**

A meeting of the Personnel Committee of the Palmdale Water District was held Monday, April 1, 2024, at 2029 East Avenue Q, Palmdale, CA 93550. Chair Kellerman called the meeting to order at 10:30 a.m.

1) Roll Call.

Attendance:

Committee:

Scott Kellerman, Chair

Kathy Mac Laren-Gomez,
Committee Member

Others Present:

Dennis LaMoreaux, General Manager

Adam Ly, Assistant General Manager

Angelica Garcia, Human Resources Director

Dennis Hoffmeyer, Finance Manager

Wendell Wall, Facilities Manager

Danielle Henry, Executive Assistant

Sandra Yliz, Human Resources & Safety Coordinator

Cynthia Sanchez, PWD Board Director

0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to adopt the agenda, as written.

3) Public Comments for Non-Agenda Items.

There were no public comments for non-agenda items.

4) Action Items: (The Public Shall Have an Opportunity to Comment on Any Action Item as Each Item is Considered by the Committee Prior to Action Being Taken.)

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held November 15, 2023.

It was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the

meeting to approve the minutes of the Personnel Committee meeting held November 15, 2023, as written.

4.2) Consideration on a Recommendation to Revise the Operations Technician Job Description to Separate the Fleet and Mechanical Classifications. (No Budget Impact – Human Resources Director Garcia)

Human Resources Director Garcia provided an overview of staff's recommendation to separate the Fleet and Mechanical Classifications of the Operations Technician Job Description to better reflect and align with the roles and responsibilities of each Classification after which it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the recommendation to revise the Operations Technician Job Description to separate the Fleet and Mechanical Classifications and that this item be presented to the full Board for consideration at the April 8, 2024 Regular Board Meeting.

4.3) Consideration on a Recommendation to Revise Electrician Job Description Updating the License and Certification Requirements. (No Budget Impact - Human Resources Director Garcia)

Human Resources Director Garcia provided an overview of staff's recommendation to update the license and certification requirements for the Electrician Job Description to provide clear progressional criteria for each level within this position and to prepare for recruitment after which it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the recommendation to revise the Electrician Job Description updating the License and Certification Requirements and that this item be presented to the full Board for consideration at the April 8, 2024 Regular Board Meeting.

4.4) Consideration on a Recommendation to Revise Job Descriptions for the Resources and Analytics Management Positions. (No Budget Impact - Human Resources Director Garcia)

Human Resources Director Garcia provided an overview of staff's recommendation to revise the Resource and Analytics Supervisor and Director Job Descriptions to provide clarification of each position's responsibilities and to prepare

for the recruitment of the Resource and Analytics Director position, and after a brief discussion of the comparing agencies for these positions and of the duties, responsibilities and requirements of each position, it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the recommendation to revise the Job Descriptions for the Resources and Analytics Management Positions and that this item be presented to the full Board for consideration at the April 8, 2024 Regular Board Meeting.

4.5) Consideration on a Recommendation for Operator-in-Training Positions. (\$42,440.86 – Non-Budgeted – Human Resources Director Garcia)

Human Resources Director Garcia provided an overview of staff's recommendation to add two Operator-in-Training positions to provide advancement opportunities for current staff members and to prepare for succession resulting from retirements, and after a brief discussion of succession planning, it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the recommendation for Operator-in-Training positions in the non-budgeted amount of \$42,440.86 and that this item be presented to the full Board for consideration at the April 8, 2024 Regular Board Meeting.

4.6) Consideration on a Recommendation to Increase the Employee Safety Shoe Allowance from \$175.00 to \$250.00. (Additional \$4,200.00 – Budgeted – Human Resources Director Garcia)

Human Resources Director Garcia provided an overview of the safety shoe allowance survey conducted as part of the Employee Handbook update and staff's recommendation to increase the District's allowance to \$250.00 retroactive to January 1, 2024, and after a brief discussion of the District's safety glasses program, it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the recommendation to increase the Employee Safety Shoe Allowance from \$175.00 to \$250.00 for the additional budgeted amount of \$4,200.00 and that this item be presented to the full Board for consideration at the April 8, 2024 Regular Board Meeting.

5) Reports:

5.1) Human Resources Director Garcia:

a) Update on Employee Events.

Human Resources Director Garcia stated that CPR training was held on March 20; that the first quarterly All-Hands Meeting was held on March 21; and that staff is planning an employee appreciation summer event to be held in May or June followed by an update on staff transitions and recruitment campaigns.

b) Employee Engagement Survey.

She then stated the Employee Engagement Survey results will be presented and reviewed in detail at the April 8, 2024 Regular Board Meeting and provided a brief progress update on staff discussions, brainstorming sessions, and the action plan timeline followed by discussion of staff participation, accountability and implementation of action plans, and a follow-up survey on the overall process.

The status on the ability for staff to submit questions and concerns anonymously through the Intranet was then briefly discussed.

c) Other.

There were no other reports.

6) Board Members' Requests for Future Agenda Items.

Chair Kellerman requested a copy of the District's updated Organization Chart.

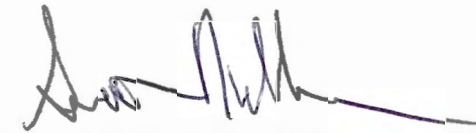
There were no requests for future agenda items.

7) Date of Next Committee Meeting.

After a brief discussion, it was determined that the next Personnel Committee meeting will be held May 20, 2024, at 10:30 a.m.

8) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 11:01 a.m.

A handwritten signature in blue ink, appearing to read "Dan Miller", is written above a horizontal line.

Chair



BOARD MEMORANDUM

DATE: June 24, 2024
TO: BOARD OF DIRECTORS
FROM: Dennis D. LaMoreaux, General Manager
RE: *REPORT OF GENERAL MANAGER.*

The following is the June 2024 report to the Board of activities through May 2024. It is organized to follow the District's 2022 Strategic Plan approved in October 2022 and composed of six strategic initiatives. The initiatives follow for reference. It is intended to provide a general framework to update the month's activities.

