



# 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

February 8, 2023

## 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: 699-156-889#**

**Submit Public Comments at: <https://www.gomeet.com/699-156-889>**

**MONDAY, FEBRUARY 13, 2023**

**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 Danielle Henry at 661-947-4111 x1059 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

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

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

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale (Government Code Section 54957.5). Please call Danielle Henry at 661-947-4111 x1059 for public review of materials.

**PUBLIC COMMENT GUIDELINES:** The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to 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 January 23, 2023.
  - 6.2) Payment of bills for February 13, 2023.
  - 6.3) Approval to reorganize the Finance Department by replacing one position and adding another position to the Organization Chart. (No Budget Impact –Human Resources Director Barragan-Garcia/Personnel Committee)
  - 6.4) Approval to award contract for janitorial services to Executive Facilities Services for the Main Building, NOB, and Treatment Plant offices and laboratory. (\$39,775.72 – Budgeted – Facilities Manager Wall)
  - 6.5) Approval to reject claim received from Damon Conway and refer to Joint Powers Insurance Authority. (No Budget Impact – Finance Manager Hoffmeyer)
- 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) Review and discussion of evaluation criteria for Strategic Water Resources Plan. (No Budget Impact - Assistant General Manager Ly/Woodard & Curran)
  - 7.2) Consideration and possible action on 2022 Salary Survey. (Budgeted 2023 – Human Resources Director Barragan-Garcia/Personnel Committee)
  - 7.3) Consideration and possible action on construction contract award to GSE Construction Company, Inc. for the demolition and installation of the on-site sodium hypochlorite generator system at the Leslie O. Carter Treatment Plant. (\$589,100.00 – Budgeted – Project No. 22-608 – Operations Manager Masaya)
  - 7.4) Consideration and possible action on construction contract award to Cedro Construction, Inc. for the installation of water main in 15th Street East from Avenue P to Well 36. (\$294,615.00 – Not – to – Exceed – Budgeted – Work Order No. 20-622(c) – Engineering Manager Rogers)
  - 7.5) Consideration and possible action to authorize formation of an Ad Hoc Committee for legal services. (General Manager LaMoreaux)
  - 7.6) Consideration and possible action on authorization of the following conferences, seminars, and training sessions for Board and staff attendance within budget amounts previously approved in the 2023 Budget:
    - a) Antelope Valley Hispanic Chamber of Commerce Installation Gala to be held March 3, 2023.
- 8) Information Items:
  - 8.1) Finance Reports:
    - a) Status report on Cash Flow Statement and Current Cash Balances as of December 2022. (Financial Advisor Egan/Finance Committee)



- b) Status report on Financial Statements, Revenue, and Expense and Departmental Budget Reports for December 2022. (Finance Manager Hoffmeyer/Finance Committee)
  - c) Status report on committed contracts issued. (Finance Manager Hoffmeyer/Finance Committee)
  - d) Other financial reports. (Finance Manager Hoffmeyer/Finance Committee)
    - 1) Accounts receivable overview.
    - 2) Revenue projections.
    - 3) Rate Assistance Program status.
    - 4) Payment transactions by type
    - 5) Billing and collection statistics.
- 8.2) Reports of Directors:
- a) Standing Committees; Organization Appointments; Agency Liaisons:
    - 1) Antelope Valley East Kern Water Agency (AVEK) – January 24. (Director Dino, Board Liaison/Director Mac Laren-Gomez, Alt.)
    - 2) Special District Association North Los Angeles County (SDANLAC) Board Meeting – January 25. (Director Dino, CSDA Chapter Chair/President Dizmang)
    - 3) Palmdale Fin & Feather Club – February 4. (Director Dizmang, Board Liaison/President Wilson, Alternate)
    - 4) Personnel Committee Meeting – February 6. (Director Mac Laren-Gomez, Chair/Director Kellerman)
    - 5) Antelope Valley State Water Contractors Association (AVSWCA) – February 9. (President Wilson/Director Mac Laren/Director Dizmang, Alternate)
  - b) General Meetings Reports of Directors.
- 8.3) Report of General Manager.
- a) Department Activity Updates:
    - 1) Resource & Analytics Department. (Resource & Analytics Supervisor Bolanos)
    - 2) Information Technology Department. (Information Technology Manager Stanton)
- 8.4) Report of General Counsel.
- 9) Board members' requests for future agenda items.
- 10) Adjournment.



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DENNIS D. LaMOREAUX,  
General Manager  
DDL/dh

**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:** February 6, 2023 **February 13, 2023**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Ms. Angelica Barragan-Garcia, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 6.3 – APPROVAL TO REORGANIZE THE FINANCE DEPARTMENT BY REPLACING ONE POSITION AND ADDING ANOTHER POSITION TO THE ORGANIZATION CHART. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR BARRAGAN-GARCIA/PERSONNEL COMMITTEE)***

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**Recommendation:**

Staff and the Personnel Committee recommend that the Board approve revisions to the Finance Department that include the elimination of the Customer Finance Supervisor position, replacing it with the Accounting Technician position, and adding a second Management Analyst position to be filled mid-year. The Accounting Technician position has been budgeted at salary range 23.

**Alternative Options:**

The Board can choose to not recommend these revisions as outlined and consider a portion of the recommended changes.

**Impact of Taking No Action:**

The position of the Customer Finance Supervisor position would be advertised to be filled.

**Background:**

The current Customer Finance Supervisor has recently retired. This position supervised two individuals that oversee billing and collection processing. In reviewing the workload of this position and the supervisory load levels, it would be better to change the position into an entry level accounting position and a mid-level Management Analyst position for better succession planning. The current Accounting Supervisor would then oversee a total of eight personnel that includes supervising the billing and collection processes.

The newly created Accounting Technician position would assume a portion of the basic work that the Customer Finance Supervisor is performing along with entry level accounting duties including

payment processing, financial data entry, and spreadsheet analysis under the guidance of the Accounting Supervisor. This position would also serve as backup for the Customer Account Technicians when those individuals are out for vacation and/or sickness.

The second Management Analyst position would assume the same job duties as the current Management Analyst. This would allow the Finance Department to develop two advanced accounting positions to manage both current and future workload. This would also provide the option of having two individuals that could assume some of the tasks currently being performed by the Accounting Supervisor. This would be the first step in developing succession planning for the Accounting Supervisor position internally. The second Management Analyst position would be added to the organization chart but not filled until mid-year as defined in the 2023 Budget.

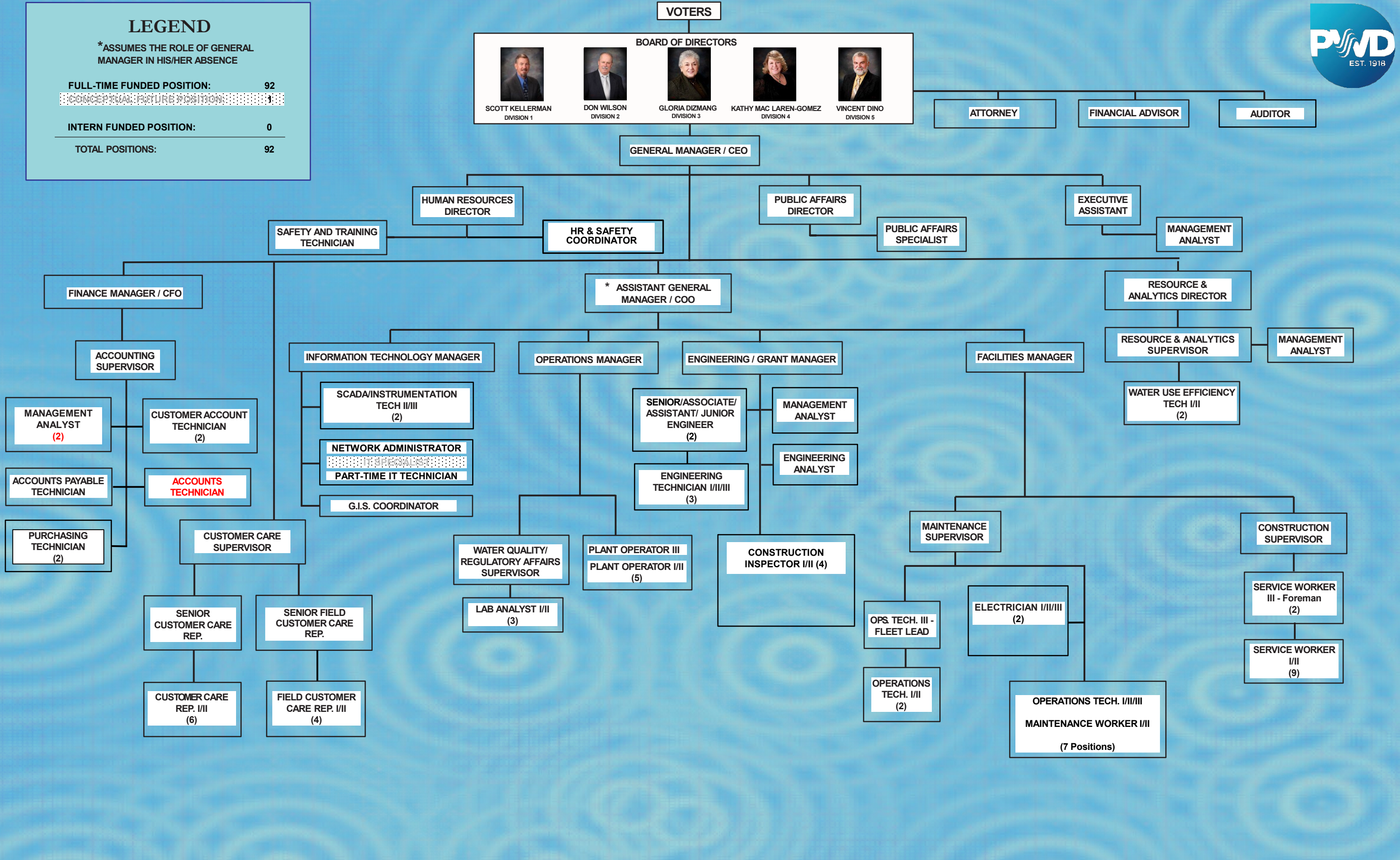
**Supporting Documents:**

- Organization Chart revision
- Existing Management Analyst job description
- Newly created Accounting Technician job description





LEGEND	
*ASSUMES THE ROLE OF GENERAL MANAGER IN HIS/HER ABSENCE	
FULL-TIME FUNDED POSITION:	92
CONCEPTUAL/FUTURE POSITION:	1
INTERN FUNDED POSITION:	0
TOTAL POSITIONS:	92



**PALMDALE WATER DISTRICT ORGANIZATIONAL STRUCTURE**

PROPOSED JAN. 2023



MANAGEMENT ANALYST - FINANCE

FLSA Status: Non-Exempt

JOB SUMMARY

To perform technical level administrative and/or financial related duties in assistance to the Finance Department; to research, collect, and analyze data and prepare draft reports; to perform payroll related functions; to provide some highly responsible administrative duties in support of the Department heads and supervisors.

**Supervision Received and Exercised**

Receives general supervision from Accounting Supervisor, may receive technical and functional supervision from Finance Manager/CFO.

**Examples of Essential Duties**

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

- Oversees and administers Payroll Processing (i.e. CeleriTime); performing all payroll functions for the District including bi-weekly payroll processing, deductions, adjustments, levies & garnishments, analytical review, audit and reconciliation; maintaining all necessary back-up documentation for payroll transactions and communicating with local agencies to manage payroll deductions and payments.
- Oversee the payment of all District payroll related tax and other related obligations providing necessary documentation; prepare/process and review all quarter and year end reporting (i.e. Federal and State payroll tax returns, CalPERS, and requested management reporting).
- Oversees, updates, and develops necessary standard operating procedure (SOP) documentation for processes within the department. This will ensure that all regular tasks can be performed in the case of the primary individual not being available.
- Establish and maintain a wide variety of filing and reporting systems as necessary; develop record keeping procedures; provide relevant information to relevant parties; prepare and type correspondence, and compile and type reports.
- Assists with reconciliation of banking processes; and maintain and review detailed sub-ledgers such as capital improvement projects, accounts payable, accounts receivable, and customer deposits.
- Assists with the general ledger in preparation for year-end financial statement audit and prepare schedules for auditors.
- Assists the Accounting Supervisor in the preparation of the District's annual budget performing analysis and calculations necessary for completing all necessary projections and forecasting.
- Assists with accounts payable functions, as needed.
- Assists in performing year-end closing procedures including but not limited to the setup of project maintenance accounts for the new year, entering cost of living adjustments (if applicable), and various other tasks.

- Independently respond to letters, electronic mail, and general correspondence based on areas of assignment.
- May perform a wide variety of complex, responsible, secretarial, and administrative duties for executive staff and other management personnel; provide routine analytical support.
- Build and maintain positive working relationships with co-workers, other District employees, and the public using principles of good customer service.
- Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### **Knowledge of:**

- Principles and practices of administrative and/or technical area to which assigned including, but not limited to, legislation, budget, and personnel.
- Modern office equipment, procedures computer hardware, and software, including word processing, database, spreadsheet and accounting applications.
- Basic arithmetic functions including addition, subtraction, multiplication, division and calculation of percentages and fractions.
- Advanced practices and procedures related to accounting for cash receipts and maintenance of revenue accounts.
- Techniques and principles of effective written and oral communication.
- Pertinent local, State and Federal laws, codes, ordinances, District functions, policies, rules and regulations.
- English usage, basic mathematical calculations and statistical methods.

### **Ability to:**

- Perform technical level administrative and/or program related duties.
- On a continuous basis, know and understand all aspects of the job; intermittently review documents related to department operations; analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe, identify and problem solve office operations and procedures; understand, interpret and explain policies and procedures; explain operations and problem solve office issues for the public and with staff.
- On a continuous basis, sit at desk for long periods of time; intermittently walk or stand in the field and sit while driving in vehicle or operating equipment; twist and reach office equipment; write and use keyboard to communicate through written means; perform simple grasping and fine manipulation; lift or carry weight up to 20 pounds.
- Operate a personal computer utilizing spreadsheet, word processing and database software at an intermediate to advanced level.
- Perform independent research in carrying out technical administrative and technical duties.
- Collect, compile, analyze and present a variety of data in a meaningful way.
- Review budget submissions and revisions for mathematical and accounting accuracy.
- Understand District policies and practices to objectively analyze situations to determine proper course of action.

- Understand and interpret complex policies, procedures, and regulations of outside agencies as necessary to assume assigned technical responsibilities.
- Analyze situations quickly and objectively to determine proper course of action.
- Compose professional quality correspondence; write highly detailed technical and analytical reports.
- Maintain a high level of confidentiality of a wide range of sensitive information.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

### EXPERIENCE AND TRAINING

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

#### **Experience**

Five years of responsible administrative support or technical experience preferably in the subject area to which assigned. One year of lead supervisory experience is highly desirable.

#### **Education**

- Associate degree from an accredited college with major course work in Public Administration, Business Administration, or a related field based on area of assignment desired or a Bachelor's Degree from an accredited college with a major in Public Administration, Business Administration, or a related field based on area of assignment.
- Additional specialized training in payroll functions and compliance.

#### **License and Certificate**

- Possession of, or ability to obtain a valid California Driver's License.
- May be required to obtain special certifications, depending on area of assignment.

### PHYSICAL REQUIREMENTS

Intermittently, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 35 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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.



**Accounting Technician**

Class Code:  
ACCTECH

Bargaining Unit: NA

PALMDALE WATER DISTRICT  
Established Date: February xx, 2023  
Revision Date:

**DESCRIPTION:**

FLSA Status: Non-Exempt

JOB SUMMARY

To performing a variety of paraprofessional accounting and clerical duties requiring knowledge of basic accounting. An Accounting Technician performs general accounting duties such as reconciling accounts receivable customer billing, preparing adjusting entries and schedules, and performs other related duties as required. Providing these services in an effective and efficient manner will ensure that municipal finances are accurate and up to date.

**Supervision Received and Exercised**

Receives general supervision from the Accounting Supervisor.

**EXAMPLES OF DUTIES:**

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

- Receive and process night drop payments/payments by mail and customer deposits and general ledger receipts; sort payments by category and use a computerized system to enter payments, and balance and post data.
- Process rejected payments.
- Perform backup roll to billing and collections processing
- Assist with lien placement; process payoff demands and bankruptcies.

- 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 service.
- Perform related duties as assigned.

**TYPICAL QUALIFICATIONS:**

MINIMUM QUALIFICATIONS

**Knowledge of:**

- Modern office procedures, methods, and computer systems and equipment.
- Principles and practices of customer service 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.
- Advanced practices and procedures related to accounting for cash receipts and maintenance of revenue accounts.
- District policies and procedures related to account maintenance and meter adjustments.

**Ability to:**

- Perform a wide variety of clerical and accounting duties.
- Independently perform responsible clerical and accounting service work.
- Learn/use specialized customer service information software, financial reporting software, and automated meter reading software.
- 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.
- Learn pertinent District and department policies.
- Learn basic principles and practices of billing and collections; learn to apply balancing techniques with speed and accuracy.

- Perform accounts payable functions, process and code invoices for payment.
- Perform accounts receivable functions, receive payments and reconcile with statements or invoices for accuracy, process related paperwork, post and update account information.
- Assist accounting supervisor with account balancing when necessary.
- 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.
- 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**

Two years of experience performing accounting/clerical/billing/collection duties desirable.

#### **Training**

Equivalent to high school diploma/GED. Additional specialized training in accounting is desired.

#### **License and Certificate**

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

#### **SUPPLEMENTAL INFORMATION:**

##### PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a

computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Position	Min	Max	Recommended Range	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	
				\$24.65	\$25.88	\$27.18	\$28.54	\$29.96	\$31.46	\$33.04	\$34.69	\$36.42	\$38.24	\$40.16	\$42.16	\$44.27	\$46.49	\$48.81	\$51.25	\$53.81	\$56.50	\$59.33	
Accounting Technician	\$ 33.04	\$ 40.16	23																				
Account Clerk II	\$ 27.84	\$ 36.20																					
Accounting Technician	\$ 30.06	\$ 41.45																					
Accounting Assistant II	\$ 31.58	\$ 40.41																					
Accountant	\$ 29.86	\$ 41.77																					
Accounting Technician II	\$ 29.63	\$ 42.11																					
Accounting Technician II	\$ 30.27	\$ 36.91																					
Accounting Clerk II	\$ 29.43	\$ 35.87																					
Finance Tech II	\$ 25.97	\$ 32.35																					
Accounting Tech II	\$ 27.36	\$ 37.72																					
Account Clerk II	\$ 25.90	\$ 31.08																					
Accounting Technician II	\$ 25.60	\$ 40.00																					
Accounting Specialist-15	\$ 26.21	\$ 37.08																					
	\$ 28.31	\$ 37.75																					
Mid	\$ 33.03																						
Min   Max	\$ 29.81	\$ 36.25																					

Palmdale Water District Recommendation \$33.036-\$40.1554

Cucamonga Valley Water District \$27.84-\$36.2

Las Virgenes Municipal Water District \$30.0631-\$41.4485

Yorba Linda Water District \$31.58-\$40.41

Olivenhain Municipal Water District \$29.86-\$41.77

Western Municipal Water District \$29.63-\$42.11

Santa Clarita Valley Water \$30.27-\$36.91

Desert Water Agency \$29.43-\$35.87

Eastern Municipal Water District \$25.97-\$32.35

Mesa Consolidated Water District \$27.36-\$37.72

Rancho California Water District \$25.9-\$31.08

Walnut Valley Water District \$25.6-\$40

Padre Dam Municipal Water District \$26.21-\$37.08

**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:** February 2, 2023 **February 13, 2023**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Wendell Wall, Facilities Manager  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
Mr. Adam Ly, Assistant General Manager  
**RE:** ***AGENDA ITEM NO. 6.4 – APPROVAL TO AWARD CONTRACT FOR JANITORIAL SERVICES TO EXECUTIVE FACILITIES SERVICES FOR THE MAIN BUILDING, NOB, AND TREATMENT PLANT OFFICES AND LABORATORY. (\$39,775.72 – BUDGETED – FACILITIES MANAGER WALL)***

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**Recommendation:**

Staff recommends that the Board approve the award of contract for janitorial services to Executive Facility Services (EFS) for the main building, NOB, and treatment plant offices and laboratory.

**Alternative Options:**

The District can choose to continue janitorial services provided by Quality Cleaning Services (QCS) Building Services.

**Impact of Taking No Action:**

Continuation of unsatisfactory performance.

**Background:**

The current janitorial service company, QCS Building Services, has been providing janitorial services for the District facilities since January 1, 2007. The quality of the services provided by QCS Building Services is unsatisfactory and many complaints have been registered by staff and QCS. In an effort to find a janitorial service that will provide more adequate services and ensure the District adheres to a competitive contract allowing other contractors an opportunity to service the District, an RFP was initiated to solicit janitorial services. Staff received five bids and all proposals were evaluated by District staff. Executive Facility Services (EFS) was unanimously selected based on the proposal presented, the evaluation scores, and the overall annual cost of \$39,775.72. The contract is scheduled to begin on March 1, 2023. The janitorial services provided by EFS will include the main building, NOB, water treatment plant, fleet, purchasing offices and select services for the laboratory. In addition to the basic janitorial services provided, EFS will also perform semi-annual carpet cleaning, hard floor surface cleaning, and window cleaning services. This will allow the District to have all cleaning needs provided by one company, saving time and money.



BOARD OF DIRECTORS  
PALMDALE WATER DISTRICT  
VIA: Mr. Dennis D. LaMoreaux, General Manager  
Mr. Adam Ly, Assistant General Manager

February 2, 2023

**Strategic Plan Initiative/Mission Statement:**

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

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

**Budget:**

This is budgeted under Budget Item Nos. 1-04-4155-420, 1-04-6300-000 and 1-05-6300-000 with the annual contract totaling \$39,775.72.

**Supporting Documents:**

- EFS Proposal
- Janitorial Services Score Cards
- Janitorial Services Annual Cost for Service



**Palmdale Water District**

**Janitorial Services**

**RFP: DPW-Project NO 20-30**

**January 10, 2023**

**Executive Facilities Services, Inc.**  
Central Coast – Inland Empire – Ventura County

Corporate Headquarters  
1227 Flynn Road, Suite 307  
Camarillo, CA 93012  
844-780-2626 | Fax 951-346-3922  
[www.execservices.biz](http://www.execservices.biz)





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January 10, 2023

Mr. Scott Hulsebus  
Maintenance Supervisor  
Palmdale Water District  
2029 East Avenue Q  
Palmdale, CA 93550

Dear Mr. Hulsebus,

Executive Facilities Services, Inc. (EFS, Inc.) appreciates the opportunity to present to you for consideration our Service Proposal and Pricing in response to the following Request for Proposals.

Throughout the last 19 years, we have developed a proven track record of meeting and exceeding our clients' expectations in the quality of services, expertise of staff, and excellent communications.

Our Service Proposal addresses each of the specified items identified in the Request for Proposals identified on pages 10 and 11. EFS, Inc.'s Service Proposal clearly defines our experience and qualifications, evidence of responsibility and reference, key personnel, work plan, communication plan, quality control process, and additional services for commercial buildings, cities, counties and state organizations with multiple facilities and locations.

Having been in the service industry for over 37 years, I have learned that what matters most to our clients is a quality service that exceeds expectations and is provided at a cost-effective price.

Simply, price and service.

We know from strategically growing EFS, Inc. over the last 19 years, that we will not be the lowest price quote that Palmdale Water District receives, and we fully understand and accept this fact.

Some of the service providers that will be responding to this RFP will attempt to utilize Independent Contractors and will not be providing workers compensation insurance or paying employer payroll taxes. These individuals performing janitorial services do not meet the IRS guidelines in order to be classified as an Independent Contractor. The State of California has attempted to address this issue via Assembly Bill 5.

Executive Facilities Services, Inc. is in compliance with all State of California labor laws and codes including California Assembly Bill 5 and Labor Code section 2776 that covers business-to-business contracting for janitorial services. EFS, Inc. will not utilize independent contractors to perform any of the proposed services for Palmdale Water District.



***EFS, Inc.***

We know that our W-2 employees are our most valuable asset and in response to our current labor market, EFS, Inc. knows that to attract, train and retain quality employees, our janitorial base hourly wage will begin at \$15.50 per hour, the State of California's minimum wage per hour. EFS, Inc. understands that based on experience our pay rates may increase.

With a strategically located and staffed facility in Camarillo, CA., EFS, Inc. is ideally positioned for quick responses to ongoing, last minute and emergency situations. EFS, Inc. has additional offices in the Inland Empire and Central Coast, with each location able to provide janitorial, day porter, carpet, window and upholstery cleaning, hard floor services, and disinfecting services for our clients. We currently service more than four-million- square feet of building space per night throughout Southern and Central California, and have the staff, training, and capacity to efficiently and effectively serve your needs.

Jim Ferraro  
Executive Facilities Services, Inc.  
Office: (844) 780-2626  
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Fax: (951) 346-3922  
Email: [jferraro@execservices.biz](mailto:jferraro@execservices.biz)

RJ Storm-Larsen  
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Cell: (805) 705-4195  
Fax: (951) 346-3922  
Email: [rjstorm-larsen@execservices.biz](mailto:rjstorm-larsen@execservices.biz)

## XV. VENDOR QUESTIONNAIRE

### XV.A Proposer's Acknowledgment\*

By submitting a Proposal, the Proposer represents that it has thoroughly examined and become familiar with the work required under this RFP, and that it is capable of performing quality work to achieve the District's objectives.

Please confirm  
\*Response required

### XV.B Proposal Documents - Upload\*

Please upload your COMPLETED documents, as one (1) PDF file here.

\*Response required

### XV.C Janitorial Services Registration Number\*

Contractors are required by law to be licensed and registered with the Department of Industrial Relations (DIR). Please provide the Janitorial Services Registration Number issued by the DIR.

\*Response required

### XV.D Business License\*

Please provide the organization's City of Palmdale Business License Number.

\*Response required

### XV.E Required Insurance \*

By confirming, the proposer understands that if they are the successful proposer, they are required to submit Insurance Documents upon execution of their contract.

Please confirm  
\*Response required

### XV.F W9

If you have not previously submitted your W9, please upload a copy here.

### XV.G Proposer's Recommended Additional Insurance\*

Proposer shall identify additional insurance needed for this project based on its own judgment which may be necessary for its proper protection and prosecution of the work. If not needed, please enter "**None**".

Please confirm  
\*Response required

## XV.H Service Agreement \*

Please download the Service Agreement in the Attachments section and review. If you agree with its content, checkmark "Accept." If submitting proposed revisions, checkmark "Proposal includes proposed revisions".

- Accept
  - Proposal includes proposed revisions
- \*Response required





## **B. PROFILE of CONTRACTOR**

### **A history of excellence**

The experience and history of Executive Facilities Services, Inc. (EFS, Inc.), founded in 1981, is a testament to our ability to serve clients in a variety of business and building types throughout Southern and Central California. Jim Ferraro purchased the company, with nine clients covering 29 locations, from George Horokia in August 2004. EFS, Inc. has grown to serve more than 125 clients with 350 sites over the ensuing years. EFS, Inc. has a long history of providing janitorial, day porter, and disinfecting services for commercial clients, government, municipalities, and public agencies.

Initial actions taken by Jim Ferraro to enhance the infrastructure and strengthen the company's capacity serve a greater number of clients while maintaining excellence, included:

- Established Executive Facilities Services, Inc. as a California corporation on August 4, 2004.
- Created an Employee Handbook (revised annually) as well as a Safety Manual and ongoing employee safety training program.
- Developed employee recruitment, training and performance evaluation programs to ensure continuity and quality.
- Established a long-term relationship with Waxie Sanitary Supply that enables consistency and quality of inventory.
- Upgraded all commercial cleaning equipment.
- Developed an annual business and financial planning model to ensure future viability.
- Developed a daily cash flow analysis model.
- Developed a financial stability and capacity to support controlled growth year over year

### **A path of strategic and sound growth**

Over the years, EFS, Inc. has grown significantly through acquisitions and by adding new clients. The following is a list of acquisitions that have taken place in the last five years and a few of the resulting impacts upon our operations:

- Acquired Excellent Building Maintenance (January 2014), White Glove Professional Cleaning Services (October 2015), Best Janitorial Services (August 2017) and HMC Solutions (January 2021)
- Operates from three facilities and one satellite location to increase convenience and response times.
- Utilizes a computerized inventory system for all locations, maintaining an ample inventory at all times.
- Hired and trained six full-time Operations Managers, seven full-time Night Supervisors and numerous site-specific lead employees to ensure continuity and excellence of service.
- Established four floor care teams and two window cleaning teams.

## COMPANY PROFILE

### **The EFS, Inc. advantage**

Some of the many advantages that EFS, Inc. brings to the Palmdale Water District are:

- A proven ability to respond to emergency situations including COVID-19 disinfecting/deep cleans at client facilities. Certified to perform COVID-19 disinfecting services.
- Utilizes ONLY W-2 employees to perform services, does NOT use independent contractors and is NOT a franchised organization.
- In compliance with Assembly Bill 5 and registered with the Department of Industrial Relations.
- EFS, Inc. has earned a solid reputation and currently services 350 sites within Southern and Central California.
- Experience spans a range from commercial clients with a single location to school districts with multiple sites and everything in between.
- Warehouse and office facilities in Riverside, Camarillo, and Salinas California.
- Clients have 24/7 access to company owner
- Maintains a large on-call labor force and all of our supervisors are English speakers.
- Web based communication methods enable swift response times and employees working on site.
- Financially strong organization that maintains a two-week inventory of supplies in addition to client onsite inventories
- EFS, Inc. does not have litigation for any past or present projects undertaken.

### **Building a solid reputation through experience**

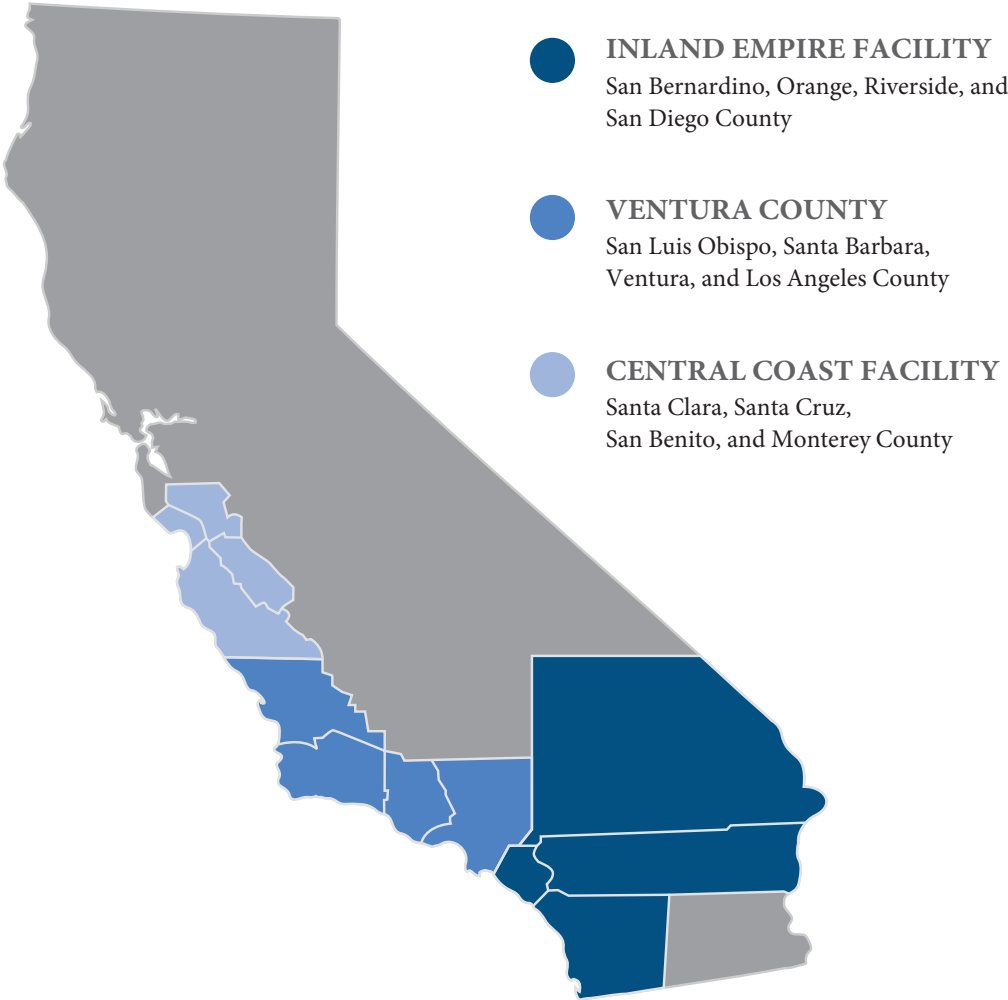
Executive Facilities Services, Inc. is proud of our reputation as an organization known for providing excellent janitorial services. We have built long standing relationships with clients through professionalism, excellent communication, and exceptional customer service. Here are highlights of some of the clients and services we have been fortunate to serve over the years.

- 2004 to present: Provide janitorial and additional facility services to San Bernardino County Superintendent of Schools for their 34 locations totaling more than 495,000 square feet of space.
- Spring 2005 to present: Provide nightly janitorial services for all 13 Provident Bank locations. Perform carpet and window cleaning, maintenance of hard floor surfaces and replenishment of all paper products and restroom materials.
- September 2010: Provided emergency janitorial services for San Bernardino County Superintendent of Schools, Desert Mountain Region. Services provided at 20 locations within days of the request to the client's complete satisfaction.
- January 2014: Acquired Excellent Building Maintenance and assumed responsibility for the servicing of 10 Conejo Recreation & Park District locations. Currently provide janitorial services for numerous outdoor restrooms and community centers in the City of Thousand Oaks. Responsible for restocking consumables, sanitizing restroom fixtures, wiping down mirrors, removing trash, and replacing liners. Performed additional services including emergency water extraction, hot water extraction carpet cleaning, maintenance of hard floor surfaces, window cleaning, and power washing.





Service Area





## C. QUALIFICATIONS OF THE CONTRACTOR

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- 2014 to present: Initially serviced 10 Dignity Health Medical Foundation clinic locations in Ventura and Los Angeles counties, performing a combination of nightly janitorial, annual scheduled services, hard floor services, hot water extraction carpet cleaning, window washing, construction clean-up, and disinfecting services. Beginning September 2018, successfully responded by providing janitorial and carpet/floor services for 26 sites throughout Santa Cruz County. Continue to perform scheduled and emergency tasks to ensure that facilities adhere to the highest levels of clean-liness for patients, staff, and physicians. Complete a nightly cleaning checklist available to the site manager on a weekly basis.
- June 2016 to present: Contacted by Library System Services, managing agent of Riverside County Library System, to provide janitorial and carpet cleaning/hard floor services at 23 sites throughout Riverside County. Effective July 1, 2016 the EFS, Inc. management team developed a work plan and initiated provision of janitorial and additional services that continue to this day.
- May 2020 to present: The City of Thousand Oaks awarded EFS, Inc. the janitorial and additional services contract for all City buildings. EFS, Inc. seamlessly transitioned daily services from previous provider as well as respond to emergency calls from the City of Thousand Oaks for disinfecting services as needed.
- June 2020: Mission Springs Water District awarded EFS, Inc. the contract to provide specialized, highly-detailed janitorial services required for water treatment plants and municipalities. The partnership expanded to include janitorial and disinfecting services, enabling staff and visitors to return safely and confidently to their offices, labs, and water treatment buildings.



