



PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

BOARD OF DIRECTORS

W. SCOTT KELLERMAN
Division 1

DON WILSON
Division 2

GLORIA DIZMANG
Division 3

KATHY MAC LAREN-GOMEZ
Division 4

VINCENT DINO
Division 5

June 8, 2022

AGENDA FOR REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT TO BE HELD AT 2029 EAST AVENUE Q, PALMDALE OR VIA TELECONFERENCE

FOR THE PUBLIC: VIA TELECONFERENCE ONLY

DIAL-IN NUMBER: 571-748-4021 ATTENDEE PIN: 470-365-389#

Submit Public Comments at: <https://www.gomeet.com/470-365-389>

MONDAY, JUNE 13, 2022

6:00 p.m.

DENNIS D. LaMOREAUX
General Manager

ALESHIRE & WYNDER LLP
Attorneys

NOTES: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 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 Dawn Deans at 661-947-4111 x1003 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 Dawn Deans al 661-947-4111 x1003 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 (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x1003 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 carry out its meeting will not be permitted, and offenders will be requested to leave the meeting. (PWD Rules and Regulations, Appendix DD, Sec. IV.A.)

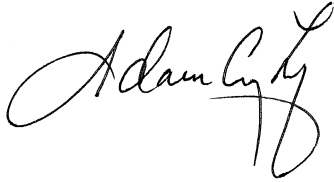
Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Pledge of Allegiance/Moment of Silence.
- 2) Roll Call.
- 3) Adoption of Agenda.



- 4) Public comments for non-agenda items.
- 5) Presentations:
 - 5.1) None at this time.
- 6) Action Items - Consent Calendar (The public shall have an opportunity to comment on any action item on the Consent Calendar as the Consent Calendar is considered collectively by the Board of Directors prior to action being taken.)
 - 6.1) Approval of minutes of Regular Board Meeting held May 23, 2022.
 - 6.2) Payment of bills for June 13, 2022.
- 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 2022 Internship Program. (Amount to be Determined – Non-Budgeted – Human Resources Director Barragan-Garcia/Personnel Committee)
 - 7.2) Consideration and possible action on updating the Organization Chart to move the Maintenance Workers position into the Operations Technician family. (No Budget Impact – Assistant General Manager Ly/Personnel Committee)
 - 7.3) 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 2022 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) – May 24. (Director Dino/Director Mac Laren-Gomez, Alt.)
 - 2) Outreach Committee Meeting – May 24. (Director Mac Laren-Gomez, Chair/Director Wilson)
 - 3) Personnel Committee Meeting – May 25. (Director Mac Laren-Gomez, Chair/Director Dino)
 - 4) Finance Committee Meeting – May 31. (Director Wilson, Chair/President Dizmang)
 - 5) Antelope Valley State Water Contractors Association (AVSWCA)- June 9. (Director Mac Laren-Gomez/Director Wilson/President Dizmang, Alt.)
 - b) General Meetings Reports of Directors.

- 8.2) Report of General Manager.
- 8.3) Report of General Counsel.
- 9) Board members' requests for future agenda items.
- 10) Adjournment.

A handwritten signature in black ink, appearing to read "Adam C. Ly". The signature is written in a cursive style with a large, looping initial "A".

ADAM C. LY,
Assistant General Manager

DDL/ACL/dd

P A L M D A L E W A T E R D I S T R I C T
B O A R D M E M O R A N D U M

DATE: June 7, 2022 **June 13, 2022**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Angelica Barragan-Garcia, Human Resources Director
VIA: Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION ON 2022 INTERNSHIP PROGRAM. (AMOUNT TO BE DETERMINED – NON-BUDGETED – HUMAN RESOURCES DIRECTOR BARRAGAN-GARCIA/PERSONNEL COMMITTEE)***

Recommendation:

Staff and the Personnel Committee recommend that the Board approve a paid Internship Program within a pay range of \$16 - \$18/hour.

Alternative Options:

The Board can choose to not approve paid internships, and unpaid internships will continue to be pursued.

Impact of Taking No Action:

There will be a higher difficulty of gaining interested applicants and a lower chance of participation.