PWD 2022 STRATEGIC PLAN SUMMARY



Water Resource Reliability: *Resilience, Development, Partnership*

Support and participate with local agencies in the development of projects and policies that improve water reliability

Maximize state and federal funding opportunities for Pure Water AV

Support projects and initiatives that increase the resilience of the State Water Project

Develop water storage options for State Water Project supplies and improve groundwater capture capabilities

Strengthen stakeholder relationships and implement Littlerock Dam and Reservoir Sediment Removal Project



Organizational Excellence: *Train, Perform, Reward*

Offer competitive compensation and benefits package for employee recruitment and retention

Focus Succession Planning Program on ensuring an overlap of training for key positions

Continue providing transparency to our ratepayers through training for the ongoing achievement of the Districts of Distinction certification

Encourage cohesiveness, transparency, and integrity within the staff through Codes of Conduct and increased accountability

Ensure employees are trained on the Strategic Plan and the District's Values of Diversity, Integrity, Teamwork, and Passion

Improve safety for Directors, employees, and customers

Develop career paths at the District for interns and pursue state and federal funding for intern programs

Cultivate a positive culture and increase employee engagement



Systems Efficiency: *Independence, Technology, Research*

- Explore energy independence and evaluate the feasibility of energy options, including wind and solar
- Incorporate more energy efficient technologies into the District's infrastructure
- Research state-of-the-art treatment techniques to enhance systems efficiency
- Re-evaluate Lake Palmdale by-pass pipeline and pursue funding options
- Improve Palmdale Ditch to reduce water loss



Financial Health and Stability: *Strength, Consistency, Balance*

- Pursue grant funding for District projects and operations
- Maintain the five-year financial plan adopted as part of the 2019 Water Rate Study, including the five-year Capital Improvement Plan
- Conduct and adopt a 2024 five-year Water Rate Plan
- Build adequate reserve levels and achieve high-level bond rating
- Seek potential revenue sources from vacant District properties
- Monitor finances, operations, and projects affected by emergencies
- Digitize and document departmental workflows



Regional Leadership: *Engage, Lead, Progress*

- Continue to provide opportunities and information for local businesses and agencies to contract with the District
- Continue to collaborate with neighboring water agencies and move to include more agencies throughout and outside of the Antelope Valley through Greater Antelope Valley Mutual Response Agreements and emergency response exercises
- Develop working relationships and mutually beneficial projects with other water agencies in the District's region
- Develop strategies, alliances, and funding to make Littlerock Dam and Reservoir recreational again
- Continue Memorandum of Understanding with United Water Conservation District to combine political forces to obtain grant funding and research other joint cooperative regional efforts
- Continue representation on larger regional organizations such as the California Special Districts Association (CSDA) and the Association of California Water Agencies (ACWA) and assist with the growth and influence of the Special Districts Association of North Los Angeles County, a CSDA local chapter



Customer Care, Advocacy and Outreach: *Promote, Educate, Support*

Enhance customers' experience through communication and feedback

Expand and market additional payment options

Continue to increase public awareness of current programs and services through traditional and new media platforms

Engage elected officials and the public on the importance of local and state water reliability issues

Complete conversion to an Advanced Metering Infrastructure (AMI) to increase customers' knowledge of water use and promote customer self-help portal

Continue to increase public awareness of the on-going drought and the importance of conservation efforts

Publicize, engage, and educate the community about Pure Water AV

Overview

This report also includes charts that show the effects of the District's efforts in several areas. They are organized within each strategic initiative and include status of the State Water Resources Control Board's (SWRCB) former long-term conservation orders (20 x 2020), the District's total per capita water use trends, 2024 actual water production and customer use graph, mainline leaks, and the water loss trends for both 12- and 24-month running averages.



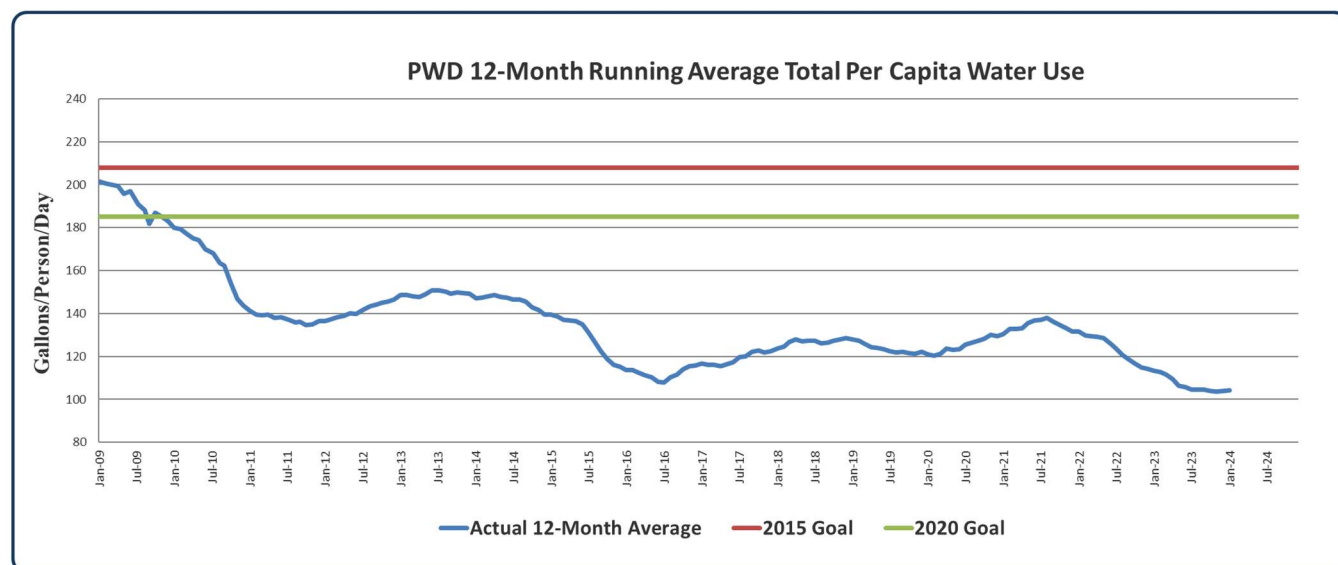
Water Resource Reliability *Resilience, Development, Partnership*

