



**PALMDALE WATER DISTRICT**  
A CENTURY OF SERVICE

April 8, 2026

**BOARD OF DIRECTORS**

**W. SCOTT KELLERMAN**  
Division 1

**DON WILSON**  
Division 2

**CYNTHIA SANCHEZ**  
Division 3

**KATHY MAC LAREN-GOMEZ**  
Division 4

**DEBBIE DINO**  
Division 5

---

**DENNIS D. LaMOREAUX**  
General Manager

**ALESHIRE & WYNDER LLP**  
Attorneys

---



**AGENDA FOR REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE PALMDALE WATER DISTRICT  
TO BE HELD AT 2029 EAST AVENUE Q, PALMDALE  
MONDAY, APRIL 13, 2026**

**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/2026-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) Legislative Updates. (Public Affairs Director Shay/Representatives for Antelope Valley State Legislators)
- 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 March 23, 2026.
  - 6.2) Payment of Bills for April 13, 2026.
  - 6.3) Approval of Revisions to Sections 1 through 2.13.2 of the Employee Handbook. (No Budget Impact – Human Resources Director Garcia/Personnel Committee)
  - 6.4) Approval to Expand the Current Salary Range Structure from Nine Steps to Twelve Steps. (No Budget Impact – Human Resources Director Garcia/Personnel Committee)
  - 6.5) Approval to Increase Standby Pay under Section 3.10.1 of the Employee Handbook and to Authorize Related Budget Adjustments. (\$25,000.00 – Not-to-Exceed – Non-Budgeted – Human Resources Director Garcia/Personnel Committee)
  - 6.6) Approval to Ratify Contract Amendment with Turbine Repair Services, LLC for Hydroelectric Turbine Repairs and Authorize Related Budget Adjustments. (\$21,300.00 – Not-To-Exceed – Non-Budgeted – Capital Project No. 25-612 – Facilities Manager Wall)
- 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 Election of Special District Local Agency Formation Commission (LAFCO) Voting Member. (No Budget Impact – General Manager LaMoreaux)
  - 7.2) Consideration and Possible Action on Approval of Contract Change Order No. 1 with Social Scada Solutions for Additional Radio Replacements and Upgrades and Authorization of Related Budget Adjustments. (\$69,780.00 – Non-Budgeted – Capital Project No. 24-616 – Information Technology Manager Stanton)
  - 7.3) Consideration and Possible Action to Authorize the General Manager to Approve Additional Funding for Geotechnical Services with Geocon West, Inc. for the Palmdale Ditch Conversion Project. (\$150,000.00 – Budgeted – Capital Project No. 21-613 – Engineering Manager Bader)
  - 7.4) Consideration and Possible Action on Approval of Hypochlorite Tank Repairs at the Leslie O. Carter Water Treatment Plant and Authorization of Related Budget Adjustments. (\$85,000.00 – Not-to-Exceed – Non-Budgeted – Operations Manager Marcinko)

- 7.5) Consideration and Possible Action on Approval of Chiller Equipment Purchase and Installation for the Leslie O. Carter Water Treatment Plant and Authorization of Related Budget Adjustments. (\$67,000.00 – Not-to-Exceed – Non-Budgeted – Capital Project No. 26-605 – Operations Manager Marcinko)
- 7.6) Consideration And Possible Action on Approval of Contract Amendment with Weber Water Resources for the Rehabilitation of Wells 2A and 3A and Authorization of Related Budget Adjustments. (\$135,500.00 – Not-To-Exceed – Non-Budgeted – Capital Project Nos. 26-600 and 26-601 – Facilities Manager Wall)
- 7.7) 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 2026 Budget:
  - a) None at this time.
- 8) Information Items:
  - 8.1) Reports of Directors:
    - a) Standing Committees; Organization Appointments; Agency Liaisons:
      - 1) Antelope Valley East Kern Water Agency (AVEK) Meeting – March 24. (Director Dino, Board Liaison/President Mac Laren-Gomez, Alt.)
      - 2) Personnel Committee Meeting – March 30. (Director Kellerman, Chair/President Mac Laren-Gomez/Director Dino, Alt.)
      - 3) Palmdale Fin & Feather Club Meeting – April 4. (Director Wilson/Director Kellerman, Alt.)
      - 4) Antelope Valley State Water Contractors Association (AVSWCA) Meeting – April 9. (President Mac Laren-Gomez/Director Wilson/Director Kellerman, Alt.)
    - b) General Meeting Reports.
  - 8.2) Report of General Manager.
    - a) Department Activity Updates:
      - 1) Information Technology Department. (IT Manager Stanton)
  - 8.3) Report of General Counsel.
- 9) Board Members' Requests for Future Agenda Items.
- 10) Adjournment.



DENNIS D. LaMOREAUX,  
General Manager

**MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT, MARCH 23, 2026:**

*A regular meeting of the Board of Directors of the Palmdale Water District was held Monday, March 23, 2026, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District Office and at 8 Gipson Place Northeast 7, Fort Walton Beach, FL 32548. President, Kathy Mac Laren-Gomez, called the meeting to order at 6:08 p.m.*

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

At the request of President Mac Laren-Gomez, Mr. Eddie Alvarez led the Pledge of Allegiance followed by a moment of silence honoring military troops.

**2) Roll Call.**

**Attendance:**

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

**Others Present:**

Dennis LaMoreaux, General Manager  
Scott Rogers, Assistant General Manager  
Paul Early, General Counsel  
Viridiana Iguaran, Finance Manager  
Wendell Wall, Facilities Manager  
Joe Marcinko, Operations Manager  
Claudia Bolanos, Resource and Analytics Director  
Angelica Garcia, Human Resources Director  
Judy Shay, Public Affairs Director  
Danielle Henry, Executive Assistant  
Angel Abarca, Help Desk Assistant  
10 members of the public

**3) Adoption of Agenda.**

It was moved by Director Kellerman, seconded by Director Wilson, and unanimously carried to adopt the agenda as presented on the following roll-call vote:

President Mac Laren-Gomez – aye  
Director Kellerman – aye  
Director Wilson – aye  
Director Sanchez – aye  
Director Dino – aye

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

There were no public comments for non-agenda items.

**5) Presentations:**

**5.1) None at This Time.**

There were no presentations.

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

**6.1) Approval of Minutes of Regular Board Meeting held February 23, 2026.**

**6.2) Ratification of Payment of Bills for March 9, 2026.**

**6.3) Payment of Bills for March 23, 2026.**

**6.4) Approval of Absence of Director Sanchez from February 23, 2026 Regular Board Meeting due to Scheduled Vacation. (General Counsel Early)**

**6.5) Approval to Reschedule the May 25, 2026 Regular Board Meeting to May 26, 2026 due to the Memorial Day Holiday. (General Manager LaMoreaux)**

President Mac Laren-Gomez announced the items included in the Consent Calendar after which it was moved by Director Kellerman, seconded by Director Dino, and unanimously carried to approve the Consent Calendar on the following roll-call vote:

President Mac Laren-Gomez – aye

Director Kellerman – aye

Director Wilson – aye

Director Sanchez – aye

Director Dino – aye

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

**7.1) Consideration and Possible Action on Approval of Community Workforce Agreement By and Between the Palmdale Water District and Los Angeles/Orange Counties Building & Construction Trades Council and the Signatory Craft Councils and Local Unions. (No Budget Impact – Eddie Alvarez, Building & Trades/General Manager LaMoreaux)**

Mr. Eddie Alvarez, Building & Trades, provided an overview of his professional background and expressed appreciation for working with former PWD Director Dave Gomez and Antelope Valley businesses and to keep jobs local for skilled professionals after which General Manager LaMoreaux presented the proposed Community Workforce Agreement (CWA), including threshold adjustments to align with other local agencies, and provided an update of current and future District projects.

Several trade representatives spoke in strong support of the CWA, emphasizing its benefits for maintaining local jobs and encouraged its approval. After a brief discussion of the trades represented, it was moved by Director Kellerman, seconded by Director Dino, and unanimously carried to approve the Community Workforce Agreement By and Between the Palmdale Water District and Los Angeles/Orange Counties Building & Construction Trades Council and the Signatory Craft Councils and Local Unions on the following roll-call vote:

President Mac Laren-Gomez – aye  
Director Kellerman – aye  
Director Wilson – aye  
Director Sanchez – aye  
Director Dino – aye

**7.2) Consideration and Possible Action to Approve and Authorize the General Manager or His Designee to Enter Into an Agreement with Workday and ERP Analysts for the Enterprise Resource Planning (ERP) System Implementation and Subscription. (\$2,000,000.00 – Not-to-Exceed – Including 2026 Non-Budgeted Impact of \$482,665.00 – Finance Manager Iguaran/Finance Committee)**

Finance Manager Iguaran provided a detailed overview of the proposed agreements with Workday and ERP Analysts for implementation and subscription of a new Enterprise Resource Planning (ERP) system, along with a 2026 budget increase of \$482,665.00, noting that the existing Microsoft GP system is nearing end-of-life and no longer meets the District's operational needs, and that through evaluation of multiple ERP providers, Workday was identified as the most suitable solution due to its cloud-based platform, strong financial and HR capabilities, and ability to integrate multiple business functions, which will consolidate several existing systems and add enhanced features such as grant management, workflow automation, secure document storage, and advanced financial planning.

After review of the phased implementation process and discussion of the consolidated program savings and data transparency, it was moved by Director Wilson, seconded by Director Kellerman, and unanimously carried to approve and authorize the General Manager or his Designee to enter into an Agreement with Workday and ERP Analysts for the Enterprise Resource Planning (ERP) System Implementation and Subscription in the not-to-exceed amount of \$2,000,000.00 over a ten-year period, including a 2026 budget adjustment of \$482,665.00 on the following roll-call vote:

President Mac Laren-Gomez – aye  
Director Kellerman – aye  
Director Wilson – aye  
Director Sanchez – aye  
Director Dino – aye

**7.3) Consideration and Possible Action to Approve and Authorize the General Manager to Enter Into an Agreement with Andritz Hydro Division, Subject to General Counsel Approval, for the Startup and Commissioning of the Hydroelectric Turbine Generator. (\$91,000.00 – Not-to-Exceed – Non-Budgeted – Work Order No. 25-612 – Facilities Manager Wall)**

Facilities Manager Wall presented a recommendation to approve an agreement with Andritz Hydro Division for the startup and commissioning of the Hydroelectric Turbine Generator, including the scope of work and corresponding capital budget increase, and noted that Andritz is the only qualified vendor to perform this specialized commissioning work to ensure all operational parameters and fail-safe functions are properly configured for efficient unit operation, and after a brief discussion of work warranty and future energy savings, it was moved by Director Dino, seconded by Director Wilson, and unanimously carried to approve and authorize the General Manager to enter into an Agreement with Andritz Hydro Division, subject to General Counsel approval, for the Startup and Commissioning of the Hydroelectric Turbine Generator in the not-to-exceed amount of \$91,000.00 on the following roll-call vote:

President Mac Laren-Gomez – aye  
Director Kellerman – aye  
Director Wilson – aye  
Director Sanchez – aye  
Director Dino – aye

**7.4) Consideration and Possible Action to Approve and Authorize the General Manager or His Designee to Enter Into a Contract Agreement with CPS HR Consulting to Assist with Recruitment Campaign for Senior/Principal Engineer Position. (\$17,000.00 – Not-to-Exceed – Budgeted – Human Resources Director Garcia)**

Human Resources Director Garcia presented a recommendation to enter into a contract with CPS HR Consulting to assist with recruitment for the Senior/Principal Engineer position following previous unsuccessful recruiting attempts, after which it was moved by Director Wilson, seconded by Director Kellerman, and unanimously carried to approve and authorize the General Manager or his Designee to enter into a Contract Agreement with CPS HR Consulting to Assist with Recruitment Campaign for Senior/Principal Engineer Position in the not-to-exceed amount of \$17,000.00 on the following roll-call vote:

President Mac Laren-Gomez – aye  
Director Kellerman – aye  
Director Wilson – aye  
Director Sanchez – aye  
Director Dino – aye

**7.5) Consideration and Possible Action to Approve Resolution No. 2026-1 Amending Rules and Regulations Appendix O to Incorporate Assembly Bill 1572 - Prohibition of Potable Water for Non-Functional Turf. (No Budget Impact – Resource and Analytics Director Bolanos)**

Resources and Analytics Director Bolanos provided an overview of Assembly Bill (AB) 1572 and Resolution No. 2026-1, which proposes updates to Appendix O (Water Waste Policy) of the District’s Rules and Regulations to incorporate the requirements of AB 1572 prohibiting the use of potable water to irrigate nonfunctional turf on specified commercial, industrial, institutional, and HOA-maintained properties, and after discussion of District enforcement, outreach efforts, and the Water-Wise Landscape Conversion Program, it was moved by Director Dino, seconded by Director Wilson, and unanimously carried to approve Resolution No. 2026-1 Amending Rules and Regulations Appendix O to Incorporate Assembly Bill 1572 - Prohibition of Potable Water for Non-Functional Turf on the following roll-call vote:

President Mac Laren-Gomez – aye  
Director Kellerman – aye  
Director Wilson – aye  
Director Sanchez – aye  
Director Dino – aye

Resolution No. 2026-1 is hereby made a portion of the minutes of this meeting.

**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 2026 Budget:**

a) **None at this time.**

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

**8) Information Items:**

**8.1) Reports of Directors:**

a) **Standing Committees; Organization Appointments; Agency Liaisons:**

**1) Antelope Valley East Kern Water Agency (AVEK) Meeting – February 24 and March 10. (Director Dino, Board Liaison/President Mac Laren-Gomez, Alt.)**

Director Dino reported her attendance at the February 24 AVEK Board Meeting.

**2) Finance Committee Meeting – March 17. (Director Wilson, Chair/Director Kellerman/Director Sanchez, Alt.)**

Director Wilson reported attending the March 17 Finance Committee meeting and stated that a written report will be distributed.

**3) Palmdale Fin & Feather Club Meeting – March 7 and 21. (Director Wilson/Director Kellerman, Alt.)**

Director Kellerman reported attending the March 21 Palmdale Fin & Feather Club Meeting, where they discussed where members discussed record membership numbers, the recent light installations to help deter theft, and the success of the kids' derby event.

**b) General Meeting Reports of Directors.**

Director Kellerman reported attending Workplace Violence and Prevention Online Training on February 24; a tour of the Pure Water Antelope Valley (PWAV) Demonstration Facility on March 5; the Finance Committee Meeting on March 17; a Board Briefing on March 18; the Antelope Valley (AV) Business Outlook Conference on March 19; the Palmdale Fin & Feather Club Meeting on March 21; and the Palmdale Water District (PWD) Regular Board Meeting on March 23.

Director Wilson reported attending a tour of the PWAV Demonstration Facility on March 5; the 2026 WaterReuse Symposium from March 8-11; the Finance Committee Meeting on March 17; a Board Briefing on March 18; the AV Edge Business Outlook Conference on March 19; and the PWD Regular Board Meeting on March 23.

Director Sanchez reported attending the ACWA Legislative Symposium from February 11–12; the Finance Committee Meeting on February 17; a Board Briefing on February 19; a CSDA webinar regarding Standard Contracts on March 16; the Finance Committee Meeting on March 17; a tour of the PWAV Demonstration Facility on March 17; the AV Edge Business Outlook Conference on March 19; a Board Briefing on March 19; and a CSDA webinar regarding Building Relationships with Your Lawmaker's District Office on March 20.

Director Mac Laren-Gomez reported attending the AVEK Board Meeting on February 24; Workplace Violence and Prevention Online Training on February 26; Health & Wellness and Fire Prevention Online Training on February 27; Public Water Suppliers Meetings on March 2 and 23; the Watermaster Meeting on March 4; the 2026 WaterReuse Symposium from March 8–11; the Let's Talk H2O Event on March 11; an Agenda Review Briefing on March 9; a tour of the PWAV Demonstration Facility on March 18; the AV Edge Business Outlook Conference on March 19; and a Board Briefing on March 19.

Director Dino reported attending a CSDA webinar regarding California Government Compensation Reporting Rules and Requirements on March 2; the 2026 WaterReuse Symposium from March 8–11; the Finance Committee Meeting on March 17; a tour of the PWAV Demonstration Facility on March 18; a Board Briefing on March 19; and the PWD Regular

Board Meeting on March 23, followed by a brief discussion of the WaterReuse Symposium outreach takeaways and Pure Water facilities..

**8.2) Report of General Manager.**

**a) Department Activity Updates:**

**1) Operations Department. (Operations Manager Marcinko)**

Operations Manager Marcinko provided a presentation update on the Operations Department's laboratory, regulatory, and water operations activities, including water quality sampling, mussel monitoring and mitigation, equipment updates, the Well 11A status report, required reporting and audits, cattail removal at Palmdale Lake, the new Granular Activated Carbon (GAC) contract, Water Treatment Plant winter maintenance, and the wind turbine removal.

**2) Human Resources Department. (Human Resources Director Garcia)**

Human Resources Director Garcia provided an update on recent Human Resources Department activities, including Water Professionals Week in October, the employee benefit fair and open enrollment, evacuation procedure updates, recruitment campaigns, adoption and implementation of an AI policy, staff training, the Holiday Party, the new-hire facilities tour, and the Salary Survey.

**b) March Written Report of Activities through February 2026.**

General Manager LaMoreaux stated that a written report was included with the agenda packet highlighting the low precipitation and lack of snowpack. He also reported touring the Las Virgenes Pure Water Facility and the Tillman Water Reclamation Plant during the WaterReuse Symposium, followed by a brief discussion regarding the coordination of a future tour of the Pure Water facility and a brief overview of Las Virgenes' deep-water high-pressure desalination technology.

He further stated that the water well for Blue Skies Mobile Home Park was destroyed during the Christmas Eve storm that caused Littlerock Dam to spill, and that they are working with the state to secure future service from the District, similar to the arrangements for the Alpine Springs and Joshua Hills Mobile Home Parks.

**8.3) Report of General Counsel.**

General Counsel Early reported that he is the lead for the Las Virgenes Pure Water and Deep-Water Desalination projects and offered to provide additional information if requested.

He then provided an update on SB 1153, which addresses wildfire response procedures for high fire-severity zones and outlines related liability protections for water retailers.

Assistant General Manager Rogers reported that the District is working with the Water Systems Coalition on several proposed bills and provided an update on Assemblymember Carrillo's proposed Assembly Bill 1808, which addresses fee relief for public works projects located near Joshua trees, followed by a brief discussion of District lobbying representation.

**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 7:50 p.m.

---

Secretary



# BOARD MEMORANDUM

**DATE:** April 13, 2026  
**TO:** BOARD OF DIRECTORS  
**FROM:** Human Resources Director Garcia  
**VIA:** General Manager LaMoreaux  
**RE:** *APPROVAL OF REVISIONS TO SECTIONS 1 THROUGH 2.13.2 OF THE EMPLOYEE HANDBOOK. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA/PERSONNEL COMMITTEE)*

---

## **Recommendation:**

Staff and the Personnel Committee recommend that the full Board approve the proposed revisions to the Employee Handbook (Handbook) Sections 1 through 2.13.2.

## **Alternative Options:**

The Board may choose not to approve the proposed changes, in which case these Sections will remain as is.

## **Impact of Taking No Action:**

If no action is taken, the Handbook will remain redundant, outdated, and difficult to navigate.

## **Background:**

The proposed changes are the outcome of a thorough review conducted in consultation with legal counsel. The Handbook will be reviewed in its entirety, with proposed revisions presented to the Board by sections. The sections being presented currently are Section 1: Handbook Interpretation and Introduction through Section 2.13.2: Compensation and Merit Increase.

The revisions primarily focus on updating the Handbook for legal compliance, modernizing and clarifying policy language, streamlining provisions by removing outdated or overly detailed text, and improving consistency with current District practices. Collectively, these changes are intended to reduce risk, improve readability and usability, and better align the Handbook with how the District operates today.

## **Strategic Plan Initiative/Mission Statement:**

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

April 13, 2026

**Budget:**

This item has no budget impact

**Supporting Documents:**

- Redline Version of Section 1 through Section 2.13.2 of Employee Handbook
- Clean Version of Section 1 through Section 2.13.2 of Employee Handbook

**Disclaimer**

~~This Employee Manual is provided for guidance only and does not constitute a contract between the Palmdale Water District and its employees. Nothing contained in it guarantees continued employment or changes the at-will status of all employees. The employment relationship can be terminated at any time by either the employee or the Palmdale Water District for any reason or no reason.~~

~~The Palmdale Water District remains free to unilaterally change, suspend or modify any or all of the working conditions described in the manual without giving cause or justification to employees. Specifically, this Handbook may be amended at any time by action of the Board.~~

~~Discipline imposed as a result of infractions of District policy may be modified by the District when extenuating circumstances are found.~~

## Section 1 HANDBOOK INTERPRETATION AND INTRODUCTION

---

This Handbook is intended to provide you with a general ~~overview~~understanding of the Palmdale Water District's ("District") ~~employment~~human resource policies, benefits and rules. It is intended to familiarize you with important information about the District as well as information regarding your own privileges and responsibilities as a District employee.

~~Although it is not an employment contract or legal document, it~~ is important that all employees read, understand, and follow the provisions of the Handbook. Failure to comply with any policy may result, subject the employee to discipline, up to and including termination.

Employment with the District is at will, meaning that either the employee or the District may terminate the employment relationship at any time, for any reason or no reason, with or without cause, and with or without advance notice.

For purposes of this handbook, "business day" is defined as any day the District's administrative offices are open for business

The District reserves the right to amend, add to, or delete any of its policies~~which may be changed~~ from time to time, with the exception of the concept of at-will employment by the District. You will be notified in writing of any amendments and additions to these policies and procedures. Keep this Handbook, additions, and revisions on file for your reference.

~~This Handbook, however, cannot anticipate every situation or answer every question about employment, nor can it provide information that answers every possible question. Additionally, circumstances will undoubtedly require that guidelines, practices, and benefits described in this Handbook change. Accordingly, the District must reserve the right to modify, supplement, or rescind any provision of this Handbook from time to time, as it deems necessary. As mentioned above, you will, of course, be advised of changes that occur.~~

District is constantly striving to improve its operations, the services that it provides its ratepayers, and its relations with its employees. You are encouraged to bring suggestions for improvements to the attention of your department head or the General Manager. Additionally, if you have any questions or seek clarification, you should see your department head or the Human Resources Director.

By working together, the District believes that ~~it will~~ it shares with its employees a sincere pride in the workplace and the services that ~~wethey~~ we are all here to provide.

### VISION STATEMENT OF PALMDALE WATER DISTRICT

The District ~~will~~ strives for excellence in providing great customer care; advocating for local water issues that help our residents; educating the community on water-use efficiency; and leading our region in researching and implementing emerging technologies that increase operational efficiency.

### MISSION STATEMENT OF PALMDALE WATER DISTRICT

The mission of the District is to provide high-quality water to our current and future customers at a reasonable cost.

### CORE VALUES PALMDALE WATER DISTRICT

~~Adhering to its~~ Core ~~v~~Values are essential to the success of District and its employees. ~~These~~ values set the tone for the organization and help employees make informed decisions that benefit everyone – the District, the staff and the ratepayers. These values ~~will~~ guide us as we work with each other to serve the public. ~~Following is a statement of the District's Core Values.~~

#### **INTEGRITY**

Performing our duties in an ethical, fair, reliable, honest and courageous manner ~~regardless of the situation.~~

#### **TEAMWORK**

Working with colleagues to accomplish the organization's goals and respecting each other's contributions that ~~best~~ benefit the organization.

#### **DIVERSITY**

Embracing and respecting differing ideas, cultures, ethnicities, class and gender.

#### **PASSION**

Showing ~~evidence of~~ energy, enthusiasm, devotion and motivation while pursuing excellence in one's work, ideas and goals.

---

This Handbook is applicable to all District employees, including full-time, part-time, and temporary employees. ~~Except as specified herein, this Handbook is not applicable to the District Board members, General Counsel and General Manager, or other employees with whom there is a specific employment contract.~~

~~If any section, subsection, sentence, clause, phrase, or portion of this Handbook is for any reason held to be invalid or unconstitutional by the final decision of any court of competent~~

jurisdiction, such decision shall not affect the validity of the remaining portions of this Handbook. The District hereby declares that it would have adopted these policies and each section, subsection, sentence, clause, phrase, or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions may be declared invalid or unconstitutional.

## Section 2 EMPLOYMENT PRACTICES

---

### 2.1 EMPLOYMENT AT WILL

All employees are hired on an "at will" basis, unless an employee is employed under a written contract stating otherwise. ~~Employment "at will" This means that an employee may resign at any time, for any reason, and that the District may terminate an employee at any time, for any reason, with or without cause, and with or without advance notice. At the end of this handbook, you will find a copy of an "at will" employment agreement. Please read this agreement carefully, sign and return it to the Human Resources Director.~~

### 2.2 DISASTER SERVICE WORKER

Those District employees who are trained under the California Emergency Services Act, are considered Disaster Service Worker Volunteers, and must render such assistance as may be necessary in times of emergency, as declared by the Governor or ~~his or her~~ designee. The Agency-District has established a disaster preparedness plan, which includes a process for notifying employees of their disaster service assignments and when employees must perform them.- Employees must complete the Disaster Service Worker Registration, including the loyalty oath, at the back of this Manual ~~to effectuate this policy.~~ Employees will be compensated for all work performed pursuant to this policy.

### 2.3 ACCESS TO PERSONNEL RECORDS

~~The District maintains employment-related #information about itsthe employees (such as salary changes, promotions, and transfers) asis part of the personnel file. Medical information is not kept in an employee's regular personnel file, but in a separate confidential medical file, as required by law. Personnel records are confidential and disclosure is limited to those with a legitimate "need to know."are to be treated as such. Access to personnel records is limited to the following:~~

#### **~~PERSONS OTHER THAN THE EMPLOYEE~~**

Other employees of the District may have access to personnel records only if they have a "need to know." This means access is limited to:

- Management considering an employee for promotion or transfer into their departments,
- Manager and direct supervisor,
- Human resource personnel, and
- Others only as specifically authorized by the General Manager.

Non-employees may not, except with specific authorization, have access to the personnel records themselves, except where the non-employee is the current or former employee's representative. Generally, access by non-employees other than the employee's personal representative will be granted only upon advice of legal counsel. Access of outsiders to information in a personnel record is governed by the District's policy on references, which is limited to only the Human Resources Department.

#### ***THE EMPLOYEE***

- Current and former employees may inspect their own personnel records in the presence of the Human Resources Director or the General Manager by appointment.
- Current employees may inspect their personnel records at the place where the employee reports to work or at another location on which the parties agree.
- The District shall provide a copy of all such records on written request within 30 days at a charge not to exceed the actual cost of reproduction.
- Former employees may inspect their records at the place where the District stores its records or at another location on which the parties agree in writing. A former employee may receive his/her records by mail if he/she/they pays the actual postal expenses.
- If the former employee was terminated for violating a law or policy involving workplace harassment or violence, the District will provide any requested copy of the records by mail.
- The District shall make your personnel records available at reasonable times but not later than 30 calendar days from the receipt of a written request. You and the District may agree to extend this to 35 days, but no longer.

