



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

September 7, 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: 992-487-513#

Submit Public Comments at: <https://www.gomeet.com/992-487-513>

MONDAY, SEPTEMBER 12, 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 August 22, 2022.
 - 6.2) Approval of minutes of Strategic Plan Special Meeting Workshop held August 29, 2022.
 - 6.3) Payment of bills for September 12, 2022.
 - 6.4) Approval of updates to Executive Assistant job description. (No Budget Impact – Human Resources Director Barragan-Garcia/Personnel Committee)
 - 6.5) Approval of updates to Engineering Analyst job description. (No Budget Impact – Human Resources Director Barragan-Garcia/Personnel Committee)
 - 6.6) Approval of updates to Customer Care Representative job description. (No Budget Impact – Human Resources Director Barragan-Garcia/Personnel Committee)
- 7) Action Items - Action Calendar (The public shall have an opportunity to comment on any action item as each item is considered by the Board of Directors prior to action being taken.)
 - 7.1) Consideration and possible action to be a California Association Local Agency Formation Commissions (CALAFCO) 2022 Annual Conference sponsor. (Amount to be determined – General Manager LaMoreaux)
 - 7.2) Consideration and possible action on authorizing staff to enter into a contract with Citizens Business Bank for a Five-Year Capital Lease for equipment and smaller non-bondable capital projects. (\$2.4 million – Finance Manager Hoffmeyer)
 - 7.3) Consideration and possible action on award of contract for AMI/AMR Future Technology Enhancements to Aqua-Metric. (\$335,500.00 – Budgeted – Finance Manager Hoffmeyer)
 - 7.4) Consideration and possible action on authorizing staff to enter into a contract with National Water Research Institute for Independent Advisory Services for the Pure Water AV (Palmdale Regional Water Augmentation Program). (\$112,950.00 – Budgeted – Work Order No. 20-417 – Engineering Manager Rogers)
 - 7.5) Consideration and possible action on authorization of the following conferences, seminars, and training sessions for Board and staff attendance within budget amounts previously approved in the 2022 Budget:
 - a) CALAFCO Annual Conference to be held October 19 – 21, 2022 in Newport Beach.

- b) California Foundation on the Environment and the Economy (CFEE) 2022 Water Conference to be held December 8 – 9, 2022 in San Diego.
- 7.6) Adjourn to September 12, 2022 Annual Meeting of the Public Facilities Corporation. (General Manager LaMoreaux)
- 8) Information Items:
 - 8.1) Reports of Directors:
 - a) Standing Committees; Organization Appointments; Agency Liaisons:
 - 1) Antelope Valley East Kern Water Agency (AVEK) – August 9 and August 23. (Director Dino/Director Mac Laren-Gomez, Alt.)
 - 2) California Special Districts Association (CSDA) Chapter Meeting– August 17. (Director Dino, CSDA Chapter Chair/President Dizmang)
 - 3) Finance Committee Meeting – August 17. (Director Wilson, Chair/President Dizmang)
 - 4) Palmdale Fin & Feather Club – August 27. (President Dizmang/Director Wilson, Alt.)
 - 5) Personnel Committee Meeting – August 31. (Director MacLaren-Gomez, Chair/Director Kellerman)
 - b) General Meetings Reports of Directors.
 - 8.2) Report of General Manager.
 - a) PWD Water Class. (Resource and Analytics Director Thompson II)
 - b) Status of future workshops.
 - 8.3) Report of General Counsel.
- 9) Board members' requests for future agenda items.
- 10) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/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: September 6, 2022 **September 12, 2022**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mrs. Angelica Barragan-Garcia, Human Resources Dir.
VIA Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 6.4 – APPROVAL OF UPDATES TO EXECUTIVE ASSISTANT JOB DESCRIPTION. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR BARRAGAN-GARCIA/PERSONNEL COMMITTEE)***

Recommendation:

Staff and the Personnel Committee recommend that the Board approve revisions to the Executive Assistant job description.

Alternative Options:

The Board can choose to not approve these revisions.

Impact of Taking No Action:

The Executive Assistant job description will not be accurate and could hinder future recruiting efforts.

Background:

The District's job descriptions are reviewed periodically and are also reviewed when recruitments are needed for positions. With the upcoming retirement of Executive Assistant Deans, the job description for this position has been reviewed and updated to reflect the duties of the position more accurately.

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:

Revisions to the Executive Assistant job description will not affect the budget.

Supporting Documents:

- August 18, 2022 redlined Executive Assistant job description
- August 18, 2022 draft Executive Assistant job description

PALMDALE WATER DISTRICT

DRAFT – AUGUST 18, 2022

EXECUTIVE ASSISTANT

FLSA Status: Non-Exempt

JOB SUMMARY

To provide ~~responsible~~complex, varied, and confidential secretarial and administrative support to the General Manager/CEO, Assistant General Manager, Department Heads, and the District Board of Directors, and Department Heads requiring the use of considerable discretion, initiative, and independent judgment; to prepare and distribute the Board agenda; to maintain official records related to Board proceedings and actions; and to oversee filings of Form 700 Conflict-of-Interest statements.

Supervision Received and Exercised:

- Receives direction from the General Manager/CEO.
- Exercises direct supervision over assigned administrative support staff.

Example of Essential Duties:

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

- Perform a wide variety of complex secretarial and clerical administrative duties involving the use of considerable independent judgment in support of the daily operations of the General Manager/CEO's office, including related support to members of the Board of Directors, the Assistant General Manager, and Department Heads.
- Independently and under direction, ~~prepare~~prepares Board and Board Committee ~~meeting~~ agendas; ~~accept, review, write,~~ and ~~proof read~~agenda packet materials, including reviewing, writing and/or editing and proofreading staff ~~report-submissions~~reports for format and procedural correctness; tracks future agenda items; coordinates with participating parties to gather necessary documents and information; enforces deadlines to ensure Board materials are completed timely and in compliance with the Brown Act; distribute agenda for the public and to interested parties, ~~including the news media~~; prepare, post, and distribute legally required notices.
- Attend regular and special meetings of the Board, Board Committees, and other meetings as required; take and accurately transcribe minutes of Board proceedings from meetings and actions and follow-up with proper distribution of information

directed through Board action; ~~prepare, distribute, and maintain files of official records related to Board proceedings; prepare routine resolutions for consideration by the Board.~~ utilize written and electronic record-keeping practices during meetings.

- ~~— Prepare periodic reports regarding status of activities authorized by Board action or work projects approved by the General Manager/CEO; maintain suspense files to monitor outstanding activities; maintain contact with interested parties regarding scheduling of activities and exchange of information.~~
- ~~— Maintain official District records and public documents; oversee viability of technical methods for maintaining and retrieving records; establish and maintain recordkeeping systems.~~
- ~~- Coordinate Maintains assigned pages on District website.~~
- Prepare, distribute, and maintain files of official records related to Board proceedings including official minutes, resolutions, and ordinances.
- Serve as custodian of official District records, plan and direct the maintenance, filing, retrieval, and safekeeping of District documents pursuant to the District's Records Policy and Schedule; respond to Public Records Act requests.
- Serve as Filing Officer and coordinate all activities related to required Form 700 Conflict of Interest statements ~~from~~for designated staff and Board members.
- Act as receptionist in the General Manager/CEO's office; greet and screen visitors and the general public in person, by telephone, or by electronic mail; answer questions or refer inquiries to appropriate District personnel.
- Accept, screen, and prioritize correspondence for the General Manager/CEO and Board members; respond independently to correspondence of a routine nature or as directed.
- Maintain appointment calendars and schedules; arrange meetings for the General Manager/CEO and Board members; make travel arrangements; organize, oversee, and implement arrangements for a variety of District events as directed.
- Build and maintain positive working relationships with co-workers, other District employees, the Board of Directors, and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office technology, printers, and related computer equipment and programs including applicable to the work performed, such as word processing, ~~spreadsheet,~~ and spreadsheets, database applications, equipment and software programs related to in-person and remote meetings and set up and recording of meetings.
- Principles and practices of recordkeeping administrative and organizational analysis, record-keeping, standardized business arithmetic, and file and records management

practices.

- Pertinent local, State and Federal rules, regulations, and laws, including the Ralph M. Brown Act, Public Records Act, and the California Fair Political Practices Commission rules and regulations.
- Notification and publication requirements for Board actions, ordinances, and resolutions.
- Correct English usage, spelling, punctuation, and grammar, including proofreading for completeness, accuracy, and formatting, and principles of business letter writing and report preparation.
- ~~— Standard business arithmetic and related recordkeeping.~~
- Principles of supervision and training.

Ability to:

- Provide responsible and confidential secretarial support to the General Manager/CEO, the Board of Directors, Assistant General Manager, and Department Heads ~~in preparing the Board agenda.~~
- Independently prepare agendas and ~~maintaining~~ back-up materials, correspondence, and maintain official District records.
- Preserve confidentiality of sensitive material routinely encountered as part of work assignments.
- ~~— Review documents related to the General Manager/CEO's office operations and Board agenda preparation; observe~~ Maintain attention to details and accuracy in preparation of all documents despite frequent interruptions; plan and organize work to carry out difficult secretarial and clerical assignments; when required, work under prolonged and unexpected time constraints to meet required deadlines; manage competing priorities.
- Observe, identify and problem solve office operations and procedures; understand, interpret, and explain District policies and procedures; explain operations and problem solve office issues for the public and ~~with~~ staff.
- ~~— Plan and organize work to carry out difficult secretarial and clerical assignments and meet routine deadlines; when required, work under prolonged and unexpected time constraints to meet required deadlines.~~
- Attend regular and special Board, Board Committee, and other meetings as required, including ~~in the evenings, on weekends, or hours~~ outside of regular work schedule, evenings, and weekends.
- Take, transcribe, and prepare clear, concise, and complete meeting minutes of official and routine meetings ~~and record documents and actions.~~
- Read, understand, and apply complex materials; proofread for completeness, accuracy, and formatting, and detect errors in typing, spelling, grammar, syntax, and punctuation.
- Establish and maintain ~~recordkeeping~~ record-keeping systems.

Executive Assistant

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- Maintain contact with interested parties regarding scheduling of activities and exchange of information.
- Prepare reports and correspondence, minutes, ordinances, resolutions, proclamations, and other written materials independently or from brief instruction.
- ~~Pay specific attention to detail.~~
- Operate a personal computer with proficiency and familiarity and effectively use word processing, spreadsheet, and database applications.
- Type at a speed of no less than 60 words net per minute.
- ~~Ability to take~~ Take dictation by hand or stenographic machine at a rate of 80 words per minute; or transcribe notes/tapes at 30 words per minute ~~highly desired.~~
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

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

Experience:

~~Seven~~ Eight years of responsible secretarial or office administrative experience-
~~Experience~~ working within a governmental or special district setting ~~is desirable.~~

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in ~~accounting, finance,~~ business administration, public administration or a related field; or one of the following: Associate degree with coursework in related field ~~and, administrative professionals certificates, or college course work for an Executive Assistant plus~~ three additional years' of experience.

Possession of, or ability to obtain within two years of hire Board Secretary Certificate from California Special Districts Association and supplemental Board Secretary/Clerk courses through California Special Districts Association.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, within six months of hire California Notary Public Notary Commission.

PHYSICAL REQUIREMENTS:

On a continuous basis, sit at desk for long periods of time; intermittently stand; walk,

Executive Assistant

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bend, twist, squat, and kneel while performing work; twist to reach office equipment surrounding desk; perform simple and power grasping, pushing, pulling and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight up to 25 pounds.

Approved: ~~July 26, 2021~~ _____

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

Employee Signature

Date

Supervisor Signature

Date

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

PALMDALE WATER DISTRICT

D R A F T – AUGUST 18, 2022

EXECUTIVE ASSISTANT

FLSA Status: Non-Exempt

JOB SUMMARY

To provide complex, varied, and confidential secretarial and administrative support to the General Manager/CEO, Assistant General Manager, Department Heads, and the Board of Directors requiring the use of considerable discretion, initiative, and independent judgment; to prepare and distribute the Board agenda; to maintain official records related to Board proceedings and actions; and to oversee filings of Form 700 Conflict-of-Interest statements.

Supervision Received and Exercised:

- Receives direction from the General Manager/CEO.
- Exercises direct supervision over assigned administrative support staff.

Example of Essential Duties:

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

- Perform a wide variety of complex secretarial and clerical administrative duties involving the use of considerable independent judgment in support of the daily operations of the General Manager/CEO's office, including related support to members of the Board of Directors, the Assistant General Manager, and Department Heads.
- Independently and under direction, prepares Board and Board Committee agendas and agenda packet materials, including reviewing, writing and/or editing and proofreading staff reports for format and procedural correctness; tracks future agenda items; coordinates with participating parties to gather necessary documents and information; enforces deadlines to ensure Board materials are completed timely and in compliance with the Brown Act; distribute agenda for the public and to interested parties; prepare, post, and distribute legally required notices.
- Attend regular and special meetings of the Board, Board Committees, and other meetings as required; take and accurately transcribe minutes of Board proceedings from meetings and actions and follow-up with proper distribution of information directed through Board action; utilize written and electronic record-keeping practices during meetings.
- Maintains assigned pages on District website.
- Prepare, distribute, and maintain files of official records related to Board proceedings including official minutes, resolutions, and ordinances.

Executive Assistant

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- Serve as custodian of official District records, plan and direct the maintenance, filing, retrieval, and safekeeping of District documents pursuant to the District's Records Policy and Schedule; respond to Public Records Act requests.
- Serve as Filing Officer and coordinate all activities related to required Form 700 Conflict of Interest statements for designated staff and Board members.
- Act as receptionist in the General Manager/CEO's office; greet and screen visitors and the general public in person, by telephone, or by electronic mail; answer questions or refer inquiries to appropriate District personnel.
- Accept, screen, and prioritize correspondence for the General Manager/CEO and Board members; respond independently to correspondence of a routine nature or as directed.
- Maintain appointment calendars and schedules; arrange meetings for the General Manager/CEO and Board members; make travel arrangements; organize, oversee, and implement arrangements for a variety of District events as directed.
- Build and maintain positive working relationships with co-workers, other District employees, the Board of Directors, and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office technology, printers, and related computer equipment and programs applicable to the work performed, such as word processing, spreadsheets, database applications, equipment and software programs related to in-person and remote meetings and set up and recording of meetings.
- Principles and practices of administrative and organizational analysis, record-keeping, standardized business arithmetic, and file and records management practices.
- Pertinent local, State and Federal rules, regulations, and laws, including the Ralph M. Brown Act, Public Records Act, and the California Fair Political Practices Commission rules and regulations.
- Notification and publication requirements for Board actions, ordinances, and resolutions.
- Correct English usage, spelling, punctuation, and grammar, including proofreading for completeness, accuracy, and formatting, and principles of business letter writing and report preparation.
- Principles of supervision and training.

Ability to:

- Provide responsible and confidential secretarial support to the General Manager/CEO, the Board of Directors, Assistant General Manager, and Department Heads.

Executive Assistant

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- Independently prepare agendas and back-up materials, correspondence, and maintain official District records.
- Preserve confidentiality of sensitive material routinely encountered as part of work assignments.
- Maintain attention to details and accuracy in preparation of all documents despite frequent interruptions; plan and organize work to carry out difficult secretarial and clerical assignments; when required, work under prolonged and unexpected time constraints to meet required deadlines; manage competing priorities.
- Observe, identify and problem solve office operations and procedures; understand, interpret, and explain District policies and procedures; explain operations and problem solve office issues for the public and staff.
- Attend regular and special Board, Board Committee, and other meetings as required, including outside of regular work schedule, evenings, and weekends.
- Take, transcribe, and prepare clear, concise, and complete meeting minutes of official and routine meetings.
- Read, understand, and apply complex materials; proofread for completeness, accuracy, and formatting, and detect errors in typing, spelling, grammar, syntax, and punctuation.
- Establish and maintain record-keeping systems.
- Maintain contact with interested parties regarding scheduling of activities and exchange of information.
- Prepare reports and correspondence, minutes, ordinances, resolutions, proclamations, and other written materials independently or from brief instruction.
- Operate a personal computer with proficiency and familiarity and effectively use word processing, spreadsheet, and database applications.
- Type at a speed of no less than 60 words net per minute.
- Take dictation by hand or stenographic machine at a rate of 80 words per minute or transcribe notes/tapes at 30 words per minute.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

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

Experience:

Eight years of responsible secretarial or office administrative experience working within a governmental or special district setting.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major

course work in business administration, public administration or a related field; or one of the following: Associate degree with coursework in related field, administrative professionals certificates, or college course work for an Executive Assistant plus three additional years of experience.

Possession of, or ability to obtain within two years of hire Board Secretary Certificate from California Special Districts Association and supplemental Board Secretary/Clerk courses through California Special Districts Association.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain within six months of hire California Notary Public Commission.

PHYSICAL REQUIREMENTS:

On a continuous basis, sit at desk for long periods of time; intermittently stand; walk, bend, twist, squat, and kneel while performing work; twist to reach office equipment surrounding desk; perform simple and power grasping, pushing, pulling and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight up to 25 pounds.

Approved: _____

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

Employee Signature

Date

Supervisor Signature

Date

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

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: September 6, 2022 **September 12, 2022**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mrs. Angelica Barragan-Garcia, Human Resources Dir.
VIA Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 6.5 – APPROVAL OF UPDATES TO ENGINEERING ANALYST JOB DESCRIPTION. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR BARRAGAN-GARCIA/PERSONNEL COMMITTEE)***

Recommendation:

Staff and the Personnel Committee recommend that the Board approve revisions to the Engineering Analyst job description.

Alternative Options:

The Board can choose to not approve these revisions.

Impact of Taking No Action:

The Engineering Analyst job description will not accurately reflect the responsibilities and duties of this role.

Background:

The District's job descriptions are reviewed periodically. It would be best for the job descriptions to be updated to reflect the duties of the position accurately in light of the salary survey that is currently being worked on.

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:

Revisions to the Engineering Analyst job description will not affect the budget.