This initiative includes conservation efforts, water supply projects, and water planning. Recent highlights are as follows:

Overall Water Use Goals and Compliance

The 2020 Urban Water Management Plan was adopted by the District in June 2021. This report still uses the 20 x 2020 requirements. It does not relate the District's water use to the upcoming agency water budget requirement. The new "Making Conservation a Way of Life" regulations are now being finalized. The District's use of a water budget-based rate structure is helpful in complying with the draft regulations. Current staff estimates show the District is within 4% of complying with the future regulations.

The District's compliance with the former 20 x 2020 law is evident from the chart titled "PWD 12-Month Running Average Total Per Capita Water Use:"



The District's customers have cut their water use by **54.1%** from the baseline number of 231 re-established in the 2020 Urban Water Management Plan and met the 2020 Goal in early 2010. The current Metered-GPCD, gallons per capita per day, is now 106 showing our customers continued reduced usage.

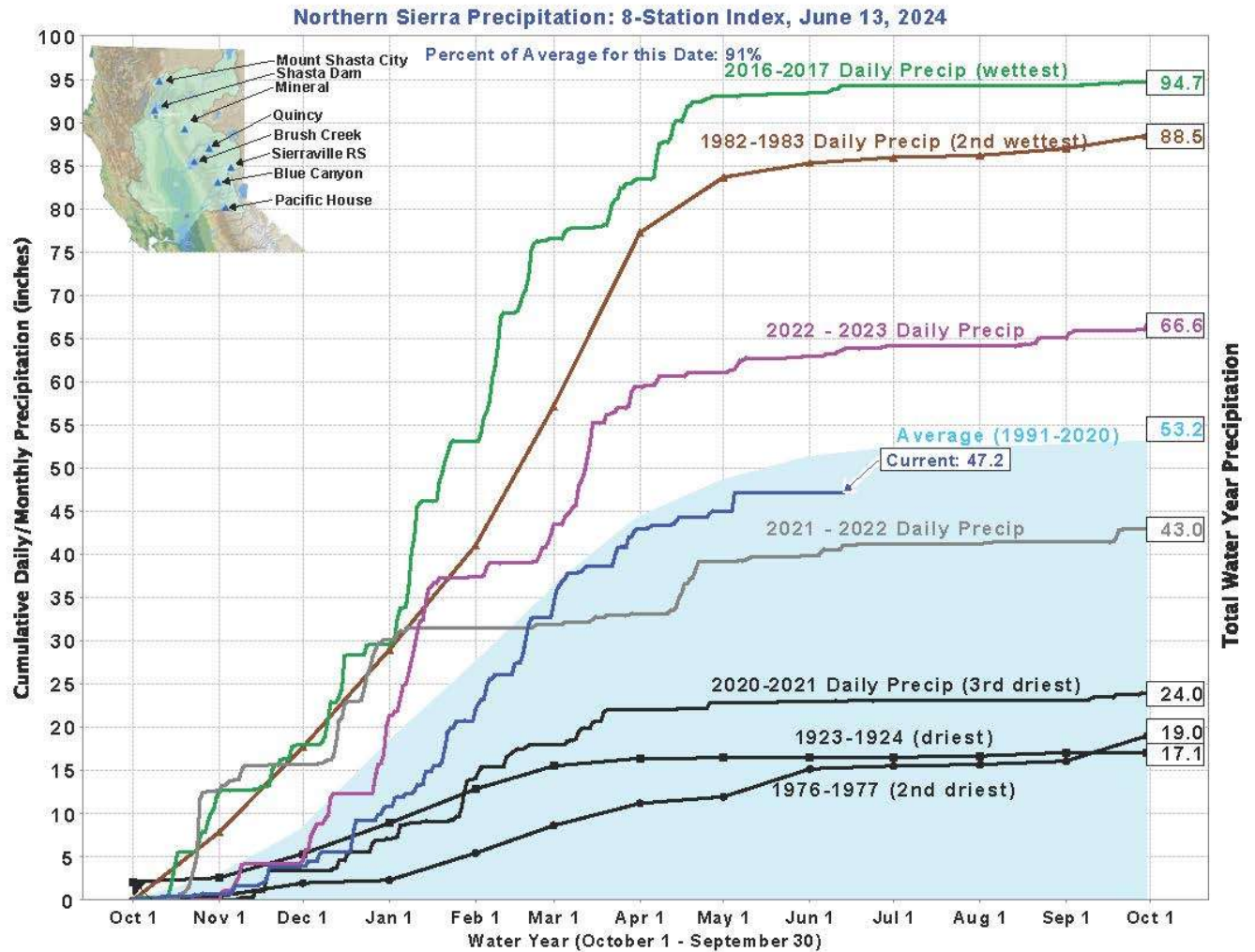
Water Supply Information

- The AV Adjudication is now entering its ninth year, and the ramp down to the native safe yield is complete. The District's 2024 groundwater production right is as follows: 7,978.08 AF, 11,620.12 AF of unused Carry Over from prior years, and 8,055 AF of water banked in Littlerock Wash for a total of 27,073.19 AF.
- The full 2024 Water Resources Plan is nearly set with the rainy season mostly behind us. The goal is taking advantage of the available surface water and producing a minimum of 4,300 AF of groundwater using the native and unused Federal production rights. The SWP allocation is currently at 40%.

We started the year off with a full and spilling Littlerock Dam. The diversions from Littlerock Reservoir will stop near the end of June. This is because there will have been about 5,500 AF used from there since the water year, October through September, began last fall. The remainder will be used starting in October 2024.