## **2.4 EQUAL EMPLOYMENT OPPORTUNITY**

~~It is the continuing policy of~~ The District ~~to provide~~ equal employment opportunities for all individuals ~~who have the necessary qualifications~~ with respect to, e.g., recruitment, hiring, performance evaluation, promotion, transfers, training, layoffs, suspensions, termination, compensation or other personnel-related activities regardless of race, color, religion, sex, reproductive health decision-making, gender, gender identity or expression, national

origin, ethnicity, political affiliations or activities, status as a victim of domestic violence, assault, or stalking, military or veteran status, ancestry, disability (physical or mental), medical condition, marital status, registered domestic partner status, ~~age, (over 40) or~~ sexual orientation ~~preference~~, citizenship or citizenship status, AIDS/HIV, genetic information, or perception that an individual has any of these characteristics, or associates with individuals who have or are perceived to have these characteristics, or any other consideration made unlawful by federal, state, or local laws (collectively referred to in this Handbook as "Protected Characteristic category"). ~~Any technique or procedure used in the recruitment and selection of employees shall be designed to measure only the job-related qualifications of applicants. All employee decisions will be based upon policies and practices that further the principles of equal employment opportunity. Please see section *Prohibition of Discrimination* in this handbook for District's policy in discrimination.~~

~~Every member of management is responsible for assuring non-discrimination in employment opportunities. In addition, all staff members, regardless of position, share in the responsibility of maintaining a discrimination-free work environment.~~

The District's ~~goal is employment policy is to conduct an objective process to hire~~recruit the most qualified candidate for each position based ~~on assessing the~~ individual's skills, work experience, and education, ~~certificates and licenses, and interview performance. The focus of the hiring process will be assessing the hard and soft skills necessary to be successful at the essential functions of the job as defined in the job description.~~

## 2.5 PROHIBITION OF DISCRIMINATION AND HARASSMENT

Harassment and discrimination in employment on the basis of sex (including pregnancy, childbirth, breastfeeding, or related medical condition), reproductive health decision-making, gender, race, color, national origin, ethnicity, ancestry, citizenship, religion, creed, age, physical or mental disability, medical condition, sexual orientation, gender identity or gender expression, military or veteran status, marital status, registered domestic partner status, genetic information, or any other protected basis (collectively the "Protected Characteristics") is unlawful under federal and state law. Every individual is entitled to work free of discrimination or harassment based on any Protected Characteristic. The law prohibits all employees (including coworkers, supervisors, and managers), as well as third parties with whom the employee comes into contact, from engaging in this impermissible conduct. Accordingly, the District does not tolerate discrimination or harassment in the workplace or in a work-related situation. Unlawful discrimination and harassment violates the District's rules of conduct.

Unlawful harassment in employment may take many different forms. Some examples are:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted comments and jokes;
- Visual conduct such as derogatory posters, cartoons, drawings, or gestures;
- Physical conduct such as blocking normal movement, restraining, touching, or otherwise physically interfering with work of another individual;
- Threatening or demanding that an individual submit to certain conduct or to perform certain actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion; and
- Retaliation by any of the above means for having reported harassment or discrimination, or having assisted another employee to report harassment or discrimination.

Sexual harassment under these laws includes unwelcome sexual advances, requests for sexual favors, and other related verbal or physical conduct because of sex or gender when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

#### Internal Complaint Procedure

Discrimination and harassment in employment are not tolerated. In addition, the District prohibits retaliation for having made a report, and/or otherwise for participating in the reporting or investigative process, under this policy. Violation of this policy will result in disciplinary action up to, and including, immediate discharge.

Any individual who believes they are the object of harassment or discrimination on any prohibited basis, or who has observed such harassment or discrimination, or who believes they have been subjected to retaliation, must notify either their manager, the Human Resources Director, the General Manager, or any supervisor or manager.

Supervisors who receive a complaint under this policy will report it to Human Resources. The District will conduct a fair, timely, and thorough investigation, and will do so in a confidential manner, to the extent possible. The investigation will be performed by impartial and qualified personnel, and will be appropriately documented. Following the investigation, the District will take such action as is warranted under the circumstances, and will timely close the matter.

#### Agency Complaint Procedure

Both the state and federal governments have agencies whose purpose is to address unlawful discrimination in the workplace. If an individual who provides services to the District believes they have been harmed by an unlawful practice, and is not satisfied with the District's response to the problem, they may file a written complaint with these agencies. For the State of California, the agency is called the Civil Rights Department ("CRD"). The local address for the CRD is 2218 Kausen Drive, #100, Elk Grove 320 West 4<sup>th</sup> Street, Suite 1000, 10<sup>th</sup> Floor, Los Angeles, California 90013 95758, or www.calcivilrights.ca.gov. For the federal government, the agency is called the Equal Employment Opportunity Commission ("EEOC"). The local address for the EEOC is 1301 Clay Street, #1170, Oakland 255 East Temple St, 4<sup>th</sup> Floor, Los Angeles, California 90012 94612, or www.eeoc.gov.

If, after an investigation and hearing, either of these agencies finds that unlawful discrimination has occurred, the injured employee may, depending on the circumstances, be entitled to reinstatement or promotion, with or without back pay.

#### Retaliation

Retaliation against any individual for making a report, or for participating in an investigation, under this policy is strictly prohibited. Individuals are protected by law and by District policy from retaliation for opposing unlawful discriminatory practices, for filing an internal complaint under this policy or for filing a complaint with the CRD or EEOC, or for otherwise participating in any proceedings conducted by the District under this policy and/or by either of these agencies.

The District is committed to providing a work environment that is free of unlawful discrimination and harassment. In keeping with the commitment, the District strictly prohibits unlawful discrimination or harassment on the basis of one or more protected categories, as defined below. Discrimination of anyone in or from the District, on any of these bases, is strictly prohibited.

#### 2.5.1—Definitions

Unlawful discrimination and/or harassment in any form, include any of the following:

- Verbal harassment such as epithets, jokes, derogatory comments or slurs based on a protected category;
- Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based on a protected category;
- Visual harassment such as derogatory posters, cartoons or drawings, based on a protected category; or
  - Sexual harassment in the form of unwanted sexual advances or visual, verbal or physical conduct of a sexual nature, including gender-based harassment of a person of the same sex or opposite sex of the harasser. Such conduct includes, but is not limited to: unwanted sexual advances; offering employment benefits in exchange for sexual favors; making or threatening reprisals after a negative response to sexual advances; visual conduct such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters; verbal conduct such as making or using derogatory comments, epithets, slurs and jokes; verbal sexual advances or propositions; verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; or physical conduct such as touching, assault or impeding or blocking movements.

This list is not a complete list of what may be deemed to be harassment under the law.

Protected Category/Class includes: race, color, religion (including religious dress and grooming practices), sex, including pregnancy, childbirth, breastfeeding or related medical conditions, gender, gender identity or expression, sexual orientation, marital status, medical conditions, military or veteran status, national origin, ancestry, disability, genetic information, age (over 40), or other category protected by law.

### 2.5.2— Prohibited Conduct

Discrimination and harassment violate Title VII of the Federal Civil Rights Act of 1964 and the regulatory guidelines of the Federal Equal Employment Opportunity Commission (EEOC), as well as the California Government Code and the regulations of the California Department of Fair Employment and Housing (DFEH). Accordingly, the District strictly prohibits unlawful discrimination and harassment, including sexual harassment, on the basis of a Protected Category/Class.

This policy applies to all employees, vendors, and visitors. The District does not tolerate sexual or other unlawful harassment of employees at the work place or in any work-related situation by anyone. The District also prohibits unlawful discrimination and harassment of non-employees by employees in connection with any administration, enforcement, business, service or professional relationship with the District. If, after a prompt and thorough investigation, it is

determined that an employee has engaged in discrimination and/or sexual or other harassment, that employee will be disciplined, up to and including discharge. The District will also seek to protect employees from harassment by non-employees in the work place or in work-related situations.

### **2.5.3—Complaint Process**

If you believe you have been or are being subjected to this kind of discrimination you are encouraged to promptly report it to your manager, any other manager, the Human Resources Director or the General Manager. You should include the details of the incident or incidents, the names of those involved and the names of any witnesses. If you do not report harassment, it cannot be investigated. Supervisors are required to report any harassment or discrimination. Your cooperation is crucial. There will be no retaliation against you by management for making what is reasonably believed to be a valid complaint of harassment or discrimination. Nor will any individual be retaliated against for participating in an investigation. Confidentiality will be maintained to the extent possible. However, information related to a harassment or discrimination allegation, investigation and discipline is sometimes placed at issue and disclosed in court, in an administrative appeal hearing, or before the California Department of Fair Employment and Housing (“DFEH”) or federal Equal Employment Opportunity Commission (“EEOC”).

The District encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. The federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The EEOC can be reached at (800) 669-4000 or on the Internet at [www.eeoc.gov](http://www.eeoc.gov). The DFEH can be reached at (800) 884-1684 or (916) 478-7200 or on the Internet at [www.dfeh.ca.gov](http://www.dfeh.ca.gov).

Any employee who wishes to make a complaint of discrimination or sexual harassment or other harassment but is uncomfortable disclosing their identity may do so by following the above complaint procedure and filing the complaint anonymously with Human Resources or District Manager. Employees should know, however, that anonymity in the complaint procedure may compromise the District’s ability to complete a thorough investigation.

### **2.5.4—Investigation and Response**

All complaints of discrimination and/or harassment that are reported to management will be investigated immediately, thoroughly, objectively, completely and as confidentially as possible. The District, as part of its investigation, will make every attempt to interview all individuals with information relative to the complaint. Human Resources is responsible for assuring the completion of a timely investigation consistent with this policy, but may delegate some or all of

the activity to others. If Human Resources is alleged to be involved in the discrimination or harassment, the General Manager will be responsible.

Any investigation related to a complaint under this policy will be conducted with as much confidentiality as possible and with respect for the rights of all individuals involved and consistent with a full, fair and proper investigation. Information related to the investigation will be provided on a "need to know" basis only.

The purpose of this provision is to protect the confidentiality of the employee who files a complaint, to encourage the reporting of any incidents of discrimination and/or harassment, and to protect the reputation of any employee wrongfully charged with discrimination and/or harassment.

The District will make its determination and communicate that determination to the complaining employee and to the alleged violator. The complaining employee is not entitled to copies of any notes or other written materials regarding the investigation, as the District considers these confidential documents. If it is determined that the alleged harasser has violated District policies, appropriate corrective action will be taken in accordance with established District disciplinary procedures, up to and including discharge. Furthermore, as part of the District's attempt to remedy the complaining employee's concerns, the complaining employee will be informed of remedial measures, consistent with privacy rights of the parties.

#### **2.5.5—Dissemination of Policy**

All employees, supervisors and managers shall be delivered copies of this Anti-Harassment & Discrimination Policy, dealing with harassment in employment. Specific materials dealing with sexual harassment shall be posted and circulated as required by the DFEH.

#### **2.5.6—Mandatory Training**

All supervisors and District officials will receive a minimum of two (2) hours of anti-discrimination/anti-harassment training every two (2) years in compliance with the law. Non-supervisory employees will receive a minimum of one (1) hour of anti-discrimination/anti-harassment training every two (2) years in compliance with the law.

#### **2.5.7—Malicious Complaint**

While the District vigorously defends its employee's right to work in an environment free of harassment and unlawful discrimination, it also recognizes that false accusations of harassment and discrimination can have serious consequences. Accordingly, any employee who is found, through the District's investigation, to have knowingly falsely accused another person of unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination.

## 2.6 ABUSIVE CONDUCT / ANTI-BULLYING POLICY

~~The District is committed to providing a safe work environment. All District employees, consultants, independent contractors and visitors, have the right to be treated with respect. This policy applies to all District employees, consultants and independent contractors.~~

It is the policy of the District to maintain a workplace free from any form of abusive conduct or bullying. "Abusive conduct" is ~~defined under Government Code section 12950.1(h)(2) as workplace or work-related~~ conduct ~~that is of an employer or employee in the workplace, with~~ malicious, ~~and~~ that a reasonable person would find hostile, offensive, ~~intimidating,~~ and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance.

~~Typically, A~~ single act ~~does shall~~ not constitute abusive conduct, unless ~~it is~~ especially severe and egregious.

~~Other examples of prohibited~~ Another form of abusive conduct may also be referred to as ~~bullying. In addition to the above definition, examples of~~ workplace bullying may include, but ~~are~~ not limited to:

- Staring, glaring or other nonverbal demonstrations of hostility;
- Exclusion or social isolation;
- Excessive monitoring or micro-managing;
- Work-related harassment, including work overload, unrealistic deadlines, and meaningless tasks;
- Being held to a different standard than the rest of the employee's work group;
- Consistent ignoring or interrupting of an employee in front of co-workers;
- Personal attacks, including angry outbursts, excessive profanity or name-calling;
- Encouragement of others to turn against the targeted employee;
- Sabotage of a co-worker's work product or undermining of an employee's work performance.;
- ~~Stalking;~~
- ~~Unwelcome touching;~~
- ~~Invasion of another's personal space;~~
- ~~Unreasonable interference with an employee's ability to do his/her work (i.e. overloading with emails);~~
- ~~Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets;~~
- ~~Conduct a reasonable person would find hostile, offensive and unrelated to the employer's legitimate business interests.~~

~~Such conduct may be perpetrated directly or via the use of telephonic or electronic communications, the internet, email, chat room misuse, mobile threats by text messaging, or cameras and video equipment.~~

The District encourages all employees to immediately report any instance of workplace bullying that they experience or witness to their supervisor, the Human Resources Director, and/or the General Manager. ~~In addition, any employee who believes he/she/they has witnessed bullying, and any person who has received a report of such conduct, whether the perpetrator is an employee or a non-employee, should immediately report the conduct to his/her supervisor, the Human Resources Director, and/or the General Manager. District policy requires any~~ Supervisors who witnesses any bullying, irrespective of the reporting relationship, are required to immediately to report it to the Human Resources Director. ~~Timely~~ Early reporting and intervention are an ~~have proven to be the most~~ effective method of resolving actual or perceived incidents of bullying.

Any report under this policy ~~is of this type will be~~ treated seriously and ~~will be~~ investigated promptly and impartially. ~~The District further encourages all employees to formally report any concerns of assault, battery or other bullying behavior of a criminal nature to the local law enforcement authority or Palmdale Sheriff Department.~~

~~The availability of this complaint procedure does not preclude individuals who believe they are being subjected to bullying conduct from promptly advising the offender that his/her behavior is unwelcome and requesting that such behavior immediately stop.~~

~~The District will make every effort to stop alleged workplace bullying before it becomes severe and pervasive but can only do so with the cooperation of its employees. All employees have a duty to cooperate in connection with any District investigation into allegations of bullying.~~

~~Employees who are determined to have violated this policy will be subject to disciplinary action, up to and including termination.~~

No employee will be subject to ~~any form of~~ retaliation for reporting a bullying incident, or for participating in an investigation into allegations of bullying ~~by the District or its representatives.~~

## 2.7 ~~NEPOTISM~~ EMPLOYMENT OF RELATIVES

~~The District values all of its employees and, by extension, their families, and does not discriminate in its employment and personnel actions with respect to its employees and applicants for employment on the basis of marital status or blood or other type of relationship. The District ~~does~~ shall not ~~necessarily preclude~~ improperly deny employment of individuals who are related to current employees or employment benefits to any~~

~~employee or applicant for employment on the basis of marital status, blood or other type of relationship. Therefore, the District shall consider the hire of employee spouses, relatives, or those with another type of relationship with an employee but will not hire such individual to work in an area where the employee would directly supervise that individual.~~

~~The term "relationship" shall include, f~~For purposes of this policy, "Related" to a District employee means~~section, any marital or blood relationship (e.g., or any other relationship similar to blood or marital relationship, as when an employee is the father, step-father, mother, step-mother, grandmother, grandfather, grandchild, brother, step-brother, sister, step-sister, father-in-law, mother-in-law, spouse, domestic partner, aunt, uncle, cousin, child or step-child) or any other similar such relationship of another employee of the District.~~

~~Marital status is defined as an individual's state of marriage, non-marriage, divorce, dissolution, separation, widowhood, annulment, or other marital state as defined by California law.~~

~~A Related person will not be hired for any~~No person shall be appointed or promoted to a position which would result in Related persons having in any department in which such person's relationship, as defined above, would result in any of the following (as determined by the General Manager): (1) a supervisor-subordinate relationship; (2) ~~the employee having job duties which require~~ performance of shared duties on the same or related work assignment; (3) ~~both employees having~~ the same immediate supervisor; (4) ~~the two employees handling financial transactions together;~~ or (5) any other actual or perceived conflict of interest, or having an adverse impact on supervision, safety, security, morale, or efficiency of the workplace that cannot be adequately mitigated, ~~as determined by the General Manager.~~

~~If two employees become r~~Related while working for the District, the District will attempt~~shall make reasonable efforts to assign job duties so as~~ to minimize any problems of supervision, safety, security or morale. ~~Such efforts may include, without limitation, affording either or both affected employees the opportunity to be transferred to another department, or to permit continued employment by both parties to the relationship without change if the General Manager finds that any adverse impact on public service would be insignificant. During the period of employment, no supervisorial relationship shall exist between married or related employees. The General Manager, following consultation with the applicable supervisor, may place reasonable conditions on such continued employment to the extent necessary to ensure that problems of supervision, safety, security or moral are kept to a minimum.~~

~~Where the above circumstances exist and mandate that two spouses or related individuals shall not work in a prohibited relationship, the General Manager or designee will make reasonable efforts to transfer one individual to a similar comparable position in another department. Although the wishes of the parties as to which individual shall be~~

~~transferred will be given consideration by the District, the controlling factor in determining which individual to transfer shall be the productive operation and efficiency of the District. If any such transfer results in a reduction of salary or compensation, the same shall not be considered disciplinary in nature.~~

~~If continuing employment of two Related individuals cannot be accommodated consistent with the District's interest in promotion of safety, security, morale and efficiency, the District retains the sole discretion to separate one or both Related individuals from District employment. In this case, the General Manager or designee shall notify the affected employees, who shall determine which individual will be subject to separation. This separation shall not constitute discipline.~~

~~Determinations made pursuant to this Section shall be made on a case by case basis. In making any determinations pursuant to this Section, the General Manager or designee may take into account all relevant factors concerning each of the affected employees, including but not limited to job duties, employment history, etc., within District service, and the business reasons of supervision, safety, security and morale.~~

~~The District reserves the right to:~~

- ~~• Refuse to employ one party to a relationship if the other party to the relationship is employed in a confidential position.~~
- ~~• To refuse to permit one party to a relationship to be under the direct supervision of the other party to the relationship. For purposes of this section, a supervisory relationship shall be defined as one in which one person exercises the right to control, direct, reward or punish another person by virtue of the duties and responsibilities assigned to his/her/their position.~~
- ~~• To refuse to permit both parties to a relationship to work in the same department, division or facility where such employment has the potential for creating an adverse impact on supervision, safety, security or morale, or where such employment involves potential conflicts of interest or hazards greater for persons in such relationships than for other persons.~~
- ~~• Reasonably investigate the situation to determine whether a violation of this policy exists.~~

~~The decision as to whether a conflict exists lies with the General Manager.~~

## 2.8 FRATERNIZATION POLICY

~~In a workforce as diverse as we have at the District, it is not uncommon for employees to date, or develop significant relationships and live with, other employees. However, conflicts~~

of interest may arise in connection with consensual romantic and/or sexual relationships between District managers/supervisors and their subordinates. Such relationships may:

- compromise, or appear to compromise, the integrity of supervisory authority;
- cause actual or perceived partiality, bias, or unfairness;
- involve, or appear to involve, the improper use of such relationships for personal gain;
- be, or are perceived to be, exploitative or coercive in nature; and/or (v) create an actual or perceived adverse impact on workplace discipline, authority, morale, and productivity.

The District desires to ~~The goal of this policy is to avoid concerns~~ these problems as well as ~~complaints~~ of favoritism, potential sexual harassment claims, and any other employee morale and dissension problems that may result from ~~consensual~~ romantic and/or sexual relationships between District ~~employees~~ managers/supervisors and their subordinates.

Accordingly, District managers/supervisors are prohibited from ~~fraternizing or~~ engaging in inappropriate relations, or becoming romantically involved, with any non-manager/supervisor employee of the District, especially if the managers/supervisors either (1) supervise that employee; or (2) directly or indirectly make employment-related decisions or recommendations regarding that employee for, e.g., raises, promotions, discipline, assignments or transfers, ~~for the employee directly or indirectly.~~

~~If a manager or supervisor violates this policy, the District may, at its sole discretion, reassign such manager or supervisor to a different department and discipline such manager or supervisor as provided in section 2.17 of this Handbook, including, but not limited to, termination of employment.~~

~~If two employees become related while working for the District, they will both be allowed to remain with the District. However, if one of them supervises the other, only one of the employees will be allowed to keep his/her/their current position. The other employee will need to transfer to another position if there is an opening or leave the District.~~

~~While the District does not intend to tell employees who their friends should be, who they should date, or with whom they should socialize, it will intervene when these relationships affect job performance. While it is not the District's intent to discipline employees, who are friends or dating, discipline will be issued in appropriate circumstances when job performance is negatively affected, as detailed in section 2.17 of this Handbook.~~

~~All employees should be mindful that the District maintains a strict policy against unlawful harassment of any kind including, but not limited to, sexual harassment, as detailed in section 2.5 of this Handbook. Employees who believe they have been subject to sexual~~

~~harassment should immediately report it to their supervisor, the Human Resources Director, and/or the General Manager for investigation.~~

## 2.9 ACCEPTANCE OF GRATUITIES

No employee shall accept any fee, compensation, gift, payment of expense, or any other thing of monetary value in circumstances ~~which adversely affects the District or its reputation. For example, in which~~ acceptance ~~is not permissible if it~~ may result in, or create the appearance of: ~~resulting in~~, the use of public office for private gain; preferential treatment of any person, impeding governmental efficiency or economy; any loss of complete independence or impartiality; the making of a District decision outside official channels; or any adverse ~~ea~~ffect on the confidence of the public in the integrity of District government.

## 2.10 MOONLIGHTING/OUTSIDE EMPLOYMENT

No District employee may accept or engage in any employment, activity, or outside enterprise ~~for any other company, corporation, private individual or individuals, or himself/herself~~ which is inconsistent, incompatible, or in conflict with the employee's duties at the District.

Activities that ~~may be impermissible~~fall in this category include:

- Receiving or accepting money or any other consideration from anyone other than the District for the performance of ~~your~~ duties as a District employee;
- ~~Performance of an act in other than your capacity as a District employee knowing that the act may later be subject, directly or indirectly, to your control, inspection, review, audit, or enforcement as a District employee in your capacity as such;~~
- Not devoting full time, attention, and efforts to your work duties~~employment during normal hours as a District employee.~~

~~Violation of these rules relating to outside employment constitutes grounds for disciplinary action.~~

Application: ~~Consistent with California Government Code Section 1126, a~~Any District employee wishing to engage in an occupation or outside activity for compensation ~~must~~shall inform the General Manager in advance and in writing of such desire, and provide information as to time required, the nature of the activity, and such other information as may be required. The General Manager will~~shall~~ then determine whether or not such activity is compatible with the ~~employee's~~ District employment. ~~If outside employment is approved, the employee will have an ongoing responsibility for preventing the existence and appearance of prohibited conflicts of interest.~~

Evaluation of Request: In evaluating whether the outside activity is consistent with District employment, the General Manager shall consider, among other pertinent factors, whether the activity;

- Involves the use for private gain or advantage of District time, facilities, equipment and supplies, or the prestige or influence of the District's office or employment;
- Involves accepting money from anyone other than the District for performing an act which the employee would be required or expected to perform in the regular course of his/her District employment;
- Involves the performance of an act in other than his/her capacity as a District employee which may later be subject, directly or indirectly, to the control, inspection, review, audit or enforcement by such employee or the department by which he/she is employed;
- Involves conditions or factors which may directly or indirectly lessen the efficiency of the employee in his/her regular District employment or conditions in which there is a substantial risk of injury or illness to the employee;
- Any other outside activities that may bring discredit to the District.

Revocation of Permission: Outside work permits may be issued for such length of time as noted in the permit and expire at such time. Any permitted outside work permits are subject to revocation by the General Manager at any time if, for example, the General Manager he/she determines that such activity is not compatible with the employee's District employment.

No employee shall allow any unauthorized person to rent, borrow or use any of the items described above except upon prior written permission of the General Manager.

Violations and Penalties: Any violation of this provision shall constitute sufficient grounds for disciplinary action.

## 2.11 CONFLICT OF INTEREST

No employee shall engage in any business transaction, or shall have a financial interest, direct or indirect, which is incompatible with the proper discharge of their District his/her official job duties, in the public interest or would tend to impair his independence of judgment or action in the performance of his/her official duties. The General Manager shall determine and prescribe those activities which, for employees under his jurisdiction, will be considered inconsistent, incompatible or in conflict with their duties as District employees. In making this determination, the General Manager shall give consideration to employment, activity or enterprise which:

- ~~Involves the use for private gain or advantage of District time, facilities, equipment and supplies, or the badge, uniform, prestige or influence of the District's office or employment;~~
- ~~Involves the soliciting or acceptance by the employee of any money, gift, gratuity or other consideration from anyone other than the District for performing an act which the employee would be required or expected to perform in the regular course of his/her District employment;~~
- ~~Involves the performance of an act in other than his/her capacity as a District employee which may later subject, directly or indirectly, to the control, inspection, review, audit or enforcement by such employee or the department by which he/she is employed~~

~~Each District employee shall, during their workhis/her hours of duty as a District employee, and subject to such rules and regulations as pertain thereto, devote theirhis/her full time, attention and efforts to this District employment. Each District employee shall cooperate with the General Manager to successfully fulfil the objectives and purposes of this Handbook. Failure to abide by the conflict of interest prohibition may result in disciplinary action.~~

## 2.12 POLITICAL ACTIVITY

~~The political activities of all District employees shall be governed by the provisions of applicable State and Federal law.~~

**~~Impermissible Activities:~~** ~~Employees are not permitted to Use of the public's money, the public's time (i.e., paid work hours) or other public resources (e.g., facilities, computers, equipment, or materials), to support or oppose a political campaign (of a candidate or ballot measure) is prohibited.~~ Specifically, prohibited activities include:

- Political campaign activities during working hours.
- Political campaign activities on District premises.
- Solicitation of campaign contributions from other employees, ~~unless part of a general public fund-raising campaign, and never~~ on District time or premises or using District resources.
- ~~Engaging in political campaign activity while Wwearing a District employee identification or uniform, or badge of office while campaigning even outside of working hours.~~
- Using District equipment or supplies to produce political promotional materials.

**~~Permissible Activities:~~** ~~During non-working hours, each employee has the unfettered right to engage in political expression and activity on behalf of a political candidate or ballot measure, so long as public funds are not used. However, District badges of office should not be displayed.~~

## 2.13 COMPENSATION PLAN

The foundation for the District's compensation is based on the following key principles:

- **Pay for Performance**— You earn your compensation. Superior performance may result in consideration for equals superior compensation. ~~If you create results, you will be rewarded.~~
- **Providing Opportunity**—Career opportunities are made available when possible, further education is encouraged, and compensation levels are competitive.
- **Employees Have a Significant Stake in the District**— ~~Employees~~ have the biggest stake in ensuring the District operates smoothly and efficiently. It is through effective collective performance that the best results are created. District (i.e., management is looking for superior image, leadership, behavior, and morale, overall performance).

The District provides equitable compensation for each employee based on the individual's position and performance. Minimum and maximum salary steps have been established for each position. These salary ranges are reviewed by the District using the data from similar agencies in California and may be upgraded triennially for inflation. A cost-of-living increase may be considered by the Board of Directors on an annual basis.

### 2.13.1 Salaries

For new hires, factors considered in establishing the base salary include education, previous work experience, position, grade level and other relevant factors.

For existing employees, adjustments to your base salary may be considered in connection with ~~generally occur as a result of~~ a performance appraisal, a promotion, or a significant increase or decrease in job responsibilities, as well as business circumstances and other relevant factors.

### 2.13.2 Compensation Review and Merit Increase

Merit increases, if any, are given based on performance and in accord with current business circumstances of the District. ~~All these factors determine salary changes within the pay range which consists of nine incremental steps. There are no automatic pay increases at the time of performance appraisal, or any other time. It is the District's objective to adjust a salary level that best represents performance level and responsibilities in accord with current business circumstances.~~

~~**Note:** Any employee who is, or has recently been, subjected to discipline on written warning may be ineligible for merit pay increases, merit awards, promotion, and flex time.~~

### PROMOTIONAL INCREASE/DEMOTION

~~A promotion occurs when an employee accepts a position that is in a higher level grade. A salary increase is generally given to recognize increased job responsibilities. A demotion occurs when an employee accepts or is transferred to a job at a lower level.~~

**PAY INCREASES**

~~Minimum and maximum salary steps have been established for each position. These salary ranges are reviewed by the District using the data from similar agencies in California and may be upgraded annually for inflation. A cost-of-living increase may be [?] is considered by the Board of Directors on an annual basis.~~

**NON-CUMULATIVE MERIT AWARD**

A Non-Cumulative Merit Award pay structure provides an incentive for employees on their top step, or for those that have frozen wage levels, to continue to perform above ~~or beyond~~ expectations. ~~The new structure would apply to e~~Employees ~~whothat~~ have been at the uppermost step of the range for their position for at least one year, and ~~to those~~ employees with frozen wage levels, may be considered for this Award.