### Experience *(continued)*

- June 2021 to present: Western Municipal Water District awarded EFS, Inc. the contract to service all 6 locations totaling 78,650 square feet across Riverside County. EFS, Inc. was chosen for its detailed response plan to the scope of work provided withing the request for proposal. At each location, EFS, Inc. provides nightly janitorial and disinfecting services, manages inventory across all sites, and performs additional services including carpet cleaning, hard floor services, window washing, and power washing of various buildings.
- August 2021 to present: City of Agoura Hills awarded EFS, Inc. the contract to service the City's buildings, and its historical adobe structure. For all of the City's locations, EFS, Inc. provides janitorial services and consumables to ensure that its residents and staff are able to enjoy the historical buildings across the City.
- December 2021 to present: The City of Costa Mesa awarded EFS, Inc. the contract to provide services for 11 locations totaling 208,689 square feet and 13 parks across the City. EFS, Inc. was chosen over the incumbent janitorial provider due to its detailed response, and work plan strategy to operate and manage all of the aspects of the scope of work that was provided in the request for proposal. At each location EFS, Inc. provides nightly janitorial services, along with carpet cleaning, hard floor services, and window cleaning services.
- EFS, Inc. has performed hand disinfecting services multiple times since March 2020 for San Bernardino County Superintendent of Schools (SBCSS) and many other clients. We initially utilized hand touch disinfecting guidelines detailed in the Additional Documents section of this proposal. Our company invested in Protexus Electrostatic Sprayers to disinfect the building from top to bottom to ensure the health and safety of students, teachers, parents, and staff at all SBCSS buildings. EFS, Inc. was instrumental in developing a disinfection schedule for both schools and administration buildings as planned reopening approached to ensure that the organization adhered to all CDC and State of California guidelines.
- Garnering expertise in COVID-19 cleaning protocols, EFS, Inc. continues to honor requests for specialized deep cleaning and disinfecting services. Management and employees respond immediately to contract and non-contract clients for these services at public parks and their restrooms, city facilities, public and private schools, financial institutions, commercial properties, and public agencies.



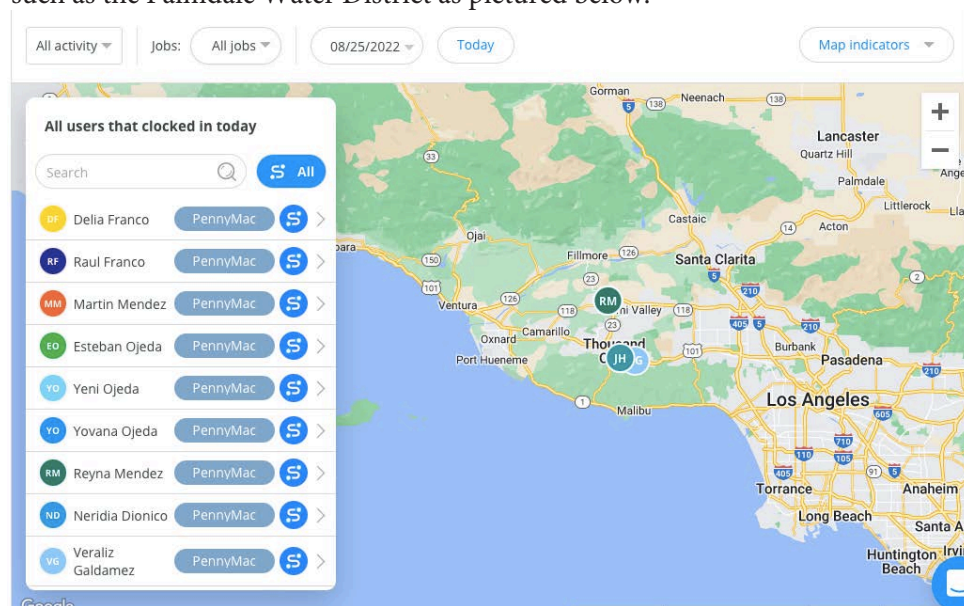
## D. UNIQUE QUALITIES OR QUALIFICATIONS

### TECHNOLOGY INNOVATIONS

#### CONNECTTEAM

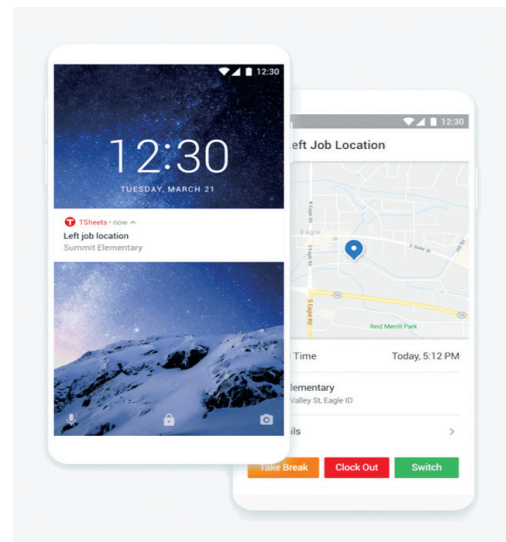
EFS, Inc. utilizes a web-based, mobile time tracking and scheduling app called Connectteam. Connectteam is able to track employees' hours during their shifts and allows the management team to monitor and verify that employees are arriving at the job site and spending the correct amount of time at their designated janitorial site.

Connectteam employs a robust reporting engine to manipulate data however customers require. A key feature EFS, Inc. has seen great value in Connectteam is the "Who's Working" widget, which shows you which individuals are on the clock, which groups are working, and a map of where people are signed in at a designated region such as the Palmdale Water District as pictured below.



We also created geo-fenced locations in the Connectteam app that each employee is responsible for. These geo-fences are set up with alerts that provide current and up to date reports to Supervisors and Operations Managers notifying when employees arrive for work. This allows EFS, Inc. to verify that employees are arriving on time and provides our clients with the peace of mind that their service provider is monitoring all service activities day and night.

EFS, Inc. has used these business practices to outperform our clients' expectations for over 19 years and will apply these same foundational principles to the delivery of janitorial services for the Palmdale Water District.





## Green Cleaning Program and Partner



&

**EXECUTIVE FACILITIES SERVICES, INC.**



**PARTNERING TOGETHER**

WAXIE GPS<sup>®</sup> Green Partner Support is an ideal platform for customers who would like to implement a green cleaning program which combines low environmental impact cleaning products with good sound cleaning procedures, along with the training and consultative expertise needed in order to create a more effective and safe cleaning program.

WAXIE GPS<sup>®</sup> identifies third-party certifications and guidelines whenever available to substantiate environmentally preferable product claims – such as EPA Comprehensive Procurement Guidelines (CPG), EPA Safer Choice (formerly known as DfE), UL Environment/EcoLogo, Green Seal, CRI Seal of Approval, Forest Stewardship Council (FSC), Scientific Certification Systems (SCS), Clean Air Choices Cleaner Certification (CACC), USDA BioPreferred Program and others – and includes the demonstrated knowledge of the LEED<sup>®</sup> Accredited Professionals and CIMS-GB ISSA Certification Experts employed by WAXIE.

WAXIE GPS<sup>®</sup> is a collaboration and partnership between WAXIE and its respective customer and manufacturer partners – and it is a comprehensive approach which addresses everything you will need to implement an effective green cleaning program.



### CHEMISTRY

Start with low environmental impact cleaning chemicals and dispensing systems, using products which are third-party certified to have a reduced impact on human health and the environment.



### MECHANIZATION

Increase the effectiveness of your cleaning chemical system by combining them with microfiber cleaning tools, and utilize offer low environmental impact cleaning equipment to clean your building's floor and vertical surfaces.



### DIVERSION

Divert waste from the landfill by instituting a recycling program complete with the appropriate recycling containers to hold divertable items such as paper, plastic, glass, light bulbs, batteries and compostables.



### ENTRYWAYS

Reduce the amount of dirt entering your building by deploying entryway matting systems, and develop the associated strategies to keep your entryways and exterior walkways clean.



### CONSUMABLES

Promote source reduction through controlled dispensing systems for paper products and right-sizing your trash liners. Use products which contain recycled content, and third-party certified, or are derived from renewable resources.



### CONSERVATION

Conserve energy and water in your building by installing LED lighting and utilizing no-touch restroom fixture which regulate and reduce indoor water consumption.



### WELLNESS

Develop strategies to fight the spread of germs in your workplace and promote improved hand hygiene through increased hand washing and the use of hand sanitizers.



### STEWARDSHIP

Identify stewardship and sustainability goals address by your WAXIE GPS® green cleaning program – and commit to continued improvement in your ongoing cleaning maintenance operations.







### **WAXIE** Knows Clean

Since 1945, WAXIE has grown from one small store in San Diego, CA into America's largest independent family-owned sanitary maintenance supply distributor, and a cleaning industry leader – EXPERTS in the maintenance requirements of commercial, educational, institutional and industrial environments.

From the basics you use everyday – like cleaning chemicals, vacuums, sanitary paper products, trash liners and hand soaps – to more specialized items – like ride-on autoscrubbers, and no-touch restroom accessories – WAXIE is your SINGLE SOURCE for all your facility maintenance supply needs. We are uniquely qualified to deliver a customized cleaning solution that perfectly suits your needs.

### **WAXIE** Knows Green

WAXIE is committed to being an industry leader in promoting RESPONSIBLE business practices that support more sustainable communities. SUSTAINABILITY has emerged as a global theme of the 21st century – it is a concept which balances the interconnectedness of the environment, the economy and our quality of life.

With its own LEED certified facilities, and LEED Accredited Professionals and CIMS-GB ISSA Certification Experts on staff, WAXIE understands how green cleaning fits into the broader scope of your overall sustainability goals, and offers the cleaning product solutions, training on cleaning best practices, and advanced procurement platforms to support a more sustainable approach to achieving CLEAN GREEN BUILDING ENVIRONMENTS.

### **WAXIE** Knows Service

"Serving the Customer is the Focus of Everything We Do" is more than just our motto – it is our mission! Whether it's a crisis situation that demands a last-minute delivery, an all-night training, a timely equipment repair, or a bilingual training session, we have proven the extent of our dedication to our customers time and again by going far ABOVE AND BEYOND what most people would expect of us, in order to see that our customers' needs are met.

And because the WAXIE organization has been PURPOSE-BUILT from the ground up to serve those who are responsible for delivering clean and healthy buildings, you can count on WAXIE to come through with the help you need, when you need it.

## **WAXIE** Pledge to Sustainability

**WAXIE** Sanitary Supply is committed to being a leader to promote responsible business practices that support sustainable communities which are secure, economically prosperous, environmentally responsible and healthy places in which to live and work.

**WAXIE** shares the goal of establishing partnerships to advance education, communication, business best practices, policies, research, technologies and programs to support a more sustainable region for all generations.

**WAXIE** is committed to adopting more sustainable business practices for the company, and to partnering with its stakeholders to identify and implement the most effective facility maintenance solutions to protect and enhance the triple bottom line of human health, environmental stewardship, and economic prosperity.

WAXIE is a member of these organizations:





## **E. PROJECT UNDERSTANDING**

### **PROJECT SCHEDULE/WORK PLAN**

#### **for Night Janitorial and Additional Services**

In order to fully develop our approach to servicing the Palmdale Water District, EFS, Inc. will develop a Project Schedule/Work Plan. We have found this tool to be the most successful for ensuring excellent service for new and existing clients. The Project Schedule/Work Plan is adhered to by all members of our team. This Project Schedule/Work Plan was developed and has been tested by Jim Ferraro, Company Owner, who is actively involved in all aspects of the business. We view our Project Schedule/Work Plan as a "living document" that continues to evolve based upon our clients' site-specific requirements.

All of our Operations Managers, Supervisors, site-specific lead employees, on-site employees, and support staff play a role in our Project Schedule/Work Plan. If EFS, Inc. is awarded the contract to provide janitorial services at all of the Palmdale Water District, a detailed Project Schedule/Work Plan for each location will be developed. EFS, Inc.'s Project Schedule/Work Plan will strictly adhere to the Scope of Work that has been provided in the Request for Proposal for janitorial services for all the Palmdale Water District.

The Project Schedule/Work Plan will also include the site-specific needs and/or requirements that are identified during our initial site visits with a representative from the Palmdale Water District in order to understand all needs. We have learned from experience that this additional information is vital to a successful startup of services and for a seamless start-up for our clients.

It all begins with an initial meeting with the appropriate the Palmdale Water District representatives and the EFS, Inc. management team to thoroughly review and discuss all aspects of the Scope of Work. If EFS, Inc. is awarded the contract, we will work closely with the Palmdale Water District staff to ensure that each location has been thoroughly cleaned and disinfected nightly.

Our Project Schedule/Work Plan will enable EFS, Inc. to create a detailed plan for performing the janitorial services that are required as per the Request for Proposal and Scope of Work that has been provided by the Palmdale Water District.

EFS, Inc. has reviewed the Scope of Work listed pages 7 through 9 in the Request for Proposal in order to make a detailed schedule for each building. Through our 19 years of experience, this process allows us to monitor, schedule, and perform regular additional services effectively and with little interruption to our clients. Performing additional services at each location on a weekly, monthly, quarterly, and semi-annual schedule will provide the Palmdale Water District with janitorial services that exceed their staff and tenants expectations.

EFS, Inc. clearly understands the importance of providing thorough janitorial services for these locations and maintains the same attention to detail day in and day out to ensure that the Palmdale Water District staff and tenants can be confident that the areas they are visiting have been cleaned properly.

Martin Borboa and Carlos Quiroz, the Operations team, along with RJ Storm-Larsen, will serve as the main point of contact for the Palmdale Water District and its staff. Martin Borboa will be supported by Jim Ferraro, our management team members, and our administrative staff throughout the life of the contract.

Martin Borboa possesses excellent communication skills, and he has learned that ongoing communication is one of the keys to success in the service industry.

## PROJECT SCHEDULE/WORK PLAN (cont.)



Our administrative staff will play a vital role in the ongoing daily communication with the representatives of the Palmdale Water District and/or site-specific personnel.

Martin Borboa and Carlos Quiroz our Operations team, will be responsible for the training of all new and existing EFS, Inc. employees that will be assigned to the Palmdale Water District locations listed in this Request for Proposal. Martin Borboa and Carlos Quiroz has extensive experience in the managing and training of our supervisors, our lead employees, and our front-line employees.

Jim will be leading the development of the Project Schedule/Work Plan required for each site in the Palmdale Water District. Jim has extensive experience in the development of Project Schedule/Work Plan that are based upon the client's Scope of Work. The integration of individual site needs that are identified during the initial site visit are then incorporated into the Project Schedule/Work Plan.

"Playbooks" are developed for each client site that we provide janitorial, services for that has multiple locations. These books contain laminated pages consisting of the Scope of Work, Work Plans, floor plans, property maps (if needed), emergency contact numbers, local authority phone numbers, and any additional information we identify as necessary during our initial site visits. We use our "Playbook" daily, performing functions such as employee training, site inspections by our supervisors, ongoing monitoring of quality control, site visits with our clients, and performance of janitorial services.

If EFS, Inc. is awarded this contract, the following Project Schedule/Work Plan would be included in our "Playbook" for each site. Planning for a short window start-up period will require detailed planning and implementation according to the Project Schedule/Work Plan. We realize that all parties will need to be flexible enough to respond to the challenges that may arise.

A detailed Project Schedule/Work Plan is developed for each Executive Facilities Services, Inc. client and location. It is a "living document" that continues to evolve based on client's site-specific requirements.

- EFS, Inc. company owner leads the development of the Project Schedule/Work Plan required for each client and each site.
- It clearly defines hours and work to be performed to ensure that the provision of EFS, Inc. services are most convenient for the client's operations.
- It reflects the Scope of Work provided in the Request for Proposal. It will also include the site-specific needs and/or requirements identified during initial site visits. This information is vital to a successful and seamless startup of services.
- EFS, Inc. has included the scope of work as acknowledgment of all service items that are requested by the Palmdale Water District.
- A "Playbook" is developed for each client site. It includes laminated pages consisting of the scope of work and work plans, floor plans, property maps (if needed), emergency contact numbers, and any additional necessary information identified during our initial site visits.
- A proposed Project Schedule/Work Plan is included with this proposal and will be refined and implemented if EFS, Inc. is awarded this contract.

### III. SCOPE OF WORK

#### III.A DISTRICT OFFICE LOCATIONS

1. Main Office Building located at 2029 East Avenue Q (See the [Main Office Building Layout](#))

- Main Office Building - 2 floors - 15 offices, 4 restrooms, Main Board Rm, Conference Rm, Lobby, Kitchenette, Kitchen - 15,594 sq. ft.
- New-Old Building (NOB) - 7 offices, 2 restrooms, Conference Rm, Kitchen - 4,780 sq. ft.
- Fleet Office - 3 offices spaces, 1 restroom - 500 sq. ft.
- Crew Room - 1 restroom, Breakroom - 620 sq. ft.
- Warehouse Office - Office space - 276 sq. ft.

2. Leslie O. Carter Water Treatment Plant (WTP) located at 700 East Avenue S (see the [Leslie O Carter WTP Building Layout](#))

- WTP - 5 offices, 2 restrooms, Conference Rm, Kitchen, Laboratory - 5,840 sq. ft.

#### III.B DAILY TASKS for All Locations

1. Vacuum all carpets; spot clean when needed
2. Sweep and wet mop with disinfectant, all hard surface areas
3. Clean and disinfect all restrooms
  - A. Clean and sanitize sinks, counters, inside/outside toilets and urinals (to include toilet handles/buttons, seats, and stall latches)
  - B. Sweep and mop floors with disinfectant cleaner
  - C. Vacuum carpeted areas
  - D. Wipe down fixtures
  - E. Clean mirrors
  - F. Check and refill all dispensers, to include batteries as needed (paper towels, toilet paper, soap)
  - G. Damp clean tile walls, walls, and stalls as needed
  - H. Empty trash/sanitary receptacles; replace liners.
4. Clean Kitchen and Break Room areas:
  - A. Wipe down with disinfectant, exterior appliances to include handles
  - B. Wipe down with disinfectant, tables, chairs, and countertops
  - C. Sweep and wet mop floors with disinfectant cleaner

- D. Clean top of stove
  - E. Empty trash, change liners, wipe down outside of containers and surrounding areas.
  - F. Clean and sanitize sinks and faucet handles
5. Clean all glass interior/exterior doors inside and out
  6. Refill hand sanitizers
  7. Dust and wipe down all office equipment (general cleaning avoiding any Risk Areas).
  8. Empty all trash cans; wipe down outside of container and replace liners as needed.
  9. Clean fingerprints on doors as needed
  10. Wipe down and sanitize all countertops, tables, chairs in common areas
  11. Disinfect entry way push bars, push plates, and doorknobs
  12. Disinfect light switches and plates, ADA buttons
  13. Sweep and spot mop stairwell; disinfect railings
  14. Collect recyclables from marked cans and place in designated areas according to items
- \*Exception - Water Treatment Plant location - Laboratory will only need daily, wet mopped (disinfected) floors and trash cans emptied.*

### **III.C WEEKLY TASKS for All Locations**

1. Wipe down and clean windowsills throughout the buildings
2. High and low dusting including cleaning vent covers
3. Wipe down and disinfect inside of elevator (Main office building only)

### **III.D MONTHLY TASKS for All Locations**

1. Wipe and disinfect inside refrigerators and microwaves

### **III.E BI-ANNUAL TASKS for All Locations**

1. Shampoo carpets and upholstered furniture
2. Hard surface floors - strip/wax/buff
3. Window cleaning service, which includes 2nd floor of the Main office building (inside and outside)





# The Palmdale Water District

## WORK PLAN / SPECIFIC FACILITY INFORMATION

		ACTION	PERSON RESPONSIBLE	DUE DATE	STATUS
1	TBD	Identify location of janitorial and storage closets	M. Borboa / C. Quiroz		
2	TBD	Request alarm codes for facility, if needed	M. Borboa / C. Quiroz		
3	TBD	Identify all entry and exit points for each location	M. Borboa / C. Quiroz		
5	TBD	Discuss locked door and safety protocol with facility staff	M. Borboa / C. Quiroz		
6	TBD	Develop equipment needs list for each facility	M. Borboa / C. Quiroz		
7	TBD	Develop emergency contact list	M. Borboa / C. Quiroz		
8	TBD	Determine if additional specialty cleaning products are required for each site	M. Borboa / C. Quiroz		
9	TBD	Develop keys / key fob inventory for each location	M. Borboa / C. Quiroz		





# The Palmdale Water District

## WORK PLAN / EMPLOYEE AND LABOR

STEP	DATE	ACTION	PERSON RESPONSIBLE	DUE DATE	STATUS
1	TBD	Identify existing EFS, Inc. employees to transfer to the Palmdale Water District	J. Ferraro / M. Borboa		
2	TBD	Recruit and train additional employees to fill open positions	M. Borboa / C. Quiroz		
3	TBD	New hire packages completed and new employee ID numbers issued	M. Borboa / C. Quiroz		
4	TBD	ID badges made for all employees working at the Palmdale Water District	M. Borboa / C. Quiroz		
5	TBD	Train employees on facility safety procedures	M. Borboa / C. Quiroz / R. Storm-Larsen		
6	TBD	Train employees on facility security procedures	MI. Borboa /C. Quiroz / R. Storm-Larsen		
7	TBD	Review scope of work for each site with site specific employees	MII. Borboa /C. Quiroz/ R. Storm-Larsen / D. Soto		





## TRANSITION PLAN

Ensuring a smooth and seamless transition to a new service provider requires coordination and clear communication. Executive Facilities Services, Inc.'s Transition Plan begins well before the initiation of services. Once an award of contract occurs, EFS, Inc. will have already created a detailed list of items, meetings, and follow-up job-walks required to ensure a smooth transition on the first night of service.

Utilizing our Transition Plan strategy, we will identify key staff members at each client location to gather additional site information to enable EFS, Inc. to perform beyond the Palmdale Water District's expectations. Our highly experienced management team reviews all information and develops a "start-up kit" listing equipment and chemicals for each location and site. EFS, Inc. supervisors use this information to provide day and night janitorial employees with thorough training and the right equipment.

The first week can be stressful for all parties during a transition to a new service provider. EFS, Inc. will provide additional supervision from all levels of the organization to ensure that the transition goes smoothly. Our Sample Project Schedule/Work Plan contains each itemized step that will be used during the Transition Plan.

Below please find some of the key elements of our Transition Plan:

1. Review meetings of Scope of Work with all Key Personnel
2. Conduct facility inspections with Operation Manager and Key Personnel
3. Identify and secure replacement equipment (when necessary)
4. Train location specific employees on various entry times, locations, and security protocols
5. Provide continuous training for employees on safety protocols so knowledge matches state mandated requirements
6. Review meetings with site specific staff of the Scope of Work
7. Conduct facility inspections with site specific staff and/or site Supervisor
8. Review floor plans with employees to identify areas of service



## The Palmdale Water District Transition Plan

STEP	DATE	ACTION	PERSON RESPONSIBLE	DUE DATE	STATUS
1	TBD	Develop building visitation for all Palmdale Water District locations	J. Ferraro / M. Borboa		
2	TBD	Complete all site visits	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto		
3	TBD	Identify site specific additional needs and requirements if needed	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto		
4	TBD	Identify point of contact at each site	M. Borboa / C. Quiroz		
5	TBD	Identify important dates for each site special events, etc.	M. Borboa / C. Quiroz		
6	TBD	Finalize agreement for General Services between the Palmdale Water District and EFS, Add agreed to additional services requirements to scope of work	J. Ferraro / Palmdale Water District		
7	TBD		M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto		
8	TBD	Deliver equipment kits to each site	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto	Start of service	



## F. PROJECT STAFFING

As a service driven organization, our primary strengths are leadership, communication, training, and experience. Striving to be both productive and innovative takes a team effort by the organization's leaders. EFS, Inc. is fortunate to have an experienced owner who has continued to develop a strong management team. Our goal will always be to reduce our clients' costs without sacrificing service or quality. Through our 19 years of experience in the janitorial, building maintenance, and disinfecting services, we have found proven ways to exceed our clients' expectations. Currently EFS, Inc. has over 140 full time employees and 55 part-time employees providing services throughout California.

We maintain ongoing training and monitoring of our employee performance at our clients' facilities to ensure that we maintain the level of service that our clients deserve. We offer friendly professional service, outstanding quality, and communication that is second to none. Each of our references will speak to our outstanding communication and willingness to resolve issues immediately if they do arise.

We pride ourselves on being a progressive company and taking a proactive role when it comes to our environment and employees. EFS, Inc. utilizes its 19 years of experience to determine the correct number of employees required to perform the services listed in the Scope of Work. It is standard business practice to over-staff new clients to ensure that services are being completed thoroughly.

We also strongly believe that our employees are our most valuable asset. Thus, all of our employees are offered health insurance, retirement benefits, and competitive wages to ensure that we maintain a quality work force and low employee turnover. These business practices demonstrate to our clients that valuing our employees leads to exceeding their expectations.

Our Operation Managers and Night Supervisors are trained in safety procedures that cover a wide variety of situations that may occur while on the job. Ongoing training is performed regularly, or as in the case of COVID-19, in response to emergencies.

EFS, Inc. prides itself on maintaining a current safety manual that reviews: blood borne pathogens, CAL/OSHA's Injury and Illness Prevention Program (IIPP), Cal/OSHA's Hazard Communication standard, Emergency Action Plan, personal protective equipment (PPE), chemical safety, and vehicle safety which allows our employees to excel in their roles.

One of the keys to success that EFS, Inc. has achieved is consistency in the following areas: safety, employee training, ongoing communication employee relations, and tools and methods of operation.

The level of consistency practiced by EFS, Inc. is what has assisted us in successfully growing over the last 19 years, and will enable us to continue to expand. Our management team believes in keeping things simple and not complicating daily service responsibilities. The management team recognizes that success in the janitorial, dayporter, and disinfecting industry is achieved through continuous employee training and having the same employees perform the same function each day and night. It is NOT the practice of EFS, Inc. to rotate employees in and out of client sites. We have learned that by assigning our employees to the same site, our employees gain additional building knowledge and develop a feeling of "ownership" in services that they provide.



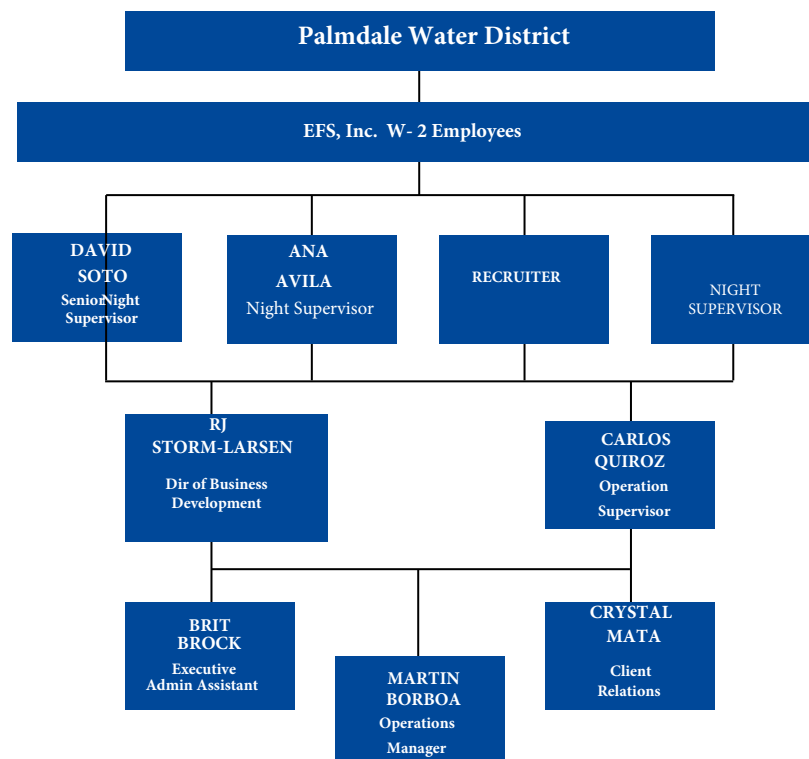
## F. PROJECT STAFFING

### EXPERIENCE, TRAINING AND DEDICATION

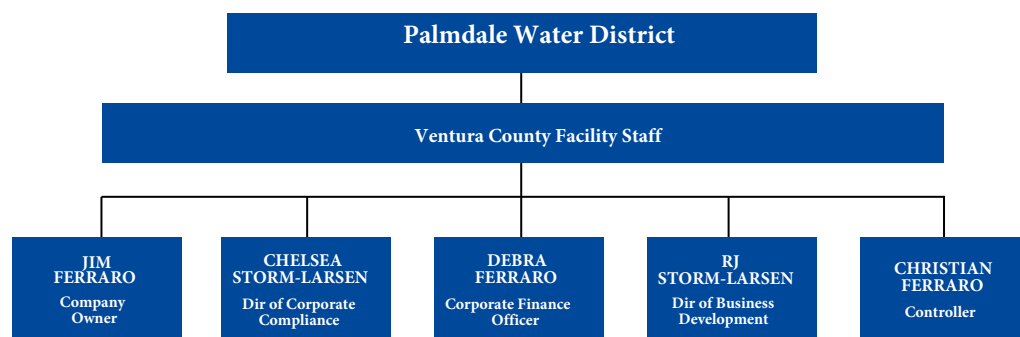
Management, staff and employees of Executive Facilities Services, Inc. are its greatest asset and the reason the company has earned a solid reputation for janitorial services that set the standard for the industry. They are the reason we are trusted to the job right with expertise and experience and a dedication to doing our very best for each client. We work to ensure that every customer service experience is an excellent one.

### Organizational Charts

#### Ventura County Facility Staff



#### Corporate Staff







## Corporate Support



### **JIM FERRARO**

#### COMPANY OWNER

Since launching his career in 1984, Jim has held positions of increasing responsibility that equip him with the leadership, management and communication skills to adeptly run the corporation that he now owns. After graduating with a bachelor's degree in business administration from Bloomsburg University located in Pennsylvania, Jim went on to earn his master's in business administration from the University of Phoenix. He draws on his formal and continuing education and decades of corporate experience to lead EFS, Inc. to ever greater solidity and success.

His primary responsibilities include client and employee relations, safety and quality control, strategic planning, management training and onsite evaluations to ensure compliance with all COVID-19 protocols and practices.

#### **Contact Information** (24/7 accessibility)

Cell: (909) 815-0144

Office: (844) 780-2626

Email: [jferraro@execservices.biz](mailto:jferraro@execservices.biz)



### **DEBRA A. FERRARO**

#### CORPORATE FINANCIAL OFFICER

Debra brings nearly 30 years of experience in financial information processing and reporting to her position as Corporate Financial Officer. She is responsible for all financial functions of EFS, Inc. Debra earned a bachelor of science degree in accounting from Bloomsburg University located in Pennsylvania in 1984 and has worked in both public and private sectors. She has a keen understanding of various business structures and accounting systems. She is passionate about and actively involved in a variety of local nonprofit service organizations. Debra joined EFS, Inc. in 2004.

Her primary responsibilities include client billing, accounts receivable and payable, preparation of financial statements, account analysis, payroll, corporate tax reporting, and human resources.

#### **Contact Information**

Phone: (844) 780-2626

Email: [dferraro@execservices.biz](mailto:dferraro@execservices.biz)



**CHELSEA STORM-LARSEN**

DIRECTOR OF CORPORATE COMPLIANCE

Prior to joining EFS, Inc. in January 2021, Chelsea Storm-Larsen was director of organizational engagement for corporate affairs with Sharecare, Inc. In that role, she managed more than 25 worksites to ensure that all team members understood and complied with the organization’s policies and procedures. She graduated with Honors of Distinction from California State University, Monterey Bay with a bachelor’s in collaborative health and human services and went on to earn her master’s in public administration at California State University, Dominguez Hills.

Her primary responsibilities include corporate compliance, human resources, labor and client relations, and internal quality control.

**Contact Information**

Phone: (844) 780-2626

Email: [cstorm-larsen@execservices.biz](mailto:cstorm-larsen@execservices.biz)



**CHRISTIAN FERRARO**

CONTROLLER

Christian joined EFS, Inc. in 2010 and learned the business from the ground up. He worked with a variety of clients and projects garnering extensive experience in operations management, financial reporting and the nuances of the janitorial, disinfecting, and building maintenance industry. He transitioned to the position of controller where he currently oversees financial operations for the headquarters facility in Riverside. He is a graduate of California State University, Chico, holding a bachelor’s in business finance.

His primary responsibilities include financial reporting, client relations, quality control, staff supervision and training, disinfecting training, and COVID-19 onsite evaluations.

**Contact Information** (24/7 accessibility)

Cell: (951) 776-7249

Office: (844) 780-2626

Email: [cferraro@execservices.biz](mailto:cferraro@execservices.biz)



**RJ STORM-LARSEN**

DIRECTOR OF BUSINESS DEVELOPMENT /  
OPERATION MANAGER

RJ Storm-Larsen joined EFS, Inc. in January 2017 and worked alongside the company’s janitorial, disinfecting, and floor service teams to develop a thorough working knowledge of operations. Today, he serves as director of business development. RJ graduated from California State University, Monterey Bay with a bachelor’s in science and went on to earn a master’s in business administration from the same university. He continues to take a hands-on approach to hone his skills and expand his knowledge of the industry via his ongoing involvement with staff and clients.

His primary responsibilities include client relations, customer service, business development, quality control, and support for operations managers.

**Contact Information** (24/7 accessibility)

Cell: (805) 705-4195  
Office: (844) 780-2626  
Email: [rjstorm-larsen@execservices.biz](mailto:rjstorm-larsen@execservices.biz)

**BRITTANEE BROCK**

EXECUTIVE ADMINISTRATIVE ASSISTANT

Brittane joined EFS, Inc. in 2015 and serves as the primary point of contact for our clients. She facilitates client requests, work orders, responses and follow up to ensure continuity and consistency of service. Her additional responsibilities include tag job scheduling, payroll processing and COVID-19 pre-site evaluations.

**Contact Information**

Office: (844) 780-2626  
Email: [bbrock@execservices.biz](mailto:bbrock@execservices.biz)



## Central Coast Facility Staff

### MARTIN BORBOA

OPERATIONS MANAGER

MAIN POINT OF CONTACT

Martin joined EFS, Inc. in 2014 and devoted himself to gaining a keen understanding of janitorial, building maintenance, and disinfecting services by working with the company's cleaning crews and trained technicians. With each opportunity, he quickly adapted and grew to meet the requirements of operations within EFS, Inc.

His primary responsibilities include safety, supply inventory management, quality control, equipment maintenance, employee training, site inspections, disinfecting training and services, and COVID-19 onsite evaluations.