Supporting Documents:

- August 18, 2022 blue-lined Engineering Analyst job description
- August 18, 2022 draft Engineering Analyst job description

ENGINEERING ANALYST

FLSA Status: Non-Exempt

JOB SUMMARY

~~To plan, organize and direct water distribution/treatment system projects, mechanical projects, motor equipment projects, and electronic and electrical system projects within the Engineering Department; and to ensure regulatory compliance and reporting for the District. Under general direction, participates in the collection of the necessary data to ensure compliance with state and local regulations; regulatory compliance for DSOD, FERC, Water System Operations Permit, California Code Titles 17 and 22 and annual reporting for DSOD, FERC, Titles 17 and 22.; Coordinates and maintains the Cross-Connection/Backflow Prevention Program, and provides technical support to Engineering Group.~~

Supervision Received and Exercised

Receives general direction from the Engineering/Grant Manager.

Examples of Essential Duties

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

- ~~— Research, analyze and make recommendations on various technical documents and agreements both internal and external including but not limited to studies, reports, master plans, budgets, agreements, contracts, ordinances, codes, standards, and groundwater basin judgments.~~
- ~~— Ensure compliance with OSHA standards throughout the District by creating SOPs and instructional training for all District sites.~~
- ~~— Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.~~
- ~~— Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditure.~~
- ~~— Review daily production reports; make recommendations regarding availability of water to meet immediate production demands; recommend system operational changes as needed to meet demand and improve system efficiencies.~~
- ~~— Generate detailed, logical scope of work and budget estimates; perform troubleshooting during project development stages; prepare various District reports including the associated budget flow forecast, activity reports, compliance, and regulatory reports.~~
- ~~— Analyze problems related to various District issues and make recommendations to resolve said issues; review established programs to refine procedures and make modifications to correct errors, reduce operating costs, and maximize service levels.~~
- ~~— Stay aware of new trends and innovations affecting water and recycled water issues and changes to Federal and State regulations; conduct internet research and review~~

- ~~printed literature describing engineering and water distribution/treatment related processes.~~
- ~~Build and maintain~~Administers and maintains the cross-connection control program and ensures full compliance. Ensures areas of responsibility comply with related laws, codes, ordinances, and legislation. Advise staff of any irregularities in compliance.
- ~~Reviews development plans related to backflow placement. Maintains records and database related to backflow testing results.~~
- ~~Performs backflow testing for the District's backflow devices.~~
- ~~Processes billing information regarding charges or fees assessed to customers, documents activities in automated systems.~~
- ~~Represents the interests of the District at workshops, seminars, committees, and meetings. Provides training and information to District staff.~~
- ~~Prepares technical reports, daily journals, and other documents regarding work activities.~~
- ~~Assists with the recycled water program by providing services during the absence of other engineering staff.~~
- ~~Performs cross-connection surveys of water systems within the District to evaluate the degree of hazard. Uses the survey information to develop reports for recommendation and enforcement to comply with Federal, State, county, local codes, and District rules and regulations.~~
- ~~Establishes and maintains a cooperative working relationship with Los Angeles County Department of Public Health regarding cross connection and backflow compliance.~~
- ~~Assists with the Federal Energy Regulatory Commission (FERC) reporting.~~
- ~~Assists with the California Division of Safety of Dams (DSOD) reports by ensuring data is collected and available for the annual reports.~~
- ~~Assists engineering staff with the dam monitoring equipment as necessary to ensure required data is collected.~~
- ~~Builds and maintains~~ positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- ~~Perform~~Maintains the pump efficiency reports for the wells and booster stations.
- ~~Maintains data sets for compliance and regulatory requirements for other departments as assigned by supervisor.~~
- ~~Creates and maintains an asset spreadsheet for each District facility using the information provided by the Operations and Facilities Department.~~
- ~~Observes and complies with all District and mandated safety rules, regulations, and protocols.~~
- ~~Performs~~ related duties as assigned ~~by supervisor.~~

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of ~~mechanized/automated~~ distribution and water treatment ~~and distribution~~ systems.
- ~~General knowledge of electrical systems, and electronic monitoring and automated control systems.~~

- ~~— Current and emerging water issues and regulations.~~
- ~~— Principles of budget monitoring.~~
- Principles and practices of safety management cross connection identification and prevention.
- Pertinent local, State and Federal laws, ordinances, and rules.
- Current and emerging water issues and regulations

Ability to:

- ~~- On a continuous basis, know~~Prepare clear and understand all aspects of the job; intermittently analyze work papers concise records, reports, correspondence, and special projects; identify other written materials.
- Plan and coordinate program services with District staff, Los Angeles Department of Public Health, DSOD, FERC, and customers.
- Read and interpret technical and numerical information; observe and problem solve operational plumbing blueprints, irrigation plans drawings, specifications, and technical policy manuals.
- Participate in department efforts to identify actual or potential cross-connections needed.
- Independently organize work, set priorities, meet critical deadlines, and procedures; explain regulations follow up on assignments.
- Interpret and apply District and mandated rules, policies, and procedures for cross-connection control programs.
- ~~— Interpret and explain pertinent District and department policies and procedures.~~
- ~~— Assist in the development and monitoring of an assigned program budget.~~
- ~~— Develop and recommend policies and procedures related to assigned operations.~~
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

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

Experience

Five years of responsible journey level experience in the repair, maintenance and operation of pumps, wells, reservoirs and automatic control systems following:

- Repair, maintenance, and operations of distribution and treatment systems
- Repair and testing of backflow assemblies, performing cross connection surveys, and administering cross connection and backflow prevention programs.

Training

High School Diploma or equivalent.

License and Certificate

- Possession of, or ability to obtain, a valid California Driver's License.
- Possession of a Distribution Operator Grade 3 Certificate as issued by the State of ~~California Department of Public Health~~ Water Resource Control Board
- Treatment Operator Grade 2 Certification by the State Water Resource Control Board
- Possession of an AWWA Cross Connection Specialist certification.
- Possession of an AWWA Backflow Prevention Assembly Tester (BPAT) Certificate.

PHYSICAL REQUIREMENTS:

On a continuous basis, sit at desk for long periods of time; intermittently stand; walk, bend, twist, squat, and kneel while performing field work; twist to reach office equipment surrounding desk; perform simple and power grasping, pushing, pulling and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight up to 25 pounds.

Approved: ~~April 26, 2021~~

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

Employee Signature

Date

Supervisor Signature

Date

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

ENGINEERING ANALYST

FLSA Status: Non-Exempt

JOB SUMMARY

Under general direction, participates in the collection of the necessary data to ensure compliance with state and local regulations; regulatory compliance for DSOD, FERC, Water System Operations Permit, California Code Titles 17 and 22 and annual reporting for DSOD, FERC, Titles 17 and 22.; Coordinates and maintains the Cross-Connection/Backflow Prevention Program, and provides technical support to Engineering Group.

Supervision Received and Exercised

Receives general direction from the Engineering/Grant Manager.

Examples of Essential Duties

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

- Administers and maintains the cross-connection control program and ensures full compliance. Ensures areas of responsibility comply with related laws, codes, ordinances, and legislation. Advise staff of any irregularities in compliance.
- Reviews development plans related to backflow placement. Maintains records and database related to backflow testing results.
- Performs backflow testing for the District's backflow devices.
- Processes billing information regarding charges or fees assessed to customers, documents activities in automated systems.
- Represents the interests of the District at workshops, seminars, committees, and meetings. Provides training and information to District staff.
- Prepares technical reports, daily journals, and other documents regarding work activities.
- Assists with the recycled water program by providing services during the absence of other engineering staff.
- Performs cross-connection surveys of water systems within the District to evaluate the degree of hazard. Uses the survey information to develop reports for recommendation and enforcement to comply with Federal, State, county, local codes, and District rules and regulations.
- Establishes and maintains a cooperative working relationship with Los Angeles County Department of Public Health regarding cross connection and backflow compliance.
- Assists with the Federal Energy Regulatory Commission (FERC) reporting.
- Assists with the California Division of Safety of Dams (DSOD) reports by ensuring data is collected and available for the annual reports.
- Assists engineering staff with the dam monitoring equipment as necessary to ensure required data is collected.

Engineering Analyst

- 2 -

- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Maintains the pump efficiency reports for the wells and booster stations.
- Maintains data sets for compliance and regulatory requirements for other departments as assigned by supervisor.
- Creates and maintains an asset spreadsheet for each District facility using the information provided by the Operations and Facilities Department.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of distribution and water treatment systems.
- Principles and practices of cross connection identification and prevention.
- Pertinent local, State and Federal laws, ordinances, and rules.
- Current and emerging water issues and regulations

Ability to:

- Prepare clear and concise records, reports, correspondence, and other written materials.
- Plan and coordinate program services with District staff, Los Angeles Department of Public Health, DSOD, FERC, and customers.
- Read and interpret plumbing blueprints, irrigation plans drawings, specifications, and technical manuals.
- Participate in department efforts to identify actual or potential cross-connections needed.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Interpret and apply District and mandated rules, policies, and procedures for cross-connection control programs.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

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

Experience

Five years of responsible journey level experience in the following:

Engineering Analyst

- 3 -

- Repair, maintenance, and operations of distribution and treatment systems.
- Repair and testing of backflow assemblies, performing cross connection surveys, and administering cross connection and backflow prevention programs.

Training

High School Diploma or equivalent.

License and Certificate

- Possession of, or ability to obtain, a valid California Driver's License.
- Possession of a Distribution Operator Grade 3 Certificate as issued by the State Water Resource Control Board
- Treatment Operator Grade 2 Certification by the State Water Resource Control Board
- Possession of an AWWA Cross Connection Specialist certification.
- Possession of an AWWA Backflow Prevention Assembly Tester (BPAT) Certificate.

PHYSICAL REQUIREMENTS:

On a continuous basis, sit at desk for long periods of time; intermittently stand; walk, bend, twist, squat, and kneel while performing field work; twist to reach office equipment surrounding desk; perform simple and power grasping, pushing, pulling and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight up to 25 pounds.

Approved:

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

Employee Signature

Date

Supervisor Signature

Date

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

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: September 6, 2022 **September 12, 2022**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mrs. Angelica Barragan-Garcia, Human Resources Dir.
VIA Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 6.6 – APPROVAL OF UPDATES TO CUSTOMER CARE REPRESENTATIVE JOB DESCRIPTION. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR BARRAGAN-GARCIA/PERSONNEL COMMITTEE)***

Recommendation:

Staff and the Personnel Committee recommend that the Board approve revisions to the Customer Care Representative job description.

Alternative Options:

The Board can choose to not approve these revisions.

Impact of Taking No Action:

The Customer Care Representative job description will not accurately reflect the responsibilities and duties of this role as some individuals are hybrid working both in office and out in the field.

Background:

The District's job descriptions are reviewed periodically. It would be best for the job descriptions to be updated to reflect the duties of the position accurately in light of the salary survey that is currently being worked on.

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:

Revisions to the Customer Care Representative job description will not affect the budget.

Supporting Documents:

- Purple-lined Customer Care Representative job description
- Draft Customer Care Representative job description

CUSTOMER CARE REPRESENTATIVE I
CUSTOMER CARE REPRESENTATIVE II

FLSA Status: Non-Exempt

JOB SUMMARY

To solve customer challenges to the satisfaction of the customer; to receive and process applications for service and payments for water service; to respond to customer inquiries and complaints; and to perform varied and routine customer care duties. Some positions may rotate between a variety of these duties and duties in the field.

Distinguishing Characteristics

Customer Care Representative I - This is the entry level class in the Customer Care series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Customer Care Representative I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Customer Care Representative II - This is the journey level class in the Customer Care series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Customer Care Representative in that the latter is an advanced journey level class responsible for highly complex customer care work and exercises technical and functional supervision over assigned staff.

Supervision Received and Exercised

Customer Care Representative I - Receives immediate supervision from the Senior Customer Care Representative; may receive technical and functional supervision from a Customer Care Representative II.

Customer Care Representative 2 - Receives general supervision from the Senior Customer Care Representative.

Example of Essential Duties

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

- Serve as a counter representative or telephone representative, accepting applications for service, closing accounts, answering customer account inquiries, and providing routine changes to accounts within established standards and guidelines; provides a professional image to customers, co-workers, and other agencies.
- Respond to a variety of customer care questions and provide assistance regarding matters such as the status of accounts, water service application processes, water quality, and District policies and procedures; refer to appropriate departments as necessary.

Customer Care Representative I/II

- 2 -

- Receive and process payments and customer deposits and general ledger receipts; sort payments by category and use a computerized system to enter payments, and balance and post data.
- Balance cash receipts; verify and reconcile computer produced reports and records; adjust customer accounts and grant payment extensions and waive fees as appropriate.
- Accept applications for service and enter data into a computerized system; set up new accounts for residents or developers/contractors for new parcels and construction meters; review associated documents such as deeds, rental agreements, and drivers' licenses. Complete quality control on processing of move in/out requests.
- Process closing account requests.
- Respond to customer emails.
- Accept applications for the rate assistance program and process leak and number of occupants' variance applications.
- Interact with field staff regarding service start-up, and scheduled or immediate shut-downs; request investigation of field conditions, inconsistent or unusual meter readings, meter audits/meter re-reads; prepare related service tags and work orders.
- Perform a variety of clerical duties including typing, document scanning, and filing.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer care.
- Cross train in both field and office customer care duties and be able to perform those duties when needed.
- Perform related duties as assigned.

Additional Duties for Customer Care Representatives II:

- Assists other office personnel in clerical and accounting functions as necessary.
- Assists in resolving the more complex customer care issues and complaints.
- Trains Customer Care Representative I's and other support staff
- Performs all of the duties of a Customer Care Representative I.

MINIMUM QUALIFICATIONS

Customer Care Representative I

Knowledge of:

- Modern office procedures, methods, and computer systems and equipment.
- Principles and practices of customer care and interaction with the public.
- Basic record keeping practices and procedures.
- Basic arithmetic functions including addition, subtraction, multiplication, division and calculation of percentages and fractions.
- Principles and practices of basic business correspondence including proper English usage, spelling, punctuation, and grammar.

Field Customer Care Representative I

Knowledge of:

- Perform all meter reading functions.

Ability to:

- Perform a wide variety of clerical and accounting customer care duties.
- Intermittently, review documents related to assigned duties; observe, identify and problem solve office operations and procedures; understand, interpret and explain District and department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Customer Care Representative I/II

- 3 -

- Learn to use specialized customer service information software.
- Learn pertinent District and department policies.
- Perform rapid and accurate arithmetic calculations; use a 10 key calculator.
- Perform detailed and accurate clerical work while experiencing frequent interruption.
- Set up and maintain manual and computerized records, files, and accounts.
- Obtain customer information by asking relevant questions; deal firmly and courteously with the public.
- Analyze situations quickly and objectively; determine proper course of action within scope of assigned responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

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

Experience

One year of clerical and accounting experience in a customer care environment is desirable.

Training

GED/High school diploma.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License.

[Field Customer Care I](#)

[Possession of, or ability to obtain, a valid California Driver's License.](#)

[Possession of a Distribution Operator Grade 1 Certificate as issued by the Water Resources Control Board.](#)

Customer Care Representative II

In addition to the qualifications for the Customer Care Representative I:

Knowledge of:

- Advanced practices and procedures related to accounting for cash receipts and maintenance of revenue accounts.
- District policies and procedures related to billings, account maintenance, and application for service.

Ability to:

- Independently perform responsible clerical and accounting customer care work.
- Use specialized customer service information software.

EXPERIENCE AND TRAINING

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

Customer Care Representative I/II

- 4 -

Experience

Three years of responsible journey experience performing duties similar to a Customer Care Representative I with the Palmdale Water District.

Training

GED/High School Diploma. Additional Customer Care Certification through specialized training in customer care and accounting is required.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License.

[Field Customer Care II](#)

[Possession of, or ability to obtain, a valid California Driver's License.](#)

[Possession of a Distribution Operator Grade 2 Certificate as issued by the Water Resources Control Board.](#)

PHYSICAL REQUIREMENTS:

On a continuous basis, sit at desk for long periods of time and/or stand at counter for long periods of time; intermittently walk, bend, twist, squat, and kneel while performing field work; twist to reach office equipment surrounding desk; perform simple and power grasping, pushing, pulling and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight up to 25 pounds.

Approved: June 28, 2021

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

Employee Signature

Date

Supervisor Signature

Date

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

CUSTOMER CARE REPRESENTATIVE I
CUSTOMER CARE REPRESENTATIVE II

FLSA Status: Non-Exempt

JOB SUMMARY

To solve customer challenges to the satisfaction of the customer; to receive and process applications for service and payments for water service; to respond to customer inquiries and complaints; and to perform varied and routine customer care duties. Some positions may rotate between a variety of these duties and duties in the field.

Distinguishing Characteristics

Customer Care Representative I - This is the entry level class in the Customer Care series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Customer Care Representative I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Customer Care Representative II - This is the journey level class in the Customer Care series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Customer Care Representative in that the latter is an advanced journey level class responsible for highly complex customer care work and exercises technical and functional supervision over assigned staff.

Supervision Received and Exercised

Customer Care Representative I - Receives immediate supervision from the Senior Customer Care Representative; may receive technical and functional supervision from a Customer Care Representative II.

Customer Care Representative 2 - Receives general supervision from the Senior Customer Care Representative.

Example of Essential Duties

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

- Serve as a counter representative or telephone representative, accepting applications for service, closing accounts, answering customer account inquiries, and providing routine changes to accounts within established standards and guidelines; provides a professional image to customers, co-workers, and other agencies.
- Respond to a variety of customer care questions and provide assistance regarding matters such as the status of accounts, water service application processes, water quality, and District policies and procedures; refer to appropriate departments as necessary.

Customer Care Representative I/II

- 2 -

- Receive and process payments and customer deposits and general ledger receipts; sort payments by category and use a computerized system to enter payments, and balance and post data.
- Balance cash receipts; verify and reconcile computer produced reports and records; adjust customer accounts and grant payment extensions and waive fees as appropriate.
- Accept applications for service and enter data into a computerized system; set up new accounts for residents or developers/contractors for new parcels and construction meters; review associated documents such as deeds, rental agreements, and drivers' licenses. Complete quality control on processing of move in/out requests.
- Process closing account requests.
- Respond to customer emails.
- Accept applications for the rate assistance program and process leak and number of occupants' variance applications.
- Interact with field staff regarding service start-up, and scheduled or immediate shut-downs; request investigation of field conditions, inconsistent or unusual meter readings, meter audits/meter re-reads; prepare related service tags and work orders.
- Perform a variety of clerical duties including typing, document scanning, and filing.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer care.
- Cross train in both field and office customer care duties and be able to perform those duties when needed.
- Perform related duties as assigned.