A Non-Cumulative Merit Award recommendation requires approval of the Supervisor, Department Head, Assistant General Manager, and General Manager. The Non-Cumulative Merit Award may be provided in an amount recommendation could range up to 2.5% of the employee's current annual compensation. ~~The approved, a Non-Cumulative Merit Award is typically will be paid in a lump sum in the second week of July.~~



## Section 1 HANDBOOK INTERPRETATION AND INTRODUCTION

---

This Handbook is intended to provide you with a general overview of the Palmdale Water District's ("District") employment policies, benefits and rules. It is intended to familiarize you with important information about the District as well as information regarding your own privileges and responsibilities as a District employee.

It is important that all employees read, understand, and follow the provisions of the Handbook. Failure to comply with any policy may result and subject the employee to discipline, up to and including termination.

Employment with the District is at will, meaning that either the employee or the District may terminate the employment relationship at any time, for any reason or no reason, with or without cause, and with or without advance notice.

For purposes of this handbook, "business day" is defined as any day the District's administrative offices are open for business

The District reserves the right to amend, add to, or delete any of its policies from time to time, with the exception of the concept of at-will employment. You will be notified in writing of any amendments and additions to these policies and procedures. Keep this Handbook, additions, and revisions on file for your reference.

District is constantly striving to improve its operations, the services that it provides its ratepayers, and its relations with its employees. You are encouraged to bring suggestions for improvements to the attention of your department head or the General Manager. Additionally, if you have any questions or seek clarification, you should see your department head or the Human Resources Director.

By working together, the District believes that it shares with its employees a sincere pride in the workplace and the services that we are all here to provide.

### VISION STATEMENT OF PALMDALE WATER DISTRICT

The District strives for excellence in providing great customer care; advocating for local water issues that help our residents; educating the community on water-use efficiency; and leading our region in researching and implementing emerging technologies that increase operational efficiency.

### MISSION STATEMENT OF PALMDALE WATER DISTRICT

The mission of the District is to provide high-quality water to our current and future customers at a reasonable cost.

## CORE VALUES PALMDALE WATER DISTRICT

Adhering to its Core Values are essential to the success of District and its employees. These values set the tone for the organization and help employees make informed decisions that benefit everyone – the District, the staff and the ratepayers. These values guide us as we work with each other to serve the public. Following is a statement of the District’s Core Values.

### **INTEGRITY**

Performing our duties in an ethical, fair, reliable, honest and courageous manner.

### **TEAMWORK**

Working with colleagues to accomplish the organization’s goals and respecting each other’s contributions that benefit the organization.

### **DIVERSITY**

Embracing and respecting differing ideas, cultures, ethnicities, class and gender.

### **PASSION**

Showing energy, enthusiasm, devotion and motivation while pursuing excellence in one’s work, ideas and goals.

---

This Handbook is applicable to all District employees, including full-time, part-time, and temporary employees.

## Section 2 EMPLOYMENT PRACTICES

---

### 2.1 EMPLOYMENT AT WILL

All employees are hired on an "at will" basis, unless an employee is employed under a written contract stating otherwise. Employment "at will" means that an employee may resign at any time, for any reason, and that the District may terminate an employee at any time, for any reason, with or without cause, and with or without advance notice. ||

### 2.2 DISASTER SERVICE WORKER

Those District employees who are trained under the California Emergency Services Act are considered Disaster Service Worker Volunteers, and must render such assistance as may be necessary in times of emergency, as declared by the Governor or designee. The District has established a disaster preparedness plan, which includes a process for notifying employees of their disaster service assignments and when employees must perform them. Employees must

complete the Disaster Service Worker Registration, including the loyalty oath, at the back of this Manual. Employees will be compensated for all work performed pursuant to this policy.

### 2.3 ACCESS TO PERSONNEL RECORDS

The District maintains employment-related information about its employees (such as salary changes, promotions, and transfers) as part of the personnel file. Medical information is not kept in an employee's regular personnel file, but in a separate confidential medical file. Personnel records are **confidential** and disclosure is limited to those with a legitimate "need to know."

### 2.4 EQUAL EMPLOYMENT OPPORTUNITY

The District provides equal employment opportunities for all individuals with respect to, e.g., recruitment, hiring, performance evaluation, promotion, transfers, training, layoffs, suspensions, termination, compensation or other personnel-related activities regardless of race, color, religion, sex, reproductive health decision-making, gender, gender identity or expression, national origin, ethnicity, political affiliations or activities, status as a victim of domestic violence, assault, or stalking, military or veteran status, ancestry, disability (physical or mental), medical condition, marital status, registered domestic partner status, age, sexual orientation, citizenship or citizenship status, AIDS/HIV, genetic information, or perception that an individual has any of these characteristics, or associates with individuals who have or are perceived to have these characteristics, or any other consideration made unlawful by federal, state, or local laws (collectively referred to in this Handbook as "Protected Characteristic").

The District's goal is to hire the most qualified candidate for each position based the individual's skills, work experience, and education.

### 2.5 PROHIBITION OF DISCRIMINATION AND HARASSMENT

Harassment and discrimination in employment on the basis of sex (including pregnancy, childbirth, breastfeeding, or related medical condition), reproductive health decision-making, gender, race, color, national origin, ethnicity, ancestry, citizenship, religion, creed, age, physical or mental disability, medical condition, sexual orientation, gender identity or gender expression, military or veteran status, marital status, registered domestic partner status, genetic information, or any other protected basis (collectively the "Protected Characteristics") is unlawful under federal and state law. Every individual is entitled to work free of discrimination or harassment based on any Protected Characteristic. The law prohibits all employees (including coworkers, supervisors, and managers), as well as third parties with whom the employee comes into contact, from engaging in this impermissible conduct. Accordingly, the District does not tolerate discrimination or harassment in the workplace or in a

work-related situation. Unlawful discrimination and harassment violates the District's rules of conduct.

**Unlawful harassment** in employment may take many different forms. Some examples are:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted comments and jokes;
- Visual conduct such as derogatory posters, cartoons, drawings, or gestures;
- Physical conduct such as blocking normal movement, restraining, touching, or otherwise physically interfering with work of another individual;
- Threatening or demanding that an individual submit to certain conduct or to perform certain actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion; and
- Retaliation by any of the above means for having reported harassment or discrimination, or having assisted another employee to report harassment or discrimination.

**Sexual harassment** under these laws includes unwelcome sexual advances, requests for sexual favors, and other related verbal or physical conduct because of sex or gender when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

#### **Internal Complaint Procedure**

Discrimination and harassment in employment are not tolerated. In addition, the District prohibits retaliation for having made a report, and/or otherwise for participating in the reporting or investigative process, under this policy. Violation of this policy will result in disciplinary action up to, and including, immediate discharge.

Any individual who believes they are the object of harassment or discrimination on any prohibited basis, or who has observed such harassment or discrimination, or who believes they have been subjected to retaliation, must notify either their manager, the Human Resources Director, the General Manager, or any supervisor or manager.

Supervisors who receive a complaint under this policy will report it to Human Resources. The District will conduct a fair, timely, and thorough investigation, and will do so in a confidential manner, to the extent possible. The investigation will be performed by impartial and qualified personnel, and will be appropriately documented. Following the investigation, the District will take such action as is warranted under the circumstances, and will timely close the matter.

#### **Agency Complaint Procedure**

Both the state and federal governments have agencies whose purpose is to address unlawful discrimination in the workplace. If an individual who provides services to the District believes they have been harmed by an unlawful practice, and is not satisfied with the District's response to the problem, they may file a written complaint with these agencies. For the State of California, the agency is called the Civil Rights Department ("CRD"). The local address for the CRD is 320 West 4<sup>th</sup> Street, Suite 1000, 10<sup>th</sup> Floor, Los Angeles, California 90013, or [www.calcivilrights.ca.gov](http://www.calcivilrights.ca.gov). For the federal government, the agency is called the Equal Employment Opportunity Commission ("EEOC"). The local address for the EEOC is 255 East Temple St, 4<sup>th</sup> Floor, Los Angeles, California 90012, or [www.eeoc.gov](http://www.eeoc.gov).

If, after an investigation and hearing, either of these agencies finds that unlawful discrimination has occurred, the injured employee may, depending on the circumstances, be entitled to reinstatement or promotion, with or without back pay.

#### **Retaliation**

Retaliation against any individual for making a report, or for participating in an investigation, under this policy is strictly prohibited. Individuals are protected by law and by District policy from retaliation for opposing unlawful discriminatory practices, for filing an internal complaint under this policy or for filing a complaint with the CRD or EEOC, or for otherwise participating in any proceedings conducted by the District under this policy and/or by either of these agencies.

## **2.6 ABUSIVE CONDUCT / ANTI-BULLYING POLICY**

It is the policy of the District to maintain a workplace free from any form of abusive conduct or bullying. "Abusive conduct" is workplace or work-related conduct that is malicious, and that a reasonable person would find hostile, offensive, intimidating, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse,

such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Typically, a single act does not constitute abusive conduct, unless it is especially severe and egregious.

Other examples of prohibited workplace bullying may include, but are not limited to:

- Staring, glaring or other nonverbal demonstrations of hostility;
- Exclusion or social isolation;
- Excessive monitoring or micro-managing;
- Work-related harassment, including work overload, unrealistic deadlines, and meaningless tasks;
- Being held to a different standard than the rest of the employee's work group;
- Consistent ignoring or interrupting of an employee in front of co-workers;
- Personal attacks, including angry outbursts, excessive profanity or name-calling;
- Encouragement of others to turn against the targeted employee;
- Sabotage of a co-worker's work product or undermining of an employee's work performance.

The District encourages all employees to immediately report any instance of workplace bullying that they experience or witness to their supervisor, the Human Resources Director, and/or the General Manager. Supervisors who witness any bullying, irrespective of the reporting relationship, are required immediately to report it to the Human Resources Director. Timely reporting and intervention are an effective method of resolving actual or perceived incidents of bullying.

Any report under this policy is treated seriously and investigated promptly and impartially.

No employee will be subject to retaliation for reporting a bullying incident, or for participating in an investigation into allegations of bullying.

## 2.7 EMPLOYMENT OF RELATIVES

The District does not necessarily preclude employment of individuals who are related to current employees.

For purposes of this policy, "Related" to a District employee means any marital or blood relationship (e.g., father, step-father, mother, step-mother, grandmother, grandfather, grandchild, brother, step-brother, sister, step-sister, father-in-law, mother-in-law, spouse, domestic partner, aunt, uncle, cousin, child or step-child) or any other similar such relationship.

A Related person will not be hired for any position which would result in Related persons having any of the following (as determined by the General Manager): (1) a supervisor-subordinate relationship; (2) performance of shared duties on the same or related work assignment; (3) the same immediate supervisor; (4) handling financial transactions together; or (5) any other actual or perceived conflict of interest, or having an adverse impact on supervision, safety, security, morale, or efficiency of the workplace that cannot be adequately mitigated.

If two employees become Related while working for the District, the District will attempt to minimize any problems of supervision, safety, security or morale.

If continuing employment of two Related individuals cannot be accommodated consistent with safety, security, morale and efficiency, the District retains the sole discretion to separate one or both Related individuals from District employment.

## 2.8 FRATERNIZATION POLICY

The goal of this policy is to avoid concerns of favoritism, potential sexual harassment claims, and other morale and dissension problems that may result from romantic and/or sexual relationships between District employees.

Accordingly, District managers/supervisors are prohibited from engaging in inappropriate relations, or becoming romantically involved, with any non-manager/supervisor employee of the District, especially if the managers/supervisors either (1) supervise that employee; or (2) directly or indirectly make employment-related decisions or recommendations regarding that employee for, e.g., raises, promotions, discipline, assignments or transfers.

## 2.9 ACCEPTANCE OF GRATUITIES

No employee shall accept any fee, compensation, gift, payment of expense, or any other thing of monetary value in circumstances which adversely affects the District or its reputation. For example, acceptance is not permissible if it may result in, or create the appearance of: the use of public office for private gain; preferential treatment of any person, impeding governmental efficiency or economy; any loss of complete independence or impartiality; the making of a District decision outside official channels; or any adverse affect on the confidence of the public in the integrity of District government.

## 2.10 MOONLIGHTING/OUTSIDE EMPLOYMENT

No District employee may accept or engage in any employment, activity, or outside enterprise which is inconsistent, incompatible, or in conflict with the employee's duties at the District.

Activities that may be impermissible include:

- Receiving or accepting money or any other consideration from anyone other than the District for the performance of duties as a District employee;
- Not devoting full time, attention, and efforts to your work duties.

Application: Any District employee wishing to engage in an occupation or outside activity for compensation must inform the General Manager in advance and in writing of such desire, and provide information as to time required, the nature of the activity, and such other information as may be required. The General Manager will then determine whether or not such activity is compatible with District employment.

Revocation of Permission: Any permitted outside work is subject to revocation by the General Manager at any time if, for example, the General Manager determine that such activity is not compatible with District employment.

### 2.11 CONFLICT OF INTEREST

No employee shall engage in any business transaction, or shall have a financial interest, direct or indirect, which is incompatible with the proper discharge of their District job duties.

Each District employee shall, during their work hours as a District employee, devote their full time, attention and efforts to this District employment.

### 2.12 POLITICAL ACTIVITY

Employees are not permitted to use the public's money, the public's time (i.e., paid work hours) or other public resources (e.g., facilities, computers, equipment, or materials), to support or oppose a political campaign. Specifically, prohibited activities include:

- Political campaign activities during working hours.
- Political campaign activities on District premises.
- Solicitation of campaign contributions from other employees on District time or premises or using District resources.
- Engaging in political campaign activity while wearing District identification or uniform.
- Using District equipment or supplies to produce political promotional materials.

### 2.13 COMPENSATION PLAN

The foundation for the District's compensation is based on the following key principles:

- **Pay for Performance**— You earn your compensation. Superior performance may result in consideration for superior compensation.
- **Providing Opportunity**—Career opportunities are made available when possible, further education is encouraged, and compensation levels are competitive.

- **Employees Have a Significant Stake in the District**— Employees have the biggest stake in ensuring the District operates smoothly and efficiently. It is through effective collective performance that the best results are created. District management is looking for superior leadership, behavior, and overall performance.

The District provides equitable compensation for each employee based on the individual's position and performance. Minimum and maximum salary steps have been established for each position. These salary ranges are reviewed by the District using the data from similar agencies in California and may be upgraded triennially for inflation. A cost-of-living increase may be considered by the Board of Directors on an annual basis.

#### **2.13.1 Salaries**

For new hires, factors considered in establishing the base salary include education, previous work experience, position, grade level and other relevant factors.

For existing employees, adjustments to your base salary may be considered in connection with a performance appraisal, a promotion, or a significant increase or decrease in job responsibilities, as well as business circumstances and other relevant factors.

#### **2.13.2 Compensation Review and Merit Increase**

Merit increases, if any, are given based on performance and in accord with current business circumstances of the District. There are no automatic pay increases at the time of performance appraisal, or any other time.

#### ***NON-CUMULATIVE MERIT AWARD***

A Non-Cumulative Merit Award pay structure provides an incentive for employees on their top step, or for those that have frozen wage levels, to continue to perform above expectations. Employees who have been at the uppermost step of the range for their position for at least one year, and employees with frozen wage levels, may be considered for this Award.

A Non-Cumulative Merit Award recommendation requires approval of the Supervisor, Department Head, Assistant General Manager, and General Manager. The Non-Cumulative Merit Award may be provided in an amount up to 2.5% of the employee's current annual compensation.



# BOARD MEMORANDUM

**DATE:** April 13, 2026  
**TO:** BOARD OF DIRECTORS  
**FROM:** Human Resources Director Garcia  
**VIA:** General Manager LaMoreaux  
**RE:** ***APPROVAL TO EXPAND THE CURRENT SALARY RANGE STRUCTURE FROM NINE STEPS TO TWELVE STEPS. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA/PERSONNEL COMMITTEE)***

---

## **Recommendation:**

Staff and the Personnel Committee recommend that the full Board approve to expand the District's salary range structure from nine to twelve steps, increasing the salary bandwidth and strengthening overall compensation competitiveness.

## **Alternative Options:**

The Board may choose not to approve the proposed salary range increase, in which case the District will retain its current, narrower salary structure.

## **Impact of Taking No Action:**

If no action is taken, the District will continue to operate with a relatively limited salary range spread that would impact employee progression within ranges and place the District at a competitive disadvantage in retention when compared to peer agencies.

## **Background:**

As part of an ongoing compensation and market alignment review, staff analyzed the District's salary range bandwidth compared to 12 comparable water agencies.

### ***Current District Structure***

Palmdale Water District's current salary range bandwidth is 21.9%, which is more compressed than many peer agencies and limits long-term progression within a classification.

### ***Market Comparison***

The average salary bandwidth among comparable agencies is 31.9%, with several maintaining substantially wider ranges, including Western Municipal Water District (~42.1%), Olivenhain Municipal Water District (~40.0%), Padre Dam Municipal Water District (~41.4%), and Las Virgenes Municipal Water District (~37.1%). The analysis shows the District's current bandwidth falls well below the market average.

April 13, 2026

***Proposed Adjustment***

Staff proposes expanding the District's bandwidth by adding three steps to existing ranges at a consistent 2.5% progression rate, increasing steps from nine to twelve. This adjustment would expand the total bandwidth to approximately 31.2%, aligning the District more closely with peer agencies while improving internal progression, performance recognition, and market competitiveness.

The effective date of the increase to the salary range structure would be April 19, 2026.

**Strategic Plan Initiative/Mission Statement:**

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

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

**Budget:**

This item has no budget impact.

**Supporting Documents:**

- Bandwidth Spread Analysis (Comparative Market Data)
- Salary Range Modeling Worksheets

## Bandwidth Analysis

Districts	Bandwidth Percentage
<b>Palmdale Water District -Current</b>	<b>21.9%</b>
Cucamonga Valley Water District	30.0%
Las Virgenes Municipal Water District	37.1%
Yorba Linda Water District	28.0%
Olivenhain Municipal Water District	40.0%
Western Municipal Water District	42.1%
Santa Clarita Valley Water	21.8%
Desert Water Agency	21.7%
Eastern Municipal Water District	24.6%
Mesa Consolidated Water District	37.9%
Rancho California Water District	20.0%
Walnut Valley Water District	37.9%
Padre Dam Municipal Water District	41.4%
<b>Average</b>	<b>31.9%</b>
<b>Palmdale Water District +3 Steps</b>	<b>31.2%</b>

**Palmdale Water District's Hourly Scale with the additional 3 step proposal**

+3 steps to the range, each at 2.5%

RANGE										Additions		
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
19	\$29.64	\$30.38	\$31.14	\$31.92	\$32.72	\$33.54	\$34.38	\$35.24	\$36.12	\$37.02	\$37.95	\$38.90
20	\$31.14	\$31.92	\$32.72	\$33.54	\$34.38	\$35.24	\$36.12	\$37.02	\$37.95	\$38.90	\$39.87	\$40.87
21	\$32.72	\$33.54	\$34.38	\$35.24	\$36.12	\$37.02	\$37.95	\$38.90	\$39.87	\$40.87	\$41.89	\$42.94
22	\$34.38	\$35.24	\$36.12	\$37.02	\$37.95	\$38.90	\$39.87	\$40.87	\$41.89	\$42.94	\$44.01	\$45.11
23	\$36.12	\$37.02	\$37.95	\$38.90	\$39.87	\$40.87	\$41.89	\$42.94	\$44.01	\$45.11	\$46.24	\$47.40
24	\$37.95	\$38.90	\$39.87	\$40.87	\$41.89	\$42.94	\$44.01	\$45.11	\$46.24	\$47.40	\$48.59	\$49.80
25	\$39.87	\$40.87	\$41.89	\$42.94	\$44.01	\$45.11	\$46.24	\$47.40	\$48.59	\$49.80	\$51.05	\$52.33
26	\$41.89	\$42.94	\$44.01	\$45.11	\$46.24	\$47.40	\$48.59	\$49.80	\$51.05	\$52.33	\$53.64	\$54.98
27	\$44.01	\$45.11	\$46.24	\$47.40	\$48.59	\$49.80	\$51.05	\$52.33	\$53.64	\$54.98	\$56.35	\$57.76
28	\$46.24	\$47.40	\$48.59	\$49.80	\$51.05	\$52.33	\$53.64	\$54.98	\$56.35	\$57.76	\$59.20	\$60.68
29	\$48.59	\$49.80	\$51.05	\$52.33	\$53.64	\$54.98	\$56.35	\$57.76	\$59.20	\$60.68	\$62.20	\$63.76
30	\$51.05	\$52.33	\$53.64	\$54.98	\$56.35	\$57.76	\$59.20	\$60.68	\$62.20	\$63.76	\$65.35	\$66.98
31	\$53.64	\$54.98	\$56.35	\$57.76	\$59.20	\$60.68	\$62.20	\$63.76	\$65.35	\$66.98	\$68.65	\$70.37
32	\$56.35	\$57.76	\$59.20	\$60.68	\$62.20	\$63.76	\$65.35	\$66.98	\$68.65	\$70.37	\$72.13	\$73.93
33	\$59.20	\$60.68	\$62.20	\$63.76	\$65.35	\$66.98	\$68.65	\$70.37	\$72.13	\$73.93	\$75.78	\$77.67
34	\$62.20	\$63.76	\$65.35	\$66.98	\$68.65	\$70.37	\$72.13	\$73.93	\$75.78	\$77.67	\$79.61	\$81.60
35	\$65.35	\$66.98	\$68.65	\$70.37	\$72.13	\$73.93	\$75.78	\$77.67	\$79.61	\$81.60	\$83.64	\$85.73
36	\$68.65	\$70.37	\$72.13	\$73.93	\$75.78	\$77.67	\$79.61	\$81.60	\$83.64	\$85.73	\$87.87	\$90.07
37	\$72.13	\$73.93	\$75.78	\$77.67	\$79.61	\$81.60	\$83.64	\$85.73	\$87.87	\$90.07	\$92.32	\$94.63
38	\$75.78	\$77.67	\$79.61	\$81.60	\$83.64	\$85.73	\$87.87	\$90.07	\$92.32	\$94.63	\$97.00	\$99.43
39	\$79.61	\$81.60	\$83.64	\$85.73	\$87.87	\$90.07	\$92.32	\$94.63	\$97.00	\$99.43	\$101.92	\$104.47
40	\$83.64	\$85.73	\$87.87	\$90.07	\$92.32	\$94.63	\$97.00	\$99.43	\$101.92	\$104.47	\$107.08	\$109.76
41	\$87.87	\$90.07	\$92.32	\$94.63	\$97.00	\$99.43	\$101.92	\$104.47	\$107.08	\$109.76	\$112.50	\$115.31
42	\$92.32	\$94.63	\$97.00	\$99.43	\$101.92	\$104.47	\$107.08	\$109.76	\$112.50	\$115.31	\$118.19	\$121.14
43	\$97.00	\$99.43	\$101.92	\$104.47	\$107.08	\$109.76	\$112.50	\$115.31	\$118.19	\$121.14	\$124.17	\$127.27
44	\$101.92	\$104.47	\$107.08	\$109.76	\$112.50	\$115.31	\$118.19	\$121.14	\$124.17	\$127.27	\$130.45	\$133.71
45	\$107.08	\$109.76	\$112.50	\$115.31	\$118.19	\$121.14	\$124.17	\$127.27	\$130.45	\$133.71	\$137.05	\$140.48
46	\$112.50	\$115.31	\$118.19	\$121.14	\$124.17	\$127.27	\$130.45	\$133.71	\$137.05	\$140.48	\$143.99	\$147.59
47	\$118.19	\$121.14	\$124.17	\$127.27	\$130.45	\$133.71	\$137.05	\$140.48	\$143.99	\$147.59	\$151.28	\$155.06
48	\$124.17	\$127.27	\$130.45	\$133.71	\$137.05	\$140.48	\$143.99	\$147.59	\$151.28	\$155.06	\$158.94	\$162.91
49	\$130.45	\$133.71	\$137.05	\$140.48	\$143.99	\$147.59	\$151.28	\$155.06	\$158.94	\$162.91	\$166.98	\$171.15
50	\$137.05	\$140.48	\$143.99	\$147.59	\$151.28	\$155.06	\$158.94	\$162.91	\$166.98	\$171.15	\$175.43	\$179.82
51	\$143.99	\$147.59	\$151.28	\$155.06	\$158.94	\$162.91	\$166.98	\$171.15	\$175.43	\$179.82	\$184.32	\$188.93
52	\$151.28	\$155.06	\$158.94	\$162.91	\$166.98	\$171.15	\$175.43	\$179.82	\$184.32	\$188.93	\$193.65	\$198.49
53	\$158.94	\$162.91	\$166.98	\$171.15	\$175.43	\$179.82	\$184.32	\$188.93	\$193.65	\$198.49	\$203.45	\$208.54
54	\$166.98	\$171.15	\$175.43	\$179.82	\$184.32	\$188.93	\$193.65	\$198.49	\$203.45	\$208.54	\$213.75	\$219.09
55	\$175.43	\$179.82	\$184.32	\$188.93	\$193.65	\$198.49	\$203.45	\$208.54	\$213.75	\$219.09	\$224.57	\$230.18