Background:

As part of re-establishing an Internship Program, there were meetings held with Antelope Valley College, College of the Canyons, and feedback attained from other agencies. Outlined are the practices of other agencies who shared hosting interns:

Agency	Internship	Pay
Cucamonga Valley Water District	Unpaid Internship	
Yorba Linda Water District	Paid Internship	\$16 - \$18
Desert Water Agency	Paid Internship	\$16.00
Eastern Municipal Water District	Paid Internship	\$16.96
Mesa Consolidated Water District	Paid Internship	\$18.88

Strategic Plan Initiative/Mission Statement:

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

Budget:

This item is not budgeted.

Supporting Documents:

None.

P A L M D A L E W A T E R D I S T R I C T
B O A R D M E M O R A N D U M

DATE: June 7, 2022 **June 13, 2022**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Adam Ly, Assistant General Manager
VIA: Mr. Dennis D. LaMoreaux, General Manager
Ms. Angelica Barragan-Garcia, Human Resources Director
RE: ***AGENDA ITEM NO. 7.2 – CONSIDERATION AND POSSIBLE ACTION ON UPDATING THE ORGANIZATION CHART TO MOVE THE MAINTENANCE WORKERS POSITION INTO THE OPERATIONS TECHNICIAN FAMILY. (NO BUDGET IMPACT – ASSISTANT GENERAL MANAGER LY/PERSONNEL COMMITTEE)***

Recommendation:

Staff and the Personnel Committee recommend that the Board approve the changes in the Organization Chart to move the Maintenance Workers position into the Operations Technician family.

Alternative Options:

The District can leave the Organization Chart as-is.

Impact of Taking No Action:

The District will not have the flexibility to fill the position as needed when there is a vacancy.

Background:

Currently, the District’s Organization Chart has the Maintenance Workers family separated from the Operations Technician family. Position is allocated by the Board into each job family.

The District wants to retain our personnel and to train them for job progression. Our Maintenance Worker provides many task supports to our Operations Tech. During this process, the Maintenance Worker attains his/her experiences and certifications. When the person is qualified and there is a need, we want to be able to promote the Maintenance Worker to Operations Technician. The Operations Technician can continue to support the necessary maintenance required by the District.

This change will not affect the number of active personnel positions.

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:

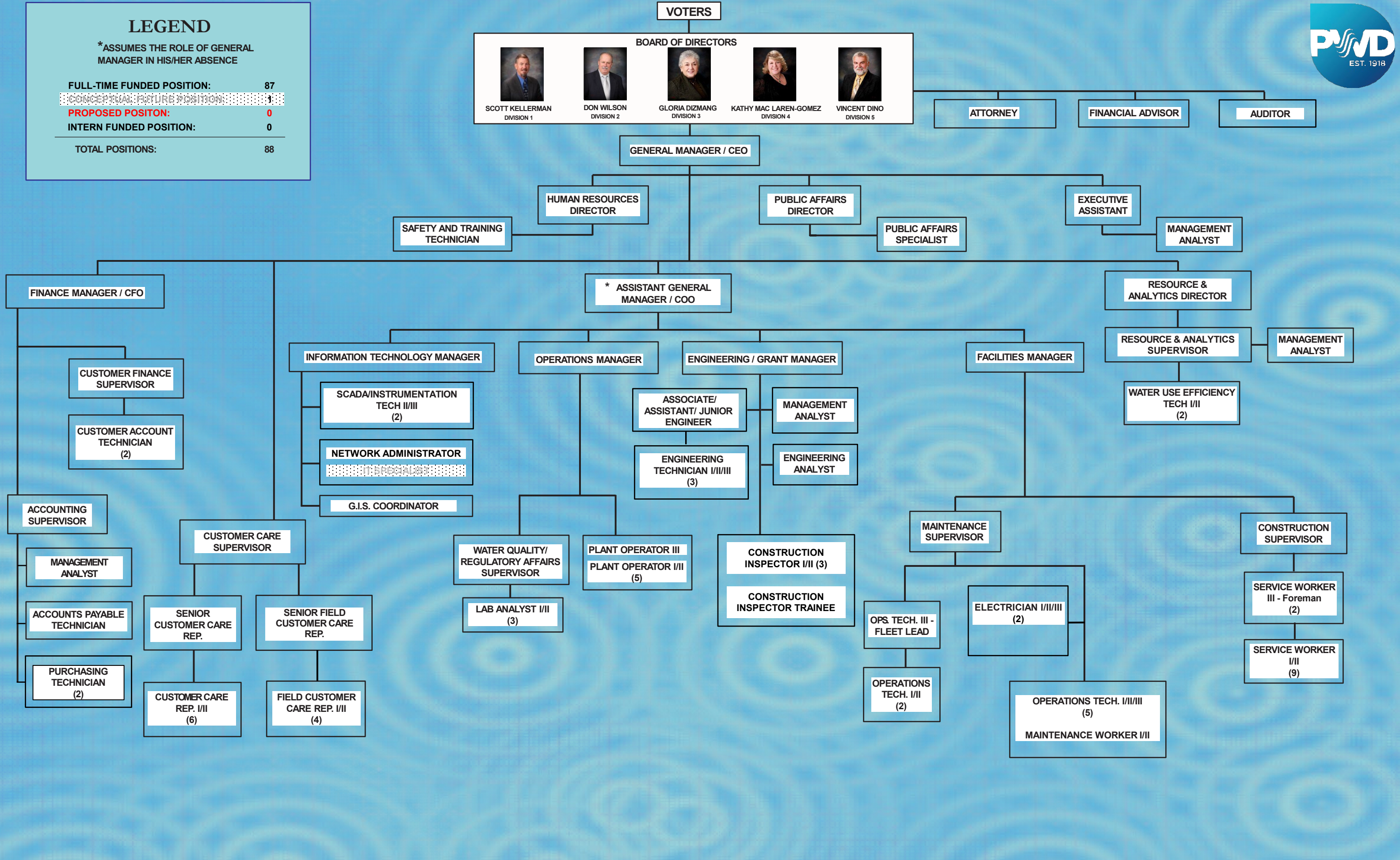
No Impact.