**Contact Information** (24/7 accessibility)

Cell: (951) 776-6382

Office: (844) 780-2626

Email: mborboa@execservices.biz

### CARLOS QUIROZ

DAY OPERATIONS SUPERVISOR

Carlos, who joined EFS, Inc. in 2014 has been in the janitorial industry for more than 25 years. He has worked throughout Southern California supervising both day porter and janitorial services. He serves as EFS, Inc. day supervisor in Ventura County and is responsible for oversight of operations and quality control departments for Ventura County clients. Carlos is a Certified Floor Care Specialist and assists in the supervision of our floor care teams and nightly cleaning crews.

### DAVID SOTO

SENIOR NIGHT SUPERVISOR

David, who joined EFS, Inc. in 2022 has been in the janitorial industry for more than 15 years. David has worked throughout Southern California supervising both day porter and janitorial services. David serves as EFS, Inc. night supervisor in Ventura County and is responsible for oversight of operations and quality control.

### BRYANT CHICAS

CARPET AND FLOOR SPECIALIST

Bryant joined EFS, Inc. in 2019 after working with Martinez and Associates Management for seven years. There, he managed multiple mobile home facilities in Southern California and was responsible for project development and management, rule enforcement, rent collection, site maintenance, janitorial management, and responding to facility emergencies. Bryant brings his ample experience to EFS, Inc. where his responsibilities continue to expand based upon his excellent performance.

**Contact Information**

Cell: (805) 523-3015

Office: (844) 780-2626

Email: bchicas@execservices.biz



## TRAINING PROGRAMS

To ensure consistency, accountability and competency throughout the organization, Executive Facilities Services, Inc. puts a high priority on recruiting, vetting, hiring and training our most valuable asset--our employees. Investing time in hiring qualified and dependable employees and equipping them with the tools they need to provide each client with excellent service is a hallmark of EFS, Inc.

### Recruitment, Hiring and Training New Employees

- Every person being considered for employment undergoes an in-person interview with a member of our management team. Each potential employee receives a new hire packet containing current tax, immigration, workers compensation labor code, and health benefits forms. Our human resources department uses the information to perform a thorough background check and to verify that each of our employees is a U.S. citizen.
- EFS, Inc. is ADA compliant and an Equal Opportunity Employer. We are committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. EFS, Inc. makes hiring decisions based solely on qualifications, merit, and business needs at the time.
- Once a potential employee is hired, they are monitored by one of our management staff while working alongside an experienced employee at a current client's job site.
- EFS, Inc. employees wear uniforms that are appropriate and identifies them as an employee of EFS, Inc. This includes full-length pants, a navy blue short-sleeve shirt with the EFS, Inc. logo on the left chest area, closed-toed shoes and all correct Personal Protective Equipment required while on property performing services for the Palmdale Water District.
- Training will cover the specific services, processes and scope of work for the Palmdale Water District
- This training method ensures that each employee understands the standards that EFS, Inc. expects, and the services outlined in the Scope of Work provided by the Palmdale Water District.
- New employees will be monitored by the Operations Manager to ensure that if any additional re-training is necessary, it is performed immediately onsite. This method of employee training has proven to be successful over our 19 years of service and demonstrates to our clients that EFS, Inc.'s employees that perform janitorial can exceed their expectations.



## Ongoing Training is a Shared Responsibility

Training is an ongoing process at Executive Facilities Services, Inc. It's a strategy and value we utilize whether in response to a change in employment law, OSHA or other government agency criteria, identified opportunities where we can do things even better or a change in processes or policies at a client's business. It is also a way to invest in the future of EFS, Inc. employees, providing tools and supporting them so they can do and be their very best.

Training janitorial employees is a shared responsibility within the EFS, Inc. organization. The owners, managers, and supervisors work together to establish training goals, identify, communicate and facilitate training and ensure that the related goals are met.

Workplace safety is a top priority at EFS, Inc. Our supervisors perform nightly site inspections and use their observations and data to identify additional workplace safety training opportunities. Proper training can then be applied to ensure that employees are safely performing their required duties.

EFS, Inc. documents and reports trainings for all personnel performing work under this contract. Trainings include refreshers in Cal/OSHA's Injury and Illness Prevention Program (IIPP) standard, Cal/OSHA Hazard Communication standard, Emergency Action Plan standard, and Blood Borne Pathogen protocols. Additional on-the-job training is completed when a new product or procedure is to be implemented.

## Training extends to on-call staffing

EFS, Inc. understands that emergencies, last-minute requests and special circumstances that require an infusion of additional staff can happen at any time. That is why EFS, Inc. maintains well-trained, regular and specialized on-call staff at all levels.

EFS, Inc. has a large labor pool of established employees that are able to perform a wide variety of janitorial, disinfecting, and building maintenance services should the need arise. EFS, Inc. will utilize these experienced and trained employees should back-up staffing be required.

Executive Facilities Services, Inc. has numerous resources to ensure that the services outlined in the Scope of Work are completed day and night.





## SUPERVISORY EXPERIENCE

Executive Facilities Services, Inc. has a proven track record of client satisfaction due in large part to the selection, training, experience and dedication of our management team and supervisory staff.

A rigorous training program ensures a thorough understanding of the industry, the extensive range of services provided by EFS, Inc., company policies and procedures and OSHA protocols for workplace safety, Injury and Illness Prevention, Hazard Communication standards and Emergency Action Plans. If awarded the contract, we will provide the Palmdale Water District with our IIPP within 30 days.

Supervisors routinely perform building inspections to review completed work as well as work in progress. Supervisors are authorized and equipped to respond to questions and requests and address any issues that require resolution.

All EFS, Inc. supervisors are equipped with a phone to provide clients with 24-hour access via call, email or text.

No more than nine employees are assigned to a single supervisor for the duration of the contract. All supervisors are fluent English in both verbal and written communications.

Highly-trained, vetted and professional supervisors support each employee to ensure their success in carrying out daily responsibilities and that they understand their value to the organization and our clients.







## G. QUALITY CONTROL PLAN (QCP)

### BUSINESS PERFORMANCE AND QUALITY CONTROL

Executive Facilities Services, Inc. has learned from experience that the most effective method in ensuring quality service to our clients is through routine site visits. All sites serviced by EFS, Inc. are visited by supervisors on a bi-weekly basis in addition to regular supplies delivery and inspections. Also, the Palmdale Water District will be visited by Jim Ferraro, Company Owner, Martin Borboa, Operations Managers, Carlos Quiroz, Day Supervisor, David Soto, Night Supervisor. All operations managers and supervisors carry a smart phone so they can respond quickly to requests for required or emergency services.

During nightly visits to various sites, our staff members review and assess all aspects of the buildings included in the Scope of Work. If any issues are noticed by a staff member, the employee is made aware and the issues are addressed and resolved that evening. We believe that this is a foundational business practice between EFS, Inc. and its clients. It creates a fast-track line of communication between EFS, Inc. and our clients to ensure that they are receiving the highest of quality service.

- Monthly inspection reports summarize any reported issues and how they were resolved.
- Site visit schedules are developed weekly and unannounced, enabling EFS, Inc. to monitor and control the quality of service as well as interact with onsite employees on a regular basis.
- A copy of our Building Inspection form can be found on the page following this one. Each time a site is visited by an EFS, Inc. supervisor, whether it be a service issue, a supply delivery or a weekly site visit, the form is completed by the supervisor. Operations Managers review all Building Inspection forms daily/nightly to ensure that any issues are addressed and resolved.
- EFS, Inc. and its management team will ensure that each of the Palmdale Water District' buildings remains secure during provision of services. The EFS, Inc. Operations Manager will train each employee on the proper door locking etiquette and alarm system protocols, and verify that all protocols are being followed.
- EFS, Inc. has the responsibility of categorizing and storing highly specialized keys, access cards, and key fobs for clients. As can be seen from our current client list provided with the proposal, EFS, Inc. works with several cities, municipalities, and private and public entities. We store all client keys in a locked key box at our location in Camarillo, CA. This facility has 24-hour surveillance and an alarm system.
- EFS, Inc. will not duplicate keys to any of the Palmdale Water District locations without permission.



Janitorial Inspection Sheet

EFS, Inc.		<b>BUILDING INSPECTION FORM</b>								
Site:		Cleaner:			Supervisor:					
Custodial Services										
(Place a check mark in the column after each entry to indicate the quality of work performance)										
AREAS AND OPERATIONS		RATING			AREAS AND OPERATIONS		RATING			
		ABOVE	AVERAGE	BELOW			ABOVE	AVERAGE	BELOW	
FLOORS	MOPPING				HALLWAY/CORRIDORS	DRINKING FOUNTAINS				
	SWEEPING					EXALMING				
	WAXING					SIGNS				
TOILETS	FLOORS	MOPPING					HARDWARE			
		SWEEPING					DOORS			
		WAXING					WALLS			
	INTERIOR	SEATS					CLOSETS			
		BOVALS					VENTILATOR GRILLS			
		FIXTURES					WINDOWS	WASHING		
FIXTURES				LEDGES						
ENTRANCES	SINKS	BOVALS					DOORS			
		FIXTURES					STEPS			
	URINALS	PORCELAIN				SCRAPERS				
		FIXTURES				RUGS & CARPET				
	SOAP DISPENSERS				PICTURES					
	TOWEL DISPENSERS				SIGNS					
	SANITARY NAPKIN DISPENSER				KICK PLATES					
	MIRRORS				HARDWARE					
	STALL PARTITIONS				STAIRWAYS	STEPS				
	TOWEL DISPOSAL CAN					EXALMING				
	WALLS				LANDING					
	DUSTING				MISCELLANEOUS	SMOKING STANDS				
LEDGES				SUPPLY STORAGE ROOMS						
DUSTING				WCRK ROOMS						
BLINDS	DUSTING				LOCKER ROOMS					
	ACCESSORIES									
FURNITURE	DUSTING									
	DUSTING									
CUSTODIAL CLOSETS	DUSTING									
	WASHING									
	DIRTINESS									
INTER GLASS	WASHING									
	DUSTING									
WALLS/CEILINGS	WASHING									
	DUSTING									
	GRILLS									
LIGHT FIXTURES	PICTURES									
	DUSTING									
	SWITCHES									

**REMARKS:** (Note incidents to which particular attention should be focused)



## KEY PRINCIPLES OF CUSTOMER SERVICE

Excellent customer service is at the heart of Executive Facilities Services, Inc. Our guiding customer service principles--Reliability, Assurance, Responsiveness and Empathy -- are known and practiced at every level of the organization.

Our history of providing high-quality customer service is evidenced by the many longstanding client relationships we maintain and is one of the key reasons new clients choose to work with EFS, Inc. EFS, Inc. provides a 24-hour customer service line that is always answered by a team member rather than an answering machine. EFS, Inc. is agile and responsive to any and all requests including those for COVID-related issues, and other emergencies and unexpected needs. all requests including those for COVID-related issues, and other emergencies and unexpected needs.

The EFS, Inc. administrative team will acknowledge all emails within two hours of receipt and provide a timeline for resolution expediently. Client requests, work orders, service challenges, or important information are quickly communicated to the respective operations manager who will provide updates on all requests.

EFS, Inc. has the proven capability to handle all requests related to the COVID-19 pandemic. Our references will demonstrate that as the pandemic continues to change the requirements for state and federal agencies, EFS, Inc. has continually met the challenge.



EFS, Inc. Client Service Principles



**Reliability**

- Client specifications are confirmed and adhered to Client communication, statements, reports, and responses are on time and accurate
- Consistent level of service and delivery importance placed on each and every client interaction



**Responsiveness**

- Client satisfaction is prioritized, monitored, measured, and managed
- Clients can reach a representative by phone or online 24 hours a day to get answers to questions
- Service quality issues are addressed and resolved quickly
- Clients will receive continuing updates on service challenges until the issue is fully resolved



**Assurance**

- Staff is familiar with procedures and technology and answers questions with accuracy
- Clients can access executive management directly at any time
- Client requirements are met in an atmosphere of calmness, capability, and enthusiasm
- Staff is well trained to respond to exceptional requests, and can think outside the box to provide answers and solutions



**Empathy**

- Staff are well trained to listen to customers empathetically and professionally
- Staff can analyze and solve customer service issues
- Client issues are resolved fairly and quickly by staff advocating at higher levels



## **H. USE OF SUBCONTRACTORS**

Executive Facilities Services, Inc. will not utilize subcontractors to complete any of the services items listed within the Scope of Work.

EFS, Inc.'s proven track record of utilizing W-2 employees over subcontractors and independent contractors has lead to an excellent industry reputation.

## I. REFERENCES



**Reference:** City of Thousand Oaks

Contact: Elizabeth Perez, Facilities Manager  
Phone Number: (805) 449-2225  
Email: edperez@toaks.org  
Project Cost: \$ 695,583

EFS, Inc. Staff Involved: Jim Ferraro, Christian Ferraro, RJ Storm-Larsen, Martin Borboa, Carlos Quiroz, David Soto

Executive Facilities Services, Inc. started services for the City of Thousand Oaks in July of 2020, and currently we service 11 of the City's buildings that are located throughout the City of Thousand Oaks.

EFS, Inc. currently provides janitorial services to administrative, maintenance, and community centers throughout the City of Thousand Oaks. At each of the locations, EFS, Inc. is responsible for sweeping and mopping, vacuuming carpeted areas, horizontal surface disinfecting wipe downs, spot glass cleaning, restocking consumables, sanitizing all restroom fixtures, wiping down mirrors, removing trash, and replacing liners.

EFS, Inc. has performed additional services such as: emergency water extraction, hot water extraction carpet cleaning, hard floor services, window cleaning, emergency disinfecting services, and power washing.

Service Date:  
Awarded contract in May of 2020





## References List



**Reference:** City of Oxnard, Water Department

Contact: Ms. Jazmin Chatsworth

Phone Number: 805-200-5372

Email: [jazmin.charlesworth@oxnard.org](mailto:jazmin.charlesworth@oxnard.org)

Project Cost: \$ 191,560

EFS, Inc. Staff Involved: Jim Ferraro, Martin Borboa, Carlos Quiroz, David Soto, RJ Storm-Larsen,

Executive Facilities Services, Inc. was awarded the contract for the City of Oxnard, Water Department in January of 2022.

EFS, Inc. currently provides janitorial services to numerous locations including the Advanced Water Treatment , Waste Water Treatment Plant, Water Campus, Del Norte Recycling Facility, and three blending stations for the City of Oxnard. At each of these City of Oxnard locations, EFS, Inc. is responsible for nightly janitorial services, carpet cleaning services, hard floor services, and window cleaning services.

EFS, Inc. has partnered with the City of Oxnard to better provide building and janitorial support to each of its facilities and staff that utilizes each site.

Service Date:

Awarded contract in February 2022





## References List



**Reference:** Western Municipal Water District

Contact: Ms. Maribel Herrera

Phone Number: 951-789-5137

Email: MHerrera@wmwd.com

Project Cost: \$ 162,737

EFS, Inc. Staff Involved: Jim Ferraro, Christian Ferraro, Francisco Mendoza, RJ Storm-Larsen, Vicki Rivera

Executive Facilities Services, Inc. was awarded the contract for the Western Municipal Water District in May of 2021.

EFS, Inc. currently provides janitorial services to numerous locations including the Wastewater Recycling Facility, Operations Facility, Arlington Desalter, Western Riverside County Regional Wastewater Authority, and Western Municipal Water District Headquarters. At each of these Western Water locations, EFS, Inc. is responsible for nightly janitorial services, disinfecting services, carpet cleaning services, hard floor services, and window cleaning services.

Service Date:

Awarded contract in May 2021





## The Palmdale Water District

### SAMPLE OF SIMILAR CLIENTS

CLIENT NAME	CONTRACT START	CONTRACT END	# OF LOCATIONS	SQ FOOTAGE	ANNUAL COSTS
Riverside County Library System	1998	10/2009	22	226,300	\$258,000
Riverside County Library System	2016	Under contract	26	326,208	\$715,645
Provident Bank	2005	Under contract	14	885,203	\$205,640
San Bernardino County Superintendent of Schools	2010	Under contract	34	495,937	\$1,253,686
City of Thousand Oaks	2020	Under contract	15	296,804	\$404,093
Conejo Recreation & Park District	2014	Under contract	10		\$286,204
Dignity Health Medical Foundation	2014	Under contract	41	136,308	\$610,060
City of Costa Mesa	2021	Under Contract	24	170,013	\$580,551
City of Agoura Hills	2021	Under Contract	2	21,098	\$28,065
PENNYMAC	2022	Under Contract	4	210,000	\$907,012



## **J. ACCEPT THE DISTRICT'S SERVICE AGREEMENT**

Executive Facilities Services, Inc. accepts the service agreement that the Palmdale Water District has provided.

## XIV. PRICING PROPOSAL

### ANNUAL JANITORIAL SERVICES

Please enter the charge for services only. Do not include costs of supplies as this will vary.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Main Office Building (2 floors) - Monthly Invoice Charge for Daily tasks	1	monthly	\$1,415.34	\$1,415.34
2	Main Office Building (2 floors) - Monthly Invoice Charge for Weekly tasks	1	monthly	\$283.07	\$283.07
3	Main Office Building (2 floors) - Monthly Invoice Charge for Monthly tasks	1	monthly	\$188.71	\$188.71
4	Main Office Building (2 floors) - Bi-Annual Carpet Cleaning	1	bi-annual	\$873.26	\$873.26
5	Main Office Building (2 floors) - Bi-Annual Hard Surface Floors (strip/wax/buff)	1	bi-annual	\$842.08	\$842.08
6	Main Office Building (2 floors) - Bi-Annual Window Cleaning	1	bi-annual	\$408.00	\$408.00
7	New-Old Building (NOB), Fleet Office, Warehouse Office, Crew Breakroom - Monthly Invoice Charge for Daily Tasks	1	monthly	\$403.39	\$403.39
8	New-Old Building (NOB), Fleet Office, Warehouse Office, Crew Breakroom - Monthly Invoice Charge for Weekly Tasks	1	monthly	\$80.88	\$80.88
9	New-Old Building (NOB), Fleet Office, Warehouse Office, Crew Breakroom - Monthly Invoice Charge for Monthly Tasks	1	monthly	\$53.92	\$53.92
10	New-Old Building (NOB) - Bi-Annual Carpet Cleaning	1	bi-annual	\$381.28	\$381.28
11	New-Old Building (NOB), Warehouse Office, Crew Breakroom - Bi-Annual Hard Surface Floors (strip/wax/buff)	1	bi-annual	\$253.80	\$253.80

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
12	New-Old Building (NOB) - Bi-Annual Window Cleaning	1	bi-annual	\$220.00	\$220.00
13	Water Treatment Plant (WTP) - Monthly Invoice Charge for Daily Tasks	1	monthly	\$133.45	\$135.45
14	Water Treatment Plant (WTP) - Monthly Invoice Charge for Weekly Tasks	1	monthly	\$26.69	\$26.69
15	Water Treatment Plant (WTP) - Monthly Invoice Charge for Monthly Tasks	1	monthly	\$17.79	\$17.79
16	Water Treatment Plant (WTP) - Bi-Annual Carpet Cleaning	1	bi-annual	\$140.16	\$140.16
17	Water Treatment Plant (WTP) - Bi-Annual Hard Surface Floors (strip/wax/buff)	1	bi-annual	\$735.84	\$735.84
18	Water Treatment Plant (WTP) - Bi-Annual Window Cleaning	1	bi-annual	\$408.00	\$408.00
<b>TOTAL</b>					\$6,866.66

### LABOR RATES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Janitor	1	hourly	\$31.11	\$31.11
2	Emergency On-Call	1	hourly	\$31.11	\$31.11
3	Window Washer	1	hourly	\$36.72	\$36.72
4	Carpet Cleaner/Hard Surface Floor Cleaner	1	hourly	\$44.81	\$44.81
5	Upholstered furniture cleaning	1	hourly	\$44.81	\$44.81
<b>TOTAL</b>					\$188.56

### INITIAL CLEANING FOR ALL BUILDINGS

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Main Office Building - Daily, Weekly, and Monthly tasks	1	Lump Sum	\$1,023.36	\$1,023.36
2	New-Old Building (NOB) - Daily, Weekly, and Monthly tasks	1	Lump Sum	\$313.69	\$313.69
3	Crew Breakroom, Fleet Office, Warehouse Office - Daily, Weekly, and Monthly tasks	1	Lump Sum	\$91.61	\$91.61
4	Main Office Building - Carpet cleaning and hard surface floors strip/wax/buff	1	Lump Sum	\$1,715.34	\$1,715.34
5	New-Old Building (NOB) - Carpet cleaning and hard surface floors strip/wax/buff	1	Lump Sum	\$406.30	\$406.30
6	Crew Breakroom, Fleet Office, Warehouse Office - Carpet cleaning and hard surface floors strip/wax/buff	1	Lump Sum	\$228.78	\$228.78
7	Water Treatment Plant (WTP) - Carpet cleaning and hard surface floors strip/wax/buff	1	Lump Sum	\$876.00	\$876.00
8	Main Office Building - Window cleaning	1	Lump Sum	\$408.00	\$408.00
9	New-Old Building (NOB) - Window cleaning	1	Lump Sum	\$168.00	\$168.00
10	Water Treatment Plant (WTP) - Window cleaning	1	Lump Sum	\$300.00	\$300.00
<b>TOTAL</b>					<b>\$5,531.08</b>

# COVID RESPONSE PLAN



## COVID Experience and Disinfecting Cleaning Program

Immediately upon COVID-19 being declared a pandemic in March 2020, Jim Ferraro and the management team began to research and develop our Disinfecting Deep Cleaning Services plan as per the Centers for Disease Control and Prevention (CDC) guidelines. EFS, Inc. monitors both CDC and World Health Organization (WHO) websites for updates and additional information to assist us in the fight against COVID-19.

As of January 15, 2022, we have:

- Secured multiple EPA approved disinfecting cleaning chemicals
- Continue to review CDC guidelines for disinfecting procedures
- Trained over 80 employees to complete disinfecting/deep cleaning services
- Set up emergency response teams to complete this service upon request
- Incorporated Electrostatic Sprayers into our disinfection protocols and made additional Electrostatic sprayers available at each operating facility to respond immediately to client request
- Achieved GBAC COVID-19 Trained Technician status with ISSA
- Had an employee become a Certified Contract Tracer through the University of John's Hopkins

The management team and employees of EFS, Inc. continue to respond immediately to our clients' requests to provide facility "high touch" hand disinfecting and deep cleaning services at our numerous medical facilities, doctors' offices, public and private schools, banking institutions, commercial properties, and public agencies.

As of July 30, 2022, we have disinfected/deep cleaned approximately 7 million square feet of our clients' facilities. Our clients knowingly contact EFS, Inc. with confidence that their properties, cities, and schools will be disinfected and ready for the next day's use.

EFS, Inc. continues to respond to requests for special disinfecting/deep cleaning services from current and new clients. These include services for various facilities including public parks and restrooms, public and private schools, banking institutions, commercial properties, public agencies and non-contract clients for assistance in battling the COVID-19 pandemic.

Our current procedure for on-call disinfecting services includes a detailed pre-site review with client. This is then followed up with a description of the two types of disinfecting services that EFS, Inc. can provide for the client. Once the client has selected which disinfecting procedure they would like performed, our highly trained staff is then equipped with the correct PPE. Once on site, our team will work with the client to ensure that all areas that have come in contact with COVID-19 positive or suspected positive individuals is thoroughly disinfected.

We know that this situation is evolving daily, and we intend to continue to respond quickly and efficiently to all of our client requests to battle against the COVID-19 pandemic.





### **Hand Touch Disinfecting Specifications**

Facility Disinfecting Deep Cleaning Specifications for offices, hallways, common areas, restrooms, break rooms and kitchens:

- Clean and disinfect all “high touch” points
- Clean and disinfect all doors, door handles, and fixtures
- Clean and disinfect all kitchen equipment and cabinets
- Perform all high dusting and cleaning of light fixtures, air diffusers, and door frames
- Damp wipe all baseboards
- Thoroughly disinfect all vertical and horizontal surfaces, including but not limited to desks, windowsills, tables, built-in cabinets, lighting fixtures, shelves, walls, doors, door frames, doorknobs, door handles, light switches, telephones, handrails, etc.
- Vacuum all carpeted areas making sure to get underneath built-ins, into corners and along edges.

#### RESTROOMS:

- Scour and sanitize all basins, toilets, urinals, and showers inside and out
- Clean and disinfect all bright work
- Clean and disinfect all partitions
- Wash and disinfect all tile throughout restrooms with disinfectant
- Disinfect and polish mirrors in restrooms

#### WINDOWS:

- Clean and disinfect inside window ledges
- Clean and disinfect all window frames



## Hand Touch Disinfecting Deep Cleaning Specifications

1. Spray or apply with a towel hospital grade disinfectant to all touch points.
2. Let disinfectant dwell on the surface for the required kill time, usually one minute
3. After the disinfectant is on the surface for the required dwell time, wipe the surface clean and remove any streaks

The major touchpoints that need to be disinfected in offices or cubicles are as follows:

- Cabinet handles
- Door handles
- Desks or cubicle tops
- Light switches
- Phones
- Computer keyboards and mouse's
- Copiers and shredders
- Appliance buttons
- Grab rails
- Push plates
- Conference room tables and chairs
- Restroom partitions
- Restroom fixtures
- Switch plates
- File cabinets
- Opening edges of entry points
- Elevator buttons
- Door jambs
- Coffee stations
- Changing tables
- TP, towel and soap dispensers





## COVID-19 Electrostatic Disinfecting Spraying Solution

### Protexus Electrostatic Sprayer System

EFS, Inc. implements a research-driven technique of disinfecting that will reduce disinfecting expenses and increase our efficiency, known as the Protexus Electrostatic Sprayer System. By using the Protexus Electrostatic Sprayer System paired with the hospital grade Puffab disinfecting chemical, we have reduced the kill time of the disinfectant to one minute. We have found that in utilizing this system, we can drastically increase our efficiency of disinfecting services to approximately 10,000 square feet per hour.

We understand the safety and health of our clients' staff members is key, so EFS, Inc. selected the PurTab chemical for its non-toxic, non-corrosive characteristics as an EPA-registered disinfectant. The PurTab chemical can be applied at any time throughout the day and left on high touch surfaces with little to no residue. Depending on the saturation of the surface the PurTab disinfectant dries completely within minutes.

By utilizing these two disinfecting tools, we can dramatically increase the productivity of our staff and increase the frequency of disinfecting that can occur during a standard workday. EFS, Inc. believes that using this method of disinfecting services will greatly benefit the Palmdale Water District as it will increase the frequency of disinfection and provide peace of mind to residents, staff, and visitors to all of the buildings within the Palmdale Water District.

Link to Protexus Electrostatic Sprayer System

<https://www.youtube.com/watch?v=k1agZEwcfLQ&feature=youtu.be>





**Protexus Electrostatic Sprayer System**

**PRODUCT FEATURES**

**| Cordless**

16.8 volt Lithium Ion Battery System  
Allows the Convenience of cord free cleaning for approx. 4 hours of use.

**| Versatile**

Ideal for sanitizing, disinfecting, odor control, pesticides, coatings, etc.

**| Electrostatic On / Off Switch**

Electrostatic charge can be disabled or enabled as needed.

**| Tool Free Adjustable Nozzle**

Allows the versatility of adjusting particle size for the required application.

**| Quiet**

Being only 60 db., its great for environments where noise is important.



**| Lightweight & Portable**

Light enough at 3.8 lbs. to quickly navigate from surface to surface and room to room.

**| Head Light**

Illuminate work surface to provide a clear view of intended coverage.

**| Trigger Lock**

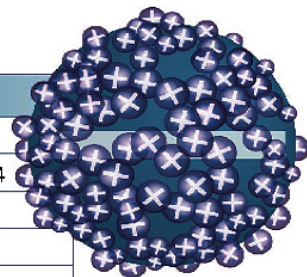
Trigger can be locked in place to prevent accidental spraying.

**| Ergonomic Over Molded Handle**

Provides a soft grip for added comfort.

**PRODUCT SPECIFICATIONS: PX200ES**

Voltage	16.8v	Micron Size	40/60/100
Run Time	4 hrs	Flow Rate (oz/min)	3.35/3.62/4.34
Charge Time	1 hr	Spray Distance (ft)	3-6 ft
Weight	3.8 lbs	Coverage Per Tank	800 sq. ft.
Capacity	32 oz	Coverage Per Charge	54,000 sq. ft. avg.
Decibels	60 db		





Evaclean

**evaclean**  
NEXT GENERATION INFECTION CONTROL SOLUTIONS

**WAXIE**  
SANITARY SUPPLY

**NEXT GENERATION  
TOUCHLESS DISINFECTION  
AND SANITIZING SYSTEMS**

**PROTEXUS**

**PX300ES**  
Cordless Electrostatic Backpack Sprayer

**WITH 360° ELECTROSTATIC  
SPRAYING COVERAGE**

**PX200ES**  
Cordless Electrostatic Handheld Sprayer

**PUR TABS**  
ELECTROSTATIC SOLUTIONS

Evaclean is a fast, economical and complete equipment and chemical solution for eliminating and preventing the spread of infections across facilities of all sizes and industry.

PUR TABS Disinfecting and Sanitizing Tablets dissolve in the tank to create up to 6 different solutions that range from: **Killing C Dif in 4 minutes** to **NSF D2 registered food contact surface sanitizing.**





EPA Certified Disinfectant



**EARTHSAFE**  
CLEANER ALTERNATIVE

# PURTABS

EFFERVESCENT SANITIZING / DISINFECTION TABLETS



**The Smarter, Safer,  
Sustainable alternative  
to bleach.**



**KILLS C DIFF IN 4 MINUTES**

**PURTABS Effervescent Tablets provide up to 6 different Disinfecting and Sanitizing solutions with the affordability, ease of use, and convenience of a drop and go tablet form.**

PURTABS are a part of the EvaClean Infection Control System for up to 3X the disinfection and sanitizing coverage using the Protexus line of Electrostatic Sprayers.





EPA Certified Disinfectant

**CONSOLIDATE YOUR CHEMICAL CLOSET** with the proven power of PURTABS – NaDCC Disinfecting and Sanitizing Tablets.

**3 Tablet Sizes**

- for Convenient Dilution at any concentration.

**NSF D2 Certified**

- Food Contact Surface Safe Sanitizer (100ppm concentration)

**SAVE UP TO 90%**

- on Storage and Shipping Costs.

**KILLS C DIFF IN 4 MINUTES**

- AT 4306PPM concentration

**OSHA / NIOSH COMPLIANT**

- For Worker Exposure and Air Quality Standards when spraying with Protexus Electrostatic Sprayers.

**Dilutions Stable for 7 Days**

- In closed container or sprayer tank.

Kill Claims	Concentration	Dilution
Food contact surface sanitizer (No Rinse) 60 seconds contact time	100 ppm	(1) 334mg tab / 1qt (1) 3.3g tab / 2.5 gal. (1) 13.1 tab / 10 gal
Hospital grade disinfectant claims (Bleach alt.) Cold & flu virus (including H1N2) Salmonella & Staph.	538 ppm	(6) 334mg tab / 1 qt (1) 3.3g tab / 2 qts.
Bloodborne pathogen, Herpes & Polio, Norovirus, MRSA & Ecoli, HIV & Hep B claims Many Animal pathogens	1076 ppm	(11) 334mg tab / 1 qt (1) 3.3g tab / 1 qt (1) 13.1 tab / 1 gal
C. Diff spore 10 minute claim	2153 ppm	(2) 3.3g tab / 1 qt (2) 13.1g tab / 1 gal.
C. Diff spore 4 minute claim	4306 ppm	(4) 3.3 g tab / 1 qt (4) 13.1 g tab / 1 gal

EPA Reg. No. 71847-6-91524





# CERTIFICATE OF INSURANCE



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/30/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Insurance Incorporated 3400 Central Ave Suite 220 Riverside CA 92506		<b>CONTACT NAME:</b> Vicki Rodriguez <b>PHONE (A/C, No, Ext):</b> (877) 898-9333 <b>FAX (A/C, No):</b> (951) 300-9332 <b>E-MAIL ADDRESS:</b> vrodriguez@insuranceinc.com																						
<b>INSURED</b> Executive Facilities Services Inc PO Box 1700 Riverside CA 92502		<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Ohio Security Insurance Co</td> <td>24082</td> </tr> <tr> <td>INSURER B:</td> <td>California Automobile Insurance Co.</td> <td>38342</td> </tr> <tr> <td>INSURER C:</td> <td>American Fire and Casualty Co</td> <td>24066</td> </tr> <tr> <td>INSURER D:</td> <td>Wesco Insurance Co</td> <td>25011</td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Ohio Security Insurance Co	24082	INSURER B:	California Automobile Insurance Co.	38342	INSURER C:	American Fire and Casualty Co	24066	INSURER D:	Wesco Insurance Co	25011	INSURER E:			INSURER F:		
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**COVERAGES**      **CERTIFICATE NUMBER:** 22 23 AL GL WC      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	BKS57245232	08/02/2022	08/02/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	BA040000011844	01/07/2022	01/07/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			ESA57245232	08/02/2022	08/02/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
D	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	TWC4152164	09/01/2022	09/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 \*Ten-day notice of cancellation provided in the event of cancellation due to nonpayment of premium. The certificate holder is named as additional insured in regards to the named insured's operations as per the attached forms.

<b>CERTIFICATE HOLDER</b> Palmdale Water District 2029 East Avenue Q Palmdale CA 93550	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

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November 27, 2022

To whom it may concern,

WAXIE Sanitary Supply has had a long term partnership with Executive Facilities Services Inc. with both companies having like goals of helping customers keep buildings cleaner, safer and healthier. WAXIE provides multiple training classes on restroom care, Green Cleaning Practices, floor care, carpet care and COVID – 19 to our customers of which EFS Inc. participates in. Along with that, WAXIE prides itself on finding solutions for customers to meet all of their cleaning needs. Together with EFS Inc. we have been able to create cleaning protocols during the pandemic using electro-static sprayers, EPA N-List approved disinfectants and PPE, all while providing the other necessary products in a timely manner. I know if EFS Inc. is chosen for your facility, they will provide the same level of excellent service that other customers like yourself are receiving.

Sincerely,

Theresa Cummins  
Regional Sales Manager  
WAXIE – Ontario, CA  
tcummins@waxie.com  
Cell # 702-768-5696  
www.waxie.com

Regional Inventory Center ■ 905 N. Wineville Avenue ■ Ontario, CA 91764-5595  
(800) 443-3469 ■ (909)942-4100 ■ FAX (909) 942-3199 ■ www.waxie.com

BUSINESS ATTIRE



EFS, Inc. Uniform: apron, employee badge, and t-shirt



JANITORIAL SERVICES SCORE CARDS JANUARY 2023

Base Hill Inc.

109

95

72

115

**97.75**

Executive Facility Services, Inc.

107

102

112

114

**108.75**

Executive-Suite Services, Inc.

68

80

71

91

**77.5**

JJ PROPERTY MAINTENANCE NETWORK INC

77

75

37

52

**60.25**

QCS Building Services Inc.