**Palmdale Water District's Monthly Scale with the additional 3 step proposal**

+3 steps to the range, each at 2.5%

RANGE										Additions		
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
19	\$5,137.60	\$5,265.87	\$5,397.60	\$5,532.80	\$5,671.47	\$5,813.60	\$5,959.20	\$6,108.27	\$6,260.80	\$6,416.80	\$6,578.00	\$6,742.67
20	\$5,397.60	\$5,532.80	\$5,671.47	\$5,813.60	\$5,959.20	\$6,108.27	\$6,260.80	\$6,416.80	\$6,578.00	\$6,742.67	\$6,910.80	\$7,084.13
21	\$5,671.47	\$5,813.60	\$5,959.20	\$6,108.27	\$6,260.80	\$6,416.80	\$6,578.00	\$6,742.67	\$6,910.80	\$7,084.13	\$7,260.93	\$7,442.93
22	\$5,959.20	\$6,108.27	\$6,260.80	\$6,416.80	\$6,578.00	\$6,742.67	\$6,910.80	\$7,084.13	\$7,260.93	\$7,442.93	\$7,628.40	\$7,819.07
23	\$6,260.80	\$6,416.80	\$6,578.00	\$6,742.67	\$6,910.80	\$7,084.13	\$7,260.93	\$7,442.93	\$7,628.40	\$7,819.07	\$8,014.93	\$8,216.00
24	\$6,578.00	\$6,742.67	\$6,910.80	\$7,084.13	\$7,260.93	\$7,442.93	\$7,628.40	\$7,819.07	\$8,014.93	\$8,216.00	\$8,422.27	\$8,632.00
25	\$6,910.80	\$7,084.13	\$7,260.93	\$7,442.93	\$7,628.40	\$7,819.07	\$8,014.93	\$8,216.00	\$8,422.27	\$8,632.00	\$8,848.67	\$9,070.53
26	\$7,260.93	\$7,442.93	\$7,628.40	\$7,819.07	\$8,014.93	\$8,216.00	\$8,422.27	\$8,632.00	\$8,848.67	\$9,070.53	\$9,297.60	\$9,529.87
27	\$7,628.40	\$7,819.07	\$8,014.93	\$8,216.00	\$8,422.27	\$8,632.00	\$8,848.67	\$9,070.53	\$9,297.60	\$9,529.87	\$9,767.33	\$10,011.73
28	\$8,014.93	\$8,216.00	\$8,422.27	\$8,632.00	\$8,848.67	\$9,070.53	\$9,297.60	\$9,529.87	\$9,767.33	\$10,011.73	\$10,261.33	\$10,517.87
29	\$8,422.27	\$8,632.00	\$8,848.67	\$9,070.53	\$9,297.60	\$9,529.87	\$9,767.33	\$10,011.73	\$10,261.33	\$10,517.87	\$10,781.33	\$11,051.73
30	\$8,848.67	\$9,070.53	\$9,297.60	\$9,529.87	\$9,767.33	\$10,011.73	\$10,261.33	\$10,517.87	\$10,781.33	\$11,051.73	\$11,327.33	\$11,609.87
31	\$9,297.60	\$9,529.87	\$9,767.33	\$10,011.73	\$10,261.33	\$10,517.87	\$10,781.33	\$11,051.73	\$11,327.33	\$11,609.87	\$11,899.33	\$12,197.47
32	\$9,767.33	\$10,011.73	\$10,261.33	\$10,517.87	\$10,781.33	\$11,051.73	\$11,327.33	\$11,609.87	\$11,899.33	\$12,197.47	\$12,502.53	\$12,814.53
33	\$10,261.33	\$10,517.87	\$10,781.33	\$11,051.73	\$11,327.33	\$11,609.87	\$11,899.33	\$12,197.47	\$12,502.53	\$12,814.53	\$13,135.20	\$13,462.80
34	\$10,781.33	\$11,051.73	\$11,327.33	\$11,609.87	\$11,899.33	\$12,197.47	\$12,502.53	\$12,814.53	\$13,135.20	\$13,462.80	\$13,799.07	\$14,144.00
35	\$11,327.33	\$11,609.87	\$11,899.33	\$12,197.47	\$12,502.53	\$12,814.53	\$13,135.20	\$13,462.80	\$13,799.07	\$14,144.00	\$14,497.60	\$14,859.87
36	\$11,899.33	\$12,197.47	\$12,502.53	\$12,814.53	\$13,135.20	\$13,462.80	\$13,799.07	\$14,144.00	\$14,497.60	\$14,859.87	\$15,230.80	\$15,612.13
37	\$12,502.53	\$12,814.53	\$13,135.20	\$13,462.80	\$13,799.07	\$14,144.00	\$14,497.60	\$14,859.87	\$15,230.80	\$15,612.13	\$16,002.13	\$16,402.53
38	\$13,135.20	\$13,462.80	\$13,799.07	\$14,144.00	\$14,497.60	\$14,859.87	\$15,230.80	\$15,612.13	\$16,002.13	\$16,402.53	\$16,813.33	\$17,234.53
39	\$13,799.07	\$14,144.00	\$14,497.60	\$14,859.87	\$15,230.80	\$15,612.13	\$16,002.13	\$16,402.53	\$16,813.33	\$17,234.53	\$17,666.13	\$18,108.13
40	\$14,497.60	\$14,859.87	\$15,230.80	\$15,612.13	\$16,002.13	\$16,402.53	\$16,813.33	\$17,234.53	\$17,666.13	\$18,108.13	\$18,560.53	\$19,025.07
41	\$15,230.80	\$15,612.13	\$16,002.13	\$16,402.53	\$16,813.33	\$17,234.53	\$17,666.13	\$18,108.13	\$18,560.53	\$19,025.07	\$19,500.00	\$19,987.07
42	\$16,002.13	\$16,402.53	\$16,813.33	\$17,234.53	\$17,666.13	\$18,108.13	\$18,560.53	\$19,025.07	\$19,500.00	\$19,987.07	\$20,486.27	\$20,997.60
43	\$16,813.33	\$17,234.53	\$17,666.13	\$18,108.13	\$18,560.53	\$19,025.07	\$19,500.00	\$19,987.07	\$20,486.27	\$20,997.60	\$21,522.80	\$22,060.13
44	\$17,666.13	\$18,108.13	\$18,560.53	\$19,025.07	\$19,500.00	\$19,987.07	\$20,486.27	\$20,997.60	\$21,522.80	\$22,060.13	\$22,611.33	\$23,176.40
45	\$18,560.53	\$19,025.07	\$19,500.00	\$19,987.07	\$20,486.27	\$20,997.60	\$21,522.80	\$22,060.13	\$22,611.33	\$23,176.40	\$23,755.33	\$24,349.87
46	\$19,500.00	\$19,987.07	\$20,486.27	\$20,997.60	\$21,522.80	\$22,060.13	\$22,611.33	\$23,176.40	\$23,755.33	\$24,349.87	\$24,958.27	\$25,582.27
47	\$20,486.27	\$20,997.60	\$21,522.80	\$22,060.13	\$22,611.33	\$23,176.40	\$23,755.33	\$24,349.87	\$24,958.27	\$25,582.27	\$26,221.87	\$26,877.07
48	\$21,522.80	\$22,060.13	\$22,611.33	\$23,176.40	\$23,755.33	\$24,349.87	\$24,958.27	\$25,582.27	\$26,221.87	\$26,877.07	\$27,549.60	\$28,237.73
49	\$22,611.33	\$23,176.40	\$23,755.33	\$24,349.87	\$24,958.27	\$25,582.27	\$26,221.87	\$26,877.07	\$27,549.60	\$28,237.73	\$28,943.20	\$29,666.00
50	\$23,755.33	\$24,349.87	\$24,958.27	\$25,582.27	\$26,221.87	\$26,877.07	\$27,549.60	\$28,237.73	\$28,943.20	\$29,666.00	\$30,407.87	\$31,168.80
51	\$24,958.27	\$25,582.27	\$26,221.87	\$26,877.07	\$27,549.60	\$28,237.73	\$28,943.20	\$29,666.00	\$30,407.87	\$31,168.80	\$31,948.80	\$32,747.87
52	\$26,221.87	\$26,877.07	\$27,549.60	\$28,237.73	\$28,943.20	\$29,666.00	\$30,407.87	\$31,168.80	\$31,948.80	\$32,747.87	\$33,566.00	\$34,404.93
53	\$27,549.60	\$28,237.73	\$28,943.20	\$29,666.00	\$30,407.87	\$31,168.80	\$31,948.80	\$32,747.87	\$33,566.00	\$34,404.93	\$35,264.67	\$36,146.93
54	\$28,943.20	\$29,666.00	\$30,407.87	\$31,168.80	\$31,948.80	\$32,747.87	\$33,566.00	\$34,404.93	\$35,264.67	\$36,146.93	\$37,050.00	\$37,975.60
55	\$30,407.87	\$31,168.80	\$31,948.80	\$32,747.87	\$33,566.00	\$34,404.93	\$35,264.67	\$36,146.93	\$37,050.00	\$37,975.60	\$38,925.47	\$39,897.87



# BOARD MEMORANDUM

**DATE:** April 13, 2026  
**TO:** BOARD OF DIRECTORS  
**FROM:** Human Resources Director Garcia  
**VIA:** General Manager LaMoreaux  
**RE:** *APPROVAL TO INCREASE STANDBY PAY UNDER SECTION 3.10.1 OF THE EMPLOYEE HANDBOOK AND TO AUTHORIZE RELATED BUDGET ADJUSTMENTS. (\$25,000.00 – NOT-TO-EXCEED – NON-BUDGETED – HUMAN RESOURCES DIRECTOR GARCIA/PERSONNEL COMMITTEE)*

---

## **Recommendation:**

Staff and the Personnel Committee recommend that the full Board approve the proposed increase to the District's Standby Pay rates as outlined below and authorize related budget adjustments to ensure compensation remains equitable, competitive, and aligned with operational demand.

## **Alternative Options:**

The Board may elect to maintain the current Standby Pay structure with no changes.

## **Impact of Taking No Action:**

If no action is taken, Standby Pay rates will remain unchanged, which may impact the District's ability to equitably compensate employees required to remain available outside of normal work hours.

## **Background:**

Certain District positions require employees to be placed on standby to respond to operational or emergency needs outside of regular working hours. Standby Pay compensates employees for the requirement to remain available and ready to report to duty as needed.

Staff has reviewed the existing Standby Pay rates and conducted a comparative analysis of standby pay practices among other districts. Based on this analysis, staff recommends adjustments to ensure competitive compensation.

The revised standby pay rates would take effect on April 19, 2026, upon Board approval.

## **Budget:**

The revised Standby pay rates are anticipated to result in an estimated increase in annual cost for the current year of \$19,590.00, which will be absorbed within the existing Administration — Salaries (On-Call/Standby) budget. Following is a detailed breakdown of the cost impact:

**Assumptions:**

- Two (2) employees assigned to standby coverage at all times
- Effective date of change: **April 19, 2026**
- Approximately **263 days remaining** in the calendar year

**Standby Pay Rates**

	<b>Weekday Rate</b>	<b>Weekend Rate</b>
<b>Current Rate</b>	\$55	\$80
<b>Proposed Rate</b>	\$90	\$120

**Current Cost**

<b>Category</b>	<b>Days</b>	<b>Cost</b>
Holidays remaining	9	\$720.00
Weekdays remaining	145	\$7,975.00
Weekends (Friday–Sunday)	109	\$8,720.00
<b>Total per employee</b>		<b>\$17,415.00</b>
<b>Total for two (2) employees</b>		<b>\$34,830.00</b>

**Proposed Cost**

<b>Category</b>	<b>Days</b>	<b>Cost</b>
Holidays remaining	9	\$1,080.00
Weekdays remaining	145	\$13,050.00
Weekends (Friday–Sunday)	109	\$13,080.00
<b>Total per employee</b>		<b>\$27,210.00</b>
<b>Total for two (2) employees</b>		<b>\$54,420.00</b>

**Supporting Documents:**

- Standby Pay Comparison Analysis

STANDBY PAY COMPARISON

Agency	Standby Policy	Standby calculation weekday	Standby calculation weekends
Palmdale Water District	<b>\$55 on weekdays/\$80 on weekends &amp; holidays</b>	<b>\$55.00</b>	<b>\$80.00</b>
Cucamonga Valley Water District	\$90 on weekdays and \$105 for each flex day off, Saturday, Sunday and District observed holiday on standby	\$90.00	\$105.00
Las Virgenes Municipal Water District -9/80 schedule	Employees available for call-out while on Standby will be compensated at the rate of \$5.00 per hour for all hours except those hours compensated as work hours. Standby Time covers all of the hours daily, which are not part of the regularly scheduled workday for the facility or function to which the employee is assigned standby.	\$45.00	
Yorba Linda Water District	Monday -Thursday: \$50.00. District recognized holidays or Friday-Sunday: \$75	\$50.00	\$75.00
Olivenhain Municipal Water District-	<b>1.5 hours per day at hourly rate</b> ; 2 hours on 7th consecutive day. Minimum rate is \$25/day, if actual hourly pay rate is less than minimum.All non exempt positions in the following Operations and Customer Services (CS) department divisions: Construction, Systems Operations, Systems Maintenance, IT ( <b>Instrument Control Technicians only</b> ), Waste Water, Water Treatment, and CS-Meters Field Services Technicians require the ability to take duty working after hours, evenings, weekends and holidays.	<b>\$52.00</b>	
Western Municipal Water District	Employees shall be paid three (3) hours for each day at straight time rates for call time	unable to calculate daily rate	
Santa Clarita Valley Water	<p>Weekday On-Call Compensation</p> <p>Employees serving on-call duty on weekdays will receive a minimum of two hours of overtime pay each weekday, regardless of the work performed responding to calls.</p> <p>11.2 Weekend and Holiday On-Call Compensation</p> <p>In addition to overtime for time worked, employees assigned to on-call duty will be paid at a flat rate each weekend scheduled day off and any paid holidays while on-call.</p>		\$205.00
	On Call Pay	\$205.00 per day	
Desert Water Agency	Weekdays they get one hour of straight pay per day for being on call. They are required to report to work within 45 minutes of being called. If called in they get a minimum of 2 hours at the overtime rate. Weekends and holidays they get 4 hours of straight pay per day for being on call and if called in they get a minimum of 2 hours at the overtime rate.	unable to calculate daily rate	
Eastern Municipal Water District-9/80 schedule	<b>7.96</b> per hour and <b>15.92</b> per hour on holidays	<b>\$71.64</b>	<b>\$143.28</b>
Mesa Consolidated Water District	\$490/week, \$70/day, \$100 for recognized district holidays ( <b>see rules and regulations pg 27</b> )	\$70.00	\$100.00
Rancho California Water District	<b>For our standby employees, they are compensated at the rate of \$90.00 a day for each weekday of standby and \$105.00 a day for each flex day off, Saturday, Sunday, and District-observed holiday on standby.</b> Employees assigned to standby will be granted a minimum of two (2) hours of overtime at one and one-half (1.5) times the regular rate of pay, for every callout or onsite incident except when such callout or onsite incident occurs less than two (2) hours before an employee's regular work shift. If the callout or onsite incident occurs less than two (2) hours before an employee's regular work shift, the employee shall be paid overtime at the rate of one and one-half (1.5) times the employee's regular rate of pay for the time the employee actually worked prior to the start time of his or her regular shift.	\$90.00	\$105.00
Walnut Valley Water District	\$70-Monday-Thursday and \$90 Fridays, weekends and holidays or be provided with the full-time non-personal use of a District verhicle.	\$70.00	\$90.00
Padre Dam Municipal Water District	Our Standby/On Call pay is \$44.98 per day to hold the phone.	\$44.98	



# BOARD MEMORANDUM

**DATE:** April 13, 2026  
**TO:** BOARD OF DIRECTORS  
**FROM:** Facilities Manager Wall  
**VIA:** General Manager LaMoreaux  
**RE:** *APPROVAL TO RATIFY CONTRACT AMENDMENT WITH TURBINE REPAIR SERVICES, LLC FOR THE HYDROELECTRIC TURBINE REPAIRS AND AUTHORIZE RELATED BUDGET ADJUSTMENTS. (\$21,300.00 – NOT-TO-EXCEED – NON-BUDGETED – CAPITAL PROJECT NO. 25-612 – FACILITIES MANAGER WALL)*

---

## **Recommendation:**

Staff recommends that the Board ratify a contract amendment with Turbine Repair Services, LLC to perform additional required work for the Hydroelectric Turbine to operate within specification and authorize a Capital Budget increase in the not-to-exceed amount of \$21,300.00.

## **Alternative Options:**

The Board can choose not to approve this work, which would cause the unit not to operate efficiently.

## **Impact of Taking No Action:**

The turbine component will remain inoperable.

## **Strategic Plan Initiative/Mission Statement:**

This item is under Strategic Initiative No. 3 – Systems Efficiency.

## **Background:**

On January 26, 2026, the Board of Directors approved a contract with Turbine Repair Services, LLC to repair the turbine component of the Hydroelectric Generator. During a subsequent inspection, the contractor identified that several wear components require replacement and that existing tolerance clearances do not meet manufacturer specifications. Consequently, Turbine Repair Services, LLC submitted an additional quote to complete the necessary repairs and alignment work not included in the original contract. The cost of the additional work was quoted at \$19,100.00. Staff is requesting approval of a not-to-exceed amount of \$21,300.00 to account for applicable taxes, if any.

## **Budget:**

Staff is requesting a Capital Budget increase of \$21,300.00 under Capital Project No. 25-612.

## **Supporting Documents:**

- Quote Dated January 8, 2026 for \$89,981.92
- Quote Dated March 31, 2026 for \$19,100.00.

## QUOTATION

1838 East Cedar St.  
Ontario Ca. 91764  
(909) 947-2256  
(909) 947-2012 fax



January 8, 2026

Palmdale water District

Attention: Scott Hulsebus  
Subject: Hydro turbine inspection for repair  
TRS Quote #25-519

Mr. Hulsebus

Thank you for the opportunity to present a proposal for perform and inspect your hydro turbine and provide recommendations for repair. Our proposal is based on the following.

### Scope of Work

TRS will perform the following scope of work in accordance with the Standard industry practices.

Obtain proper work authorization and LOTO for every work assignment.

- Remove Turbine shell assembly.
- Transport to TRS Shop.
- Clean and inspect all components.
- Remove veins for blasting, and inspection.
- Sandblast and epoxy coat shell assembly.
- NDE components as needed.
- Install veins after inspection and any repairs needed are approved.
- Perform inspection to confirm Alma actuator for wicket gates is working according to design.
- Make tooling to preform turbine rotor balance and perform balance.
- Install refurbished complete turbine assembly.
- Laser align hydro-generator to turbine assembly.

These Items for repair need to be inspected and TRS will provide a recommendation of repairs.

- Perform maintenance and repairs on wicket gates.

- Recondition all sealing surfaces to factory dimensions.
- Inspect the veins removed for repair.
- Provide repair recommendations for Alma actuator to allow the wicket gates is working according to design.
- Provide recommendations for repair of any conditions out of OEM specifications noticed.

### Pricing

Pricing for the above scope of work is based on performing site work during extended working hours, Mon-Fri 6:30am to 5:00pm. All work on this quote is scheduled Mon-Fri any work performed on weekend will affect pricing.

T&M Pricing estimate to perform the above scope of work - \$89,981.92

Pricing to perform additional work for field change orders (FCO's) will be based on a "time and material" basis (T&M), in accordance with our published rate sheet(s) (attached).

### Schedule

Our estimate time necessary to complete the above scope of work is –  
Three weeks for removal and inspection  
Repairs to be determined.  
Installation approximately one week

### Exceptions and Clarifications

1. Terms are net 45 days from receipt of invoice.
2. Sales Tax not included in pricing.
3. Quotation is valid for 90 Days.
4. TRS to provide long reach forklift.
5. PWD to provide all OEM tolerances and design specifications.
6. PWD to provide any scaffolding, and insulation needs.
7. Any delays beyond the control of Turbine Repair Services will be at our Standard Service Rates.

### Additional Work

Additional work above and beyond the scope of work above and or delays beyond the control of Turbine Repair Services will be billed as extra.

### Terms and Conditions

Turbine Repair Services, LLC

Quotation No. 25-519

All orders are subject to TRS terms and conditions of sale or other mutually agreeable terms and conditions. This offer is valid for 30 days from the above date unless otherwise modified or withdrawn upon notice in writing by both parties. All payments are due and payable net thirty (30) days from the date of invoice.

Please reference the above quotation number on any purchase order.

Thank you for the opportunity to provide this quotation. If you have any questions, please do not hesitate to contact me at (909) 947-2256. We look forward to working with PWD on this project.

Sincerely,

Randy Klug  
909-239-0210

Turbine Repair Services, LLC



## QUOTATION

1838 E. Cedar St.  
Ontario, Ca. 91761  
(909) 947-2256  
(909) 947-2012 fax  
[Chris@turbine repairservices.com](mailto:Chris@turbine repairservices.com)

March 31, 2026

Palmdale Water District

Attention: Mr. Scott Hulsebus  
Subject: Palmdale Hydro Repairs  
TRS Quote # 26-219

Mr. Hulsebus

Thank you for the opportunity to allow us to present a proposal for your required turbine repairs. Our proposal is based on the following:

### Scope of Work

TRS will perform the following scope of work:

1. Manufacture 1ea new wear ring for proper OEM clearance to turbine runner.
2. Skim cut "outer" wear ring area for minimum cleanup
3. Skim cut, weld and machine "inner" turbine runner wear ring for proper OEM clearance.
4. Weld & hand blend 1ea stationary guide vane to restore eroded surface area.

### Pricing

Pricing for the above scope of work is based on performing work seven (5) days per week (10) hours per day. For work performed outside these hours you must contact our office for pricing.

Total Fixed cost to perform above scope of work \$19,100.00

Pricing to perform additional work for field change orders (FCO's) will be based on "time and material" basis (T&M), in accordance with our published rate sheet(s) (attached).

Schedule

14-21 days

Exceptions and Clarifications

1. Terms are net 30 days from receipt of invoice.
2. Sales Tax not included in pricing.
3. Quotation is valid for 90 Days.
4. Any delays beyond the control of Turbine Repair Services will be at our Standard Service Rates.

Additional Work

Additional work above and beyond the scope of work above and or delays beyond the control of Turbine Repair Services will be billed as extra.

Terms and Conditions

All orders are subject to TRS terms and conditions of sale or other mutually agreeable terms and conditions. This offer is valid for 30 days from the above date unless otherwise modified, or withdrawn upon notice in writing by both parties. All payments are due and payable net thirty (30) days from the date of invoice.

Please reference the above quotation number on any purchase order.

Thank you for the opportunity to provide this quotation. If you have any questions, please do not hesitate to contact me at (909) 947-2256. We look forward to working with Palmdale Water on this project.

Sincerely,

Chris Meyer  
Cell: 909-730-1206



# BOARD MEMORANDUM

**DATE:** April 13, 2026  
**TO:** BOARD OF DIRECTORS  
**FROM:** Dennis D. LaMoreaux, General Manager  
**RE:** *CONSIDERATION AND POSSIBLE ACTION ON ELECTION OF SPECIAL DISTRICT LOCAL AGENCY FORMATION COMMISSION (LAFCO) VOTING MEMBER. (NO BUDGET IMPACT – GENERAL MANAGER LaMOREAUX)*

---

## **Background:**

Palmdale Water District is entitled to cast one vote for a Special District Voting Member on the Local Agency Formation Commission (LAFCO) for the term expiring in May 2030. Ballots must be returned by 5:00 p.m. on May 1, 2026. The candidates are as follows:

- Gary Burns, Las Virgenes Municipal Water District
- Vera Robles DeWitt, Water Replenishment District of Southern California
- Robert W. Lewis, Rowland Water District

## **Strategic Plan Initiative/Mission Statement:**

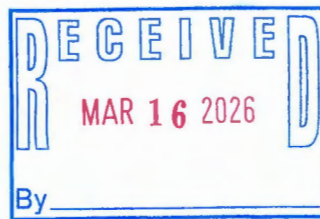
This item is under Strategic Initiative No. 5 – Regional Leadership.  
This item directly related to the District’s Mission Statement.

## **Budget:**

This item will have no impact on the budget.

## **Supporting Documents:**

- Special District LAFCO Voting Member Ballot
- Nomination Forms and Candidate Statements



**MEMORANDUM**

TO: PRESIDING OFFICER OF EACH INDEPENDENT SPECIAL DISTRICT IN  
LOS ANGELES COUNTY

FROM: WILLIAM F. KRUSE

RE: BALLOT; SPECIAL DISTRICT LAFCO REPRESENTATIVE

DATE: March 9, 2026

Enclosed is the Ballot and the supplementary materials submitted for each of the candidates for Special District LAFCO **VOTING MEMBER** for the term expiring in May 2030. Nominations closed as of 5:00 p.m. on March 6, 2026.

Please vote for ONE candidate for the position. The marked ballot should be placed in the envelope marked "Ballot Envelope" and sealed. Please write the name of your agency and sign your name on the outside of the ballot envelope and return the completed ballot by mail to:

**William F. Kruse, Esq.**  
**Lagerlof, LLP**  
**155 N. Lake Avenue, 11th Floor**  
**Pasadena, CA 91101.**

**No ballot will be counted if it is missing the name of the voting agency and the signature of the Presiding Officer on the ballot envelope.**

The candidate receiving the highest number of votes will be declared the Special District **Voting Member** to LAFCO.

**Ballots must be returned by 5:00 p.m. on Friday, May 1, 2026.**

WFK/kn  
Enclosures

cc(w/ encls.): Paul Novak

**Lagerlof LLP**  
155 N Lake Avenue, 11th Flr  
Pasadena, CA 91101

**Lagerlof.com**  
Email: wfkruise@lagerlof.com

T: (626)-793-9400  
F: (626)-793-5900

# BALLOT

## SPECIAL DISTRICT LAFCO VOTING MEMBER

**Please vote for no more than one candidate.**

**GARY BURNS**

Occupation: Board of Directors

Sponsor: Las Virgenes Municipal Water District

**VERA ROBLES DeWITT**

Occupation: Board of Directors

Sponsor: Water Replenishment District of Southern California

**ROBERT W. LEWIS**

Occupation: Board of Directors

Sponsor: Rowland Water District

NOMINATION  
OF  
INDEPENDENT SPECIAL DISTRICT **VOTING MEMBER**  
TO THE  
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: Las Virgenes Municipal Water District

Date: 3/6/26

Name of Candidate: Gary Burns

Las Virgenes Municipal Water District

is pleased to nominate

Gary Burns

as a candidate for appointment as special district **voting**

**member** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Board of Directors

Agency: Las Virgenes Municipal Water District

Type of Agency: Special District Water and Wastewater

Term Expires: December 2026

Residence Address: 22118 Dardenne St. Calabasas CA 91302

Telephone: 818-326-2000

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Las Virgenes Municipal Water District

(Name of Agency)

By: 

Its: Andy Coradeschi, Board President

NOMINATION

Local Agency Formation Commission (LAFCO):

Nomination of Candidate for Special District Board Member

**Gary Burns, Candidate for LAFCO Member Position 2026**

I would like to thank each district board as I am asking for your vote, to become a full member of the LAFCO Board.

***It is time to add "fresh" ideas and excitement to how LAFCO communicates and operates. To that end, please call me at 818 326 2000 to discuss your specific issues. I will listen intently, absorbing your insight.***

I hope to visit each of your Board Meetings via zoom or in person to introduce myself, listen to what is important to your district and provide the confidence that I can lead LAFCO into the future.

**I desire to serve as a LAFCO Board Member to further serve the community, each of our districts and provide "new" and "environmental" input to the Los Angeles Region and the Supervisors we report to. Few citizens know what LAFCO accomplishes or what the initials stand for. I intend to change that.**

**As with the homeowners of Calabasas and the entire [www.LVMWD.com](http://www.LVMWD.com) area, I am available to advocate for or listen to constituents whenever needed. I pledge to do the same for ALL LAFCO Districts.**

Gary Burns was elected to the Las Virgenes Municipal Water District Board in 2022. (Division 3, currently Secretary). He is the first Calabasas resident to serve on the District Water Board. **Since his time on the District Board, he has imbued his efforts with energy and the desire to effect change.** He has visited various local and state water facilities and Districts. **He is a member of ACWA, CASA, WaterReuse and has attended their conventions throughout the year, attaining insight into District, State and Water Policy. He is serving on the Business Development Committee of ACWA Region 8. He is championing a Heli-Hydrant project with Los Angeles County Fire, the City of Calabasas and the local Council of Governments.**

In his efforts to search for new sources of water, Gary has visited the future SITES Reservoir Project, the Delta Project, and various Metropolitan Water District facilities, including the in-development Carson Pure Water Plant, etc. His goal is to ensure there is a sufficient water supply for future generations, while preserving the environment in Southern California, the State of California, and the United States.

Growing up on the East Coast, Gary moved to California in 1989, watched the City of Calabasas incorporate in 1991 and has been a resident of Calabasas for the past 35 years. He attended Fairleigh Dickenson (FDU) and Hofstra University where he received a BA and Master's in Psychology and an MBA in Business and Finance.

Gary has been President of the Mulholland Heights Homeowners Association for the past 10 years. Currently, he is a Board Member of The Valley Economic Alliance ([www.thevalley.net](http://www.thevalley.net)) Community Associations Institute, 2018 - 2024 (CAI of Greater Los Angeles County), a Board Member of CAI International, National Homeowner Leaders Council 2021 - 2024 and recognized by CAI Los Angeles for Excellence in Community Leadership.

He is also a founding member of EPIC, (Emergency Preparedness in Calabasas, [www.epic-fsc.com](http://www.epic-fsc.com)), volunteers for many local community activities, and is a Life and Health Insurance Broker (<https://garyburns.businesslinksolutions.net>).

**Thank You for your vote and consideration of Gary Burns for LAFCO Board Member (818 326 2000 mobile/text)**

NOMINATION  
OF  
INDEPENDENT SPECIAL DISTRICT **VOTING MEMBER**  
TO THE  
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: Sergio Calderon

Date: 3-3-26

Name of Candidate: Vera Robles DeWitt

Sergio Calderon is pleased to nominate Vera Robles DeWitt as a candidate for appointment as special district **voting member** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Director, Treasurer Div 5

Agency: Water Replenishment District of So Cal  
WRD

Type of Agency: Groundwater Replenishment

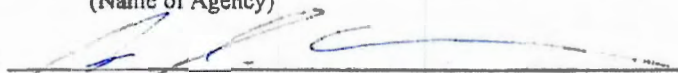
Term Expires: Nov 2029

Residence Address: 24728 Panama Avenue  
Carson, California 90745

Telephone: 310 505-8353

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Water Replenishment District of So. Calif (WRD)  
(Name of Agency)

By: 

Its: President, Board of Directors

NOMINATION



# LAFCO

Independent Special District Member  
Candidate Statement

## Vera Robles DeWitt

I respectfully seek your support for my candidacy to represent you as your representative on the Local Agency Formation Commission (LAFCO) as the designee for all Independent Special Districts.

I currently serve as an elected Director for the Water Replenishment District of Southern California (WRD). I have served continuously on the WRD Board since 2018 and was overwhelmingly re-elected in November 2024. I was directly elected to represent an area with 738,851 residents that encompasses 14 special Districts; specifically, the following:

- 16 school districts
- 29 water districts
- And for geographic context 10 cities, Bellflower, Carson, Downey, Hacienda Heights, La Habra Heights, La Mirada, Norwalk, Paramount, Santa Fe Springs and Whittier along with numerous unincorporated areas of LA County.