Precipitation in the area that contributes to the State Water Project remains at 89% of average for the entire 2023-2024 Water Year (October through September) and is at 91% for this date.

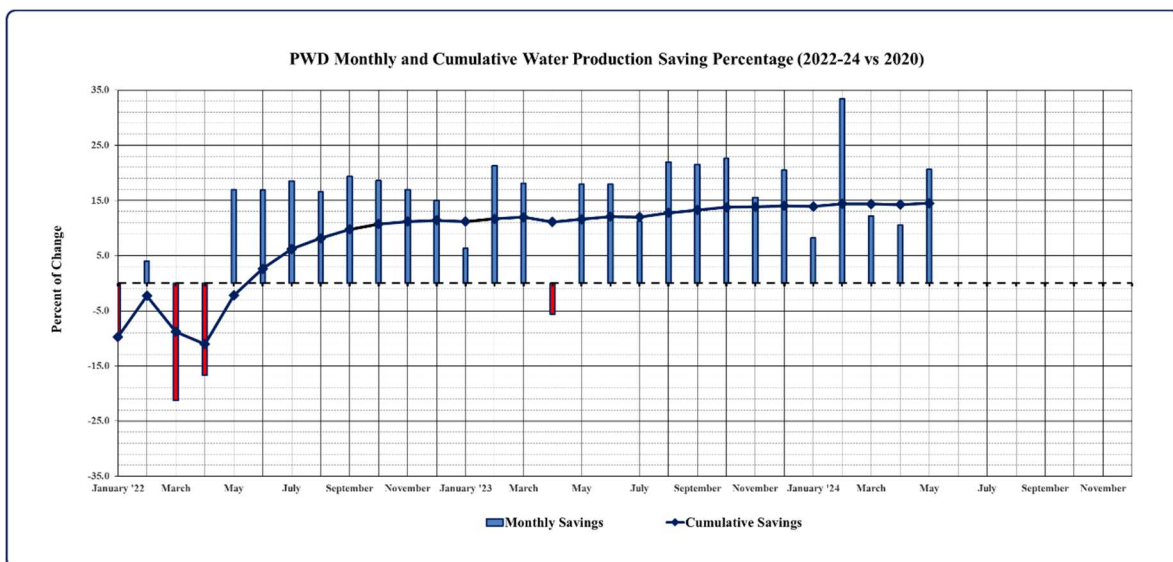
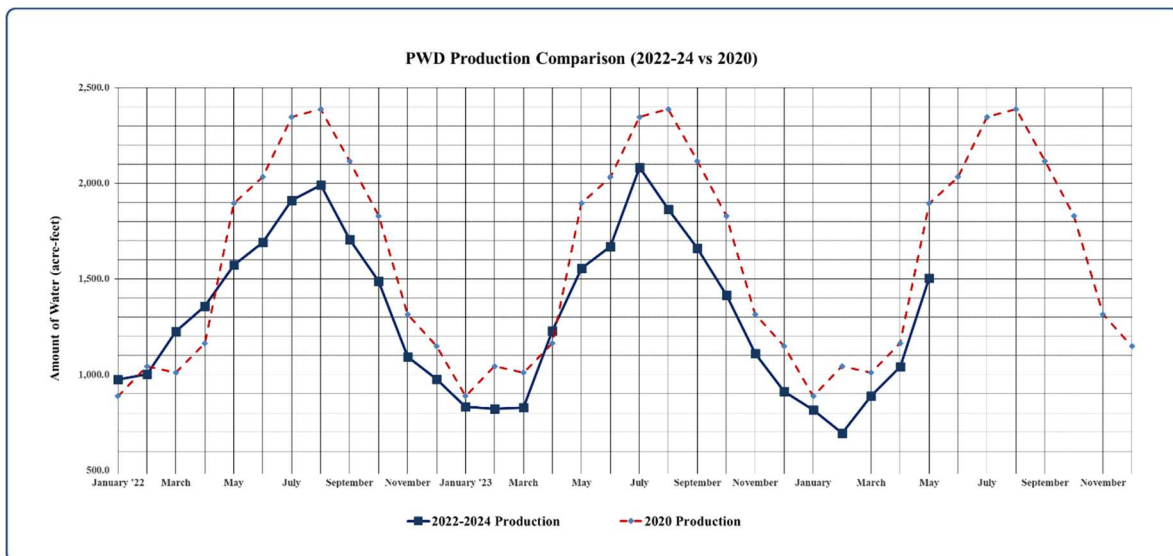
The June 13, 2024 Northern Sierra precipitation is as follows:



2021-2024 Drought and Wet Year Water Use Summary

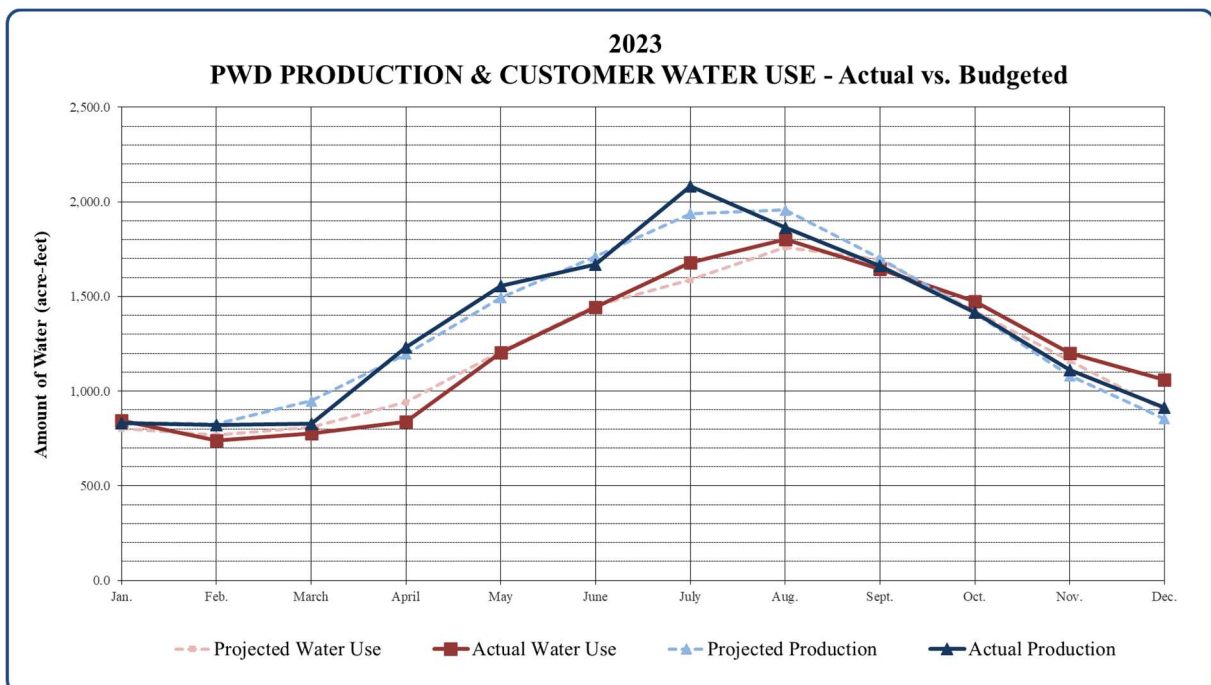
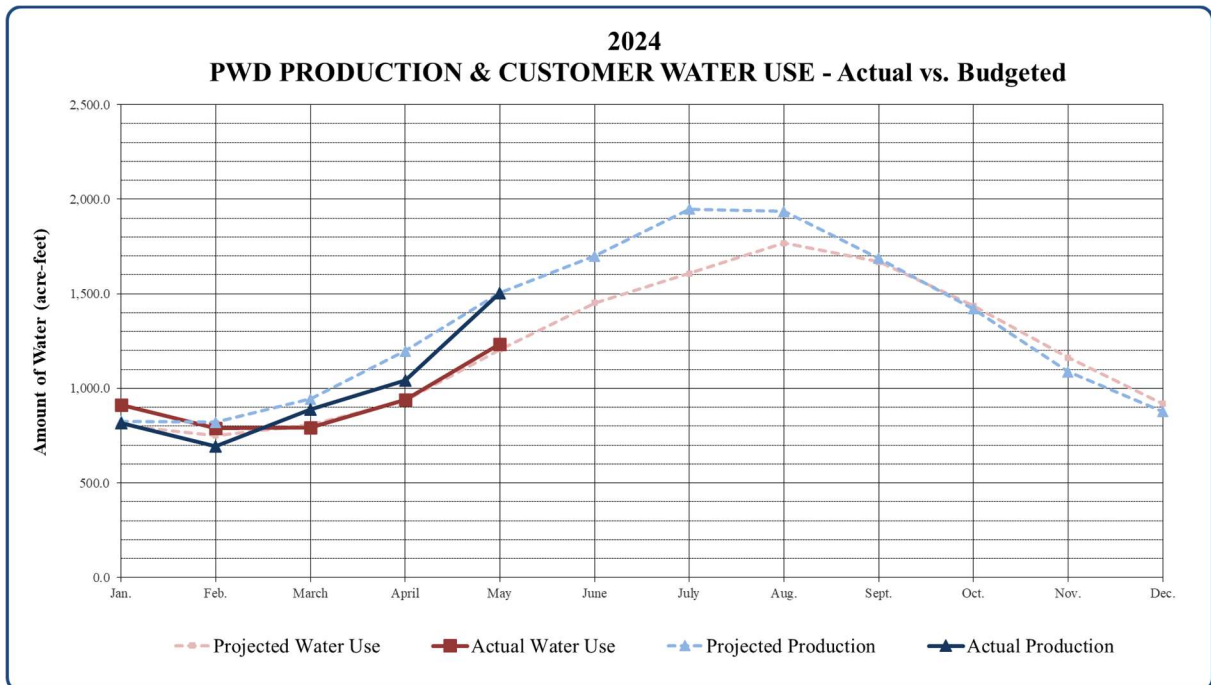
The following graphs help to show the 2021-2023 drought response and current use by our customers. The first graph, “PWD Production Comparison (2022-24 vs 2020),” shows the monthly water production in both 2022-24 and 2020.

The second graph, “PWD Monthly and Cumulative Water Production Saving Percentage (2022-24 vs. 2020),” illustrates the difference between each month in 2022-24 and 2020. Less production, or **savings** in 2022-24 is shown in **blue** and more production is shown in **red**. Despite ending mandatory conservation measures in March 2023, our customers’ continue to save water compared to 2020. The cumulative water savings is now 14.5%.



2024 and Historical Water Use Information

- The following graph is the actual and projected monthly water consumption and production for 2024. The projected amounts are based on the prior five years of actual monthly information. The projected total consumption is based on the 2024 Budget amount of 14,500 AF. The 2023 graph shows the projected and actual water use for that year. This year's water use is increasing due to warmer weather.



Other Items

▪ **Littlerock Sediment Removal Project**

The Project consists of three phases. The Grade Control Structure is Phase 1 and was completed in January 2020. Phase II is the removal of 1.2 million cubic yards (CY) of sediment from the reservoir. Approximately 58,000 cubic yards of sediment were removed in 2022 using a single year California Fish and Wildlife permit. Staff continues to work with Aspen Environmental to secure all the necessary permits for multi-year sediment removal. No sediment was removed in 2023 due to having a full reservoir through the end of the year. No sediment will be removed this year either due to the full reservoir.

▪ **Pure Water AV Project**

The District's goal of using recycled water for a stable potable water supply is advanced water treatment and groundwater augmentation. The project is called Pure Water AV. The program management firm assisting the District with the Project is Stantec. Current activities include evaluating Project delivery methods, developing a funding strategy, and bidding the Demonstration Facility. Staff, Stantec, and financial consultants are also gathering information for potential grants and loan programs for the Pure Water AV Project.