73

82

60

95

**77.5**

JANITORIAL VENDOR ANNUAL CONTRACT COST 2023

Base Hill, Inc contract cost	\$57,822.32	Annual
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Executive Facility Services, Inc contract cost	\$39,775.72	Annual
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Executive Suite Services contract cost	\$70,332.00	Annual
---	-------------	--------

JJ Property Maintenance

Did not fill out correctly, so the price is uncertain. Did not respond to email requests

QCS Building Services contract cost	\$74,116.00	Annual
--	-------------	--------

**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:** February 7, 2023 **February 13, 2023**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Adam Ly, Assistant General Manager  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.1 – REVIEW AND DISCUSSION OF EVALUATION CRITERIA FOR STRATEGIC WATER RESOURCES PLAN. (NO BUDGET IMPACT– ASSISTANT GENERAL MANAGER LY/ WOODARD & CURRAN)***

---

**Recommendation:**

Staff recommends that the Board review and discuss the evaluation criteria for the Strategic Water Resources Plan.

**Alternative Options:**

There are no alternative options.

**Impact of Taking No Action:**

The Strategic Water Resources Plan will be delayed.

**Background:**

The Board approved a contract with Woodard & Curran on May 23, 2022, to update the Strategic Water Resources Plan. The process includes soliciting feedback from the public and the Board of Directors. A presentation on the Strategic Water Resources Plan update was provided by staff and Woodard & Curran Consultants at the Resource and Facilities Committee on October 13, 2022. As part of the next step in the process, staff would like the Board to review and discuss the evaluation criteria and provide feedback.

**Strategic Plan Initiative/Mission Statement:**

This item is covered under all six Strategic Initiatives.

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

**Budget:**

No Budget Impact.

**Supporting Documents:**

- Strategic Water Resources Plan Stakeholder Meeting #2 by Woodard & Curran







# Palmdale Water District Strategic Water Resources Plan

**Stakeholder Meeting #2**

**February 13, 2023**



**Woodard  
& Curran**



# Meeting Agenda



Provide SWRP overview and schedule



Present alternative portfolio options



Discuss evaluation criteria



# Meeting Objectives



Review potential alternative portfolio options



Solicit input on evaluation criteria

# SWRP Overview and Schedule

October 2022

4



Woodard  
& Curran

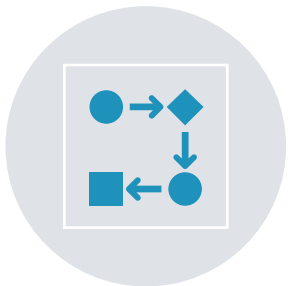
# SWRP Overview



Provide a future vision for how PWD will meet its water supply through 2050



Facilitate meaningful engagement



Create a flexible, dynamic planning process



Build a strong technical foundation



# Stakeholder Meetings



1. Demand and Supply and Estimated Supply Gaps



2. Evaluation Criteria and Alternative Portfolios



3. Preferred Alternatives and Evaluation

# SWRP Progress Update

Demand Analysis and Forecast



Baseline Supply Analysis and Forecast

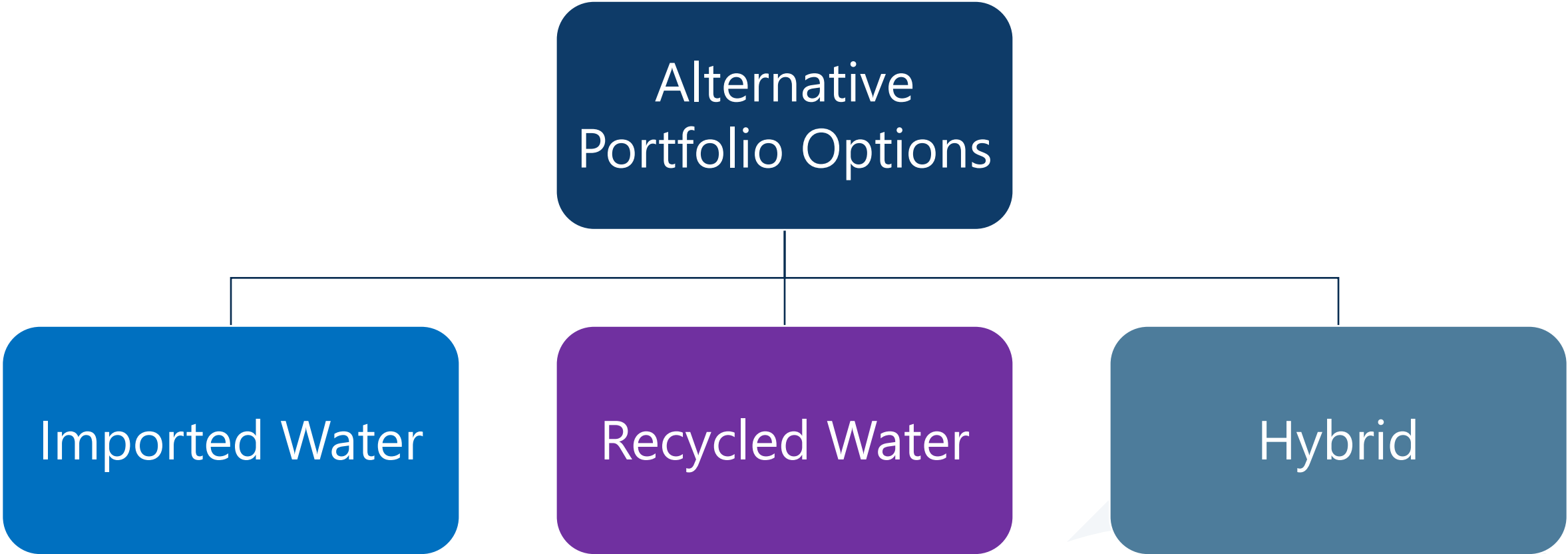


Supply Gaps

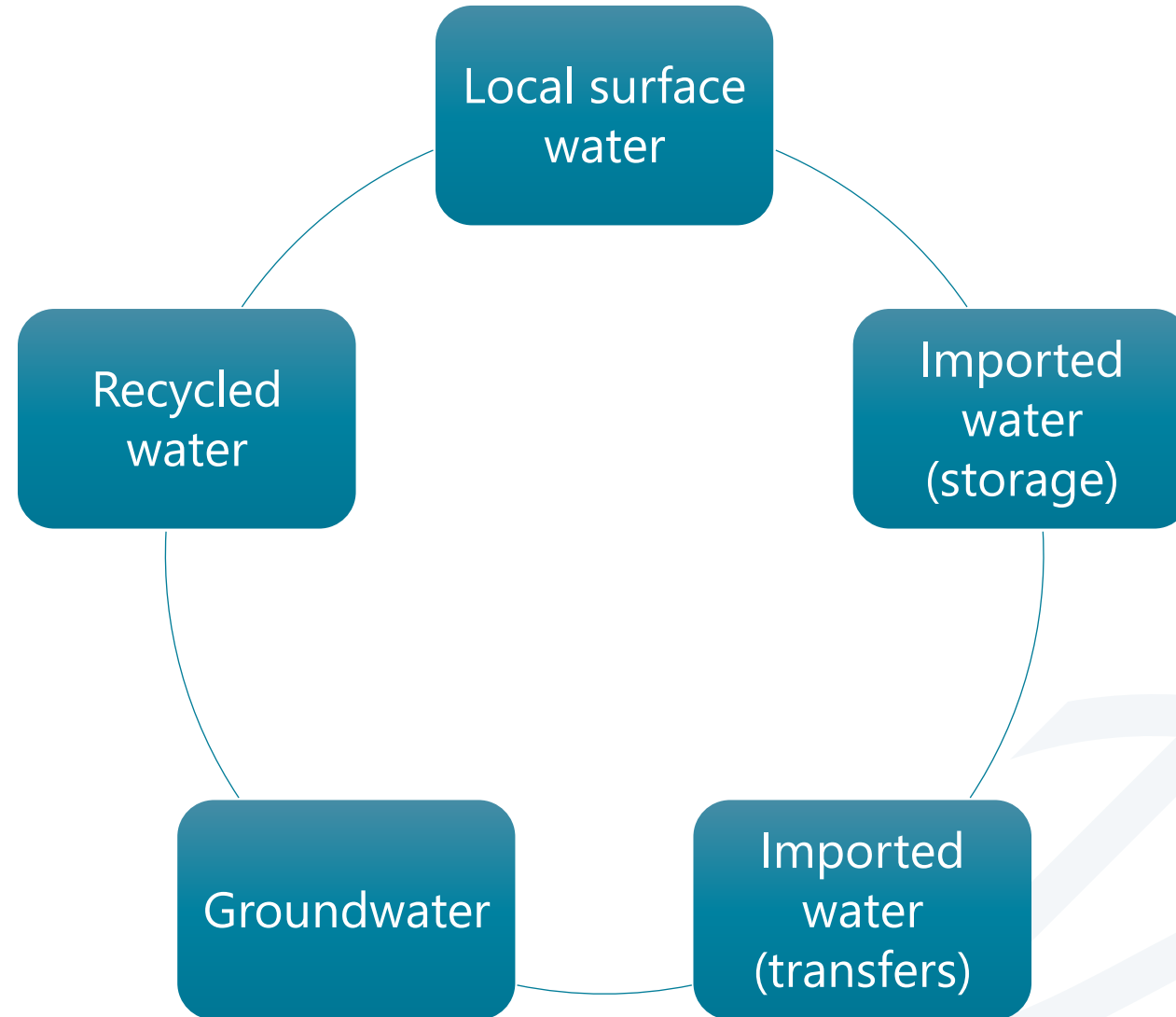


Supply and Demand Management Options and Alternatives

# Alternative Portfolio Options



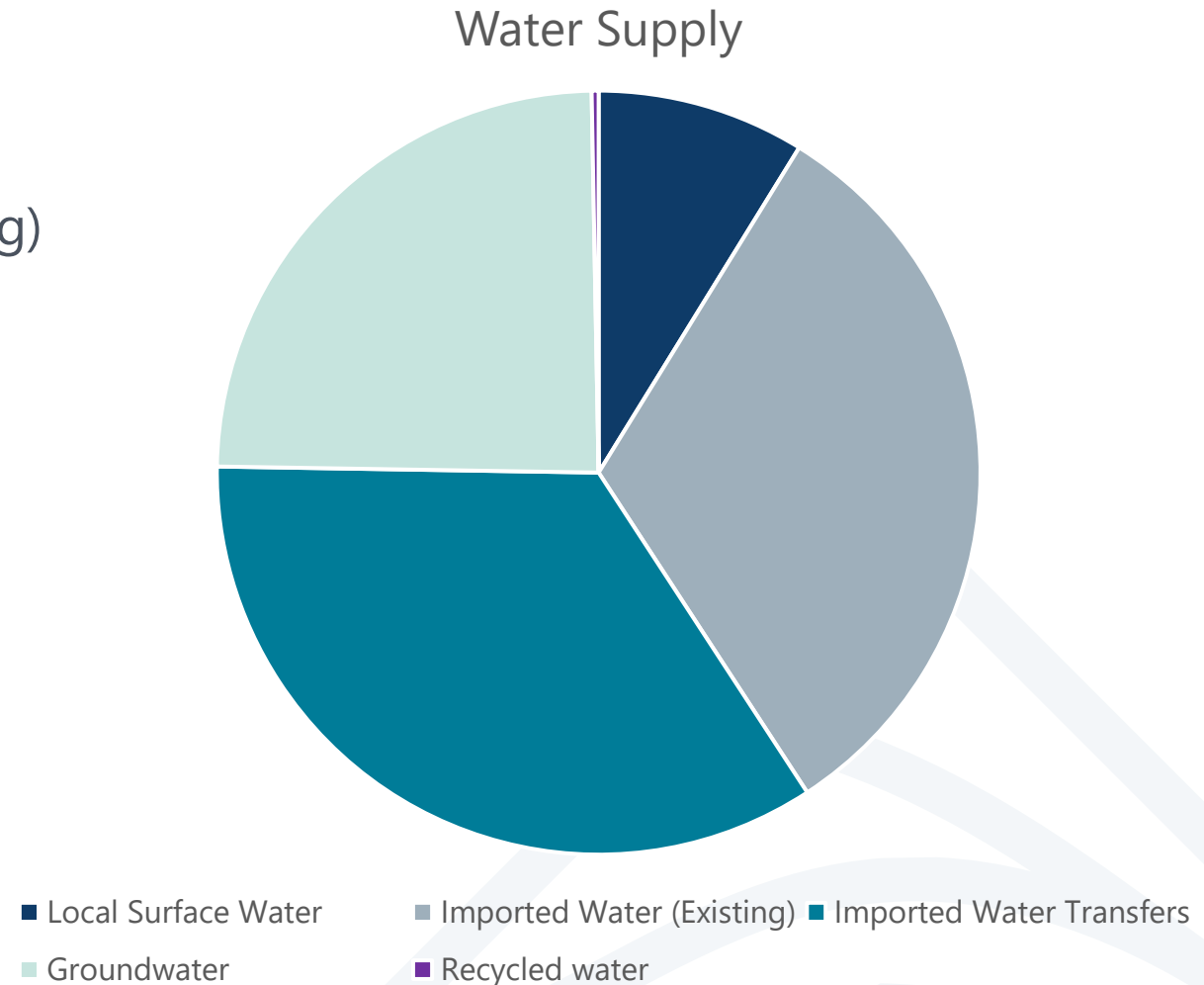
# Water Supply Options



# Imported Water Portfolio Options

► Includes:

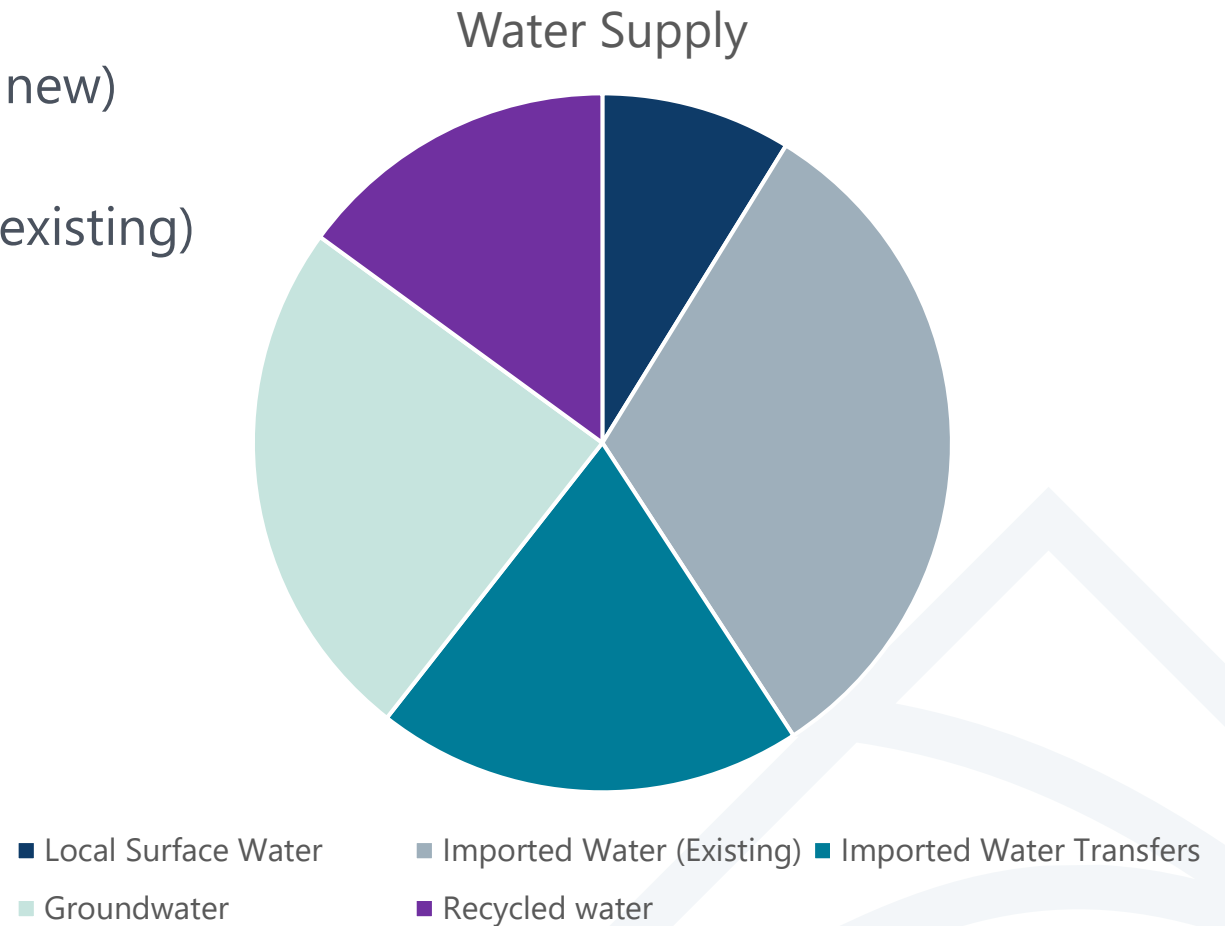
- Imported water banking (existing and new)
- Imported water tiers
- Well rehabilitations and replacement (existing)
- Conservation (varies)



# Recycled Water Portfolio Options

## ► Includes:

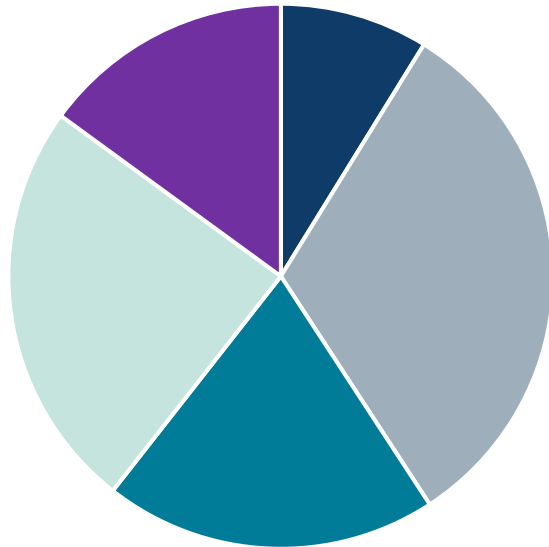
- Imported water banking (existing and new)
- Imported water tiers
- Well rehabilitations and replacement (existing)
- Recycled water
- Conservation (varies)





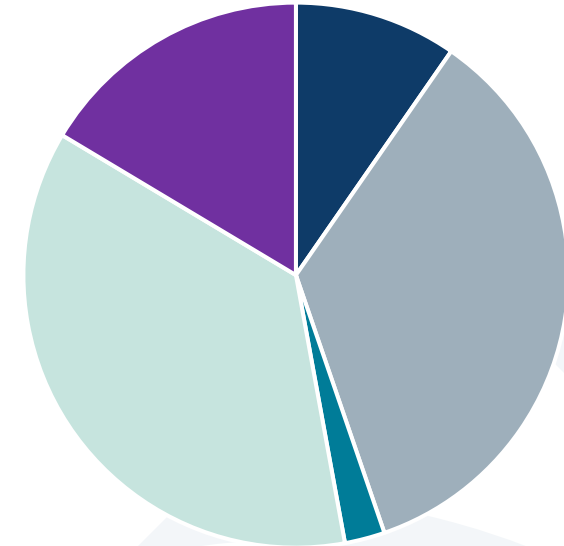
# Hybrid Portfolio Options

Water Supply – Imported and Recycled Water Hybrid



- Local Surface Water
- Imported Water (Existing)
- Imported Water Transfers
- Groundwater
- Recycled water

Water Supply – Local Source and Recycled Water Hybrid



- Local Surface Water
- Imported Water (Existing)
- Imported Water Transfers
- Groundwater
- Recycled water


# Summary of Alternative Portfolio Options

	Alt 1	Alt 2	Alt 3	Alt 4	Alt 5	Alt 6	Alt 7	Alt 8
	IW: Internal Bank	IW: External Bank	RW Supply: GW Injection	RW Supply: Lake Augmentation	Hybrid IW/RW: RW Injection + IW External Bank	Hybrid IW/RW: RW Lake Augmentation + IW Internal Bank	Hybrid SW/RW: SW Enhancement+ RW Injection	Hybrid GW/RW: GW Rights + RW Injection
1. External Imported Water Storage		Light Blue			Light Blue			
2. Internal Imported Water Storage via AVEK	Light Blue		Light Blue	Light Blue		Light Blue		
3. Amargosa Water Bank + new wells	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue
4. Imported Water, Tier 1	Dark Teal	Dark Teal	Dark Teal	Dark Teal	Dark Teal	Dark Teal	Dark Teal	Dark Teal
5. Imported Water, Tier 2	Dark Teal	Dark Teal			Dark Teal	Dark Teal		
6. Purchase of Antelope Valley Basin Rights								Light Green
7. Well rehabilitation/replacements of existing wells	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green
8. Palmdale Ditch Enhancements							Dark Blue	
9. Sediment Removal at Littlerock Dam							Dark Blue	
10. Recycled Water Augmentation at Palmdale Lake				Purple		Purple		
11. Recycled Water Injection			Purple		Purple		Purple	Purple
12. Conservation	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange

GW: groundwater | IW: imported water | SW: surface water | RW: recycled water

# Evaluation Criteria

# Summary of Potential Evaluation Criteria



**Drought  
Reliability**



**Emergency  
Imported Water  
Outage Reliability**



**Cost Efficiency**



**Water Quality**



**Sustainability**



**Fundability**



**Implementability**



**Adaptability**

# Discussion on Potential Evaluation Criteria

1. Is there anything else that should be considered that is not already in the evaluation criteria?
2. Is there anything in the evaluation criteria that should not be included?
3. Would you define any of these evaluation criteria differently?
4. What are your top priorities and concerns?

# Summary of Potential Evaluation Criteria - Quantitative

- Shortage depth during single year and multiple year droughts

Drought Reliability



- Shortage depth during a 6-to 12-month SWP water outage

Emergency Imported Water Outage Reliability



- Present value unit cost, including capital, O&M and water purchase cost

Cost Efficiency



- Loading of TDS applied to the groundwater basin or surface water
  - Antelope Valley Groundwater Basin
  - Lake Palmdale

Water Quality



# Summary of Potential Evaluation Criteria – Qualitative

- Institutional independence
- Local resource management

Sustainability



- Eligibility for funding programs

Funding potential



- Stakeholder support, environmental and permitting compliance and operational ease

Implementability



- Ability to adapt to potential changes within and outside PWD
- Some options increase constraints while others increase flexibility

Adaptability





# Summary of Potential Evaluation Criteria

- Shortage depth during single year and multiple year droughts

Drought Reliability



- Shortage depth during a 6-to 12-month SWP water outage

Emergency Imported Water Outage Reliability



- Present value unit cost, including capital, O&M and water purchase cost

Cost Efficiency



- Loading of TDS applied to the groundwater basin or surface water
  - Antelope Valley Groundwater Basin
  - Lake Palmdale

Water Quality



**Quantitative**

- Institutional independence
- Local resource management

Sustainability



- Eligibility for funding programs

Funding potential



- Stakeholder support, environmental and permitting compliance and operational ease

Implementability



- Ability to adapt to potential changes within and outside PWD
- Some options increase constraints while others increase flexibility

Adaptability



**Qualitative**

# Discussion on Potential Evaluation Criteria

1. Is there anything else that should be considered that is not already in the evaluation criteria?
2. Is there anything in the evaluation criteria that should not be included?
3. Would you define any of these evaluation criteria differently?
4. What are your top priorities and concerns?

# Next Steps

- ▶ Please send additional thoughts by February 27
- ▶ Woodard & Curran will perform technical analysis on the alternatives based on your feedback today
- ▶ Next meeting: Preferred Alternatives and Evaluation



Thank you!

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Woodard  
& Curran



**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** February 6, 2023 **February 13, 2023**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Ms. Angelica Barragan-Garcia, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.2 – CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION TO APPROVE THE 2022 SALARY SURVEY. (BUDGETED 2023 – HUMAN RESOURCES DIRECTOR BARRAGAN-GARCIA/PERSONNEL COMMITTEE)***

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**Recommendation:**

Staff and the Personnel Committee recommend that the Board approve the recommended salary range changes from our 2022 Salary Survey.

**Alternative Options:**

The alternative is to leave the salary ranges unchanged.

**Impact of Taking No Action:**

As higher than normal changes in jobs and retirements continue to occur, the job market remains extremely competitive. If the District does not come to market with wages, it will have an impact in recruitment and may lead to increased turnover.

**Background:**

The District decided to perform a market survey every three years to remain competitive in the marketplace thereby reducing costly turnover. Twelve water districts were chosen to compare over time to create stability in the data and allow our District to remain competitive in the marketplace.

The 2022 Salary Survey uses the same twelve water districts, all of which are located in Southern California, and are similar to the District in either facilities, organization size, or number of service connections.

**Strategic Plan Initiative/Mission Statement:**

This work is part of Strategic Plan Initiative No. 2 – Organizational Excellence.

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

BOARD OF DIRECTORS  
PALMDALE WATER DISTRICT  
VIA: Mr. Dennis D. LaMoreaux, General Manager -2-

February 6, 2023

**Budget:**

This update is included in the 2023 Budget.

**Supporting Documents:**

- 2022 Salary Survey
-

Job Titles without a current range

Salary Survey Summary

Position	Current Exemption		Salary Survey	Recommended	Notes
	Status	Current Range			
Customer Care Representative I	N	20	20		
Field Customer Care Representative I	N	21	21		
Maintenance Worker I	N		21		
Service Worker I	N	21	22	23	
Customer Care Representative II	N	23	23		
Accounts Payable Technician	N	23	23		
Maintenance Worker II	N	24	23		
Customer Account Technician	N	24	23		
Field Customer Care Representative II	N	23	24	24	
Operations Technician I	N	25	24		
Engineering Technician I	N	26	24	25	
Service Worker II	N	25	24	26	
Plant Operator I	N	26	25		
Construction Inspector I	N	27	25		
Senior Customer Care Representative	N	29	25		
Electrician I	N		26	26	
Purchasing Technician	N	27	26		
Information Technician I	N	27	26		
Water Use Efficiency Technician I	N	27	26		
Senior Field Customer Care Representative	N	28	26		
Lab Analyst I	N	26	27		
Public Affairs Specialist I	N	27	27		
SCADA/Instrumentation Technician I	N		27	27	
HR & Safety Coordinator	N	27	27		
Engineering Technician II	N	27	27	28	
Operations Technician II	N	28	27		
Service Worker III - Foreman	N	29	27		
Safety and Training Technician I	N	29	27		
Electrician II	N	29	28		
Plant Operator II	N	29	28		
Construction Inspector II	N	29	28	30	
Engineering Analyst	N	33	28		
Lab Analyst II	N	29	29		
Information Technician II	N		29	30	
Water Use Efficiency Technician II	N		29	30	
Engineering Technician III	N	29	29	31	



Position	Current Exemption		Salary Survey	Recommended	Notes
	Status	Current Range			
Management Analyst	N	31	29		
Operations Technician III - Fleet/Mechanical	N	31	29		
SCADA/Instrumentation Technician II	N	30	30		
Electrician III	N	32	30		
Public Affairs Specialist II	N	30	31		
Human Resource Analyst	N	30	31	31	
GIS Coordinator	N	32	31		
Plant Operator III	N	32	31		
Construction Inspector III	N		31	33	
SCADA/Instrumentation Technician III	N		31	33	
Junior Engineer	N	31	32		
Safety and Training Technician II	N		32	32	Change in Title: Risk and Emergency Management Administrator, and convert to Exempt
Assistant Engineer	N	32	32	33	
Customer Care Supervisor	E	36	32		
Executive Assistant	N	34	33		change to exempt
Customer Finance Supervisor	E	35	33		
Network Administrator	N	34	34		
Operation Supervisor - Construction	E	34	34	35	
Operations Supervisor - Mechanical	E	34	34	35	
Operations Supervisor - Engineering	E	34	35	35	
Associate Engineer	N	35	35		change to exempt
Water Quality/Regulatory Affairs Supervisor	E	35	36		
Accounting Supervisor	E	36	36		
Customer Care Manager	E		37	37	
Resource and Analytics Supervisor	E	35	38	36	
Senior Engineer	N	38	38		change to Exempt
Public Affairs Director	E	38	39	40	
Operations Manager	E	41	39		
Facilities Manager	E	41	40		
Information Technology Manager	E	41	40		
Human Resources Director	E	41	42		
Engineering Manager	E	44	42		
Finance Manager/CFO	E	45	43		
Resource and Analytics Director	E	45	45		
Assist. General Manager	E	48	48		
Construction Inspector Trainee	N	25	NA		

## List of Districts

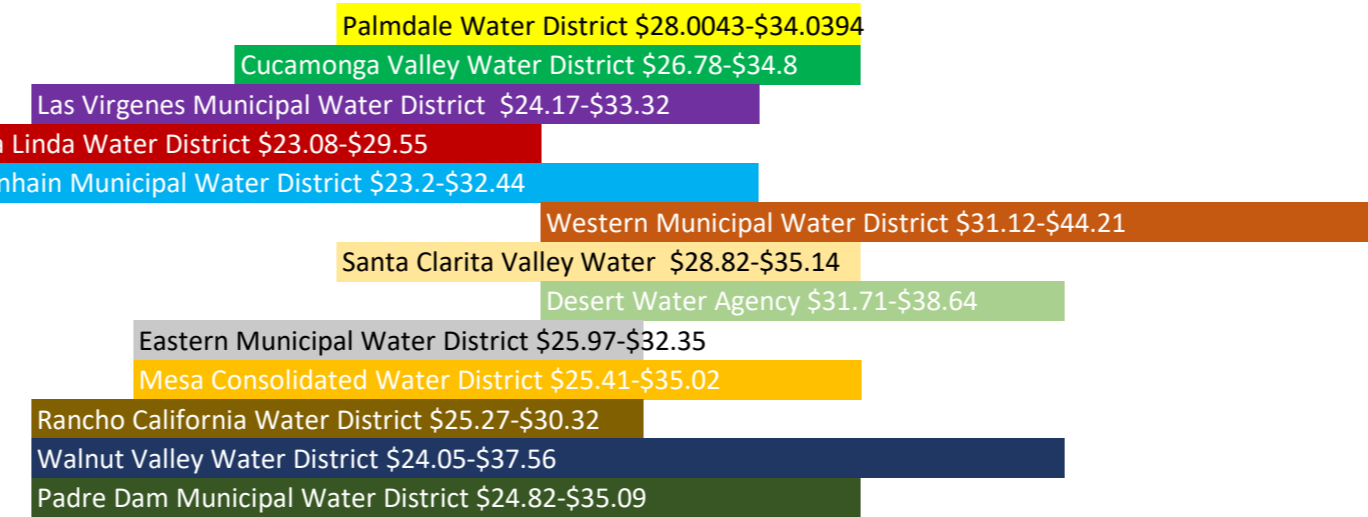
Palmdale Water District
Cucamonga Valley Water District
Las Virgenes Municipal Water District
Yorba Linda Water District
Olivenhain Municipal Water District
Western Municipal Water District
Santa Clarita Valley Water
Desert Water Agency
Eastern Municipal Water District
Mesa Consolidated Water District
Rancho California Water District
Walnut Valley Water District
Padre Dam Municipal Water District



Position	Range #	Min	Max	Recommended	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
					\$19.90	\$20.90	\$21.94	\$23.04	\$24.19	\$25.40	\$26.67	\$28.00	\$29.40	\$30.87	\$32.42	\$34.04	\$35.74	\$37.53	\$39.40	\$41.38	\$43.44	\$45.62	\$47.90	\$50.29	\$52.81	\$55.45	\$58.22	\$61.13	\$64.19	\$67.40	\$70.77

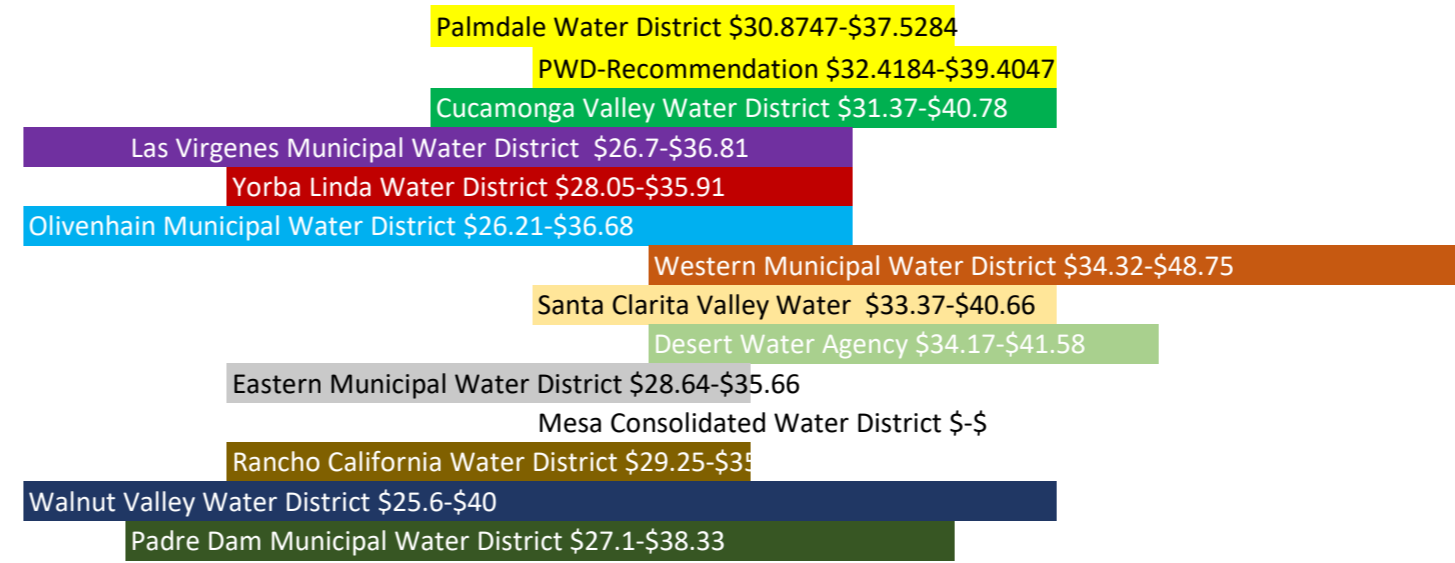
Closest PWD Range 25

Field Customer Care Representative I	21	\$ 28.00	\$ 34.04
Field Service Technician I		\$ 26.78	\$ 34.80
Field Customer Service Representative I		\$ 24.17	\$ 33.32
Meter Reader I		\$ 23.08	\$ 29.55
Field Services Technician I		\$ 23.20	\$ 32.44
Meter Service Operations Technician II		\$ 31.12	\$ 44.21
Field Services Worker I		\$ 28.82	\$ 35.14
Field Service Representative I		\$ 31.71	\$ 38.64
Meter Services Technician I		\$ 25.97	\$ 32.35
Field Customer Care Representative I		\$ 25.41	\$ 35.02
Customer Service Representative I – Office & Field		\$ 25.27	\$ 30.32
Customer Service Rep I		\$ 24.05	\$ 37.56
Field Service Technician-14		\$ 24.82	\$ 35.09
		\$ 26.20	\$ 34.87
		\$ 30.54	
	<b>Mid</b>		
	<b>Min   Max</b>	\$ 27.56	\$ 33.51
	Closest PWD Range		<b>21</b>