During my tenure I have made it a point to know and visit all special districts because I want to be accessible and available to you, which is what I promise to be if you elect me as your Independent Special District representative to LAFCO.

### BACKGROUND

For years I have been involved in many civic/non-profit programs. In 1992 I was the founding president of our local chapter of the Boys and Girls Club, and a founding board member of the Dominguez Family Shelter for abused and battered women. I am on the board of directors for the Carson Community Foundation and currently serve as Vice President of my local Kiwanis Club. Also, for the last eight years I've served as a member of the Executive Board for the South County Labor, AFL-CIO. And for the last 3 years have served as a board member representing a special district on the California Joint Powers Insurance Authority (JPIA) formed for mitigating the growing risks of public agencies.

I have been a homeowner since 1964, and as a single parent I raised one son, a member of IBEW Local 47 and one granddaughter who is a commercial airline pilot Captain.

I would be honored to represent you and promise to provide you with updates of LAFCO's activities so you are no longer in the dark left wondering what is going on at LAFCO, and with your support I look forward to contributing in a meaningful way to LAFCO and be a compelling voice for you and on behalf of all Independent Special Districts.

Vera Robles DeWitt  
310 505.8353  
Veradewitt22@gmail.com

---

**[Draft] Fw: LAFCO INDEPENDENT SPECIAL DISTRICT MEMBER ELECTION**

---

**From** danielleh@palmdalewater.org

---

**From:** Vera DeWitt <veradewitt22@gmail.com>


**Sent:** Monday, March 30, 2026 6:51 PM

**To:** nwinslow@altadenalibrary.org <nwinslow@altadenalibrary.org>; Matthew Knudson <mknudson@avek.org>; Lancastercem2@gmail.com <Lancastercem2@gmail.com>; Kayla.Martz@avhospital.org <Kayla.Martz@avhospital.org>; Leann@avmosquito.org <Leann@avmosquito.org>; execdiravrkd@gmail.com <execdiravrkd@gmail.com>; antonio@artesiacementery.com <antonio@artesiacementery.com>; tom.bakaly@bchd.org <tom.bakaly@bchd.org>; frankjh@ecmpeco.com <frankjh@ecmpeco.com>; rayt@centralbasin.org <rayt@centralbasin.org>; jfranklin@comptoncreekmad.org <jfranklin@comptoncreekmad.org>; jlee@cvwd.com <jlee@cvwd.com>; jchacon@downeyca.org <jchacon@downeyca.org>; koblak@fmwd.com <koblak@fmwd.com>; gvmwd2019@gmail.com <gvmwd2019@gmail.com>; skluh@glacvcd.org <skluh@glacvcd.org>; info@gvcwd.org <info@gvcwd.org>; tm@kidwater.info <tm@kidwater.info>; kid@kidwater.info <kid@kidwater.info>; lacanadaid@earthlink.net <lacanadaid@earthlink.net>; joe@lhhcwd.com <joe@lhhcwd.com>; service@lapuentewater.com <service@lapuentewater.com>; ggalindo@lapuentewater.com <ggalindo@lapuentewater.com>; dpedersen@lvmwd.com <dpedersen@lvmwd.com>; littlelakecemetary@gmail.com <littlelakecemetary@gmail.com>; jchaisson <jchaisson@lrcid.com>; aarugay@lawestvector.org <aarugay@lawestvector.org>; ocferna@att.net <ocferna@att.net>; siobhan.vg@gmail.com <siobhan.vg@gmail.com>; ecastaneda@odwd.org <ecastaneda@odwd.org>; Dennis LaMoreaux <dlamoreaux@palmdalewater.org>; pete@palmranchid.com <pete@palmranchid.com>; tbender@pvld.org <tbender@pvld.org>; dmsecrest@gmail.com <dmsecrest@gmail.com>; scott.campbell@bbklaw.com <scott.campbell@bbklaw.com>; jbasulto@picowaterdistrict.net <jbasulto@picowaterdistrict.net>; majorlandscape@gmail.com <majorlandscape@gmail.com>; Brent Byrne <brentb@qhwd.org>; tlovric@rcdsmm.org <tlovric@rcdsmm.org>; sch2525@gmail.com <sch2525@gmail.com>; TColeman@rowlandwater.com <TColeman@rowlandwater.com>; info@sgcwd.com <info@sgcwd.com>; jfarned@sgvmosquito.org <jfarned@sgvmosquito.org>; dkasamoto@sgvmwd.com <dkasamoto@sgvmwd.com>; mstone@scvwa.org <mstone@scvwa.org>; a.corrales@pacbell.net <a.corrales@pacbell.net>; MLitchfield@tvmwd.com <MLitchfield@tvmwd.com>; khowie@tvmwd.com <khowie@tvmwd.com>; info@usgvmwd.org <info@usgvmwd.org>; Jmartinez@vcwd.org <Jmartinez@vcwd.org>; cfleming@wvwd.com <cfleming@wvwd.com>; Stephan Tucker <stucker@wrd.org>; westfieldpvp@yahoo.com <westfieldpvp@yahoo.com>; wvcwd <wvcwd@verizon.net>; wes@uia.net <wes@uia.net>; natalie@wrightwoodcsd.org <natalie@wrightwoodcsd.org>; edwardc@westbasin.org <edwardc@westbasin.org>; MatthewV@westbasin.org <MatthewV@westbasin.org>

**Subject:** LAFCO INDEPENDENT SPECIAL DISTRICT MEMBER ELECTION

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

Your ballot was mailed out to you from LAFCO for the upcoming Independent Special District Member Election. I respectfully ask for your vote. My candidate statement below reflects my 10 years as an elected official in local government and 8 years as an elected official representing a special district. Thank you.

 Text Box: LAFCO Independent Special District Member Candidate Statement Vera Robles DeWitt



I respectfully seek your support for my candidacy to represent you as your representative on the Local Agency Formation Commission (LAFCO) as the designee for all Independent Special Districts.

I currently serve as an elected Director for the Water Replenishment District of Southern California (WRD). I have served continuously on the WRD Board since 2018 and was overwhelmingly re-elected in November 2024. I was directly elected to represent an area with 738,851 residents that encompasses 14 special Districts and for geographic context 10 cities, Bellflower, Carson, Downey, Hacienda Heights, La Habra Heights, La Mirada, Norwalk, Paramount, Santa Fe Springs and Whittier along with numerous unincorporated areas of Los Angeles County.

During my tenure I have made it a point to know and visit all special districts because I want to be accessible and available to you, which is what I promise to be if you elect me as your Independent Special District representative to LAFCO.

#### BACKGROUND

For years I have been involved in many civic/non-profit programs. In 1992 I was the founding president of our local chapter of the Boys and Girls Club, and a founding board member of the Dominguez Family Shelter for abused and battered women. I am on the board of directors for the Carson Community Foundation and currently serve as Vice President of my local Kiwanis Club. Also, for the last eight years I've served as a member of the Executive Board for South County Labor, AFL-CIO and for the last three years I have served as a board member representing a Special District on the California Joint Powers Insurance Authority (JPIA) formed for mitigating the growing risks of public agencies.

I am a homeowner since 1964, and as a single parent I raised one son, a member of IBEW Local 47 and one granddaughter who is a commercial airline pilot Captain.

I would be honored to represent you and promise to provide you with updates of LAFCO's activities so you are no longer in the dark left wondering what is going on at LAFCO. With your support I look forward to contributing in a meaningful way to LAFCO and be a compelling voice on behalf of all Independent Special Districts.

Vera Robles DeWitt  
310 505.8353  
[veradewitt22@gmail.com](mailto:veradewitt22@gmail.com)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

NOMINATION  
OF  
INDEPENDENT SPECIAL DISTRICT **VOTING MEMBER**  
TO THE  
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: Rowland Water District

Date: February 23, 2026

Name of Candidate: Robert W. Lewis

Rowland Water District is pleased to nominate  
Robert W. Lewis as a candidate for appointment as special district **voting**

**member** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Director, Division IV

Agency: Rowland Water District

Type of Agency: Special District Water Agency

Term Expires: December 2026

Residence Address: 2231 S. Fullerton Road Unit #8,  
Rowland Heights, CA 91748

Telephone: 626-964-0875

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Rowland Water District

(Name of Agency)

By: [Signature]

Its: Board President

NOMINATION









# LAFCO Candidate Statement

## Robert W. Lewis

As the incumbent Special District Voting Member to the Los Angeles County Local Agency Formation Commission, I am respectfully seeking reappointment to continue the work I have been privileged to take part in. With nearly 34 years of service to Rowland Water District and its ratepayers, and direct experience serving on this Commission, I bring institutional knowledge and operational continuity that serves LAFCO and the public it represents.

Residents rightly expect their government to operate with full transparency and accountability. As LAFCO's special district representative, I have embraced that responsibility in every matter before the Commission. Whether reviewing agency boundaries, evaluating service adequacy, or weighing consolidation decisions, I have applied a consistent standard: the public must be able to understand what is being decided, why it is being decided, and how it serves their interests. Reappointment means that standard continues without interruption.

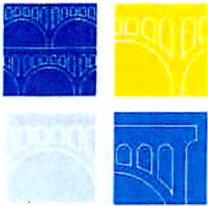
My career in local government began on the City of Fullerton's Redevelopment Commission and has grown into decades of active participation across regional water, utility, and policy bodies. This experience has given me a firsthand understanding of how agencies interact, where collaboration succeeds, and where gaps in coordination create real costs for communities. I currently represent Rowland Water District across the following:

-  Association of California Water Agencies (ACWA) Region 8 Board Member; ACWA is a statewide industry group that monitors and influences legislation and policies affecting water supply
-  ACWA/Joint Powers Insurance Authority Alternate Voting Representative
-  Puente Basin Water Agency Board of Commissioners, this commission coordinates and secures supplemental funding for projects that improve regional water quality
-  California Municipal Utilities Association (CMUA); this association represents its members' interests on energy and water issues before the California Legislature, the Governor's Office, and regulatory bodies
-  San Gabriel Valley Regional Chamber of Commerce Government Affairs Committee Member
-  Several LAFCO Committees, including the Special Districts Ad Hoc Committee in the 1990s which was instrumental in establishing the LAFCO Special Districts seat, a seat I have now had the honor of holding as the incumbent voting member.

.....

Continuity at the Commission level produces results. As the sitting voting member, I have developed working relationships with fellow commissioners, county staff, and agency representatives that allow business to move forward efficiently and collaboratively. The institutional memory I hold, from the history of the Special Districts seat itself to the current landscape of service challenges across Los Angeles County, is an asset that reappointment preserves.

I am proud of the record built during my tenure and remain fully committed to the responsibilities this seat carries. I respectfully request reappointment as the Special District Voting Member to LAFCO for the County of Los Angeles and look forward to continuing this important work on behalf of the districts and residents we serve.



**MEMORANDUM**

**TO:** PRESIDING OFFICER OF EACH INDEPENDENT SPECIAL DISTRICT IN  
LOS ANGELES COUNTY

**FROM:** WILLIAM F. KRUSE

**RE:** ELECTION OF LAFCO ALTERNATE REPRESENTATIVE (UNOPPOSED)

**DATE:** March 9, 2026

The nomination for LAFCO Alternate Representative closed as of 5:00 p.m. on March 6, 2026. One (1) nomination was received for LAFCO Alternate Representative. The results are as follows:

**JORGE MARQUEZ**

Mr. Marquez will serve as Alternate LAFCO Representative with his term beginning on Monday, May 4, 2026.

WFK/kn  
Enclosures

cc(w/ encls.): Paul Novak

OF  
INDEPENDENT SPECIAL DISTRICT **ALTERNATE MEMBER**  
TO THE  
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: Three Valleys Municipal Water District

Date: February 10, 2026

Name of Candidate: Jorge Marquez

Three Valleys Municipal Water District is pleased to nominate  
Jorge Marquez as a candidate for appointment as special district **alternate**

**member** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Board of Directors

Agency: Three Valleys Municipal Water District

Type of Agency: Special District - Wholesale Water Agency

Term Expires: December 2028

Residence Address: 1747 Home Terrace Dr., Pomona, CA 91768

Telephone: 626-991-0247

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Three Valleys Municipal Water District

(Name of Agency)

By: Matthew H. Litchfield, P.E.

Its: General Manager/Chief Engineer



**RESUME FOR LOCAL AGENCY  
FORMATION COMMISSION FOR  
THE COUNTY OF LOS ANGELES**

Alternate Member

**JORGE A.  
MARQUEZ**

**DIRECTOR, THREE VALLEYS MWD**

**CONTACT**



626-991-0247



jmarquez@tvmwd.com



www.tvmwd.com

**PERSONAL**

- Real Estate Agent
- Government Affairs Consultant
- Married and a Father
- Member of Various Service Clubs
- Educator

**EDUCATION**

- **B.A Political Science & Minor  
Communications Studies**  
Cal Poly Pomona  
2006

**PUBLIC SERVICE HISTORY**

I respectfully submit my resume for the alternate member position for LAFCO. I have two decades of experience in legislative affairs and local government across Los Angeles County and the San Gabriel Valley. My career in public service began in 2006 as a legislative staffer in the California State Assembly and later the State Senate, where for 12 years I worked on policy issues including water, housing, and public safety. In 2013, I was elected to the Covina City Council, where I served until 2022. During my tenure, I represented the region on multiple regional governing bodies. In 2024, I was elected to the Three Valleys Municipal Water District. This combination of state legislative experience and local elected service has prepared me to be a collaborative and effective partner for this position.

**PUBLIC SERVICE TIMELINE HIGHLIGHTS**

• **COVINA CITY COUNCIL**

2013-2022 (City Council) Mayor (2017-2018; 2021-2022)

• **SAN GABRIEL BASIN WATER QUALITY AUTHORITY**

2017-2022 (Boardmember) Chairman (2017-2020)

• **SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**

2019-2022 (Regional Councilmember District 33)

2020-2022 (Chairman Community, Economic, and Human Development Committee)

• **THREE VALLEYS MUNICIPAL WATER DISTRICT**

2024-present (Director Division 6)



# BOARD MEMORANDUM

**DATE:** April 13, 2026  
**TO:** BOARD OF DIRECTORS  
**FROM:** Information Technology Manager Stanton  
**VIA:** Assistant General Manager Rogers  
General Manager LaMoreaux  
**RE:** *CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF CONTRACT CHANGE ORDER NO. 1 WITH SOCAL SCADA SOLUTIONS FOR ADDITIONAL RADIO REPLACEMENTS AND UPGRADES AND AUTHORIZATION OF RELATED BUDGET ADJUSTMENTS. (\$69,780.00 – NON-BUDGETED – CAPITAL PROJECT NO. 24-616 – INFORMATION TECHNOLOGY MANAGER STANTON)*

---

## **Recommendation:**

Staff recommends approval of Change Order No. 1 with SoCal SCADA Solutions to purchase additional radios to support the SCADA network and upgrade project and authorize a Capital Budget increase of \$69,780.00 under Project No. 24-616. The locations for the additional radios were marked as “offline” during the discovery phase and were not included in the original proposal.

## **Alternative Options:**

There is no alternative. These radios are required to bring these locations online in the new environment.

## **Impact of Taking No Action:**

The District’s SCADA network upgrade relies on these radios to provide critical backhaul communications. Failure to replace the radios will leave the distribution and production systems vulnerable to cyber-attacks, limit the District’s ability to remotely monitor and control facilities, and require continued manual operation. In addition, the lack of reliable communications could result in delayed emergency response times and increase the risk of non-compliance with current industry standards and regulatory requirements.

## **Background:**

Palmdale Water District recognized the need to modernize the existing SCADA network by investing in the SCADA Master Plan. Phase 1 was the initial network design completed in March of 2025. This request is to replace the radios at the following Booster Stations: 3600’, Vista View, T-8, and Well 5. It also includes radios for the following locations: Well 4, Well 20, Well 25, Well 36, PCM131 State Aqueduct and the LCID Intertie. (Note: Well 36 & the LCID Intertie were

April 13, 2026

brought online after the initial discovery phase was completed) This request also includes 2 additional radios and antennas for spares.

These radios are a critical part of the SCADA network implementation. The new network will be fault-tolerant, segmented and protected utilizing both licensed and unlicensed radio frequencies and current cybersecurity best practices.

**Strategic Plan Initiative/Mission Statement:**

This item is under Strategic Initiative No. 3 – Systems Efficiency.

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

**Budget:**

Staff is requesting a Capital Budget increase of \$69,780.00 under Project No. 24-616.

**Supporting Documents:**

- SoCal SCADA Change Order Request 01-Rev1

---

**Project:** Palmdale SCADA Network Upgrade, Project # 24-616**A. Scope of Work**

## 1. Provide, configure and install remote radios for additional ten (10) sites:

- a. **RTU6 3600' Booster Station**  
601 LAKE VIEW (34 32 32.84 N, 118 8 29.88 W)
- b. **RTU7 Vista view Booster Station**  
500 EAST VALLEY VIEW (34 32 6.05 N, 118 8 14.51W)
- c. **RTU13 T-8 Booster Station**  
4228 E. AVE. T-8 (34 32 6.52 N, 118 3 10.64 W)
- d. **RTU104 WELL No.4**  
2475 EAST AVE. P-8 (34 35 42.20 N, 118 5 11.79 W)
- e. **RTU105 WELL No.5**  
WELL No.5 BOOSTER STATION 1036 BARREL SPINGS RD.  
(34 32 29.18 N, 118 6 28.60 W)
- f. **RTU120 WELL No.20**  
5680 PEARBLOSSOM HWY (34 32 26.50 N, 118 1 40.34 W)
- g. **RTU125 WELL No.25**  
37520 70<sup>TH</sup> STREET EAST (34 33 49.71 N, 118 0 18.46W)
- h. **RTU136 WELL No.36**  
39775 15<sup>TH</sup> STREET EAST (34.650333, -118.103217)
- i. **PCM13 STATE AQUADUCT**  
330 W BARREL SPRINGS RD. (34 32 37.84 N, 118 7 25.70W)
- j. **LCID Intertie – 47<sup>th</sup> Street**  
6150 E Avenue T-2, Palmdale CA  
Lat/Long: (34.539777, -118.019214)

## 2. Provide additional two (2) spare radios and one (1) Yagi antenna

Note: Mounting pole structure for above sites will be provided by PWD.

**B. Cost**

Total lump cost including engineering, labor, material and travel expenses: \$ 69,780

Details as follows:

1. Materials: \$40,270
2. Configuration, installation and testing: \$16,000
3. Expenses (shipping/travelling/per diem): \$9,710
4. Tax: \$3,800

C. Schedule

Radio lead-time: 3-4 weeks

Once approved, we will start working on these sites immediately.



# BOARD MEMORANDUM

**DATE:** April 13, 2026  
**TO:** BOARD OF DIRECTORS  
**FROM:** Engineering Manager Bader  
**VIA:** Assistant General Manager Rogers  
General Manager LaMoreaux  
**RE:** *CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE GENERAL MANAGER TO APPROVE ADDITIONAL FUNDING FOR GEOTECHNICAL SERVICES WITH GEOCON WEST, INC. FOR THE PALMDALE DITCH CONVERSION PROJECT. (\$150,000.00 – BUDGETED – CAPITAL PROJECT NO. 21-613 – ENGINEERING MANAGER BADER)*

---

## **Recommendation:**

Staff recommends that the Board authorize the General Manager to approve an additional \$150,000.00 to Geocon West, Inc. for continued geotechnical engineering, inspection, and materials testing services for the Palmdale Ditch Conversion Project.

## **Alternative Options:**

The alternative is to discontinue or delay geotechnical inspection services until additional funding is approved, which would impact construction progress and expose the District to quality and compliance risks.

## **Impact of Taking No Action:**

Without continued geotechnical QA/QC services, the District would not have verification that trench backfill, compaction, subgrade preparation, and material placement meet project specifications. This creates risk of construction defects, potential rework, and non-compliance with design standards.

## **Background:**

On October 27, 2025, the Board approved a not-to-exceed budget of \$149,000 for Geocon West, Inc. to provide geotechnical inspection and testing services in support of construction of the Palmdale Ditch Conversion Project. The original scope assumed approximately 100 days of inspection and testing services based on the anticipated construction schedule.

As construction has progressed, the actual scope of services has expanded beyond the original assumptions. In addition to standard geotechnical inspection and compaction testing, Geocon has also been supporting concrete cylinder testing, reinforcing steel (rebar) inspection and

testing, and other materials testing services required to meet project specifications and regulatory requirements.

The increased level of effort is primarily due to several factors encountered during construction, including extended construction duration, changes in construction sequencing, and the need to support multiple work areas occurring at the same time. During certain phases of the project, two to three geotechnical inspectors were required concurrently to adequately monitor trench excavation, pipe installation, backfill placement, and structural work.

Additional inspection and testing services were also required to support contractor activities and field requests from the project superintendent. Materials testing requirements increased beyond the original assumptions, including concrete cylinder testing and reinforcing steel inspections. A higher number of concrete samples were required for compression testing than originally anticipated, which resulted in increased laboratory testing and reporting.

Geocon has indicated that up to 100 additional days of inspection and testing services may be required to complete the remaining work. The proposed budget increase allows flexibility to provide multiple inspectors concurrently when necessary to support ongoing construction activities.

All services are being performed on a time and materials basis in accordance with the approved fee schedule. To maintain construction progress and meet project requirements, Geocon has submitted a request for an additional \$150,000 to continue providing inspection, testing, and reporting services. Approval of this request would bring the revised contract total to \$299,000.

**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 under Capital Project No. 21-613.

**Supporting Documents:**

- Geocon West, Inc. Proposal



**CHANGE ORDER AGREEMENT FOR PROFESSIONALS**

PROJECT:	<u>Palmdale Ditch Conversion</u>	GEOCON PROJECT:	<u>W2226-06-01</u>
ORIGINAL CONTRACT:	<u>Subconsultant Work Authorization</u>		
CLIENT:	<u>Palmdale Water District</u>	ORIGINAL	
		CONTRACT DATE:	<u>November 3, 2025</u>
ADDRESS:	<u>2029 East Avenue Q</u>		
	<u>Palmdale, California 93550</u>	TODAY'S DATE:	<u>March 20, 2026</u>
ATTENTION:	<u>Shadi Bader</u>	CHANGE ORDER NO.:	<u>1</u>

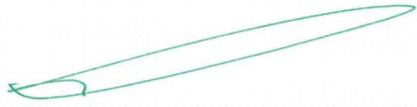
**DESCRIPTION:**

The Client hereby authorizes Geocon West, Inc. to continue to perform as-needed inspection and testing services during construction activities. To determine a suitable budget, we have requested input from the project superintendent on the remaining scope of inspection and testing services. Based on information provided by the superintendent the requested budget was determined and we will bill against this budget as services are performed. Additional change orders may be submitted, if necessary. All services will be provided at the request of the project superintendent or owner's authorized representative. All service will be performed on a time-and-materials basis in accordance with the Schedule of Fees. Upon completion of inspection and testing, reports will be prepared as required by the Building Official.

**SUMMARY**

<b>ORIGINAL CONTRACT AMOUNT:</b>		<b>\$ 149,000.00</b>
<b>THIS CHANGE ORDER NOS.:</b>	<u>1</u>	<b>\$ 150,000.00</b>
<b>NEW CONTRACT TOTAL:</b>		<b>\$ 299,000.00</b>

APPROVED BY: Geocon West, Inc.

By:   
Neal Berliner, GE

Title: President

Date: March 20, 2026

APPROVED BY: \_\_\_\_\_  
(client)

By: \_\_\_\_\_  
(authorized agent)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Please sign and return the original signature page to Geocon West, Inc. and keep one copy for your records.*



# BOARD MEMORANDUM

**DATE:** April 13, 2026  
**TO:** BOARD OF DIRECTORS  
**FROM:** Operations Manager Marcinko  
**VIA:** General Manager LaMoreaux  
**RE:** ***CONSIDERATION AND POSSIBLE ON APPROVAL OF HYPOCHLORITE TANK REPAIRS AT THE LESLIE O. CARTER WATER TREATMENT PLANT AND AUTHORIZATION OF RELATED BUDGET ADJUSTMENTS. (\$85,000.00 – NOT-TO-EXCEED – NON-BUDGETED – OPERATIONS MANAGER MARCINKO)***

---

## **Recommendation:**

Staff recommends the Board authorize the General Manager to approve the hypochlorite tank repairs at the Leslie O Carter Water Treatment Plant (WTP) and authorize a budget increase of \$85,000.00 under account 1-05-4235-450.

## **Alternative Options:**

An alternative would be to replace the Hypochlorite Generator with a more expensive option: purchasing bulk 12.5% Sodium Hypochlorite along with transportation for delivery to the WTP. Before a switch to this alternative, the damage to the fiberglass in the Hypochlorite storage tanks would need to be repaired before they could be used to store 12.5% Sodium Hypochlorite.

## **Impact of Taking No Action:**

PWD's Water Treatment Plant generates significant quantities of sodium hypochlorite for use in its treatment processes. Ongoing degradation of the fiberglass tank resin is a known and recurring condition that requires annual repairs. If this damage is not addressed, deteriorating fiberglass can separate from the tank walls and clog pumping equipment, creating potential regulatory compliance risks, insufficient disinfection, equipment damage, increased repair costs, and possible shutdowns of the Water Treatment Plant and portions of the distribution system.

## **Background:**

The Leslie O Carter Water Treatment Plant uses 0.8% Sodium Hypochlorite for water disinfection. In 2023, the District purchased a new chlorine generator that creates a "Hot" 0.8% Hypochlorite solution from salt water. The heat combined with the 0.8% Hypochlorite degrades the fiberglass resin used in the storage tanks. During the 2026 winter shutdown, two of the four 10,000-gallon Hypochlorite storage tanks were found to have significant fiberglass resin degradation requiring them to be taken out of service. These tanks need to be repaired before water demand increases.

April 13, 2026

**Strategic Plan Initiative/Mission Statement:**

This item is under Strategic Initiative No. 3 – Systems Efficiency.

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

**Budget:**

Staff is requesting a Budget increase of \$85,000.00 under account 1-05-4235-450.

**Supporting Documents:**

- Core Rosion Quote # 8PP122Q1



March 9, 2026

Joe Marcinko  
Palmdale Water District  
2029 East Avenue Q  
Palmdale, CA 93550  
d: 661-456-1185 c: 661-621-1940  
[jmarcinko@palmdalewater.org](mailto:jmarcinko@palmdalewater.org)

Reference: **Fiberglass Field Services**  
Reline Two Sodium Hypochlorite Tanks  
Quotation #8PP122Q1

Dear Joe:

As per your recent request, I am pleased to submit for your review and evaluation the following proposal to provide the following Fiberglass Field Services.

I truly appreciate this opportunity to quote your Fiberglass Field Services requirements and look forward to working with you on your project. Please call when I can provide you with any additional or more detailed information.

Sincerely,

*Aaron Ireland*

Aaron Ireland, Account Manager  
Core-Rosion Products  
[irelanda@core-rosion.com](mailto:irelanda@core-rosion.com)

**FIBERGLASS FIELD SERVICES:**  
**- RELINE INTERIOR FLOOR AND UP 12' ON SIDEWALLS OF TWO TANKS**  
**- TANKS ARE 12' DIA X 14' SIDEWALL HEIGHT, FLAT BOTTOM DOME TOP**

Description of Proposed Services

Resin / System	:	Premium Grade Vinylester Resin with Double C Glass, minimum 1/8" thick.
Jobsite Location	:	Palmdale, CA
Start Date	:	TBD
Contractor License	:	CA #412490
Prevailing Wage	:	Yes
Confined Space	:	Yes
Miscellaneous	:	<ul style="list-style-type: none"><li>- Job walk, confined space procedures, surface prep bottom dish and up entire sidewalls and through fittings. Fiberglass coat bottom of tank and up the entire sidewalls and thru fittings. Resin seal, hand sand, and then final resin seal with wax and post cure.</li><li>- Job to take 4 days.</li></ul>

Responsibilities of Ecolab

Tank to be completely emptied and dry prior to arrival. Trash dumpsters to be available. Power to be provided.