Staff is working with the Sanitation Districts of Los Angeles County, District 20 (LASD), and the City of Palmdale as collaborators or partners in the Project. Pure Water AV will put the already highly treated tertiary recycled water to a higher beneficial use and satisfies LACSD's goals for use of the water. The City is interested in the Project for the potential benefits to the area's parks and landscaping during droughts without expanding the current purple pipe distribution system.

Related activities include the design and funding of a recycled water pipeline in Avenue Q from 30th Street East to the future demonstration facility. This pipeline will also provide additional access to recycled water for construction and Palmdale SOAR High School as a potential irrigation customer. This project is funded by a state grant, PRWA, and PWD, and the construction contract was awarded by the Board on May 13, 2024.

The Demonstration Facility construction bids were opened May 10, 2024. A construction contract was awarded by the Board at the May 28, 2024 Board meeting to W. M. Lyles. A groundbreaking ceremony is planned for June 20, 2024.

- **Upper Amargosa Creek Recharge Project**

The Project's construction is complete. The Project partners, City of Palmdale, LA County Waterworks, and AVEK, are working toward finalizing the operation and maintenance agreement. However, the recharge yield in 2023 was very disappointing and will also be discussed to improve it in the future.

The City of Palmdale also notified the Project partners about the mitigation requirements and costs. The two stages, 11.28 acres and 38.72 acres, of mitigation are being finalized with the regulatory agencies. The 2021 estimated construction costs are \$1,715,662 and \$3,567,595, respectively, and will be built several years apart. The City received \$1,000,000 in grant funding toward the first phase costs. The District's anticipated share for the first phase is approximately \$75,000.

- **Littlerock Creek Recharge Project**

AVEK, LCID, and the District had an agreement with DWR and the AV Watermaster Engineer for a pilot project to use Littlerock Wash to recharge available Article 21, beyond the District's Table "A", SWP water. Due to the availability of Article 21 water until July. A total of 8,055 AF was recharged through this program.

- **2022 Strategic Water Resources Plan Update**

It is in the CEQA phase now with a draft E.I.R. scheduled for release later this summer. It looks at the water demands and supplies through 2050, identifies packages of projects to provide additional water supplies, looks at how they will be financed, and will ultimately be used to determine "Water Supply" fees within the Capital Improvement Fees paid by new water service connections.

- **Delta Conveyance Project**

Delta Conveyance Design and Construction Authority (DCA) is a joint power authority responsible for the environmental, design, and engineering of the Project and works with the Department of Water Resources (DWR) on the Project. The Board includes two seats for the East Branch, Class 8, of the California Aqueduct. The Class 8 agencies are AVEK, PWD, Littlerock Creek Irrigation District (LCID), Mojave Water Agency (MWA), Crestline-Lake Arrowhead Water Agency, San Gabriel Valley Municipal Water District, San Bernardino Valley Municipal Water District (SBVMWD), San Gorgonio Pass Water Agency, Desert Water Agency, and Coachella Valley Water District (CVWD).

The Delta Conveyance Project (DCP) Final EIR for the Project was completed in December 2023. DWR then certified the document and issued a Notice of

Determination naming the Bethany Alternative as the project moving forward. An updated cost estimate will now be worked on and permitting has begun.

A Board of Directors briefing by DWR and the DCA on the status of the Project and the updated cost estimate and benefit/cost analysis is scheduled for June 24, 2024. The updated cost estimate and benefit/cost analysis was released in May. Briefly, the current cost estimate is \$20.12 billion with a benefit/cost ratio of 2.20.



Organizational Excellence *Train, Perform, Reward*

This initiative includes efforts to restructure staff duties and activities to more efficiently provide service to our customers. Recent highlights are as follows:

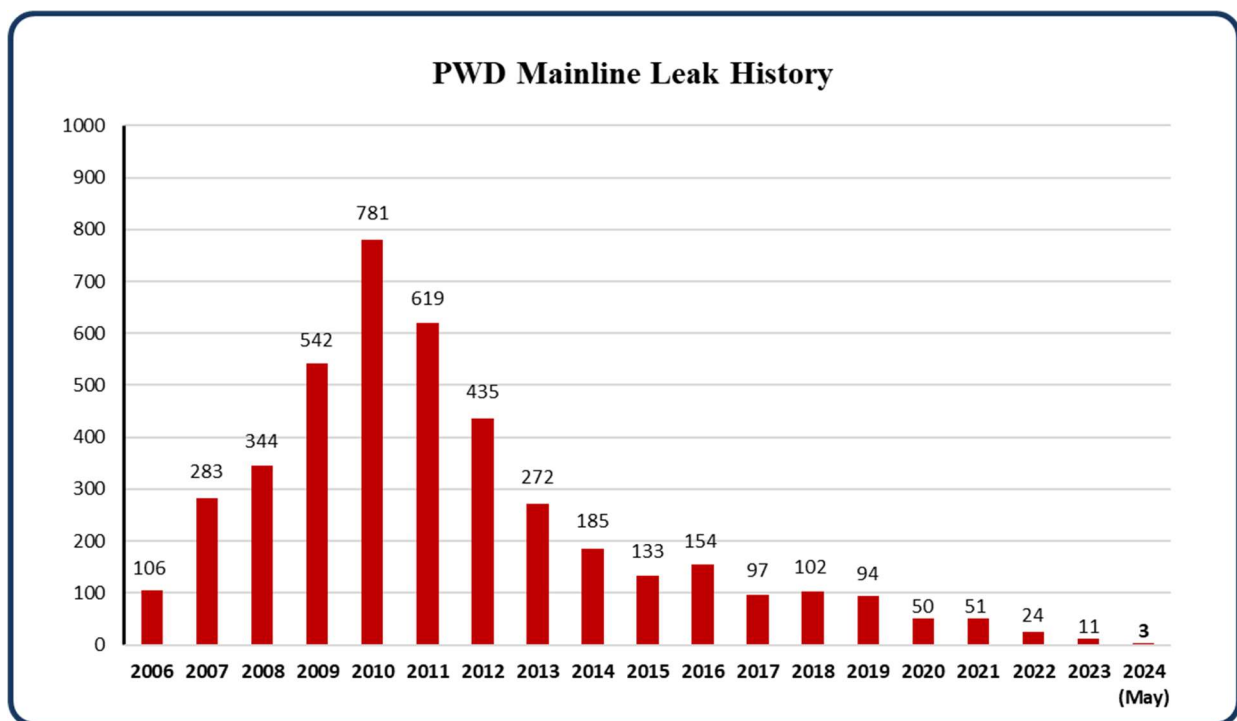
- Nearly 80 percent of the District's staff is required to have certifications or licenses issued by the State of California. Many of these have continuing education requirements which must be met by technical training. The District provides an education reimbursement that can be used by staff for these requirements.
- The District has continued to find ways for internships and training opportunities for college and high school students who are interested in the water industry.
- Staff completed the applications to renew the District Transparency Certificate of Excellence and District of Distinction, Platinum Level. Both were presented to the District by CSDA/SDLF in 2023.
- Staff is beginning to use the telecommuting policy. It allows schedules with a maximum of 25% of time working out of the office.
- An Employee Engagement survey was conducted last November. Information from the survey is being compiled, was presented to the Personnel Committee and staff in February, and meetings are being held by staff to develop action plans addressing areas identified for improvement in the survey.
- The Employee Handbook was last updated in 2022. Human Resources Director Garcia is working with staff representatives on recommended updates to the Handbook.