Supporting Documents:

- Organization Charts



LEGEND	
*ASSUMES THE ROLE OF GENERAL MANAGER IN HIS/HER ABSENCE	
FULL-TIME FUNDED POSITION:	87
CONCEPTUAL/FUTURE POSITION:	1
PROPOSED POSITION:	0
INTERN FUNDED POSITION:	0
TOTAL POSITIONS:	88

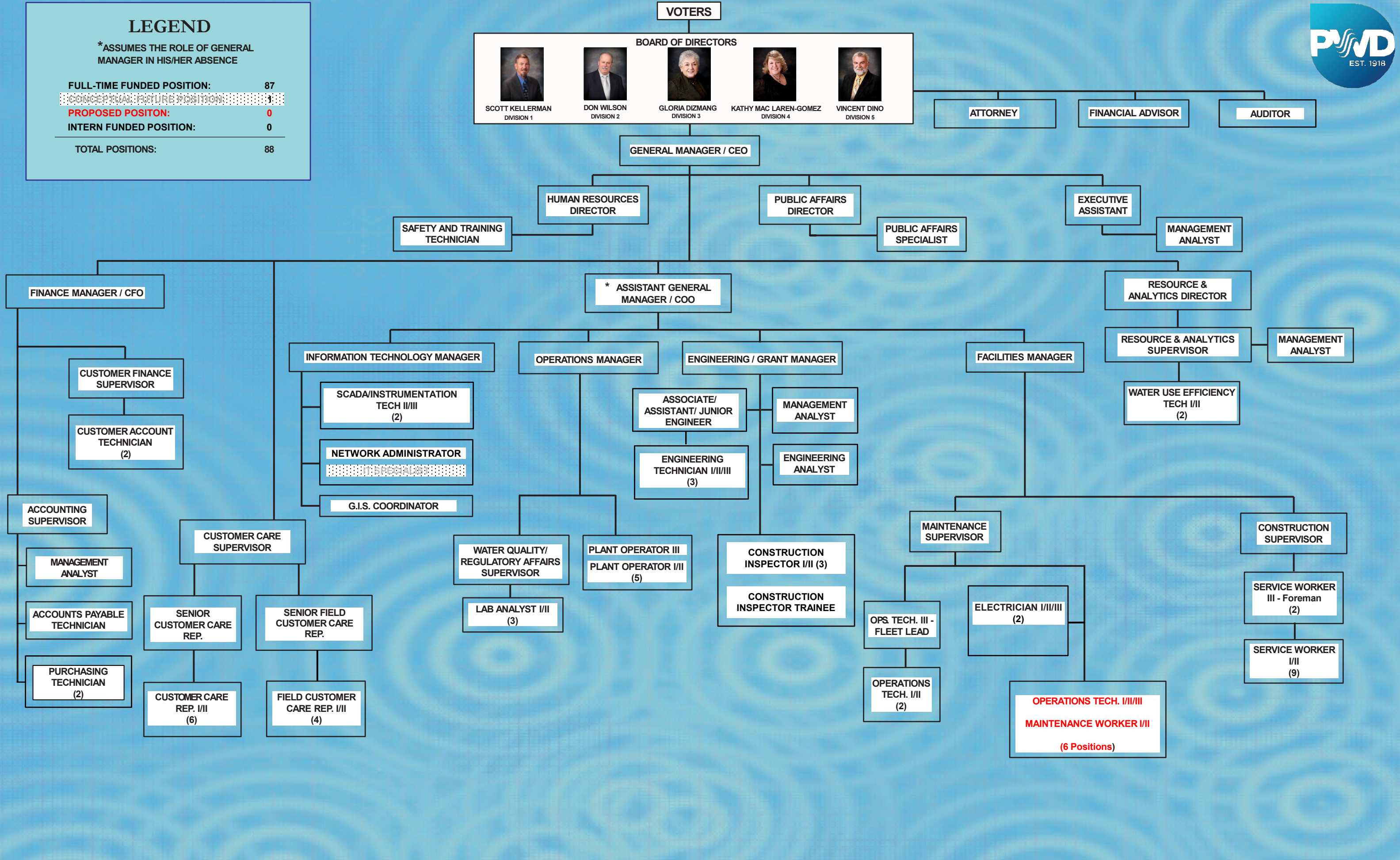


PALMDALE WATER DISTRICT ORGANIZATIONAL STRUCTURE

CURRENT



LEGEND	
*ASSUMES THE ROLE OF GENERAL MANAGER IN HIS/HER ABSENCE	
FULL-TIME FUNDED POSITION:	87
CONCEPTUAL/FUTURE POSITION:	1
PROPOSED POSITION:	0
INTERN FUNDED POSITION:	0
TOTAL POSITIONS:	88



PALMDALE WATER DISTRICT ORGANIZATIONAL STRUCTURE

PROPOSE

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, MARCH 29, 2022:

A meeting of the Personnel Committee of the Palmdale Water District was held Tuesday, March 29, 2022, at 2029 East Avenue Q, Palmdale, CA 93550 and via teleconference. Chair Mac Laren-Gomez called the meeting to order at 4:00 p.m.

1) Roll Call.

Attendance:

Committee:

Kathy Mac Laren-Gomez, Chair
Vincent Dino,
Committee Member

Others Present:

Dennis LaMoreaux, General Manager
Adam Ly, Assistant General Manager
Angelica Barragan-Garcia, Human Resources Director
Judy Shay, Public Affairs Director
Dennis Hoffmeyer, Finance Manager
Dawn Deans, Executive Assistant
0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Dino, seconded by Chair Mac Laren-Gomez, 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 February 8, 2022.

It was moved by Committee Member Dino, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held February 8, 2022, as written.