Pricing (your purchase order must itemize line items 1-4 as shown below to avoid sales tax on labor)

1. Materials as Described Above (Taxable)	\$35,900.00
2. 11.25% Tax on Materials	\$4,038.75
2. Labor / Safety Equipment / Ventilators / Scaffolding... (Non-Taxable)	\$43,700.00
<b>4. Total</b>	<b>\$83,638.75</b>

**GENERAL TERMS & CONDITIONS**

Prices Effective	:	30 days
Terms	:	25% with order, balance N30 days after job completion
Warranty	:	1 Year on workmanship and material

**ORDERING INSTRUCTIONS**

Core-Rosion Products  
3300 E. 19<sup>th</sup> Street  
Signal Hill, CA 90755  
562-400-2810  
Attention: Aaron Ireland  
[irelanda@core-rosion.com](mailto:irelanda@core-rosion.com)

#### **4.0 NOTES & EXCEPTIONS**

- ❖ Your purchase must itemize line items 1-4 as quoted above (to avoid sales tax on labor)
- ❖ Should order not be placed in its entirety, CRP will review the new scope of work to determine the new feasibility of its acceptance.
- ❖ Move-on to be as needed with sufficient notice for procurement of labor and materials.
- ❖ Overtime is not included in this quotation.
- ❖ Price quoted includes only one mobilization; any additional move-ons will be at \$1,500 ea
- ❖ Our quotation is based on having complete access to all the work with no delays or down time.
- ❖ Sanitation facilities and waste dumpsters to be supplied by owner

**LIMITATION ON LIABILITY OF CRP:** Notwithstanding any other provision herein to the contrary, CRP will warrant that the work has been performed pursuant to the plans and specifications furnished to CRP and that if there is any defect in the workmanship of CRP, CRP will undertake corrective actions at no additional cost. CRP will assign to the owner any and all claims CRP may have against the manufacturer for defects in materials used by CRP in performing the work. Except to the extent provided for herein, CRP shall not be liable for consequential damages claimed to have been sustained. Except as stated above, CRP makes no representations, warranties or covenants express or implied.

**INDEMNIFICATION TO CRP:** Owner hereby agrees to indemnify and hold CRP, its owners, agents, successors and assigns harmless from any liability, loss or cost arising or relating to the violation of any federal, state and local environmental laws or regulations relating to the work or the site where on the work is being performed except and to the extent such liability is directly attributable to CRP's failure to perform the work in a good and workmanlike manner.



# BOARD MEMORANDUM

**DATE:** April 13, 2026  
**TO:** BOARD OF DIRECTORS  
**FROM:** Operations Manager Marcinko  
**VIA:** General Manager LaMoreaux  
**RE:** ***CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF CHILLER EQUIPMENT PURCHASE AND INSTALLATION FOR THE LESLIE O. CARTER WATER TREATMENT PLANT AND AUTHORIZATION OF RELATED BUDGET ADJUSTMENTS. (\$67,000.00 – NOT TO EXCEED – NON-BUDGETED – CAPITAL PROJECT NO. 26-605 – OPERATIONS MANAGER MARCINKO)***

---

## **Recommendation:**

Staff recommends the Board authorize the General Manager to approve the purchase of a Chiller for use with the hypochlorite generator at the Leslie O Carter Water Treatment Plant (WTP) and authorize a Capital Budget increase of \$67,000.00.

## **Alternative Options:**

The Leslie O Carter Water Treatment Plant generates 0.8% Sodium Hypochlorite from a saltwater solution for water disinfection. The chlorine generator creates a “Hot” hypochlorite solution and the heat along with the 0.8% Hypochlorite degrades the fiberglass resin used in the storage tanks. This Chiller will reduce the hypochlorite temperature and decrease degradation of the resin.

## **Impact of Taking No Action:**

PWD’s WTP generates a lot of Hypochlorite for the water treatment process. Fiberglass resin degradation in the Tanks is constantly occurring and must be repaired each year. If we do not repair the damage, the fiberglass will come off the tank and clog our pumping equipment leading to potential water quality compliance risks, equipment damage, further repairs, costs and shutdowns of the WTP and Distribution System.

## **Background:**

PWD’s WTP generates 0.8% Sodium Hypochlorite from a saltwater solution for water disinfection. The chlorine generator creates a “Hot” Hypochlorite solution and the heat along with the 0.8% Hypochlorite degrades the fiberglass resin used in the storage tanks. During the 2026 winter shutdown, two of the four 10,000-gallon Hypochlorite storage tanks were found to have significant degradation requiring repair. The original design for the Hypochlorite Generator included a Chiller to reduce the temperature of the hypochlorite solution. Plumbing and power were included in the site preparation in anticipation of acquiring and installing a Chiller.

April 13, 2026

The attached quote is for the cost of \$60,210.00. Staff is requesting a not-to-exceed amount of \$67,000.00 to account for applicable taxes, if any.

**Strategic Plan Initiative/Mission Statement:**

This item is under Strategic Initiative No. 3 – Systems Efficiency.  
The item directly relates to the District’s Mission Statement.

**Budget:**

Staff is requesting a Capital Budget increase of \$67,000.00 under Capital Project No. 26-605.

**Supporting Documents:**

- Cold Shot Chiller Quote # Q30462

# Cold Shot Chillers®



## Chiller Sales & Manufacturing - Standard & Custom Designs

### QUOTATION

DATE: 2/3/2026

QUOTE #: Q30462

#### CUSTOMER

PALMDALE WATER DISTRICT  
2029 East Avenue Q  
Palmdale, CA 93550

#### SHIP TO

PALMDALE WATER DISTRICT  
2029 East Avenue Q  
Palmdale, CA 93550

CONTACT: Joe Marcinko

PHONE: 661-456-1185

EMAIL: jmarcinko@palmdalewater.org

All shipments to Texas will accrue Sales Tax unless a Tax Exemption Certificate is provided. Please call with questions.

DESCRIPTION	QTY	PRICE	EXT PRICE
APPLICATION TO REMOVE HEAT FROM A STREAM OF WATER ENTERING AT 85°F AND EXITING AT 60°F AT A FLOW RATE OF 16 GPM. APPROXIMATE HEAT LOAD IS 199.920 BTU/HR. OR 16.7 TONS.			
New 20 Ton two stage portable air-cooled water chiller, Model ACWC-240-E-EXCH. To provide approximately +/-5% 240,000 BTU/Hr. of cooling capacity with a 50°F leaving water temperature with an ambient temperature of 95°F. - Chiller includes extra stainless steel copper brazed heat exchanger - Outdoor rated in ambient air temperatures from 40°F to 115°F  (Unit available in 460 Volt / 3 Phase or 208-230 Volt / 3 Phase - Please specify at time of purchase).	1.00	43,350.00	43,350.00
OPTIONS			
Upgrade heat exchanger to all stainless steel or Nickel brazed.	1.00	2,950.00	2,950.00
Low Ambient Kit to -20 F Conditions. This option is required when operating the chiller outdoors in ambient air temperatures to -20°F	1.00	2,475.00	2,475.00
Pro-Tec Inorganic Coil Coating with Extended 4 Year Coil Warranty	1.00	2,270.00	2,270.00
Heresite Coating of condenser coil to protect against corrosive gases.	1.00	4,150.00	4,150.00
Digital Phase Monitor with Incoming Power 3 Phase Protection	1.00	1,240.00	1,240.00

DELIVERY: 4 Weeks ARO  
WARRANTY: 1 Yr Parts 5 Yr Compressor  
FOB: Houston, TX  
TERMS: 50% ARO/ 50% DEL

SUBMITTED BY:

Bob Casto

APPROVED BY:

AGENT:

OWNER/AGENT, CUSTOMER

CONDITIONS AND TERMS OUTLINED ABOVE ARE SATISFACTORY. COLD SHOT CHILLERS IS HEREBY AUTHORIZED TO PROVIDE ABOVE DESCRIBED EQUIPMENT

# Cold Shot Chillers®



Chiller Sales & Manufacturing - Standard & Custom Designs

DATE: 2/3/2026

## QUOTATION

QUOTE #: Q30462

### CUSTOMER

PALMDALE WATER DISTRICT  
2029 East Avenue Q  
Palmdale, CA 93550

### SHIP TO

PALMDALE WATER DISTRICT  
2029 East Avenue Q  
Palmdale, CA 93550

CONTACT: Joe Marcinko

PHONE: 661-456-1185

EMAIL: [jmarcinko@palmdalewater.org](mailto:jmarcinko@palmdalewater.org)

All shipments to Texas will accrue Sales Tax unless a Tax Exemption Certificate is provided. Please call with questions.

DESCRIPTION	QTY	PRICE	EXT PRICE
Freight via Flat Bed Air Ride with Tarp. - Freight charges to be added prior to shipping with buyer's approval.	1.00	0.00	0.00
Chiller Start-up Service with a One-Year Labor Warranty (Start-up must be scheduled through Cold Shot Chillers and completed within 30-60 days of installation).	1.00	3,500.00	3,500.00

DELIVERY: 4 Weeks ARO  
WARRANTY: 1 Yr Parts 5 Yr Compressor  
FOB: Houston, TX  
TERMS: 50% ARO/ 50% DEL

SUBMITTED BY:

Bob Casto

APPROVED BY:

AGENT:

OWNER/AGENT, CUSTOMER

CONDITIONS AND TERMS OUTLINED ABOVE ARE SATISFACTORY. COLD SHOT CHILLERS IS HEREBY AUTHORIZED TO PROVIDE ABOVE DESCRIBED EQUIPMENT



Model: ACWC-240-E-EXCH<sup>1</sup>-\_\_<sup>2</sup>-\_\_<sup>3</sup>-\_\_<sup>4</sup>

**Description:**

Two stage air-cooled portable water chiller system with additional process system heat exchanger. System capacity indicated on table is the approximate BTU/hr based on a leaving fluid temperature of 50°F with an ambient air temperature of 95°F.

CAPACITY		240,000 BTU /HR					
±5% AT 50° LCWT / 95°F AMBIENT							
COMPRESSOR / REFRIGERANT		TANDEM HERMETIC SCROLL / R-454B					
CONDENSER FANS / AIRFLOW		3 / 12000 CFM					
CONDENSER COILS TYPE		COPPER TUBE / ALUMINUM FIN					
EVAPORATOR TYPE		STAINLESS STEEL / COPPER BRAZED					
HEAT EXCHANGER TYPE		STAINLESS STEEL / COPPER BRAZED					
FLUID CONNECTIONS		1 ¼" MNPT (IN/OUT)					
ELECTRICAL:	V - Ø - HZ	COMP RLA / LRA (ea)	FAN FLA (ea)	PUMP FLA	MCA	MOCP	
- 1	575 - 3 - 60	12.8	80	0.8	2.2	33.4	45
- 5	230 - 3 - 60	33.3	239	2.4	5.6	87.7	110
- 6	460 - 3 - 60	17.9	125	1.1	2.8	46.3	60
PUMP HP / OUTPUT		2.0 HP / 60 GPM @ 33 PSI					
TANK SIZE / CONSTRUCTION		80 GALLON / 304 STAINLESS STEEL TANK WITH LID					
DIMENSIONS		88" L x 39 ½" W x 70" H					
WEIGHT (APPROX.)		2300 LBS					

Note: All specifications subject to change without notice. Specify voltage and ambient condition upon ordering.  
MCA: Minimum circuit amps per UL 1995. MOCP: Maximum overcurrent protective device per UL 1995.

**STANDARD FEATURES:**

- **Controls:** Electronic programmed temperature controller with constant (set point & process) temperature readout.
- **Refrigeration Components:** Efficient scroll compressors, sight glass/moisture indicators, balanced port expansion valves, filter drier, pump down valves, fan cycling head pressure controls.
- **Process Fluid Components:** Heat exchanger for separation of chilled fluid circuit from process fluid circuit. Bronze "Y" strainer with 20 mesh stainless steel screen. Pumps are stainless steel centrifugal. Tanks are insulated with shoe box lid, fill port, and level sight glass. Portable systems will include a flow control valve.
- **Safety Controls:** High and low refrigerant pressure, high and low fluid temperature, freeze, low water flow, overloads for compressor and fan motors, safety fuses or overloads for pump.
- **Construction:** Welded steel powder coated frame and full metal cabinet, copper piping connections.
- **Warranty:** One year parts / five year compressor.

**SUITABLE AMBIENT CONDITIONS/FEATURES:**

- **IND:** Indoor use only. Casters on frame.
- **40:** Suitable for outdoor use with an ambient of 40°F ambient.
- **0:** Suitable for outdoor use to 0°F ambient. Includes low ambient fan speed controls with (LT) models.
- **M20:** Suitable for outdoor use to -20°F ambient. Includes low ambient fan speed controls with hot gas bypass. External wind baffles, optional.

<sup>1</sup> Flow Design (\_\_=Portable, ST=Stationary, RF=Reverse Flow, EXCH=Extra Heat Exchanger, DP=Dual Pump, DR=Dual Return)

<sup>2</sup> Leaving Fluid Temperature (\_\_=Standard, LT=Low Temperature-specify lowest temperature in °F)

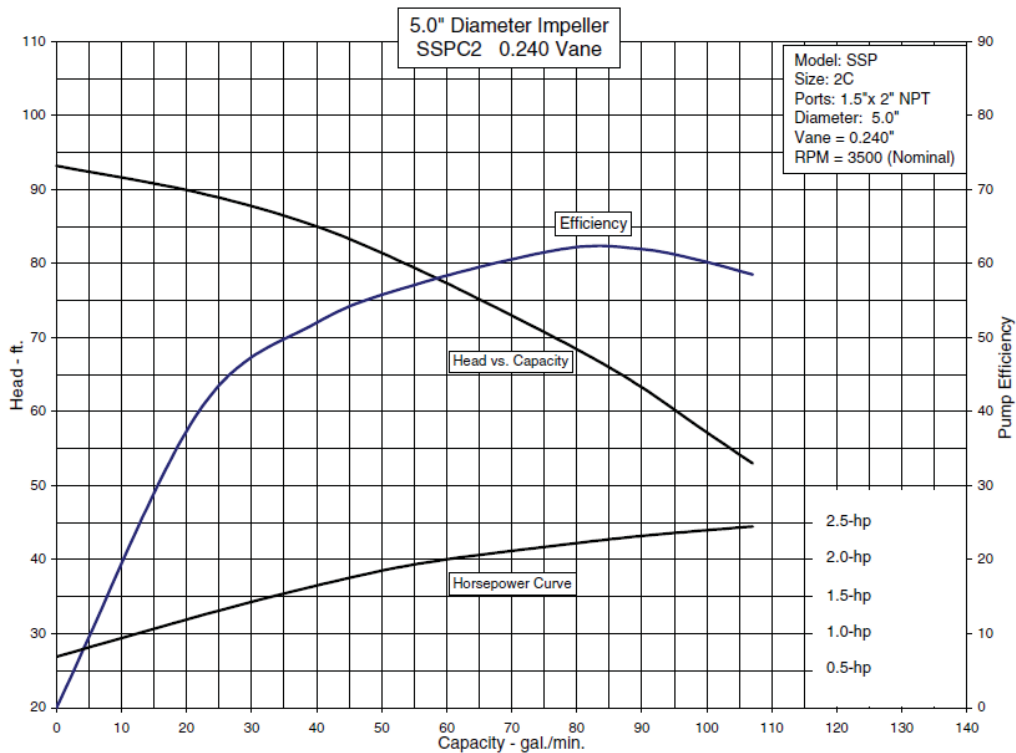
<sup>3</sup> Ambient Temperature Conditions (see above)

<sup>4</sup> Electrical Power Code (see above)

# Performance Curve and Data Sheet

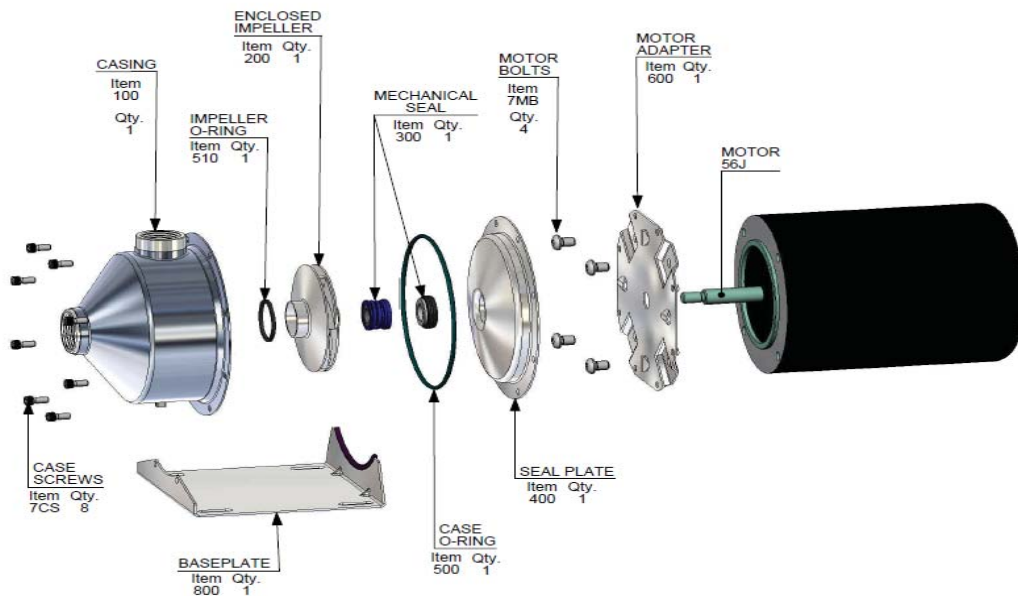
PUOD-180-002-0-0

2Hp/3Ø Motor ODP/ Pump with 5.0" Impeller and 0.240" Vane at 3500rpm



Clean water based performance at 60 deg. F.

3/01/01



## ASP-SSPC Pump/Motor Assembly Exploded View

- If needed, the pump label is located on the pump casing near outlet port under the insulation. Carefully pull insulation up near the unglued section. Pump Base (*not supplied with footed motors*)
- Reference the chiller serial number when ordering parts for specific supplied pump.

**COLD SHOT CHILLERS / Marrone & Co., Inc.**

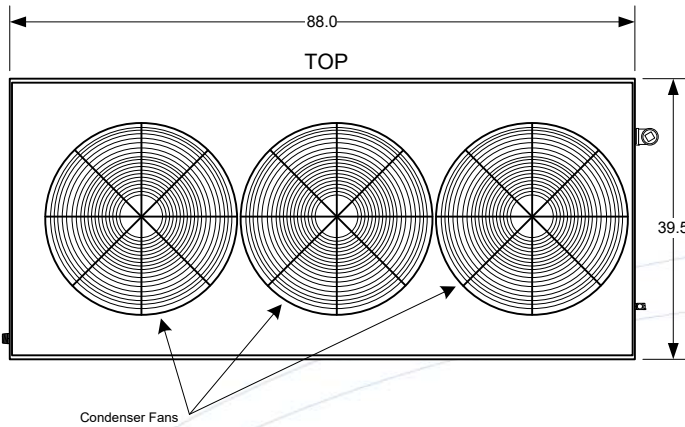
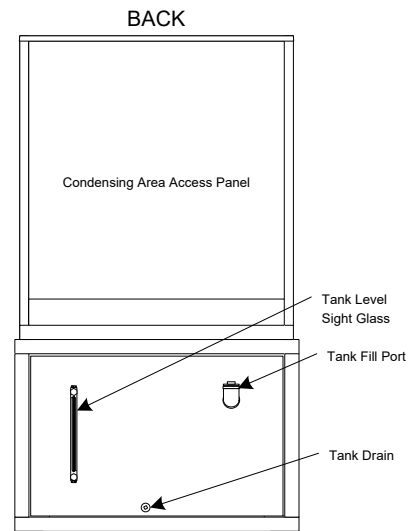
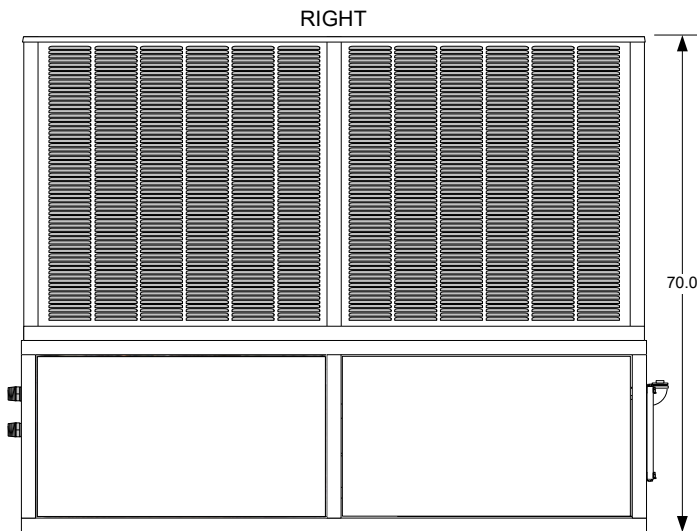
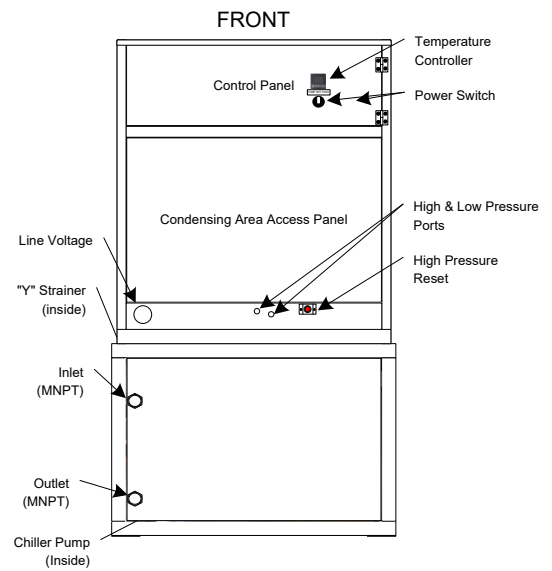
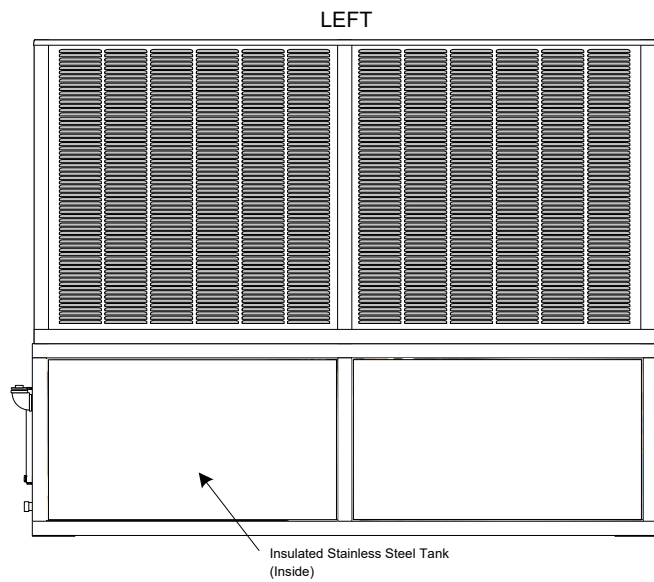
Houston, Texas 77032 • Phone (800) 473-9178, (281) 227-8400

Fax (800) 473- 9175, (281) 227-8404 • [www.waterchillers.com](http://www.waterchillers.com)



# TECHNICAL SPECIFICATION

WWW.WATERCHILLERS.COM



- NOTES
- Unit should be installed with at least 4' clearance on all sides and a minimum of 8' clear air space above the unit
  - Dimensions are approximate. (inches)
  - Casters (Optional)
  - All specifications subject to change without notice.

**COLD SHOT CHILLERS**

DRAWN ENGINEERING

ISSUED 10/20/2021

SIZE A  
DIMENSION NOTES  
Dimensions are in inches  
Unless otherwise specified. +.1/4"

SCALE NONE

DWG NO

**INSTALLATION DRAWING**  
**ACWC-180-240-E- (Typical)**

DWG-INST\_ACWC-180-240-E-(0620).vsd

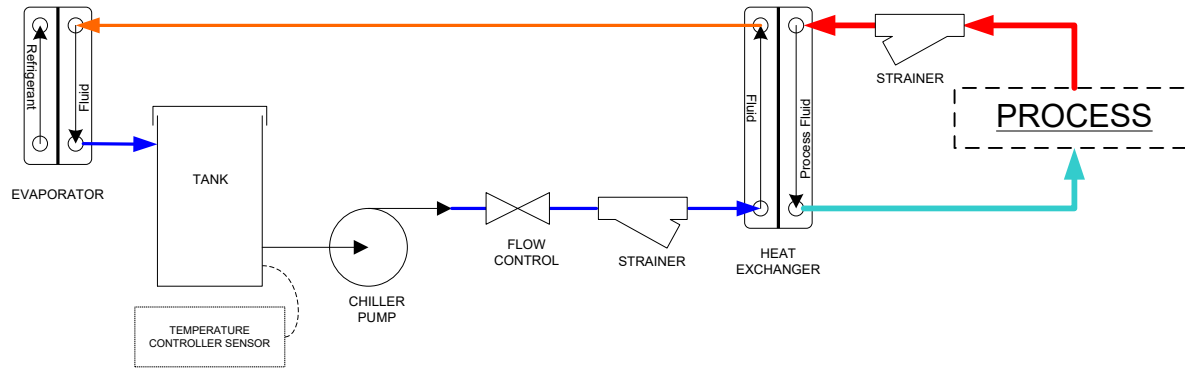
REV

1

SHEET 4 / Front-Back-Top-Sides-EXCH



**HEAT EXCHANGER (EXCH)**



**Line Guide**

- COLD CHILLED FLUID
- HOT FLUID
- COLD FLUID
- WARM FLUID

**NOTES**

- All designs are subject to change without notice.
- The diagrams are to be used as a basic flow diagram only.
- Color Code is for relative temperature comparison.
- Additional components may be included.
- Evaporator may be located in tank.

**COLD SHOT CHILLERS**

DRAWN ENGINEERING

SIZE A

DESCRIPTION  
**Typical FLOW OPTIONS for Chiller Circuits**

REV 1

ISSUED 5/2020

SCALE NONE

DWG-CKT\_ChillerCircuitFlowOptions-Typical\_(0520).vsd

SHEET 2 / Heat Exchanger (EXCH)

# Heresite P-413

## Our 50 years of coating history speaks for itself.

In 1964, Heresite was the first company to apply coatings to aluminum-finned, copper-tubed heat exchangers. The Heresite coating became then, and still remains a standard in the industrial coatings industry. We provide the highest quality protective coatings for air conditioning and refrigeration systems that operate in moderate to severely corrosive environments, including both coastal and/or industrial applications. Our phenolic epoxy has an advantage of dense cross linking and can therefore be applied as a very thin film maintaining stable heat transfer.

## We continue our focus on innovation and again have a new story to tell, as we introduce our updated P-413

- A high performance phenolic epoxy coating developed specifically for heat exchangers.
- The flexibility and corrosion resistance of Heresite P-413 appreciably increases the service life of your heat exchange equipment.
- It is specially suited for coating light gauge metals in equipment operating in severe corrosive environments.

## P-413 Specifications

The coil will receive a uniform coating on all surfaces, including fin edges, with P-413, a thermoset, modified phenolic coating. Application of P-413 will be through multiple coats by immersion or flow coating to a film thickness of approximately 1.0 mil.

P-413 provides corrosion protection in a 6,000 hour salt spray test in accordance with ASTM B-117 and humidity resistance of >2,000 hours per ASTM D2247. Chemical resistance is demonstrated via 100+ acetone double-rubs per ASTM 5402. P-413 also exhibits superior hardness of 5-6H per ASTM D3363, adhesion of 5B per ASTM B3359 and impact resistance of 160 in/lbs (ASTM D2794). Color shall be brown with gloss of 20-60 — 60 degree. If the coils are to be subjected to direct ultraviolet (UV) exposure, a spray-applied UV-resistant topcoat is an option.