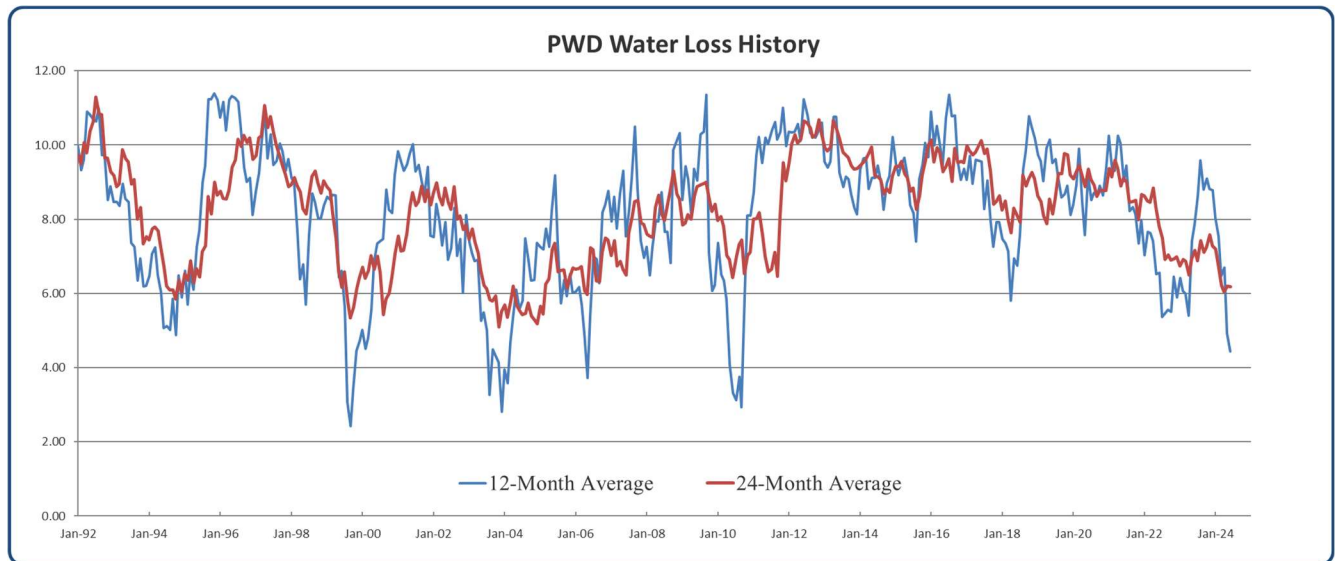
Systems Efficiency *Independence, Technology, Research*

This initiative largely focuses on the state of the District's infrastructure. Recent highlights are as follows:

- The effects of the District's past efforts in replacing failing water mains can be seen in the reduced number of mainline leaks. This is illustrated in the following chart titled "PWD Mainline Leak History." These were three mainline leaks and 16 service line leaks through April 30, 2024.



- The positive effect of both water main and water meter replacement programs is also shown on the chart titled "PWD Water Loss History." The running average for water losses is less than 8%.



- The use of batteries for backup power is complete and operational at four booster facilities. This program was funded and managed by the California Public Utilities Commission. The grant funds went directly to Tesla and its contractors. Tesla will maintain these facilities for ten years. These batteries are located at Well 5, the 3M booster site, the 45th Street Booster Station, and the Underground Booster Station.
- The District approved two solar PV projects to provide energy for wells, the Clearwell booster, and the Leslie O. Carter Water Treatment Plant in December. One will be located north of the maintenance yard and will provide power for a set of wells. The other will be located between Avenue S and Avenue R-8 on the west side of the railroad tracks. It will provide power for the Clearwell booster and Leslie O. Carter Water Treatment Plant. Notices to proceed were issued late last year and construction work is expected to begin later this summer.

Additionally, PV solar companies are expressing an interest in vacant District-owned parcels. Staff and the attorney's office are working through State requirements regarding the sale or long-term lease of vacant land.

- The Resources and Facilities Committee and Board have approved contracts to address improvements needed for the 6 Million Gallon (6M) tank used as the Clearwell for treated water from the Leslie O. Carter Water Treatment Plant. Tank Industry Consultants (TIC) was hired by the District a few years ago to inspect the District's tanks, including the 6M. The executive summary of their 2022 report was distributed to the Board on April 12, 2023 and is the basis of the awarded work.

