



PALMDALE WATER DISTRICT
A CENTURY OF SERVICE

September 3, 2025

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 & WYNDR 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, SEPTEMBER 8, 2025

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/2025-meeting-agendas-minutes/> (Government Code Section 54957.5). Please call Danielle Henry at 661-947-4111 x1059 for public review of materials.

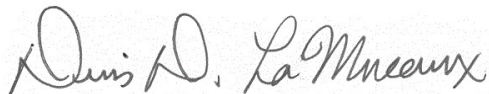
PUBLIC COMMENT GUIDELINES: The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to conduct its meeting will 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) None at This Time.
- 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 August 11, 2025.
 - 6.2) Ratification of Payment of Bills for August 25, 2025.
 - 6.3) Payment of Bills for September 8, 2025.
 - 6.4) Approval to Ratify Accounting Supervisor and Engineer Job Description Updates. (No Budget Impact – Human Resources Director Garcia)
 - 6.5) Approval of California Quitclaim Deed for A.P.N. 3022-015-012, Palmdale Family Housing, L.P., a California Partnership. (No Budget Impact - Engineering Manager Bader)
- 7) Action Items - Action Calendar (The public shall have an opportunity to comment on any action item as each item is considered by the Board of Directors prior to action being taken.)
 - 7.1) Consideration and Possible Action to Declare Micon 900 Wind Turbine and Tower as Surplus Property. (No Budget Impact – Potential Revenue – Assistant General Manager Rogers)
 - 7.2) Consideration and Possible Action on Ratification of Contract with Stantec Consulting for Development of Application for the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program for the Palmdale Ditch Enclosure. (\$73,480.00 – Non-Budgeted – Assistant General Manager Rogers)
 - 7.3) Consideration and Possible Action on Ratification of Contract with Energy Management Corporation to Repair Hydroelectric Turbine Generator. (\$77,000.00 – Not-to-Exceed – Non-Budgeted – Facilities Manager Wall)
 - 7.4) Consideration and Possible Action on Authorizing the General Manager to Approve the Cost Estimate for Crotch's Bumble Bee Habitat Restoration and Maintenance of the Palmdale Ditch Conversion Project. (\$801,390.00 – Budgeted – Project No. 21-613 – Engineering Manager Bader)
 - 7.5) 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 2025 Budget:
 - a) BizFed Institute 4th Annual Water Resiliency Summit: Pure Water LA/SoCal & The Delta Conveyance to be held September 19, 2025 at Los Angeles County Sanitation District in Whittier.
- 8) Information Items:
 - 8.1) Reports of Directors:
 - a) Standing Committees; Organization Appointments; Agency Liaisons:

- 1) Antelope Valley State Water Contractors Association (AVSWCA) Meeting – August 14. (President Mac Laren-Gomez/Director Wilson/Director Kellerman, Alt.)
- 2) Palmdale Fin & Feather Club Meeting – August 16 & September 6. (Director Wilson/Director Kellerman, Alt.)
- 3) Palmdale Recycled Water Authority (PRWA) Meeting – August 18. (Director Kellerman/Director Wilson/President Mac Laren-Gomez, Alt.)
- 4) Finance Committee Meeting – August 19. (Director Wilson, Chair/Director Kellerman/Director Sanchez, Alt.)
- b) General Meeting Reports.
- 8.2) Report of General Manager.
 - a) Department Activity Updates:
 - 1) Public Affairs Department. (Public Affairs Director Shay)
 - 2) Operations Department. (Operations Manager Marcinko)
- 8.3) Report of General Counsel.
- 9) Public Comments on Closed Session Agenda Matters.
- 10) Closed Session Under:
 - 10.1) Government Code §54956.8:
 - a) Conference With Real Property Negotiators – Property Negotiations:
Negotiating Parties: *PWD General Manager and Calandri Farms, Inc.*
Property: *Water Rights*
Under Negotiations: *Price and Terms*
- 11) Public Report of Any Action Taken in Closed Session.
- 12) Board Members' Requests for Future Agenda Items.
- 13) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dh

**MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
PALMDALE WATER DISTRICT, AUGUST 11, 2025:**

A regular meeting of the Board of Directors of the Palmdale Water District was held Monday, August 11, 2025, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District Office. President, Kathy Mac Laren-Gomez, called the meeting to order at 6:00 p.m.

1) Pledge of Allegiance/Moment of Silence.

At the request of President Mac Laren-Gomez, Director Wilson led the Pledge of Allegiance followed by a moment of silence.

2) Roll Call.

Attendance:

Kathy Mac Laren-Gomez, President
Scott Kellerman, Vice President
Don Wilson, Treasurer
Cynthia Sanchez, Assistant Secretary

Others Present:

Dennis LaMoreaux, General Manager
Scott Rogers, Assistant General Manager
Paul Early, General Counsel
Viri Iguaran, Finance Manager
Shadi Bader, Engineering Manager
Wendell Wall, Facilities Manager
Tara Rosati, Customer Care Supervisor
Danielle Henry, Executive Assistant
2 members of the public

3) Adoption of Agenda.

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

4) Public Comments for Non-Agenda Items.

There were no public comments for non-agenda items.

5) Presentations:

5.1) None at This Time.

There were no presentations.

6) Action Items - Consent Calendar: (The Public Shall Have an Opportunity to Comment on Any Action Item on the Consent Calendar as the Consent Calendar is Considered Collectively by the Board of Directors Prior to Action Being Taken.)

6.1) Approval of Minutes of Regular Board Meeting held July 28, 2025.

6.2) Payment of Bills for August 11, 2025.

President Mac Laren-Gomez announced the items included in the Consent Calendar after which it was moved by Director Sanchez, seconded by Director Wilson, and unanimously carried by all members of the Board of Directors present at the meeting to approve those items included in the Consent Calendar.

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 Options to Fill the Vacant Board of Directors' Seat for Division 5. (General Counsel Early)

General Counsel Early provided an overview of the options, requirements, and timelines for filling the vacancy for the Division 5 seat, and after a brief discussion of high special election costs, of the current term expiration, and the 2026 general election, it was moved by Director Wilson, seconded by Director Sanchez, and unanimously carried by all members of the Board of Directors present at the meeting to fill the vacant Board of Directors' seat for Division 5 by appointment.

7.2) Consideration and Possible Action on Setting Palmdale Water District's Assessment Rates for Fiscal Year 2025-2026 and Adoption of Resolution No. 25-6 Being a Resolution of the Board of Directors of the Palmdale Water District Establishing Assessment Rates for Fiscal Year 2025-2026. (Finance Manager Hoffmeyer/Finance Manager Iguaran)

Finance Manager Iguaran provided a detailed overview of the 2025-2026 assessment rates after which it was moved by Director Kellerman, seconded by Director Wilson, and unanimously carried by all members of the Board of Directors present at the meeting to set Palmdale Water District's assessment rates for fiscal year 2025-2026 at the rate of 0.235971 and adopt Resolution No. 25-6 being a Resolution of the Board of

Directors of the Palmdale Water District Establishing Assessment Rates for Fiscal Year 2025-2026.

Resolution No. 25-6 is hereby made a portion of the minutes of this meeting.

7.3) Consideration and Possible Action on Award of Janitorial Services Contract to City Wide Facility Solutions. (\$80,000.00 – Not-to-Exceed – Budgeted – Facilities Manager Wall)

Facilities Manager Wall provided an overview of the unsatisfactory janitorial services, the competitive bid process, the proposals received, and staff's recommendation to award a contract to City Wide Facilities based on the evaluation scoring, and after a brief discussion of the performance reviews, of the scope of work, and of the optional services, it was moved by Director Sanchez, seconded by Director Wilson, and unanimously carried by all members of the Board of Directors present at the meeting to approve the award of a one-year Janitorial Services Contract to City Wide Facility Solutions in the not-to-exceed amount of \$80,000.00.

7.4) Consideration and Possible Action on Purchase of Additional Equipment for 2024 and 2025 Meter Exchange Programs. (\$1,360,000.00 – Non-Budgeted – Finance Manager Hoffmeyer/Customer Care Supervisor Rosati)

Customer Care Supervisor Rosati provided an overview of staff's recommendation to purchase additional meters to complete the 2024 Meter Exchange Project as well as 1.5" and 2" meters to begin the 2025 Meter Exchange Project which will replace stuck and failing meters serving commercial, irrigation, and multi-family customers, and after a brief discussion of the total meters exchanged and future replacements, of inventory replacement, and of unaccounted water loss, it was moved by Director Kellerman, seconded by Director Sanchez, and unanimously carried by all members of the Board of Directors present at the meeting to approve the purchase of additional equipment for the 2024 and 2025 Meter Exchange Programs in the amount of \$1,360,000.00.

7.5) Consideration and Possible Action on Authorizing the General Manager to Enter Into an Agreement with Garney Construction, Inc. to Perform Construction Manager At-Risk (CMAR) Services for Phase 2 of the Palmdale Ditch Conversion Project. (\$13,342,358.00 – Not-to-Exceed – Budgeted – Project No. 21-613 – Engineering Manager Bader)

Engineering Manager Bader provided a brief presentation on the proposed Construction Manager At-Risk (CMAR) Agreement for Phase 2 of the Palmdale Ditch Conversion Project, including the project location, the background and requirements, the project delivery method, the scope of work, the fee breakdown, and the use of sediment removed from Littlerock Dam for this Project, and after a brief discussion of the length of the ditch enclosure, of grant opportunities to help complete the future phases, and of flow restrictions, it was moved by Director Kellerman, seconded by Director Sanchez, and unanimously carried by all members of the Board of Directors present at the meeting to approve authorization of the General Manager to enter into an Agreement with Garney Construction, Inc. to Perform Construction Manager At-Risk (CMAR) Services for Phase 2 of the Palmdale Ditch Conversion Project in the not-to-exceed amount of \$13,342,358.00.

7.6) 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 2025 Budget:

a) None at This Time.

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

8) Information Items:

8.1) General Meeting Reports of Directors.

Director Kellerman reported that on July 31, he attended his Coffee with Director event and commended staff of the positive turnout and that on August 7, he attended a Board Briefing.

Director Wilson reported that on July 31, he attended the Coffee with Director Kellerman event; that on August 2, he attended the Palmdale Fin and Feather Club Meeting where the Club President provided a facilities tour; that on August 7, he attended a Board Briefing; and that on August 11, he is attending the Palmdale Water District (PWD) Regular Board Meeting.

Director Sanchez reported that on July 31, she attended the Coffee with Director Kellerman event; that on August 7, she attended a Board Briefing; and that on August 11, she is attending the PWD Regular Board Meeting.

Director Mac Laren-Gomez reported that on July 31, she attended an Agenda Review Briefing and that on August 7, she attended a Board Briefing.

8.2) Report of General Manager.

General Manager LaMoreaux reported that the presence of golden mussels were detected near the California Aqueduct inlet at Lake Palmdale by the California Department of Fish and Wildlife and that staff is working on a plan and press release to address these findings; that staff recently met with the new San Gabriel Mountains Monument Manager, Darrel Vance; that staff provided a facilities tour of Tejon Park and the Littlerock Dam recreation area to City of Palmdale staff; and that staff met with Congressman Whitesides to discuss District projects and provided a tour of the Leslie O. Carter Water Treatment Plant.

8.3) Report of General Counsel.

General Counsel Early stated that the status of the assembly bills previously reported on remains the same and then provided a brief overview on AB 601 regarding the bodies of water defined and covered under the Clean Water Act.

9) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

10) Adjournment.

There being no further business to come before the Board, the meeting was adjourned at 6:47 p.m.

Secretary



BOARD MEMORANDUM

DATE: September 8, 2025
TO: BOARD OF DIRECTORS
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***APPROVAL TO RATIFY ACCOUNTING SUPERVISOR AND ENGINEER JOB DESCRIPTION UPDATES. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA)***

Recommendation:

Staff recommends that the Board approve the attached changes to the Accounting Supervisor and Engineer job descriptions.

Alternative Options:

The Board can choose not to approve, and the current job description will remain.

Impact of Taking No Action:

If no action is taken, the District risks continued ambiguity regarding the responsibilities of these positions.

Background:

Upon reviewing the job descriptions due to position openings, it was determined that the existing descriptions lacks clarity in outlining the responsibilities. In addition, there are slight changes to years of experience. To ensure accurate representation of the roles and to better align with the District's operational needs, updates were made to the job descriptions as outlined in the supporting documentation.

Strategic Plan Initiative/Mission Statement:

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

Budget:

There is no budget impact

Supporting Documents:

- Accounting Supervisor job description redline and final versions
- Senior Engineer job description redline and final versions
- Principal Engineer job description redline and final versions
- Associate Engineer job description redline and final versions

PALMDALE WATER DISTRICT

ACCOUNTING SUPERVISOR

FLSA Status: Exempt

JOB SUMMARY

To plan, organize, direct and supervise assigned personnel engaged in technical and clerical accounting activities including accounts payable/receivable, payroll and fixed asset inventory; to perform a variety of complex and difficult professional accounting tasks; and to provide administrative support to the Finance Manager/CFO.

Supervision Received and Exercised

- Receives general direction from the Finance Manager/CFO.
- Exercises direct supervision over assigned technical and clerical support staff.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for a variety of revenue and expenditure accounting and payroll activities, including purchasing; implement policies and procedures.
- Plan, prioritize, and supervise the work of staff involved in a variety of accounting activities.
- Assist in preparation of the District-wide annual budget including forecasting of future revenue levels and expenditure patterns; participate in accounting function budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; conduct employee performance evaluations; work with employees to correct deficiencies; implement discipline procedures.
- Prepare, maintain, and analyze a variety of fiscal and accounting records, statements, and reports.
- Identify trends and irregularities in reported fiscal transactions; research and make recommendations for modifications to internal procedures and policies and/or external reporting requirements.
- Oversee reconciliation of banking processes; and maintain and review detailed sub-ledgers such as capital improvement projects, accounts payable, accounts receivable, developer deposits and customer deposits
- Review the general ledger in preparation for year-end financial statement audit and prepare schedules for auditors.
- Audit and analyze accounting systems and procedures to ensure compliance with accepted accounting standards and applicable laws, rules, and regulations.
- Analyze, evaluate, and organize data and information in preparation of complex studies such as financial forecasts and cost benefit analyses.

- Answer public questions and provide information to the public; investigate customer complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Generally Accepted Accounting Principles (GAAP); Financial (FASB) and Governmental (GASB) Accounting Standards Board Statements and Pronouncements; Auditing, and Financial Reporting and best practices; Generally Accepted Auditing Standards (GAAS).
- Governmental and enterprise accounting and financial reporting, cost accounting; internal control standards; employment and labor laws, banking and investments, public utilities.
- Principles and practices of accounting, budgeting, auditing, financial reporting and administration.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of budget preparation and administration.
- Principles and practices of public finance administration and budgeting, fixed-income portfolio cash management, debt issuance, and reconciliation.
- Pertinent local, State and Federal laws, rules and regulations.
- ~~Principles and practices of professional accounting practices, especially as applied to the public sector.~~
- ~~Principles and practices of accounting, budgeting, auditing, financial reporting and administration.~~
- ~~Principles and practices of supervision, training, and performance evaluations.~~
- ~~Principles and practices of budget preparation and monitoring.~~
- ~~Pertinent local, State and Federal laws, rules and regulations.~~

Ability to

- Organize, implement and direct accounting functions for the District and to perform a variety of difficult and complex professional accounting tasks.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Interpret and explain pertinent accounting and District practices and procedures.
- Assist in the development and monitoring of assigned accounting function programs and District-wide budget.
- Develop and recommend policies and procedures related to assigned operations, including implementation of efficient accounting procedures, and auditing and analysis of accounting systems and procedures.
- Supervise, train, and evaluate assigned staff.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Seven-Five years of increasingly responsible ~~journey-level~~journey-level accounting experience; including three years providing technical and functional supervision over assigned personnel.

Training

Equivalent to an associate degree from an accredited college or university with major course work in accounting, finance, business administration, public administration or a related field or Bachelor of Science coursework in related field.

PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved: ~~January 27, 2025~~Approved September 8, 2025

I have reviewed this job description with my Supervisor and agree with its contents.

Employee Name

Date

Employee Signature

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

PALMDALE WATER DISTRICT

ACCOUNTING SUPERVISOR

FLSA Status: Exempt

JOB SUMMARY

To plan, organize, direct and supervise assigned personnel engaged in technical and clerical accounting activities including accounts payable/receivable, payroll and fixed asset inventory; to perform a variety of complex and difficult professional accounting tasks; and to provide administrative support to the Finance Manager/CFO.

Supervision Received and Exercised

- Receives general direction from the Finance Manager/CFO.
- Exercises direct supervision over assigned technical and clerical support staff.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for a variety of revenue and expenditure accounting and payroll activities, including purchasing; implement policies and procedures.
- Plan, prioritize, and supervise the work of staff involved in a variety of accounting activities.
- Assist in preparation of the District-wide annual budget including forecasting of future revenue levels and expenditure patterns; participate in accounting function budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; conduct employee performance evaluations; work with employees to correct deficiencies; implement discipline procedures.
- Prepare, maintain, and analyze a variety of fiscal and accounting records, statements, and reports.
- Identify trends and irregularities in reported fiscal transactions; research and make recommendations for modifications to internal procedures and policies and/or external reporting requirements.
- Oversee reconciliation of banking processes; and maintain and review detailed sub-ledgers such as capital improvement projects, accounts payable, accounts receivable, developer deposits and customer deposits
- Review the general ledger in preparation for year-end financial statement audit and prepare schedules for auditors.
- Audit and analyze accounting systems and procedures to ensure compliance with accepted accounting standards and applicable laws, rules, and regulations.
- Analyze, evaluate, and organize data and information in preparation of complex studies such as financial forecasts and cost benefit analyses.