Effective date: 10/09/17

## P-413 Typical Properties (@ 1 mil DFT)

**Salt Spray:** ASTM B-117: 6,000+ hours

**SWAAT:** ASTM G85-11 Section A.3: Passed 1,000 hours using pressurized coil (see page 2 for results)

**Cyclic Weathering:** ISO 20340 Offshore Standard: Passed (4,200 hours)

**Performance Testing:** ISO 12944-6 C5 I/M: Passed C5-M high durability and C5-I high durability

**Heat Transfer Reduction:** <1% as applied for heat transfer components

**Humidity:** ASTM D-2247: 2,000+ hours

**Simulated Sea Water Resistance:** 2,000 hours

**Solvent Resistance:** ASTM-D5402: 100 acetone double rubs

**Cross-hatch Adhesion:** ASTM D-3359: 5B

**Mandrel:** ASTM-D522: >1/4 inch

**Impact:** ASTM D-2794: 160 lb/inch steel; 40 lb/inch aluminum

**pH Range (14 day liquid spot test):** 2.4-12.6

**Temperature Cycling (4 hours at -75°C; 4 hours at 190°C):** 4B-5B adhesion after 5 cycles

**Dry Heat Resistance (4 hours at 200°C; 20 minutes at 232°C):** 4B-5B adhesion after 5 cycles

**Dry Film Thickness:** ~1 mils

**Hardness:** ASTM D3363: 5-6H

**Gloss:** 20-60 on 60 degree meter (topcoat dependent)

**Microchannel Compatible**

**Abrasion Resistance:** 30-40 mg loss per 1,000 cycles

**Meets FDA 175.300 for indirect food contact**

**Meets MIL Spec:** MIL-C-18467, MIL-E-480 and MIL-STD-883 Method 1101

**Meets Other Specs:** Honeywell MC 7200-01 and GE F50T17

**Thermal Conductivity:** At approximately 2 mils thickness, Thermal Conductivity is less than 1.0 w/mK

**Dielectric Strength [ISO2376:2010(e)]:** 286 volts per mil of thickness



NSF Certified – ANSI 51 Certification of Coatings for Food Zone – Non Contact

page 1 of 5

Heresite Protective Coatings LLC • 822 S. 14th St • Manitowoc, WI 54220  
800-558-7747 or 920-684-6646 • sales@heresite.com • www.heresite.com

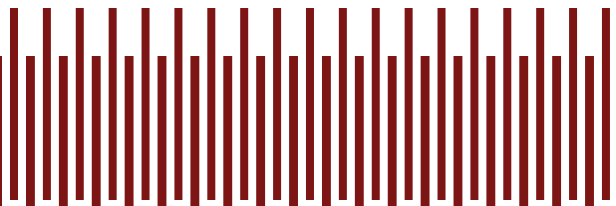
**HERESITE**  
PROTECTIVE COATINGS, LLC

SWAAT Results

	<p>Bare 1,000 hour SWAAT</p>
	<p>P-413 1,000 hour SWAAT</p>
	<p>P-413 + topcoat 1,000 hour SWAAT</p>

Effective date: 10/09/17

Heresite Protective Coatings LLC • 822 S. 14th St • Manitowoc, WI 54220  
800-558-7747 or 920-684-6646 • sales@heresite.com • www.heresite.com



# Cold Shot Chillers

"ECONOMICALLY PRICED DEPENDABILITY"



## ICM 450 THREE PHASE LINE VOLTAGE MONITOR

### Stop Motor Burnouts!

Programmable 3-phase line voltage monitor with 25-fault memory, high temperature LCD display, easy setup & clear, diagnostic readout of system faults, 190 to 630 VAC operation...

The ICM450 was specifically designed to protect motors and other 3-phase loads from premature failure and damage due to common voltage faults such as voltage unbalance, over/under voltage, phase loss, reversal, incorrect sequencing and rapid short cycling.



### Mode of Operation

At power up, the ICM450 evaluates the incoming power for proper phase sequence, amplitude, and symmetry (voltage unbalance). If the three phase input at the line side connections is within user-set parameters, the load energize LED is turned on and the internal relay is energized. Continuity will be across terminals 4 and 6. If connections are made to the load side terminals, the ICM450 will transfer monitoring over to the load side only.

When a critical fault condition (phase loss or phase reversal) is present, the relay will immediately de-energize, the load-energized LED will turn off, the fault LED will flash, and the fault is written to memory. Continuity will be across terminals 4 and 5.

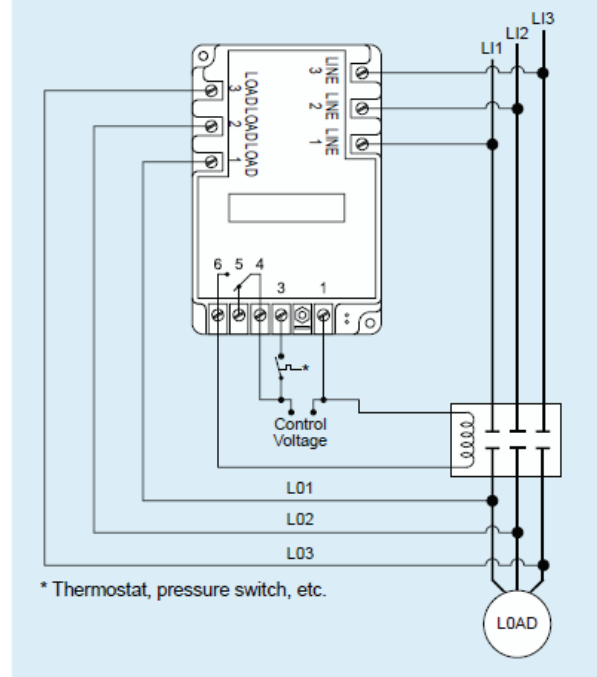
If a non-critical fault condition (unbalance, high or low voltage) is present, the ICM450 will ignore it during the interrogation delay time. If it is still present following the interrogation delay time, the relay will de-energize, the load-energized LED will turn off, the fault LED will flash, and the fault is written to memory. Continuity will be across terminals 4 and 5.

The ICM450 will store the last 25 faults in memory. The relay will not energize if any fault conditions exist. The integral adjustable delay on break timer will prevent short cycling.

### Features

- **Reliable, high temperature LCD display**
  - Simplifies system setup and diagnostics. Indicates condition of incoming line voltage, fault conditions, system set-points and other user adjustments.
  - Temperature: -20°C to +75°C (-4°F to + 167°F)
- **Simultaneous voltage display (an ICM exclusive)**
  - View all 3 phases, no need to scroll through readouts.
- **Fully adjustable variables**
  - User may easily set and adjust variables in SETUP mode:
    - Line voltage: 190 to 600 VAC
    - Voltage unbalance: 2 to 20%
    - Delay on break period: 0 to 10 minutes
    - Fault interrogation: 0 to 15 seconds
    - Over/under voltage: 2 to 25%
    - Reset modes: AUTO or 0 to 10 retries
    - Control mode: ON or OFF
- **25-fault memory and storage**
  - Clearly displayed on LCD
- **Ultra bright LED indicators**
  - Shows current mode:
    - Setup LED
    - Load energized LED
    - Control voltage LED
    - Fault LED
- **Easy to install and configure**
  - Simple 7-step push-button setup
  - Wiring diagram on unit
  - Installation and application guide included

### Wiring Diagram



All features and specifications subject to change without notice.

### Marrone & Co., Inc.

Houston, Texas 77032 • Phone (800) 473-9178, (281) 227-8400  
Fax (800) 473- 9175, (281) 227-8404 • [www.waterchillers.com](http://www.waterchillers.com)

# *Cold Shot Chillers*



## ***INORGANIC PROTECTIVE COATINGS***

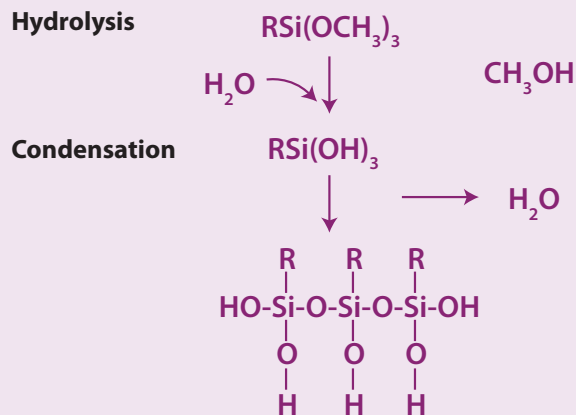


- Extend Equipment Life
- Improve Long-Term Unit Efficiency
- Extend Manufacturer's Warranty

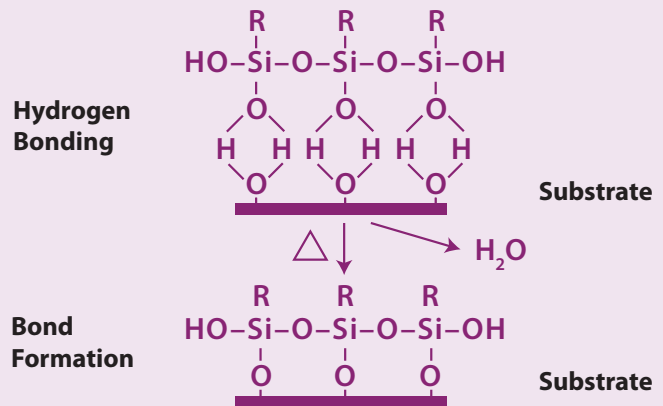
***Excellent protection for marine or other aggressive environments.***

# Silicon Chemistry Reaction Process

**Figure 4.** Hydrolysis of alkoxy silanes



**Figure 5.** Bonding to an inorganic surface.



## Silane and Cementitious Hydraulic Reactions share some significant analogies

Our protective coating is a reactive silanol specially formulated to react with and modify surfaces of noble metals such as stainless steel, aluminum, and copper-based alloys. The thin layer of clear polysiloxane stabilizes passive oxides that break down in marine and polluted industrial environments. On HVAC systems, operating efficiency is improved by 9-15% and heat exchanger life is extended by at least five years. It also mitigates clogging by mold, dust, and soot.

**Power Consumption Comparison**  
New vs Units

Unit Size (tons)	New (clean) Coils Avg KWH/Day	285-day Old (dirty) Coils Avg KWH/Day	Performance Drop
3	27	38	-28.9%
5	37	54	-31.5%
7.5	49	75	-34.7%
10	82	112	-26.8%
15	107	163	-34.4%
20	139	216	-35.6%
25	180	272	-33.8%
30	205	326	-37.1%
40	277	443	-37.5%
50	347	549	-36.8%
60	420	657	-36.1%

Source: Data extrapolated from studies done by SDGE (San Diego Gas & Electric) based upon 285 days of usage.

## Coating Characteristics

### Competition's Organic Compounds

Form dense surface films but do not chemically bond with the substrate

Films are vapor barriers and impermeable (but often macroporous)

### Our Silicon Compounds

Form chemical bonds and/or hydrogen bonds with substrate

Coatings are vapor permeable but water resistant (microporous)

The level of permeability can be engineered, (i.e. zeolites and molecular sieves - nanotechnology)



# BOARD MEMORANDUM

**DATE:** April 13, 2026  
**TO:** BOARD OF DIRECTORS  
**FROM:** Facilities Manager Wall  
**VIA:** General Manager LaMoreaux  
**RE:** *CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF CONTRACT AMENDMENT WITH WEBER WATER RESOURCES FOR THE REHABILITATION OF WELLS 2A AND 3A AND AUTHORIZATION OF RELATED BUDGET ADJUSTMENTS. (\$135,500.00 – NOT-TO-EXCEED – NON-BUDGETED – CAPITAL PROJECT NOS. 26-600 AND 26-601 – FACILITIES MANAGER WALL)*

---

## **Recommendation:**

Staff recommend that the Board approve the contract amendment with Weber Water Resources for the installation of hydraulic patches as identified through the rehabilitation of Wells 2A and 3A and authorize a Capital Budget increase of \$135,500.00 for both wells.

## **Alternative Options:**

There are no alternative options for Well 2A.

The Well 3 alternative options are to install a liner in the well. This reduces production significantly. Installing a liner does not address the structural integrity of well casing and leaves the well vulnerable to collapse.

## **Impact of Taking No Action:**

Taking no action on Well 2A will reduce longevity, and no action on Well 3A would prohibit the contractor from conducting required mechanical or chemical treatments essential to restoring production.

## **Background:**

Well 2A was drilled in 1968, and Well 3A was drilled in 1960. Aging wells constructed of mild steel commonly exhibit significant deterioration over time. Hydraulic steel patches are designed to stabilize the structural integrity of deteriorated well casings. Installation of these patches extends the service life of the wells and allows for continued operation.

A casing inspection of Well 2A identified 79.6% deterioration in a 20-foot section, as measured by reduction in casing wall thickness. The casing inspection for Well 3A revealed deterioration ranging from 71.9% to 91.9% across a 60-foot section of casing.

BOARD OF DIRECTORS  
PALMDALE WATER DISTRICT

VIA: General Manager LaMoreaux  
Assistant General Manager Rogers

RE: Weber Water Resources Contract Amendment – Wells 2A, 3A Rehabs

April 13, 2026

**Budget:**

Staff is requesting a Capital Budget increase totaling \$135,500.00, which includes a quoted cost of \$53,500.00 for Well 2A under Capital Project No. 26-600 and \$68,200.00 for Well 3A under Capital Project No. 26-601, plus applicable taxes, if any.

**Supporting Documents:**

- Weber Water Resources Scope of Work and Quotes for Well 2A (\$53,500.00) and Well 3A (\$68,200.00)



April 7, 2026

Palmdale Water District  
Attn: Mr. Scott Hulsebus  
2029 East Avenue Q  
Palmdale, CA 93550

**Re: Palmdale Water District Well 2 and Well 3**

Dear Scott,

As you are aware, Palmdale Water District's Well 2 and Well 3 are currently undergoing rehabilitation activities pursuant to the requirements of the project.

To briefly summarize, the following activities have occurred to date:

- The production pumps have been removed from both wells and have been evaluated.
- Both wells have been video surveyed, post-pump removal.
- Down-hole surveying of the wells, which included EMT-24 Casing Integrity Inspection, Caliper Log and Well Deviation, were performed.
- PWD Well 2 has been brushed and is currently undergoing chemical treatment.

The caliper logs and deviation surveys revealed nothing unusual or of concern. The EMT-24 casing inspection revealed some potential issues with the casing in both wells. The casing issues in Well 3 could impact the work moving forward.

PWD Well 2

The well casing inspection shows the casing has deteriorated from 500-feet to 520-feet below land surface (bls). The deterioration is a reduction to the casing wall thickness due to corrosion and deterioration of the casing steel.

Weber Water Resources  
1785 Container Circle  
Jurupa Valley, CA 92509  
(909) 383-5837

The deterioration of the casing is substantial enough that the structural integrity of the well in the affected area is questionable. It is recommended to patch the area of 500-feet to 520-feet bls to lend structural support to this area of the well casing. This can be completed post-brushing if caution is exercised when moving tooling through this area of the well since this area does not require brushing.

### Well 3

Well 3 is in a similar condition as Well 2. The caliper log and deviation survey showed no abnormal or unacceptable conditions exist relative to well diameter or deviation.

The EMT-24 casing inspection revealed substantial deterioration to the casing wall thickness from 395-feet to 425-feet bls and from 560-feet to 580-feet bls. The deterioration is a result of corrosion and is substantial enough the structural integrity of the well casing in the affected areas is questionable and the risk of failure of the casing is present.

The attached Well Integrity Analysis Reports for both wells discuss the wells' condition and issues in specific detail.

The issues identified with the well casing in Well 3 present some challenges during rehabilitation activities. The affected areas of the well preclude the possibility of mechanically rehabilitating the well "as-is" as the well casing can fail during the process.

The options to overcome the casing issues are limited. They are:

- Install patches in the affected areas of the well.
- Install a liner into the well.

The benefits and drawbacks to both are discussed below.

#### Patching the Well Casing - Benefits

- Add structural support to the existing well casing. The support would be sufficient to allow the well to be brushed.
- Allows access to the original well casing for future rehabilitation or repair activities.
- Less cost than lining a well.
- Less down time than installing a liner.
- Well's original diameter is maintained (less approximately .200" in patched areas due to patch thickness and overlap of the patch ends (.300" at overlap).

Weber Water Resources  
1785 Container Circle  
Jurupa Valley, CA 92509  
(909) 383-5837

- No losses to production due to down-sizing of equipment. Existing equipment can be used.

#### Patching the Well – Drawbacks

- Risk of potentially damaging the well casing and exposing additional compromised or weak areas of the casing.
- Risks inherent to introducing tooling into a water well (puncturing or splitting the well casing; stuck tools in the well).
- The remainder of the well casing is in its original form and the steel continues to deteriorate.

#### Well Liner – Benefits

- New steel, longer life span.
- Opportunity to upgrade casing material, if desired.
- Ability to modify the well design (i.e. – perforated intervals, seals).

#### Well Liner – Drawbacks

- Higher cost of material vs. patching.
- Higher cost of installation.
- Added cost of installation of a test pump and performing a well production test for new well operating parameters (recommended; assuming the well can maintain its original production after lining is problematic).
- Time required to complete repairs, longer asset down-time.
- Losses to well production due to smaller production equipment (reduced well diameter). Losses can be significant.

#### Summary

The available options for repairing Well 3 are limited to patching and rehabbing the well or installing a liner into the well. The original well casing should be rehabbed as much as possible prior to installation of a liner to ensure it is as efficient as possible prior to sequestering it behind the liner.

Because of the time required to install a liner, the associated cost of lining the well and the potential, and likely, reduction to the well's production as a result of the liner, it is recommended to patch Well 3 and continue with the rehabilitation of Well 3 as intended.

Weber Water Resources  
1785 Container Circle  
Jurupa Valley, CA 92509  
(909) 383-5837

Additionally, it is recommended to patch the area of Well 2 to add structural support to the deteriorated area of the well casing.

Both wells have experienced deterioration due to the environment, typically observed in water wells. No extraneous or abnormal influences are evident in the wells that could potentially influence the wells' lifespan.

Given the existing condition of the wells, at the current production rates, the wells should continue to provide years of service post-rehabilitation.

Please don't hesitate to reach out with any questions or further discussion.

Best regards,  
Weber Water Resources CA

*Jose Villanueva*

Jose Villanueva  
Vice President - California Operations

Weber Water Resources  
1785 Container Circle  
Jurupa Valley, CA 92509  
(909) 383-5837

WELL 2A

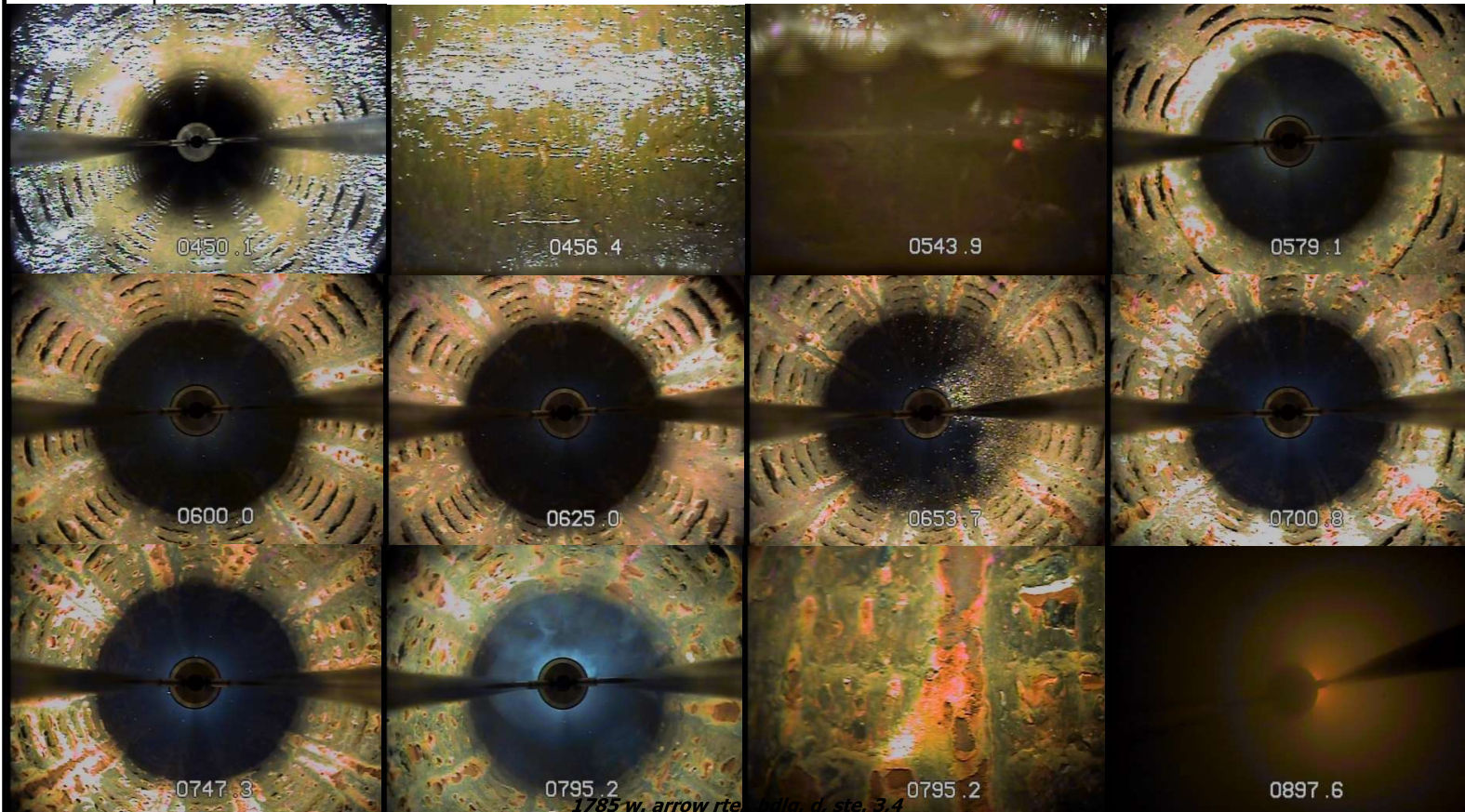
# Pacific Surveys

a full service geophysical well logging company

## Video Survey Report

<b>Company:</b> Weber Water Resources	<b>Date:</b> 23-Mar-26	<b>Run No.:</b> Two	<b>Truck:</b> PS-8
<b>Well:</b> Palmdale Water District Well 2A	<b>Job Ticket:</b> 34431	<b>Total Depth:</b> 899.4 ft	
<b>Field:</b> Palmdale	<b>Water Level:</b> 543.9 ft	<b>SWL:</b>	
<b>State:</b> California	<b>Oil on Water:</b> No	<b>Amount:</b> N/A	
<b>Location:</b> 39400 20th St E	<b>Operator:</b> Leach	<b>Dead Space:</b> 1.75 ft	
<b>GPS:</b> 34.598333 , -118.093333	<b>Tool Zero:</b> Side-Scan	<b>Guides Set:</b> 15 inch	
<b>Zero Datum:</b> Top of Casing	<b>Reason for Survey:</b> Post Remediation		

Depth	Observations	Well Details	
0.0 ft	Began survey at top of well casing. Top of casing is approximately 18 inches above current ground level (cement slab). All depths are reference to top of casing.	<b>Perforation:</b> Standard Louvers	<b>As-Built:</b> 450.0 ft to 900.0 ft
450.1 ft	Top of perforation interval. Louvers appear to be open.		
456.4 ft	Observed cascading water entering well through louvers.		
543.9 ft	SWL. Water column partially cloudy for a few feet, then clears up. Good visibility.		
580.3 ft	Observed top of casing patch. Bottom at 585.3'.		
653.7 ft	Louvers appear to be open with mild bio-growth collecting around the lips.		
700.8 ft	Louvers appear to be open with mild bio-growth collecting around the lips.		
747.3 ft	Louvers appear to be mostly open with fine sediment collecting on the lips.		
795.2 ft	Louvers appear to be mostly plugged with fine sediment covering the lips.		
800.0 ft	Water column becomes very cloudy. Very poor visibility for both down and side views.		
899.4 ft	Camera light bar comes to rest on hard bottom. Unable to determine where perforations end due to poor visibility.		
		<b>Casing Size (in):</b> 16"	<b>As-Built:</b> 0.00 ft to 900.0 ft
		<b>Casing Material:</b> Mild Steel	
		<b>Screen Material:</b> Mild Steel	



## 1. Job Information

Date: March 09, 2026  
 Recorded by: D. Naisan  
 Log Analyst: M. Ridder  
 Witness: N/A

### 1.1. Executive Summary

Pacific Surveys conducted a video survey, mechanical three-arm caliper survey, and EMT-24 electromagnetic casing inspection of Palmdale Water District Well 2A to evaluate current well condition and casing integrity. Based on the available records, the well was constructed in 1968 with 16-inch mild-steel blank casing from 0 to 450 ft and 16-inch mild-steel louvered screen from 450 to 900 ft. The 2026 video survey confirmed the top of screen at approximately 450.1 ft, observed active inflow near 456.2 ft, measured static water level at about 539.9 ft, and encountered hard fill at 854.9 ft.

The EMT-24 results indicate that most of the evaluated casing remains in generally serviceable condition, but with one pronounced localized interval of severe deterioration. Of the 21 joints interpreted, 14 joints (66.67%) fall within Class I, 6 joints (28.57%) fall within Class II, and 1 joint (4.76%) falls within Class IV; no joints were classified as Class III. The principal damaged interval is Joint 13 (479.9-521.4 ft), where maximum interpreted damage reaches 79.6% at 513.3 ft, with a minimum remaining wall thickness of 0.051 in. The histogram, WTVJ plot, and CCI plot all identify this same interval as the dominant anomaly, while the surrounding joints remain comparatively stable. In particular, the WTVJ and CCI results show that the well is not characterized by broad, system-wide severe deterioration, but rather by a strong localized problem zone within the upper screened interval.

At the same time, the electromagnetic data should be interpreted with appropriate caution in the screened portion of the well. The C-sensor provided the most defensible wall-thickness solution and is considered the primary basis for the final interpretation, particularly because it clearly isolates the severe damage in Joint 13 while giving comparatively moderate results through much of the remaining screen interval. However, the difference between the A-sensor and C-sensor responses in the louvered interval should give some pause. The A-sensor not only reacts strongly within Joint 13, but also shows atypical behavior more broadly through the screened section. In the most damaged zone, the A-sensor response would imply essentially complete wall loss if taken literally, which is not physically credible because the video survey shows that casing remains present through that interval. This suggests that the C-sensor is more reliable for final thickness interpretation in this well, but it also means the comparatively favorable C-sensor results in the remainder of the screened interval should still be viewed with caution, especially in the absence of a true baseline response for this casing when new.

Accordingly, the overall condition of Well 2A may be summarized as follows: the well appears to retain generally acceptable casing condition through most of the logged interval, but it contains one significant localized damage zone in Joint 13 that should be regarded as the primary casing-integrity concern. In addition, although the remaining screened interval does not show similarly severe deterioration by the C-sensor interpretation, the anomalous difference between the A- and C-sensor responses suggests that some uncertainty remains regarding

the full condition of the louvered section. For that reason, any future rehabilitation or redevelopment program intended to improve production should be planned conservatively. In particular, aggressive rehabilitation methods should be approached with caution, since the screened interval includes both a confirmed severely damaged zone and a broader electromagnetic response pattern that is not entirely typical.

1.1.1. Joint Table Summary

The following table presents the minimum (MTTMin) and maximum (MTTMax) wall thickness values recorded for each casing joint, along with their corresponding depth intervals. For each joint, the table identifies the measured location and extent of wall loss or damage, as well as the average wall loss calculated over its full length.

Wear classifications are assigned according to the wall-loss thresholds used in this report (see Standards - Appendix I). Each row is color-coded to reflect the severity of casing wall loss: gray for Class I ( $\leq 15\%$  wall loss), purple for Class II (15-25% wall loss), brown for Class III (25-50% wall loss), and red for Class IV ( $>50\%$  wall loss; most severe degradation).

This dataset represents casing installed approximately 58 years ago. Of the 21 joints evaluated, most fall within Class I, six fall within Class II, and one joint-Joint 13-falls within Class IV. No joints were classified as Class III. Variations in wall thickness and casing condition are further evaluated in Section 7 through the histogram, Wall Thickness Variation by Joint (WTVJ), and Combined Casing Index (CCI) analyses.