Additional Duties for Customer Care Representatives II:

- Assists other office personnel in clerical and accounting functions as necessary.
- Assists in resolving the more complex customer care issues and complaints.
- Trains Customer Care Representative I's and other support staff
- Performs all of the duties of a Customer Care Representative I.

MINIMUM QUALIFICATIONS

Customer Care Representative I

Knowledge of:

- Modern office procedures, methods, and computer systems and equipment.
- Principles and practices of customer care and interaction with the public.
- Basic record keeping practices and procedures.
- Basic arithmetic functions including addition, subtraction, multiplication, division and calculation of percentages and fractions.
- Principles and practices of basic business correspondence including proper English usage, spelling, punctuation, and grammar.

Field Customer Care Representative I

Knowledge of:

- Perform all meter reading functions.

Ability to:

- Perform a wide variety of clerical and accounting customer care duties.
- Intermittently, review documents related to assigned duties; observe, identify and problem solve office operations and procedures; understand, interpret and explain District and department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Customer Care Representative I/II

- 3 -

- Learn to use specialized customer service information software.
- Learn pertinent District and department policies.
- Perform rapid and accurate arithmetic calculations; use a 10 key calculator.
- Perform detailed and accurate clerical work while experiencing frequent interruption.
- Set up and maintain manual and computerized records, files, and accounts.
- Obtain customer information by asking relevant questions; deal firmly and courteously with the public.
- Analyze situations quickly and objectively; determine proper course of action within scope of assigned responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

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

Experience

One year of clerical and accounting experience in a customer care environment is desirable.

Training

GED/High school diploma.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License.

Field Customer Care I

Possession of, or ability to obtain, a valid California Driver's License.

Possession of a Distribution Operator Grade 1 Certificate as issued by the Water Resources Control Board.

Customer Care Representative II

In addition to the qualifications for the Customer Care Representative I:

Knowledge of:

- Advanced practices and procedures related to accounting for cash receipts and maintenance of revenue accounts.
- District policies and procedures related to billings, account maintenance, and application for service.

Ability to:

- Independently perform responsible clerical and accounting customer care work.
- Use specialized customer service information software.

EXPERIENCE AND TRAINING

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

Customer Care Representative I/II

- 4 -

Experience

Three years of responsible journey experience performing duties similar to a Customer Care Representative I with the Palmdale Water District.

Training

GED/High School Diploma. Additional Customer Care Certification through specialized training in customer care and accounting is required.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License.

Field Customer Care II

Possession of, or ability to obtain, a valid California Driver's License.

Possession of a Distribution Operator Grade 2 Certificate as issued by the Water Resources Control Board.

PHYSICAL REQUIREMENTS:

On a continuous basis, sit at desk for long periods of time and/or stand at counter for long periods of time; intermittently walk, bend, twist, squat, and kneel while performing field work; twist to reach office equipment surrounding desk; perform simple and power grasping, pushing, pulling and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight up to 25 pounds.

Approved:

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

Employee Signature

Date

Supervisor Signature

Date

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

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: September 6, 2022 **September 12, 2022**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION TO BE
A CALIFORNIA ASSOCIATION LOCAL AGENCY FORMATION
COMMISSIONS (CALAFCO) 2022 ANNUAL CONFERENCE SPONSOR.
(AMOUNT TO BE DETERMINED – GENERAL MANAGER LaMOREAUX)***

Recommendation:

Staff recommends the Board approve sponsorship of the California Association Local Agency Formation Commissions (CALAFCO) 2022 Annual Conference in an amount to be determined by the Board.

Alternative Options:

The Board can choose to not approve this sponsorship opportunity.

Impact of Taking No Action:

There is no impact from taking no action.

Background:

The Local Agency Formation Commission’s (LAFCO) responsibilities are to coordinate logical and timely changes in local governmental boundaries, conduct special studies that review ways to reorganize, simplify and streamline governmental structure, and prepare a Sphere of Influence for each city and special district within each county.

CALAFCO’s Annual Conference provides engaging sessions on topics such as water, affordable housing, preparing for the unexpected, support of escalating disaster preparedness, and diverse topics of interest.

The District has been requested by LAFCO to become a sponsor of CALAFCO’s Annual Conference scheduled for October in Newport Beach. Attendance at this event is from attendees from across the state who are primarily LAFCO Commissioners, County Supervisors, City Council Members, and Special District Board Members.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 5 – Regional Leadership. Sponsorship and attendance could further the District’s Regional Leadership efforts with other agencies.

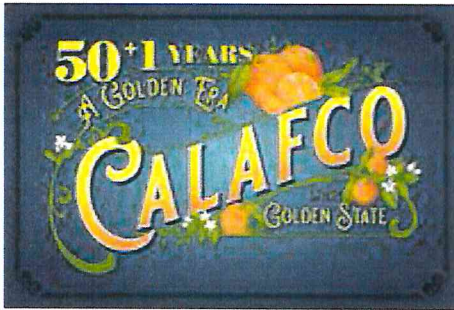
This item directly relates to the District’s Mission Statement.

Budget:

The impact on the budget will depend on the level of sponsorship.

Supporting Documents:

- CALAFCO Sponsorship Opportunities



TARGETED SPONSORSHIP OPPORTUNITIES AVAILABLE FOR THE CALAFCO ANNUAL CONFERENCE

October 19 - 21, 2022 | Newport Beach, CA

An opportunity to cultivate long-lasting and constructive relationships that are relevant to California's thoughtful growth and sustainability

We invite you to consider partnering with the California Association of Local Agency Formation Commissions (CALAFCO) at its Annual Conference to be held October 19-21, 2022. A one-of-a-kind forum, the CALAFCO Conference brings together LAFCo representatives from across the state to discuss and address some of California's most compelling issues. This year's Annual Conference celebrates CALAFCO's 50th (+1) anniversary and will be held at the Hyatt Regency Newport Beach conveniently located at the John Wayne Airport.

Sponsors have an opportunity to interact with approximately 200-250 LAFCo staff and LAFCo commissioners comprised of various elected officials from around the State of California including county supervisors, city council members, special district directors, and appointed members of the public.

Engaging conference sessions cover diverse topics of interest and may include water, affordable housing, preparing for the unexpected, LAFCo support of escalating disaster preparedness, LAFCo as a partner in creative solutions to governance and service issues, understanding and dealing with looming pension liabilities and more.

“

“As a long-time Gold Associate Member with CALAFCO and a regular Conference Sponsor, we really see the value in supporting the Association's educational mission. Being able to talk in person with LAFCo Commissioners and Staff, who are all gathered in one place, about the complex legal issues they are dealing with as part of local government governance, allows our team at Best Best & Krieger to better deliver effective and service-oriented solutions.”

Ashley Fernandez
Marketing Events Manager
Best Best & Krieger LLP

“

“We have never sponsored a conference like this before but felt it was an opportunity to educate local government leaders about the financial opportunities available to their cities and counties. The combination of our ad in the program and the brochure in the conference bags did in fact help educate attendees. This opportunity for us would not have been possible without the convergence of local leaders and sponsors at the CALAFCO conference.”

Justin S. Beck, Chair of the Board
Cultivation Technologies, Inc.

Become a sponsor and, in addition to inclusion in our printed materials, you will enjoy a designated area with ample opportunities built into the program to allow conference goers time to mingle with you. Not only will there be extended breaks programmed throughout the Conference but our Thursday evening reception, which precedes our Awards banquet, will also be held in the exhibit area.

Annual Conference sponsorship packages deliver **wide-reaching exposure to help you achieve your industry goals**. To become a sponsor, simply complete and return the form and payment. (Please note that payment must be received by **September 23, 2022** to ensure inclusion in the printed conference materials.)

For questions, or to discuss a custom sponsorship package, please call René LaRoche, Executive Director. She can be reached at 916-442-6536 or by email at rlaroch@calafco.org.

Act Now to be included in the CALAFCO Annual Conference October 19 - 21, 2022!

Sponsorship Application Form

CALAFCO Annual Conference
October 19-21, 2022

CONTACT

TITLE

COMPANY NAME

ADDRESS

CITY/STATE

ZIP CODE

PHONE

FAX

EMAIL

ADDITIONAL REGISTRANTS:

Separate registration form required for each

1.

3.

2.

4.

SPONSORSHIP SELECTION:

Visionary Sponsor ♦ \$4,500 **Trailblazing Sponsor** ♦ \$2,000

Innovation Sponsor ♦ \$2,500 **Horizon Sponsor** ♦ \$1,500

Groundbreaking Sponsor (\$250 – \$2,000)

Lanyard Sponsor ♦ \$2,000

Banquet Table Sponsor ♦ \$1,250

Supporting Sponsor ♦ \$500

Business-Card Sized Ad ♦ \$250

Banquet Table Sponsor Without Attendance ♦ \$250

Or e-mail
info@calafco.org to
"Build Your Own"
Sponsorship today!

APPLICATION DEADLINE: SEPTEMBER 15, 2022



Get Involved

Please make your check payable to: CALAFCO

Mail to the following address:

CALAFCO

1020 12th Street, Suite 222, Sacramento, CA 95814

Or sign up online at: www.CALAFCO.org

APPLICATION DEADLINE: SEPTEMBER 15, 2022



Visionary Sponsor

\$4,500

Becoming a Visionary Sponsor promotes the highest level of involvement and exposure to fully maximize your organization's marketing goals.

- » Prominent exposure on event signs and Conference program
- » Special recognition at general sessions
- » Company logo included in giveaway material
- » Brochure included in registration packet
- » Display table in sponsor exhibit area
- » Full-page advertisement in Conference program
- » One complimentary registration
- » Gold Associate Members – Second complimentary registration



Innovation Sponsor

\$2,500

An Innovation Sponsor understands the significance of strategic branding and investing in stakeholder engagement.

- » Prominent exposure on event signs and Conference program
- » Brochure included in registration packet
- » Display table in sponsor exhibit area
- » One complimentary registration
- » Half-page ad in Conference program



Trailblazing Sponsor **\$2,000**

A Trailblazing Sponsorship allows your organization to be in the Annual Conference spotlight while boosting networking prospects.

- » Prominent exposure on event signs and Conference program
- » Display table in sponsor exhibit area
- » One complimentary registration
- » Quarter-page ad in Conference program



Horizon Sponsor **\$1,500**

Investing in a Horizon Sponsorship puts your organization on the map of the Annual Conference and stretches your dollar.

- » Prominent exposure on event signs and Conference program
- » Display table in sponsor exhibit area



Groundbreaking Sponsorships

Lanyard Sponsor - \$2,000 | 1 Available

- » Custom lanyard with fully-functional 4 GB USB drive in the clasp, with your organization's name and logo printed on the strap

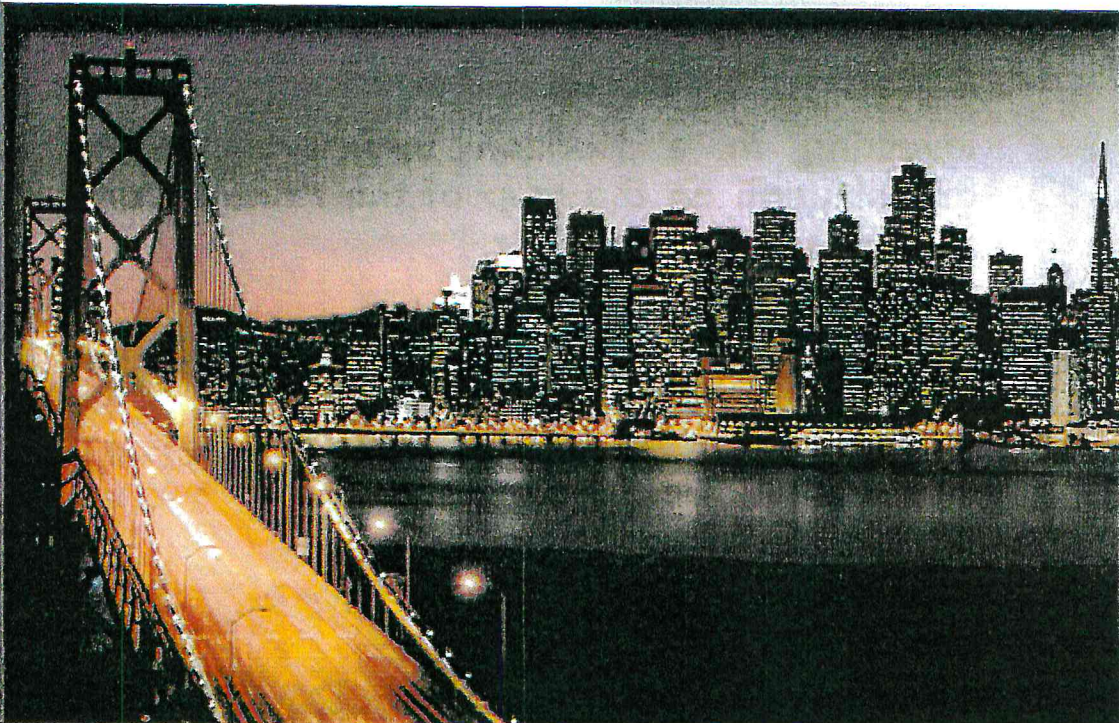
Banquet Table Sponsor - \$1,250

- » Table of ten for dinner at Thursday evening banquet
- » Tabletop sign with business name and logo
- » Acknowledgement in dinner program

Supporting Sponsor - \$500

- » Recognition on event signs and Conference program

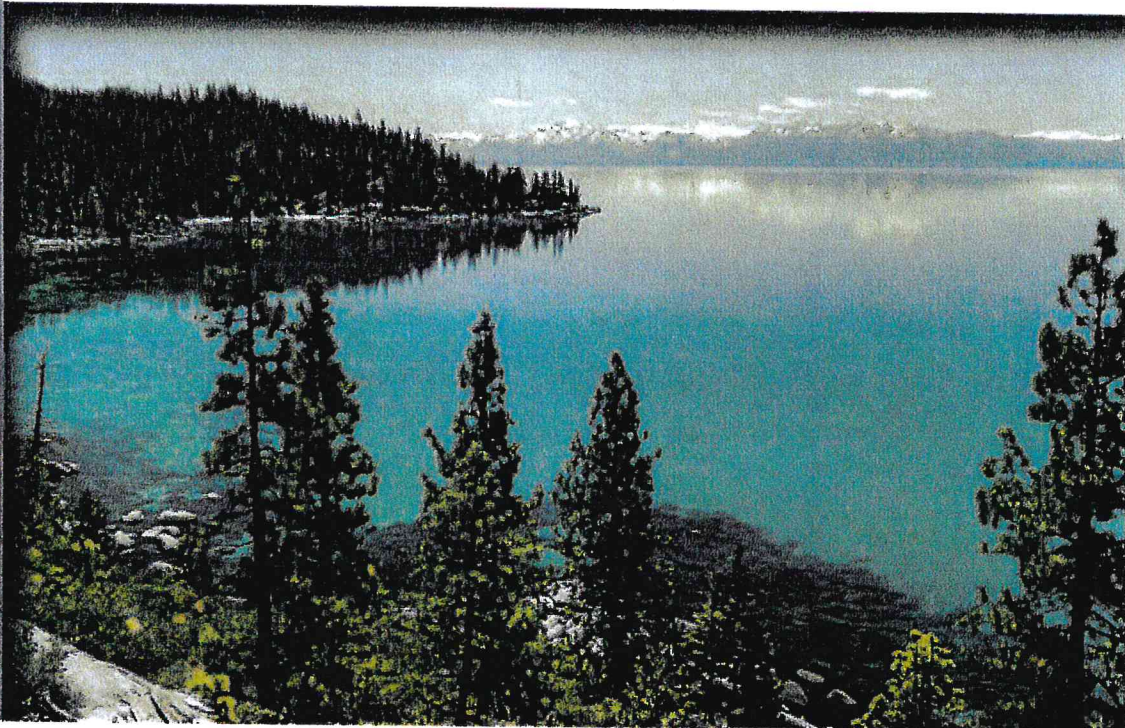
Table Sponsor without attendance - \$250





"Build Your Own" Sponsor

- » Offers the most flexibility
- » Make a single or multi-year commitment at your optimal level
- » All-encompassing potential benefits may include, but are not limited to:
 - Preeminent exposure on event signs and Conference program
 - Company logo and website address featured in giveaway materials
 - Brochure included in registration packet
 - Display table in sponsorexhibit area
 - Full-page advertisement in Conference program
 - Multiple complimentary registrations



**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

DATE: September 6, 2022 September 12, 2022
TO: BOARD OF DIRECTORS Regular Board Meeting
FROM: Dennis J. Hoffmeyer, Finance Manager/CFO
VIA: Mr. Dennis LaMoreaux, General Manager
RE: *AGENDA ITEM 7.2 – CONSIDERATION AND POSSIBLE ACTION ON AUTHORIZING STAFF TO ENTER INTO A CONTRACT WITH CITIZENS BUSINESS BANK FOR A FIVE-YEAR CAPITAL LEASE FOR EQUIPMENT AND SMALLER NON-BONDABLE CAPITAL PROJECTS. (\$2.4 MILLION – FINANCE MANAGER HOFFMEYER)*

Recommendation:

Staff recommends that the Board approve entering into an agreement with Citizens Business Bank for a five-year capital lease for equipment and smaller non-bondable projects.

Alternative Options:

The Board can deny approving this item. Projects will be handled similarly to taking no action.

Impact of Taking No Action:

The impact of taking no action would be the purchasing of equipment, and smaller capital projects could only be pursued when additional funds become available during the remainder of CY2022.

Background:

In the past, the District has undertaken five-year capital leases for several equipment and smaller capital projects for better utilization of funding resources. This also serves as a supplemental funding source when projects are not capable of being pursued under our large-scale bond funding initiative. The financial institution for the five-year capital lease was chosen based on the best interest rates and purchasing agreement terms.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 4 – Financial Health and Stability.
This item directly relates to the District’s Mission Statement.