- Answer public questions and provide information to the public; investigate customer complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Generally Accepted Accounting Principles (GAAP); Financial (FASB) and Governmental (GASB) Accounting Standards Board Statements and Pronouncements; Auditing, and Financial Reporting and best practices; Generally Accepted Auditing Standards (GAAS).
- Governmental and enterprise accounting and financial reporting, cost accounting; internal control standards; employment and labor laws, banking and investments, public utilities.
- Principles and practices of accounting, budgeting, auditing, financial reporting and administration.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of budget preparation and administration.
- Principles and practices of public finance administration and budgeting, fixed-income portfolio cash management, debt issuance, and reconciliation.
- Pertinent local, State and Federal laws, rules and regulations.

Ability to

- Organize, implement and direct accounting functions for the District and perform a variety of difficult and complex professional accounting tasks.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and solve operational and technical policy and procedures.
- Interpret and explain pertinent accounting and District practices and procedures.
- Assist in the development and monitoring of assigned accounting function programs and District-wide budget.
- Develop and recommend policies and procedures related to assigned operations, including implementation of efficient accounting procedures, and auditing and analysis of accounting systems and procedures.
- Supervise, train, and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Five years of increasingly responsible journey-level accounting experience; including three years of providing technical and functional supervision over assigned personnel.

Training

Equivalent to an associate degree from an accredited college or university with major course work in accounting, finance, business administration, public administration or a related field or Bachelor of Science coursework in related field.

PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved: September 8, 2025

I have reviewed this job description with my Supervisor and agree with its contents.

Employee Name

Date

Employee Signature

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

SENIOR ENGINEER

FLSA Status: Non-Exempt

JOB SUMMARY

Under general direction, performs field and office civil engineering work involved in the design, construction, and maintenance of municipal water facilities; and performs other related duties as required.

Distinguishing Characteristics

The Senior Engineer class is characterized by its responsibility for the performance of professional engineering work of complex difficulty. It differs from the Associate ~~Water~~ Engineer class by its responsibility for more complex engineering projects requiring independent engineering analysis. This classification is distinguished from the next higher class of Principal ~~Water~~ Engineer in that the latter has responsibility for administering and overseeing a variety of water engineering and operations functions.

Supervision Received and Exercised

Receives general supervision from the Principal Engineer and/or Engineering/~~Grant~~ Manager. May provide technical, functional, ~~and~~ training or supervision over training personnel or lower-level staff.

Examples Of Essential Duties

Duties may include, but are not limited to, the following:

- Performs professional engineering work for water production and distribution facilities ensuring technical competence and compliance with all current codes and criteria.
- Assists with preparation of the Five-Year Capital Improvement Plan and budget.
- Reviews plans, maps, specifications, reports and other information for accuracy and format; reviews for conformance to established engineering practices, and compliance with state and county laws, ordinances, and regulations; may prepare engineering conditions of approval for proposed developments.
- Performs plan checks for private development composite utility plans and water plans and hydraulic calculations for domestic and fire protection water systems; collects plan check and inspection fees; prepares bond agreements for public water improvements; and prepares cost estimates for bonding.
- ~~Leads or manages design efforts, either in-house or through consultants, for a range of capital improvement projects. Designs or coordinates the design of various water works projects such as production including production~~
- Leads or manages design efforts, either in-house or through consultants, for a range of capital improvement projects. Designs or coordinates the design of various water works projects such as wells, monitoring wells, reservoirs, booster stations, water mains, pressure regulating stations and water treatment facilities. Coordinates utility relocation projects.
- Corresponds with regulatory agencies, including the California Department Water Resources, Division of Drinking Water and SCAQMD regarding reporting requirements and compliance.
- Performs routine inspections of water wells, pump stations, reservoirs and other water

facilities, tests for fire flow capacity, and pressure of the water distribution system.

- Prepares contracts and specifications for water works projects; prepares engineering cost estimates; holds bid openings; reviews bids and contract documents, and maintains appropriate records; administers contracts, coordinates inspections, and authorizes progress payments. Prepares change orders as necessary for the alteration of plans and specifications.
- Performs a variety of field surveys; conducts research studies for reporting, compliance, and other informational purposes; and performs CAD drafting.
- Responds to inquiries and provides technical assistance to developers, contractors, and the public regarding fee schedules, engineering design, utility locations, policies, ordinances, and regulations; conducts research studies and surveys, and prepares reports.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Maintains the District's hydraulic water model, performs hydraulic analyses for planning purposes, and assists with optimizing operations using the water model's energy module.
- Coordinates upgrades and improvements to the District's SCADA system, schedules relevant training for operations staff, maintains a working relationship with local SCADA integrators; and helps troubleshoot SCADA related problems as they arise.
- Coordinates with the Information Systems Department's GIS Technician; this includes data gathering and management, reviewing and approving updates to the GIS maps, conducting spatial analysis and working with professional GIS consultants to maintain the IWA's GIS-centric asset management system.
- As a designated representative, attends meetings and may participate in discussions regarding the District and external engineering activities or projects.
- Provides supervision, training, and input for staff evaluations.
- Provides engineering support during construction, including review of submittals, response to RFIs, coordination with inspectors, and participation in punch-list walkthroughs.
- Coordinates with external utility providers (e.g., gas, electric, telecom) and public agencies on utility conflicts and permitting during project planning and construction.
- Supports grant applications and funding programs by preparing technical data and assisting with scope development and cost estimates.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

The following are minimal qualifications necessary for entry into the classification.

Knowledge of:

- Engineering principles and practices as applied to the planning, design, and construction of municipal public works projects.
- Engineering design principles, strengths of materials, stress analysis methods, and techniques utilized in the preparation of public works projects, designs, and related plans, specifications and cost estimates.
- The principles, equipment, and methods utilized in surveying and materials testing.
- Plan check; compliance and reporting requirements; NPDES; CEQA; applicable federal, state, and local laws, codes, and regulations.
- Methods and techniques of scheduling work assignments.

- Modern office procedures, practices, methods, and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation.
- Proper supervision and training methods.
- Proper English, spelling, and grammar.
- Occupational hazards and standard safety practices.
- Skill to operate an office computer and a variety of word processing, drafting, database, and hydraulic modeling software applications. Perform complicated engineering design work.
- Water system hydraulic principles and modeling tools such as InfoWater, WaterGEMS, or similar.
- SCADA systems, instrumentation, and control logic commonly used in municipal water systems.
- Project delivery methods and construction phase processes including submittal review, change orders, and contract closeout.
- Coordination with outside agencies including utilities, city departments, and permitting authorities.

Ability to:

- Perform professional engineering work, including project design, and compile, analyze, and synthesize engineering and other technical information.
- Prepare accurate plans, specifications, cost estimates, and engineering reports.
- Conduct technical and engineering research work.
- Conduct inspections and evaluate construction relative to approved plans and specifications.
- Prepare and maintain records and prepare reports for compliance; interpret and apply related laws, ordinances, and regulations; and interpret, explain, and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately; and organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team; make sound decisions within established guidelines; and follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing, and establish and maintain effective working relationships.
- Effectively manage and deliver multiple projects on schedule and within budget under limited supervision.
- Lead coordination meetings and collaborate across departments and with external stakeholders.
- Analyze and interpret hydraulic modeling results to support design decisions and system operations.
- Prepare persuasive, technically accurate reports and presentations for Board meetings, permitting agencies, and public outreach.

EXPERIENCE AND TRAINING

Experience

Possess six (6) years of progressively responsible professional municipal experience in water and/or wastewater engineering, equivalent to the Associate Water Engineer classification, including directing the work of others, with at least one (1) year in a supervisory role.~~Possess six years of progressively responsible professional municipal experience in water and/or~~

~~wastewater engineering, equivalent to that of an Associate Water Engineer classification.~~

Training

The required qualification is to possess a Bachelor of Science degree from an accredited college or university in Civil Engineering, Mechanical, Electrical, Chemical Engineering or Environmental Science.

License/Certificate:

- Possession of a valid Class C California driver's license.
- Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists. Current out of state Professional Engineer Certificate holders must obtain the California Professional Engineer Certificate within 66 months from time of appointment.
- ~~Possession of a Grade D2 Distribution Certificate and a Grade T2 Treatment Certificate within 6 months from time of appointment.~~
~~Possession of a Grade D2 Distribution Certificate and a Grade T2 Treatment Certificate required within 6 months.~~

PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. In addition, this position works in all weather conditions, including hot, wet, and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

Approved: ~~October 2024~~ [Update September 8, 2025](#)

I have reviewed this job description with my Supervisor and agree with its contents.

Employee Name

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

[Revised: Update](#)

SENIOR ENGINEER

FLSA Status: Exempt

JOB SUMMARY

Under general direction, performs field and office civil engineering work involved in the design, construction, and maintenance of municipal water facilities; and performs other related duties as required.

Distinguishing Characteristics

The Senior Engineer class is characterized by its responsibility for the performance of professional engineering work of complex difficulty. It differs from the Associate Engineer class by its responsibility for more complex engineering projects requiring independent engineering analysis. This classification is distinguished from the next higher class of Principal Engineer in that the latter has responsibility for administering and overseeing a variety of water engineering and operations functions.

Supervision Received and Exercised

Receives general supervision from the Principal Engineer and/or Engineering Manager. May provide technical, functional, training or supervision over training personnel or lower-level staff.

Examples Of Essential Duties

Duties may include, but are not limited to, the following:

- Performs professional engineering work for water production and distribution facilities ensuring technical competence and compliance with all current codes and criteria.
- Assists with preparation of the Five-Year Capital Improvement Plan and budget.
- Reviews plans, maps, specifications, reports and other information for accuracy and format; reviews for conformance to established engineering practices, and compliance with state and county laws, ordinances, and regulations; may prepare engineering conditions of approval for proposed developments.
- Performs plan checks for private development composite utility plans and water plans and hydraulic calculations for domestic and fire protection water systems; collects plan check and inspection fees; prepares bond agreements for public water improvements; and prepares cost estimates for bonding.
- Leads or manages design efforts, either in-house or through consultants, for a range of capital improvement projects including production wells, monitoring wells, reservoirs, booster stations, water mains, pressure regulating stations and water treatment facilities. Coordinates utility relocation projects.
- Corresponds with regulatory agencies, including the California Department Water Resources, Division of Drinking Water and SCAQMD regarding reporting requirements and compliance.
- Performs routine inspections of water wells, pump stations, reservoirs and other water facilities, tests for fire flow capacity, and pressure of the water distribution system.
- Prepares contracts and specifications for water works projects; prepares engineering cost estimates; holds bid openings; reviews bids and contract documents and maintains appropriate records; administers contracts, coordinates inspections, and authorizes progress payments. Prepare change orders as necessary for the alteration of plans and specifications.
- Performs a variety of field surveys; conducts research studies for reporting, compliance, and other informational purposes; and performs CAD drafting.

- Responds to inquiries and provides technical assistance to developers, contractors, and the public regarding fee schedules, engineering design, utility locations, policies, ordinances, and regulations; conducts research studies and surveys, and prepares reports.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Maintains the District's hydraulic water model, performs hydraulic analyses for planning purposes, and assists with optimizing operations using the water model's energy module.
- Coordinates upgrades and improvements to the District's SCADA system, schedules relevant training for operations staff, maintains a working relationship with local SCADA integrators; and helps troubleshoot SCADA related problems as they arise.
- Coordinates with the Information Systems Department's GIS Technician; this includes data gathering and management, reviewing and approving updates to the GIS maps, conducting spatial analysis and working with professional GIS consultants to maintain the IWA's GIS-centric asset management system.
- As a designated representative, attends meetings and may participate in discussions regarding the District and external engineering activities or projects.
- Provides supervision, training, and input for staff evaluations.
- Provides engineering support during construction, including review of submittals, response to RFIs, coordination with inspectors, and participation in punch-list walkthroughs.
- Coordinates with external utility providers (e.g., gas, electric, telecom) and public agencies on utility conflicts and permitting during project planning and construction.
- Supports grant applications and funding programs by preparing technical data and assisting with scope development and cost estimates.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

The following are minimal qualifications necessary for entry into the classification.

Knowledge of:

- Engineering principles and practices as applied to the planning, design, and construction of municipal public works projects.
- Engineering design principles, strengths of materials, stress analysis methods, and techniques utilized in the preparation of public works projects, designs, and related plans, specifications and cost estimates.
- The principles, equipment, and methods utilized in surveying and materials testing.
- Plan check; compliance and reporting requirements; NPDES; CEQA; applicable federal, state, and local laws, codes, and regulations.
- Methods and techniques of scheduling work assignments.
- Modern office procedures, practices, methods, and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation.
- Proper supervision and training methods.
- Proper English, spelling, and grammar.
- Occupational hazards and standard safety practices.
- Skill to operate an office computer and a variety of word processing, drafting, database, and hydraulic modeling software applications. Perform complicated engineering design work.
- Water system hydraulic principles and modeling tools such as InfoWater, WaterGEMS, or similar.
- SCADA systems, instrumentation, and control logic commonly used in municipal water systems.

- Project delivery methods and construction phase processes including submittal review, change orders, and contract closeout.
- Coordination with outside agencies including utilities, city departments, and permitting authorities;

Ability to:

- Perform professional engineering work, including project design, and compile, analyze, and synthesize engineering and other technical information.
- Prepare accurate plans, specifications, cost estimates, and engineering reports.
- Conduct technical and engineering research work.
- Conduct inspections and evaluate construction relative to approved plans and specifications.
- Prepare and maintain records and prepare reports for compliance; interpret and apply related laws, ordinances, and regulations; and interpret, explain, and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately; and organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team; make sound decisions within established guidelines; and follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing, and establish and maintain effective working relationships.
- Effectively manage and deliver multiple projects on schedule and within budget under limited supervision.
- Lead coordination meetings and collaborate across departments and with external stakeholders.
- Analyze and interpret hydraulic modeling results to support design decisions and system operations.
- Prepare persuasive, technically accurate reports and presentations for Board meetings, permitting agencies, and public outreach.

EXPERIENCE AND TRAINING

Experience

Possess six (6) years of progressively responsible professional municipal experience in water and/or wastewater engineering, equivalent to the Associate Water Engineer classification, including directing the work of others, with at least one (1) year in a supervisory role.

Training

The required qualification is to possess a Bachelor of Science degree from an accredited college or university in Civil Engineering, Mechanical, Electrical, Chemical Engineering or Environmental Science.

License/Certificate:

- Possession of a valid Class C California driver's license.
- Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists. Current out of state Professional Engineer Certificate holders must obtain the California Professional Engineer Certificate within 6 months from time of appointment.
- Possession of a Grade D2 Distribution Certificate and a Grade T2 Treatment Certificate within 6 months from time of appointment.

PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. In addition, this position works in all weather conditions, including hot, wet, and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

Approved: September 8, 2025

I have reviewed this job description with my Supervisor and agree with its contents.

Employee Name

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

PRINCIPAL ENGINEER

FLSA Status: Non-Exempt

JOB SUMMARY

Under direction, leads, oversees, reviews, and performs work activities and duties assigned to the engineering staff; assumes responsibility for the more difficult and complex tasks related to the design, construction, and maintenance of municipal water and related facilities; performs related duties as required.

Distinguishing Characteristics

The Principal Water Engineer is the advanced journey level professional class responsible for administering and overseeing a variety of functions in the Engineering Department and for providing technical guidance to staff engineers and engineering consultants, engineering technicians, and support staff. This classification differs from the Senior Engineer class by its responsibility for administering and overseeing a variety of complex water engineering and water resources planning functions. This classification is distinguished from the next higher class of Engineering Manager in that the latter has overall responsibility for the Engineering Department.

Supervision Received and Exercised

Receives direction from the Engineering ~~Grant~~ Manager, the Assistant General Manager, or General Manager. May exercise technical and functional supervision over other engineering staff, including but not limited to engineers and inspectors.

Examples Of Essential Duties

Duties may include, but are not limited to, the following:

- Serves as head of the Engineering Department in the absence of the Engineering Manager;
- Performs complex assignments requiring application of civil, structural, mechanical, electrical engineering principles in the planning, design, construction, operation and maintenance of water systems (production, transmission, distribution, pumping and storage facilities);
- Anticipates and solves complex engineering problems; develops and updates standards and guides for diverse engineering activities; and develops and updates District Standards, including coordinating with others on matters related to material and construction standards;

- Leads, oversees, reviews, and performs work activities and duties assigned to the engineering staff; performs a variety of difficult engineering and design activities such as capital improvements and utility relocations, preparation of plans and specifications, cost estimates, grading plans, and hydraulic modeling and analysis-
- Plans, coordinates, prioritizes, supervises, and participates in the work of assigned engineering staff; discusses job progress with staff; provides motivation and training for assigned personnel; monitors work activities to ensure safe work practices, work quality and accuracy; participates in the hiring and evaluation of assigned staff.
- Resolves conflicts or problems between staff and developers; makes presentations to the District Board; serves as the District's engineering liaison with City of Palmdale, Los Angeles County Public Works, CalTrans, and other organizations to plan and coordinate capital project work; leads or participates in discussions regarding engineering projects-
- Prepares District's Five-Year Capital Improvement Plan and budget; manages the acquisition of grants and other external funding to supplement the District's Capital Improvement budget; writes grants and presents grant proposals to review committees; assists in preparing the annual budget for the Engineering Department.
- Reviews and makes recommendations on technical reports and studies; performs studies requiring analysis of issues; prepares reports or correspondence, including staff reports, status reports, and other Federal, State and/or local jurisdictional reports and forms-
- Coordinates [and represents the District](#) with City of Palmdale, [Los Angeles County](#), water agencies, and outside consultants for a variety of project design work and related private development activities; reviews traffic and environmental reports, tentative maps, subdivision maps, site improvements and grading plans; reviews legal descriptions and deeds for easements, quitclaim and rights-of-way as well as water improvement agreements and bond releases-
- Manages construction projects, including advertising the work, preparing contracts and specifications, preparing and processing addendums, reviewing and recommending the award of bids, and preparing agenda reports for the award of construction and design projects and other related public works matters-
- Interprets and enforces construction codes, plans, and specifications; determines right-of-way and easement requirements for construction projects; prepares engineering cost estimates; reviews public works bids and contract documents; coordinates inspections and authorizes progress payments-
- Develops negotiation strategies; participates in contract negotiations and administration; reviews work for conformity with District standards and project requirements-
- Performs plan checks and field engineering and construction staking; determines work procedures; prepares work schedules; signs engineering plans and specifications; implements, manages and coordinates the updating, maintaining, and archiving of engineering design documents, to include but not limited to, planning studies, record drawings and specifications, work procedures, and standard drawings-
- Serves as District's in-house expert on issues such as development standards, Master Plans or related planning studies, groundwater sustainability, recycled water

development, computer-aided design, and environmental documentation required by the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA);

- Manages and/or assists with plan check services and the processing of developer-led water improvement projects; manages and/or assists with the formation of assessment districts, and the determination of rates, fees, and charges for water improvements;
- Responds to and resolves difficult and complex inquiries and complaints from developers, contractors and the general public regarding fee schedules, engineering design, utility locations, policies, ordinances, and regulations;
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public;
- Mentor and train junior staff
- Develop and implement engineering standards and procedures
- —
- Performs other related duties as required;

MINIMUM QUALIFICATIONS

The following are minimal qualifications necessary for entry into the classification.