<i>Parameter</i>	<i>Description</i>	<i>Min</i>	<i>Max</i>
<i>MTTAvg</i>	MTT Thickness Joint Average	0	100
<i>MTTMax</i>	MTT Thickness Joint Maximum	0	100
<i>MTTMin</i>	MTT Thickness Joint Minimum	0	100
<i>MTTMinDepth</i>	Depth Position of MTT Thickness Joint Minimum	0	100000
<i>MTTMaxDepth</i>	Depth Position of MTT Thickness Joint Maximum	0	100000
<i>MTTPercDmg</i>	MTT Joint Maximum Damage Percentage	-100	100
<i>Class</i>	Joint Wall Loss Class	0	10
<i>MetalLossPercAVRG</i>	Metal Loss Percentage Average.	0	100

Figure 1. Nomenclature

Zones	Top (ft)	Bottom (ft)	MTTAvg (in)	MTTMax (in)	MTTMin (in)	MTTMin Depth (ft)	MTTMax Depth (ft)	MTT % Damage	Class	Metal Loss % Mean
Joint 1	4.2	41.9	0.238	0.250	0.225	34.5	6.6	9.7	1	4.4
Joint 2	41.9	83.9	0.232	0.248	0.208	82.9	55.1	16.6	2	7
Joint 3	83.9	125.6	0.232	0.245	0.217	89.1	116.2	13.0	1	7.2
Joint 4	125.6	167.9	0.23	0.245	0.205	155.5	165.2	18.0	2	8.1
Joint 5	167.9	209.7	0.233	0.248	0.213	203.6	170.1	14.7	1	6.8
Joint 6	209.7	251.9	0.228	0.240	0.202	238.9	225.6	19.1	2	8.7
Joint 7	251.9	293.6	0.23	0.245	0.218	274.6	291.1	12.6	1	7.7
Joint 8	293.6	335.6	0.23	0.242	0.213	323.2	296.3	14.6	1	7.7
Joint 9	335.6	377.9	0.232	0.242	0.216	376.9	373.5	13.5	1	7.1
Joint 10	377.9	419.9	0.24	0.252	0.217	383.5	398.2	12.9	1	4
Joint 11	419.9	461.9	0.234	0.251	0.210	443.7	456.7	15.8	2	6.3
Joint 12	461.9	479.9	0.238	0.247	0.211	478.9	466.3	15.3	2	4.5
Joint 13	479.9	521.4	0.169	0.242	0.051	513.3	493.8	79.6	4	31.9
Joint 14	521.4	563.7	0.239	0.249	0.220	533.0	557.1	12.0	1	4.2
Joint 15	563.7	605.5	0.237	0.245	0.211	580.3	571.4	15.5	2	5.1
Joint 16	605.5	647.3	0.241	0.249	0.23	606.5	630.9	8	1	3.6
Joint 17	647.3	689.3	0.242	0.248	0.216	659.6	660.7	13.6	1	3
Joint 18	689.3	731.2	0.241	0.249	0.232	695.5	691.8	7.2	1	3.4
Joint 19	731.2	773.2	0.239	0.247	0.228	755.4	737.2	8.5	1	4.1
Joint 20	773.2	815.5	0.24	0.249	0.22	814.5	775.5	11.8	1	3.9
Joint 21	815.5	849.8	0.241	0.25	0.23	821.4	840.3	7.8	1	3.4

Table 1. Joint Table Summary

## 2. Logging Task

Pacific Surveys conducted a downhole inspection of Palmdale Water District Well 2A on March 9, 2026, using a video survey, a mechanical three-arm caliper survey, and an EMT-24 electromagnetic casing inspection. This suite of surveys was performed to evaluate the present physical condition of the well, document accessible downhole features, and assess the integrity of the casing and screened intervals.

The video survey was run to provide direct visual confirmation of downhole conditions, including casing condition, screen condition, mineral buildup, biological fouling, inflow features, and the presence of fill or other obstructions. The mechanical caliper survey was conducted to measure internal diameter changes and to identify areas of deformation, restriction, or geometric irregularity within the well. The EMT-24 survey was performed to evaluate casing wall thickness and to identify zones of wall loss, damage, or other electromagnetic anomalies that could indicate deterioration of the well casing.

Used together, these methods provide complementary datasets. The video survey documents visible conditions, the caliper survey defines changes in internal geometry, and the EMT-24 survey evaluates the condition of the steel itself. The combined logging program was therefore intended to provide an integrated assessment of well condition and to support interpretation of casing integrity throughout the logged interval.

### 2.1. Assumptions & Parameters

Interpretation of the EMT-24 survey for Palmdale Water District Well 2A required several working assumptions because the available historical records are not fully specific with respect to casing geometry. This is a common



1785 Container Circle  
 Jurupa Valley, CA 92509  
 Office: 909-383-5837  
 www.weberwaterresources.com

## QUOTE

CLIENT:	Palmdale Water District	QUOTE NO:	462601
ATTENTION:	Scott Hulsebus	PROJECT:	<b>PWD Well #2</b>
PHONE:	661-305-9640	DATE:	4/6/2026
EMAIL:	ehulsebus@palmdale.org	FROM:	Jose Villanueva

Weber Water Resources is pleased to offer the following service for your review and consideration:

QTY	DESCRIPTION	UNIT	AMOUNT
1	Longmire Swagging to patch troubled areas 500'-520 with 4 swage patchesLongmire will perform a pre and post patch video	\$53,500.00	<b>\$53,500.00</b>
Webers lisc # 970199			
<b>SUBTOTAL</b>			<b>\$53,500.00</b>
TAX			
<b>TOTAL</b>			<b>\$53,500.00</b>

### TERMS & CONDITIONS

Terms net 10 days from date of invoice  
 Partial invoice to be generated at 30%, 60% and final completion.  
 Quotation valid for 10 days  
 Warranty: Service is warranted against defect in labor for a period of 90 days from the date of start up. Warranty does not cover acts of god, lubrication, aggregates (sand etc.), aeration, cavitations, changes in down hole conditions, consequential damages, customer supplied or used material  
 Freight is FOB Jobsite  
 All invoices are subject to a fuel surcharge  
 Customer is responsible for all applicable sales tax  
 Invoices will be based on quantities consumed  
 Weber reserves the right to file 20 day preliminary lien notices on all projects  
 Delinquent invoices will be charged an interest rate at the highest percentage rate available by law

Sign Below to Accept Quote:

Authorized Rep		Date	
Title:		PO Number:	
Client:	Palmdale Water District	Email:	
Phone Number:			

Thank you for the opportunity to be of service. Please sign, date and return with PO number and we will proceed with the project.

Best Regards,

Jose Villanueva

(C): 951-215-5481

511 Forest Lodge Rd  
Pacific Grove 93950

WELL 3A

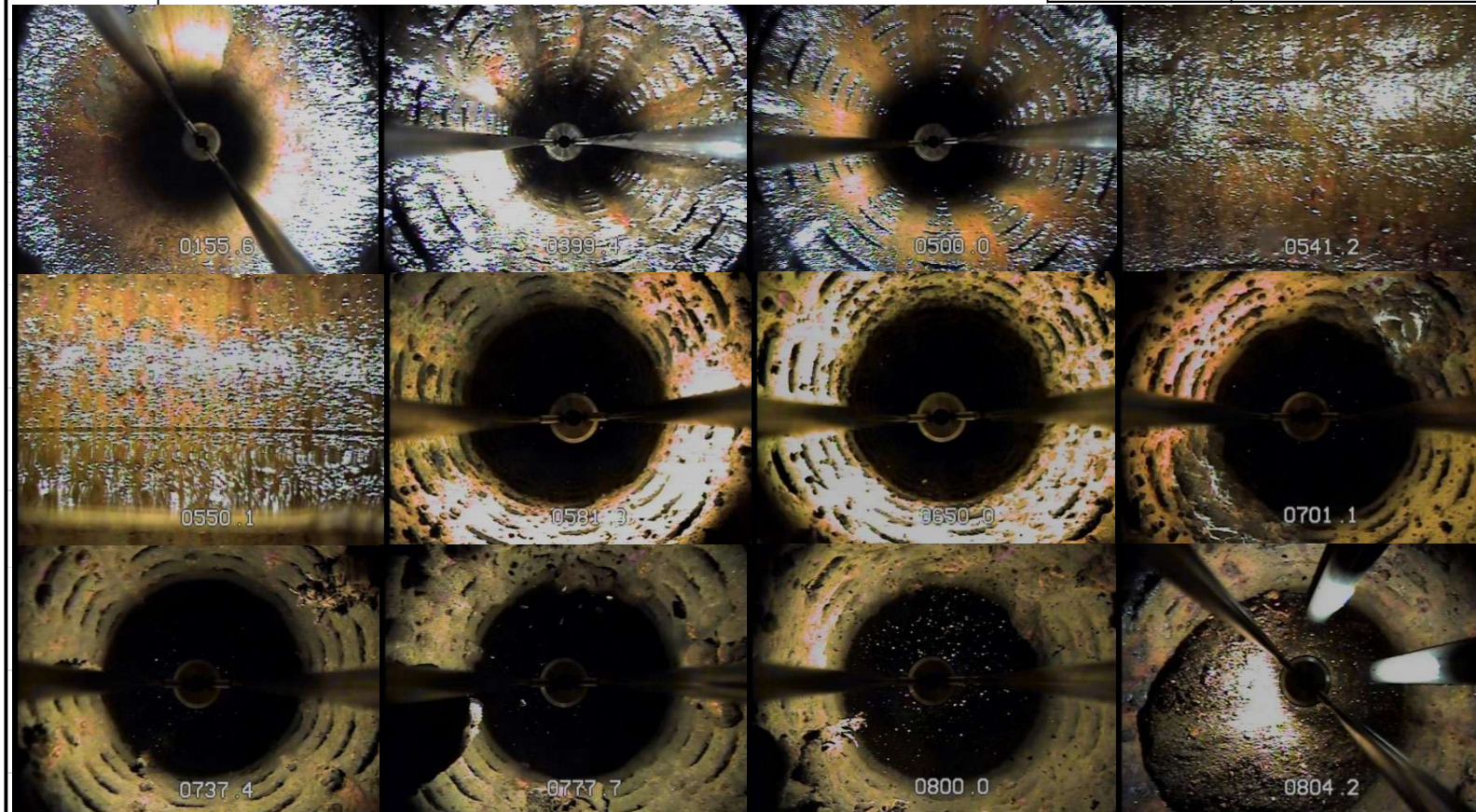
# Pacific Surveys

a full service geophysical well logging company

## Video Survey Report

<b>Company:</b> Weber Water Resources	<b>Date:</b> 23-Mar-26	<b>Run No.:</b> One	<b>Truck:</b> PS-8
<b>Well:</b> Palmdale Water District Well 3A	<b>Job Ticket:</b> 34432	<b>Total Depth:</b> 806.0 ft	<b>Water Level:</b> 550.1 ft
<b>Field:</b> Palmdale	<b>Oil on Water:</b> No	<b>Operator:</b> Leach	<b>Amount:</b> N/A
<b>State:</b> California	<b>Operator:</b> Leach	<b>Dead Space:</b> 1.75 ft	
<b>Location:</b> 2163 E Ave P-8	<b>Guides Set:</b> 15 inch		
<b>GPS:</b> 34.59579 -118.09288			
<b>Zero Datum:</b> Top of Casing	<b>Tool Zero:</b> Side-Scan		
<b>Reason for Survey:</b> General Inspection			

Depth	Observations	Well Details	
0.0 ft	Began survey at top of well casing. Top of casing is approximately 18 inches above current ground level (cement slab). All depths are reference to top of casing.	<b>Perforation:</b> Standard Louvers	<b>As-Built</b> 399.0 ft to 540.0 ft 581.0 ft to 848.0 ft
155.6 ft	Observed mild spalling on casing wall.		
399.4 ft	Top of perforation interval. Louvers appear to be open.		
500.0 ft	Louvers appear to be open.		
541.2 ft	Bottom of perforation interval. Observed 40 ft blank section from 541.2' to 581.3'.		
550.1 ft	SWL. Water appears to be clear. Good visibility.		
551.9 ft	Observed moderate, minor size nodules on casing wall.		
581.3 ft	Top of perforation interval. Louvers appear to be open with minor bio-growth and nodules.		
650.0 ft	Louvers appear to be mostly open. Increase in density of minor size nodules.		
701.1 ft	Observed large nodules.		
706.1 ft	Observed top of 10' blank section of casing. Bottom at 716.2'. (Possible patch)		
737.4 ft	Observed increase in bio-growth and nodules on casing wall. Louvers appear to be mostly open.		
777.7 ft	Observed large nodules. Louvers appear to be partially plugged.		
800.0 ft	Observed increase in bio-growth on casing wall. Louvers appear to be plugged.		
803.7 ft	Observed two pieces of PVC tubing.		
806.0 ft	Camera light bar comes to rest on top of hard fill. Louvers still visible. End of survey. EMT-24 tool sat down at 806.0'.		
		<b>Casing Size (in)</b> 16.500 16.00	<b>As-Built</b> 0.00 ft to 848.0 ft
		<b>Casing Material</b> Mild Steel	
		<b>Screen Material</b> Mild Steel	



1785 w. arrow rte., bldg. d, ste. 3,4

upland, ca 91786

www.pacificsurveys.com

800.919.7555  
909.625.6262

fax: 909.399.3180

## 1. Job Information

Date: March 23, 2026  
 Recorded by: R. Leach  
 Log Analyst: M. Ridder  
 Witness: N/A

### 1.1. Executive Summary

PWD Well 3A is an older 1960 mild-steel well that has provided many decades of service. For this evaluation, the completion geometry was taken from the as-built profile because it agrees with the 2026 video survey: blank casing from 0 to 399 ft, louvered screen from 399 to 540 ft, blank casing from 540 to 581 ft, and louvered screen from 581 to 848 ft. The video also confirms hard fill at about 806 ft, which is where the EMT tool also sat down. In broad terms, the well is not uniformly deteriorated from top to bottom. The histogram and joint summary show that most of the surveyed footage still falls in the lighter wear categories, but the well now contains a few distinct localized damage zones that are much more severe than the rest of the string.

The first principal damage area is at the top of the upper screened interval, centered near 400 ft. On the EMT-24 log, the continuous wall-thickness curve drops sharply there, the metal-loss response increases, and the variable-density decay panel shows a corresponding anomaly through that same interval. In the joint summary, this is expressed most clearly in Joint 12, where the minimum wall thickness is 0.070 inches at 400.4 ft, with 71.9% damage, and the adjacent Joint 13 also remains notably degraded. From a client perspective, this means the top of the upper screen is one of the well's principal structural weak points, even though the video still shows the louvers in that interval to be generally open.

The second, and most severe, damage area is in the blank section between the two screened intervals, centered near 570.6 ft. This is the standout integrity concern in the well. On the EMT log, the wall-thickness response collapses abruptly, the metal-loss curve spikes, and the decay image shows a strong localized anomaly. In the joint table, this appears as Joint 17, where the minimum recorded wall thickness is only 0.020 inches with 91.9% damage. This interval lies just below the reported static water level of 550.1 ft, so the long-term splash/waterline environment may have contributed to corrosion in that vicinity; however, the severity of the response indicates that this is more than a minor waterline effect. It is a true localized loss-of-metal interval and should be regarded as the most serious casing condition issue identified in this survey.

By contrast, the possible swaged/patch interval seen on the video at about 706.1 to 716.2 ft appears to behave differently. The video identifies it as a possible patch, and the EMT response in that zone is more consistent with a geometry or added-metal effect than with a primary wall-loss anomaly. In other words, it stands out on the log, but not in the same way as the actual damage intervals near 400 ft and 571 ft. That distinction is important: the patch interval is visually and geophysically notable, but it is not interpreted here as one of the well's principal thinning zones.

Below that, the lower screened interval appears to shift from mainly an integrity issue to more of a fouling and plugging issue. The video documents large nodules, increasing bio-growth, louvers that become partially plugged by about 777.7 ft and more clearly plugged by about 800.0 ft, along with PVC pieces at 803.7 ft and hard fill at

806.0 ft. Importantly, outside the severe interval near 570 ft, much of the lower screened section is not showing the same degree of structural metal loss on the EMT joint summary. So, after all these years of service, the well appears to have two main localized structural damage zones, a probable patch/reinforced interval, and a deeper lower screen that is increasingly affected by incrustation, plugging, and bottom fill rather than by widespread casing-thinning alone.

In plain terms, the well does not read as a casing string that has failed everywhere. Rather, it reads as an older well with a substantial amount of remaining serviceable pipe, but with a few specific depths that now matter a great deal—especially near 400 ft and 571 ft. Those are the intervals that should remain front of mind in any future rehabilitation or redevelopment planning. The lower portion of the well also appears to be carrying a meaningful burden from screen fouling and fill accumulation, so both structural condition and screen performance should be considered together when planning next steps.

### 1.1.1. Joint Table Summary

The following table presents the minimum (MTTMin) and maximum (MTTMax) wall-thickness values recorded for each of the 26 evaluated casing joints in PWD Well 3A, together with their corresponding depth intervals. For each joint, the table identifies the depth at which the minimum and maximum thickness values occur, the average measured wall thickness (MTTAvg), the maximum calculated percent damage based on the adopted nominal wall thickness of 0.250 inches, and the mean metal-loss percentage over the full joint length. Wear classifications are assigned according to the standard wall-loss categories used in this report, as follows:

- Gray – Class I (<15% wall loss)
- Purple – Class II (15–25% wall loss)
- Brown – Class III (25–50% wall loss)
- Red – Class IV (>50% wall loss; most severe degradation)

Of the 26 joints evaluated, 11 are Class I, 9 are Class II, 4 are Class III, and 2 are Class IV. The most severe damage occurs in Joint 17, where the minimum recorded wall thickness is 0.020 inches at 570.6 ft, corresponding to 91.9% damage, followed by Joint 12, where the minimum thickness is 0.070 inches at 400.4 ft, corresponding to 71.9% damage.

Parameter	Description	Min	Max
<b>MTTAvg</b>	MTT Thickness Joint Average	0	100
<b>MTTMax</b>	MTT Thickness Joint Maximum	0	100
<b>MTTMin</b>	MTT Thickness Joint Minimum	0	100
<b>MTTMinDepth</b>	Depth Position of MTT Thickness Joint Minimum	0	100000
<b>MTTMaxDepth</b>	Depth Position of MTT Thickness Joint Maximum	0	100000
<b>MTTPercDmg</b>	MTT Joint Maximum Damage Percentage	-100	100
<b>Class</b>	Joint Wall Loss Class	0	10
<b>MetalLossPercAVRG</b>	Metal Loss Percentage Average.	0	100

Figure 1. Joint Table Summary

Zones	Top (ft)	Bottom (ft)	MTTAvg (in)	MTTMax (in)	MTTMin (in)	MTTMin Depth (ft)	MTTMax Depth (ft)	MTT % Damage	Class	Metal Loss % Mean
Joint 1	2.1	33.4	0.223	0.241	0.203	20.5	22.4	18.7	2	10.5
Joint 2	33.4	69.2	0.226	0.245	0.205	50.6	61.8	17.7	2	9.4
Joint 3	69.2	107.4	0.235	0.251	0.217	78.4	96.5	13.0	1	5.8
Joint 4	107.4	143.5	0.22	0.256	0.189	111.0	134.8	24.3	2	12.5
Joint 5	143.5	179.8	0.225	0.243	0.197	147.0	171.5	21.2	2	10
Joint 6	179.8	215.8	0.216	0.237	0.193	192.3	210.3	22.5	2	13.4
Joint 7	215.8	251.8	0.223	0.248	0.198	235.3	246.9	20.6	2	10.5
Joint 8	251.8	287.7	0.215	0.242	0.184	271.7	283.6	26.2	3	13.8
Joint 9	287.7	323.8	0.223	0.245	0.204	307.1	316.1	18.1	2	10.5
Joint 10	323.8	359.7	0.216	0.234	0.180	352.4	333.3	27.8	3	13.5
Joint 11	359.7	395.9	0.203	0.230	0.174	379.9	364.0	30.2	3	18.6
Joint 12	395.9	432.1	0.175	0.250	0.070	400.4	430.3	71.9	4	29.6
Joint 13	432.1	467.8	0.208	0.245	0.162	447.3	433.1	35.1	3	16.5
Joint 14	467.8	503.9	0.229	0.257	0.195	472.7	497.0	22.0	2	9.8
Joint 15	503.9	540.2	0.24	0.251	0.224	520.5	538.2	10.3	1	4.1
Joint 16	540.2	564	0.246	0.263	0.238	556.2	559.9	4.5	1	1.9
Joint 17	564	588	0.186	0.246	0.02	570.6	577.9	91.9	4	25.4
Joint 18	588	612.3	0.241	0.252	0.231	592.9	607.6	7.5	1	3.7
Joint 19	612.3	636.1	0.241	0.248	0.228	632.8	616.6	8.7	1	3.5
Joint 20	636.1	660.4	0.239	0.25	0.231	654.1	638.6	7.6	1	4.1
Joint 21	660.4	684.1	0.236	0.247	0.23	666.4	682.7	7.9	1	5.5
Joint 22	684.1	708.2	0.238	0.256	0.226	687.8	707.1	9.4	1	5.2
Joint 23	708.2	732.2	0.245	0.258	0.231	717.8	714.5	7.3	1	3.5
Joint 24	732.2	756.6	0.234	0.239	0.228	739	748.8	8.9	1	6.4
Joint 25	756.6	780.5	0.232	0.246	0.217	768.9	757.6	13.2	1	7.2
Joint 26	780.5	797.8	0.219	0.232	0.197	784.7	781.5	21.1	2	12.1

Table 1. Joint Table Summary

## 2. Logging Task

A downhole video survey, EMT-24 casing inspection log, and three-arm mechanical caliper log were conducted in PWD Well 3A to document the condition and geometry of the well over the accessible interval. The video survey was used to visually examine the casing, louvered screen, and bottom conditions, while the EMT-24 was run to obtain a continuous record of casing wall-thickness response. The three-arm caliper, recorded with the EMT-24 log, was used to measure the minimum internal diameter of the well for comparison with the video survey and available construction records.

### 2.1. Assumptions & Parameters

The evaluation of PWD Well 3A was based primarily on the original well driller’s report and the as-built profile, with the video survey used to confirm the completion details applied in the interpretation. The well was evaluated as a 16-inch I.D. x 1/4-inch wall steel casing/screen installation completed in 1960, with a 28-inch borehole to 848 ft, a pilot depth of 868 ft, and a pea-gravel envelope around the completed interval.

For the purposes of this report, the as-built construction geometry was adopted where it differed from the driller’s log, because it is consistent with the observed video survey. Accordingly, the well was treated as blank casing from 0 to 399 ft, louvered screen from 399 to 540 ft, blank casing from 540 to 581 ft, and louvered screen



1785 Container Circle  
Jurupa Valley, CA 92509  
Office: 909-383-5837  
www.weberwaterresources.com

## QUOTE

CLIENT:	Palmdale Water District	QUOTE NO:	3302601
ATTENTION:	Scott Hulsebus	PROJECT:	<b>PWD Well #3</b>
PHONE:	661-305-9640	DATE:	3/30/2026
EMAIL:	ehulsebus@palmdale.org	FROM:	Jose Villanueva

Weber Water Resources is pleased to offer the following service for your review and consideration:

QTY	DESCRIPTION	UNIT	AMOUNT
1	Longmire Swagging to patch troubled areas 395-425' and 560' to 580' total of 9 patches will be installed Longmire will perform a pre and post patch video  Webers lisc # 970199	\$68,200.00	<b>\$68,200.00</b>
<b>SUBTOTAL</b>			<b>\$68,200.00</b>
TAX			
<b>TOTAL</b>			<b>\$68,200.00</b>

### TERMS & CONDITIONS

Terms net 10 days from date of invoice  
 Partial invoice to be generated at 30%, 60% and final completion.  
 Quotation valid for 10 days  
 Warranty: Service is warranted against defect in labor for a period of 90 days from the date of start up. Warranty does not cover acts of god, lubrication, aggregates (sand etc.), aeration, cavitations, changes in down hole conditions, consequential damages, customer supplied or used material  
 Freight is FOB Jobsite  
 All invoices are subject to a fuel surcharge  
 Customer is responsible for all applicable sales tax  
 Invoices will be based on quantities consumed  
 Weber reserves the right to file 20 day preliminary lien notices on all projects  
 Delinquent invoices will be charged an interest rate at the highest percentage rate available by law

Sign Below to Accept Quote:

Authorized Rep			Date
Title:		PO Number:	
Client:	Palmdale Water District	Email:	
Phone Number:			

Thank you for the opportunity to be of service. Please sign, date and return with PO number and we will proceed with the project.

Best Regards,

Jose Villanueva

(C): 951-215-5481

511 Forest Lodge Rd  
Pacific Grove 93950

**MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, DECEMBER 8, 2025:**

*A meeting of the Personnel Committee of the Palmdale Water District was held Monday, December 8, 2025, at 2029 East Avenue Q, Palmdale, CA 93550. Committee Member Mac Laren-Gomez called the meeting to order at 2:03 p.m.*

**1) Roll Call.**

**Attendance:**

Committee:

Scott Kellerman, Chair

Kathy Mac Laren-Gomez,  
Committee Member

**Others Present:**

Dennis LaMoreaux, General Manager

Scott Rogers, Assistant General Manager

Angelica Garcia, Human Resources Director

Debbie Dino, Alt. Committee Member

Judy Shay, Public Affairs Director

Danielle Henry, Executive Assistant

1 member of the public

**2) Adoption of Agenda.**

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

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

There were no public comments for non-agenda items.

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

**4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held September 30, 2025.**

It was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held September 30, 2025, as written.

**4.2) Consideration on a Recommendation to Approve the 2025 Salary Survey Analysis Recommendations. (\$115,000.00 – Not-to-Exceed – Annual Budget Impact – Human Resources Director Garcia)**

Human Resources Director Garcia presented the 2025 Salary Survey Analysis which recommend using the 75<sup>th</sup> percentile from 13 comparable agencies, including Los Angeles Department of Water and Power, to support improved recruitment and retention, and after discussion of the comparing agencies, the methodology used, employee benefits, increased staff turnover, recruitment challenges, and current open positions, it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the recommendations of the 2025 Salary Survey Analysis and that this item be presented to the full Board for consideration at the December 15, 2025 Regular Board Meeting.

**4.3) Consideration on a Recommendation to Approve Certification Updates to Recommended Job Descriptions. (No Budget Impact – Human Resources Director Garcia)**

Human Resources Director Garcia provided an overview of the proposed certification updates to the recommended job descriptions, and after a brief discussion of the management team's review of the required certifications and the standardization of the certification time period, it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to recommend approval of the certification updates to the recommended job descriptions and that this item be presented to the full Board for consideration at the December 15, 2025 Regular Board Meeting.

**4.4) Consideration on a Recommendation to Approve Updates to Job Description Duties for Recommended Positions. (No Budget Impact – Human Resources Director Garcia)**

Human Resources Director Garcia provided an overview of the proposed job description updates for the Management Analyst-Administration, Operator-in-Training and Plant Operator Series, and Water Quality and Regulatory Affairs Supervisor positions after which it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to recommend approval of the updates to the job

description duties for the recommended positions and that this item be presented to the full Board for consideration at the December 15, 2025 Regular Board Meeting.

**4.5) Consideration on a Recommendation to Approve Updated Structure for Education and Experience Requirements for All Positions. (No Budget Impact – Human Resources Director Garcia)**

Human Resources Director Garcia provided an overview of the proposed structure for education and experience requirements, intended to support standardization and flexibility in response to changing workforce demographics, and after a brief discussion of management and supervisors' review of the proposed changes, it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to recommend approval of the updated structure for education and experience requirements for all positions and that this item be presented to the full Board for consideration at the December 15, 2025 Regular Board Meeting.

**5) Reports:**

**5.1) Human Resources Director Garcia:**

**a) Update on Employee Events.**

Human Resources Director Garcia reported that the December All-Hands Meeting and Luncheon will be held on December 10, and that the second phase of the employee survey analysis is scheduled to take place in January 2026 followed by a brief discussion of salary range bandwidths and employee longevity

**b) Other.**

There were no other reports.

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

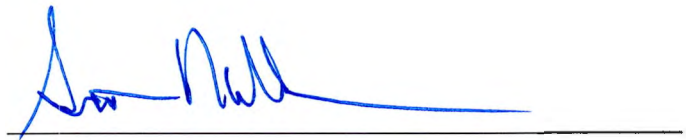
There were no requests for future agenda items.

7) **Date of Next Committee Meeting.**

There was no date set for the next Personnel Committee Meeting.

8) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 2:51 p.m.

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

Chair