4.2) Consideration and Possible Action on an Agreement for Professional Services Between the District and Tiana Sanchez International, LLC for Coaching Program and Training for District Staff. (\$25,000.00 – Budgeted – Budget Item No. 1-02-5070-007 – Assistant General Manager Ly)

Assistant General Manager Ly provided an overview of the proposed Professional Services Agreement with Tiana Sanchez International, LLC, and after a brief discussion of the Agreement, it was moved by Committee Member Dino, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting to approve an Agreement for Professional Services Between the District and Tiana Sanchez International, LLC for Coaching Program and Training for District staff in the amount of \$25,000.00.

4.3) Consideration and Possible Action on a Recommendation to Replace the Waiver Stipend With a Medical Insurance Coverage Policy for Directors. (Budget Amount to be Determined – General Manager LaMoreaux)

General Manager LaMoreaux provided an overview and the benefits of replacing the waiver stipend with a Medical Insurance Coverage Policy for Directors, and after a brief discussion of the details of the Medical Insurance Coverage Policy for Directors, ensuring Directors have medical insurance while serving on the Board, and the timeline for implementing this Policy, it was moved by Committee Member Dino, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to replace the waiver stipend with a Medical Insurance Coverage Policy for Directors and that this item be presented to the full Board for consideration.

5) Reports:

5.1) Human Resources Director Barragan-Garcia:

a) Personnel Policy Effects of COVID-19 Event.