Knowledge of:

- Engineering principles and practices as applied to the planning, design and construction of water production, water treatment, transmission and distribution facilities
- Principles and practices of project management principles, development and administration
- Complex principles and practices of water systems engineering design and construction management
- Mathematics as applied to the computation of distances, angles, areas, and traverses, including algebra, geometry, and trigonometry; principles and practices of capital budget development and administration
- Operational characteristics of engineering design and construction management standard equipment
- Methods and techniques of supervision, training, and motivation; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments
- Modern office procedures, practices, methods, and equipment, including a computer and applicable software
- Methods and techniques for record keeping and report preparation; proper English, spelling, and grammar
- Occupational hazards and standard safety practices.
- Water resources engineering principles.
- Water quality regulations.
- Contract administration.

Ability to:

- Oversee and participate in engineering design and construction management programs; participate in the operations and activities of engineering design professional, technical, and support staff; courteously respond to community issues, concerns and needs
- Analyze a complex issue and develop and implement an appropriate response
- Prepare and administer a municipal budget; analyze and evaluate new and existing service delivery methods and standard operating procedures; plan, organize, train, evaluate, and direct work of assigned staff
- Perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately
- Organize, prioritize, and follow-up on work assignments
- Work independently and as part of a team; make sound decisions within established guidelines
- Follow written and oral directions
- Observe safety principles and work in a safe manner
- Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.
- Operate an office computer and a variety of word processing, drafting, and software applications
- Direct the work and assignments of other department staff
- Perform complicated engineering design work.

EXPERIENCE AND EDUCATION**Experience**

The position requires a minimum of ten (10) years of progressively responsible professional experience in water and/or wastewater engineering, including directing the work of others, with at least three (3) years in a supervisory role. The required qualification is to possess a minimum of 10 years of progressively responsible professional experience including experience in directing the work of others involved in water and/or wastewater engineering.

Education:

The required qualification is a Bachelor's degree from an accredited college or university in Civil Engineering or a related field.

License/Certificate:

- Possession of a certificate of registration as a Civil Engineer or other engineering discipline issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists.
- Possession of a Grade D2 Distribution Certificate and a Grade T2 Treatment Certificate within 18 6 months from time of appointment.

PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. In addition, this position works in all weather conditions, including hot, wet, and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved: ~~January 27, 2025~~[September 8, 2025](#)

I have reviewed this job description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

PRINCIPAL ENGINEER

FLSA Status: Non-Exempt

JOB SUMMARY

Under direction, leads, oversees, reviews, and performs work activities and duties assigned to the engineering staff; assumes responsibility for the more difficult and complex tasks related to the design, construction, and maintenance of municipal water and related facilities; performs related duties as required.

Distinguishing Characteristics

The Principal Water Engineer is the advanced journey level professional class responsible for administering and overseeing a variety of functions in the Engineering Department and for providing technical guidance to staff engineers and engineering consultants, engineering technicians, and support staff. This classification differs from the Senior Engineer class by its responsibility for administering and overseeing a variety of complex water engineering and water resources planning functions. This classification is distinguished from the next higher class of Engineering Manager in that the latter has overall responsibility for the Engineering Department.

Supervision Received and Exercised

Receives direction from the Engineering Manager, the Assistant General Manager, or General Manager. May exercise technical and functional supervision over other engineering staff, including but not limited to engineers and inspectors.

Examples Of Essential Duties

Duties may include, but are not limited to, the following:

- Serves as head of the Engineering Department in the absence of the Engineering Manager
- Performs complex assignments requiring application of civil, structural, mechanical, electrical engineering principles in the planning, design, construction, operation and maintenance of water systems (production, transmission, distribution, pumping and storage facilities)
- Anticipates and solves complex engineering problems; develops and updates standards and guides for diverse engineering activities; and develops and updates District Standards, including coordinating with others on matters related to material and construction standards

- Leads, oversees, reviews, and performs work activities and duties assigned to the engineering staff; performs a variety of difficult engineering and design activities such as capital improvements and utility relocations, preparation of plans and specifications, cost estimates, grading plans, and hydraulic modeling and analysis
- Plans, coordinates, prioritizes, supervises, and participates in the work of assigned engineering staff; discusses job progress with staff; provides motivation and training for assigned personnel; monitors work activities to ensure safe work practices, work quality and accuracy; participates in the hiring and evaluation of assigned staff.
- Resolves conflicts or problems between staff and developers; makes presentations to the District Board; serves as the District's engineering liaison with City of Palmdale, Los Angeles County Public Works, CalTrans, and other organizations to plan and coordinate capital project work; leads or participates in discussions regarding engineering projects
- Prepares District's Five-Year Capital Improvement Plan and budget; manages the acquisition of grants and other external funding to supplement the District's Capital Improvement budget; writes grants and presents grant proposals to review committees; assists in preparing the annual budget for the Engineering Department.
- Reviews and makes recommendations on technical reports and studies; performs studies requiring analysis of issues; prepares reports or correspondence, including staff reports, status reports, and other Federal, State and/or local jurisdictional reports and forms
- Coordinates and represents the District with City of Palmdale, Los Angeles County, water agencies, and outside consultants for a variety of project design work and related private development activities; reviews traffic and environmental reports, tentative maps, subdivision maps, site improvements and grading plans; reviews legal descriptions and deeds for easements, quitclaim and rights-of-way as well as water improvement agreements and bond releases
- Manages construction projects, including advertising the work, preparing contracts and specifications, preparing and processing addendums, reviewing and recommending the award of bids, and preparing agenda reports for the award of construction and design projects and other related public works matters
- Interprets and enforces construction codes, plans, and specifications; determines right-of-way and easement requirements for construction projects; prepares engineering cost estimates; reviews public works bids and contract documents; coordinates inspections and authorizes progress payments
- Develops negotiation strategies; participates in contract negotiations and administration; reviews work for conformity with District standards and project requirements
- Performs plan checks and field engineering and construction staking; determines work procedures; prepares work schedules; signs engineering plans and specifications; implements, manages and coordinates the updating, maintaining, and archiving of engineering design documents, to include but not limited to, planning studies, record drawings and specifications, work procedures, and standard drawings
- Serves as District's in-house expert on issues such as development standards, Master Plans or related planning studies, groundwater sustainability, recycled water development, computer-aided design, and environmental documentation required by

the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA)

- Manages and/or assists with plan check services and the processing of developer-led water improvement projects; manages and/or assists with the formation of assessment districts, and the determination of rates, fees, and charges for water improvements
- Responds to and resolves difficult and complex inquiries and complaints from developers, contractors and the general public regarding fee schedules, engineering design, utility locations, policies, ordinances, and regulations
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public
- Mentor and train junior staff
- Develop and implement engineering standards and procedures
- Performs other related duties as required

MINIMUM QUALIFICATIONS

The following are minimal qualifications necessary for entry into the classification.

Knowledge of:

- Engineering principles and practices as applied to the planning, design and construction of water production, water treatment, transmission and distribution facilities
- Principles and practices of project management principles, development and administration
- Complex principles and practices of water systems engineering design and construction management
- Mathematics as applied to the computation of distances, angles, areas, and traverses, including algebra, geometry, and trigonometry; principles and practices of capital budget development and administration
- Operational characteristics of engineering design and construction management standard equipment
- Methods and techniques of supervision, training, and motivation; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments
- Modern office procedures, practices, methods, and equipment, including a computer and applicable software
- Methods and techniques for record keeping and report preparation; proper English, spelling, and grammar
- Occupational hazards and standard safety practices.
- Water resources engineering principles.
- Water quality regulations.
- Contract administration.

Ability to:

- Oversee and participate in engineering design and construction management programs; participate in the operations and activities of engineering design professional, technical, and support staff; courteously respond to community issues, concerns and needs
- Analyze a complex issue and develop and implement an appropriate response
- Prepare and administer a municipal budget; analyze and evaluate new and existing service delivery methods and standard operating procedures; plan, organize, train, evaluate, and direct work of assigned staff
- Perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately
- Organize, prioritize, and follow-up on work assignments
- Work independently and as part of a team; make sound decisions within established guidelines
- Follow written and oral directions
- Observe safety principles and work in a safe manner
- Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.
- Operate an office computer and a variety of word processing, drafting, and software applications
- Direct the work and assignments of other department staff Perform complicated engineering design work.

EXPERIENCE AND EDUCATION

Experience

The position requires a minimum of ten (10) years of progressively responsible professional experience in water and/or wastewater engineering, including directing the work of others, with at least three (3) years in a supervisory role.

Education:

The required qualification is a Bachelor's degree from an accredited college or university in Civil Engineering or a related field.

License/Certificate:

- Possession of a certificate of registration as a Civil Engineer or other engineering discipline issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists.
- Possession of a Grade D2 Distribution Certificate and a Grade T2 Treatment Certificate within 6 months from time of appointment.

PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. In addition, this position works in all weather conditions, including hot, wet, and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved: September 8, 2025

I have reviewed this job description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

PALMDALE WATER DISTRICT

ASSOCIATE ENGINEER

FLSA Status: ~~Non~~-Exempt

JOB SUMMARY

Under general supervision, learns to perform and performs field and office engineering work involved in the design, construction, and maintenance of water facilities; performs other related duties as required.

Distinguishing Characteristics

The Associate Engineer is the fully qualified working level classification in the professional engineering series. Incumbents are expected to perform work of average difficulty. It differs from the Assistant Engineer class by its responsibility for more complex engineering projects requiring independent engineering analysis. ~~Incumbents may be promoted to Senior Engineer only through competitive recruitment and examination.~~

Supervision Received and Exercised

Receives general supervision from the Senior Engineer and/or Engineering ~~Grant~~ Manager. May provide technical and functional supervision over training personnel or staff.

Examples Of Essential Duties

Duties may include, but are not limited to, the following:

- Learns to perform and performs a variety of engineering and design activities such as construction and maintenance of water systems, including transmission mains, pump stations, pressure regulating facilities, reservoirs, water treatment plants and related water supply facilities.
- Inspects storm drains, sewers, water lines, water meters, hydrants, service lines, fire lines, cross connection control devices and related water operations and structures for various types of construction projects; re-inspects for compliance.
- Assists in the decision-making process and operational process for operating pumps, related flow and pressure control, water model and storage facilities by using a system control and data acquisition (SCADA) system; analyze and make recommendations for adjusting system flow and pressure requirements, control flows to meet consumer demands including fire flow demands and minimum pressure requirements.
- Reviews plans and estimates for construction and maintenance of water systems, review environmental reports; prepares contracts and specifications for projects; prepares engineering cost estimates; holds bid openings and maintains appropriate records; administers contracts and coordinates inspections.
- Develops and coordinates the preparation of funding applications and reporting for awarded funding.
- Participates in major water system planning and water supply management; assists making recommendations on technical reports and studies; performs studies requiring analysis of issues; prepares reports or correspondence, status reports, the annual Consumer Confidence Report for

water utility, Annual Notice of Extraction and Provisions of water as required by the California Water Code and other federal, state and/or local jurisdictional reports and form and preparation of Water Rights Information Management Systems (WRIMS).

- Performs plan checks for Water Improvement Plans.
- Maintains hydraulic software model and performs hydraulic calculations for domestic and fire flow; assists with SCADA programming, monitoring and operations support.
- Act as the District's Liaison to contractor representatives in coordinating contract projects; monitors project construction activity; coordinates project inspections; coordinates the review of related invoices and progress payments; prepares change orders, if necessary, for alteration of plans and specifications.
- Participates in contract negotiations and administration; reviews work for conformity with standards and project requirements; prepares and monitors project schedules and project budgets.
- Responds to inquiries and provides technical assistance to developers, contractors, and the public regarding fee schedules, procedural guidelines and standards, plans and specifications; provides information as appropriate and resolves service complaints.
- Utilize all skills, specialties, and experience to serve both internal and external customers including language skills, certifications, and knowledge.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- May attend meetings and participate in discussions regarding engineering activities or projects.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

(The following are minimal qualifications necessary for entry into the classification)

Knowledge of:

- Engineering principles and practices as applied to the planning, design, and construction of water production, water treatment, transmission, and distribution facilities.
- Principles and practices of project development and administration
- Principles and practices of water systems engineering design and construction management.
- Mathematics as applied to the computation of distances, angles, areas, and traverses, including algebra, geometry, and trigonometry.
- Principles and practices of project budget development and administration; methods and techniques of scheduling work assignments.
- Applicable federal, state, and local laws, codes, and regulations.
- Methods and techniques of scheduling work assignments.
- Modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation.
- Proper English, spelling, and grammar.
- Occupational hazards and standard safety practices.
- Skill to operate an office computer and a variety of word processing, drafting, and software applications.
- Basic civil engineering principles.
- Water utility system components and operations.

-● Engineering drafting and design practices.

Ability to:

- Perform professional engineering work, including project design; compile, analyze and synthesize engineering and other technical information.
- Prepare accurate plans, specifications, cost estimates, and engineering reports.
- Conduct technical and engineering research work.
- Conduct inspections and evaluate construction relative to approved plans and specifications.
- Prepare and maintain records and prepare reports for compliance; interpret and apply related laws, ordinances, and regulations; interpret, explain, and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines; follow written and oral directions.
- Observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing.
- Apply engineering principles to water system design and construction.
- Perform engineering calculations.
- Prepare technical drawings and specifications.
- Communicate effectively, both orally and in writing.
- Use computer-aided design (CAD) software.
- Establish and maintain effective, professional working relationships.

EXPERIENCE AND TRAINING

Experience

Four years of progressively responsible professional experience in water facility or civil engineering equivalent to that of an Assistant Engineer classification at the Palmdale Water District.

Training

The required qualification is to possess a Bachelor of Science degree from an accredited college or university in Civil Engineering, Mechanical, Electrical, Chemical or Environmental Science.

License/Certificate

- Possession of a valid Class C California driver's license.
- Professional Engineer issued by the California State Board of Registration for Professional Engineers, Land Surveyors, and Geologists. Current out of state Professional Engineer Certificate holders must obtain the California Professional Engineer Certificate within 6-6 months from time of appointment.
- Possession of a Grade D2 Distribution Certificate and a Grade T2 Treatment Certificate are required -within 66 months.

REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Approved: ~~October 2024~~[Update September 8, 2025](#)

I have reviewed this job description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

ASSOCIATE ENGINEER

FLSA Status: Exempt

JOB SUMMARY

Under general supervision, learns to perform and performs field and office engineering work involved in the design, construction, and maintenance of water facilities; performs other related duties as required.

Distinguishing Characteristics

The Associate Engineer is the fully qualified working level classification in the professional engineering series. Incumbents are expected to perform work of average difficulty. It differs from the Assistant Engineer class by its responsibility for more complex engineering projects requiring independent engineering analysis.

Supervision Received and Exercised

Receives general supervision from the Senior Engineer and/or Engineering Manager. May provide technical and functional supervision over training personnel or staff.

Examples Of Essential Duties

Duties may include, but are not limited to, the following:

- Learns to perform and performs a variety of engineering and design activities such as construction and maintenance of water systems, including transmission mains, pump stations, pressure regulating facilities, reservoirs, water treatment plants and related water supply facilities.
- Inspects storm drains, sewers, water lines, water meters, hydrants, service lines, fire lines, cross connection control devices and related water operations and structures for various types of construction projects; re-inspects for compliance.
- Assists in the decision-making process and operational process for operating pumps, related flow and pressure control, water model and storage facilities by using a system control and data acquisition (SCADA) system; analyze and make recommendations for adjusting system flow and pressure requirements, control flows to meet consumer demands including fire flow demands and minimum pressure requirements.
- Reviews plans and estimates for construction and maintenance of water systems, review environmental reports; prepares contracts and specifications for projects; prepares engineering cost estimates; holds bid openings and maintains appropriate records; administers contracts and coordinates inspections.

- Develops and coordinates the preparation of funding applications and reporting for awarded funding.
- Participates in major water system planning and water supply management; assists making recommendations on technical reports and studies; performs studies requiring analysis of issues; prepares reports or correspondence, status reports, the annual Consumer Confidence Report for water utility, Annual Notice of Extraction and Provisions of water as required by the California Water Code and other federal, state and/or local jurisdictional reports and form and preparation of Water Rights Information Management Systems (WRIMS).
- Perform plan checks for Water Improvement Plans.
- Maintains hydraulic software model and performs hydraulic calculations for domestic and fire flow; assists with SCADA programming, monitoring and operations support.
- Act as the District's liaison to contractor representatives in coordinating contract projects; monitors project construction activity; coordinates project inspections; coordinates the review of related invoices and progress payments; prepares change orders, if necessary, for alteration of plans and specifications.
- Participates in contract negotiations and administration; reviews work for conformity with standards and project requirements; prepares and monitors project schedules and project budgets.
- Responds to inquiries and provides technical assistance to developers, contractors, and the public regarding fee schedules, procedural guidelines and standards, plans and specifications; provides information as appropriate and resolves service complaints.
- Utilize all skills, specialties, and experience to serve both internal and external customers including language skills, certifications, and knowledge.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- May attend meetings and participate in discussions regarding engineering activities or projects.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

(The following are minimal qualifications necessary for entry into the classification)

Knowledge of:

- Engineering principles and practices as applied to the planning, design, and construction of water production, water treatment, transmission, and distribution facilities.
- Principles and practices of project development and administration
- Principles and practices of water systems engineering design and construction management.
- Mathematics as applied to the computation of distances, angles, areas, and traverses, including algebra, geometry, and trigonometry.
- Principles and practices of project budget development and administration; methods and techniques of scheduling work assignments.