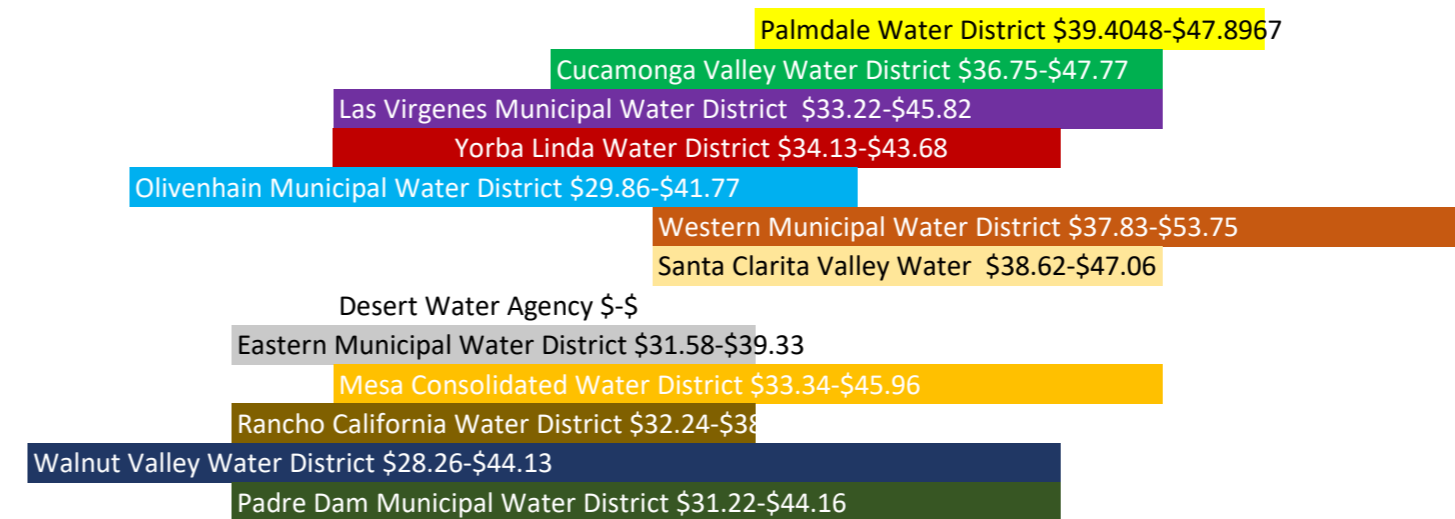


Field Customer Care Representative II	23	\$ 30.87	\$ 37.53
PWD Recommendation		\$ 32.42	\$ 39.40
Field Service Technician II		\$ 31.37	\$ 40.78
Field Customer Service Representative II		\$ 26.70	\$ 36.81
Field Customer Service Representative/Meters II		\$ 28.05	\$ 35.91
Field Services Technician II		\$ 26.21	\$ 36.68
Meter Service Operations Technician III		\$ 34.32	\$ 48.75
Field Services Worker II		\$ 33.37	\$ 40.66
Field Service Representative II		\$ 34.17	\$ 41.58
Meter Services Technician II		\$ 28.64	\$ 35.66
Field Customer Care Representative II			
Customer Service Representative II – Office & Field		\$ 29.25	\$ 35.10
Customer Service Representative II		\$ 25.60	\$ 40.00
Field Service Technician-16		\$ 27.10	\$ 38.33
		\$ 29.53	\$ 39.11
		\$ 34.32	
	<b>Mid</b>		
	<b>Min   Max</b>	\$ 30.97	\$ 37.67
	Closest PWD Range		<b>24</b>

24



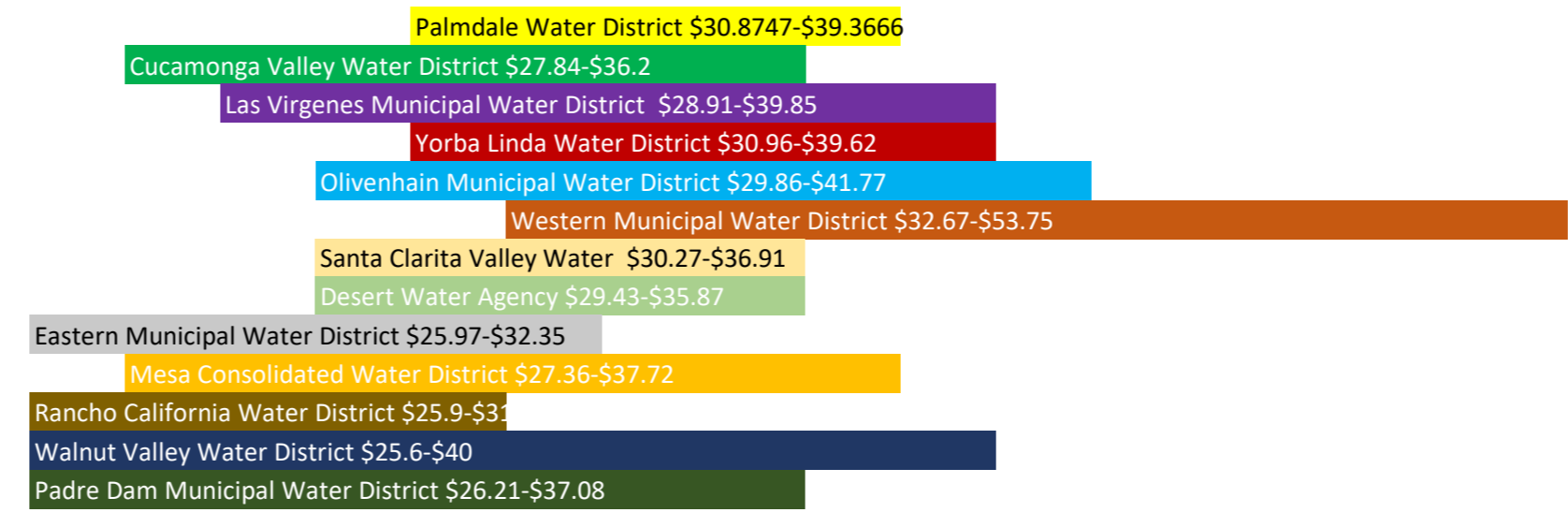
Senior Field Customer Care Representative	28	\$ 39.40	\$ 47.90
Lead Field Service Technician		\$ 36.75	\$ 47.77
Senior Field Customer Service Representative		\$ 33.22	\$ 45.82
Sr. Field Customer Service Representative/Meters		\$ 34.13	\$ 43.68
Field Services Technician III		\$ 29.86	\$ 41.77
Meter Service Operations Technician IV		\$ 37.83	\$ 53.75
Senior Field Services Worker		\$ 38.62	\$ 47.06
No equivalent Position			
Senior Meter Services Technician		\$ 31.58	\$ 39.33
Lead Field Customer Care Representative		\$ 33.34	\$ 45.96
Senior Customer Service Representative-Office & Field		\$ 32.24	\$ 38.69
Senior Customer Service Representative		\$ 28.26	\$ 44.13
Field Service Technician-18L		\$ 31.22	\$ 44.16



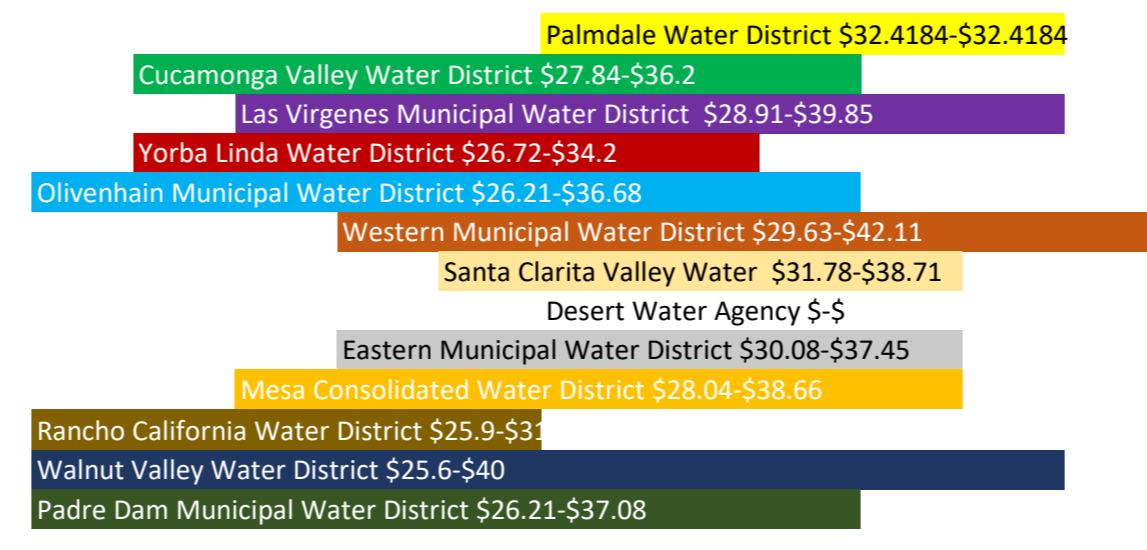
Position	Range #	Min	Max	Recommended	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
		\$19.90	\$20.90	\$21.94	\$23.04	\$24.19	\$25.40	\$26.67	\$28.00	\$29.40	\$30.87	\$32.42	\$34.04	\$35.74	\$37.53	\$39.40	\$41.38	\$43.44	\$45.62	\$47.90	\$50.29	\$52.81	\$55.45	\$58.22	\$61.13	\$64.19	\$67.40	\$70.77			

\$ 33.37 \$ 44.74  
**Mid** \$ 39.05  
**Min | Max** \$ 35.25 \$ 42.86  
 Closest PWD Range **26**

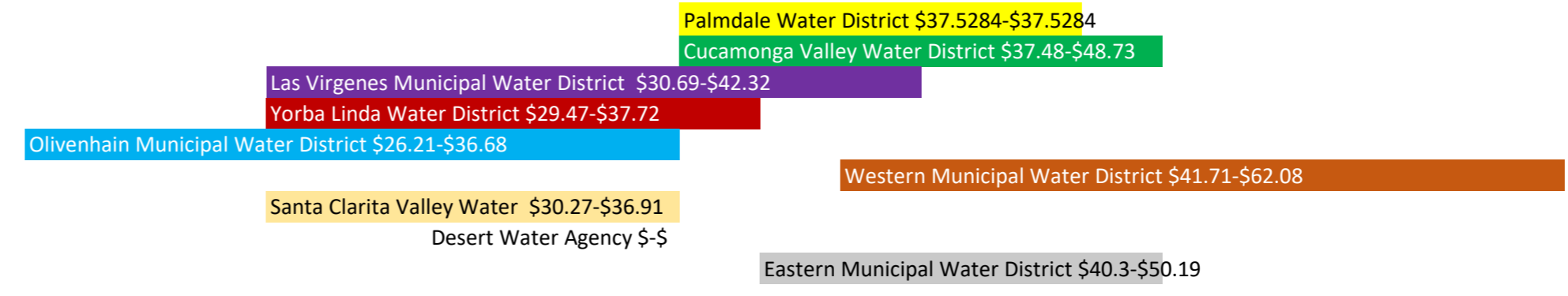
Account Payable Technician	23	\$30.87	\$39.37
Account Clerk II		\$27.84	\$36.20
Accounting Technician		\$28.91	\$39.85
Accounting Assistant II		\$30.96	\$39.62
Accountant		\$29.86	\$41.77
Accounting Technician III		\$32.67	\$53.75
Accounting Technician II		\$30.27	\$36.91
Accounting Clerk II		\$29.43	\$35.87
Finance Tech II		\$25.97	\$32.35
Accounting Tech II		\$27.36	\$37.72
Account Clerk II		\$25.90	\$31.08
Accounting Technician II		\$25.60	\$40.00
Accounting Specialist-15		\$26.21	\$37.08
		\$28.42	\$38.52
		\$33.47	
		\$30.20	\$36.73
			<b>23</b>



Customer Account Technician	24	\$32.42	\$32.42
Account Clerk II		\$27.84	\$36.20
Accounting Technician		\$28.91	\$39.85
Customer Service Representative III		\$26.72	\$34.20
Customer Care Representative II		\$26.21	\$36.68
Customer Care Representative II		\$29.63	\$42.11
Customer Care Representative II		\$31.78	\$38.71
No equivalent Position			
Collections Representative I		\$30.08	\$37.45
Customer Service Representative II		\$28.04	\$38.66
Account Clerk II		\$25.90	\$31.08
Accounting Technician II		\$25.60	\$40.00
Customer Service Rep-15		\$26.21	\$37.08
		\$27.90	\$37.46
		\$32.68	
		\$29.49	\$35.86
			<b>23</b>



Purchasing Technician	27	\$37.53	\$37.53
Warehouse and Supply Coordinator		\$37.48	\$48.73
Purchasing/Warehouse Specialist		\$30.69	\$42.32
Operations Assistant		\$29.47	\$37.72
Purchasing/Warehouse Clerk		\$26.21	\$36.68
Purchasing Specialist		\$41.71	\$62.08
Purchasing and Warehouse Technician		\$30.27	\$36.91
No equivalent Position			
Buyer		\$40.30	\$50.19



Position	Range #	Min	Max	Recommended	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
Buyer		\$ 35.90	\$ 49.49		\$19.90	\$20.90	\$21.94	\$23.04	\$24.19	\$25.40	\$26.67	\$28.00	\$29.40	\$30.87	\$32.42	\$34.04	\$35.74	\$37.53	\$39.40	\$41.38	\$43.44	\$45.62	\$47.90	\$50.29	\$52.81	\$55.45	\$58.22	\$61.13	\$64.19	\$67.40	\$70.77
Warehouse Technician II		\$25.27	\$ 30.32																												
<a href="#">No equivalent Position</a>																															
Warehouse Specialist-20		\$ 32.10	\$ 45.40																												
		\$ 32.94	\$ 43.98																												
	<b>Mid</b>	\$ 38.46																													
	<b>Min Max</b>	\$ 34.71	\$ 42.21																												
	Closest PWD Range		<b>26</b>																												

Mesa Consolidated Water District \$35.9-\$49.49

Rancho California Water District \$25.27-\$30.32

Walnut Valley Water District \$-\$

Padre Dam Municipal Water District \$32.1-\$45.4











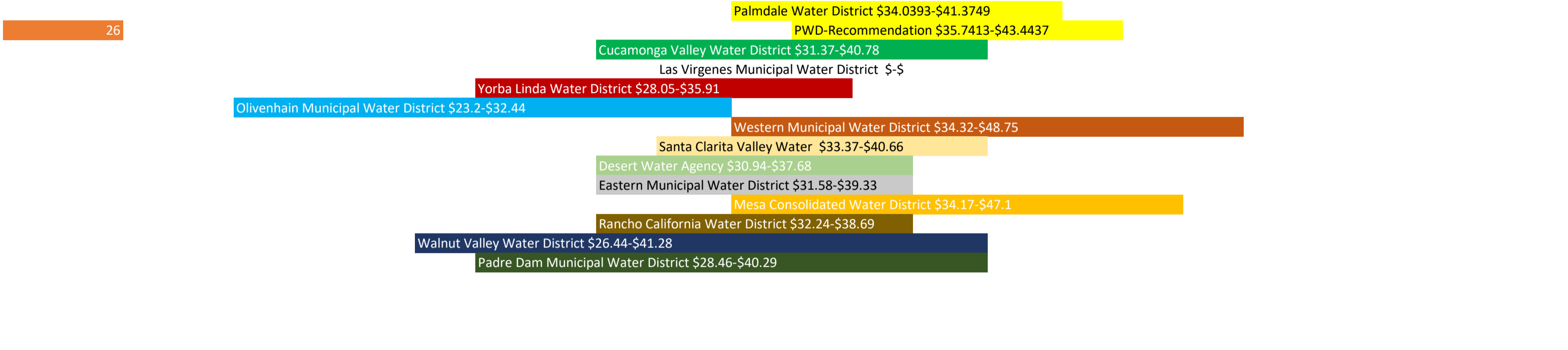




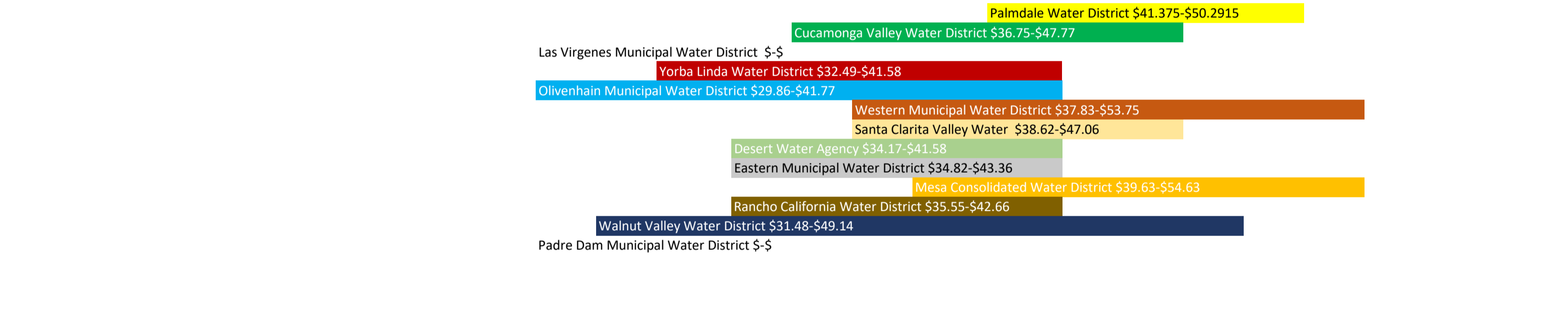


Position	Range #	Min	Max	Recommended	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37
					\$20.90	\$21.94	\$23.04	\$24.19	\$25.40	\$26.67	\$28.00	\$29.40	\$30.87	\$32.42	\$34.04	\$35.74	\$37.53	\$39.40	\$41.38	\$43.44	\$45.62	\$47.90	\$50.29	\$52.81	\$55.45	\$58.22	\$61.13

Service Worker II	25	\$ 34.04	\$ 41.37
PWD Recommendation		\$ 35.74	\$ 43.44
Water Utility Worker II		\$ 31.37	\$ 40.78
<i>No equivalent position</i>			
Maintenance Worker II		\$ 28.05	\$ 35.91
Utility II		\$ 23.20	\$ 32.44
Operations Technician -Construction III		\$ 34.32	\$ 48.75
Utility Worker II		\$ 33.37	\$ 40.66
Water Service Worker II		\$ 30.94	\$ 37.68
Pipeline Construction Utility Worker II		\$ 31.58	\$ 39.33
Operator II		\$ 34.17	\$ 47.10
Field Distribution Operator II-Construction		\$ 32.24	\$ 38.69
Utility Service Worker II		\$ 26.44	\$ 41.28
Utility Service Worker II		\$ 28.46	\$ 40.29
		\$ 30.38	\$ 40.26
	<b>Mid</b>	\$ 35.32	
	<b>Min   Max</b>	\$ 31.88	\$ 38.76
	Closest PWD Range		<b>24</b>



Service Worker III	29	\$ 41.38	\$ 50.29
Lead Water Utility Worker		\$ 36.75	\$ 47.77
<i>No equivalent position</i>			
Maintenance Worker III		\$ 32.49	\$ 41.58
Utility III		\$ 29.86	\$ 41.77
Operations Technician -Construction IV		\$ 37.83	\$ 53.75
Senior Utility Worker		\$ 38.62	\$ 47.06
Water Service Worker III		\$ 34.17	\$ 41.58
Pipeline Construction Utility Worker III		\$ 34.82	\$ 43.36
Senior Operator		\$ 39.63	\$ 54.63
Sr. Field Distribution Operator -Construction		\$ 35.55	\$ 42.66
Utility Service Lead		\$ 31.48	\$ 49.14
<i>No equivalent position</i>			
		\$ 35.12	\$ 46.33
	<b>Mid</b>	\$ 40.73	
	<b>Min   Max</b>	\$ 36.76	\$ 44.69
	Closest PWD Range		<b>27</b>









Position	Range #	Min	Max	Recommended	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38
					\$23.04	\$24.19	\$25.40	\$26.67	\$28.00	\$29.40	\$30.87	\$32.42	\$34.04	\$35.74	\$37.53	\$39.40	\$41.38	\$43.44	\$45.62	\$47.90	\$50.29	\$52.81	\$55.45	\$58.22	\$61.13	\$64.19
Operations Technician-Prd/Dist IV		\$ 34.32	\$ 48.75		Western Municipal Water District \$34.32-\$48.75																					
Treatment Plant Operator II		\$ 46.94	\$ 57.20		Santa Clarita Valley Water \$46.94-\$57.2																					
System Operator III		\$ 37.68	\$ 45.91		Desert Water Agency \$37.68-\$45.91																					
Potable Water Treatment Operator III		\$ 36.56	\$ 39.33		Eastern Municipal Water District \$36.56-\$39.33																					
No Equivalent Position					Mesa Consolidated Water District \$-\$																					
Sr. Water Treatment Operator		\$ 42.18	\$ 50.61		Rancho California Water District \$42.18-\$50.61																					
No Equivalent Position					Walnut Valley Water District \$-\$																					
Systems Operator/Technician		\$ 32.80	\$ 46.38		Padre Dam Municipal Water District \$32.8-\$46.38																					
		\$ 37.15	\$ 47.72																							
	<b>Mid</b>	\$ 42.43																								
	<b>Min   Max</b>	\$ 38.30	\$ 46.57																							
	Closest PWD Range		<b>28</b>																							
Plant Operator III	32	\$ 47.90	\$ 58.22		Palmdale Water District \$47.8968-\$58.2188																					
Lead Water Treatment Plant Operator		\$ 43.92	\$ 57.10		Cucamonga Valley Water District \$43.92-\$57.1																					
Sr Water Treatment Plant Operator		\$ 40.54	\$ 55.91		Las Virgenes Municipal Water District \$40.54-\$55.91																					
Chief Water System Operator (exempt)		\$ 48.02	\$ 61.48		Yorba Linda Water District \$48.02-\$61.48																					
Water Treatment Plant Operator IV		\$ 39.83	\$ 55.76		Olivenhain Municipal Water District \$39.83-\$55.76																					
Senior Operations Technician I		\$ 39.72	\$ 56.44		Western Municipal Water District \$39.72-\$56.44																					
Senior Treatment Plant Operator		\$ 51.77	\$ 63.08		Santa Clarita Valley Water \$51.77-\$63.08																					
No Equivalent Position					Desert Water Agency \$-\$																					
Potable Water Treatment Operator V		\$ 44.43	\$ 55.33		Eastern Municipal Water District \$44.43-\$55.33																					
No Equivalent Position					Mesa Consolidated Water District \$-\$																					
No Equivalent Position					Rancho California Water District \$-\$																					
Production and Storage Lead		\$ 38.07	\$ 59.43		Walnut Valley Water District \$38.07-\$59.43																					
Systems Operator/Technician		\$ 35.27	\$ 49.88		Padre Dam Municipal Water District \$35.27-\$49.88																					
		\$ 42.40	\$ 57.16																							
	<b>Mid</b>	\$ 49.78																								
	<b>Min   Max</b>	\$ 44.92	\$ 54.63																							
	Closest PWD Range		<b>31</b>																							



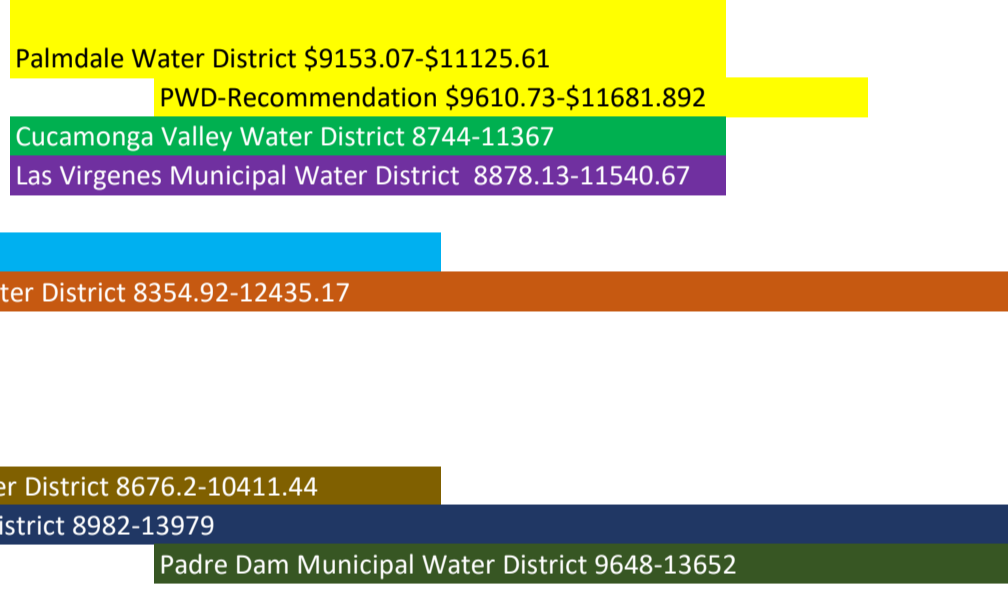
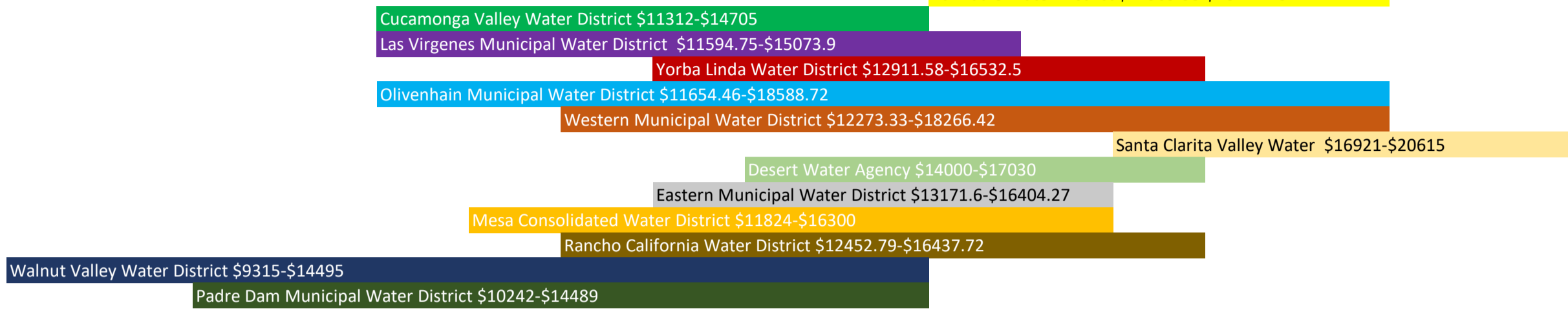








Position	Range #	Min	Max	Recommended	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51
Engineering Manager	44	\$ 14,909.38	\$ 18,122.45		\$6,830.17	\$7,171.67	\$7,530.26	\$7,906.77	\$8,302.11	\$8,717.21	\$9,153.07	\$9,610.73	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####
Engineering Manager		\$ 11,312.00	\$ 14,705.00																									
Engineering Program Mgr		\$ 11,594.75	\$ 15,073.90																									
Engineering Manager		\$ 12,911.58	\$ 16,532.50																									
Engineering Manager		\$ 11,654.46	\$ 18,588.72																									
Deputy Director of Engineering		\$ 12,273.33	\$ 18,266.42																									
Chief Engineer		\$ 16,921.00	\$ 20,615.00																									
Operations & Engineer Manager		\$ 14,000.00	\$ 17,030.00																									
Engineering Manager		\$ 13,171.60	\$ 16,404.27																									
Principal Engineer		\$ 11,824.00	\$ 16,300.00																									
Engineering Manager		\$ 12,452.79	\$ 16,437.72																									
Engineering Manager		\$ 9,315.00	\$ 14,495.00																									
Engineering Manager		\$ 10,242.00	\$ 14,489.00																									
		\$ 12,306.04	\$ 16,578.13																									
<b>Mid</b>		\$ 14,442.09																										
<b>Min   Max</b>		\$ 13,034.37	\$ 15,849.80																									
Closest PWD Range			<b>42</b>																									
Engineering Manager	44	\$ 14,909.38	\$ 18,122.45																									
Engineering Manager		\$ 11,312.00	\$ 14,705.00																									
Engineering Program Mgr		\$ 11,594.75	\$ 15,073.90																									
Engineering Manager		\$ 12,911.58	\$ 16,532.50																									
Engineering Manager		\$ 11,654.46	\$ 18,588.72																									
Deputy Director of Engineering		\$ 12,273.33	\$ 18,266.42																									
Chief Engineer		\$ 16,921.00	\$ 20,615.00																									
Operations & Engineer Manager		\$ 14,000.00	\$ 17,030.00																									
Engineering Manager		\$ 13,171.60	\$ 16,404.27																									
Principal Engineer		\$ 11,824.00	\$ 16,300.00																									
Engineering Manager		\$ 12,452.79	\$ 16,437.72																									
Engineering Manager		\$ 9,315.00	\$ 14,495.00																									
Engineering Manager		\$ 10,242.00	\$ 14,489.00																									
		\$ 12,306.04	\$ 16,578.13																									
<b>Mid</b>		\$ 14,442.09																										
<b>Min   Max</b>		\$ 13,034.37	\$ 15,849.80																									
Closest PWD Range			<b>42</b>																									
Operations Supervisor - Engineering	34	\$ 9,153.07	\$ 11,125.61																									
PWD-Recommendation		\$ 9,610.73	\$ 11,681.89																									
Environmental Services Supervisor		\$ 8,744.00	\$ 11,367.00																									
Fac/Construc Sup		\$ 8,878.13	\$ 11,540.67																									
No Equivalent																												
Engineering Services Supervisor		\$ 7,311.70	\$ 10,972.80																									
Construction Management Administrator		\$ 8,354.92	\$ 12,435.17																									
Operations Engineer																												
No Equivalent																												
No Equivalent																												
No Equivalent																												
Engineering Services Supervisor		\$ 8,676.20	\$ 10,411.44																									
Civil Engineering Sup		\$ 8,982.00	\$ 13,979.00																									
Engineer-41		\$ 9,648.00	\$ 13,652.00																									
		\$ 8,656.42	\$ 12,051.15																									
<b>Mid</b>		\$ 10,353.79																										
<b>Min   Max</b>		\$ 9,344.57	\$ 11,363.00																									
Closest PWD Range			<b>35</b>																									







Position	Range #	Min	Max	Recommended	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Information Technology Specialist I		\$ 31.12	\$ 44.21		\$21.94	\$23.04	\$24.19	\$25.40	\$26.67	\$28.00	\$29.40	\$30.87	\$32.42	\$34.04	\$35.74	\$37.53	\$39.40	\$41.38	\$43.44	\$45.62	\$47.90	\$50.29	\$52.81	\$55.45	\$58.22	\$61.13	\$64.19	\$67.40
Information Technology Technician 1		\$ 36.79	\$ 44.83		Western Municipal Water District \$31.12-\$44.21										Santa Clarita Valley Water \$36.79-\$44.83													
PC Support Technician I		\$ 34.17	\$ 41.58		Desert Water Agency \$34.17-\$41.58										Eastern Municipal Water District \$31.58-\$39.33													
Client Support Specialist I		\$ 31.58	\$ 39.33		Mesa Consolidated Water District \$-\$										Rancho California Water District \$45.37-\$54.42													
No Equivalent Position					Walnut Valley Water District \$-\$										Padre Dam Municipal Water District \$32.1-\$45.4													
System Administrator		\$ 45.37	\$ 54.42																									
No Equivalent Position																												
Information Systems Technical Specialist I		\$ 32.10	\$ 45.40																									
		\$ 34.50	\$ 44.93																									
	Mid	\$ 39.71																										
	Min   Max	\$ 35.84	\$ 43.58																									
	Closest PWD Range		27																									
Information Technician II															Palmdale Water District \$-\$													
PWD-Recommendation		\$ 43.44	\$ 52.81	30											PWD-Recommendation \$43.4438-\$52.8062													
IT Spec II		\$ 42.22	\$ 54.87												Cucamonga Valley Water District \$42.22-\$54.87													
No Equivalent Position															Las Virgenes Municipal Water District \$-\$													
No Equivalent Position															Yorba Linda Water District \$-\$													
No Equivalent Position															Olivenhain Municipal Water District \$-\$													
Information Technology Specialist II		\$ 36.03	\$ 51.19												Western Municipal Water District \$36.03-\$51.19													
Information Technology Technician II		\$ 38.62	\$ 47.06												Santa Clarita Valley Water \$38.62-\$47.06													
PS Support Technician II		\$ 39.58	\$ 48.24												Desert Water Agency \$39.58-\$48.24													
Client Support Specialist II		\$ 34.82	\$ 43.36												Eastern Municipal Water District \$34.82-\$43.36													
No Equivalent Position															Mesa Consolidated Water District \$-\$													
Sr. System Administrator		\$ 50.06	\$ 60.07												Rancho California Water District \$50.06-\$60.07													
No Equivalent Position															Walnut Valley Water District \$-\$													
Information Systems Technical Specialist II		\$ 36.08	\$ 51.03																									
		\$ 39.63	\$ 50.83																									
	Mid	\$ 45.23																										
	Min   Max	\$ 40.82	\$ 49.64																									
	Closest PWD Range		29																									
Network Administrator	34	\$ 52.81	\$ 64.19												Palmdale Water District \$52.8062-\$64.1862													
Network Administrator		\$ 49.47	\$ 64.29												Cucamonga Valley Water District \$49.47-\$64.29													
Network and Security Engineer		\$ 56.89	\$ 73.96												Las Virgenes Municipal Water District \$56.89													
Sr. Information Systems Administrator		\$ 61.30	\$ 78.45												Yorba Linda Water District													
Systems Administrator		\$ 39.25	\$ 58.83												Olivenhain Municipal Water District \$39.25-\$58.83													
Application Specialist III		\$ 41.71	\$ 62.07												Western Municipal Water District \$41.71-\$62.07													
IT Specialist		\$ 46.96	\$ 57.21												Santa Clarita Valley Water \$46.96-\$57.21													
Sr. Pc Support Technician		\$ 48.24	\$ 58.64												Desert Water Agency \$48.24-\$58.64													
Information Systems Engineer II		\$ 51.43	\$ 64.05												Eastern Municipal Water District \$51.43-\$64.05													
No Equivalent Position															Mesa Consolidated Water District \$-\$													
Network Administrator		\$ 47.45	\$ 62.63												Rancho California Water District \$47.45-\$62.63													
Information Technology Technician		\$ 42.44	\$ 66.26												Walnut Valley Water District \$42.44-\$66.26													
Information Systems Technical Specialist III-L		\$ 45.74	\$ 64.71												Padre Dam Municipal Water District \$45.74-\$64.71													
		\$ 48.26	\$ 64.65																									
	Mid	\$ 56.45																										
	Min   Max	\$ 50.95	\$ 61.96																									
	Closest PWD Range		34																									
SCADA/Instrumentation Technician I															Palmdale Water District \$-\$													
PWD-Recommendation		\$ 37.53	\$ 45.62	27											PWD-Recommendation \$37.5284-\$45.616													
Control Analyst		\$ 44.80	\$ 58.25												Cucamonga Valley Water District \$44.8-\$58.25													
No Equivalent Position															Las Virgenes Municipal Water District \$-\$													
No Equivalent Position															Yorba Linda Water District \$-\$													
Instrumentation Control Tech I		\$ 29.86	\$ 41.77												Olivenhain Municipal Water District \$29.86-\$41.77													
Operations Technician II-(SCADA Team)		\$ 31.12	\$ 44.21												Western Municipal Water District \$31.12-\$44.21													
No Equivalent Position															Santa Clarita Valley Water \$-\$													
No Equivalent Position															Desert Water Agency \$-\$													
No Equivalent Position															Eastern Municipal Water District \$-\$													