Human Resources Director Barragan-Garcia stated that District staff are no longer required to wear masks, but they are provided for those who choose to do so; that the District remains under Emergency Temporary Standards for CalOSHA; and that these Standards will be revisited at the end of April.

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

There were no requests for future agenda items.

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

It was stated that the next Personnel Committee meeting will be held May 25, 2022 at 4:00 p.m.

8) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 4:40 p.m.


Chair

MINUTES OF MEETING OF THE OUTREACH COMMITTEE OF THE PALMDALE WATER DISTRICT, APRIL 20, 2022:

A meeting of the Outreach Committee of the Palmdale Water District was held Wednesday, April 20, 2022, at 2029 East Avenue Q, Palmdale, CA 93550 and via teleconference. Chair Mac Laren-Gomez called the meeting to order at 3:00 p.m.

1) Roll Call.

Attendance:

Committee:

Kathy Mac Laren-Gomez, Chair

Don Wilson, Committee Member

Others Present:

Dennis LaMoreaux, General Manager

Adam Ly, Assistant General Manager

Judy Shay, Public Affairs Director

Claudia Bolanos, Resource & Analytics Spvrs.

Scott Kellerman, PWD Director

Dawn Deans, Executive Assistant

0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Wilson, seconded by Chair Mac Laren-Gomez, 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 March 16, 2022.

It was moved by Committee Member Wilson, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Outreach Committee meeting held March 16, 2022, as written.

4.2) Discussion of the District's Response to the Drought. (Public Affairs Director Shay/Resource & Analytics Supervisor Bolanos)

Public Affairs Director Shay stated that drought messages will be included on water bills beginning in May, a flyer regarding new restrictions will be included as a billing insert, and social media posts have increased.

Resource & Analytics Supervisor Bolanos then stated that staff is continuing its outreach to the District's highest water users to ensure they are informed of drought restrictions, the Antelope Valley Water Conservation Roundtable group continues to meet regarding consistent drought messages, and the water class for water waste fines is still under development.

4.3) Discussion of 2022 Outreach Activities. (Public Affairs Director Shay)

a) Outreach Report.

Public Affairs Director Shay then stated that a written Outreach Report of current events through April 13, 2022 was included with the agenda packets if there are any questions and then updated the Report including press releases, articles in various print publications, increased social media interactions on Facebook, Instagram, and Twitter, and a Café con Leche interview.

b) Upcoming Events/2022 Plans.

She then stated that upcoming events include continued messaging on the drought, an article regarding mandatory conservation will be included in the City of Palmdale's upcoming magazine, and the Water Ambassadors Academy is scheduled for April 13, 20, 27, and 30 at the Leslie O. Carter Water Treatment Plant.

5) Reports.

5.1) Lobbying Activities. (Assistant General Manager Ly)

Assistant General Manager Ly stated that two legislative update reports have been provided to the Board with one report specifically related to water and then provided a brief overview of proposed legislation regarding the Brown Act and remote

meetings, studies for development fees, CEQA, and enforcement of COVID-19 vaccinations.

6) Board Members' Requests for Future Agenda Items.

Chair Mac Laren-Gomez stated that the Board will be taking things to the next level of engagement, and this will be a topic of discussion at future Outreach Committee meetings.

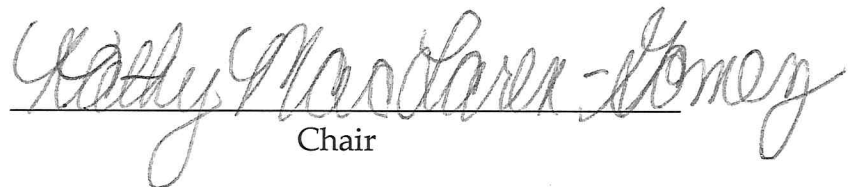
There were no requests for future agenda items.

7) Date of Next Committee Meeting.

It was stated that the next Outreach Committee meeting will be held May 24, 2022 at 3:00 p.m.

8) Adjournment.

There being no further business to come before the Outreach Committee, the meeting was adjourned at 3:27 p.m.


Chair

MINUTES OF MEETING OF THE FINANCE COMMITTEE OF THE PALMDALE WATER DISTRICT, APRIL 26, 2022:

A meeting of the Finance Committee of the Palmdale Water District was held Tuesday, April 26, 2022, at 2029 East Avenue Q, Palmdale, CA 93550 and via teleconference. Chair Wilson called the meeting to order at 3:01 p.m.