- Applicable federal, state, and local laws, codes, and regulations.
- Methods and techniques of scheduling work assignments.
- Modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation.
- Proper English, spelling, and grammar.
- Occupational hazards and standard safety practices.
- Skill to operate an office computer and a variety of word processing, drafting, and software applications.
- Basic civil engineering principles.
- Water utility system components and operations.
- Engineering drafting and design practices.

Ability to:

- Perform professional engineering work, including project design; compile, analyze and synthesize engineering and other technical information.
- Prepare accurate plans, specifications, cost estimates, and engineering reports.
- Conduct technical and engineering research work.
- Conduct inspections and evaluate construction relative to approved plans and specifications.
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License/Certificate

- Possession of a valid Class C California driver's license.
- Professional Engineer issued by the California State Board of Registration for Professional Engineers, Land Surveyors, and Geologists. Current out of state Professional Engineer Certificate holders must obtain the California Professional Engineer Certificate within 6 months from time of appointment.
- Possession of a Grade D2 Distribution Certificate and a Grade T2 Treatment Certificate are required within 6 months.

REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Approved: September 8, 2025

I have reviewed this job description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.



BOARD MEMORANDUM

DATE: September 8, 2025

TO: **BOARD OF DIRECTORS**

FROM: Mr. Shadi Bader, Engineering Manager

VIA: Mr. Scott Rogers, Assistant General Manager
Mr. Dennis D. LaMoreaux, General Manager

RE: ***APPROVAL OF CALIFORNIA QUITCLAIM DEED FOR A.P.N. 3022-015-012, PALMDALE FAMILY HOUSING, L.P., A CALIFORNIA PARTNERSHIP. (NO BUDGET IMPACT - ENGINEERING MANAGER BADER)***

Recommendation:

Staff recommends that the Board approve the California Quitclaim Deed for A.P.N. 3022-015-012, Palmdale Family Housing, L.P., a California Partnership, and authorize General Manager LaMoreaux to execute said California Quitclaim Deed.

Alternative Options:

The Board can choose not to approve the California Quitclaim Deed.

Impact of Taking No Action:

The development of the property affected by the District's easement cannot move forward.

Background:

The District maintains easements on properties in the event repairs or replacements to water mains are needed. The owner/developer of the subject property is requesting the District quitclaim the easement on Parcel No. 3022-015-012 per a written request received on June 12, 2025. Staff responded to Palmdale Family Housing, L.P. on July 9, 2025, citing the requirements to quitclaim the property (copy attached). The easement in question is no longer needed by the District and it is recommended that a California Quitclaim Deed be executed for this request.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 6 – Customer Care, Advocacy & Outreach.
This item directly relates to the District's Mission Statement.

Budget:

This item has no budget impact.

Supporting Documents:

- PWD letter to Palmdale Family Housing, L.P. dated July 9, 2025
- Proposed California Quitclaim Deed and Supporting Documents



PALMDALE WATER DISTRICT
A CENTURY OF SERVICE

July 9, 2025

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

Palmdale Family Housing, L.P
13520 Evening Creek Drive North #160
San Diego, CA 92128

**RE: QUITCLAIM OF EASEMENT- APN NO. 3022-015-012
38851 15th STREET E - W.S.M. NO. 54-54**

Dear Mr. Silverwood:

Per written request received on June 12, 2025 for the Quitclaim of Easement for Assessor's Parcel Number 3022-015-012. The Quitclaim of Easement is outlined in the attached Section 12.05 and Appendix D of the Palmdale Water District's Rules and Regulations. The following is required to proceed:

- Provide a copy of the title report for subject property
- Provide legal description to subject property
- Submit payment of \$100.00 (Processing Fee per Appendix D)

Please send payment via check made out to Palmdale Water District to our office located at 2029 East Avenue Q, Palmdale, CA 93550. Upon receipt of the requested above items the District will review the Quitclaim Deed prior to approval by the Board. Upon approval by the Board it is the person/entity requesting such action's responsibility to record the executed document within 30 days of receipt thereof.

Please feel free to contact me at (661) 456-1022 if you have any questions.

Very truly yours,

Jillian Benci-Woodward
Jillian Benci-Woodward (Jul 9, 2025 15:54 PDT)

Jillian Benci-Woodward, P.E.
Senior Engineer

JBW/lle

Enclosures





RULES AND REGULATIONS

Where the buyer is willing but the District elects not to go forward with the sale, the District shall pay the full cost of appraisal.

- G. Deposit:** All offers to be considered by the Board shall be accompanied by a deposit in the amount of 10% of the proposed purchase price.
- H. Broker's Fees:** Brokerage fees shall be paid as agreed upon by the parties.
- I. Escrow:** The District and the buyer shall share escrow fees equally. The District will provide the buyer with a policy of Title Insurance at District expense.
- J. Down Payment:** The minimum down payment shall be 25% of the purchase price, unless modified by the Board.
- K. Balance of Purchase Price:** The remaining principal balance after the down payment may, upon approval by the Board, be on a Note Secured by Deed of Trust, executed by the buyer in favor of the District, and shall bear interest at current market rates.

12.05: DISTRICT EASEMENTS

Upon written application to the District and upon approval by the Board, the Board shall execute the necessary Quitclaim Deed or Affidavit required to confine or eliminate easements owned by the District. The person requesting such action shall pay a processing fee as set forth in Appendix D and must record the executed document within 30 days of receipt thereof.

12.06: RELOCATION ASSISTANCE LAW

The District has adopted Rules and Regulations implementing payments and administering relocation assistance as mandated by state law and incorporates those Rules and Regulations herein. The District Rules and Regulations Implementing the Relocation Assistance Law are attached hereto as Appendix J.

APPENDIX D

MISCELLANEOUS CHARGES

MISCELLANEOUS CHARGES

1.	Shutoff Fee per Article 8.03 C(1) and C(8):										
-	During regular working hours-on shut off list but service not yet physically off (8 a.m. to 6 p.m.)	\$	0.00	
-	During regular working hours-service physically shut off (8 a.m. to 6 p.m.)	\$	30.00	
-	After regular working hours, Fridays-Sundays, and Holidays (emergencies only)	\$	80.00	
2.	Returned Check Charge	\$	45.00	
3.	Meter Test Charge per Article 8.03C(2) (per test/invoiced)	\$	65.00	
4.	Pulled Meter Charge per Article 8.03C(3).	\$	60.00	
5.	Unauthorized Water Use Fine per Article 8.03C(4) and 9.03	\$	1,000.00	
6.	Walk-thru and Cleaning Water Service per Article 8.03C(7) – maximum of 14 calendar days:										
-	Application Processing Fee	\$	25.00	
-	Security Deposit	\$	100.00	
7.	Disconnection Charge for Waste or Misuse of Water per Article 8.05B(2) and Appendix O	\$	1,000.00	
8.	Late Charge per Article 8.04E and Article 8.04G			10% of the balance due for the first 30 days and 1-1/2% for each 30 days thereafter
9.	Meter and Project Water System Deposit Fee (per project unit)	\$	400.00	
10.	Fee for Confinement or Quitclaim of Easements per Article 12.05	\$	100.00	
11.	Non-emergency Service Calls After Regular Working Hours (8 a.m. to 6 p.m.) on Weekdays, Fridays-Sundays, and Holidays per Article 8.03C(8).	\$	80.00	
12.	Turn-on/off Fee per Article 8.03C(8)	\$	15.00	
13.	48-Hour Disconnect Notice Fee per Article 8.03C(9)	\$	20.00	
14.	Angle Stop Repair per Article 8.03C(6)(a):										
-	During regular working hours (7 a.m. to 4:30 p.m.)	\$	440.00	
-	After regular working hours, Fridays-Sundays, and Holidays	\$	600.00	
-	Service line replacement per Article 8.03C(6)			Cost + Overhead

Recording requested by (name):

And when recorded, mail this deed and tax
statements to (name and address):

CALIFORNIA QUITCLAIM DEED

APN: _____

DOCUMENTARY TRANSFER TAX \$ _____
EXEMPTION (R&T CODE) _____
EXPLANATION _____

Signature of Declarant or Agent determining tax

For a valuable consideration, receipt of which is hereby acknowledged,

(Disclaiming Party(ies))

hereby quitclaim(s) to _____
(Property Owner(s))

the following real property in the City of _____, County of _____,
California: (insert legal description)

Date: _____
(Signature of declarant)

(Typed or written name of declarant)

Date: _____
(Signature of declarant)

(Typed or written name of declarant)

This form must be signed in front of a notary.

ACKNOWLEDGMENT

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____ who
proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the
within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized
capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of
which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is
true and correct.

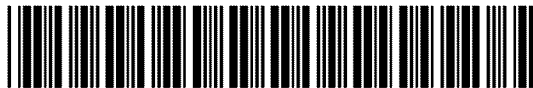
WITNESS my hand and official seal.

Signature _____ (Seal)

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Pages:
0003

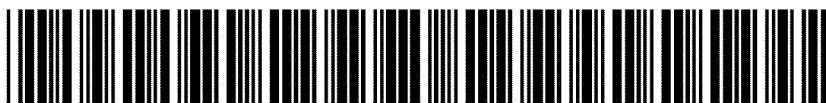
Recorded/Filed in Official Records
Recorder's Office, Los Angeles County,
California

01/13/25 AT 08:00AM

FEES:	25.00
TAXES:	1,320.00
OTHER:	0.00
<hr/>	
PAID:	1,345.00



LEADSHEET



202501130110001

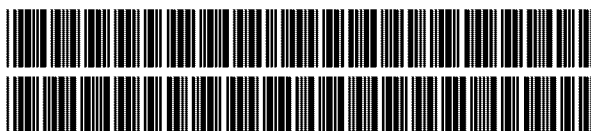
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015089377

SEQ:
01

SECURE - 8:00AM



THIS FORM IS NOT TO BE DUPLICATED

RECORDING REQUESTED BY:

Corinthian Title

MAIL TAX STATEMENTS AND
WHEN RECORDED MAIL TO:

Palmdale Family Housing, L.P.
13520 Evening Creek Drive North
Suite 160
San Diego, CA 92128

Title No.: 2017321-HT
Escrow No.: 06-240661-VC
APN: 3022-015-012

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE

GRANT DEED

THE UNDERSIGNED GRANTOR(S) DECLARE(S):

DOCUMENTARY TRANSFER TAX IS \$1,320.00

☒ Computed on full value of property conveyed, or
☐ Computed on full value less liens and encumbrances remaining at time of the sale
☐ Unincorporated area ☒ City of Palmdale

For valuable consideration, receipt of which is hereby acknowledged, ALTA VISTA II, L.P., limited partnership

hereby GRANT(S) to Palmdale Family Housing, L.P., a California Partnership

the real property situated in the County of Los Angeles, State of California, more particularly described as follows:

THAT PORTION OF LOT 5 OF TRACT NO. 7672, IN THE CITY OF PALMDALE, AS FULLY DESCRIBED IN EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

Dated: January 6, 2025

ALTA VISTA II, L.P., limited partnership

By: *Dante R. Simi*
Dante R. Simi, General Partner

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF ~~SAN DIEGO~~ *FRESNO*

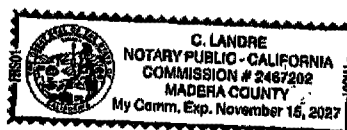
On this 7 day of JANUARY, 2025, before me, C. LANDRE, Notary Public, personally appeared Dante R. Simi, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

C. Landre
Signature

(SEAL)



RECORDING REQUESTED BY:

Corinthian Title

MAIL TAX STATEMENTS AND
WHEN RECORDED MAIL TO:

Palmdale Family Housing, L.P.
13520 Evening Creek Drive North
Suite 160
San Diego, CA 92128

Title No.: 2017321-HT
Escrow No.: 06-240661-VC
APN: 3022-015-012

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Dante R. Simi, General Partner

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COUNTY OF ~~SAN DIEGO~~ *FRESNO*

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C. Landre
Signature

(SEAL)

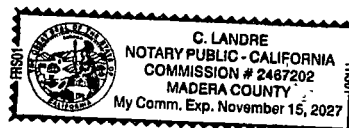


Exhibit A
Legal Description

Address: 38851 15th Street East, Palmdale, CA 93550
APN: 3022-015-012

THAT PORTION OF LOT 5 OF TRACT NO. 7672, IN THE CITY OF PALMDALE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 120 PAGES 72 AND 73 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF LOT 5, TRACT NO. 7672, THENCE SOUTH 0° 00' 59" EAST 652.28 FEET; THENCE SOUTH 89° 38' WEST 1279.2 FEET; THENCE NORTH 0° 00' 10" EAST 25 FEET; THENCE NORTH 89° 38' EAST 475 FEET; THENCE NORTHEAST 197.58 FEET TO A POINT SOUTH 89° 38' WEST 643.45 FEET AND SOUTH 0° 00' 10" WEST 510.28 FEET FROM THE POINT OF BEGINNING; THENCE NORTH 0° 00' 10" EAST 510.28 FEET; THENCE NORTH 89° 38' EAST TO THE BEGINNING PART OF LOT 5.

Palmdale Family Housing, L.P.
13520 Evening Creek Dr. N. #160
San Diego, CA 92128
P: 858-679-2828

July 14, 2025

Palmdale Water District
2029 East Avenue
Palmdale, CA 93550

RE: Owner Authorization - Palmdale Irrigation District Easement Vacation Request for 38851
15th St. East, Palmdale, CA 93550.

To Whom It May Concern,

As the property owner of 38851 15th St. East, Palmdale, CA 93550, I am writing to confirm that Affirmed Housing Group, Inc. has the authority to act on behalf of Palmdale Family Housing, L.P. for property matters. Affirmed Housing Group, Inc. is the manager of AHG Palmdale, LLC, which is the Administrative General Partner of Palmdale Family Housing, L.P. Please find attached an organizational chart for Palmdale Family Housing, L.P. summarizing this relationship, as well as the organizational documents that support it.

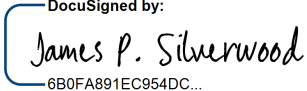
Please contact Project Manager, Vianney Ruvalcaba, at Vianney@affirmedhousing.com with any questions regarding this matter.

Sincerely,

Palmdale Family Housing, L.P., a California limited partnership

By: AHG Palmdale, LLC, a California limited liability company
Its: Administrative General Partner

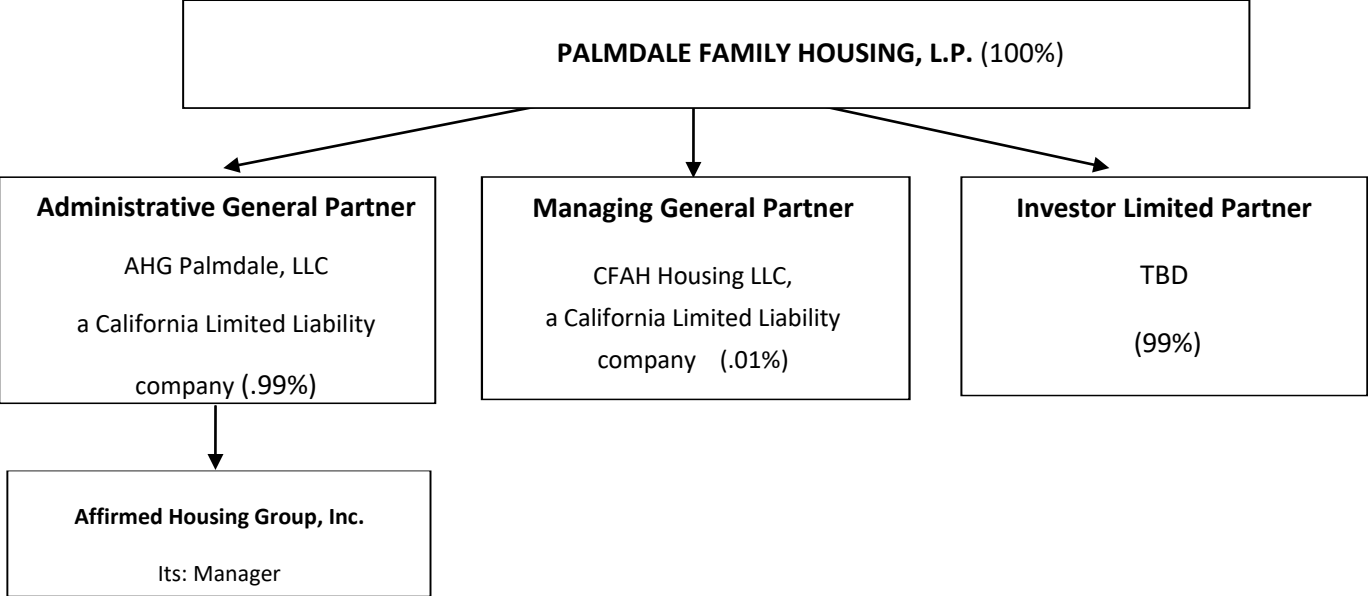
By: Affirmed Housing Group, Inc., a Delaware corporation
Its: Manager

By: 
James P. Silverwood
Its: President

Palmdale Family Housing L.P.
OWNERSHIP STRUCTURE:

Limited Partnership

Affirmed Housing Group, Inc., a Delaware for-profit corporation, will form a Limited Partnership that will be the 100% ownership entity of the affordable housing project. AHG Palmdale, LLC, a California single purpose entity will be filed with the state as the Administrative General Partner, owning .99% interest; CFAH Housing LLC will act as the Managing General Partner and will own .01% interest and the The Investor Limited Partner will have 99% interest in the limited partnership. The Borrower entity will be formed, which includes the the non-profit sponsor. Please see completed organizational documents.