Position	Range #	Min	Max	Recommended	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39			
No Equivalent Position					\$21.94	\$23.04	\$24.19	\$25.40	\$26.67	\$28.00	\$29.40	\$30.87	\$32.42	\$34.04	\$35.74	\$37.53	\$39.40	\$41.38	\$43.44	\$45.62	\$47.90	\$50.29	\$52.81	\$55.45	\$58.22	\$61.13	\$64.19	\$67.40			
Electrical Controls/Instrumentation Technician I		\$ 36.44	\$ 43.73		Mesa Consolidated Water District \$-\$																										
No Equivalent Position					Rancho California Water District \$36.44-\$43.73																										
No Equivalent Position					Walnut Valley Water District \$-\$																										
No Equivalent Position					Padre Dam Municipal Water District \$-\$																										
		\$ 35.56	\$ 46.99																												
	Mid	\$ 41.27																													
	Min   Max	\$ 37.25	\$ 45.30																												
	Closest PWD Range		27																												
SCADA/Instrumentation Technician II	30	\$ 43.44	\$ 52.81		Palmdale Water District \$43.4438-\$52.8062																										
No Equivalent Position					Cucamonga Valley Water District \$-\$																										
Scada Analyst		\$ 50.20	\$ 65.26		Las Virgenes Municipal Water District \$50.2-\$65.26																										
Electrical/SCADA Technician		\$ 32.49	\$ 41.58		Yorba Linda Water District \$32.49-\$41.58																										
Instrument Control Tech II		\$ 39.83	\$ 55.76		Olivenhain Municipal Water District \$39.83-\$55.76																										
Operations Technician III-(SCADA Team)		\$ 34.32	\$ 48.75		Western Municipal Water District \$34.32-\$48.75																										
Scada Technician I		\$ 44.71	\$ 54.47		Santa Clarita Valley Water \$44.71-\$54.47																										
No Equivalent Position					Desert Water Agency \$-\$																										
Scada Technician					Eastern Municipal Water District \$-\$																										
No Equivalent Position					Mesa Consolidated Water District \$-\$																										
Electrical Controls/Instrumentation Technician II		\$ 42.18	\$ 50.61		Rancho California Water District \$42.18-\$50.61																										
Instrumentation/ Electrical System Technician		\$ 38.07	\$ 59.43		Walnut Valley Water District \$38.07-\$59.43																										
Scada Technician		\$ 40.57	\$ 48.98																												
		\$ 40.30	\$ 53.11																												
	Mid	\$ 46.70																													
	Min   Max	\$ 42.15	\$ 51.25																												
	Closest PWD Range		30																												
SCADA/Instrumentation Technician III		\$ 50.29	\$ 61.13	33	Palmdale Water District \$-\$																										
PWD-Recommendation					PWD-Recommendation \$50.2916-\$61.1297																										
No Equivalent Position					Cucamonga Valley Water District \$-\$																										
No Equivalent Position					Las Virgenes Municipal Water District \$-\$																										
No Equivalent Position					Yorba Linda Water District \$-\$																										
No Equivalent Position					Olivenhain Municipal Water District \$-\$																										
Operations Technician IV-(SCADA Team)		\$ 37.83	\$ 53.75		Western Municipal Water District \$37.83-\$53.75																										
Scada Technician II		\$ 49.31	\$ 60.08		Santa Clarita Valley Water \$49.31-\$60.08																										
No Equivalent Position					Desert Water Agency \$-\$																										
Scada System Analyst					Eastern Municipal Water District \$-\$																										
No Equivalent Position					Mesa Consolidated Water District \$-\$																										
Sr. Electrical Controls/Instrumentation Technician		\$ 46.50	\$ 55.80		Rancho California Water District \$46.5-\$55.8																										
No Equivalent Position					Walnut Valley Water District \$-\$																										
Scada Admin		\$ 45.32	\$ 54.73																												
		\$ 44.74	\$ 56.09																												
	Mid	\$ 50.42																													
	Min   Max	\$ 45.50	\$ 55.33																												
	Closest PWD Range		31																												
Water Use Efficiency Technician I	27	\$ 37.53	\$ 45.62		Palmdale Water District \$37.5284-\$45.616																										
No Equivalent Position					Cucamonga Valley Water District \$-\$																										
Resource Conservation Specialist I		\$ 26.70	\$ 36.81		Las Virgenes Municipal Water District \$26.7-\$36.81																										
No Equivalent Position					Yorba Linda Water District \$-\$																										
No Equivalent Position					Olivenhain Municipal Water District \$-\$																										
Water Resources Specialist I		\$ 32.67	\$ 46.43		Western Municipal Water District \$32.67-\$46.43																										
Water Conservation Specialist I		\$ 40.56	\$ 49.43		Santa Clarita Valley Water \$40.56-\$49.43																										
Outreach Specialist I		\$ 37.68	\$ 45.91		Desert Water Agency \$37.68-\$45.91																										
Conservation Program Specialist I		\$ 33.15	\$ 41.29		Eastern Municipal Water District \$33.15-\$41.29																										
Water Use Efficiency Specialist		\$ 34.17	\$ 47.10		Mesa Consolidated Water District \$34.17-\$47.1																										
Water Use Efficiency Specialist		\$ 35.55	\$ 42.66		Rancho California Water District \$35.55-\$42.66																										
Outreach & Design Specialist		\$ 28.26	\$ 44.13		Walnut Valley Water District \$28.26-\$44.13																										
No Equivalent Position					Padre Dam Municipal Water District \$-\$																										
		\$ 33.59	\$ 44.22																												



Position	Range #	Min	Max	Recommended	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Public Affairs Specialist II	30	\$ 43.44	\$ 52.81		\$21.94	\$23.04	\$24.19	\$25.40	\$26.67	\$28.00	\$29.40	\$30.87	\$32.42	\$34.04	\$35.74	\$37.53	\$39.40	\$41.38	\$43.44	\$45.62	\$47.90	\$50.29	\$52.81	\$55.45	\$58.22	\$61.13	\$64.19	\$67.40
Government and Public Affairs Rep II		\$ 36.75	\$ 47.77																									
Public Affairs Associates II		\$ 46.34	\$ 60.27																									
No Equivalent Position																												
Strategic Communications Representative II		\$ 39.72	\$ 56.44																									
Public Affairs Specialist II		\$ 44.71	\$ 54.47																									
No Equivalent Position																												
Public Officer II		\$ 46.66	\$ 58.10																									
No Equivalent Position																												
Public Information Specialist II		\$ 41.15	\$ 49.38																									
No Equivalent Position																												
Communications Officer		\$ 43.56	\$ 61.63																									
		\$ 42.70	\$ 55.44																									
		\$ 49.07																										
		\$ 44.29	\$ 53.85																									
			31																									
HR & Safety Coordinator	27	\$ 37.53	\$ 45.62																									
No Equivalent Position																												
HR Coordinator		\$ 35.09	\$ 45.61																									
HR Tech		\$ 34.13	\$ 43.68																									
No Equivalent Position																												
HR Analyst I or HR Specialist II		\$ 36.79	\$ 44.83																									
HR Specialist		\$ 36.79	\$ 44.83																									
No Equivalent Position																												
HR Tech I		\$ 31.58	\$ 39.33																									
No Equivalent Position																												
HR Analyst I		\$ 37.17	\$ 49.07																									
HR& Risk Mgmt Coordinator		\$ 31.48	\$ 49.14																									
No Equivalent Position																												
		\$ 34.37	\$ 45.28																									
		\$ 39.83																										
		\$ 35.94	\$ 43.71																									
			27																									

Palmdale Water District \$43.4438-\$52.8062

Cucamonga Valley Water District \$36.75-\$47.77

Las Virgenes Municipal Water District \$46.34-\$60.27

Yorba Linda Water District \$-\$  
Olivenhain Municipal Water District \$-\$

Western Municipal Water District \$39.72-\$56.44

Santa Clarita Valley Water \$44.71-\$54.47

Desert Water Agency \$-\$

Eastern Municipal Water District \$46.66-\$58.1

Mesa Consolidated Water District \$-\$

Rancho California Water District \$41.15-\$49.38

Walnut Valley Water District \$-\$

Padre Dam Municipal Water District \$43.56-\$61.63

Palmdale Water District \$37.5284-\$45.616

Cucamonga Valley Water District \$-\$

Las Virgenes Municipal Water District \$35.09-\$45.61

Yorba Linda Water District \$34.13-\$43.68

Olivenhain Municipal Water District \$-\$  
Western Municipal Water District \$-\$

Santa Clarita Valley Water \$36.79-\$44.83

Desert Water Agency \$-\$

Eastern Municipal Water District \$31.58-\$39.33

Mesa Consolidated Water District \$-\$

Rancho California Water District \$37.17-\$49.07

Walnut Valley Water District \$31.48-\$49.14

Padre Dam Municipal Water District \$-\$











**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:** February 6, 2023 **February 13, 2023**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mynor V. Masaya, Operations Manager  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
Mr. Adam Ly, Assistant General Manager  
**RE:** ***AGENDA ITEM NO. 7.3 – CONSIDERATION AND POSSIBLE ACTION ON CONSTRUCTION CONTRACT AWARD TO GSE CONSTRUCTION COMPANY, INC. FOR THE DEMOLITION AND INSTALLATION OF THE ON-SITE SODIUM HYPOCHLORITE GENERATOR SYSTEM AT THE LESLIE O. CARTER TREATMENT PLANT. (\$589,100.00 - BUDGETED – PROJECT NO. 22-608 – OPERATIONS MANAGER MASAYA)***

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**Recommendation:**

Staff recommends that the Board award a construction contract to GSE Construction Company, Inc. for the demolition and installation of the on-site sodium hypochlorite generator system at the Leslie O. Carter Treatment Plant.

**Alternative Options:**

None.

**Impact of Taking No Action:**

The impact from no action taken would result in using expensive bulk loads of 12.5% Sodium Hypochlorite to achieve disinfection.

**Background:**

The existing sodium hypochlorite generator was installed in 1999 and last refurbished during the Phase II treatment plant improvement Project in 2008. The existing on-site sodium hypochlorite generator has lost half of its capacity to produce sodium hypochlorite due to the age of the system. The District pre-purchased the new MicroClor system from UGSI in 2022. As part of the of the replacement of the existing system, there are some adjustments that need to be made in the chemical room prior to the new system being operational.

The project consists of demolition of concrete pedestals, remove and salvage existing piping, generation system, and valves. The contractor will also be constructing new electrical, piping, installation of a District provided on-site sodium hypochlorite generation system, installation of District provided 35-ton brine storage tank, and other miscellaneous items to support the new system.

February 6, 2023

The total bid price in the bid proposal submitted by GSE Construction Company, Inc. was \$589,100.00. A bidder's bond in the amount of 10 percent of the total bid price was submitted with the bid proposal. The surety company providing the bid bond is Zurich American Insurance Company.

The criterion for responsibility pertains to whether the bidder is regularly engaged in this type of work and whether they can perform the work satisfactorily as promised. The contractor is required to provide payment and performance bonds to protect the District's interest.

GSE Construction Company, Inc., as the lowest responsive and responsible bidder, holds a valid worker's compensation insurance policy (Policy number: UB3R3845122226G) with Travelers Property Casualty Company of America effective from October 1, 2022 to October 1, 2023.)

The contractor's past performance record has been utilized to evaluate the general competency of the contractor for the performance of the work. To demonstrate the bidder's capability and experience of having completed similar projects successfully, the bid documents require that the contractor submit a list of all projects completed by the contractor during the last three years involving work of similar type and complexity and comparable value.

It is required that no less than 60 percent of the work be performed by the contractor's own forces without subcontracting. It appears that GSE Construction Company, Inc. will perform 100 percent of the work and meets the limitations on the subcontracting work.

Responsiveness of the bid pertaining to compliance with the material terms of the bid documents has been reviewed and deemed acceptable.

GSE Construction Company, Inc., as the lowest responsible bidder, has met the criterion of providing the lowest bid price of qualified firms at \$589,100.00. The lowest qualified bid price is \$116,105.78, or 8.96 percent lower than the next lowest bidder.

**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 under Project No. 22-608 totaling \$589,100.00.

**Supporting Documents:**

- Bid Results Summary
- Proposal Package from GSE Construction Company, Inc.

				GSE Construction Company Inc.		MLC CONSTRUCTORS INC			
Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Average Unit Cost	Average Total
1	Mobilization and Demobilization	1	LS	\$25,000.00	\$25,000.00	\$37,000.00	\$37,000.00	\$31,000.00	\$31,000.00
2	Demolition. Provide labor and equipment to remove concrete pedestals, disconnect necessary piping, and salvage all equipment specified in the plans.	1	LS	\$50,000.00	\$50,000.00	\$63,700.00	\$63,700.00	\$56,850.00	\$56,850.00
3	On-Site Sodium Hypochlorite Generation System. Provide all labor, equipment and materials to install the District provided system.	1	LS	\$60,000.00	\$60,000.00	\$27,570.00	\$27,570.00	\$43,785.00	\$43,785.00
4	Brine Tank. Provide all labor, equipment and materials including clearing and grading, sub-grade preparation, base material, concrete equipment pad, and all other work required that is not specifically listed for placement of the District provided 35-ton Brine Storage Tank.	1	LS	\$194,100.00	\$194,100.00	\$105,850.00	\$105,850.00	\$149,975.00	\$149,975.00
5	Piping. Provide and install all piping, fittings, and appurtenances required for the on-site sodium hypochlorite generation system, brine tank, and all related appurtenances.	1	LS	\$120,000.00	\$120,000.00	\$199,290.00	\$199,290.00	\$159,645.00	\$159,645.00
6	Electrical and Instrumentation. Provide and install all electrical and instrumentation including conduit, wiring, and all related appurtenances.	1	LS	\$130,000.00	\$130,000.00	\$297,750.00	\$297,750.00	\$213,875.00	\$213,875.00
7	Startup Testing. Provide equipment, materials and labor necessary to support startup and testing with support of the vendor for the on-site sodium hypochlorite generation system.	1	LS	\$10,000.00	\$10,000.00	\$18,200.00	\$18,200.00	\$14,100.00	\$14,100.00
<b>Total</b>					<b>\$589,100.00</b>		<b>\$749,360.00</b>		<b>\$669,230.00</b>

# PROPOSAL

## BIDDER'S DECLARATION SPECIFICATION NO. 21-617

Gentlepersons:

The undersigned hereby proposes to perform all work for which a contract may be awarded them and to furnish any and all plant, labor, services, material, tools, equipment, supplies, transportation, utilities, and all other items and facilities necessary therefor as provided in the Contract Documents, and to do everything required therein for the construction of the interior building improvements as specifically set forth in documents entitled **Specification No. 21-617 - Water Treatment Plant on-Site Sodium Hypochlorite Generation System Replacement** together with addenda thereto, all as set forth on the drawings and in the specifications and other Contract Documents (hereinafter the "Work"); and they further propose and agree that, if this Proposal is accepted, they will contract in the form and manner stipulated to perform all the Work called for by drawings, specifications, and other Contract Documents, and to complete all such Work in strict conformity therewith within the time limits set forth therein, and that they will accept as full payment therefor the prices set forth in the Bid Sheet(s) forming a part hereof.

(check one)

- Cash
- Cashier's check
- Certified check
- Bid Bond

properly made payable to Palmdale Water District, hereinafter designated as the Owner, for the sum of \$ 10% which amount is not less than ten percent (10%) of the total amount of this bid, is attached hereto and is given as a guarantee that the undersigned will execute the Agreement and furnish the required bonds and insurance if awarded the contract and, in case of failure to do so within the time provided, the

(check one)

- cash shall be retained as liquidated damages by the Owner
- proceeds of said check shall be retained as liquidated damages by the Owner
- Surety's liability to the Owner for the face amount of the Bond shall be considered as established.

It is understood and agreed that:

1. The undersigned has carefully examined all the Contract Documents, as defined in

the CONTRACT DOCUMENTS subsection of the Notice Inviting Bids, including, but not limited to, the bid quantities, any specifications regarding materials to be used, the contract provisions relating to payment for extra work and the procedures for seeking extensions of time.

2. The undersigned, by investigation at the site of the work, by review of any records available for inspection at the offices of utilities in the area affected by the Work, at any applicable public works departments, and otherwise, is satisfied as to the nature and location of the work and is fully informed as to all conditions and matters which can in any way affect the work or the cost thereof, including the location of all underground facilities in the area affected by the Work.

3. The undersigned fully understands the scope of the Work and has carefully checked all words and figures inserted in this Proposal and further understands that the Owner will in no way be responsible for any errors or omissions in the preparation of this Proposal.

4. The undersigned will execute the Agreement and furnish the required Performance and Payment Bonds and proof of insurance coverage within ten (10) days (not including Sundays and holidays) after Owner's notice of acceptance of this Proposal; and further, that, unless otherwise specified in the Special provisions, this Proposal may not be withdrawn for a period of forty-five (45) days after the date set for the opening thereof, notwithstanding the award of contract to another bidder. If the undersigned bidder withdraws this Proposal within said period, said bidder shall be liable under the provisions of the Bid Security, or said bidder and their surety shall be liable under the Bid Bond, as the case may be.

5. The undersigned hereby certifies that this Proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not herein named, and the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm, or corporation to refrain from bidding; the undersigned has not in any manner sought by collusion to secure for themselves an advantage over any other bidder.

6. In conformance with current statutory requirement of the Labor Code of the State of California, the undersigned certifies as follows:

**I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.**


NOW, in compliance with the Notice Inviting Bids and all the provisions hereinbefore stipulated, the undersigned, with full cognizance thereof, hereby proposes to perform the

entire work for the prices set forth in the attached Bid Sheet(s) upon which award of contract will be made.

The undersigned bidder declares that the license held by them is theirs, is current and valid, and is in a classification appropriate to the work to be undertaken.

The undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed at Livermore, California.

Dated January 18, 20 23 Bidder: GSE Construction Company Inc.

By:  Dennis Gutierrez

Title: President

Bidder's post-office address:  
7633 Southfront Rd. Ste. 160  
Livermore, CA 94551

Telephone No.: (925) 447- 0292

Facsimile No.: (925) 447- 0962

Corporation organized under the laws of the State of California

Contractor's License(s): 401498

Expiration Dates: 03/31/2023

Surety or sureties:  
Surety: Fidelity and Deposit Company of Maryland  
Agent: Matranga Bonds & Insurance Services

**CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS' STATE LICENSE BOARD WHICH HAS JURISDICTION TO INVESTIGATE COMPLAINTS AGAINST CONTRACTORS IF A COMPLAINT IS FILED WITHIN THREE YEARS OF THE DATE OF THE ALLEGED VIOLATION. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS' STATE LICENSE BOARD, P.O. BOX 26000, SACRAMENTO, CALIFORNIA 95826.**



## INFORMATION REQUIRED OF BIDDER

SITE INSPECTION REVIEW -- Describe when, by whom, and in what manner (a) the site for this proposed work was inspected on behalf of the bidder (NOTE: Failure to demonstrate diligent effort in ascertaining site conditions which may affect the Work will render this Proposal informal or nonresponsive and may result in its rejection):

January 5, 2023 Arcelio Aguilar (Project Manager) attended  
the mandatory pre-bid walk

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COMPARABLE PROJECT EXPERIENCE -- In accordance with the REGISTRATION OF CONTRACTORS subsection of the Instructions to Bidders, describe at least five (5) comparable projects completed by bidder within past thirty-six (36) month period, including dates completed, location of work, size of project in dollars, names, addresses, and phone numbers of persons in charge of project construction, and the name and address of the public agency or firm for whom the project was constructed (NOTE: Failure to include at least five (5) jobs similar in size and scope to that contemplated under the Contract Documents will render this Proposal informal or non-responsive and may result in its rejection):

797 \$2,996,800; Santa Clarita Valley Water Agency located in Santa Clarita, CA 91350 owner contact: Brian Folsom (661) 513-1270 bfolsom@scvwa.org completed on 08/16/22

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775 \$3,067,563; Scotts Valley Water District located in Scotts Valley, CA owner contact: Ryan Ritchie (831) 600-1914 rritchie@svwd.org; completed on 06/28/20

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771 \$1,219,494; Rancho California Water District located in Temecula, CA; owner contact: Casey Arndt (951)401-4503 Arndtc@ranchowater.com; completed on 04/02/21

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760 \$3,144,638; Fairfield Suisun Sewer District located in Fairfield, CA; owner contact: Jordan Damerel (925)348-5505 jdamerel@fssd.com; completed on 06/30/21

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794 \$1,130,626; City of Colton located in Colton, CA; owner contact: Jess Soto (909)841-6309 jsotto@coltonca.gov; completed on 01/27/22

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## CONTRACTOR'S LICENSING STATEMENT

The undersigned is licensed in accordance with the laws of the State of California providing for the registration of Contractors.

Contractor's License Number(s), Type(s) and Expiration Date(s): 401498  
A, B, C16, C36, C61/D21

Expiration Date: 03/31/2023

Name of Individual Contractor (print or type): GSE Construction Company Inc

Signature of Owner: [Signature]

Business Address: 7633 Southfront Road, Suite 160, Livermore, CA 94551

or

Name of Partnership or Firm: N/A

Business Address: \_\_\_\_\_

Signature, name, title and address of partners signing on behalf of the partnership:

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

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

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

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

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

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

or

Name of Corporation: GSE Construction Company Inc.

Business Address: 7633 Southfront Rd. Ste. 160, Livermore, CA 94551

Corporation organized under the laws of the State of California



[Signature]  
Dennis Gutierrez, President

[Signature]  
Signature of Secretary of Corporation Iris Sosa/Secretary

**NOTE: CURRENT COPIES OF ALL APPLICABLE LICENSES MUST BE DOWNLOADED TO THE PROCUREMENT WEBSITE.**



**MANDATORY FORM**

**(NOTE: THE FOLLOWING FORM SHALL BE USED WHERE THE BIDDER DESIRES TO FURNISH A BOND INSTEAD OR CHECK OR CASH.)**

**BID SECURITY FORM**

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we, GSE Construction Company, Inc. as principal and Fidelity and Deposit Company of Maryland as surety, are held and firmly bound unto Palmdale Water District (hereinafter "Owner,") in the sum of \$ Ten Percent (10%) of the Total Bid Amount, to be paid to the Owner, its successors, and assigns, for which payment, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that if the certain Proposal of the above Principal for construction of the Water Treatment Plant On-Site Sodium Hypochlorite Generation System Replacement as specifically set forth in documents entitled Specification No. 21-617

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all in accordance with the Contract Documents, including specifications and drawings on file at the offices of the Owner, is not withdrawn within the period of forty-five (45) days after the date set for the opening of bids or as otherwise provided in the Special Provisions, notwithstanding the award of the contract to another bidder, and that if said Proposal is accepted by the Owner through action of its legally constituted contracting authorities and if the above bound principal, its heirs, executors, administrators, successors and assigns, shall duly enter into and execute a contract for such construction and shall execute and deliver

**MANDATORY FORM**

the required Performance and Payment Bonds and proof of insurance coverage within ten (10) days (not including Sundays and holidays) after the date of notifications by and from said Owner, then this obligation shall become null and void, otherwise it shall be and remain in full force and effect.

IN WITNESS WHEREOF, we hereunto set our hands and seals this 27th day of December, 20 22

(SEAL)

GSE Construction Company, Inc.  
(Principal)

By  \_\_\_\_\_

(SEAL)

Fidelity and Deposit Company of Maryland  
(Surety)

By  \_\_\_\_\_  
Eric V. Matranga, Attorney-In-Fact

**NOTE:**

- (1) This bid bond form is a **mandatory form**.
- (2) The bid bond form should specify an exact number of dollars which shall not be less than ten percent (10%) of the total amount of the bid.
- (3) The bid bond form must be acknowledged before notary publics, and a legally sufficient power of attorney must be attached to the bid bond to verify the authority of the party signing on behalf of the surety.

**ZURICH AMERICAN INSURANCE COMPANY  
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY  
FIDELITY AND DEPOSIT COMPANY OF MARYLAND  
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by **Robert D. Murray, Vice President**, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint **Stanley J. MATRANGA and Eric V. MATRANGA, both of Granite Bay, California, EACH**, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings**, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said **ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND**, this 13th day of August, A.D. 2019.



**ATTEST:  
ZURICH AMERICAN INSURANCE COMPANY  
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY  
FIDELITY AND DEPOSIT COMPANY OF MARYLAND**

By: *Robert D. Murray*  
Vice President

By: *Dawn E. Brown*  
Secretary

**State of Maryland  
County of Baltimore**

On this 13th day of August, A.D. 2019, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, deposed and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.



Constance A. Dunn, Notary Public  
My Commission Expires: July 9, 2023

**EXTRACT FROM BY-LAWS OF THE COMPANIES**

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify of revoke any such appointment or authority at any time."

**CERTIFICATE**

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 27th day of December, 2022.



A handwritten signature in cursive script that reads "Brian M. Hodges".

Brian M. Hodges, Vice President

**TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:**

Zurich Surety Claims  
1299 Zurich Way  
Schaumburg, IL 60196-1056  
[www.reportsfclaims@zurichna.com](mailto:www.reportsfclaims@zurichna.com)  
800-626-4577



**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

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

State of California )  
County of Placer )

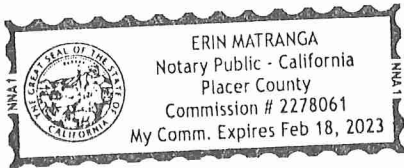
On December 27, 2022 before me, Erin Matranga, Notary Public,  
*Date Here Insert Name and Title of the Officer*

personally appeared Eric V. Matranga  
*Name(s) of Signer(s)*

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

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

WITNESS my hand and official seal.



Signature *[Handwritten Signature]*  
*Signature of Notary Public*

*Place Notary Seal Above*

**OPTIONAL**

*Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.*

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_ Document Date: \_\_\_\_\_  
Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

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State of California )  
County of San Joaquin )

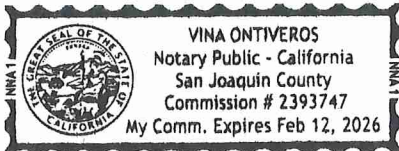
On December 28, 2022 before me, Vina Ontiveros-Notary Public,  
*Date Here Insert Name and Title of the Officer*

personally appeared Dennis Gutierrez  
*Name(s) of Signer(s)*

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

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

WITNESS my hand and official seal.



Signature Vina Ontiveros  
*Signature of Notary Public*

*Place Notary Seal Above*

**OPTIONAL**

*Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.*

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_  
Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_  
Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_



TO BE EXECUTED BY EACH BIDDER

**NON-COLLUSION AFFIDAVIT**

STATE OF CALIFORNIA )  
 )SS  
COUNTY OF San Joaquin )

Dennis Gutierrez, being first duly sworn, declares that he/she is  
[NAME]  
President of GSE Construction Company Inc.  
(SOLE OWNER, A PARTNER, PRESIDENT, SECRETARY, ETC.) [IDENTITY OF BIDDER]

the party submitting a bid for a contract covering Specification No. 21-617

Water Treatment Plant On-Site Sodium Hypochlorite Generation System Replacement  
(DESCRIBE NATURE OF CONTRACT)

that such a bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such bid is genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, nor that anyone shall refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communications or conference with anyone to fix the bid price of said bidder or any other bidder, nor to fix any overhead, profit, or cost element of such bid price, nor of that of any other bidder, nor to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in such bid are true; and, further, that said bidder has not, directly or indirectly, submitted their bid price or any breakdown thereof, nor the contents thereof, nor divulged information or data relative thereto, nor paid and will not pay any fee in connection therewith to any corporation, partnership, company, association, organization, bid depository, nor to any member or agent thereof, nor to any other individual except to such person or persons as have a partnership or other financial interest with said bidder in their general business.

The provisions of this affidavit shall not be held as disqualifying a person, firm or corporation who has submitted a sub-proposal to one bidder from submitting separate sub-proposals or quoting prices for materials or work to other bidders.

Dated: 01/18/23

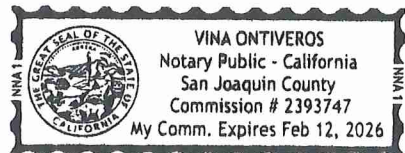
Signed: [Signature] Dennis Gutierrez  
President  
[TITLE]

Subscribed and sworn to before me this 18 day of January, 20 23, by

Dennis Gutierrez, proved to me on the basis of satisfactory evidence to be the person who appeared before me.

Vina Ontiveros  
Notary Public Vina Ontiveros

SEAL





## LIST OF PROPOSED SUBSTITUTIONS

The bidder may name a proposed substitute manufacturer and/or equipment/material with an add or deduct amount which will be considered after award. The Contract award, if any, will be on Base Bid amounts.

<u>Spec Section</u>	<u>Equipment/Manufacturer</u>	<u>Add</u> (\$)	<u>Deduct</u> (\$)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**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:** February 6, 2023 **February 13, 2023**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Scott Rogers, Engineering Manager  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
Mr. Adam Ly, Assistant General Manager  
**RE:** ***AGENDA ITEM NO. 7.4 – CONSIDERATION AND POSSIBLE ACTION ON CONSTRUCTION CONTRACT AWARD TO CEDRO CONSTRUCTION, INC. FOR THE INSTALLATION OF WATER MAIN IN 15<sup>TH</sup> STREET EAST FROM AVENUE P TO WELL 36. (\$294,615.00 – NOT – TO – EXCEED –BUDGETED – WORK ORDER NO. 20-622(c) – ENGINEERING MANAGER ROGERS)***

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**Recommendation:**

Staff recommends that the Board award a construction contract to Cedro Construction, Inc. in the not-to-exceed amount of \$294,615.00 for the installation of water main in 15<sup>th</sup> Street East from Avenue P to Well 36.

**Alternative Options:**

Reject all bids and rebid the project.

**Impact of Taking No Action:**

Well 36 would not be connected to the water distribution system.

**Background:**

The project consists of installing approximately 1,366 linear feet of 12" ductile iron pipe and all appurtenances. The project will connect the new Well 36 to the water distribution system.

The total bid price in the bid proposal submitted by Cedro Construction, Inc. was \$294,615.00. A bidder's bond in the amount of 10 percent of the total bid price was submitted with the bid proposal. The surety company providing the bid bond is Old Republic Surety Company.

The criterion for responsibility pertains to whether the bidder is regularly engaged in this type of work and whether they can perform the work satisfactorily as promised. The contractor is required to provide payment and performance bonds to protect the District's interest.

Cedro Construction, Inc., as the lowest responsive and responsible bidder, holds a valid worker's compensation insurance policy (Policy number: 9207992) with State Compensation Insurance Fund effective from April 1, 2022 to April 1, 2023.)

February 6, 2023

The contractor's past performance record has been utilized to evaluate the general competency of the contractor for the performance of the work. To demonstrate the bidder's capability and experience of having completed similar projects successfully, the bid documents require that the contractor submit a list of all projects completed by the contractor during the last three years involving work of similar type and complexity and comparable value.

It is required that no less than 60 percent of the work be performed by the contractor's own forces without subcontracting. It appears that Cedro Construction, Inc. will perform 100 percent of the work and meets the limitations on the subcontracting work.

Responsiveness of the bid pertaining to compliance with the material terms of the bid documents has been reviewed and deemed acceptable.

Cedro Construction, Inc., as the lowest responsible bidder, has met the criterion of providing the lowest bid price of qualified firms at \$294,615.00. The lowest qualified bid price is \$5,173.00, or 1.74 percent lower than the next lowest bidder.

**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. 20-622(c).

**Supporting Documents:**

- Bid Results Summary
- Proposal Package from Lowest Responsible Bidder



Line Item	Description	Quantity	Unit of Measure	Cedro Construction, Inc.		J Vega Engineering Inc.		TORO ENTERPRISES, INC		Griffith Company		Average Bid	
				Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
1	Mobilization, Demolition, and Site Restoration	1	LS	\$31,685.00	\$31,685.00	\$20,500.00	\$20,500.00	\$13,000.00	\$13,000.00	\$68,937.00	\$68,937.00	\$33,530.50	\$33,530.50
2	Construction Staking Survey	1	LS	\$9,500.00	\$9,500.00	\$6,000.00	\$6,000.00	\$10,000.00	\$10,000.00	\$6,923.00	\$6,923.00	\$8,105.75	\$8,105.75
3	Sheeting, Shoring, and Bracing for all work indicated	1	LS	\$7,100.00	\$7,100.00	\$1,800.00	\$1,800.00	\$13,700.00	\$13,700.00	\$6,707.00	\$6,707.00	\$7,326.75	\$7,326.75
4	Traffic Control	1	LS	\$5,500.00	\$5,500.00	\$12,000.00	\$12,000.00	\$25,000.00	\$25,000.00	\$7,762.00	\$7,762.00	\$12,565.50	\$12,565.50
5	Base Paving, Finish Paving, and Striping	1	LS	\$6,000.00	\$6,000.00	\$2,000.00	\$2,000.00	\$2,400.00	\$2,400.00	\$15,784.00	\$15,784.00	\$6,546.00	\$6,546.00
6	Construct new 12" CL350 DCML D.I.P. water pipeline including bedding, backfill, and appurtenances	1366	LF	\$155.00	\$211,730.00	\$168.00	\$229,488.00	\$162.00	\$221,292.00	\$172.00	\$234,952.00	\$164.25	\$224,365.50
7	Furnish and install 2" Air/Vacuum release assembly per PWD Std. W-16	1	EA	\$9,100.00	\$9,100.00	\$11,500.00	\$11,500.00	\$10,500.00	\$10,500.00	\$12,689.00	\$12,689.00	\$10,947.25	\$10,947.25
8	All materials and labor necessary for testing, disinfection, and chlorination on all required segments according to PWD Specification Section 4-14 and 4-15	1	LS	\$14,000.00	\$14,000.00	\$16,500.00	\$16,500.00	\$15,000.00	\$15,000.00	\$21,859.00	\$21,859.00	\$16,839.75	\$16,839.75
<b>Total</b>						<b>\$294,615.00</b>	<b>\$299,788.00</b>	<b>\$310,892.00</b>		<b>\$375,613.00</b>		<b>\$320,227.00</b>	

# PROPOSAL

## BIDDER'S DECLARATION SPECIFICATION NO. 21-607

Gentlepersons:

The undersigned hereby proposes to perform all work for which a contract may be awarded them and to furnish any and all plant, labor, services, material, tools, equipment, supplies, transportation, utilities, and all other items and facilities necessary therefor as provided in the Contract Documents, and to do everything required therein for the construction of the interior building improvements as specifically set forth in documents entitled **Specification No. 21-607 – AVENUE P FROM 15TH STREET EAST**, together with addenda thereto, all as set forth on the drawings and in the specifications and other Contract Documents (hereinafter the "Work"); and they further propose and agree that, if this Proposal is accepted, they will contract in the form and manner stipulated to perform all the Work called for by drawings, specifications, and other Contract Documents, and to complete all such Work in strict conformity therewith within the time limits set forth therein, and that they will accept as full payment therefor the prices set forth in the Bid Sheet(s) forming a part hereof.