1) Roll Call.

Attendance:

Committee:

Don Wilson, Chair

Gloria Dizmang, Committee Member

Others Present:

Dennis LaMoreaux, General Manager

Adam Ly, Assistant General Manager

Dennis Hoffmeyer, Finance Manager

Judy Shay, Public Affairs Director

Diana Gunn, Accounting Supervisor

Bob Egan, Financial Advisor

Dawn Deans, Executive Assistant

0 members of the public

2) Adoption of Agenda.

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

3) Public Comments for Non-Agenda Items.

There were no public comments for non-agenda items.

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

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held March 29, 2022.

It was moved by Committee Member Dizmang, seconded by Chair Wilson, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Finance Committee meeting held March 29, 2022, as written.

Chair Wilson stated that Agenda Item No. 4.3 will now be considered.

4.3) Discussion and Overview of Financial Statements, Revenue, and Expense and Departmental Budget Reports for March 2022. (Finance Manager Hoffmeyer)

Finance Manager Hoffmeyer reviewed in detail the balance sheet, profit and loss statement, departmental budgets versus actual, and individual departmental budgets for the period ending March 2022 and stated that most departments, with the exceptions of Finance, Facilities, and Information Technology, are operating at or near the historical trend average of 20.6% for revenues, the historical trend average of 22.7% for expenses, and the traditional budgetary percentage of 25%. He then reviewed the expenditures in departments over these percentages.

Chair Wilson stated that Agenda Item No. 4.2 will now be considered.

4.2) Discussion and Overview of Cash Flow Statement and Current Cash Balances as of March 2022. (Financial Advisor Egan)

Financial Advisor Egan provided an overview of the monthly Major Account Activity Report, Investment Funds Report, and Cash Flow Statement through March 2022, including bond principal and interest payments, transfers, market values, capital improvement funds received, State Water Project and Butte County expenditures, and the projected year-end balance, followed by discussion of the timing of grant funds received and customers taking advantage of the District's rebate programs.

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

Finance Manager Hoffmeyer provided an overview of the Contractual Commitments and Needs Report for new and replacement capital projects, consulting and engineering support projects, new and replacement equipment, water quality fee funded projects, committed and projected capital expenditures, and projects paid out through the 2018A Series and 2021A Series Water Revenue Bonds through March 2022.

5) Reports.

5.1) Finance Manager Hoffmeyer:

a) The Effect of COVID-19 Event.

Finance Manager Hoffmeyer stated that due to COVID-19 events, as of March 2022, there were 1,469 single family accounts with a balance of \$50 or more and over sixty days past due with a total past due amount of \$671,119, which is a decrease of .7% from February 2022, and 1,619 accounts at March 2021 with an outstanding balance of \$846,200.

He then stated that staff is now performing shutoffs for past due accounts; that payment arrangements have been established, as needed; and that staff is developing better methods to ensure payment arrangements are honored.

b) Revenue Projections.

He then stated that based on selling 17,000 AF of water, 2022 revenue is behind projections by approximately \$1.3 thousand as of March 2022.

c) Payment Transactions by Type.

He then stated that front counter payment transaction activity has increased since re-opening the front office, and electronic and telephone payments are consistent with past years through March 2022.

He then stated that a preliminary audit report for 2021 is anticipated by the time of the next Committee meeting.

5.2) Financial Advisor Egan:

a) Debt Service Coverage Status.

Financial Advisor Egan stated that the Debt Service Coverage for April 2021 to March 2022 is 2.38 and remains strong.

5.3) Other.

General Manager LaMoreaux stated that staff has been approached by a developer requesting a Community Facilities District, and this information will be brought before the Committee as the request progresses.

There were no other items to report.

6) Board Members' Requests for Future Agenda Items.

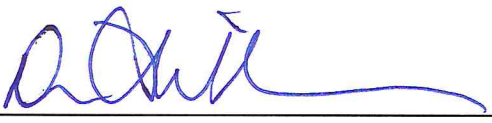
The presentation of financial statements to the full Board was discussed, and there were no requests for future agenda items.

7) Date of Next Committee Meeting.

It was determined that the next Finance Committee meeting will be held May 31, 2022 at 3:00 p.m.

8) Adjournment.

There being no further business to come before the Finance Committee, the meeting was adjourned at 4:03 p.m.



Chair