OFFICERS AND/OR MANAGERS RESPONSIBLE FOR THE PROJECT:

- | | |
|--|--|
| 1. James P. Silverwood
President
Affirmed Housing Group, Inc.
13520 Evening Creek Dr. N, #160
San Diego, CA 92128 | 3. Jonathan Taylor
Director of Asset Management
Affirmed Housing Group, Inc.
13520 Evening Creek Dr. N, #160
San Diego, CA 92128 |
| 2. Mellody Lock
Director of Development
Affirmed Housing Group, Inc.
13520 Evening Creek Dr. N, #160
San Diego, CA 92128 | 4. Vianney Ruvalcaba
Project Manager
Affirmed Housing Group, Inc.
13520 Evening Creek Dr. N. #160
San Diego, CA 92128 |

Affirmed Housing Group, Inc. (AHG) will act as the Manager of the Administrative General Partner in the development of the affordable housing project. Affirmed's role of the development will be to obtain all the necessary funding to develop and operate the project, process entitlements, select consultants, General Contractor and property management company, oversee architectural design, construction management and other aspects of the development process as well as manage the limited partnership for the life of the project.



202465103231



STATE OF CALIFORNIA
Office of the Secretary of State
CERTIFICATE OF LIMITED PARTNERSHIP
CA LIMITED PARTNERSHIP
 California Secretary of State
 1500 11th Street
 Sacramento, California 95814
 (916) 657-5448

For Office Use Only
-FILED-
 File No.: 202465103231
 Date Filed: 12/31/2024

B3307-7754 12/31/2024 11:42 AM Received by California Secretary of State

Limited Partnership Name Limited Partnership Name		Palmdale Family Housing, L.P.						
Initial Street Address of Principal Office of LP Principal Address		13520 EVENING CREEK DR. N., SUITE 160 SAN DIEGO, CA 92128						
Initial Mailing Address of LP Mailing Address		13520 EVENING CREEK DR. N., SUITE 160 SAN DIEGO, CA 92128						
Attention		Esther Barron						
Agent for Service of Process Agent Name		James Silverwood						
Agent Address		13520 EVENING CREEK DR. N., SUITE 160 SAN DIEGO, CA 92128						
General Partners								
<table border="1"> <thead> <tr> <th>General Partner Name</th> <th>General Partner Address</th> </tr> </thead> <tbody> <tr> <td>AHG Palmdale, LLC</td> <td>13520 EVENING CREEK DR. N., SUITE 160 SAN DIEGO, CA 92128</td> </tr> <tr> <td>CFAH Housing LLC</td> <td>13520 EVENING CREEK DR. N., SUITE 560 SAN DIEGO, CA 92128</td> </tr> </tbody> </table>		General Partner Name	General Partner Address	AHG Palmdale, LLC	13520 EVENING CREEK DR. N., SUITE 160 SAN DIEGO, CA 92128	CFAH Housing LLC	13520 EVENING CREEK DR. N., SUITE 560 SAN DIEGO, CA 92128	
General Partner Name	General Partner Address							
AHG Palmdale, LLC	13520 EVENING CREEK DR. N., SUITE 160 SAN DIEGO, CA 92128							
CFAH Housing LLC	13520 EVENING CREEK DR. N., SUITE 560 SAN DIEGO, CA 92128							
Electronic Signature More than one general partner has been named. Use the Send for Signatures function to send an email to each general partner for review and signature of the prepared filing.								
Signatures								
<input checked="" type="checkbox"/> The information contained herein is true and correct.								
Nicki Cometa, Manager of CFAH Housing LLC, Managing General Partner		12/31/2024						
General Partner Signature		Date						
James P Silverwood, Manager, AHG Palmdale, LLC, Administrative General Partner		12/31/2024						
General Partner Signature		Date						



202464911518



STATE OF CALIFORNIA
Office of the Secretary of State
ARTICLES OF ORGANIZATION
CA LIMITED LIABILITY COMPANY
California Secretary of State
1500 11th Street
Sacramento, California 95814
(916) 657-5448

For Office Use Only

-FILED-

File No.: 202464911518

Date Filed: 12/12/2024

Limited Liability Company Name	
Limited Liability Company Name	AHG Palmdale, LLC
Initial Street Address of Principal Office of LLC	
Principal Address	13520 EVENING CREEK DR. N., SUITE 160 SAN DIEGO, CA 92128
Initial Mailing Address of LLC	
Mailing Address	13520 EVENING CREEK DR. N., SUITE 160 SAN DIEGO, CA 92128
Attention	
Agent for Service of Process	
Agent Name	James Silverwood
Agent Address	13520 EVENING CREEK DR. N., SUITE 160 SAN DIEGO, CA 92128
Purpose Statement	The purpose of the limited liability company is to engage in any lawful act or activity for which a limited liability company may be organized under the California Revised Uniform Limited Liability Company Act.
Management Structure	
The LLC will be managed by	One Manager
Additional information and signatures set forth on attached pages, if any, are incorporated herein by reference and made part of this filing.	
Electronic Signature	
<input checked="" type="checkbox"/> By signing, I affirm under penalty of perjury that the information herein is true and correct and that I am authorized by California law to sign.	
Esther Barron	12/12/2024
Organizer Signature	Date

B3261-2486 12/12/2024 8:42 AM Received by California Secretary of State



BA20250049495



STATE OF CALIFORNIA
Office of the Secretary of State
STATEMENT OF INFORMATION
LIMITED LIABILITY COMPANY

California Secretary of State
 1500 11th Street
 Sacramento, California 95814
 (916) 657-5448

For Office Use Only

-FILED-

File No.: BA20250049495

Date Filed: 1/7/2025

B3330-1520 01/07/2025 5:28 PM Received by California Secretary of State

Entity Details					
Limited Liability Company Name	AHG Palmdale, LLC				
Entity No.	202464911518				
Formed In	CALIFORNIA				
Street Address of Principal Office of LLC					
Principal Address	13520 EVENING CREEK DR. N., SUITE 160 SAN DIEGO, CA 92128				
Mailing Address of LLC					
Mailing Address	13520 EVENING CREEK DR. N., SUITE 160 SAN DIEGO, CA 92128				
Attention					
Street Address of California Office of LLC					
Street Address of California Office	13520 EVENING CREEK DR. N., SUITE 160 SAN DIEGO, CA 92128				
Manager(s) or Member(s)					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Manager or Member Name</th> <th style="width: 50%; padding: 5px;">Manager or Member Address</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: black; margin-right: 5px;"></div> Affirmed Housing Group, Inc., which will do business in California as Affirmed Housing Partners </div> </td> <td style="padding: 5px;">13520 EVENING CREEK DR. N., SUITE 160 SAN DIEGO, CA 92128</td> </tr> </tbody> </table>	Manager or Member Name	Manager or Member Address	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: black; margin-right: 5px;"></div> Affirmed Housing Group, Inc., which will do business in California as Affirmed Housing Partners </div>	13520 EVENING CREEK DR. N., SUITE 160 SAN DIEGO, CA 92128	
Manager or Member Name	Manager or Member Address				
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Agent for Service of Process					
Agent Name	James Silverwood				
Agent Address	13520 EVENING CREEK DR N SUITE 160 SAN DIEGO, CA 92128				
Type of Business					
Type of Business	Pass through Entity				
Email Notifications					
Opt-in Email Notifications	No, I do NOT want to receive entity notifications via email. I prefer notifications by USPS mail.				
Chief Executive Officer (CEO)					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">CEO Name</th> <th style="width: 50%; padding: 5px;">CEO Address</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="padding: 5px; text-align: center;">None Entered</td> </tr> </tbody> </table>	CEO Name	CEO Address	None Entered		
CEO Name	CEO Address				
None Entered					
Labor Judgment					
No Manager or Member, as further defined by California Corporations Code section 17702.09(a)(8), has an outstanding final judgment issued by the Division of Labor Standards Enforcement or a court of law, for which no appeal is pending, for the violation of any wage order or provision of the Labor Code.					

Electronic Signature

☒ By signing, I affirm under penalty of perjury that the information herein is true and correct and that I am authorized by California law to sign.

Esther Barron

Signature

01/07/2025

Date

B3330-1521 01/07/2025 5:28 PM Received by California Secretary of State

Exhibit A
Legal Description

Address: 38851 15th Street East, Palmdale, CA 93550
APN: 3022-015-012

THAT PORTION OF LOT 5 OF TRACT NO. 7672, IN THE CITY OF PALMDALE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 120 PAGES 72 AND 73 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF LOT 5, TRACT NO. 7672, THENCE SOUTH 0° 00' 59" EAST 652.28 FEET; THENCE SOUTH 89° 38' WEST 1279.2 FEET; THENCE NORTH 0° 00' 10" EAST 25 FEET; THENCE NORTH 89° 38' EAST 475 FEET; THENCE NORTHEAST 197.58 FEET TO A POINT SOUTH 89° 38' WEST 643.45 FEET AND SOUTH 0° 00' 10" WEST 510.28 FEET FROM THE POINT OF BEGINNING; THENCE NORTH 0° 00' 10" EAST 510.28 FEET; THENCE NORTH 89° 38' EAST TO THE BEGINNING PART OF LOT 5.

LEGAL DESCRIPTION

THAT PORTION OF LOT 5 OF TRACT NO. 7672, IN THE CITY OF PALMDALE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 120 PAGES 72 AND 73 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

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BASIS OF BEARINGS

THE BASIS OF BEARINGS FOR THIS SURVEY IS THE CENTERLINE OF 15TH STREET EAST (FILLMORE ST.) PER TRACT NO. 7672 RECORDED IN BOOK 120, PAGES 72 & 73 OF MAPS.

SOURCE OF TOPOGRAPHY

TOPOGRAPHY PREPARED BY MASSON & ASSOC., INC., NOVEMBER 8, 2024 BASED ON GROUND SURVEY AND AERIAL DRONE PHOTOGRAMMETRY.

MONUMENT LEGEND

- FOUND MONUMENT AS NOTED

REFERENCE NOTES

(R1) INDICATES RECORD DATA PER MAP OF TRACT NO. 7672 IN BOOK 120, PAGES 72 & 73 OF MAPS

(DD) INDICATES RECORD DATA PER DEED RECORDED APRIL 4, 1996 AS INST. NO. 96-543205, U.R.

BENCHMARK

LOS ANGELES COUNTY BENCHMARK #4983 (PALMDALE, QUAD 2010)
L&T IN W CB @ NW COR SIERRA HWY & AVE Q 46° N & 40° W/O C/L INT
EL=2643.38 (NAVD 88)

LEGEND

BOUNDARY LINE PER DEED (DD)
CENTERLINE

Palmdale Irrigation
District easement
to be vacated

TITLE EXCEPTIONS/EXCLUSIONS

NUMBER CORRESPONDS TO THE ITEM NUMBER IN THE EXCEPTIONS AND EXCLUSIONS OF CORINTHIAN TITLE COMPANY PRELIMINARY REPORT ORDER NO. 2017321-HT DATED SEPTEMBER 23, 2024. [] INDICATES PLOTTED HEREON. [] INDICATE SURVEYOR'S NOTES.

- AN EASEMENT FOR THE PURPOSE SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS RESERVED IN A DOCUMENT RESERVED BY PALMDALE IRRIGATION DISTRICT, FOR THE PURPOSE OF PIPE LINES AND STRUCTURES, RECORDED JUNE 11, 1941 IN BOOK 18450, PAGE 345 OF OFFICIAL RECORDS.
- AN EASEMENT FOR THE PURPOSE SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS SET FORTH IN A DOCUMENT TO SOUTHERN CALIFORNIA EDISON COMPANY, LTD. AS GRANTEE, FOR THE PURPOSE OF POLES, RECORDED SEPTEMBER 30, 1946 IN BOOK 23742, PAGE 382 OF OFFICIAL RECORDS, AFFECTS A PORTION OF SAID LAND AS MORE PARTICULARLY DESCRIBED IN SAID DOCUMENT.
- AN EASEMENT FOR THE PURPOSE SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS SET FORTH IN A DOCUMENT TO SOUTHERN CALIFORNIA EDISON COMPANY, LTD. AS GRANTEE, FOR THE PURPOSE OF POLES, RECORDED SEPTEMBER 30, 1946 IN BOOK 23779, PAGE 171 OF OFFICIAL RECORDS, AFFECTS A PORTION OF SAID LAND AS MORE PARTICULARLY DESCRIBED IN SAID DOCUMENT.
- AN EASEMENT FOR THE PURPOSE SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS RESERVED IN A DOCUMENT RESERVED BY PALMDALE IRRIGATION DISTRICT, FOR THE PURPOSE OF PIPE LINES AND STRUCTURES, RECORDED OCTOBER 17, 1947 AS INSTRUMENT NO. 1853 OF OFFICIAL RECORDS, WHICH AFFECTS THE EXACT LOCATION OF THE EASEMENT IS NOT DISCLOSED OF RECORD.
- COVENANTS, CONDITIONS AND RESTRICTIONS (RESTRICTIONS, IF ANY, BASED ON RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS OR NATIONAL ORIGIN ARE DELETED.) AS SET FORTH IN THE DOCUMENT REFERRED TO IN THE NUMBERED ITEM LAST ABOVE SHOWN.

NOTE: SECTION 12956.1 OF THE GOVERNMENT CODE PROVIDES THE FOLLOWING: IF THIS DOCUMENT CONTAINS ANY RESTRICTION BASED ON AGE, RACE, COLOR, RELIGION, SEX, GENDER, GENDER IDENTITY, GENDER EXPRESSION, SEXUAL ORIENTATION, FAMILIAL STATUS, DISABILITY, VETERAN OR MILITARY STATUS, GENETIC INFORMATION, NATIONAL ORIGIN, SOURCE OF INCOME AS DEFINED IN SUBDIVISION (P) OF SECTION 12955, OR ANCESTRY, THAT RESTRICTION VIOLATES STATE AND FEDERAL FAIR HOUSING LAWS AND IS VOID, AND MAY BE REMOVED PURSUANT TO SECTION 12956.2 OF THE GOVERNMENT CODE BY SUBMITTING A "RESTRICTIVE COVENANT MODIFICATION" FORM, TOGETHER WITH A COPY OF THE ATTACHED DOCUMENT WITH THE UNLAWFUL PROVISION REDACTED TO THE COUNTY RECORDER'S OFFICE. THE "RESTRICTIVE COVENANT MODIFICATION" FORM CAN BE OBTAINED FROM THE COUNTY RECORDER'S OFFICE AND MAY BE AVAILABLE ON ITS INTERNET WEBSITE. THE FORM MAY ALSO BE AVAILABLE FROM THE PARTY THAT PROVIDED YOU WITH THIS DOCUMENT. LAWFUL RESTRICTIONS UNDER STATE AND FEDERAL LAW ON THE AGE OF OCCUPANTS IN SENIOR HOUSING OR HOUSING FOR OLDER PERSONS SHALL NOT BE CONSTRUED AS RESTRICTIONS BASED ON FAMILIAL STATUS.

SAID COVENANTS, CONDITIONS, AND RESTRICTIONS PROVIDE THAT A VIOLATION THEREOF SHALL NOT DEFEAT OR RENDER INVALID THE LIEN OF ANY MORTGAGE OR DEED OF TRUST MADE IN GOOD FAITH AND FOR VALUE.

TITLE EXCEPTIONS/EXCLUSIONS (CONT'D)

NUMBER CORRESPONDS TO THE ITEM NUMBER IN THE EXCEPTIONS AND EXCLUSIONS OF CORINTHIAN TITLE COMPANY PRELIMINARY REPORT ORDER NO. 2017321-HT DATED PTEMBER 23, 2024. [] INDICATES PLOTTED HEREON. [] INDICATE SURVEYOR'S NOTES.

- AN EASEMENT FOR THE PURPOSE SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS SET FORTH IN A DOCUMENT TO COUNTY OF LOS ANGELES AS GRANTEE, FOR THE PURPOSE OF PUBLIC ROAD AND HIGHWAY, RECORDED OCTOBER 02, 1957 IN BOOK 55750, PAGE 359 OF OFFICIAL RECORDS, AFFECTS A PORTION OF SAID LAND AS MORE PARTICULARLY DESCRIBED IN SAID DOCUMENT.
- THE EFFECT OF THE FOLLOWING:
AN AGREEMENT AND EASEMENT DATED MARCH 22, 1958, EXECUTED BY TOPPER POULTRY PROCESSORS, INC., A CORPORATION, ZEIGLER INVESTMENT COMPANY, A CORPORATION AND JOHN MAJARIAN AND ROXIE MAJARIAN, HUSBAND AND WIFE RECORDED: APRIL 09, 1958 AS INSTRUMENT NO. 2727 OF OFFICIAL RECORDS
- AN EASEMENT FOR THE PURPOSE SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS SET FORTH IN A DOCUMENT TO SOUTHERN CALIFORNIA EDISON COMPANY, A CORPORATION AS GRANTEE, FOR THE PURPOSE OF POLES AND CONDUITS, RECORDED SEPTEMBER 04, 1958 AS INSTRUMENT NO. 3473 OF OFFICIAL RECORDS, AFFECTS A PORTION OF SAID LAND AS MORE PARTICULARLY DESCRIBED IN SAID DOCUMENT.

ALTA/NSPS LAND TITLE SURVEY

OF
38851 15TH STREET EAST, PALMDALE, CA 93550
IN THE COUNTY OF LOS ANGELES
STATE OF CALIFORNIA

CERTIFICATION

TO AFFIRMED HOUSING AND CORINTHIAN TITLE COMPANY.