Budget:

The equipment and small capital projects are shown as part of the Capital Expenditures/Plant Expenditure Summary on pages 21 – 24 in the 2022 Budget document.

Supporting Information and Documents:

- Term Sheet from Municipal Finance Corporation (on behalf of Citizens Business Bank)
- Final project listing and allocated amounts



MUNICIPAL FINANCE CORPORATION

2945 Townsgate Road, Suite 200

Westlake Village, CA 91361

Telephone (805) 719-1235

www.munifinance.com

TERM SHEET

Municipal Finance Corporation, on behalf of Citizens Business Bank, is pleased to present a water revenue loan proposal to the Palmdale Water District. The proposed terms and conditions are as follows:

Date:	September 2, 2022
Issuer:	Palmdale Water District (the "District")
Investor Representative:	Municipal Finance Corporation
Purchaser:	Citizens Business Bank (the "Purchaser")
Financing Type:	Water Revenue Loan (the "Loan")
Purpose:	Equipment and IT Projects
Issue Size:	\$2,400,000
Term:	5 years
Payments:	Semi-annual principal and interest payments.
Interest Rate:	3.50% with a 60 day rate lock.
Fees:	\$7,500 Documentation Fee. CDIAC fee to be paid from cost of issuance.
Optional Prepayment:	The District shall have the right to prepay the Loan in whole on any payment date commencing 3 years after the funding date with no prepayment premium.
Funding:	On the closing date the financing proceeds will be wired to a special account established by the District for purposes of paying the costs of the Project.
Security:	The Loan shall be secured by a pledge of the net revenues of the water enterprise fund. The District shall covenant to maintain rates and charges so as to generate net revenues equal to 110% of debt service each fiscal year, although moneys transferred from the rate stabilization fund shall be considered revenues for purposes of the net revenues computation.

Documentation: Municipal Finance Corporation shall prepare all documentation and will include all agreements, certificates and opinions as are reasonably required to evidence and carry out the transaction.

Credit Approval: The transaction is subject to final credit approval by the Purchaser and receipt of all documents and opinions in form acceptable to the Purchaser.

Proposal Acceptance: This financing proposal is good for an acceptance by the District no later than September 13, 2022. Acceptance of this proposal is subject to approval by the District's Board. The District shall incur no costs if the governing body elects not to approve this proposal.

Upon acceptance of this financing proposal, Municipal Finance Corporation shall use its best efforts to secure a credit approval in a timely fashion and otherwise to faithfully meet the requirements of this proposal. If this proposal is acceptable to the District, please sign below and return to my attention at your earliest convenience.

I look forward to the opportunity to be of service to the Palmdale Water District.

Sincerely,

Proposal Accepted By:
Palmdale Water District



Stefan Morton
Vice President

By _____

Date _____

PALMDALE WATER DISTRICT
Capital Lease Project Summary

<i>Year</i>	<i>Project Budget Description</i>	<i>Project Type</i>	<i>Estimation</i>
<i>Water Treatment Plant Projects</i>			
2022	Onsite Chlorine Generator	Replace/New Equip.	145,000
2024	Electric forklift for WTP	Replace/New Equip.	15,000
		<i>Subtotal:</i>	160,000
<i>Vehicle Replacements</i>			
2021	V-04 1991 Dump Truck	Replace/New Equip.	150,000
2024	V-24 1988 Crane - Newer Crane	Replace/New Equip.	157,000
2023	2nd Vacuum Trailer	Replace/New Equip.	160,000
		<i>Subtotal:</i>	467,000
<i>Information Technology</i>			
2020	Intranet Redesign	Studies & Planning	50,000
2020	Personnel Emergency Notification System	Studies & Planning	40,000
2021	Data Warehousing	Replace/New Equip.	60,000
2023	SCADA Analysis	Studies & Planning	100,000
2022	Citrix - Seamless apps across multiple platforms	Studies & Planning	50,000
		<i>Subtotal:</i>	300,000
<i>Meter Technology</i>			
	AMR/AMI Equipment and Software	Replace/New Equip.	335,500
	520M Endpoint Radios and Register Conversion (Qty. 3,250)	Replace/New Equip.	812,500
	Meter Lids (Qty. 3250)	Replace/New Equip.	325,000
		<i>Subtotal:</i>	1,473,000

Total Asset/Infrastructure Project Requests 2,400,000

Budget:

This system will be funded through the capital lease and grant funding that was put in place during the original contract.

Supporting Documents:

- Updated pricing proposal from Aqua-Metric (Sensus FlexNet AMI System)
- New pricing proposal from Aqua-Metric (Sensus EasyLink Drive-By Communication Solution)



Aqua-Metric Sales Company
 4050 Flat Rock Drive | Riverside, CA 92505
 Phone: (951) 637-1400 | Facsimile: (951) 637-1500

August 3, 2022

Client: Palmdale Water District
Address: 2029 E Avenue Q
City, State, Zip: Palmdale, CA 93550

Line No.	Item	Quantity	Unit	Extended
Sensus FlexNet AMI System				
Product				
	M400B2 Basestation	3	\$32,204.48	\$96,613.44
	M400B2 Basestation Magnetic Mount for OMNI Antenna, if Required		\$5,625.00	
	M400B2 Basestation Magnetic Mount for Panel Antenna, if Required		\$18,750.00	
	Communication Backhaul	3	\$1,000.00	\$3,000.00
	Juniper Archer3 Handheld	2	\$4,661.28	\$9,322.56
	Juniper Archer3 Handheld Single Ethernet Dock	2	\$1,000.55	\$2,001.10
	CommandLink II Bluetooth Device	2	\$654.49	\$1,308.98
	FieldLogic Communication Device	1	\$500.00	\$500.00
	3096+ Mini Reader/Touch Reader Device	1	\$515.37	\$515.37
	3/4" SL iPERL Meter TRPL	1,575	\$148.72	\$234,234.00
	1" iPERL Meter TRPL	808	\$230.76	\$186,454.08
	1 1/2" OMNI R2 Meter TRPL	49	\$534.23	\$26,177.27
	2" OMNI R2 Meter TRPL	39	\$749.55	\$29,232.45
	520M Single Port SmartPoint Radio Transmitter	2,471	\$148.61	\$367,215.31
Network Infrastructure Setup and Configuration				
	M400B2 Basestation Installation	3	\$25,000.00	\$75,000.00
	M400B2 Basestation Certification	3	\$1,750.00	\$5,250.00
FlexNet AMI Software Setup and Configuration				
	RNI SaaS Setup	1	\$7,956.25	\$7,956.25
	RNI Core Education, Performed by Aqua-Metric	1	\$5,500.00	\$5,500.00
	Sensus Analytics System Setup	1	\$5,000.00	\$5,000.00
	Sensus Analytics Basic Integration	1	\$5,000.00	\$5,000.00
	Sensus Analytics Training, Performed by Aqua-Metric	1	\$4,000.00	\$4,000.00
	Network Implementation, Monthly Fee	1	\$10,000.00	\$10,000.00
Recurring Annual Fees: SaaS Software Hosting and Support - Based on 2,471 Water Services				
	Annual Hosted RNI Software-as-a-Service, Water Only	1	\$8,240.00	\$8,240.00
	Annual Sensus Analytics Enhanced, Water Only	1	\$7,031.25	\$7,031.25
	Annual Sensus Analytics Text Messaging Fee (Optional)	1	\$371.25	\$371.25
	Annual M400 Basestation Extended Warranty	3	\$1,910.53	\$5,731.59
	Annual Aqua-Metric Support	1	\$7,500.00	\$7,500.00

This quote for the product and services named above is subject to the following terms:

- All quotes are subject to the Aqua-Metric Terms of Sale.
- Quote is valid for thirty days.
- Freight allowed on single orders exceeding \$10,000.00.
- Net Thirty Days to Pay
- Returned product may be subject to a 25% restocking fee.
- Sales Tax and/or Freight charges are not included.
- Minimum 5 year term for SaaS Model with Annual 3% price increase
- Annual Fees based on phased-on approach as described herein. Additional services will result in an increase in annual fees.
- Customer to provide electricity to basestations and basestation mounting hardware
- Customer to provide static IP address and monthly data (SIM) for backhaul communication - Aqua-Metric suggests Verizon Wireless or AT&T
- Customer's Billing System will provide Billing System Integration pricing directly to the City; Aqua-Metric is unable to determine these costs
- Network Implementation Monthly Fee subject to change based on the actual months of implementation services.
- Pricing does not include product installation, staging, product storage, or consumer outreach program
- Pricing does not include bonding
- Any items beyond quote above subject to price negotiations

Subtotal: \$1,103,154.90
 24-Month Performance and Payment Bond: \$7,200.00
 Sales Tax at 9.5%: \$90,874.57
Total: \$1,201,229.47



Aqua-Metric Sales Company
 4050 Flat Rock Drive | Riverside, CA 92505
 Phone: (951) 637-1400 | Facsimile: (951) 637-1500

August 3, 2022

Client: Palmdale Water District
Address: 2029 E Avenue Q
City, State, Zip: Palmdale, CA 93550

Line No.	Item	Quantity	Unit	Extended
Sensus FlexNet AMI System: Five-Year SaaS Fees				
Year One Annual Fees: SaaS Software Hosting and Support - Based on 2,471 Water Services				
	Annual Hosted RNI Software-as-a-Service, Water Only	1	\$8,240.00	\$8,240.00
	Annual Sensus Analytics Enhanced, Water Only	1	\$7,031.25	\$7,031.25
	Annual Sensus Analytics Text Messaging Fee (Optional)	1	\$371.25	\$371.25
	Annual M400 Basestation Extended Warranty	3	\$1,910.53	\$5,731.59
	Annual Aqua-Metric Support	1	\$7,500.00	\$7,500.00
			Total:	\$28,874.09
Year Two Annual Fees: SaaS Software Hosting and Support - Based on 5,760 Water Services				
	Annual Hosted RNI Software-as-a-Service, Water Only	1	\$8,487.50	\$8,487.50
	Annual Sensus Analytics Enhanced, Water Only	1	\$7,242.50	\$7,242.50
	Annual Sensus Analytics Text Messaging Fee (Optional)	1	\$735.00	\$735.00
	Annual M400 Basestation Extended Warranty	3	\$1,967.84	\$5,903.52
	Annual Aqua-Metric Support	1	\$7,725.00	\$7,725.00
			Total:	\$30,093.52
Year Three Annual Fees: SaaS Software Hosting and Support - Based on 5,760 Water Services				
	Annual Hosted RNI Software-as-a-Service, Water Only	1	\$12,588.75	\$12,588.75
	Annual Sensus Analytics Enhanced, Water Only	1	\$10,618.75	\$10,618.75
	Annual Sensus Analytics Text Messaging Fee (Optional)	1	\$916.25	\$916.25
	Annual M400 Basestation Extended Warranty	3	\$2,026.88	\$6,080.64
	Annual Aqua-Metric Support	1	\$7,956.76	\$7,956.76
			Total:	\$38,161.15
Year Four Annual Fees: SaaS Software Hosting and Support - Based on 6,760 Water Services				
	Annual Hosted RNI Software-as-a-Service, Water Only	1	\$15,217.50	\$15,217.50
	Annual Sensus Analytics Enhanced, Water Only	1	\$12,350.00	\$12,350.00
	Annual Sensus Analytics Text Messaging Fee (Optional)	1	\$1,103.75	\$1,103.75
	Annual M400 Basestation Extended Warranty	3	\$2,087.68	\$6,263.04
	Annual Aqua-Metric Support	1	\$8,195.46	\$8,195.46
			Total:	\$43,129.75
Year Five Annual Fees: SaaS Software Hosting and Support - Based on 7,760 Water Services				
	Annual Hosted RNI Software-as-a-Service, Water Only	1	\$17,243.75	\$17,243.75
	Annual Sensus Analytics Enhanced, Water Only	1	\$13,900.00	\$13,900.00
	Annual Sensus Analytics Text Messaging Fee (Optional)	1	\$1,310.00	\$1,310.00
	Annual M400 Basestation Extended Warranty	3	\$2,150.31	\$6,450.93
	Annual Aqua-Metric Support	1	\$8,441.32	\$8,441.32
			Total:	\$47,346.00

This quote for the product and services named above is subject to the following terms:

1. All quotes are subject to the Aqua-Metric Terms of Sale.
2. Quote is valid for thirty days.
3. Freight allowed on single orders exceeding \$10,000.00.
4. Net Thirty Days to Pay
5. Returned product may be subject to a 25% restocking fee.
6. Sales Tax and/or Freight charges are approximated and may vary on final invoice.
7. Minimum 5 year term for SaaS Model with Annual 3% price increase
8. SaaS Fee based on phased-in quantities listed herein.
9. Additional services will result in an increase in annual fees.
10. Pricing does not include bonding
11. Any items beyond quote above subject to price negotiations.



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 4050 Flat Rock Drive | Riverside, CA 92505
 Phone: (951) 637-1400 | Facsimile: (951) 637-1500

August 3, 2022

Client: Palmdale Water District
Address: 2029 E Avenue Q
City, State, Zip: Palmdale, CA 93550

Line No.	Item	Quantity	Unit	Extended
Sensus FlexNet AMI System: Customer Portal Add-On Application				
	Consumer Portal System Setup	1	\$6,250.00	\$6,250.00
	Consumer Portal CIS Integration Fee ⁹	1	\$12,500.00	\$12,500.00
	Consumer Portal Training	1	\$2,250.00	\$2,250.00
	Customer Portal Application Implementation Fee	1	\$7,500.00	\$7,500.00
	Single Sign-On, One Way	1	\$15,000.00	\$15,000.00
	Annual Consumer Portal Core (Minimum 1500 Users) ⁷	1	\$6,700.00	\$6,700.00
	Annual Consumer Portal (Each Additional User > 1500) ^{7,10}		\$2.60	
	Annual Consumer Portal Unlimited Text Message Block for 1,500 Users ^{7,11}	1	\$225.00	\$225.00
	Annual Customer Portal Support ⁷	1	\$4,375.00	\$4,375.00
	Annual Single Sign-On, One-Way Fee (Based on 1,500 Users) ⁷	1	\$3,000.00	\$3,000.00
			Total:	\$57,800.00
Year Two Annual Fees for Customer Portal Application				
	Annual Consumer Portal Core (Minimum 1500 Users) ⁷	1	\$6,901.25	\$6,901.25
	Annual Consumer Portal (Each Additional User > 1500) ^{7,10}		\$2.68	
	Annual Consumer Portal Unlimited Text Message Block for 1,500 Users ^{7,11}	1	\$231.25	\$231.25
	Annual Customer Portal Support ⁷	1	\$4,506.26	\$4,506.26
	Annual Single Sign-On, One-Way Fee (Based on 1,500 Users) ⁷	1	\$3,090.00	\$3,090.00
			Total:	\$14,728.76
Year Three Annual Fees for Customer Portal Application				
	Annual Consumer Portal Core (Minimum 1500 Users) ⁷	1	\$7,107.50	\$7,107.50
	Annual Consumer Portal (Each Additional User > 1500) ^{7,10}		\$2.75	
	Annual Consumer Portal Unlimited Text Message Block for 1,500 Users ^{7,11}	1	\$238.75	\$238.75
	Annual Customer Portal Support ⁷	1	\$4,641.44	\$4,641.44
	Annual Single Sign-On, One-Way Fee (Based on 1,500 Users) ⁷	1	\$3,182.50	\$3,182.50
			Total:	\$15,170.19
Year Four Annual Fees for Customer Portal Application				
	Annual Consumer Portal Core (Minimum 1500 Users) ⁷	1	\$7,321.25	\$7,321.25
	Annual Consumer Portal (Each Additional User > 1500) ^{7,10}		\$2.84	
	Annual Consumer Portal Unlimited Text Message Block for 1,500 Users ^{7,11}	1	\$246.25	\$246.25
	Annual Customer Portal Support ⁷	1	\$4,780.69	\$4,780.69
	Annual Single Sign-On, One-Way Fee (Based on 1,500 Users) ⁷	1	\$3,278.75	\$3,278.75
			Total:	\$15,626.94
Year Five Annual Fees for Customer Portal Application				
	Annual Consumer Portal Core (Minimum 1500 Users) ⁷	1	\$7,541.25	\$7,541.25
	Annual Consumer Portal (Each Additional User > 1500) ^{7,10}		\$2.93	
	Annual Consumer Portal Unlimited Text Message Block for 1,500 Users ^{7,11}	1	\$253.75	\$253.75
	Annual Customer Portal Support ⁷	1	\$4,924.11	\$4,924.11
	Annual Single Sign-On, One-Way Fee (Based on 1,500 Users) ⁷	1	\$3,376.25	\$3,376.25
			Total:	\$16,095.36

This quote for the product and services named above is subject to the following terms:

- All quotes are subject to the Aqua-Metric Terms of Sale.
- Quote is valid for thirty days.
- Freight allowed on single orders exceeding \$10,000.00.
- Net Thirty Days to Pay
- Returned product may be subject to a 25% restocking fee.
- Sales Tax and/or Freight charges are approximated and may vary on final invoice.
- Minimum 5 year term for SaaS Model with Annual 3% price increase
- Customer Portal Pricing based on 1,500 Users.
- Does not include CIS integration costs.
- Annual Overage fees for Consumer Portal will not be charged in the first year, but calculated at year end at the enclosed rate, with a 3% annual increase.
- Text message block pricing based on 1,500 users. Each user fee estimated at \$0.15 per service. The Utility will be invoiced for actual services used at end of year.
- Pricing does not include bonding
- Any items beyond quote above subject to price negotiations



Aqua-Metric Sales Company
 4050 Flat Rock Drive | Riverside, CA 92505
 Phone: (951) 637-1400 | Facsimile: (951) 637-1500

September 6, 2022

Client: Palmdale Water District
Address: 2029 E Avenue Q
City, State, Zip: Palmdale, CA 93550