(check one)

- Cash
- Cashier's check
- Certified check
- Bid Bond

properly made payable to Palmdale Water District, hereinafter designated as the Owner, for the sum of \$10% OF BID which amount is not less than ten percent (10%) of the total amount of this bid, is attached hereto and is given as a guarantee that the undersigned will execute the Agreement and furnish the required bonds and insurance if awarded the contract and, in case of failure to do so within the time provided, the

(check one)

- cash shall be retained as liquidated damages by the Owner
- proceeds of said check shall be retained as liquidated damages by the Owner
- Surety's liability to the Owner for the face amount of the Bond shall be considered as established.

It is understood and agreed that:

1. The undersigned has carefully examined all the Contract Documents, as defined in

the CONTRACT DOCUMENTS subsection of the Notice Inviting Bids, including, but not limited to, the bid quantities, any specifications regarding materials to be used, the contract provisions relating to payment for extra work and the procedures for seeking extensions of time.

2. The undersigned, by investigation at the site of the work, by review of any records available for inspection at the offices of utilities in the area affected by the Work, at any applicable public works departments, and otherwise, is satisfied as to the nature and location of the work and is fully informed as to all conditions and matters which can in any way affect the work or the cost thereof, including the location of all underground facilities in the area affected by the Work.

3. The undersigned fully understands the scope of the Work and has carefully checked all words and figures inserted in this Proposal and further understands that the Owner will in no way be responsible for any errors or omissions in the preparation of this Proposal.

4. The undersigned will execute the Agreement and furnish the required Performance and Payment Bonds and proof of insurance coverage within ten (10) days (not including Sundays and holidays) after Owner's notice of acceptance of this Proposal; and further, that, unless otherwise specified in the Special provisions, this Proposal may not be withdrawn for a period of forty-five (45) days after the date set for the opening thereof, notwithstanding the award of contract to another bidder. If the undersigned bidder withdraws this Proposal within said period, said bidder shall be liable under the provisions of the Bid Security, or said bidder and their surety shall be liable under the Bid Bond, as the case may be.

5. The undersigned hereby certifies that this Proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not herein named, and the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm, or corporation to refrain from bidding; the undersigned has not in any manner sought by collusion to secure for themselves an advantage over any other bidder.

6. In conformance with current statutory requirement of the Labor Code of the State of California, the undersigned certifies as follows:

**I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.**

NOW, in compliance with the Notice Inviting Bids and all the provisions hereinbefore stipulated, the undersigned, with full cognizance thereof, hereby proposes to perform the

entire work for the prices set forth in the attached Bid Sheet(s) upon which award of contract will be made.

The undersigned bidder declares that the license held by them is theirs, is current and valid, and is in a classification appropriate to the work to be undertaken.

The undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed at OXNARD, CALIFORNIA, California.

Dated 1-12- 20 23

Bidder: TORO ENTERPRISES, INC.

By: 

Title: SEAN CASTILLO, PRESIDENT

Bidder's post-office address:

PO BOX 6285

OXNARD, CA 93031

Telephone No.: 805-483-4515

Facsimile No.: 805-483-2001

Corporation organized under the laws of the State of CALIFORNIA

Contractor's License(s): 710580

Expiration Dates: 8/31/23

Surety or sureties:

TRAVLERS CASUALTY AND

SURETY COMPANY OF AMERICA

CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS' STATE LICENSE BOARD WHICH HAS JURISDICTION TO INVESTIGATE COMPLAINTS AGAINST CONTRACTORS IF A COMPLAINT IS FILED WITHIN THREE YEARS OF THE DATE OF THE ALLEGED VIOLATION. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS' STATE LICENSE BOARD, P.O. BOX 26000, SACRAMENTO, CALIFORNIA 95826.





CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

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

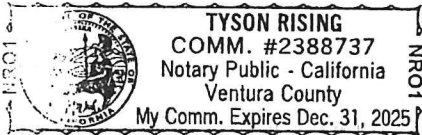
State of California,
County of Ventura,

On JANUARY 12th, 2023 before me, Tyson Rising, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Sean Castillo
Name(s) of Signer(s)

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

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



Signature [Handwritten Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: PWD - SPEC. NO. 21-607- PROPOSAL Date: 01/12/2023

Number of Pages: 1 Signer (s) Other Than Named Above:

Capacity(ies) Claimed by Signer(s)

Signer's Name Sean Castillo

Corporate Officer Title(s): President

Signer's Name:

Corporate Officer Title(s):

- Partner, Limited, General, Individual, Attorney in Fact, Trustee, Guardian or Conservator, Other:

- Partner, Limited, General, Individual, Attorney in Fact, Trustee, Guardian or Conservator, Other:

Signer Is Representing: Toro Enterprises, Inc.

Signer Is Representing:

## **INFORMATION REQUIRED OF BIDDER**

SITE INSPECTION REVIEW -- Describe when, by whom, and in what manner (a) the site for this proposed work was inspected on behalf of the bidder (NOTE: Failure to demonstrate diligent effort in ascertaining site conditions which may affect the Work will render this Proposal informal or nonresponsive and may result in its rejection):

**TYSON RISING VISITED THE SITE IN PERSON ON 1/4/23**

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COMPARABLE PROJECT EXPERIENCE -- In accordance with the REGISTRATION OF CONTRACTORS subsection of the Instructions to Bidders, describe at least five (5) comparable projects completed by bidder within past thirty-six (36) month period, including dates completed, location of work, size of project in dollars, names, addresses, and phone numbers of persons in charge of project construction, and the name and address of the public agency or firm for whom the project was constructed (NOTE: Failure to include at least five (5) jobs similar in size and scope to that contemplated under the Contract Documents will render this Proposal informal or non-responsive and may result in its rejection):

**PLEASE SEE ATTACHED**

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## MOST RECENTLY COMPLETED PUBLIC WORKS PROJECTS

### **JOB#11107**

**Project Name and Location:** GRAND AVENUE PIPELINE REPLACEMENT—Ojai, CA  
**Description/Scope of Work:** Mobilization, traffic control, WPCP, install 4", 6", 8", 10" and 12" PVC conduit, steel casing installation, 8" 10" and 12" gate valve installation, fire hydrant assembly, reconstruction of curb/gutter and sidewalk, service laterals, meter boxes and meter valves, abandon existing water main, AC pavement restoration  
**Owner:** Casitas Municipal Water District, 1055 N Ventura Ave, Oak View, CA 93022  
**Contact:** Virgil Clary [vclary@casitaswater.com](mailto:vclary@casitaswater.com) 805-649-2251  
**Prime Contractor:** Toro Enterprises, Inc.  
**Project Manager:** Virgil Clary [vclary@casitaswater.com](mailto:vclary@casitaswater.com) 805-649-2251  
**Engineer:** Michael Kielborn [michaelk@cannoncoro.us](mailto:michaelk@cannoncoro.us) 805-544-7407  
**Scheduled Completion:** 10/21  
**Actual Completion:** 09/21  
**Time Extensions:** 0  
**Original Contract Price:** \$1,444,395  
**Final Contract Price:** \$1,544,791.11  
**Amount of Stop Notices:** 0  
**Amount of Liquidated Damages:** 0  
**Nature and Resolution of Project Claim:** None

### **JOB#10204**

**Project Name and Location:** BRYCE CANYON NORTH/SOUTH AND FREMONT NORTH NEIGHBORHOOD WATER CAST IRON PIPE REPLACEMENT PROJECT — Oxnard, CA  
**Description/Scope of Work:** abandon existing 6" up to 10" cast iron pipe waterlines, replacement of 1-inch service lines, removal and replacement of fire hydrants, installations of water valve/air-vac/blow-off and the restoration of asphalt concrete pavement on Bryce Canyon North/South and Fremont North Neighborhoods  
**Owner:** City of Oxnard, 300 West Third Street, Oxnard, CA 93030, (805) 385-8280  
**Contact:** Renee Hatcher [renee.hatcher@oxnard.org](mailto:renee.hatcher@oxnard.org) 805-385-8280  
**Prime Contractor:** Toro Enterprises, Inc.  
**Project Manager:** Gianna Pourarion [Gianna.pourarion@oxnard.org](mailto:Gianna.pourarion@oxnard.org) 805-385-8280  
**Engineer:** Tatiana Arnaout [tatiana.arnaout@oxnard.org](mailto:tatiana.arnaout@oxnard.org) 805-385-8280  
**Scheduled Completion:** 08/2020  
**Actual Completion:** 9/2020  
**Time Extensions:** 9 days  
**Original Contract Price:** \$4,652,679  
**Final Contract Price:** \$4,793,391  
**Amount of Stop Notices:** 0  
**Amount of Liquidated Damages:** 0  
**Nature and Resolution of Project Claim:** None

### **JOB#10714**

**Project Name and Location:** 3<sup>rd</sup> Street Water System Improvement Project — Downey, CA  
**Description/Scope of Work:** Potable water main improvements including the installation of new main, fire hydrant assemblies, water service lines, meters and boxes; installation of gate valves, crosses, tees, bends, thrust blocks, and fittings; abandoning of existing water mains, service lines, and other associated facilities; removal and salvaging of existing fire hydrant assemblies, existing water meters, and boxes; clearing and



grubbing; trenching, backfilling and compacting; asphalt concrete (AC) and Portland cement concrete (PCC) pavement reconstruction; reconstruction of miscellaneous , PCC improvements, landscaping, irrigation, and other existing improvements

Owner: City of Downey, 1111 Brookshire Ave, Downey, CA 90241

Contact: Lorena Powell 562-904-7110 [lpowell@cityofdowney.ca.gov](mailto:lpowell@cityofdowney.ca.gov)

Prime Contractor: Toro Enterprises, Inc.

Project Manager: Dan Mueller 562-869-7331 [dmueller@cityofdowney.ca.gov](mailto:dmueller@cityofdowney.ca.gov)

Engineer: David Lew 866-782-6832 [dsl@stuntec.com](mailto:dsl@stuntec.com)

Scheduled Completion: 11/2020

Actual Completion: 11/2020

Time Extensions: 7 days

Original Contract Price: \$1,067,860

Final Contract Price: \$1,125,942

Amount of Stop Notices: 0

Amount of Liquidated Damages: 0

Nature and Resolution of Project Claim: None

#### **JOB#10653**

Project Name and Location: Street Resurfacing – Walker/Moon Dr, Dowell to Victoria – Ventura, CA

Description/Scope of Work: Street Resurfacing, SWPPP, adjusting sewer and storm drain manholes, adjusting water valves, cold milling, slurry seal, grade stabilization, R/R of curb and gutter, asphalt rubber hot mix, new AC, striping

Owner: City of Ventura, 501 Poli St, Ventura, CA 93001

Contact: David Gil 805-841-2775 [dgil@cityofventura.ca.gov](mailto:dgil@cityofventura.ca.gov)

Prime Contractor: Toro Enterprises, Inc.

Project Manager: Alejandro Puga 805-654-7764 [apuga@cityofventura.ca.gov](mailto:apuga@cityofventura.ca.gov)

Engineer: Zach Bryant 805-886-0206 [zbh@ecivil.com](mailto:zbh@ecivil.com)

START 10/2020

Scheduled Completion: 12/2020

Actual Completion: 11/2020

Time Extensions: 0

Original Contract Price: \$1,137,860

Final Contract Price: \$1,067,519

Amount of Stop Notices: 0

Amount of Liquidated Damages: 0

Nature and Resolution of Project Claim: None

#### **JOB#10620**

Project Name and Location: Rice Road Bike Lanes – Oxnard, CA

Description/Scope of Work: Mobilization, traffic control & construction signing, STORM water pollution control, PCC curb & gutter, PCC gutter, 6" thick AC pavement widening, 5' wide cold milling, 1.5" grinding, AC taper with key, 1.5" thick ARHM pavement overlay, AC misc. paving, 4" AC dike, traffic cabinet & signal loop detector replacement, removal & disposal of existing guardrail, Midwest guardrail system & terminal system, survey monument adjustment, pavement delineation, striping & signs

Owner: County of Ventura, 800 South Victoria, Ventura, CA 93009

Contact: Christopher Cooper 805-654-2018 [chris.cooper@ventura.org](mailto:chris.cooper@ventura.org)

Prime Contractor: Toro Enterprises, Inc.

Project Manager: Ariel Braza 805-654-2018 [ariel.braza@ventura.org](mailto:ariel.braza@ventura.org)

Engineer: Ariel Braza 805-654-2018 [ariel.braza@ventura.org](mailto:ariel.braza@ventura.org)

Scheduled Completion: 10/2020

Actual Completion: 09/2020

Time Extensions: 0

Original Contract Price: \$898,201

Final Contract Price: \$860,350

Amount of Stop Notices: 0

Amount of Liquidated Damages: 0

Nature and Resolution of Project Claim: None

#### **JOB#10336**

Project Name and Location: 2019-2020 Pavement Slurry Seal – Santa Paula, CA

Description/Scope of Work: Mobilization, traffic control, paving rehabilitation, dig outs, grind and overlay, striping, curb ramp construction, curb and gutter replacement, sewer main spot repairs and replacement, utility cover adjustments, potable water improvements, 6" and 8" water valve replacement, striping.

Owner: City of Santa Paula, 970 VENTURA ST, Santa Paula, CA 93060

Contact: Clete Saunier 805-933-4212 [csaunier@cityofsp.com](mailto:csaunier@cityofsp.com)

Prime Contractor: Toro Enterprises, Inc.

Project Manager: Sarah Watte 805-658-6800 [swatte@phoenixcivil.com](mailto:swatte@phoenixcivil.com)

Engineer: Jon Turner 805-658-6800 [jturner@phoenixcivil.com](mailto:jturner@phoenixcivil.com)

Scheduled Completion: 06/2020

Actual Completion: 05/2020

Time Extensions: 0

Original Contract Price: \$1,117,392

Final Contract Price: \$1,194,329

Amount of Stop Notices: 0

Amount of Liquidated Damages: 0

Nature and Resolution of Project Claim: None

#### JOB#9236

Project Name and Location: Pennsylvania Avenue Rehabilitation Project – Glendale, CA

Description/Scope of Work: Selective removal and repair of broken and damaged sidewalks; curbs; curbs and gutters; cross gutters, alley and driveway aprons; Removal of substandard curb ramps and construction of new curb ramps that are compliant with the Americans with Disabilities Act; Remodeling of curb drains; Modification of existing catch basins; Adjustment of existing water valve covers and manhole frame and covers to grade; Selective removal/reconstruction/surface grinding of deteriorated pavement and placement of asphalt concrete pavement; Overlay of asphalt rubber hot mix pavement (ARHM); Repair of damaged Sewer; Removal and hauling away of grindings; Modification of Traffic Signals, and Installation of striping and other pavement markings.

Owner: City of Glendale, 633 East Broadway, Room 205, Glendale, CA 91206

Contact: Saumil Mody [smody@glendaleca.gov](mailto:smody@glendaleca.gov), (818) 937-8255

Prime Contractor: Toro Enterprises, Inc.

Project Manager: Saumil Mody, [SMODY@Glendaleca.gov](mailto:SMODY@Glendaleca.gov), (818) 937 8255

Engineer: Sarkis Oganessian, (818) 548-3945, [sogannessian@glendaleca.gov](mailto:sogannessian@glendaleca.gov)

Original Contract Price: \$2,347,977

Final Contract Price: \$2,433,077

Scheduled Completion: 2/20

Actual Completion: 3/20

Time Extensions: None

Number of Stop notices: None

Amount of Liquidated Damages: None

Nature and Resolution of Project Claim: None

Project Name: Harvest at Limoneria Phase 1A Sewer, Water And Storm Drain Improvements

Location: Santa Paula, California

Owner: Murow CM

Owner Contact

Name: Erica Passavanti

Phone: (949) 988-3270

Email: epassavanti@murowcm.com

Architect or Engineer: Jensen Design and Survey

Architect or Engineer Contact

Name: Donald M. Jensen

Phone: 805-654-69787

Email: N/A

Construction Manager:

Name: Erica Passavanti

Phone: (949) 988-3270

Email: epassavanti@murowcm.com

Description of Project, Scope of Work Performed:

Install PVC Pipe, RCP Pipe, RCB Pipe, of Various Sizes

Total Value of Construction (including change orders): \$ 4,795,082.00

Original Scheduled Completion Date: 04-01-2019

Time Extensions Granted (number of days): 0

Actual Date of Completion: 04-01-2019

Project Name: Tr. 50507 Porter Ranch Water System

Location: Porter Ranch

Owner: Toll Brothers

Owner Contact

Name: John Fong

Phone: 818-332-7240

Email: jfong@tollbrothers.com

Architect or Engineer: Hunsaker & Associates

Architect or Engineer Contact

Name: Jonathan Hobart Petke

Phone: 949-583-1010

Email: N/A

Construction Manager:

Name: John Fong

Phone: 818-332-7240

Email: jfong@tollbrothers.com

Description of Project, Scope of Work Performed:

Install Various sizes of DIP, and PVC. Various sizes of Gate Valves, Domestic Service with Vault Assm

Total Value of Construction (including change orders): \$ 3,349,913.00

Original Scheduled Completion Date: 09-27-2019

Time Extensions Granted (number of days): 0

Actual Date of Completion: 09-27-2019



## CONTRACTOR'S LICENSING STATEMENT

The undersigned is licensed in accordance with the laws of the State of California providing for the registration of Contractors.

Contractor's License Number(s), Type(s) and Expiration Date(s): 710580

A,C31, 8/31/23

Expiration Date: 8/31/23

Name of Individual Contractor (print or type): N/A

Signature of Owner: \_\_\_\_\_

Business Address: N/A

or

Name of Partnership or Firm: N/A

Business Address: N/A

Signature, name, title and address of partners signing on behalf of the partnership:

Signed: \_\_\_\_\_ Name: N/A

Title: N/A Address: N/A

Signed: \_\_\_\_\_ Name: N/A

Title: N/A Address: N/A

Signed: \_\_\_\_\_ Name: N/A

Title: N/A Address: N/A

or

Name of Corporation: TORO ENTERPRISES, INC.

Business Address: 2101 E VENTURA BLVD, OXNARD, CA 93036

Corporation organized under the laws of the State of CALIFORNIA

**SEAL**

JERRY HANNIGAN, SECRETARY

  
\_\_\_\_\_  
Signature of Secretary of Corporation

**NOTE: CURRENT COPIES OF ALL APPLICABLE LICENSES MUST BE DOWNLOADED TO THE PROCUREMENT WEBSITE.**



CONTRACTORS  
STATE LICENSE BOARD  
ACTIVE LICENSE



License Number **710580**

Entity **CORP**

Business Name **TORO ENTERPRISES INC**

Classification(s) **A C31**

Expiration Date **08/31/2023**

[www.cslb.ca.gov](http://www.cslb.ca.gov)





**MANDATORY FORM**

(NOTE: THE FOLLOWING FORM SHALL BE USED WHERE THE BIDDER DESIRES TO FURNISH A BOND INSTEAD OR CHECK OR CASH.)

**BID SECURITY FORM**

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we, Toro Enterprises, Inc. as principal and Travelers Casualty and Surety Company of America as surety, are held and firmly bound unto Palmdale Water District (hereinafter "Owner,") in the sum of \$ 10% of the Total Amount Bid, to be paid to the Owner, its successors, and assigns, for which payment, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that if the certain Proposal of the above Principal for construction of the AVENUE P FROM 15TH STREET EAST TO WELL 8A WATER MAIN REPLACEMENT as specifically set forth in documents entitled Specification No. 21-607

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all in accordance with the Contract Documents, including specifications and drawings on file at the offices of the Owner, is not withdrawn within the period of forty-five (45) days after the date set for the opening of bids or as otherwise provided in the Special Provisions, notwithstanding the award of the contract to another bidder, and that if said Proposal is accepted by the Owner through action of its legally constituted contracting authorities and if the above bound principal, its heirs, executors, administrators, successors and assigns, shall duly enter into and execute a contract for such construction and shall execute and deliver

**MANDATORY FORM**

the required Performance and Payment Bonds and proof of insurance coverage within ten (10) days (not including Sundays and holidays) after the date of notifications by and from said Owner, then this obligation shall become null and void, otherwise it shall be and remain in full force and effect.

IN WITNESS WHEREOF, we hereunto set our hands and seals this 11th day of January, 20 23

(SEAL)

Toro Enterprises, Inc.  
\_\_\_\_\_  
(Principal)

By \_\_\_\_\_  
*Sean Castillo, President*

(SEAL)

Travelers Casualty and Surety Company of America  
\_\_\_\_\_  
(Surety)

By \_\_\_\_\_  
Ethan Spector, ATTORNEY-IN-FACT

**NOTE:**

- (1) This bid bond form is a **mandatory form**.
- (2) The bid bond form should specify an exact number of dollars which shall not be less than ten percent (10%) of the total amount of the bid.
- (3) The bid bond form must be acknowledged before notary publics, and a legally sufficient power of attorney must be attached to the bid bond to verify the authority of the party signing on behalf of the surety.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

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

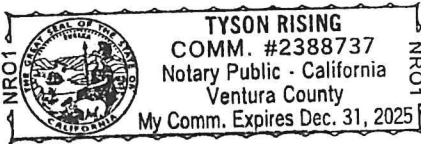
State of California,
County of Ventura,

On JANUARY 16th, 2023 before me, Tyson Rising, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Sean Castillo
Name(s) of Signer(s)

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

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



Signature [Handwritten Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: PWD - SPEC. NO. 21-607- BID BOND Date: 01/11/2023

Number of Pages: 1 Signer (s) Other Than Named Above:

Capacity(ies) Claimed by Signer(s)

Signer's Name Sean Castillo

Corporate Officer Title(s): President

Signer's Name:

Corporate Officer Title(s):

- Partner, Limited, General, Individual, Attorney in Fact, Trustee, Guardian or Conservator, Other:

- Partner, Limited, General, Individual, Attorney in Fact, Trustee, Guardian or Conservator, Other:

Signer Is Representing: Toro Enterprises, Inc.

Signer Is Representing:



CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

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

State of California )

County of Los Angeles )

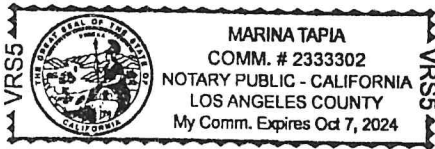
On JAN 11 2023 before me, Marina Tapia, Notary Public
Date Here Insert Name and Title of the Officer

Personally appeared Ethan Spector
Name(s) of Signer(s)

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

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

WITNESS my hand and official seal.



Signature [Handwritten Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document Document Date

Number of Pages Signer(s) Other Than Named Above

Capacity(ies) Claimed by Signer(s)

Signer's Name

- Corporate Officer—Title(s)
Partner Limited General
Individual Attorney in Fact
Trustee Guardian or Conservator
Other

Signer's Name

- Corporate Officer—Title(s)
Partner Limited General
Individual Attorney in Fact
Trustee Guardian or Conservator
Other

Signer Is Representing

Signer Is Representing





**Travelers Casualty and Surety Company of America  
Travelers Casualty and Surety Company  
St. Paul Fire and Marine Insurance Company**

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Ethan Spector** of **LOS ANGELES, California**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF**, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April**, 2021.



State of Connecticut

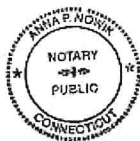
City of Hartford ss.

By:   
Robert L. Raney, Senior Vice President

On this the **21st** day of **April**, 2021, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

**IN WITNESS WHEREOF**, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, 2026



Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 11 day of JAN 11 2023



Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.  
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.**



Certificate of Corporate Authority

I hereby certify that Toro Enterprises, Inc. is a duly organized and existing California corporation, which has the power to take the action called for by the following resolution.

I further certify that Sean Castillo is President, Jerry Hannigan is Secretary and Trent Royle is Vice President of Operations and all have the authority individually to execute bid bonds, bid submittals, contract documents and change orders on behalf of the corporation as stated in the minutes of the Board of Directors' Meeting of Toro Enterprises, Inc. held July 15, 2016.

In witness whereof, I have affixed by hand and seal of said corporation this 15<sup>th</sup> day of July 2016.

A handwritten signature in blue ink, appearing to read "Jerry Hannigan", with a long horizontal flourish extending to the right.

Jerry Hannigan  
Secretary

JH/rc





TO BE EXECUTED BY EACH BIDDER

**NON-COLLUSION AFFIDAVIT**

STATE OF CALIFORNIA )  
 )SS  
COUNTY OF VENTURA )

SEAN CASTILLO, being first duly sworn, declares that he/she is  
[NAME]  
PRESIDENT of TORO ENTERPRISES, INC.  
(SOLE OWNER, A PARTNER, PRESIDENT, SECRETARY, ETC.) [IDENTITY OF BIDDER]

the party submitting a bid for a contract covering Specification No. 21-607  
AVENUE P FROM 15TH STREET EAST TO WELL 8A  
WATER MAIN REPLACEMENT  
(DESCRIBE NATURE OF CONTRACT)

that such a bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such bid is genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, nor that anyone shall refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communications or conference with anyone to fix the bid price of said bidder or any other bidder, nor to fix any overhead, profit, or cost element of such bid price, nor of that of any other bidder, nor to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in such bid are true; and, further, that said bidder has not, directly or indirectly, submitted their bid price or any breakdown thereof, nor the contents thereof, nor divulged information or data relative thereto, nor paid and will not pay any fee in connection therewith to any corporation, partnership, company, association, organization, bid depository, nor to any member or agent thereof, nor to any other individual except to such person or persons as have a partnership or other financial interest with said bidder in their general business.

The provisions of this affidavit shall not be held as disqualifying a person, firm or corporation who has submitted a sub-proposal to one bidder from submitting separate sub-proposals or quoting prices for materials or work to other bidders.

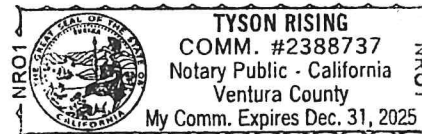
Dated: 1/12/23

Signed: [Signature]  
SEAN CASTILLO, PRESIDENT  
[TITLE]

Subscribed and sworn to before me this 16<sup>th</sup> day of January, 20 23, by

Sean Castillo, proved to me on the basis of satisfactory evidence to be the person who appeared before me.

Tyson Rising, Notary Public  
[Signature]



## INFORMATION REQUIRED OF BIDDER

### EQUIPMENT/MATERIAL SOURCE INFORMATION

The bidder shall indicate opposite each item of equipment or material listed below, the name of the manufacturer or supplier of the equipment or material proposed to be furnished under the bid.

**Failure to comply with this requirement will render the proposal informal and may cause its rejection.**

Awarding of a contract under this bid will not imply approval by the Owner of the manufacturers or suppliers listed by the bidder. No substitution will be permitted after award of contract unless equipment or material of the listed manufacturer or supplier cannot meet the specifications.

Specification No.	Equipment/Material	Manufacturer/Supplier	Delivery Time (weeks)
2-04	Ductile Iron Pipe and Fittings	U.S. Pipe	24-30 weeks
4-14/4-15	Hydrostatic/Disinfection Testing Materials	Ford Meter Box / Pipeline Products	28-36 weeks
4-21(b)	Tapping for Ductile Iron Pipe (Sleeve, Valve, etc.)	Mueller Company	4-6 weeks
4-17b	SAND	SM SALES	1 WEEK
M-6.2	CAB	SM SALES	1 WEEK
M-6.2	ASPHALT	VULCAN	1 WEEK
4-13	CONCRETE	ARROW TRANSIT	1 WEEK

LIST OF PROPOSED SUBSTITUTIONS

The bidder may name a proposed substitute manufacturer and/or equipment/material with an add or deduct amount which will be considered after award. The Contract award, if any, will be on Base Bid amounts.

<u>Spec Section</u>	<u>Equipment/Manufacturer</u>	<u>Add</u> <u>(\$)</u>	<u>Deduct</u> <u>(\$)</u>
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

**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:** February 6, 2023 **February 13, 2023**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.5 – CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE FORMATION OF AN AD HOC COMMITTEE FOR LEGAL SERVICES. (GENERAL MANAGER LaMOREAUX)***

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**Recommendation:**

Staff recommends that the Board authorize the formation of an Ad Hoc Committee to update the legal services agreement with Aleshire & Wynder LLP.

**Alternative Options:**

The alternative is to not create an Ad Hoc Committee.

**Impact of Taking No Action:**

There would be no Ad Hoc Committee.

**Background:**

The last amendment to the current legal services agreement was approved on June 14, 2021. The rates and terms should be reviewed with Aleshire & Wynder LLP and then presented to the Board for consideration and action.

If approved, President Wilson will assign the Committee members.

**Strategic Plan Initiative:**

Strategic Plan Initiative No. 2 - Organizational Excellence

**Budget:**

This item will not affect the Budget.



# Conference/Training Request

**Event Name/Date(s):**

Antelope Valley Hispanic Chamber of Commerce Installation Gala - March 3, 2023

**REQUESTED BY:**

First Name

Last Name

Date

**ACCOMMODATION INFORMATION (if applicable)**

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

Arrival Date

Departure Date

No. of  
Guests

Room Type

Dietary Restrictions?

If yes, please provide specifics in additional info. box

Yes  No

Smoking Room?

Yes  No

**Flight Needed?**

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

Yes  No

Flight Numbers

Departure/Return  
Times

**ADDITIONAL INFORMATION/  
REQUESTS**

Supervisor Approval  
(If applicable)

Processed By:





*The*

ANTELOPE VALLEY HISPANIC  
CHAMBER OF COMMERCE

*presents our*

26TH  
INSTALLATION  
GALA

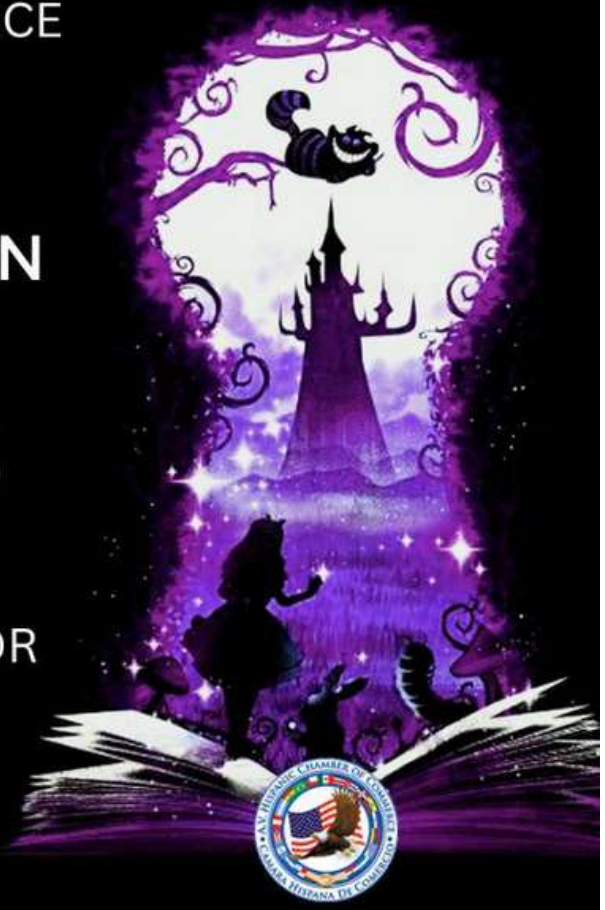
3.3.2023

SOLOMON AGHAI  
1140 COMMERCE CENTER DR  
LANCASTER

6 P M

TICKETS AVAILABLE VIA TICKETLEAP LINK OR  
CONTACT OFFICE AT 661.538.0607

\$100 PER PERSON  
SPONSORSHIPS AVAILABLE



## Antelope Valley Hispanic Chamber of Commerce - Event Information

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**Event Name:**

AVHCC Installation Gala

**Description:**

Dont BE Late!! Reserve your place!

Last year was epic, this year will set the bar higher.

Get your tickets to our upcoming Antelope Valley Hispanic Chamber of Commerce Installation Gala.

Join us down the Rabbit Hole

MARCH 3rd 2023 | 6pm

Solomon Aghai Event Center

Formal | Black Tie event

**SPONSORSHIPS NOW AVAILABLE**

May include a Limo Escort, Gala Tickets, Annual Membership and more!

**Event Date:**

3/3/2023

**Event Time:**

6:00 PM - 9:00 PM Pacific

**Location:**

Antelope Valley Hispanic Chamber of Commerce

819 E Ave. Q-9

Palmdale, CA 93550

[click here for Google Maps](#)

[click here for Mapquest](#)

**Links:**

[Get Tickets Now](#)

**Outlook/ vCalendar/ Google:**

Click on the icon next to the date(s) to add to your calendar:

3/3/2023   

**Email Reminder:**

[click here to setup an email reminder for this event](#)

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** February 6, 2023 February 13, 2023  
**TO:** BOARD OF DIRECTORS Board Meeting  
**FROM:** Mr. Bob Egan, Financial Advisor  
**RE:** *AGENDA ITEM NO. 8.1.a – STATUS REPORT ON CASH FLOW STATEMENT  
AND CURRENT CASH BALANCES AS OF DECEMBER 2022. (FINANCIAL  
ADVISOR EGAN/FINANCE COMMITTEE)*

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Attached are the Cash Notes, the Investment Funds Report, and the Cash Flow Report as of December 2022. The reports will be reviewed in detail at the Board meeting.