Staff has completed some of TIC's recommendations. Other recommendations will be addressed when possible until the 6M can be taken out of service. This will be possible after the new 2950' booster station at the 3M tank is completed and the 3M can be used as the Clearwell. Meanwhile, staff is ensuring the 6M is operating safely. This includes removing the baffle curtain last fall due to finding pieces of it in transmission mains.



Financial Health and Stability *Strength, Consistency, Balance*

- Staff is beginning to collect information to prepare for the new water rate study in 2024. The process will include issuing a request for proposals for a financial consultant in February, the development of forecasts of expenses and needed revenues, public input, and the adoption of a new water rate plan.
- Fitch Ratings reviewed the District's bond rating in December 2023. The review affirmed the District's rating with them of "A+" with a stable outlook.
- Standard & Poor's recently updated the District's subordinate bond rating as "A-" for the bond issue scheduled for later this month. This bond issue will fund the Demonstration Facility and other needed projects.
- The District is seeking assistance from the State's SAFER Program to provide water service to the Alpine Springs Mobile Home Park on Sierra Highway. It has poor water quality from its well, several health violations, and now relies on hauled water. Maria Kennedy, Kennedy Communications, is experienced with these programs and is contracted with the District to accomplish this. An agreement is now in place to fund water hauling until the connection to the District is approved by the State, constructed, and operational.

A draft engineering report is scheduled for release to the District in mid-June that will include alternative for providing water service to the Park within the District's policy requirements. The draft will be reviewed and finalized this fall.



Regional Leadership

Engage, Lead, Progress

This initiative includes efforts to involve the community, be involved in regional activities, and be a resource for other agencies in the area. Recent highlights are as follows:

- Activities of the Palmdale Recycled Water Authority (PRWA), AV Integrated Regional Water Management Plan (IRWMP), and Antelope Valley State Water Contractors Association (AVSWCA) have continued. The District has leadership positions in these organizations. District staff is active in the local chambers, AV EDGE, regional human resources, and public information organizations. This includes the recent AV EDGE efforts to help coordinate agencies to allow several large developments to move forward.
- The PRWA Board consists of two Palmdale City Councilmembers, two PWD Board Members, and a public director, Zakeya Anson. Construction of new purple pipes with PRWA is on hold as the District works on the Pure Water AV Project. However, PRWA did approve partial funding of the Avenue Q purple pipe project.
- The “PWD Water Ambassador Academy” (WAA) is scheduled for April 2024 and a one-day Junior WAA is being discussed for later this year.
- The District and other members of the Public Water Agencies Group (PWAG) share the services of an Emergency Preparedness Coordinator. This approach also helped the District successfully comply with the America’s Water Infrastructure Act (AWIA) of 2018 and respond to the COVID-19 event. It has also been critical in developing mutual aid agreements and more universal equipping of mobile generators.
- Staff has taken a lead role in developing and implementing a valley-wide mutual aid agreement for agencies and mutual water companies.
- **United Water Conservation District Memorandum of Understanding**

The District and United Water Conservation District (United) approved a memorandum of understanding (MOU) to work cooperatively on projects where our interests overlap. These include internships and cooperation with community colleges, combined recreational funding for Piru and Littlerock Reservoir recreational improvements, and assistance and funding of advanced treatment of recycled or brackish water for potable use projects.

There have been several meetings between District staff and United Human Resources staff to discuss apprenticeship programs, intern programs, and work with three community college districts to support water-related curriculum. The first action item from these meetings was the funding of PWD interns for 2022. Participation in interview panels and the development of a mutual aid agreement are also being done.

Recreation staff from United met with District staff and visited the Littlerock Recreation Area in March. They provided good advice and input on a rough plan for helping the Area open in 2024. Staff worked with the Angeles National Forest (ANF) as the first step in clearing the prior recreational concessionaire's property in the recreational area. All the property now belongs to the ANF. A hazardous material survey is being funded by the District's existing deposit to begin the process of clearing the site.

Several other meetings have been held regarding the use of available State Water Project (SWP) supplies. District and United staff are working with other East Branch SWP contractors on ways to recategorize water and avoid having water go unused. This is expected to make additional water available for United and the District. Staff also collaborated with United on legislative issues and completed a 2,000 AF SWP exchange agreement.

Additional coordination will also be focused on both agency's advanced water treatment projects. The United project will treat brackish groundwater for potable use by the military. The PWD project, Pure Water AV, will treat tertiary water for potable use by our customers. Once Pure Water AV is more established, joint meetings with state and federal representatives will be held to obtain funding assistance.

The District also recently supported United's concerns and comments on potential changes to the designation of Piru Creek by the Angeles National Forest. These changes could affect the delivery of State Water Project Water to United, including exchanges with the District. Facility tours are also being planned to assist newer directors for both agencies in understanding each district's operations.



Customer Care, Advocacy, and Outreach *Promote, Educate, Support*

This initiative includes efforts to better serve our customers. Recent highlights are as follows:

- The ability to make payments at 7-Eleven and Family Dollar Store as well as all electronic forms of payment critical for customers during the COVID-19 event. Despite the open lobby, many customers have stayed with alternate payment methods.
- The Rate Assistance Program reached capacity in February. Applications for 2024 started to be accepted in November 2023. Staff continually monitors the Program for openings. The Board approved changes to the program in 2023 to increase the funds, standardize the monthly assistance to \$20.00 per month, and provide assistance to 700 customer accounts in 2024.
- Staff successfully conducted virtual coffee meetings with Directors and their constituents, online “Let’s Talk H2O” meetings, issued regular internal and public newsletters, coordinated drive-through giveaways for customers, an in-person customer appreciation day, monitored and maintained the District’s social media, and assisted with information for the current drought. In-person workshops have also been held.
- Staff finished updating the public website and is finalizing the intranet.
- Legislative staff from our elected state officials will begin providing the Board bimonthly updates on their activities in July.