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES TABLE A ITEMS 1, 2, 3, 4, 6(a), 6(b), 7(a), 7(b)(1), 7(c), 8, 9, 11(a), 13, 14, 16, & 18. THE FIELD WORK WAS COMPLETED ON 11/08/2024

DATE OF PLAT: 12/9/2024

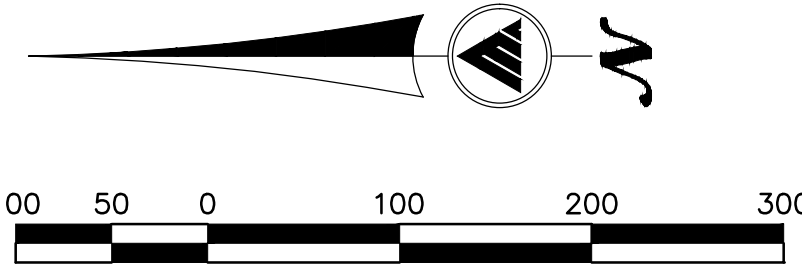
PRELIMINARY

DEYAN PANTICH
PLS 8414

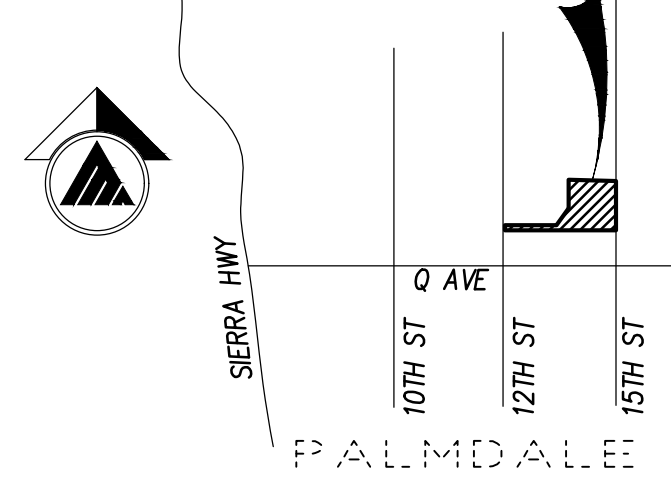


TABLE "A" ITEMS

- MONUMENTS SHOWN HEREON
- PROPERTY ADDRESS: 38851 15TH STREET EAST, PALMDALE, CA 93550
- PROPERTY IS IN ZONE X (SHADED), AREAS DETERMINED TO BE INSIDE OF 0.2% ANNUAL CHANCE FLOOD HAZARD, AREA OF 1% ANNUAL CHANCE FLOOD WITH AVERAGE DEPTH LESS THAN ONE FOOT OR WITH DRAINAGE AREAS OF LESS THAN ONE SQUARE MILE, PER FEMA MAP NUMBER 08037C0700F, EFFECTIVE DATE SEPTEMBER 26, 2008.
- GROSS AREA: 10.218 ACRES
- ZONING INFORMATION: REPORT NOT PROVIDED
- SETBACK INFORMATION: REPORT NOT PROVIDED
- NOT APPLICABLE
- NOT APPLICABLE
- NOT APPLICABLE
- SUBSTANTIAL FEATURES OBSERVED IN THE PROCESS OF CONDUCTING THE SURVEY SUCH AS PARKING LOTS, BILLBOARDS, SIGNS, SWIMMING POOLS, LANDSCAPED AREAS, ETC. ARE SHOWN HEREON.
- NOT APPLICABLE
- LOCATION OF UTILITIES EXISTING ON OR SERVING THE SURVEYED PROPERTY AS DETERMINED BY OBSERVED EVIDENCE SHOWN HEREON. NO PLANS OR REPORTS WERE PROVIDED
- NAMES OF ADJOINING OWNERS SHOWN HEREON.
- DISTANCE TO NEAREST INTERSECTING STREETS SHOWN HEREON. ACCESS TO SITE IS FROM 15TH STREET EAST.
- THERE IS NO OBSERVABLE EVIDENCE OF EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS WITHIN RECENT MONTHS.
- PLOTTABLE OFFSITE EASEMENTS OR SERVITUDES DISCLOSED IN DOCUMENTS PROVIDED BY CORINTHIAN TITLE COMPANY PRELIMINARY REPORT ORDER NO.: 2017321-HT DATED: SEPTEMBER 23, 2024 ARE SHOWN HEREON.
- AVAILABLE UPON REQUEST.



PROJECT SITE



VICINITY MAP

Scale: N.T.S.



Planning ▲ Engineering ▲ Surveying
Solved.

1120 Sycamore Ave., Suite 2D
Vista, CA. 92081

O. 760.741.3570
F. 760.741.1786

www.masson-assoc.com



BOARD MEMORANDUM

DATE: September 8, 2025
TO: BOARD OF DIRECTORS
FROM: Mr. Scott Rogers, Assistant General Manager
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***CONSIDERATION AND POSSIBLE ACTION TO DECLARE MICON 900 WIND TURBINE AND TOWER AS SURPLUS PROPERTY. (NO BUDGET IMPACT – POTENTIAL REVENUE – ASSISTANT GENERAL MANAGER ROGERS)***

Recommendation:

Staff recommends that the Board approve the Micon 900 wind turbine and tower be declared as surplus property.

Alternative Options:

The alternative would be to not declare the wind turbine and tower as surplus.

Impact of Taking No Action:

Maintain the defunct turbine and continue to incur maintenance costs.

Background:

On August 16, 2004, the 950 kW Micon 900 wind turbine was commissioned to reduce the electrical load from PWD's Leslie O. Carter Water Treatment Plant (WTP). From 2004 to 2016, the wind turbine generated enough electricity to power approximately 30-50 percent of the WTP's electrical load. In 2016, the turbine generator failed. After a considerable amount of searching, the generator was repaired, and the hydraulic unit was replaced. The wind turbine continued to operate until December 2022, when the Board of Directors retired the turbine and a solar system was slated to replace it.

Originally manufactured in Denmark, the NEG Micon (Vestas) NM54/950 wind turbines are a defunct model and no longer manufactured. Parts are only available from salvaging from other units. Other wind turbine manufacturers no longer make generators of similar size and replacing it with a larger producing generator has been determined to be infeasible.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 4 – Financial Health and Stability.

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

September 8, 2025

Budget:

This item has no budget impact and may provide an opportunity for revenue.

Supporting Documents:

- N/A



BOARD MEMORANDUM

DATE: September 8, 2025

TO: **BOARD OF DIRECTORS**

FROM: Mr. Scott Rogers, Assistant General Manager

VIA: Mr. Dennis D. LaMoreaux, General Manager

RE: ***CONSIDERATION AND POSSIBLE ACTION ON RATIFICATION OF CONTRACT WITH STANTEC CONSULTING FOR DEVELOPMENT OF APPLICATION FOR THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) HAZARD MITIGATION GRANT PROGRAM FOR THE PALMDALE DITCH ENCLOSURE. (\$73,480.00 – NON-BUDGETED – ASSISTANT GENERAL MANAGER ROGERS)***

Recommendation:

Staff recommends that the Board ratify the contract with Stantec Consulting to develop the application for the Hazard Mitigation Grant Program (HMGP) with the Federal Emergency Management Agency (FEMA) for Palmdale Ditch Enclosure.

Alternative Options:

The alternative is to not award a contract to Stantec Consulting.

Impact of Taking No Action:

Missed opportunity to obtain \$5 million grant funding for completing the Palmdale Ditch conversion.

Background:

In 2023, PWD obtained \$17.58 million in funding from the State's Urban Community Drought Relief program and later that year received another \$5 million in funding from Bureau of Reclamation's WaterSMART Water Energy Efficiency Grant program. With these funds, staff has completed the engineering and environmental permitting for the project and construction is slated to start mid-September. Initially the project was estimated to cost \$24 million in 2021.

Based on the costs provided by the CMAR contractor, construction of the entire ditch has increased from the original estimate to \$30-35 million. Additional funds are needed to complete the remaining 4.9 miles. Staff continues to search for grant funding sources to complete the project.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 4 – Financial Health and Stability.

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

September 8, 2025

Budget:

This work is non-budgeted and would fall under Project No. 21-613.

Supporting Documents:

- Stantec Proposal dated August 12, 2025



Stantec Consulting Services Inc.
300 N Lake Ave #400
Pasadena, CA 91101

August 12, 2025

Palmdale Water District

Scott Rogers
2029 E Ave Q, Palmdale, CA 93550

Dear Mr. Rogers,

Reference: FEMA HMGP Application

We appreciate the opportunity to submit this scope of services to support the Palmdale Water District's current efforts to secure funding for the Palmdale Ditch Conversion Project (Project). The proposed scope outlined below is Stantec's planned approach for completing the FEMA Hazard Mitigation Grant Program (HMGP) application for the Project.

Task 1 – HMGP Development

Task 1 outlines the scope and associated fees for the development of an HMGP application. The application process requires significant technical expertise and compliance with FEMA's detailed requirements. Activities will include project meetings, preparation of required documentation and forms, and benefit-cost analysis.

Task 1a – Project Management / Meetings

Stantec will perform project management duties for the duration of the Project. These efforts will include coordination of the Project plan team, communications and meetings with PWD staff, monitoring schedule and budget.

Grant writer Katie Menzer will be focused on completion of tasks and submittal of deliverables according to the project schedule and budget, staffing, facilitating quality assurance / quality control (QA/QC) reviews of application efforts and identifying and communicating to PWD issues that arise which may impact progress.

Stantec will establish a District-accessible, grant application-suitable and secure document management system.

Estimated Hours to Deliver Task: 10 hours

Reference: FEMA HMGP Application

Task 1b – HMGP Application Document Completion

Task 1b includes the preparation of narrative and materials for the HMGP application. The application is due September 15, 2025. Application development support includes project team meetings, an application schedule, drafting and revision of narrative components, importing results from the full BCA (performed separately under Task 1c), and converting Project information into standard FEMA formats for schedules, tables, and costs.

Considering the availability of CalOES staff in conducting application support meetings and providing feedback prior to application submittal, Stantec will coordinate and participate in four (4) to six (6) meetings with CalOES and Hagerty Consulting to discuss the Project application.

Client will provide schedule, budget, engineering plans, maps and other applicable documents to Stantec. Draft versions of all documents will be submitted to the client for review and feedback. Following receipt of PWD's edits and comments, Stantec will incorporate the revisions and finalize the documents for submission.

Estimated Hours to Deliver Task: 150 hours

Task 1c – BCA Analysis

Under Task 1c, Stantec will complete a full BCA. The BCA will be conducted in accordance with FEMA's latest BCA Toolkit and guidance. The scope includes:

- Data Collection: Gather hydrologic, engineering, and economic data relevant to the ditch system and proposed improvements.
- Hazard Identification: Assess drought and flood risks mitigated by the project.
- Cost Estimation: Develop detailed cost estimates for design, construction, and maintenance. Palmdale shall provide the most recent bid results to Stantec for the Project.
- Benefit Estimation: Quantify benefits including water savings, reduced maintenance, improved water quality, and avoided drought-related losses.
- BCA Modeling: Input data into FEMA's BCA Toolkit to calculate the Benefit-Cost Ratio (BCR).
- Narrative: Prepare a comprehensive BCA report suitable for FEMA HMGP with accompanying background documents and appendices.

Reference: FEMA HMGP Application

Preliminary drafts will be provided to PWD for review. Upon receiving consolidated feedback, we will revise the documents accordingly and prepare the final versions for submission.

The total hours and fee estimate to complete the above scope of work is summarized on the attached table.

Best regards,

Stantec Consulting Services Inc.

Katie Menzer

Senior Manager

Phone: (214) 473-2556

katie.menzer@stantec.com

stantec.com

Attachment: Fee Estimate



FEE ESTIMATE - Palmdale Water District - Palmale Ditch Conversion HMGP Grant Application

	QA/QC	Project Manager and Task Lead	BCA	BCA
Name	McCulloch, Ailsa	Menzer, Katie	Barber, Audrey	Martin, Andrew
Hourly Rate	\$ 228	\$ 240	\$ 183	\$ 254

Task	Task Name	Start Date	End Date	Hours				Totals				
								Hours	Labour	Expense	Subs	Total
1a	Project Management / Meetings	2025-08-01	2026-06-01		10			10	\$ 2,400	\$ -	\$ -	\$ 2,400
1b	HMGP Application Document Completion			10	150			160	\$ 38,280	\$ -	\$ -	\$ 38,280
1c	BCA Analysis				24	120	20	164	\$ 32,800	\$ -	\$ -	\$ 32,800
	Totals							334	\$ 73,480	\$ -	\$ -	\$ 73,480



BOARD MEMORANDUM

DATE: September 8, 2025
TO: BOARD OF DIRECTORS
FROM: Mr. Wendell Wall, Facilities Manager
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: *CONSIDERATION AND POSSIBLE ACTION ON RATIFICATION OF CONTRACT WITH ENERGY MANAGEMENT CORPORATION TO REPAIR HYDROELECTRIC TURBINE GENERATOR. (\$77,000.00 – NOT-TO-EXCEED – NON-BUDGETED – FACILITIES MANAGER WALL)*

Recommendation:

Staff recommends that the Board ratify the contract with Energy Management Corporation (EMC) to repair the Hydroelectric Turbine Generator located at the Energy Recovery Facility in the not-to-exceed amount of \$77,000.00.

Alternative Options:

The Board can choose not to repair the inoperable hydroelectric turbine generator which will result in a loss of energy savings.

Impact of Taking No Action:

The hydroelectric turbine generator will remain inoperable.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiatives No. 3 – Systems Efficiency and No. 4 – Financial Health and Stability.

Background:

As a part of the Energy Recovery Facility located at the Department of Water Resources building, a new hydroelectric turbine generator was installed in 2007 which led to greater reliability and self – sufficiency of power. The water source that provides water to the hydroelectric turbine generator is the California Aqueduct. The turbine generator has a rated flow of 28 cubic feet per second (cfs) and operates from a minimum of 8 cfs to a maximum of 30 cfs. The estimated turbine output at 28 cfs is approximately 240 kW.

Based on the typical flow rates from the California Aqueduct into Lake Palmdale, it is estimated that the annual average energy production of the hydroelectric facility will be about 900,000 kilowatt -hours per year, based on an average plant factor of 58 percent.

On May 1, 2012, the hydroelectric turbine generator was damaged by a fire that was caused by the overheating of the babbitt bearings. The unit was repaired and operational as of June 10, 2013. The unit ran for a moderate amount of time without issues. As time progressed the unit

September 8, 2025

began to run only at full throttle, which would cause overheating, and because of this the unit was damaged due to bearing failure, the unit was removed from service.

The hydroelectric turbine generator plays a vital role in providing power to the 6M Booster Pumps at the 6M Clearwell resulting in an estimated \$100,000.00 savings in power annually, which is highly beneficial to the District.

The District solicited three qualified vendors to provide quotes for service, two of which are included in the supporting documents. EMC was selected as the vendor of choice based on their experience and costs.

Budget:

This is a non-budget item.

Supporting Documents:

- Energy Management Corporation Quote: \$64,664.88
- Integrated Power Services Quote: \$84,305.54
- Andritz Canada Incorporated: No Bid Received



Date: August 21, 2025

Attention: Scott Hulsebus

Subject: WEG 400HP Hydro Turnkey Project

RFQ #: 77578

Energy Management Corporation (EMC) appreciates this opportunity to provide a proposal for the subject work and will utilize highly competent and highly trained workforce and resources in support of this project.

Motor Description:

Scope of Work: EMC will provide the supervision, labor, tools, material and equipment to remove the motor, repair and return to site for installation.

Site Safety

- Satisfy customer site safety requirements, i.e., safety orientation, etc.
- Walk down LOTO and apply per plant requirements
- Perform daily JSA and post at job site
- Conduct daily tailboards and additional tailboards as site project or conditions change
- Barricade work areas and post access entry requirements
- Dispose of waste materials in proper containers
- Wear proper PPE per customer safety requirements

Site Disassembly and Component Removal

- Remove all access covers for entry into motor and remove oil piping
- Uncouple motor shaft from turbine
- ID/TAG each incoming power / stator lead and disconnect from stator
- ID tag all components and conduits to be removed from motor
- Remove oil piping and cap to prevent oil leakage
- Rig and remove upper air box from motor, load on EMC truck for transportation
- Rig motor from mounting base, load on EMC truck for transportation
- ID and tape all shims found between the motor and mounting base, store at customer site
- Perform site housekeeping, remove LOTO, demobilize from site

Scope of Work (Motor)

Incoming Motor Inspection and Cleaning

- Perform incoming visual inspections and battery of electrical tests
- Take incoming pictures and record all nameplate data
- Measure and record rotor axial endplay if applicable
- Prior to disassembly, matchmark various components
- Measure and record rotor to stator air gap if applicable
- Disassemble and remove bearing housings from motor end bells, bag and tag parts
- Test and record bearing insulation resistance if applicable
- Test and record bearing and stator RTD/Thermocouple resistance if applicable
- Test and record heater resistance and wattage
- Visually inspect main motor leads and document condition
- Visually inspect stator windings, ties, blocking and vents for issues

- Perform post-disassembly electrical testing on the stator
- Perform “as found” mechanical checks on rotor bearing journals and seal fits
- Setup and perform TIR on rotor to confirm runouts are within tolerance
- Inspect and repair bearing journals and seal surfaces as needed
- Perform growler test on rotor to check open bars or cracks in the shorting rings
- Check rotor for balance, balance to ISO 1940-1 Standard Grade 2.5 or better
- Steam clean stator, rotor, and applicable components and parts, and bake dry
- Apply varnish treatment to the stator, and cure. Prep all components for final assembly

Bearing Repair

- Perform root cause failure analysis on bearings
- Inspect bearings shells and oil rings for concentricity and confirm oil ring profile
- Remove existing babbitt and prep shell to receive new babbitt
- Apply babbitt to specified thickness tolerance
- Perform ultrasound testing to confirm babbitt bonding
- Repair or replace oil rings as needed
- Replace floating seals with new

Motor Assembly

- Stage motor for assembly
- Land rotor inside stator
- Mount DE and ODE bearing housings to motor end bells
- Mount end bells onto stator frame
- Roll in lower bearing halves into bearing housings
- Place upper bearing halves with oil rings onto lower bearing halves and secure
- Hand turn rotor, roll out bearings to check and confirm proper wear pattern (This process may be repeated multiple times until pattern is acceptable)
- Perform assembled electrical tests
- Perform “no-load” testing, collect volts, amps, RPM, bearing temps and vibration if applicable
- Prep and paint, ready motor for return ship to customer site for installation via EMC truck

Site Assembly and Component Installation

- Apply LOTO, clean and prep sole plate prior to landing the motor
- Rig and land motor on mounting pedestal with shims
- Couple turbine to motor shaft and align
- Secure motor mounting bolts, connect bearing oil piping and all temperature devices
- Install air hood and secure
- Reconnect power leads to motor leads
- Perform site housekeeping, remove LOTO, demobilize from site

Commissioning

- Confirm all connections, conduit, covers, mounting bolts and piping are secure
- Confirm that oil is at proper levels for the bearings and is circulating
- Setup for vibration checks on motor and driven equipment
- Oversee customer start-up of the hydro, verify rotation, volts, amps and output power
- Take vibration readings and record when motor is up to full RPM
- Monitor and record bearing and windings temperatures during start-up process
- Confirm with customer they are satisfied with operation of hydro unit



Clarifications & Exceptions

Palmdale Water District will provide forklift for removal and installation of 400HP hydro motor with EMC providing the certified forklift operator.