Line No.	Item	Quantity	Unit	Extended
Sensus EasyLink Drive-By Communication Solution				
	EasyLink with TouchPad (PCS/MAS1/MAS2)	1	\$13,750.00	\$13,750.00
	EasyLink Server License (One per Customer)	1	\$16,000.00	\$16,000.00
	WorkSpace License ¹⁰	1	\$2,500.00	\$2,500.00
	WorkBook License ¹¹	1	\$1,875.00	\$1,875.00
	EasyLink Server Standard Setup	1	\$7,187.50	\$7,187.50
	EasyLink Standard Integration ^{13,24}	1	\$4,000.00	\$4,000.00
	EasyLink Training, Two Days	1	\$3,000.00	\$3,000.00
	EasyLink System Implementation ^{13,14}	1	\$5,000.00	\$5,000.00
	Annual EasyLink Software Support ^{8,9}	1	\$4,075.00	\$4,075.00
	Annual EasyLink Hosting Fee ^{8,9}	1	\$9,000.00	\$9,000.00
	Itron-to-TR/PL (TouchCoupler) Connector, 1-Foot		\$28.96	
			Total:	\$66,387.50
Year Two Annual Fees for EasyLink Solution				
	Annual EasyLink Software Support ^{8,9}	1	\$4,197.25	\$4,197.25
	Annual EasyLink Hosting Fee ^{8,9}	1	\$9,270.00	\$9,270.00
	Annual Aqua-Metric Support for EasyLink Solution ⁹	1	\$2,500.00	\$2,500.00
			Total:	\$15,967.25
Year Three Annual Fees for EasyLink Solution				
	Annual EasyLink Software Support ^{8,9}	1	\$4,323.16	\$4,323.16
	Annual EasyLink Hosting Fee ^{8,9}	1	\$9,548.10	\$9,548.10
	Annual Aqua-Metric Support for EasyLink Solution ⁹	1	\$2,575.00	\$2,575.00
			Total:	\$16,446.26
Year Four Annual Fees for EasyLink Solution				
	Annual EasyLink Software Support ^{8,9}	1	\$4,452.86	\$4,452.86
	Annual EasyLink Hosting Fee ^{8,9}	1	\$9,834.54	\$9,834.54
	Annual Aqua-Metric Support for EasyLink Solution ⁹	1	\$2,652.26	\$2,652.26
			Total:	\$16,939.66
Year Five Annual Fees for EasyLink Solution				
	Annual EasyLink Software Support ^{8,9}	1	\$4,586.45	\$4,586.45
	Annual EasyLink Hosting Fee ^{8,9}	1	\$10,129.58	\$10,129.58
	Annual Aqua-Metric Support for EasyLink Solution ⁹	1	\$2,731.82	\$2,731.82
			Total:	\$17,447.85

This quote for the product and services named above is subject to the following terms:

- All quotes are subject to the Aqua-Metric Terms of Sale.
- Quote is valid for thirty days.
- If modifications in materials, labor, or processing are required to meet new regulations, the pricing submitted herein is subject to immediate change.
- Freight allowed on single Sensus Product orders exceeding \$20,000.00.
- Net Thirty Days to Pay
- Returned product may be subject to a 25% restocking fee.
- Sales Tax and/or Freight charges are not included.
- Pricing based on 24,754 water services.
- Minimum five year term for hosted model; Annual 3% increase for hosting and support services.
- One WorkSpace license is required for each personnel that will require individual login credentials and require access to the WorkSpace Application.
- One WorkBook license is required for each EasyLink reader and/or each meter reader that requires individual login credentials.
- Annual software support and hosting fees are due at the completion of setup and configuration in year one.
- Standard integration includes: direct integration between EasyLink and CIS/Billing system; no file customization required; City's CIS must support the EasyLink default format
- Does not include integration fees from third-party companies, such as the Utility's CIS.
- Quote does not include bonding
- Additional services subject to cost negotiations.

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: September 6, 2022 **September 12, 2022**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Scott Rogers, Engineering Manager
VIA: Mr. Adam Ly, Assistant General Manager
Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.4 – CONSIDERATION AND POSSIBLE ACTION ON AUTHORIZING STAFF TO ENTER INTO A CONTRACT WITH NATIONAL WATER RESEARCH INSTITUTE FOR INDEPENDENT ADVISORY SERVICES FOR THE PURE WATER AV (PALMDALE REGIONAL WATER AUGMENTATION PROGRAM). (\$112,950.00 – BUDGETED – WORK ORDER NO. 20-417 – ENGINEERING MANAGER ROGERS)***

Recommendation:

Staff recommends that the Board authorize staff to enter into a contract with National Water Research Institute (NWRI) from Fountain Valley, California in the not-to-exceed amount of \$112,950.00 for the independent advisory services for the Pure Water AV (Palmdale Regional Water Augmentation Program).

Alternative Options:

No other option exists.

Impact of Taking No Action:

Not receiving regulatory approval and loss of public confidence in the program.

Background:

Back in February 2022, the District received proposals from consulting firms to perform the engineering services for the Palmdale Regional Water Augmentation Program. All of the proposals included utilizing NWRI to assist with providing independent advisory services for the program. Previously, the District has utilized NWRI to perform these services on other projects like the Recharge and Recovery project.

Founded in 1991 by water utilities and civic leaders, NWRI is a 501(c)3 nonprofit that collaborates with water utilities, regulators, and researchers in innovative ways to help develop new, healthy sources of drinking water. NWRI assembles teams of scientific, technical, and

BOARD OF DIRECTORS
PALMDALE WATER DISTRICT

VIA: Mr. Adam Ly, Assistant General Manager
Mr. Dennis D. LaMoreaux, General Manager

September 6, 2022

policy experts that provide credible independent peer review of water projects, develop recommendations that support investment in water infrastructure, public health, and enable water resource management decisions grounded in science and best practices. NWRI's approach is collaborative by design and customizes processes and service offerings to meet the unique needs of clients and the communities they serve. NWRI Panels support water reuse projects in various stages of development in California, the United States, and worldwide.

NWRI services include the following summary:

- Establish the Panel's membership, leadership, and independence.
- Plan Panel meetings to help ensure that the needs of the Project Team, regulators, and experts are met at each stage of the work.
- Report the Panel's consensus findings and recommendations in draft and final forms.

A detailed scope of services can be found in the attached proposal from NWRI.

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:

This item is budgeted and will be covered as part of Work Order No. 20-417.

Supporting Documents:

- NWRI Proposal dated August 19, 2022



Proposal for Independent Advisory Services

Date: August 19, 2022
To: Scott Rogers, PE, Engineering Manager, Palmdale Water District
From: Kevin Hardy, Executive Director, NWRI
Subject: Proposal for Independent Advisory Services in Support of the Palmdale Regional Water Augmentation Program

The National Water Research Institute (NWRI) is pleased to transmit this proposal to administer and facilitate an Independent Advisory Panel (Panel) to support the Palmdale Water District (District) in providing review of regulatory–approval–related content for its regional recycled water program, referred to as Palmdale Regional Water Augmentation Program (PRWAP).

This proposal funds a Panel of five (5) members to participate in the following activities: a Technical Orientation Call (online), Workshop 1 (online), an Interim Review (online), and Workshop 2 (in–person at Palmdale Water District). The Panel will issue two technical memo reports presenting its consensus findings and recommendations following Workshops 1 and 2. **The total not–to–exceed cost for the services described in this Scope of Work is \$112,950 (Attachment 1).**

The National Water Research Institute

Founded in 1991 by water utilities and civic leaders, NWRI is a 501c3 nonprofit that collaborates with water utilities, regulators, and researchers in innovative ways to help develop new, healthy sources of drinking water. NWRI assembles teams of scientific, technical, and policy experts that provide credible independent peer review of water projects, develop recommendations that support investment in water infrastructure and public health, and enable water resource management decisions grounded in science and best practices. NWRI’s approach is collaborative by design, and we customize our processes and service offerings to meet the unique needs of our clients and the communities they serve. NWRI Panels support water reuse projects in various stages of development in the United States and around the world.

Kevin M. Hardy • Executive Director • khardy@nwri-usa.org • www.nwri-usa.org

JPA MEMBERS: Inland Empire Utilities Agency • Irvine Ranch Water District • Los Angeles Department of Water and Power
Metropolitan Water District of Southern California • Orange County Sanitation District • Orange County Water District



Proposal Overview

The District serves customers within a 40–square–mile area in the City of Palmdale (City) and unincorporated areas in Los Angeles County. Current water demands are met by a combination of local groundwater, surface water from Littlerock Dam Reservoir, and imported water from the California State Water Project. A 2010 study projected that the District’s water demands would double by 2035. That study included recommendations to research the feasibility of replenishing the groundwater basin with recycled water via surface spreading.

In 2012, the Palmdale Recycled Water Authority (PRWA) was established to manage recycled water that is generated and used in the Palmdale area. In 2015, Carollo Engineers prepared a Recycled Water Facilities Master Plan that included an alternative to build a recycled water pump station and pipelines. The District also prepared the Littlerock Creek Groundwater Replenishment and Recovery Project (LCGRRP) Feasibility Study, in partnership with Kennedy Jenks, to investigate groundwater banking, storage, and extraction. The two preferred alternatives allowed for groundwater recharge with both recycled water and imported State Water Project water.

In 2016, the District completed an Environmental Impact Report and began a series of pilot studies to assess infiltration rates. Less–than–favorable results from the pilot studies led to a feasibility study of surface water augmentation and groundwater recharge via direct injection. Stantec was retained by the District to conduct the feasibility study. Findings from the feasibility study indicated that groundwater recharge via direct injection was technically feasible and economically viable. Following that, District initiated the process of selecting a consulting firm to provide Program Management services for the PRWAP; Stantec was selected by the District to provide these services.

As part of the program efforts, the District engaged NWRI to form an Independent Expert Advisory Panel (Panel) to review scientific, technical, policy, and public health issues related to the PRWAP.

Under this proposal, NWRI will provide the following services:

- Administering and managing the Panel, including finding and contracting qualified experts, administering the Panel members, and paying for and reimbursing Panel–related expenses in conformance with the Project contract requirements.
- Facilitating three online meetings (a Technical Orientation, Workshop 1, and an Interim Review), and one in–person meeting at Palmdale Water District (Workshop 2). This includes preparing Panel members for participation in the meetings; working with client staff and consultants to develop, contextualize, and organize the agenda; and distributing client–created meeting materials before each Panel meeting.



- Producing two Panel Meeting Reports: One following Workshop 1, and one following Workshop 2. These reports provide a record of the findings, conclusions, and independent consensus recommendations of the Panel.

Schedule

NWRI will plan and schedule Panel meetings to meet Project requirements as requested by the Project Team. Planning a Panel meeting takes about 8 to 12 weeks and completing the Panel's consensus report also takes about 8 to 12 weeks. NWRI processes are collaborative and communication intensive.

Additional Work

NWRI project engagements typically span the life of a project. The Panel may meet annually or at more or less frequent intervals depending on Project needs and regulatory requirements. Our approach is collaborative and we customize our processes and services to meet the needs of each client and the communities they serve. Additional services outside the Scope of Work defined in this proposal are often necessary or appropriate. Upon the client's direction, NWRI typically provides such additional services according to the rates and terms set forth in this proposal.

Scope of Work

Each task in the Scope of Work is necessary to plan, facilitate, and report on a Panel meeting. The proposed Scope of Work and Deliverables are organized to:

- Establish the Panel's membership, leadership, and independence.
- Plan Panel meetings to help ensure that the needs of the Project Team, regulators, and experts are met at each stage of the work.
- Report the Panel's consensus findings and recommendations in draft and final forms.

Scope of Work – Task 1: Project Management and Administration

This task includes assembling, administering, and managing the Panel. This collaborative process is used to gather information about the expertise and qualifications required for the Client's project.

- 1.1 **Identify, Engage, and Support Experts.** Assemble, engage, administer, manage, reimburse, and compensate subject matter experts (SMEs) in each required discipline and any other key areas of relevant technical expertise.
 - Work with the Project Team to develop a qualifications profile for prospective independent SMEs, including potential disqualifying conflicts.



NWRI Proposal for Independent Advisory Panel for Palmdale Water District

- Contact SMEs who match the expertise, credibility, and qualifications profiles and identify a list of experts who indicate both a willingness and the availability to participate in the Project.
- Prepare and transmit a proposed Panel roster. The Project Team will review the selected Panel qualifications to ensure there are no known conflicts of interest.
- Prepare and transmit a final Panel roster to the Project Team.
- Engage Panel members with a Letter of Engagement that defines the Project terms, conditions, expectations, and compensation.
- Notify the Project Team when all Panel members have signed their engagement letters and are ready to begin work.

If a Panel member must leave the Project for personal or professional reasons, NWRI will recruit and contract with a new, qualified Panel member to fill that role.

- 1.2 **Manage and Administer Project.** Conduct all necessary and appropriate project administration and management duties in a timely and professional manner. These duties vary by engagement but tend to focus on records management, billing, scope and resource development, and related logistics. This task is intended to ensure that NWRI can support the Project Team, Client, Panel, and stakeholders.

Scope of Work – Task 2: Meeting Planning and Preparation

NWRI will schedule, plan, and prepare for the Panel meetings in coordination with relevant Project requirements and/or milestones.

- 2.1 **Panel Meeting Planning.** NWRI will work with the Project Team to plan and articulate the full scope of review for the Panel meeting. This planning will include sequencing content to optimize the Panel's review. This collaborative process will include:
- Meeting online to plan each Panel meeting, agenda, meeting facilitation processes, and key questions for the Panel as needed to support the Project, the Project Team, and the Panel.
 - Curating scientific, technical, policy, and related questions that the Project Team would like the Panel to advise on, referred to as the Panel Charge.
 - Developing meeting objectives with the Chair to support the Panel Charge.
 - Agreeing upon a strategy to develop and share relevant Project background information and data to optimize the Panel member's review.
 - Working with the Project Team and Panel to schedule meetings and workshops.
 - Identifying the meeting attendees, including Project Team members, City staff, consultants, state and regional regulators, and other stakeholders needed for an



effective Panel meeting. NWRI will also discuss and clarify roles and expectations for all Panel meeting participants.

2.2 Pre-Meeting Workshop with Project Team and Panel Chair. NWRI will schedule an online one-hour Chair's workshop six to eight weeks before the Panel meeting to develop the meeting objectives, including:

- Refining the Panel Charge.
- Discussing the agenda and facilitation processes to support the Panel.
- Ensuring that the pre-meeting literature review and meeting presentations contain all the information that the Panel needs as the basis for its findings, conclusions, and recommendations.

2.3 Panel Meeting Preparation. NWRI will work with the Project Team to prepare for each Panel meeting. This work includes developing the meeting agenda, compiling background materials from the Project Team, transmitting these pre-meeting review materials to the Panel before the meetings, and informing/engaging relevant Project stakeholders as identified by the Client before the meetings. Tasks include:

- Working with the Project Team to develop the agenda. As part of this process, NWRI and the Project Team will discuss facilitation techniques to stimulate the exchange of information and ideas.
- Supporting the Project Team and consultants as they define, develop, and prepare presentations on agenda topics. The Project Team will prepare and provide materials for the Panel members to review before and during the meeting.
- Facilitating the Panel meeting and distributing relevant visual aids and other materials provided by the Project Team to support their presentations.
- Collecting appropriate background material from the Project Team, its partners, its consultants, or any other Project stakeholder, subject to approval by the Project Team. **The Project Team should provide all pre-meeting review documents to the NWRI Project Manager at least two weeks before the meeting.**
- Distributing an official pre-meeting review transmittal to the Panel members by email approximately ten (10) business days before the meeting so the Panel has time to review and consider the materials.
- Preparing and transmitting a Panel meeting agenda to identified stakeholders.

2.4 Communicate Panel Meeting Logistics. NWRI, in consultation with the Project Team, will communicate logistics for each meeting to Panel members. NWRI will coordinate



with the Project Team to notify interested parties about Panel meetings, the availability of reports, and other Panel deliverables.

Scope of Work – Task 3: Meeting Facilitation and Preliminary Panel Report

This task includes facilitating each Panel meeting and preparing and delivering the preliminary Panel meeting report. The draft and final Panel meeting reports reflect the Panel's consensus on the questions presented at the meeting as well as related scientific, technical, and policy issues.

3.1 Facilitate Panel Meetings. Panel meetings are planned to be completed in one day. The specific timing and length of panel meetings vary depending on the scope of the meeting as determined collaboratively by the Project Team and NWRI. NWRI will administer, facilitate, and moderate the meetings, including stakeholder participation at the meeting. Responsibilities include:

- **Administer the Panel meeting.** Duties include welcome, introducing NWRI to the participants, explaining the panel process, attendance, taking notes, and Panel support as described including editing, presenting, and transmitting the Panel's draft and final reports.
- **Facilitate the meeting.** NWRI's Executive Director, Kevin M. Hardy, MPA, JD, will moderate the meeting. Meetings typically include an open session for the Project Team and invited stakeholders, and a private closed working session of the Panel.
- **Support the Panel process.** NWRI and the Panel Chair will keep the meeting on schedule to create a balance of Panel member engagement to exchange ideas and to have time for questions and answers.

As described above, the Project Team is responsible for the content and preparation of all scientific, technical, and policy presentations made at the meeting.

3.2 Closed Working Session. At the conclusion of the meeting presentations, the Panel will meet privately to plan and initiate drafting of the Panel Meeting Report. During this private session, NWRI staff and Panel members will generally:

- Determine consensus on key findings and recommendations to anchor the Panel Meeting Report.
- Prepare a general outline of the Panel Meeting Report based on the questions presented and the information presented.
- Assign writing tasks for the Panel Meeting Report to Panel members based on their interests and expertise. In authoring their assigned sections, Panel members will consider information and other materials presented at the meeting and



relevant findings from other concurrent efforts. Panel members will apply their expert judgment to develop informed and useful recommendations.

Scope of Work – Task 4: Panel Meeting Report

- 4.1 This task provides for the research, writing, editing, and review of the draft and final Panel meeting reports. NWRI panel reports are authored by the Panel under the leadership of the Panel Chair starting during the Panel’s private working session at the conclusion of the meeting presentations.
- 4.2 The report is a consensus report of the Panel, meaning that each finding and recommendation will have the support of all Panel members.
- 4.3 NWRI’s will coordinate the Panel’s efforts in drafting, editing, and transmitting the reports to the Project Team for review, and ensuring the final report is clear, accurate, and timely. NWRI and the Panel members will:
 - Write and submit assigned sections to the Panel Chair and the NWRI Project Manager, who work collaboratively to compile the draft report.
 - Review and edit the draft report. This process is coordinated by the Panel Chair and NWRI. The first work product is the draft Panel Meeting Report.
 - Transmit the draft report to the Project Team for their review to identify mistakes of fact, unintended inconsistencies, and errors or omissions in the application of relevant science. To ensure Panel independence and credibility, neither the Panel nor NWRI will negotiate findings and recommendations absent a mistake of fact or mistaken application of fact by the Panel.
 - A draft meeting report is typically completed within 8 to 12 weeks of the Panel meeting, but the report production timeframes depend upon the complexity of the meeting subject matter, the quality of the meeting materials prepared by the Client and its consultants, Panel requests for additional data and/or information, expert availability, and report writing and production logistics.
 - NWRI will communicate and discuss report delivery expectations with the Project Team as necessary and appropriate.

Deliverables

1. **Project Management and Administration.** This deliverable provides for communication, coordination, and billing in support of the remaining deliverables.
2. **Transmit Meeting Agenda to Project Team and Stakeholders.** In collaboration with the Project Team, NWRI will develop and produce a Panel meeting agenda and will distribute the pre-meeting review materials provided by the Project Team. The agenda



will establish the Panel Charge for the meeting; identify objectives for the meeting; set forth the scientific, technical and policy questions presented; identify presenters and subject matter to be covered; and allocate time to cover all subject matter necessary to enable the Panel to provide consensus expert recommendations in the Panel report.

3. **Facilitate Panel Meeting.** NWRI will facilitate each meeting to achieve the identified objectives stated in the relevant Panel Meeting Agenda.
4. **Produce Draft and Final Panel Meeting Reports.** Following Workshop 1 and Workshop 2, the Panel, as directed by the Chair, will author a draft recommendation report. As directed by the Chair, NWRI will edit, produce, and transmit the draft Panel Meeting Report to the Project Team. The draft will be delivered to the Project Team about 8 to 12 weeks after the Panel meeting. NWRI will transmit the final Panel Meeting Report to the Project Team as soon as possible after receiving the Project Team's comments on the draft report.

Proposed Budget

The proposed budget estimate of \$112,950 includes the following Panel meetings:

Technical Orientation will be an online meeting of one to two hours to introduce the Panel to the Project history and to develop questions that will be addressed at Workshop 1.

Workshop 1 will be an online meeting to review data and address the questions developed by the Project Team. The Panel will write and deliver a draft recommendation report about 8 to 12 weeks after the workshop. The workshop will include a 4-hour presentation by the project team followed by a 2-hour closed session of the panel members, all in a single day.

Interim Review will be an online meeting of one to two hours to update the Panel on progress since Workshop 1 and to develop questions that will be addressed at Workshop 2.

Workshop 2 will be an in-person meeting at Palmdale Water District to review additional data and address the questions developed by the Project Team. The Panel will write and deliver a draft recommendation report about 8 to 12 weeks after the workshop. The workshop will include a 4-hour presentation by the project team followed by a 2-hour closed session of the panel members, all in a single day.

The budget estimate includes travel expenses for Panel members and the Executive Director to attend Workshop 2 at Palmdale Water District. If Workshop 2 is changed to an online meeting, travel costs will not be incurred.



Additional Work

Additional work that substantially varies from or exceeds the Scope of Work described in this proposal may require a budget amendment. NWRI will communicate and coordinate as needed with City staff before undertaking any additional work.

Proposed Payment Terms

Progress Payment No. 1. NWRI will invoice the Client for 25 percent of the project budget when the Final Panel roster is transmitted to the Project Team.

Quarterly invoices. NWRI will invoice the Client quarterly through the end of the contract period.

Contact

If you have questions or would like to discuss this proposal further, please contact Suzanne Sharkey, Project Manager, at ssharkey@nwri-usa.org or (949) 258-2093.



About NWRI

NWRI was established in 1991 to address water supply and quality issues facing our nation through cooperative research. NWRI promotes the protection, maintenance, and restoration of drinking water supplies as well as freshwater and marine environments. NWRI is organized as both a Joint Powers Agency (JPA) pursuant to the California Government Code and a 501c3 nonprofit corporation pursuant to the Internal Revenue Code. Based in Fountain Valley, California, NWRI’s JPA members include:

- Inland Empire Utilities Agency
- Irvine Ranch Water District
- Los Angeles Department of Water and Power
- The Metropolitan Water District of Southern California
- Orange County Sanitation District
- Orange County Water District

NWRI Staff Titles

NWRI staff titles, project duties, and qualifications are presented below. For specific information about other NWRI Independent Expert Advisory Panels, our research, or educational and outreach initiatives, please visit our [website](#).

Name	Title	Duties
Kevin M. Hardy	Executive Director	Provides overall management for Panel efforts. Responsible for working with Panel Chair to plan and facilitate Panel activities.
Suzanne Sharkey	Project Manager	Coordinates with Panel Chair, NWRI Executive Director, Panel members, and Client. Key project management for scheduling, administration, and work product.
Mary Collins	Technical Editor	Coordinates with Panel Chair and Panel members to document meeting notes and prepare reports.



NWRI Staff Qualifications

Kevin M. Hardy, Executive Director. Mr. Hardy works with academics, utility executives, peers and policymakers to continue developing regulations for potable reuse; building upon relationships with public and private agencies; and facilitating NWRI's well-established expert Panel program to help guide innovation in water resources management practice and policy.

Kevin is an experienced water leader and public agency executive. After a decade serving the cities of San Diego and Chula Vista in various management capacities, he was appointed to an executive role at the Encina Wastewater Authority in 1995. Under Hardy's leadership, Encina was recognized for excellence in wastewater treatment and recycled water operations, green energy production, biosolids management, capital improvement planning and execution, innovative public-private partnering, workplace safety, and employee training and development. During his tenure at Encina, Mr. Hardy also served on several industry association Boards of Directors and served as an elected president of the California Sanitation Risk Management Authority and California Association of Sanitation Agencies.

After seven years as Encina's General Manager, he retired in March 2016 and joined NWRI in April 2017. In this role, Mr. Hardy also serves as the Administrative Director for the Southern California Salinity Coalition. Hardy holds bachelor's and master's degrees in from San Diego State University's Institute of Public and Urban Affairs and a Juris Doctorate from the University of San Diego School of Law. Kevin is also an alumnus of the joint AWWA-WEF Water and Wastewater Leadership Center at the University of North Carolina at Chapel Hill.

Suzanne Sharkey, Water Resources Scientist and Project Manager. Suzanne Sharkey has served as a water resources scientist at NWRI Since 2014. She previously worked as a research assistant, data analyst, and field scientist for environmental consulting firms in Rhode Island and Seattle. She has a bachelor's degree in Chemistry from The College of New Jersey, a master's degree in Environmental Science and Management from University of Rhode Island, and a master's degree in Technical and Science Communication from Drexel University.

Mary Collins, Communication Manager and Technical Editor. Mary Collins joined NWRI in September 2018. Originally from Seattle, she worked as a technical writer and editor in the tech industry, most recently for Google and Microsoft. Her past experience includes five years as technical editor at a Seattle-based earth sciences engineering firm. She has a bachelor's degree in Communication from Boise State University and specialized training in technical writing and editing from University of Washington.



Current or Related Projects

NWRI has recently or is currently facilitating expert panels that support regionally important projects including:

- Development of statewide DPR guidance for stakeholders and/or regulators in the states of Colorado, Arizona, New Mexico and Texas
- California State Water Board, Division of Drinking Water on
 - DPR Public Health Determination on Preliminary Statewide Regulations
 - DPR Statewide Source Control Regulatory Guidance
 - DPR Feasibility of Uniform Statewide Criteria
 - Uniform Statewide On-site Nonpotable Water regulations
 - Livestock Hydration Regulatory Guidance
- Additional regulatory guidance to California State Water Board Division of Water Quality to optimize evaluation of bioanalytical tools for Recycled Water Policy
- Orange County Water District (CA) integrated Groundwater Replenishment System and Santa Ana River Public Health Monitoring projects
- Los Angeles Department of Water and Power (CA) Operation NEXT and Groundwater Replenishment projects
- City of San Diego (CA) Pure Water San Diego
- Metropolitan Water District of Southern California (CA) Pure Water Southern California, Advanced Purification Center Demonstration Project
- Los Angeles Bureau of Sanitation (CA) Hyperion 2035 Program, Hyperion Membrane Bioreactor Pilot Project
- Hampton Roads Sanitation District (VA) Sustainable Water Initiative for Tomorrow
- City of Tampa (FL) Tampa Pure Indirect Potable Reuse Project
- City of Boise (ID) Water Renewal Utility Plan
- LOTT Clean Water Alliance (WA) Recycled Water Infiltration Study
- Padre Dam Municipal Water District (CA) East County Advanced Water Purification Project
- Las Virgenes-Triunfo JPA (CA) Las Virgenes Reservoir Augmentation Project
- Valley Water District (CA) Regional Potable Reuse Program (San Jose)
- Soquel Creek Water District (CA) Pure Water Soquel Groundwater Replenishment Project
- One Water Monterey (CA) Pure Water Monterey Groundwater Replenishment Project



Attachment 1: Proposed Panel Meeting Budget

NATIONAL WATER RESEARCH INSTITUTE				
Proposed Budget for NWRI Panel to Review the Palmdale Regional Water Augmentation Program				
	Proposed Budget for This Contract			
	Panelists	Hours	Total Hours	Cost
Expert Panel Member Honoraria at \$900 per day/\$112.50 per hour				
Technical Orientation Call (1 Hour, Remote): Preparation, Participation, Follow-Up	5	4	30	\$3,375
Workshop One (Remote): Preparation, Participation, Report Writing	5	20	160	\$18,000
Interim Review (2 Hours, Remote): Preparation, Participation, Follow-Up	5	4	30	\$3,375
Workshop Two (In-Person): Preparation, Travel, Attendance, Report Writing	5	30	200	\$22,500
Panel Chair Additional Effort for Planning Calls, Managing Expert Assignments, etc.	1	24	32	\$3,600
Subtotal - Panel Honorarium				\$50,850
Project Administration and Operating Expenses				
Flat Fully-Billed Rate for Technology, Postage, Supplies, Misc.	\$	100	Units: 1	Cost: \$100
Project Specific Operating Reimbursements	\$	100	Units: 1	Cost: \$100
Subtotal - Project Administration				\$200
Travel Expenses for Workshop Two (In-Person at Palmdale Water District)				
	People/Units	Cost Basis	Days/Units	Cost
Panelists				
Panelist R/T Airfare	2	\$ 600	1	\$1,200
Panelist Ground Transportation & Parking	5	\$ 150	1	\$750
Panelist Lodging Per Night	5	\$ 250	1	\$1,250
Panelist Breakfast	5	\$ 10	1	\$50
Panelist Lunch	5	\$ 15	1	\$75
Panelist Dinner	5	\$ 25	1	\$125
Panelist Travel Miscellaneous	1	\$ 200	1	\$200
Subtotal - Panelist Travel Expenses				\$3,650
NWRI Staff				
NWRI R/T Airfare	0	\$ 600	1	\$0
NWRI Ground Transportation & Parking	1	\$ 150	1	\$150
NWRI Lodging Per Night	1	\$ 250	1	\$250
NWRI Breakfast	1	\$ 10	1	\$10
NWRI Lunch	1	\$ 15	1	\$15
NWRI Dinner	1	\$ 25	1	\$25
Staff Travel Miscellaneous	1	\$ 100	1	\$100
Subtotal - NWRI Staff Travel Expenses				\$550
Total Honorarium and Meeting Expenses				
				\$55,250
Nonprofit Institution Support Contribution (Thank you for your support!)				
				\$5,000
Direct NWRI Staff Costs for Panel Setup, Administration, and Remote Meetings				
	Hourly Rates		Hours	Cost
Executive Director	\$264.00		60	\$15,840
Project Manager	\$173.00		80	\$13,840
Communications Manager	\$159.00		60	\$9,540
Administrative, Finance, and Events Staff	\$142.00		40	\$5,680
Subtotal - Direct NWRI Staff Costs			240	\$44,900
Additional NWRI Staff Costs to Support In-Person Meeting (Planning, Logistics, and Travel)				
Executive Director	\$264.00		8	\$2,112
Project Manager	\$173.00		12	\$2,076
Communications Manager	\$159.00		12	\$1,908
Administrative, Finance, and Events Staff	\$142.00		12	\$1,704
Subtotal - Additional NWRI Staff Time Costs for In-Person Meeting			44	\$7,800
Total Costs				
				\$112,950

updated 08.18.2022



Conference/Training Request

Event Name/Date(s):

CALAFCO Annual Conference/October 19 - 21, 2022

REQUESTED BY:

First Name

Last Name

Date

ACCOMMODATION INFORMATION (If applicable)

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

Arrival Date

Departure Date

No. of
Guests

Room Type

Dietary Restrictions?

If yes, please provide specifics in additional info. box

Smoking Room?

Yes No

Yes No

Flight Needed?

If yes, please provide DL# and D.O.B. in additional info. box

Flight Numbers

Departure/Return
Times

Yes No

**ADDITIONAL INFORMATION/
REQUESTS**

Supervisor Approval
(If applicable)

Processed By:

October 19-21, 2022

CALAFCO

Annual Conference



Hyatt Regency John Wayne Airport

Newport Beach, CA

WWW.CALAFCO.ORG

About CALAFCO

CALAFCO is nonprofit member organization, created in 1971, that provides Local Agency Formation Commissions (LAFCo) with educational, technical, and legislative assets not available anywhere else. CALAFCO membership includes Commissioners (elected and appointed officials) and Staff from all 58 LAFCos in the state as well as firms and agencies that support the Association's educational mission through associate membership.

The Association provides statewide coordination of LAFCo events, serves as a resource to the California Legislature and other bodies, and offers a platform for sharing information among all state LAFCos and other government agencies.

Our Mission

CALAFCO provides educational, information sharing and technical support for its members by serving as a resource for, and by collaborating with, the public, the legislative and executive branches of state government, and other organizations for the purpose of discouraging urban sprawl, preserving open-space and prime agricultural lands, and encouraging orderly growth and development of local agencies.

YOU'RE INVITED

CALAFCO Annual Conference
October 19-21

This conference joins representatives from across the state together to discuss and address common issues.

Attendees will join about 200 LAFCo commissioners, including county supervisors, city council members, special district directors, appointed members of the public and LAFCo staff. This presents the opportunity to make long-lasting connections with the decision makers who shape California's thoughtful growth and sustainability by limiting urban sprawl and encouraging the orderly formation of cities and special districts.

The 2022 CALAFCO Annual Conference will take place at the Hyatt Regency John Wayne Airport in Newport Beach. This year's Conference includes an exhibit area and networking breaks to provide opportunities for sponsors to engage with governmental leaders and establish lasting connections.

Hyatt Regency John Wayne Airport
4545 MacArthur Blvd.
Newport Beach, CA 92660



WWW.CALAFCO.ORG

CALAFCO | 1020 12th Street, Suite 222, Sacramento, CA 95814
Phone: (916) 442-6536 | Email: info@calafco.org

SAVE THE DATE






Join us at our 2022 Annual Conference!

Network with other CALAFCO members and participate in sessions exploring policy issues related to growth, sustainability, and preservation.

Our diverse speakers will explore current issues and solutions on topics such as climate change effects and response, housing, water availability, public education about LAFCo and much more. The Annual Conference is an unmatched opportunity to leverage your role in bringing community stakeholders together!

No other event like this brings together such a diverse group of elected officials.

Topics may include:

-  Access to water and affordable housing – the ongoing issues and LAFCOs' involvement
-  Preparing for the unexpected and how LAFCo can support escalating disaster preparedness
-  LAFCo as a partner in creative solutions to governance and service issues
-  Understanding and dealing with looming pension liabilities
-  Groundwater management

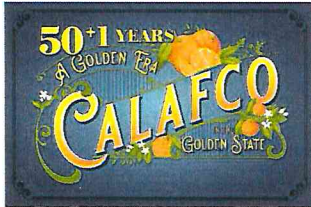
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Newport Beach, CA 92660



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CALAFCO 2022 ANNUAL CONFERENCE REGISTRATION FORM
OCTOBER 19 – 21 IN NEWPORT BEACH



For Registration by Check
 To pay with credit cards please visit www.calafco.org
REGISTRATION DEADLINE IS SEPTEMBER 29, 2022

LAFCo	_____
Received	_____
Check #	_____

Please submit one form for each person registering

FIRST NAME _____ LAST NAME _____

NAME ON NAMETAG _____

LAFCO/ORGANIZATION _____ POSITION _____

GUEST NAME (For guest/spouse registration) _____

MAILING ADDRESS _____

CITY _____ ZIP _____

PHONE # _____

E-MAIL ADDRESS _____

EMERGENCY CONTACT NAME: _____

PHONE # _____

CONFERENCE REGISTRATION RATES

	EARLY BIRD PAYMENT Received By July 31	REGULAR PAYMENT Received By Aug. 31	LATE PAYMENT Received AFTER Aug. 31
Member – Full Conference	<input checked="" type="radio"/> \$565	\$595	\$615
Non-member – Full Conference	<input type="radio"/> \$675	\$705	\$725
Guest/Spouse* – All Meals	<input type="radio"/> \$305	\$335	\$355
Guest/Spouse* – Wed Reception/Thu Banquet Only	<input checked="" type="radio"/> \$195	\$225	\$245
Member – One Day (Wed Thur Fri)	<input type="radio"/> \$385	\$415	\$435
Non-Member – One Day (Wed Thur Fri)	<input checked="" type="radio"/> \$495	\$525	\$545
Mobile Workshop – Wednesday	<input type="radio"/> \$ 60	<input type="radio"/> \$ 60	<input type="radio"/> \$ 60
Attorney MCLE Credit (LAFCo counsel only)	\$ 50	\$ 50	\$ 50
LAFCo 101 (No charge for those with full conference registration. \$50 for all others.)	\$ 50	\$ 50	\$ 50
TOTAL REGISTRATION RATE DUE			\$

*Guests at meals must purchase their meal. Conference registration meals are not transferrable to guests.