If any additional work or materials are discovered outside the stated quote, EMC will submit a CO (change order) for your review and approval before proceeding.

Upon completion of work, the team will provide a comprehensive report of the activities performed. This report will document all inspections, modifications, and tests. The report will also include a written summary of the work performed, the conditions encountered, and changes made to the motor during the course of the work. The report will include actual test and inspection reports (mechanical and electrical) generated during the course of the project.

Standby time in excess of 30 minutes beyond EMC control will be charged at our T&M rates (\$185 ahr)

This proposal does not include costs associated with efforts that EMC may need to undertake to abate hazardous materials, such as asbestos, heavy metals, or radiological emissions. The customer shall advise EMC of any known or suspected materials contained in the equipment that will be worked on by EMC personnel.

Acceptance and Purchase Orders

If you agree to have EMC perform the above Scope of Work, please provide a purchase order. All purchase orders and correspondence should reference EMC Proposal No: 77578. Proposed schedules will be agreed to by both parties before beginning of work.

Schedule: TBD

Onsite Services: \$18,750.00

Motor Repair: \$ 21,039.32

Total Price: \$39,789.32

** Price does not include applicable sales tax or freight.

** All travel related expenses included in cost

Option 1: Rewind Stator Scope of Work:

- Perform stator iron core loss test and record results
- Burn stator windings in temperature-controlled oven
- Strip / remove burnt stator coils, perform additional stator iron core loss test
- Verify winding data, make new coils and rewind stator with Class H insulation materials
- Perform pre-varnish electrical testing, record results
- Apply VPI varnish X2, perform after varnish treatment electrical tests
- Prep stator for assembly

Price: \$24,875.56 (this price would be added to the motor repair price of \$21,039.32)

We will perform the balance on rotor, but we recommend that the turbine is checked and balanced by ET Balancing in Los Angeles <https://www.etbalance.com/>. This company has experience with balancing turbines.



REPAIR QUOTATION

Los Angeles Service Center
5503 S. Boyle Ave.
Los Angeles, CA 90058
Tel (323) 587-2284 Fax

QUOTED TO	DATE	QUOTE NUMBER
PALMDALE WATER DISTRICT	August 14, 2025	RLA T00421
2029 E. AVE. Q	General Manager	Operations Manager
PALMDALE, CA 93550	Richard Roloff	Mihran Koshkerian
ATTN: SCOTT HULSEBUS	rroloff@ips.us	mkoshkerian@ips.us

HP	RPM	VOLTAGE	FRAME	MFG	SERIAL #
295KW	1209	480		WEG	10187400450413
RFQ	CUST TAG#	REF	PO#	REPAIR REASON	
				295KW WEG HYDRO GENERATOR REPAIR BEARINGS AND JOURNALS & RECONDITONING	

WORK SCOPE

WEG INDUCTION GENERATOR REPAIR
6-7 WEEK LEAD TIME
SHOP REPAIR
TRUCK PICK-UP
DISASSEMBLE
MECHANICAL INSPECTION
ELECTRICAL INSPECTION
CLEAN PARTS
PREPARE ALL PARTS ASSEMBLE
WASH/BAKE STATOR/ROTOR
DIP/BAKE STATOR
POST BAKE - CLEAN STATOR & RETREAT STATOR
REPAIR DE BEARING JOURNAL
REPAIR ODE BEARING JOURNAL
REPAIR DE SEAL JOURNAL
REPAIR ODE SEAL JOURNAL
BALANCE ROTOR
INSTALL BEARINGS
RE-ASSEMBLE
POST TESTING
PAINT
SKID FOR SHIPPING
PROVIDE QC DOCUMENTATION
TRUCK DELIVERY

WORK SCOPE

Materials

DE BEARING REPAIR - (WITH THRUSTS) - WEG MOTOR - SIZE 14 HSG - 110MM BORE - REBABBITT/MACHINE - REMO	1	
REPAIR THRUST PAD - REBABBITT/MACHINE - 25MM DIAMETER (.984") FOR SIZE 14 & 18 HOUSINGS	38	
REPAIR THRUST PAD - REBABBITT/MACHINE - 25MM DIAMETER (.984") FOR SIZE 14 & 18 HOUSINGS - HAS PIN IN	2	
ODE BEARING REPAIR - (NO THRUSTS) -SIZE 9 HSG - 100MM BORE REBABBITT/MACHINE	1	
NEW OIL RING (SPLIT) - ZOLLERN TYPE FOR SIZE 14 HSG. RING ID 235MM (9.25") FOR ID 125MM, 140MM, AND	1	
NEW OIL RING - #9 ZOLLERN HOUSING - ID 160MM (6.29")	1	
NEW 100MM FLOATING SEAL	2	
NEW 140MM FLOATING SEAL - ZOLLERN TYPE	2	
CONSUMABLE JOB MATERIALS	1	
SHOP REPAIR Total:		\$57,491.94

WEG INDUCTION GENERATOR REPAIR SubTotal:	\$57,491.94
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REMOVAL, INSTALLATION, & LASER ALIGNMENT

REMOVAL: (2) FIELD TECHS, (1) 12-HOUR DAY
 INSTALLATION: (2) FIELD TECHS, (1) 12-HOUR DAY
 LASER ALIGNMENT: (2) FIELD TECHS, (1) 8-HOUR DAY

FIELD SERVICE

ON-SITE ELECTRICAL & MECHANICAL DISCONNECTION
 ON-SITE ELECTRICAL & MECHANICAL CONNECTION
 LASER ALIGNMENT

Materials

FIELD SERVICE Total:	\$18,817.60
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REMOVAL, INSTALLATION, & LASER ALIGNMENT SubTotal:	\$18,817.60
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ON-SITE STARTUP & COMMISSIONING

(1) FIELD ENGINEER, (2) 12-HOUR DAYS PORTAL TO PORTAL
 INCLUDES TRAVEL & LIVING EXPENSES

FIELD ENGINEERING SUPPORT

ON-SITE ENGINEERING SUPPORT - COMMISSIONING INSTALLATION POST REPAIR

Materials

TRAVEL & EXPENSES - FIELD ENGINEER

1

FIELD ENGINEERING SUPPORT Total:	\$5,274.40
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ON-SITE STARTUP & COMMISSIONING SubTotal:	\$5,274.40
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EXPIRATION: 09/13/2025

Delivery: 5-6 WEEKS

Repair Total:	\$84,305.54
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**** ASSUMPTION & CLARIFICATIONS ****

- 1.) QUOTE ASSUMES STATOR WINDING ELECTRICALLY TEST SATISFACTORY.
- 2.) QUOTE ASSUMES THE ROTOR SHAFT TOTAL INDICATED RUNOUT(TIR) IS WITHIN ALLOWABLE TOLERANCE AND DOES NOT REQUIRES STRAIGHTENING.
- 3.) QUOTE BASED ON NAMEPLATE PROVIDED.

QUOTE VALID THROUGH DATE ABOVE. EQUIPMENT LEFT AT THE SERVICE CENTER MORE THAN 90 DAYS WITHOUT A RESPONSE TO THIS QUOTATION WILL BE RETURNED LESS REPAIR. INSPECTION AND FREIGHT CHARGES WILL APPLY. PLEASE NOTE THIS QUOTE IS SUBJECT TO A TARIFF SURCHARGE WHICH WILL BE ESTIMATED AND BASED ON THE CURRENT TARIFF ENVIRONMENT. THE FINAL TARIFF SURCHARGE WILL BE UPDATED AT THE TIME OF INVOICING. SUBJECT TO STANDARD TERMS AND CONDITIONS. TO VIEW THE T&C'S GO TO:
<https://www.ips.us/terms-and-conditions-usa/>



BOARD MEMORANDUM

DATE: September 8, 2025

TO: **BOARD OF DIRECTORS**

FROM: Mr. Shadi Bader, Engineering Manager

VIA: Mr. Scott Rogers, Assistant General Manager
Mr. Dennis D. LaMoreaux, General Manager

RE: ***CONSIDERATION AND POSSIBLE ACTION ON AUTHORIZING THE GENERAL MANAGER TO APPROVE THE COST ESTIMATE FOR CROTCH'S BUMBLE BEE HABITAT RESTORATION AND MAINTENANCE OF THE PALMDALE DITCH CONVERSION PROJECT. (\$801,390.00 – BUDGETED – PROJECT NO. 21-613 – ENGINEERING MANAGER BADER)***

Recommendation:

Staff recommends that the Board authorize the General Manager to approve Rincon Consultants' cost analysis assumptions and associated budget estimate of \$801,390.00 for the implementation and 5-year maintenance of the Crotch's Bumble Bee Habitat Restoration Plan associated with the Palmdale Ditch Conversion Project. Approval will allow the District to move forward with habitat mitigation as required by the California Department of Fish and Wildlife (CDFW).

Alternative Options:

No alternative exists, CDFW has identified this task as a requirement to issue a permit.

Impact of Taking No Action:

The District will continue to lose about 1,500 acre-feet per year of raw water drawn from the Littlerock Dam, Project compliance with CDFW permit requirements will be delayed or denied, and the District will not receive the construction grant.

Background:

The Palmdale Ditch Conversion Project requires temporary disturbance of approximately 39.24 acres of upland habitat supporting the Crotch's bumble bee (*Bombus crotchii*), a candidate species under the California Endangered Species Act.

In coordination with CDFW, Rincon Consultants prepared a Habitat Revegetation, Restoration, and Monitoring Plan (HRRMP) to mitigate project impacts.

On July 14, 2025, the Board approved the transfer of restoration funds to an escrow account to secure financial commitment for a five-year monitoring period. With that funding secured, the

September 8, 2025

District is now positioned to authorize actual habitat restoration construction activities, which include:

- Collection of native plant seeds and hydroseeding of the restoration site
- 25 maintenance visits over five years
- Annual qualitative and biological monitoring reports
- Adaptive management based on monitoring outcomes
- Application of 10% contingency on all major line items

The total estimated cost, excluding contingency, remains \$801,390.00, fully secured in the previously approved escrow account.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiatives No. 1 – Water Resources Reliability and No. 3 – Systems Efficiency.

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

Budget:

This item is budgeted under Project No. 21-613

Supporting Documents:

- Rincon, Inc. Proposal to support a five-year monitoring period



Rincon Consultants, Inc.

180 North Ashwood Avenue
Ventura, California 93003
805-644-4455

May 16, 2025
Project No: 23-14737

Scott L. Rogers, P.E., Assistant General Manager
Palmdale Water District
2029 East Avenue Q
Palmdale, California 93550
Via email: srogers@palmdalewater.org

**Subject: Palmdale Ditch Conversion Project
Cost Analysis Assumptions for Crotch's Bumble Bee Habitat Restoration Initial
Implementation and 5-Year Maintenance Activities**

Dear Mr. Rogers:

Rincon Consultants, Inc. (Rincon) has completed a preliminary review of all costs associated with the required actions for the 39.24-acre Crotch's bumble bee (CBB; *Bombus crotchii*) Habitat Revegetation, Restoration, and Monitoring Plan (Plan) for Palmdale Water District's (PWD) Palmdale Ditch Project (Project) located in Palmdale, California. The Plan outlines revegetation, monitoring, and maintenance actions within temporarily disturbed natural habitats in upland areas of the Project, including suitable habitat for CBB (Restoration Area). The California Department of Fish and Wildlife (CDFW) has requested that a security be established to provide assurances for the implementation of the Plan and successful habitat revegetation/establishment. A long-term land management plan and Conservation Easement is not appropriate for the Project because all Project impacts to CBB habitat will be temporary and PWD has an easement over, but does not own, the land in which the Project will be located.

This document outlines the assumptions used to calculate the total amount of a security needed to fund the revegetation efforts and yearly maintenance and monitoring costs associated with the Plan over a five-year Maintenance and Monitoring Period (MMP). The cost analysis used to calculate the security is included as Attachment 1.

General Assumptions

- Costs are based on methods detailed in the Plan for the 39.24-acre Restoration Area.
- Cost estimates for installation and maintenance are supplied by contractors and are inclusive of travel costs.
- Travel time and costs for biological monitoring assume 100 miles of round trip travel from Los Angeles.
- A contingency of 10 percent has been added to each task.

Installation

- Installation of fencing and irrigation infrastructure is not proposed by the Plan and is not included in this cost analysis.



Seed Collection

- Collection of locally-sourced native seed by Stover Seeds.
- Plant palette is based on Table 2 in Plan.
- Seed application rate of 15 pounds of pure live seed per acre.

Hydroseeding

- Includes two-stage hydroseed application method as specified in Plan.
- Water for hydroseeding will be supplied by PWD and is not included in this cost estimate.
- Topsoil salvage, soil preparation and soil stabilization will be implemented by the construction contractor and are not included in this cost estimate.
- Includes oversight of installation by a restoration specialist over two 8-hour days.

Invasive Plant Species Management and Site Maintenance

- Maintenance is estimated for up to 5 years and assumed to be carried out at a standard level to achieve performance standards.
- Includes 5 maintenance events per year (25 events total). Each year, two visits will be conducted in spring, and the remaining three visits will be conducted once each in the fall, winter, and summer.
- Includes oversight of one spring maintenance event by a qualified biological monitor familiar with CBB. Assumes one 10-hour day per maintenance event.
- Maintenance visits include selective removal of non-native vegetation by hand or using hand-operated power tools as needed.
- Non-native vegetation, trash and debris will be disposed of off-site.
- Supplemental irrigation is not included in this cost estimate.
- This task assumes that some form of adaptive management to maintain habitat quality would be implemented once during the 5-year MMP, cost and labor not to exceed \$5,000.

Monitoring and Reporting

- Monitoring is estimated for up to 5 years.
- Includes three qualitative monitoring events per year conducted by a restoration specialist. Assumes one 10-hour day per qualitative monitoring event.
- Includes one quantitative monitoring event per year conducted by a restoration specialist. Assumes two 10-hour days per quantitative monitoring event.
- Includes preparation of three qualitative monitoring memos per year. Assumes 3 hours per memo.
- Includes preparation of one annual monitoring report per year. Assumes 18 hours per annual monitoring report.



This document presents our preliminary assumptions and task list in support of the PAR-like analysis requested by CDFW. Please let us know if you have questions or comments regarding this analysis.

Sincerely,

Rincon Consultants, Inc.

A handwritten signature in blue ink that reads "Robin Murray".

Robin Murray
Supervising Biologist

A handwritten signature in blue ink that reads "May Lau".

May Lau
Principal Regulatory Specialist

Attachments

Attachment 1 Cost Analysis

Attachment 1

Cost Analysis

Palmdale Ditch Conversion Project Crotch's Bumble Bee Habitat Restoration Cost Analysis

Item	Description	Unit	# of Units	Cost per Unit	Frequency	Subtotal	Contingency	Subtotal
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Installation

Seed Collection	Unit cost; mobilization costs included	Acre	39.24	\$ 8,350.00	1	\$ 327,654.00	10%	\$ 360,419.40
Hydroseeding	Unit cost; mobilization costs included	Acre	39.24	\$ 3,050.00	1	\$ 119,682.00	10%	\$ 131,650.20
Biological Monitoring	Labor; installation oversight	Hour	16	\$ 160.00	1	\$ 2,560.00	10%	\$ 2,816.00
Vehicle	Vehicle Mileage	Mile	100	\$ 0.70	2	\$ 140.00	10%	\$ 154.00
Installation Subtotal						\$ 450,036.00		\$ 495,039.60

Maintenance

Site Maintenance Y1	Unit cost; mobilization costs included	Event	5	\$ 16,000.00	1	\$ 80,000.00	10%	\$ 88,000.00
Biological Monitoring	Labor; maintenance oversight	Hour	10	\$ 160.00	1	\$ 1,600.00	10%	\$ 1,760.00
Vehicle	Vehicle Mileage	Mile	100	\$ 0.70	1	\$ 70.00	10%	\$ 77.00
Site Maintenance Y2	Unit cost; mobilization costs included	Event	5	\$ 8,000.00	1	\$ 40,000.00	10%	\$ 44,000.00
Biological Monitoring	Labor; maintenance oversight	Hour	10	\$ 160.00	1	\$ 1,600.00	10%	\$ 1,760.00
Vehicle	Vehicle Mileage	Mile	100	\$ 0.70	1	\$ 70.00	10%	\$ 77.00
Site Maintenance Y3	Unit cost; mobilization costs included	Event	5	\$ 6,400.00	1	\$ 32,000.00	10%	\$ 35,200.00
Biological Monitoring	Labor; maintenance oversight	Hour	10	\$ 160.00	1	\$ 1,600.00	10%	\$ 1,760.00
Vehicle	Vehicle Mileage	Mile	100	\$ 0.70	1	\$ 70.00	10%	\$ 77.00
Site Maintenance Y4	Unit cost; mobilization costs included	Event	5	\$ 4,800.00	1	\$ 24,000.00	10%	\$ 26,400.00
Biological Monitoring	Labor; maintenance oversight	Hour	10	\$ 160.00	1	\$ 1,600.00	10%	\$ 1,760.00
Vehicle	Vehicle Mileage	Mile	100	\$ 0.70	1	\$ 70.00	10%	\$ 77.00
Site Maintenance Y5	Unit cost; mobilization costs included	Event	5	\$ 4,800.00	1	\$ 24,000.00	10%	\$ 26,400.00
Biological Monitoring	Labor; maintenance oversight	Hour	10	\$ 160.00	1	\$ 1,600.00	10%	\$ 1,760.00
Vehicle	Vehicle Mileage	Mile	100	\$ 0.70	1	\$ 70.00	10%	\$ 77.00
Adaptive Management	Unit cost; mobilization costs included	Event	1	\$ 5,000.00	1	\$ 5,000.00	10%	\$ 5,500.00
Maintenance Subtotal						\$ 213,350.00		\$ 234,685.00

Monitoring and Reporting

Biological Monitoring	Labor; qualitative monitoring events	Hour	10	\$ 160.00	15	\$ 24,000.00	10%	\$ 26,400.00
Biological Monitoring	Labor; quantitative monitoring events	Hour	20	\$ 160.00	5	\$ 16,000.00	10%	\$ 17,600.00
Vehicle	Vehicle Mileage	Mile	100	\$ 0.70	20	\$ 1,400.00	10%	\$ 1,540.00
Qualitative monitoring memos	Labor; report drafting	Hour	2	\$ 160.00	15	\$ 4,800.00	10%	\$ 5,280.00
Qualitative monitoring memos	Labor; report review	Hour	1	\$ 246.00	15	\$ 3,690.00	10%	\$ 4,059.00
Annual monitoring reports	Labor; report drafting	Hour	16	\$ 160.00	5	\$ 12,800.00	10%	\$ 14,080.00
Annual monitoring reports	Labor; report review	Hour	2	\$ 246.00	5	\$ 2,460.00	10%	\$ 2,706.00
Monitoring and Reporting Subtotal						\$ 65,150.00		\$ 71,665.00

Total						\$ 728,536.00		\$ 801,389.60
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Conference/Training Request

Event Name/Date(s):

BizFed Institute 4th Annual Water Resiliency Summit/September 19, 2025/LACSD

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:

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Friday, September 19



BizFed Institute BuildUp LA Series - 4th Annual Water Resiliency Summit

With Keynote Speaker Robert Ferrante, Chief Engineer and General Manager, Los Angeles County Sanitation District

Date and time



Friday, September 19 · 9am - 1pm PDT

Location



Los Angeles County Sanitation Districts - Joint Administration Office

1955 Workman Mill Road Whittier, CA 90601

[Get directions](#) ▼



Good to know

\$55.20

Sep 19 · 9:00 AM PDT

[Get tickets](#)

Highlights

-  4 hours
-  In person

Refund Policy

Refunds up to 7 days before event

About this event

Business • Environment & Sustainability

This summit tackles California's complex water challenges—from supply and distribution to aging infrastructure. More rainfall doesn't lessen the urgency to rethink how we capture, store, and use water. We'll convene leaders at every level to drive real solutions. This year's focus includes Pure Water LA's and Pure Water SocCal's recycled water innovation and the Delta Conveyance Project's critical role in safeguarding supply.

\$55.20

Sep 19 · 9:00 AM PDT

Get tickets


Friday, September 19


BizFed Institute BuildUp LA Series – 4th Annual Water Resiliency Summit: Pure Water LA/SoCal & The Delta Conveyance

[Add to Google Calendar](https://www.google.com/calendar/render?action=TEMPLATE&text=BizFed+Institute+BuildUp+LA+Series+%26%238211%3B+4th+Annual+Water+Resiliency+Summit%3A+Pure+Water+LA%2FSoCal+%26amp%3B+The+Delta+Conveyance&dates=20250919/20250920&details=Event+Time%3A+9%3A00+am+-+1%3A00+pm%3C%2Fbr%3E+Address%3A+1955+Workman+Mill+Rd%2C+Whittier%2C+CA+90601&location=1955+Workman+Mill+Rd+Whittier+CA+90601) (<https://www.google.com/calendar/render?action=TEMPLATE&text=BizFed+Institute+BuildUp+LA+Series+%26%238211%3B+4th+Annual+Water+Resiliency+Summit%3A+Pure+Water+LA%2FSoCal+%26amp%3B+The+Delta+Conveyance&dates=20250919/20250920&details=Event+Time%3A+9%3A00+am+-+1%3A00+pm%3C%2Fbr%3E+Address%3A+1955+Workman+Mill+Rd%2C+Whittier%2C+CA+90601&location=1955+Workman+Mill+Rd+Whittier+CA+90601>)

[Download iCal Event](https://bizfedinstitute.org/wp-content/uploads/bizfed-institute-buildup-la-series-4th-annual-water-resiliency-summit-pure-water-la-socal-the-delta-conveyance.ics) (<https://bizfedinstitute.org/wp-content/uploads/bizfed-institute-buildup-la-series-4th-annual-water-resiliency-summit-pure-water-la-socal-the-delta-conveyance.ics>)

Date & Time

 **Date:** September 19, 2025

 **Time:** 9:00 am - 1:00 pm

Location

(<https://www.google.com/maps?>

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Event Details

Attachments



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**4TH ANNUAL WATER RESILIENCY SUMMIT:
PURE WATER LA/SO CAL & DELTA CONVEYANCE**

DATE: SEPTEMBER 19TH, 2025

DATE: SEPTEMBER 19TH, 2025

VENUE: LA COUNTY SANITATION DISTRICT
1955 WORKMAN MILL RD, WHITTIER



KEYNOTE SPEAKER ROBERT FERRANTE,
CHIEF ENGINEER AND GENERAL MANAGER
OF THE LA COUNTY SANITATION DISTRICTS

FEATURED SPEAKER ADÁN ORTEGA, CHAIR
OF THE METROPOLITAN WATER DISTRICT

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Blaine Bacher: blaine.bacher@bizfedinstitute.org or 626-608-8786

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**Robert Ferrante • General Manager
Los Angeles County Sanitation Districts
KEYNOTE SPEAKER**



Robert Ferrante is Chief Engineer and General Manager of the Sanitation Districts of Los Angeles County, overseeing wastewater and solid waste services for 5.6 million residents across 78 cities and unincorporated areas. Since joining in 1993, he has led major infrastructure and sustainability efforts, including biogas-to-energy, water recycling, food waste conversion, stormwater capture, and regional water resiliency and climate adaptation programs. A licensed professional engineer, Ferrante holds degrees from UC Berkeley and Stanford. He also serves on boards such as California WaterReuse, CASA, and the Southern California Coastal Water Research Program, helping shape statewide water and environmental policy through collaboration and innovation.

**Adán Ortega • Chair
Metropolitan Water District
FEATURED SPEAKER**



Adán Ortega, Jr. serves as Chair of the Metropolitan Water District of Southern California, where he has led the board in aligning its leadership and priorities around climate adaptation and long-term water reliability. He oversaw the Climate Adaptation Master Plan for Water (CAMP4W) and the historic resolution of 15 years of litigation with the San Diego County Water Authority. Ortega has championed transformative infrastructure projects, including Pure Water Southern California and the Delta Conveyance Project. The first Latino to chair the board, Ortega previously served as Metropolitan's vice president of external affairs and held leadership roles at West Basin and Central Basin water districts. With over 30 years of experience in public service and government relations, he has also served on the California Water Commission and the State Board of Food and Agriculture.

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Charles Wilson • Executive Director & CEO
Southern California Water Coalition
MODERATOR: Pure Water LA/SoCal & Delta Conveyance



Charles Wilson is the Executive Director and CEO of the Southern California Water Coalition, a nonprofit uniting leaders across sectors to address the region's most critical water challenges. Since 2016, Wilson has guided the Coalition's consensus-building efforts on issues like stormwater capture, water conservation, and infrastructure investments such as the Sites Reservoir. With over 30 years of experience in public affairs, he is also principal of PC Consulting Services Inc., bringing a deep understanding of Southern California's political and environmental landscape.

John Bednarski • Chief Engineer
Metropolitan Water District
PANELIST: Pure Water LA & Pure Water SoCal



John Bednarski serves as Chief Engineer and Group Manager of Engineering Services at the Metropolitan Water District of Southern California. He oversees all engineering functions, including management of the \$300 million annual Capital Investment Plan, infrastructure planning, construction management, and project delivery. With a focus on long-term system reliability, Bednarski leads efforts to modernize and maintain one of the nation's largest regional water systems, supporting critical infrastructure that serves nearly 19 million people across Southern California.

Anselmo Collins • Senior Assistant GM - Water System
Los Angeles Department of Water & Power
PANELIST: Pure Water LA & Pure Water SoCal

Anselmo Collins is Senior Assistant General Manager of the



Anselmo G. Collins is Senior Assistant General Manager of the Water System for LADWP, overseeing a \$1.5 billion budget, more than 2,400 employees, and delivery of drinking water to over 4 million residents across 472 square miles. With 28+ years at LADWP, he has held leadership roles in operations, engineering, construction, and supply chain management. He previously directed Water Operations, including the Los Angeles Aqueduct and Owens Lake Dust Mitigation Program. Collins holds a B.S. in Civil Engineering (CSUN) and an MBA (Pepperdine).

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Mark Pestrella • Director
Los Angeles County Public Works
PANELIST: Pure Water LA & Pure Water SoCal



Mark Pestrella is Director of Los Angeles County Public Works, the largest municipal public works agency in the U.S., serving over 10 million people across 4,000 square miles. The department oversees water resources, transportation, environmental services, construction management, and municipal operations. A 35-year Public Works veteran and licensed professional engineer, Pestrella earned a civil engineering degree from Cal Poly San Luis Obispo. A Southern California native, he leads vital infrastructure efforts across the region.

Matt Litchfield • General Manager & Chief Engineer
Three Valleys MWD
PANELIST: Pure Water LA & Pure Water SoCal



Mr. Litchfield became General Manager/Chief Engineer of TVMWD in January 2019 after serving as Assistant General Manager in 2018. He oversees daily operations and implements strategic goals. He holds a Civil Engineering degree from the University of Arizona, is a licensed Professional Engineer in California and Nevada, and has D5 and T3 state certifications. His prior roles include leadership at West Valley Water District and San Bernardino's Water Department, with earlier experience in private-sector water and wastewater infrastructure consulting.

Karla Nemeth • Director
California Department of Water Resources
PANELIST: Delta Conveyance



Karla Nemeth was appointed Director of the California Department of Water Resources (DWR) by Governor Edmund G. Brown Jr. in 2018 and reappointed by Governor Gavin Newsom in 2019. She leads the Department's work managing California's water resources, overseeing the State Water Project, flood control, dam safety, habitat restoration, and funding for local water projects. Previously, Nemeth served as Deputy Secretary and Senior Advisor for Water Policy at the California Natural Resources Agency and was the Bay Delta Conservation Plan Project Manager from 2009 to 2014, advancing major water planning and infrastructure efforts.

**Scott Houston • Director
West Basin MWD
PANELIST: Delta Conveyance**



Scott Houston is an elected member of the Board of Directors of West Basin Municipal Water District. First elected in 2014, Director Houston represents the Division IV cities of Culver City, El Segundo, Malibu, West Hollywood, and a portion of Hawthorne, and the unincorporated Los Angeles County communities of Del Aire, Marina del Rey, Topanga, and Wiseburn. He is the Treasurer of the board, Chair of the Finance and Administration Committee, and Member of the Public Information and Education Committee and Ethics Committee. Houston has served as board president in 2019 and 2023.

**Tom Love • General Manager
Upper San Gabriel Valley Municipal Water District
PANELIST: Delta Conveyance**



Tom Love serves as General Manager of the Upper San Gabriel Valley Municipal Water District, a post he has held since February 2018. He brings over 35 years of experience in the water sector, overseeing wholesale water provision, resource planning, drought response, and water quality initiatives. A respected leader in Southern California water management, Love also represents Upper District on the Urban Water Institute board of directors. He is committed to ensuring reliable, sustainable water supply for the San Gabriel Valley.

**Shivaji Deshmukh • General Manager
Inland Empire Utilities Agency
PANELIST: Delta Conveyance**



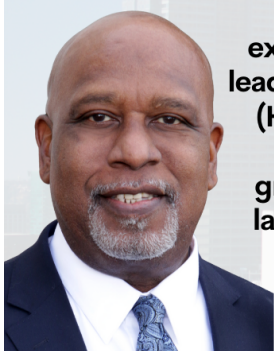
Shivaji Deshmukh, PE, is General Manager of the Inland Empire Utilities Agency. With bachelor's and master's degrees in civil engineering from UCLA, he specialized in reverse osmosis membranes and built a career devoted to environmental protection. At IEUA, he provides strategic leadership, supports the Board, and drives the agency's mission. A key achievement is helping develop 200,000 acre-feet annually of recycled water in Southern California, advancing sustainability and resource management. Inspired by colleagues, he values mentoring new professionals through IEUA's New Splash events.

**Bill Stephens • CEO
Employers Group/Everything HR
Flash Poll Results**



Bill Stephens is the CEO of Employers Group and Everything HR. In this role, he is responsible for the executive leadership of the firms and for ensuring that all members and clients realize the maximum benefits of all the services and resources available. To do this, Bill leverages internal subject matter experts and external partners to identify and address complex compliance, organizational and best employment practices issues faced by employers of all sizes and in all industries.

Kevin Harbour • President BizFed Institute CLOSING REMARKS



Kevin Harbour is a trusted and proven leader with over 30 years of experience in IT, telecom, and emerging technologies. He has held senior leadership roles at Fortune 100, 500, and 1000 corporations, including DEC (HP) and Verizon, as well as serving as a principal at an IT consulting firm.

As President of BizFed Institute, Kevin is dedicated to driving economic growth and public policy initiatives that strengthen the region's business landscape. Elected the inaugural CA Jobs First Steering Committee Chair for the LA Region, Kevin helped shape and drive key funding decisions, policy recommendations, and program implementations that directly impact businesses, workers, and communities in the Los Angeles area.

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MINUTES OF MEETING OF THE FINANCE COMMITTEE OF THE PALMDALE WATER DISTRICT, JULY 22, 2025:

A meeting of the Finance Committee of the Palmdale Water District was held Tuesday, July 22, 2025, at 2029 East Avenue Q, Palmdale, CA 93550. Chair Wilson called the meeting to order at 2:30 p.m.

1) Roll Call.

Attendance:

Committee:
Don Wilson, Chair
Scott Kellerman,
Committee Member

Others Present:

Dennis LaMoreaux, General Manager
Scott Rogers, Assistant General Manager
Dennis Hloffmeyer, Finance Manager
Bob Egan, Financial Advisor
Cynthia Sanchez, Committee Member Alt.
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 June 17, 2025.

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 June 17, 2025, as written.

4.2) Discussion and Overview of Cash Flow Statement and Current Cash Balances as of June 2025. (Financial Advisor Egan)

Financial Advisor Egan provided an overview of the monthly Major Account Activity Report, the Quarterly Major Account Activity Report, the Investment Funds Report, and the Cash Flow Statement through June 2025, including account transfers, assessments received, capital improvement funds, interest and market values, Redevelopment Agency (RDA) passthrough funds received, scheduled payments, and the projected year-end balance followed by a brief discussion of water revenue bond interest, interest rates on various investment types, and staff's recommendation to make another transfer into the Rate Stabilization Fund before year end.

4.3) Discussion and Overview of Financial Statements, Revenue, and Expense and Departmental Budget Reports for June 2025. (Finance Manager Hoffmeyer)

Finance Manager Hoffmeyer reviewed in detail the Balance Sheet, the Balance Sheet Variance, the Income Statement, the Income Statement Variance, and the Departmental Reports for the period ending June 2025, including account transfers, investments and interest earnings, capital improvement fees and project funding, Table A Water sales, increased water sales and meter fees, and GASB 101 adjustments related to sick leave and then stated that operating revenues are above the historical trend average at 53.4%; that expenses are below the historical trend average at 42%; and that two departments are above the traditional budgetary percentage of 50% due to the front-loading of employee Health Savings Accounts (HSA) and payment of annual contracts followed by a brief discussion of electrical expenses and the status of the District's solar projects.

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

Finance Manager Hoffmeyer provided an overview of the Project Expense Transactions Report, including payments made from the General Fund, the General Fund Grant Offset, and Water Revenue Bonds in June 2025 followed by a brief discussion of unallocated 2023A and 2024A Water Revenue Bond funds, contractor penalties, and anticipated tax obligations on the restricted interest earnings.

5) Reports.

5.1) Finance Manager Hoffmeyer:

a) Accounts Receivable Overview.

Finance Manager Hoffmeyer provided a brief update on outstanding balances for accounts 60 days delinquent and stated that as of June 30, there are eight payment arrangements totaling \$3,179.40 with \$834.11 collected to date with leak adjustments, financial hardships, and reinstatement of prior arrangements as the contributing factors.

b) Revenue Projections.

He then stated that based on selling 15,000 AF of water, 2025 revenue is ahead of projections by approximately \$2,185,095.00 as of June 30 providing a healthy position to make an additional transfer into the Rate Stabilization Fund.

c) Payment Transactions by Type.

He then stated that electronic payments continue as the lead payment type.

d) Billing and Collection Statistics.

He then reported that staff processed 463 off & locks for non-payment in June.

5.2) Financial Advisor Egan:

a) Debt Service Coverage Status.

Financial Advisor Egan reported that the audited Debt Service Coverage for 2024 is 3.18 and for July 2024 to June 2025 is 3.94, both being very healthy numbers.

5.3) Other.

Finance Manager Hoffmeyer stated that staff is preparing the required WIFIA pro forma reporting and the C-DAC annual reporting.

6) Board Members' Requests for Future Agenda Items.

General Manager LaMoreaux suggested that "Discussion of the Rate Stabilization Fund" be added to the next meeting agenda.


There were no further requests for future agenda items.

7) Date of Next Committee Meeting.

It was determined that the next Finance Committee Meeting will be held August 19, 2025 at 2:30 p.m.

8) Adjournment.

There being no further business to come before the Finance Committee, the meeting was adjourned at 3:34 p.m.



Chair