Payment must accompany registration, and must be RECEIVED by the applicable deadlines to qualify for discounts. NO EXCEPTIONS.

Mail completed forms, and check made payable to "CALAFCO" to:

CALAFCO
 1020 12th Street, Suite 222
 Sacramento, CA 95814

ROOMS STARTING AT \$194 PER NIGHT IF BOOKED BEFORE SEPTEMBER 19, 2022.

TO MAKE HOTEL RESERVATIONS, PLEASE VISIT:
<https://www.hyatt.com/en-US/group-booking/SNARJ/G-CALF> or call directly at (800) 233-1234 and reference CALAFCO event.

CANCELLATION AND REFUND POLICY

1. Registrations are considered complete upon receipt of fees.
2. Cancellation requests made in writing and received by **September 29, 2022** are fully refunded, less transaction & handling fees.*
3. Credits are not issued for any cancellations.
4. Registration fees are transferable to another person not already registered provided the request is received in writing.* Deadline to transfer registrations is October 10, 2022.
5. Registration fees for guests and special events are not transferable but are fully refundable, less transaction & handling fees*, if written requests are received by **September 29, 2022.**
6. Cancellation requests must be submitted by e-mail to info@calafco.org.
7. Cancellation requests made after September 29, 2022 are not eligible for a refund.

*\$30 handling fee applies.





Conference/Training Request

Event Name/Date(s):

CFEE 2022 Water Conference/Dec. 8-9, 2022-CONF. MATERIALS NOT YET AVAILABLE

REQUESTED BY:

First Name

Last Name

Date

ACCOMMODATION INFORMATION (If applicable)

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

Arrival Date

Departure Date

No. of
Guests

Room Type

Dietary Restrictions?

If yes, please provide specifics in additional info. box

Smoking Room?

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

Flight Numbers

Departure/Return
Times Yes No**ADDITIONAL INFORMATION/
REQUESTS**Supervisor Approval
(If applicable)

Processed By:

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, MAY 25, 2022:

A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, May 25, 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
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 March 29, 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 March 29, 2022, as written.

4.2) Consideration and Possible Action on Matching the Joint Powers Insurance Authority Wellness Program Grant. (Up to \$2,000.00 – Budgeted – Budget Item No. 1-08-4070-000 –General Manager LaMoreaux)

General Manager LaMoreaux proposed matching the JPIA Wellness Grant with funds from the JPIA Workers Compensation refund, and after a brief discussion, 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 match the Joint Powers Insurance Authority Wellness Program Grant up to \$2,000.00 with funds from the JPIA Workers Compensation refund.

4.3) Consideration and Possible Action on a Recommendation for the 2022 Internship Program. (Amount to be Determined – Non-Budgeted – Human Resources Director Barragan-Garcia)

Human Resources Director Barragan-Garcia provided an overview of staff's efforts to develop a paid Internship Program for 2022, and after a brief discussion of the proposed pay range, 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 approve a 2022 paid Internship Program and that this item be presented to the full Board for consideration.

4.4) Consideration and Possible Action on a Recommendation to Update Organization Chart to Move the Maintenance Workers Position Into the Operations Technician Family. (No Budget Impact – Assistant General Manager Ly)

Assistant General Manager Ly provided an overview of staff's proposed revision to the Organization Chart for the Maintenance Worker position, and after a brief discussion of job progression, 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 update the Organization Chart to move the Maintenance Worker position into the Operations Technician family and that this item be presented to the full Board for consideration.

4.5) Discussion of Employee Events. (Director Mac Laren-Gomez)

After a brief discussion of past employee events and holiday parties, it was recommended that the staff Employee Events Committee review events preferred by District staff and bring ideas back to the Committee for discussion.

5) Reports:

5.1) Human Resources Director Barragan-Garcia:

a) Other.

Human Resources Director Barragan-Garcia stated that COVID-19 cases are increasing; that the District has had a few non-work-related exposures; and that mitigation measures and Cal-OSHA Temporary Standards continue to be followed by District staff.

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 July 27, 2022 at 4:00 p.m.

8) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 4:19 p.m.


Chair

MINUTES OF MEETING OF THE FINANCE COMMITTEE OF THE PALMDALE WATER DISTRICT, JULY 19, 2022:

A meeting of the Finance Committee of the Palmdale Water District was held Tuesday, July 19, 2022, at 2029 East Avenue Q, Palmdale, CA 93550 and via teleconference. Chair Wilson called the meeting to order at 1:00 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 June 21, 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 June 21, 2022, as written.

4.2) Discussion and Overview of Cash Flow Statement and Current Cash Balances as of June 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 June 2022 and for the second quarter of 2022, including Redevelopment Agency pass-through funds, assessments, interest, capital improvement fees, anticipated payments, and the projected year-end balance, followed by discussion of market value and interest received.

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

Finance Manager Hoffmeyer reviewed in detail the balance sheet, profit and loss statement, quarterly comparison report, departmental budgets versus actual, and individual departmental budgets for the period ending June 2022 and stated that most departments are operating at or near the historical trend average of 45.5% for revenues, the historical trend average of 47.4% for expenses, and the traditional budgetary percentage of 50% followed by discussion of department expenditures over these percentages and a Budget Variance Analysis for department expenditures.

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 June 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 June 2022, there were 914 single family accounts with a balance of \$50 or more and over sixty days past due with a total past due amount of \$308,973, which is a decrease of 19.6% from prior months; that one year ago, there were 1,576 accounts meeting this criteria with an amount owing of \$919,068; that staff continues to offer payment arrangements encouraging the payment of outstanding balances; that 578 customers are enrolled in the Rate Assistance Program with 396 seniors, 10 veterans, and 172 low-income; and that the District has collected on one and enrolled three in the California Department of Community Services & Development's Low Income Household Water Assistance Program.

b) Revenue Projections.

He then stated that based on selling 17,000 AF of water, 2022 revenue is behind projections by approximately \$152,300 as of June 2022.

c) Payment Transactions by Type.

He then reviewed Payment Transactions by Type indicating electronic payments are the most popular form of payment with mail and drop-box payments decreasing and front counter payments increasing.

d) Billing and Collection Statistics.

He then reviewed Billing and Collection Statistics from December 2019 through June 2022 and stated that collections on hold due to COVID-19 were restarted as of January 2022.

5.2) Financial Advisor Egan:

a) Debt Service Coverage Status.

Financial Advisor Egan stated that the Debt Service Coverage for July 2021 to June 2022 is 2.16 and remains strong.

5.3) Other.

There were no other items to report.

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

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 August 17, 2022 at 1:30 p.m.

8) **Adjournment.**

There being no further business to come before the Finance Committee, the meeting was adjourned at 1:58 p.m.

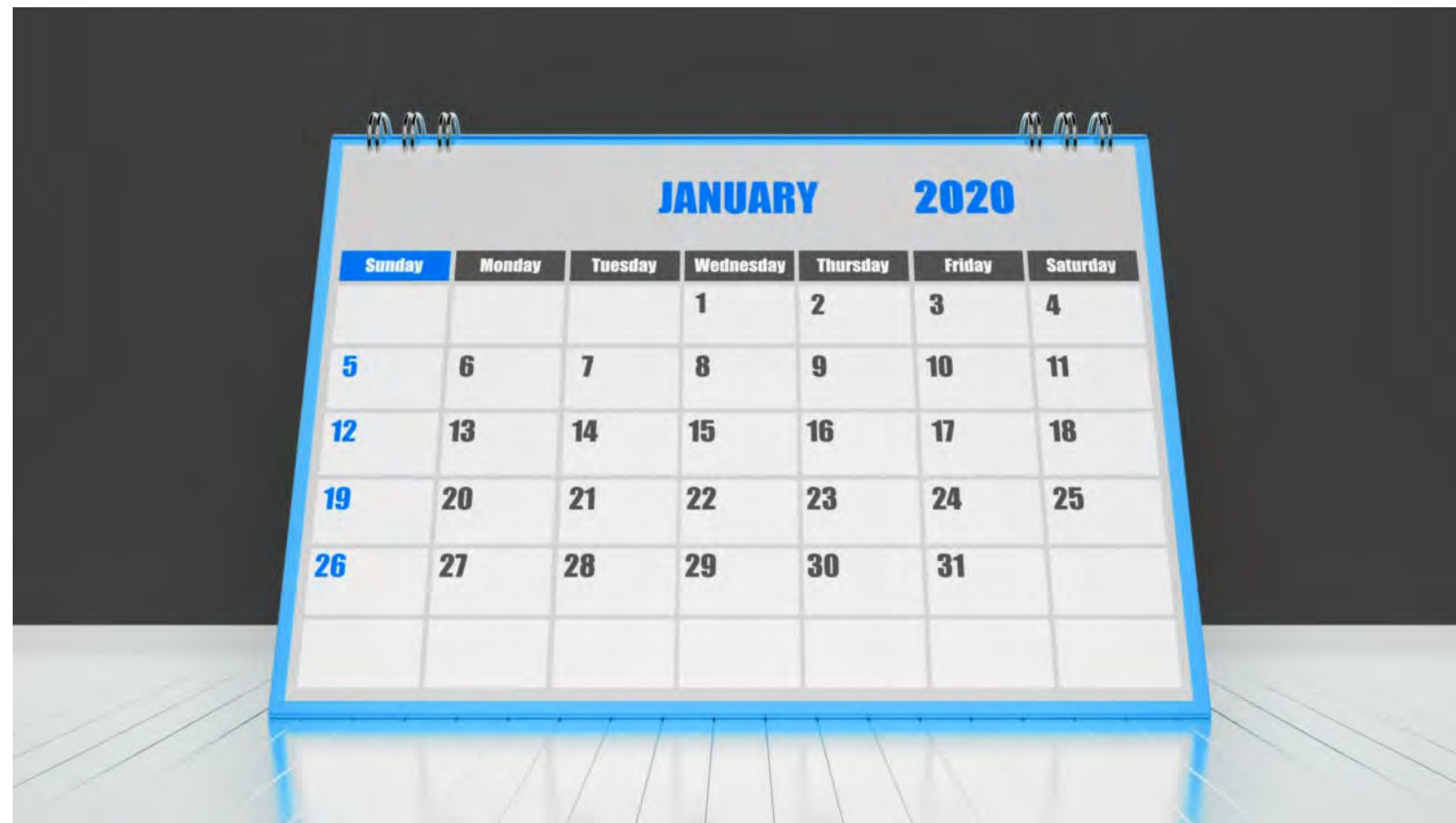
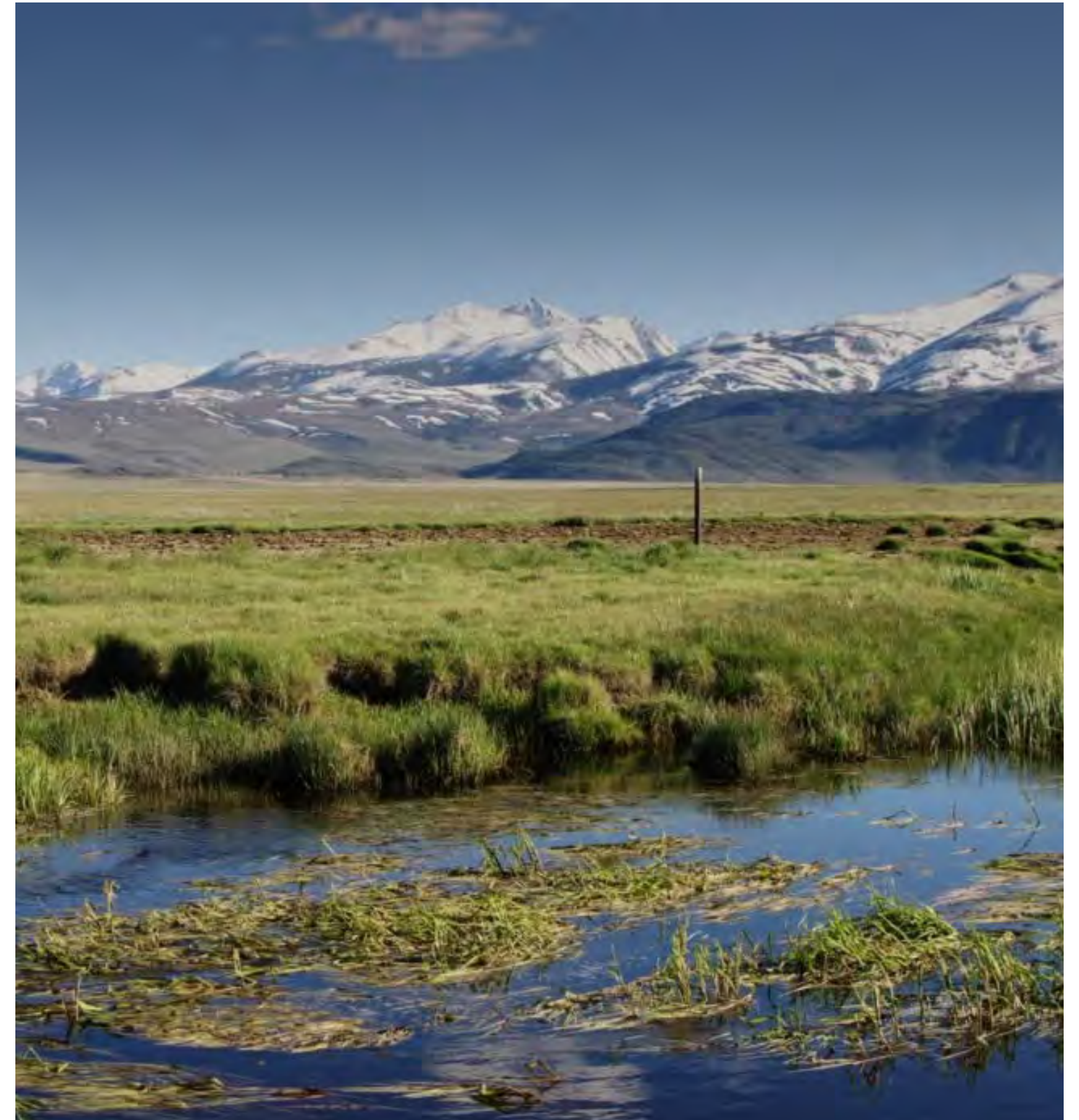


Chair

**DOING
YOUR
PART**

**CALIFORNIA
DROUGHT**

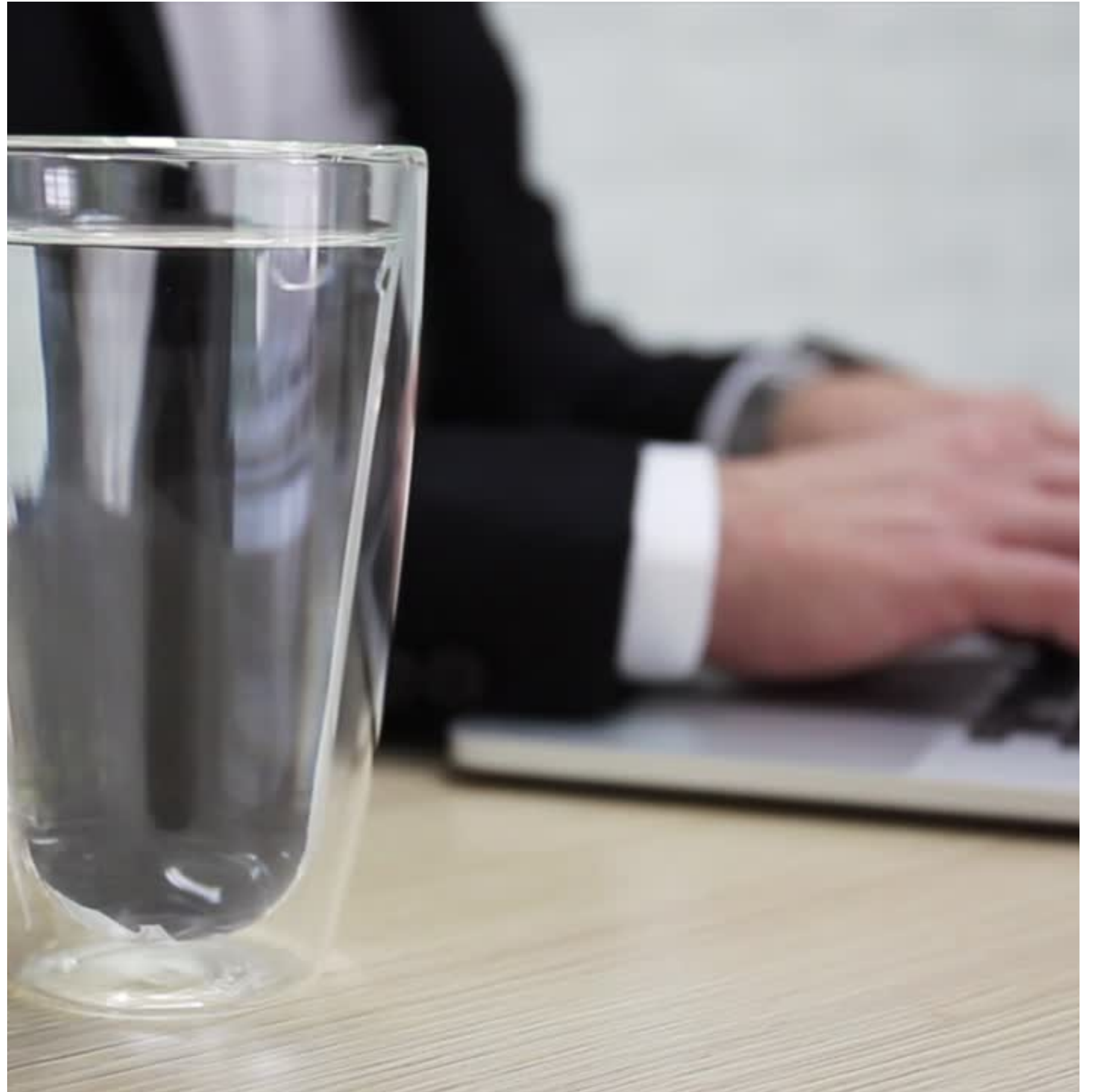
In California, droughts are simply our new normal. Our climate is changing, and we can no longer rely on the Sierra Nevada snowpack alone to get us through extended periods of drought.



Inconsistent rainfall will not be enough to fill California's reservoirs after multiple dry years.



While California's water agencies work at developing more local sources of water supply, you can do your part by helping conserve the water you use in your home and business.



PWD customers

are encourage to reduce their water use by 20% compared to 2020 to protect water reserves and help maintain critical flows for fish and wildlife.



You may wonder: Can my water conservation make a difference ? The answer is :



20%

If Californians work together to conserve at least **20%, we can save over 850,000 acre-feet of water for future use. That is enough water to supply more than 1.7 million households for an entire year!**

Conservation is a key part in helping California adapt to our new climate reality.



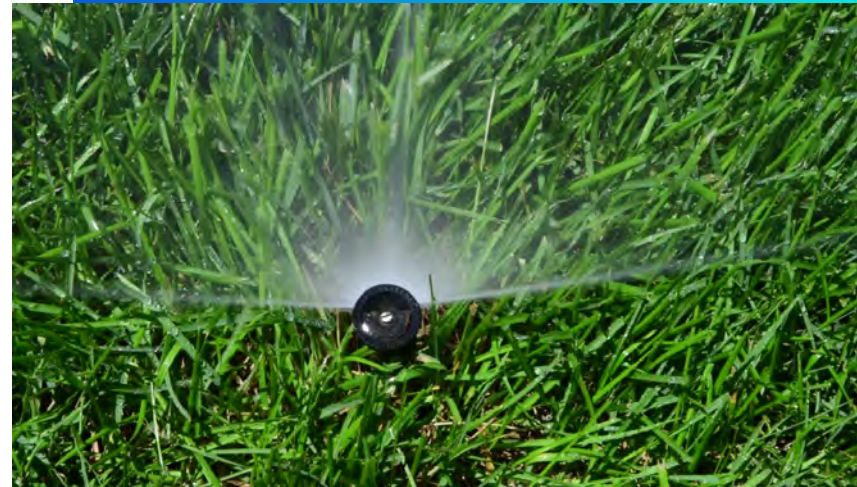
Think about conservation as a habit, and adopting that habit now will help make conservation a way of life.



What can you do to conserve water ?



Install drip irrigation



**Turn off your sprinklers
or reduce usage during
the winter**

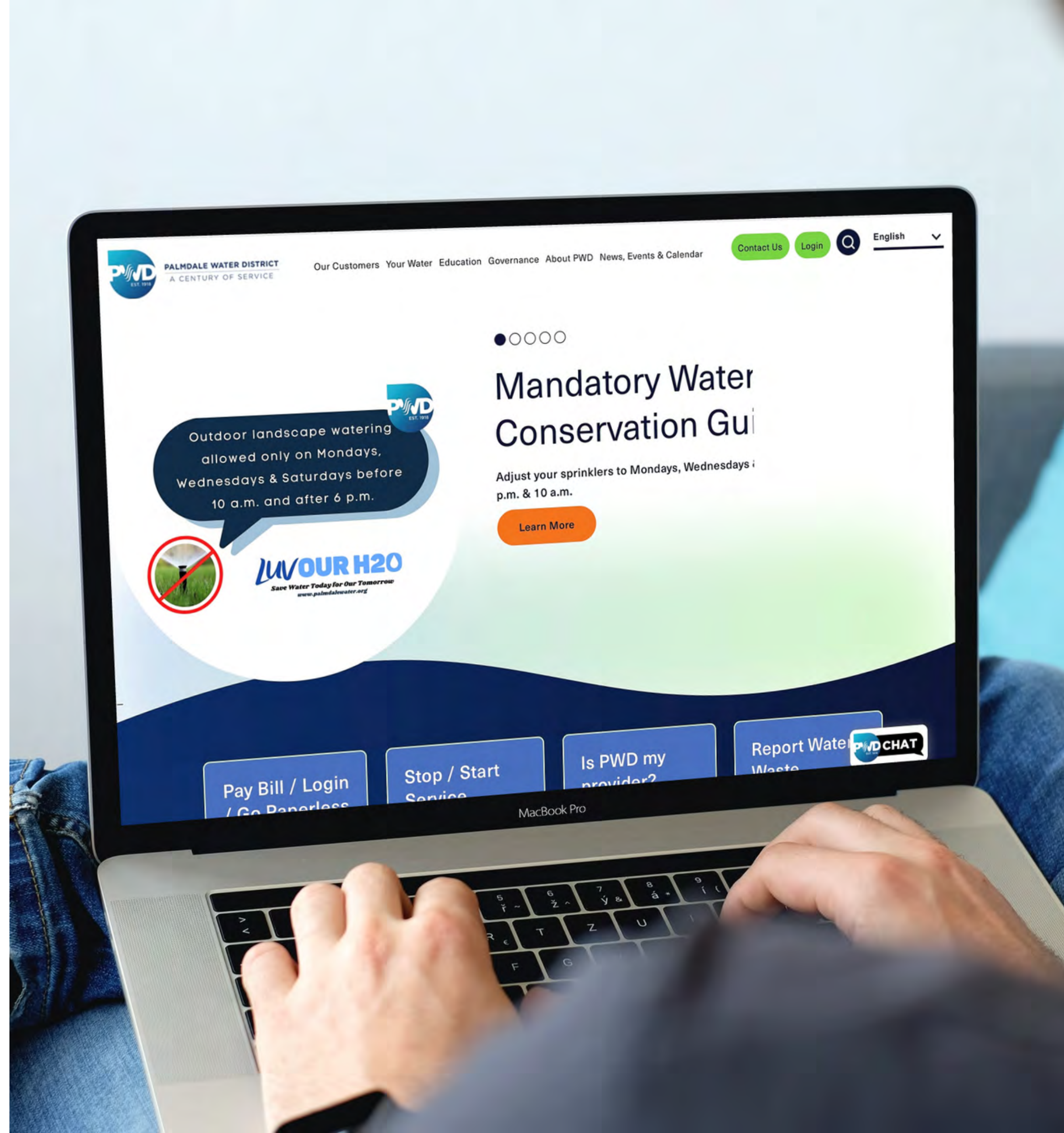


**Take advantage of your local
water agency's rebates and
landscape with drought
resistant plants and trees**

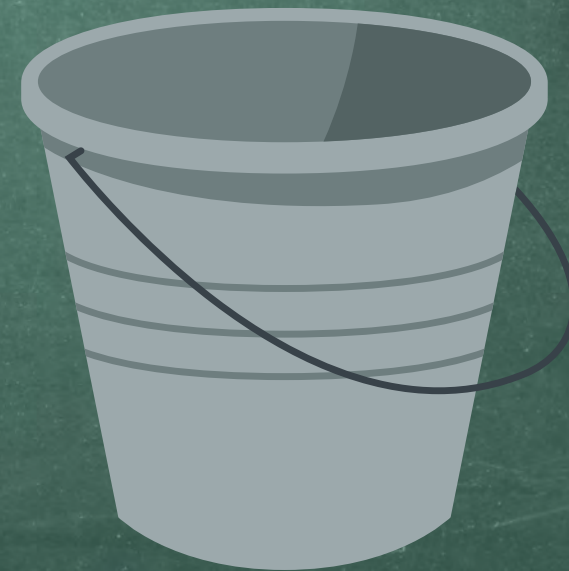
Drought is here to stay and saving our water means saving our future. If we want to ensure our homes, farms, businesses, hospitals, and schools have the water they need to support our economy, we all need to do our part to conserve.



For more information
please, visit:
Palmdalewater.org or
SaveOurWater.com



**SAVE
WATER**





**Did you know that up to
60% of a household's
water use is outside of the
home?**

OUTDOOR WATER-SAVING TIPS



Install a smart irrigation controller

It will reduce water use and maintain a healthy garden

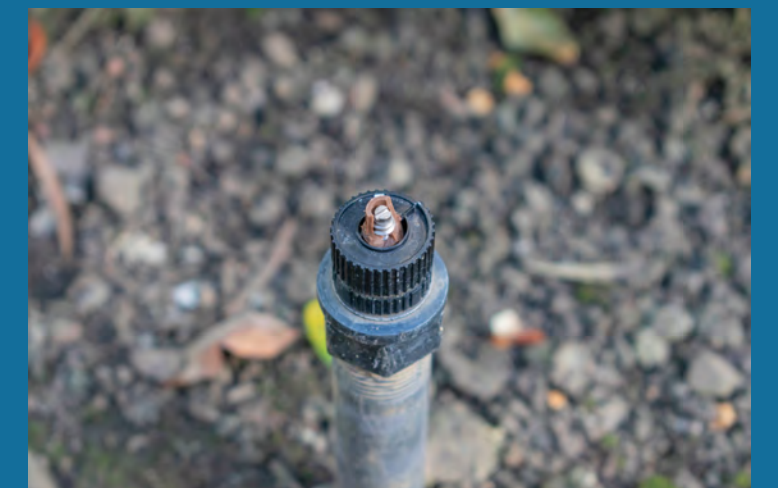
Use a broom instead of a hose to clean hard surfaces



Surround plants with mulch

It will reduce evaporation by protecting soil from direct sunlight

Check sprinkler systems for leaks, overspray, or broken sprinkler heads

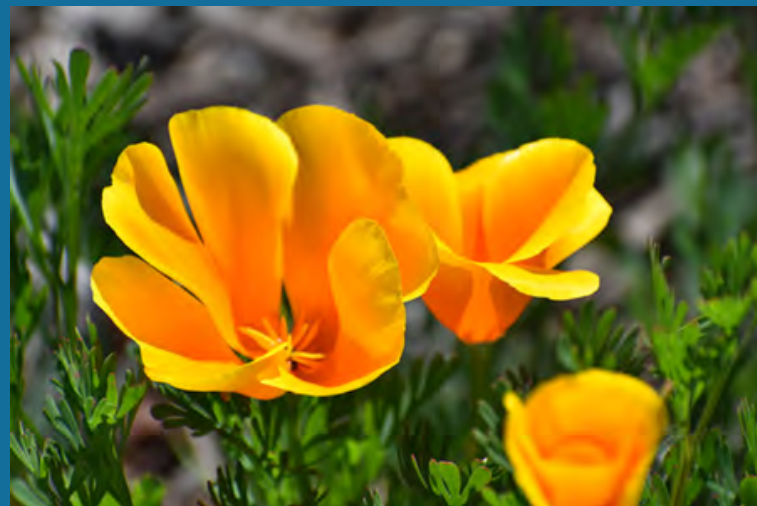


OUTDOOR WATER SAVING TIPS



Wash cars at commercial facilities, not in the driveway.

Plant drought-resistant trees and plants



Water lawns early in the morning or late in the evening to reduce evaporation

Water the soil, not the leaves, to reduce evaporation



Small changes inside and outside your home will have a big impact on your monthly water use!



INDOOR WATER-SAVING TIPS

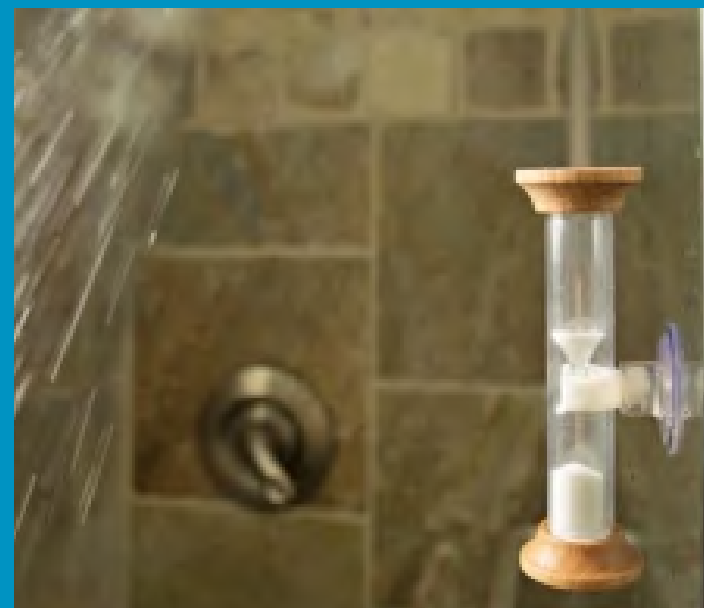


Install faucet aerators

Saves up to 700 gallons a year

Take shorter showers

5 minutes or less is ideal



Run full loads in dishwasher

Can save 5-15 gallons per load

Install a high-efficiency toilet

Can save 6-35 gallons per day



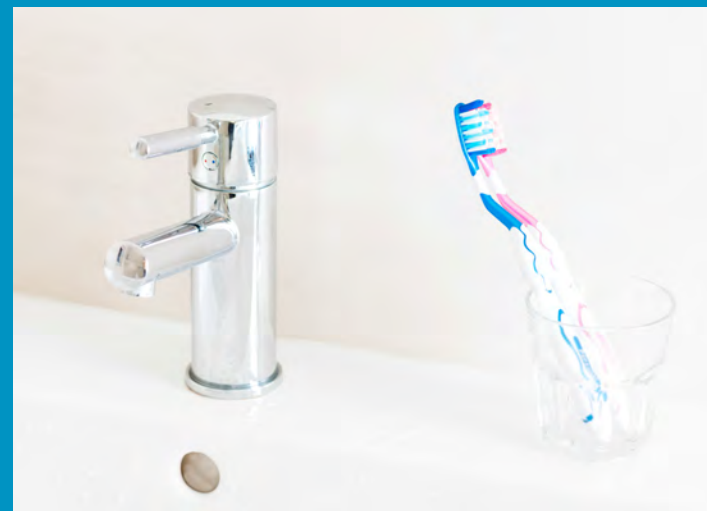
INDOOR WATER-SAVING TIPS



Run full loads of laundry

Can save 15
gallons or more
per load

Turn off faucet
while brushing
teeth or
shaving



Scrape dishes
of food instead
of rinsing with
water

Install water
efficient
shower heads





**Reducing water use
also saves energy!**

ADDITIONAL WATER SAVING TIPS

- Demand-based hot water systems save time and water.
- Don't use water to thaw frozen food.
- Compost veggies scraps instead of using a disposal.
- Don't use toilets as trash cans.
- Hang and reuse bath towels.
- Cover your pool to reduce evaporation.
- Run sprinklers in short cycles to avoid runoff.

How to check for a toilet leak



1

Put 2-3 drops of food coloring inside the tank

2

Do not flush, wait 15-20 minutes

3

Check the bowl for coloring

If color appears in the bowl,
the toilet has a leak.

20% of all toilets have a leak, and each leak can waste 300 gallons a day!

Water-Use Efficiency Programs and Rebates

Water Survey

Yes, I would like to set up a free Residential Water Survey.

Name : _____

Survey Address: _____

Phone Number: _____

PWD Service Account Number: _____

A PWD Water Use Efficiency representative will follow up with you to schedule an onsite visit. It is important for the tenant/owner to be present during the survey.

Please return this card to:

Palmdale Water District
Water Conservation Dept.
2029 East Avenue Q
Palmdale, CA 93550



A free Water Survey is available. During the survey, a water use efficiency representative will look for leaks and look at irrigation controller settings to see if overwatering is occurring. Our staff teaches the customer how they can read their water meter, show how to determine if there is a leak on the property, and give some water saving tips. Each participant receives a free hose nozzle.

Water-Wise Landscape Conversion Program



\$1.50 rebate per square foot.

Additional incentive of .50¢ per square foot is given if completed within 45 days.

Max rebate of \$3,000!

Application must be completed before any work is started.

Outdoor Rebates



Micro-Irrigation
Conversion

25¢ per linear foot

1,000 foot minimum



Low Flow Rotating
Sprinkler Nozzles

\$4 per nozzle



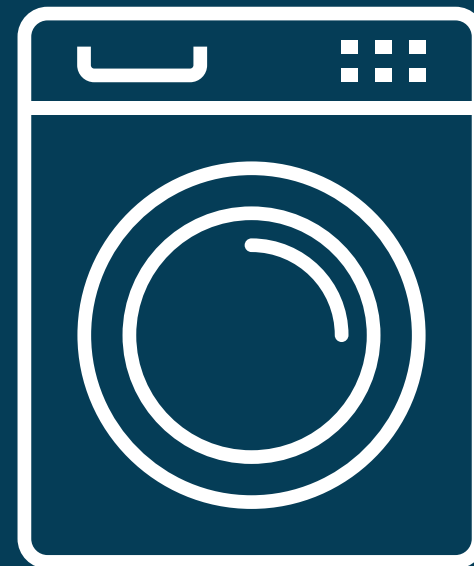
Weather-Based
Irrigation Controllers
Water Sense Labeled

\$150 rebate

Indoor Rebates



High-efficiency/Dual
Flush Toilet
\$100 rebate



High-efficiency
Clothes Washer
\$150 rebate



Ultra-low or zero
water urinal
\$300 rebate

QUESTIONS WITH CORRECT ANSWERS HIGHLIGHTED:

If we get some rainfall next year, we will be out of a drought.

True

False

A water source for PWD comes from the Northern Sierra Nevada.

True

False

What percentage are we asking our customers to reduce their water use by?

- A. 20%
- B. 15%
- C. 30%
- D. 10%

What is the rebate amount offered for toilets?

- A. \$150
- B. **\$100**
- C. \$80
- D. \$60

What percentage of water use is done outdoors?

- A. 60%
- B. 20%
- C. 50%
- D. 80%

What percentage of all household toilets have a leak?

- A. 40%
- B. 30%
- C. 10%
- D. **20%**

What is the ideal shower length?

- A. 10 minutes
- B. **5 minutes**
- C. 3 minutes
- D. 15 minutes

Which of the following is available for rebates? (check all that apply)

- A. **Weather based irrigation controller**
- B. Dishwasher
- C. **Clothes Washer**
- D. **Water Wise Landscape Conversion**

A free water survey is available, you will learn: (check all that apply)

- A. **How to adjust your irrigation controller**
- B. How to change out your toilet
- C. **How to determine if there is a leak on the property**
- D. **How to read your water meter**

Following are ways to conserve water outdoors: (check al that apply)

- A. **Use a broom instead of a hose to clean hard surfaces**
- B. **Check sprinklers for leaks**
- C. **Water your lawn in the afternoon**
- D. **Surround plants with mulch**