Enclosures

<b>2022</b>				
<b>November to December 2022 Major account Activity</b>				
<b>acct 11469</b>				
<b>Balance</b>	<b>12/31/2022</b>	<b>5,209,968.60</b>		
<b>Balance</b>	<b>11/30/2022</b>	<b>4,341,841.60</b>		
<b>Increase</b>		<b>868,127.00</b>		
<b>One month activity</b>				
<b>Transfer to 11432.</b>		<b>(1,340,000.00)</b>		
<b>Transfer to 24016</b>		<b>(84,000.00)</b>		
<b>Transfer to Butte</b>		<b>(1,065,045.03)</b>		
<b>Taxes received</b>		<b>3,340,321.42</b>	expected	<b>3,217,400</b>
<b>Interest/Mkt value received</b>		<b>16,850.61</b>	YTD expected	<b>7,429,320</b>
			YTD received	<b>8,924,518</b>
				<b>1,495,198</b>
<b>Increase</b>		<b>868,127.00</b>		
<b>Acct 11475</b>				
<b>Balance</b>	<b>12/31/2022</b>	<b>2,061,928.79</b>		
<b>Balance</b>	<b>11/30/2022</b>	<b>1,394,105.71</b>		
<b>Increase</b>		<b>667,823.08</b>		
<b>One month activity</b>				
<b>Cap Improvement fee received</b>		<b>665,775.46</b>		
<b>Interest/Mkt value received</b>		<b>2,047.62</b>		
<b>Increase</b>		<b>667,823.08</b>		
<b>Acct 11432</b>				
<b>Balance</b>	<b>12/31/2022</b>	<b>6,838,104.03</b>		
<b>Balance</b>	<b>11/30/2022</b>	<b>5,461,139.04</b>		
<b>Increase</b>		<b>1,376,964.99</b>		
<b>One month activity</b>				
<b>Transfer from 11469.</b>		<b>1,340,000.00</b>		
<b>Interest/Mkt value received</b>		<b>36,964.99</b>		
<b>Increase</b>		<b>1,376,964.99</b>		
<b>Acct 24016.</b>				
<b>Balance</b>	<b>12/31/2022</b>	<b>725,174.56</b>		
<b>Balance</b>	<b>11/30/2022</b>	<b>637,746.89</b>		
<b>Increase</b>		<b>87,427.67</b>		
<b>One month activity</b>				
<b>Transfer from 11469</b>		<b>84,000.00</b>		
<b>Interest/Mkt value received</b>		<b>3,427.67</b>		
<b>Increase</b>		<b>87,427.67</b>		

<b>all accounts</b>	
<b>Value</b>	<b>12,378,256</b>
<b>FACE</b>	<b>12,519,000</b>
<b>Future earnings</b>	<b>140,744</b>

<u>2022</u>			
<u>Fourth Quarter 2022 Major account Activity</u>			
<u>acct 11469</u>			
<b>Balance</b>	<b>12/31/2022</b>	<b>5,209,968.60</b>	
<b>Balance</b>	<b>9/30/2022</b>	<b>4,057,258.20</b>	
<b>Increase</b>		<b>1,152,710.40</b>	
<u>Three months activity</u>			
<b>Taxes received</b>		<b>3,514,524.29</b>	
<b>Interest/Mkt value received</b>		<b>36,231.14</b>	
<b>Transfer to Butte</b>		<b>(1,065,045.03)</b>	
<b>Transfer to 24016</b>		<b>(84,000.00)</b>	
<b>Transfer to 11432</b>		<b>(1,340,000.00)</b>	
<b>Transfer from 11432</b>		<b>91,000.00</b>	
<b>Increase</b>		<b>1,152,710.40</b>	
<u>Acct 11475</u>			
<b>Balance</b>	<b>12/31/2022</b>	<b>2,061,928.79</b>	
<b>Balance</b>	<b>9/30/2022</b>	<b>1,383,597.38</b>	
<b>Increase</b>		<b>678,331.41</b>	
<u>Three months activity</u>			
<b>Interest/Mkt value received</b>		<b>8,675.95</b>	
<b>Capital improvements received</b>		<b>669,655.46</b>	
<b>Increase</b>		<b>678,331.41</b>	
<u>Acct 11432</u>			
<b>Balance</b>	<b>12/31/2022</b>	<b>6,838,104.03</b>	
<b>Balance</b>	<b>9/30/2022</b>	<b>5,533,095.59</b>	
<b>Increase</b>		<b>1,305,008.44</b>	
<u>Three months activity</u>			
<b>transfer to 11469</b>		<b>(91,000.00)</b>	
<b>transfer from 11469</b>		<b>1,340,000.00</b>	
<b>Interest/Mkt value received</b>		<b>56,008.44</b>	
<b>Increase</b>		<b>1,305,008.44</b>	
<u>Acct 24016.</u>			
<b>Balance</b>	<b>12/31/2022</b>	<b>725,174.56</b>	
<b>Balance</b>	<b>9/30/2022</b>	<b>635,985.92</b>	
<b>Increase</b>		<b>89,188.64</b>	
<u>Three months activity</u>			
<b>Transfer from 11469</b>		<b>84,000.00</b>	
<b>Interest/Mkt value received</b>		<b>5,188.64</b>	
<b>Increase</b>		<b>89,188.64</b>	

**PALMDALE WATER DISTRICT  
INVESTMENT FUNDS REPORT  
December 31, 2022**

		<u>December 2022</u>	<u>November 2022</u>	<u>September 2022</u>				
<b>CASH</b>								
1-00-0103-100	Citizens - Checking	970,675.41	556,497.97	1,023,028.90				
1-00-0103-200	Citizens - Refund	-	-	-				
1-00-0103-300	Citizens - Merchant	307,677.14	256,530.17	205,972.14				
	<b>Bank Total</b>	<b>1,278,352.55</b>	<b>813,028.14</b>	<b>1,229,001.04</b>				
1-00-0110-000	PETTY CASH	300.00	300.00	300.00				
1-00-0115-000	CASH ON HAND	5,400.00	5,400.00	5,400.00				
	<b>TOTAL CASH</b>	<b>1,284,052.55</b>	<b>818,728.14</b>	<b>1,234,701.04</b>				
<b>INVESTMENTS</b>								
1-00-0135-000	Local Agency Investment Fund	<b>12,777.71</b>	<b>12,777.71</b>	<b>12,734.38</b>				
<b>1-00-0120-000 UBS Money Market Account General (SS 11469)</b>								
	UBS USA Core Savings	-	251,003.96	250,000.00				
	UBS RMA Government Portfolio	2,384,449.27	150,458.20	365,338.19				
	UBS Bank USA Deposit Account	4,458.20	1,377,828.68	-				
	Accrued interest	4,952.96	3,318.21	4,986.81				
		<b>2,393,860.43</b>	<b>1,782,609.05</b>	<b>620,325.00</b>				
<b>US Government Securities</b>								
<b>CUSIP #</b>	<b>Issuer</b>	<b>Maturity Date</b>	<b>Rate</b>	<b>PAR</b>	<b>Market Value</b>	<b>Market Value</b>	<b>Market Value</b>	
912796U31	US Treasury Bill	03/23/2023		250,000	247,672.50	246,720.00	245,652.50	
91282CAX9	US Treasury Note	11/30/2022	0.125		-	-	995,160.00	
91282CBU4	US Treasury Note	03/31/2023	0.125	300,000	296,928.00	295,710.00	294,504.00	
91282CBX8	US Treasury Note	04/30/2023	0.125	500,000	493,125.00	490,685.00	488,790.00	
				<b>1,050,000</b>	<b>1,037,725.50</b>	<b>1,033,115.00</b>	<b>2,024,106.50</b>	
<b>Certificates of Deposit</b>								
	<b>Issuer</b>	<b>Maturity Date</b>	<b>Rate</b>	<b>Face Value</b>				
	Goldman Sachs Bank	11/03/2022	0.150		-	-	149,605.50	
	BMW Bank	11/22/2022	1.800		-	-	199,628.00	
	UBS AG Stamford	12/02/2022	0.455		-	249,955.00	248,845.00	
1	Beal Bank	02/08/2023	3.350	250,000	249,805.00	249,745.00	-	
2	Servisfirst	02/21/2023	1.600	242,000	241,150.58	240,712.56	240,064.00	
3	Encore Bank	02/24/2023	1.800	250,000	249,147.50	248,720.00	248,137.50	
4	BMW Bank of NA	02/28/2023	1.650	50,000	49,797.00	49,698.50	-	
5	Truist BK	03/23/2023	4.100	250,000	250,005.00	-	-	
6	Safra National	04/28/2023	1.500	250,000	247,827.50	247,082.50	246,587.50	
7	Membersource	05/04/2023	4.600	240,000	240,357.60	240,204.00	-	
8	Homestreet Bank	06/02/2023	4.500	250,000	250,292.50	-	-	
					<b>1,782,000</b>	<b>1,778,382.68</b>	<b>1,526,117.56</b>	
					<b>Acct. Total</b>	<b>5,209,968.61</b>	<b>4,341,841.61</b>	<b>4,057,258.20</b>
<b>1-00-1110-000 UBS Money Market Account Capital (SS 11475)</b>								
	UBS Bank USA Dep acct				25,284.77	36,502.81	31,939.66	
	UBS RMA Government Portfolio				1,791.92	5,014.23	3,168.24	
					<b>27,076.69</b>	<b>41,517.04</b>	<b>35,107.90</b>	
<b>US Government Securities</b>								
<b>CUSIP #</b>	<b>Issuer</b>	<b>Maturity Date</b>	<b>Rate</b>	<b>PAR</b>	<b>Market Value</b>	<b>Market Value</b>	<b>Market Value</b>	
912796133	US Treasury Bill	02/23/2023		500,000	496,990.00	495,175.00	493,000.00	
9127996ZD4	US Treasury Bill	11/30/2023		588,000	563,780.28	-	-	
912828YW4	US Treasury Note	12/15/2022	1.625		-	499,640.00	498,495.00	
91282CCU3	US Treasury Note	08/31/2023	0.125	635,000	615,829.35	-	-	
					<b>1,723,000</b>	<b>1,676,599.63</b>	<b>994,815.00</b>	
<b>Certificates of Deposit</b>								
	<b>Issuer</b>	<b>Maturity Date</b>	<b>Rate</b>	<b>Face Value</b>				
1	Customers Bank	01/30/2023	2.710	109,000	108,872.47	108,796.17	108,696.98	
2	Medallion Bank	02/06/2023	1.600	250,000	249,380.00	248,977.50	248,297.50	
					<b>359,000</b>	<b>358,252.47</b>	<b>357,773.67</b>	
					<b>Acct. Total</b>	<b>2,061,928.79</b>	<b>1,394,105.71</b>	<b>1,383,597.38</b>



<b>1-00-0125-000 UBS Access Account General (SS 11432)</b>							
UBS Bank USA Dep acct					4,939.47	10,733.79	1,061,746.74
UBS RMA Government Portfolio					-	-	-
Accrued interest					26,975.88	10,983.62	8,976.41
					<u>31,915.35</u>	<u>21,717.41</u>	<u>1,070,723.15</u>
<b>US Government Securities</b>							
CUSIP #	Issuer	Maturity Date	Rate	PAR	Market Value	Market Value	Market Value
9127965S34	US Treasury Bill	01/26/2023		750,000	748,140.00	745,275.00	741,915.00
912796U31	US Treasury Bill	03/23/2023		500,000	495,345.00	493,440.00	491,305.00
912796YH6	US Treasury Bill	09/07/2023		500,000	484,985.00	-	-
91282CBD2	US Treasury Note	12/31/2022	0.125	500,000	500,000.00	498,420.00	495,925.00
912828Z86	US Treasury Note	02/15/2023	1.375	500,000	498,290.00	496,955.00	495,530.00
912828ZD5	US Treasury Note	03/15/2023	0.500	1,350,000	1,339,713.00	-	-
91282CAK7	US Treasury Note	09/15/2023	0.125	1,000,000	968,630.00	964,140.00	-
					<u>5,100,000</u>	<u>5,035,103.00</u>	<u>3,198,230.00</u>
<b>Certificates of Deposit</b>							
	Issuer	Maturity Date	Rate	Face Value			
	State Bank of India	12/09/2022	0.250		-	249,787.50	248,592.50
	Cadence Bank	12/19/2022	1.200		-	249,677.50	248,872.50
	Western Alliance	12/22/2022	1.650		-	249,695.00	249,075.00
	Israel Discount Bank	12/27/2022	1.150		-	199,624.00	198,956.00
1	Apple Bank	01/17/2023	2.050	229,000	228,771.00	228,487.04	228,045.07
2	BLC Community	02/28/2023	0.800	150,000	149,205.00	148,818.00	148,224.00
3	Barclays Bank	04/27/2023	1.150	200,000	198,256.00	197,658.00	197,236.00
4	Toyota Financial Svg Bk	05/01/2023	1.550	175,000	173,467.00	172,942.00	172,614.75
5	CommunityWide Fed	08/30/2023	3.000	188,000	186,185.80	185,672.56	186,178.28
6	Leaders Credit	08/30/2023	3.100	188,000	186,309.88	185,802.28	186,341.84
7	Wasatch Peaks	09/07/2023	3.200	175,000	173,470.50	173,027.75	173,561.50
8	Wells Fargo bank	09/25/2023	4.700	225,000	225,243.00	-	-
9	Bank of China	09/29/2023	4.650	250,000	250,177.50	-	-
					<u>1,780,000</u>	<u>1,771,085.68</u>	<u>2,241,191.63</u>
<b>Acct. Total</b>					<b>6,838,104.03</b>	<b>5,461,139.04</b>	<b>5,533,095.59</b>
<b>Total Managed Accounts</b>					<b>14,122,779.14</b>	<b>11,209,864.07</b>	<b>10,986,685.55</b>
<b>1-00-1121-000 UBS Rate Stabilization Fund (SS 24016) - District Restricted</b>							
UBS Bank USA Dep acct					713.99	141,042.17	4,446.86
UBS RMA Government Portfolio					-	-	-
Accrued interest					3,353.07	1,989.72	1,359.78
					<u>4,067.06</u>	<u>143,031.89</u>	<u>5,806.64</u>
<b>Certificates of Deposit</b>							
	Issuer	Maturity Date	Rate	Face Value			
	Raymond James Bank	11/28/2022	1.750		-	-	49,891.50
	Cross River Bank	11/29/2022	1.850		-	-	83,825.28
1	TTCU Fed Credit Union	11/29/2022	3.250	250,000	247,780.00	247,170.00	247,965.00
2	Sandy Spring Bank	11/29/2022	3.500	250,000	248,080.00	247,545.00	248,497.50
3	PNC Bank	12/08/2023	4.750	225,000	225,247.50	-	-
					<u>725,000</u>	<u>721,107.50</u>	<u>494,715.00</u>
<b>Acct. Total</b>					<b>725,174.56</b>	<b>637,746.89</b>	<b>635,985.92</b>
<b>TOTAL CASH AND INVESTMENTS</b>					<b>16,132,006.25</b>	<b>12,666,339.10</b>	<b>12,857,372.51</b>
<b>Increase (Decrease) in Funds</b>					<b>3,510,356.12</b>		
<b>1-00-1137-000 2021A Bonds - Project Funds (BNY Mellon)</b>							
Construction Funds					5,651,142.37	6,354,644.72	6,738,176.53
Issuance Funds					-	-	-
					<u>5,651,142.37</u>	<u>6,354,644.72</u>	<u>6,738,176.53</u>

**PALMDALE WATER DISTRICT  
INVESTMENT FUNDS REPORT  
December 31, 2022**

	<u>December 2022</u>		<u>November 2022</u>		<u>September 2022</u>	
<b>Federal Agency Obligations</b>	7,749,428.13	48.05%	5,226,160.00	46.30%	5,240,276.50	40.76%
<b>Negotiable Certificates of Deposit</b>	4,628,828.33	28.70%	4,619,797.86	40.92%	4,637,697.90	36.07%
<b>Local Agency Investment Fund (LAIF)</b>	<u>12,777.71</u>	0.08%	<u>12,777.71</u>	0.11%	<u>12,734.38</u>	0.10%
	<u>12,391,034.17</u>		<u>9,858,735.57</u>		<u>9,890,708.78</u>	
<b>Cash and Cash Equivalents</b>	3,701,231.97	22.95%	1,413,483.30	12.52%	2,951,340.73	22.95%
<b>Accrued Interest</b>	<u>35,281.91</u>	0.22%	<u>16,291.55</u>	0.14%	<u>15,323.00</u>	0.12%
	<u>16,127,548.05</u>		<u>11,288,510.42</u>		<u>12,857,372.51</u>	

**PALMDALE WATER DISTRICT**  
**2022 Cash Flow Report** (Based on Nov. 8, 2021 Adopted Budget)

	December 2021	January	February	March	April	May	June	July	August	September	October	November	December	YTD	Budget 2022 Carryover Information
<b>Total Cash Beginning Balance (BUDGET)</b>	8,067,984	14,615,595	10,956,032	11,073,711	9,199,205	10,989,695	11,414,389	10,746,726	10,169,877	10,356,760	7,864,417	7,941,244	8,067,984		
<b>Total Cash Beginning Balance</b>	11,142,539	14,615,595	14,772,733	13,192,702	11,633,309	14,601,061	15,810,308	16,752,444	15,332,018	15,701,246	12,857,373	12,621,650	12,666,339		
<b>Budgeted Water Receipts</b>	2,417,183	2,323,924	2,057,244	2,165,186	2,358,847	2,669,973	2,879,507	3,130,313	3,301,750	3,216,032	3,000,148	2,412,818	2,231,856	31,747,600	
Water Receipts	2,359,894	2,262,336	2,090,866	2,590,259	2,490,400	2,563,775	2,765,776	2,678,462	3,108,424	2,933,752	3,030,185	2,791,210	2,529,804	31,835,249	
DWR Refund (Operational Related)					645						1,263			1,908	
RWA Agreement (AV Watermaster/AVSWCA)									171,833					171,833	
Other (Gain on Sale of Equipment)					61,269		59,104							120,373	
<b>Total Operating Revenue (BUDGET)</b>														-	
<b>Total Operating Revenue (ACTUAL)</b>	2,359,894	2,262,336	2,090,866	2,590,259	2,552,314	2,563,775	2,824,880	2,678,462	3,280,257	2,933,752	3,031,448	2,791,210	2,529,804	32,129,363	
<b>Total Operating Expenses excl GAC (BUDGET)</b>	(1,847,964)	(2,303,299)	(1,987,438)	(1,950,265)	(1,966,975)	(2,330,829)	(2,298,962)	(2,471,428)	(2,496,251)	(2,446,230)	(2,484,948)	(2,169,086)	(1,876,268)	(26,781,979)	
GAC (BUDGET)	(151,000)				(132,000)		(90,000)		(132,000)	(132,000)		(132,000)	(132,000)	(750,000)	
<b>Operating Expenses excl GAC (ACTUAL)</b>	(1,970,692)	(2,275,464)	(2,727,679)	(2,397,547)	(1,723,987)	(1,975,651.68)	(1,888,888)	(2,279,435)	(2,673,317)	(2,379,562)	(2,106,258)	(2,390,095)	(1,683,731)	(26,501,613)	
Mojave Water Agency - Carryover Water Purchase			(999,800)											(999,800)	
Littlerock Dam - Sediment Removal		(31,093)	(33,501)	(34,095)	(4,102)	(12,434)	(11,346)	(19,048)		(10,366)	(662,871)	(79,603)	(45,878)	(944,337)	(1,873,781)
GAC			(145,200)						(145,200)					(290,400)	(159,720)
Prepaid Insurance (paid)/refunded							(119,179)		(62,458)		(263,516)			(445,153)	
<b>Total Operating Expense (ACTUAL)</b>	(1,970,692)	(2,306,557)	(3,906,180)	(2,431,641)	(1,728,089)	(1,988,086)	(1,900,234)	(2,417,662)	(2,880,975)	(2,389,927)	(3,032,645)	(2,469,698)	(1,729,609)	(29,181,303)	
<b>Non-Operating Revenue:</b>															
Assessments, net (BUDGET)	2,620,560	674,120	313,120	33,440	2,029,960	779,000	22,040	116,280	186,960	-	-	127,680	3,317,400	7,600,000	
Actual/Projected Assessments, net	3,317,569	868,573	443,715	37,792	2,599,188	836,126	37,590	344,492	224,253	-	-	174,203	3,340,321	8,906,254	
Asset Sale/Unencumbered Money (Taxes)									18,265					18,265	
RDA Pass-through (Successor Agency)		322,456					514,142							836,598	417,798
Interest	11,374	12,275	12,141	10,139	6,839	8,540	8,854	8,749	8,331	8,611	8,253	10,817	34,302	137,850	
Market Adjustment	(15,884)	(19,098)	(17,524)	(21,552)	(12,657)	(2,641)	(25,301)	(1,623)	13,345	(6,434)	5,671	22,116	25,014	(40,683)	
Grant Re-imbursment	57,815	57,815	3,472	410,983									88,794	561,064	1,100,000
Capital Improvement Fees - Infrastructure		10,544	135,000	324,002	15,687								257,220	742,452	
Capital Improvement Fees - Water Supply		24,102	315,000	743,712	8,604								408,556	1,499,974	
DWR Refund (Capital Related)					100,283	113,796					135,260			349,339	
Other	1,245	248	0	236	4,578	-	48,443	2	3,056	(51,107)	0	(0)	1,602	7,058	
<b>Total Non-Operating Revenues (BUDGET)</b>														-	
<b>Total Non-Operating Revenues (ACTUAL)</b>	3,372,119	1,276,915	891,804	1,505,312	2,722,522	955,821	583,728	351,620	267,249	(48,929)	149,184	207,136	4,155,809	13,018,171	
<b>Non-Operating Expenses:</b>															
Budgeted Capital Expenditures	(199,044)	(208,910)	(208,910)	(208,910)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(22,579)	(1,129,310)	
Budgeted Capital Expenditures (Committed During Year)														-	
Actual/Projected Capital Expenditures	(51,316)	(3,317)	(394,448)	(289,903)	(316,729)	(60,246)	(302,157)	(193,667)	(34,617)	(136,826)	(121,098)	(219,280)	(162,332)	(2,234,623)	
Land Purchase (Groundwater Augmentation Pilot)														-	(625,000)
Const. of Monitoring Wells/Test Basin (Water Supply)														-	
Meter Exchange Project (Meters Purchased)														-	
SWP Capitalized	(232,718)	(955,655)	(246,267)	(268,319)	(246,267)	(246,267)	(246,267)	(955,653)	(246,267)	(275,407)	(246,267)	(246,266)	(246,266)	(4,425,168)	
Investment in PRWA (Suspended Contribution for 2022)				(3,558)	(250)									(3,808)	
Butte County Water Transfer				(884,500)				(867,065)						(2,816,610)	
Bond Payments - Interest				(1,116,149)						(1,037,615)				(2,153,763)	
Principal				(645,198)						(1,870,941)				(2,516,139)	
Capital leases - Holman Capital (2017 Lease)		(89,477)												(89,477)	
Capital leases - Enterprise FM Trust (Vehicles)		(22,534)	(11,267)	(11,267)	(11,267)	(11,267)	(13,330)	(11,977)	(11,937)	(13,496)	(10,806)	(13,910)	(12,210)	(155,269)	
Capital leases - Wells Fargo (Printers)	(4,231)	(4,573)	(4,538)	(4,428)	(4,483)	(4,483)	(4,483)	(4,483)	(4,483)	(4,483)	(5,538)	(4,502)	(4,483)	(54,962)	
<b>Total Non-Operating Expenses (ACTUAL)</b>	(288,265)	(1,075,556)	(656,521)	(3,223,322)	(578,997)	(322,263)	(566,237)	(2,032,846)	(297,304)	(3,338,768)	(383,709)	(483,959)	(1,490,337)	(14,449,819)	
<b>Total Cash Ending Balance (BUDGET)</b>	9,990,449	10,956,032	11,073,711	9,199,205	10,989,695	11,414,389	10,746,726	10,169,877	10,356,760	7,864,417	7,941,244	8,067,984	9,990,449		
<b>Total Cash Ending Balance (ACTUAL)</b>	14,615,595	14,772,733	13,192,702	11,633,309	14,601,061	15,810,308	16,752,444	15,332,018	15,701,246	12,857,373	12,621,650	12,666,339	16,132,006		
	9,990,449													Budget	12,090,613
	4,625,146													Difference	4,041,393
														Adj. Difference	2,900,690
<b>2021 Cash Ending Balance (ACTUAL)</b>		10,705,394	10,483,186	8,183,565	10,204,829	12,061,674	13,091,712	11,805,571	13,001,151	11,308,777	11,248,646	11,142,539	14,615,595		

Indicates actual expenditures/revenues:   
 Indicates anticipated expenditures/revenues:

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** February 6, 2023 **February 13, 2023**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Dennis J. Hoffmeyer, Finance Manager/CFO  
**VIA:** Mr. Dennis LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM 8.1.b – STATUS REPORT ON FINANCIAL STATEMENTS, REVENUE, AND EXPENSE AND DEPARTMENTAL BUDGET REPORTS FOR DECEMBER 2022. (FINANCE MANAGER HOFFMEYER)***

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**Discussion:**

Presented here are the Balance Sheet and Profit/Loss Statement for the period ending December 31, 2022. Also included are individual departmental budget reports.

This is the 12th month of the District’s Budget Year 2022 and should be at 100% of the budget. Currently, we are below these percentages for both operating revenues and expenses. Please refer to diagram A for a graphical representation of this information.

**Balance Sheet:**

- Pages 1 and 2 are the balance sheet for the 12-month period and a graphic presentation of Assets, Liabilities, and Net Position on December 31, 2022.
- The month-to-month change in the balance sheet was \$772 thousand between November/December. Under the Assets portion, the majority of the change is related to increases in the total non-current assets. This is related to the ongoing capital projects such as well rehabilitation, mainline replacement, and the AV Pure Water project. The portion highlighted in orange shows the increase in cash and investments with the majority of the funds coming from the December assessments that were received. The offsetting entries on the liability and net position side are related to the Profit/(Loss) from Operations in the net position section highlighted in yellow.
- Page 1A & 1B are the year-to-year comparisons where the net change was \$6.2 million. On the current assets (highlighted in orange) the District has an increase in cash of \$1.5 million. The non-current assets have the District’s capital assets increasing by \$9.3 million and a decrease in restricted – cash and cash equivalent of \$3.3 million highlighted in blue. The offset entries on the liability side (Page 1B) are the change in accounts payable and accrued expenses (highlighted in orange), the deferred inflows of resources related to pensions (highlighted in green), and Profit/(Loss) from Operations (highlighted in yellow).

**Profit/Loss Statement:**

- Page 3 is our consolidated profit and loss statement trending for the twelve months.
- Operating revenues continue to be slightly below historical averages at 98.7%.
- The District’s operating expenses are below historical averages at 96.2%.

**Profit/Loss Statement (cont.):**

- The operating expenses have a majority of the departmental budgets at or below 100%. We did have three departments finishing higher with Facilities, Finance, and Customer Care above historical averages at 119.6%, 108.4%, and 103.7%, respectively. Also included in this is the Sediment Removal Project expense shown at 153.8%. All four are highlighted in yellow for reference.
- Page 3A shows the 4th quarter comparisons between 2021 and 2022. Looking at the Operating Revenue, you will see a reduction in revenues related to the commodity side of our water rates (highlighted in yellow). This is due to remaining in compliance with the mandatory water conservation efforts the state implemented in April 2022. The Operating Expenses for the quarterly comparison is fairly balanced with the Source of Supply-Purchased Water having the most significant difference (highlighted in orange). This was mainly due to the water transfer agreement with the Mojave Water Agency and several smaller transfers that occurred.
- Pages 4 and 5 show the P&L in various graphic forms using major report category totals. On page 4, there is the addition of a trendline on the departmental – budget vs. actual only for reference purposes.

Additional notes

- We will be conducting year-end adjustments over the next month that may change the numbers being presented in this report as staff prepares for the 2022 audit. This process has already started, and Nigro & Nigro on January 4 conducted a field review of the District's inventory with no discrepancies being noted.
- We have also contacted Foster and Foster (formerly Bartel Associates) to start the process of our GASB 68/75 review. This process will look at the actuarial numbers for both the District's pension obligation and the other post-employment benefits. This should be concluded by the beginning of March.

**Departments:**

- Pages 6 through 16 are detailed individual departmental budgets for your review.

**Non-Cash and terminology Definitions:**

**GASB:** Government Accounting Standards Board (GASB) is a private non-governmental organization that creates accounting reporting standards, or generally accepted accounting principles (GAAP), for state and local governments in the United States.

**Depreciation:** This is the spreading of the total expense of a capital asset over the expected life of that asset.

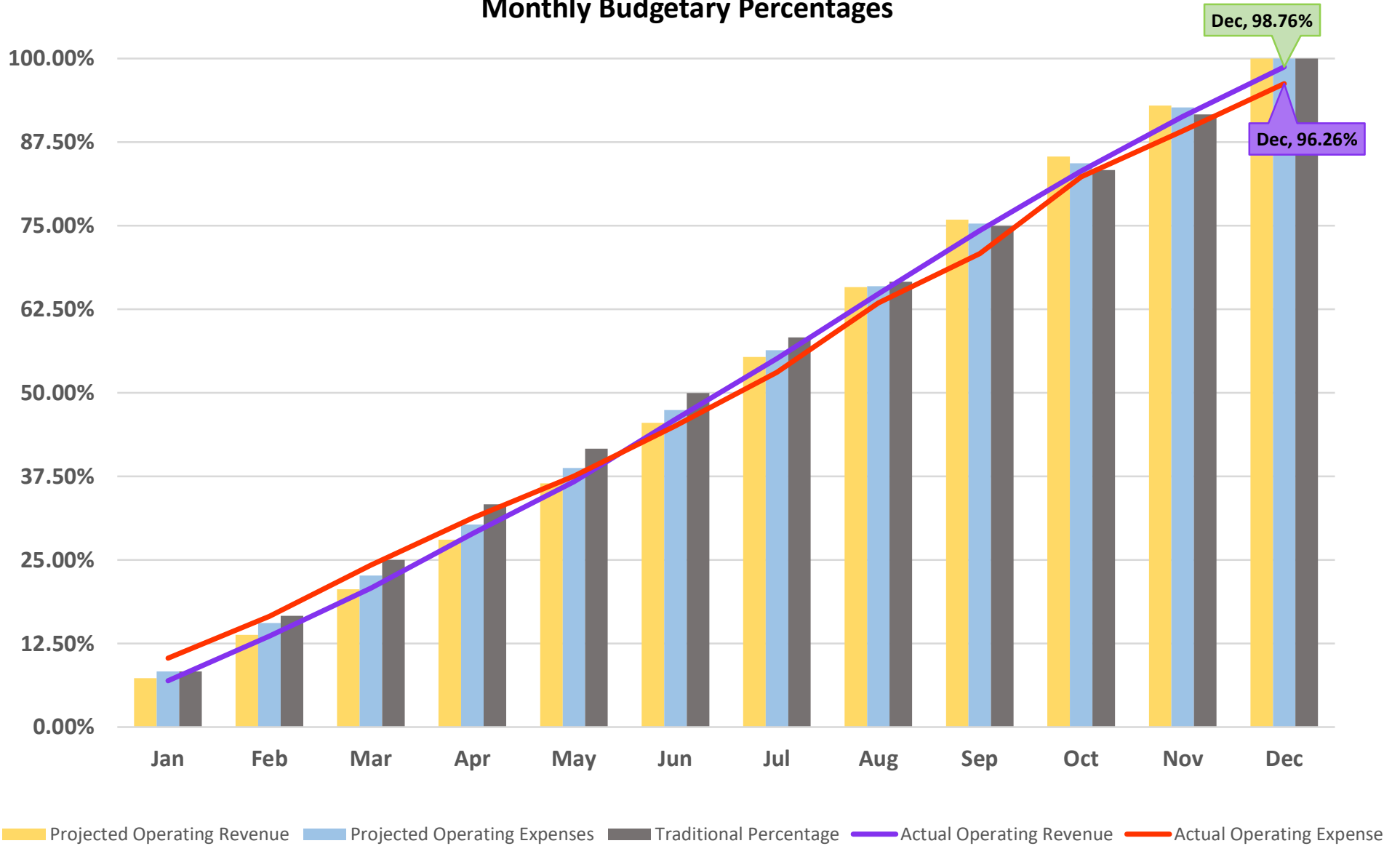
**OPEB Accrual Expense:** Other Post-Employment Benefits (OPEB) is the recognized annual required contribution to the benefit. The amount is actuarially determined in accordance with the parameters of GASB 45. The amount represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year.

**Bad Debt:** The uncollectible accounts receivable that has been written off.

**Service Cost Construction:** The value of material, parts & supplies from inventory used to construct, repair, and maintain our asset infrastructure.

**Capitalized Construction:** The value of our labor force used to construct our asset infrastructure.

## Palmdale Water District Monthly Budgetary Percentages



**Palmdale Water District  
Balance Sheet Report**

	December 2021	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022
<b>ASSETS</b>													
<b>Current Assets:</b>													
Cash and cash equivalents	\$ 1,874,769	\$ 817,351	\$ 349,068	\$ 869,650	\$ 1,217,376	\$ 1,611,630	\$ 1,994,470	\$ 1,089,668	\$ 1,194,725	\$ 1,234,701	\$ 981,175	\$ 818,728	\$ 1,284,053
Investments	12,708,681	13,955,381	12,843,634	10,763,659	13,381,185	14,198,678	14,757,974	14,242,350	14,506,521	11,622,671	11,640,475	11,847,611	14,810,880
Accrued interest receivable	32,152	-	-	-	-	-	-	-	-	-	-	-	37,074
Accounts receivable - water sales and services, net	2,593,730	2,561,766	2,608,119	2,361,636	2,438,801	2,358,430	2,535,271	2,776,774	2,784,244	2,852,042	2,704,844	2,506,134	2,352,009
Accounts receivable - property taxes and assessments	4,374,275	3,505,701	3,061,987	3,024,194	425,006	-	-	7,855,508	8,974,225	8,974,225	8,974,225	8,800,022	5,459,701
Accounts receivable - other	161,549	531,541	532,968	104,760	96,122	90,972	81,867	81,867	78,662	78,662	91,727	91,677	101,250
Materials and supplies inventory	1,894,031	1,903,845	1,917,448	1,923,454	1,909,658	1,903,393	1,902,339	1,906,022	1,898,252	1,895,481	1,780,698	1,559,382	1,451,344
Prepaid items and other deposits	841,486	528,624	498,170	467,716	437,260	406,804	415,907	502,096	528,892	494,263	785,004	746,570	847,155
<b>Total Current Assets</b>	<b>\$ 24,480,673</b>	<b>\$ 23,804,210</b>	<b>\$ 21,811,394</b>	<b>\$ 19,515,069</b>	<b>\$ 19,905,408</b>	<b>\$ 20,569,907</b>	<b>\$ 21,687,829</b>	<b>\$ 28,454,286</b>	<b>\$ 29,965,521</b>	<b>\$ 27,152,046</b>	<b>\$ 26,958,148</b>	<b>\$ 26,370,123</b>	<b>\$ 26,343,465</b>
<b>Non-Current Assets:</b>													
Restricted - cash and cash equivalents	\$ 11,030,099	\$ 10,973,524	\$ 10,506,889	\$ 10,187,732	\$ 8,655,676	\$ 8,282,466	\$ 7,794,309	\$ 7,556,285	\$ 7,259,051	\$ 6,738,194	\$ 8,672,865	\$ 8,563,057	\$ 7,723,962
Investment in Palmdale Recycled Water Authority	2,201,548	2,201,548	2,201,548	2,201,548	2,201,548	2,201,548	2,202,482	2,202,482	2,202,482	2,202,482	2,202,482	2,202,482	2,202,482
Capital assets - not being depreciated	10,963,834	11,446,548	11,694,857	12,289,033	14,143,249	14,875,648	15,136,705	15,453,242	15,873,727	16,428,026	17,056,304	17,849,123	18,793,941
Capital assets - being depreciated, net	157,172,808	157,366,566	156,850,934	156,753,983	156,237,712	155,724,357	155,687,018	156,747,710	156,231,949	158,825,298	158,422,926	157,918,302	158,617,586
<b>Total Non-Current Assets</b>	<b>\$ 181,368,290</b>	<b>\$ 181,988,186</b>	<b>\$ 181,254,229</b>	<b>\$ 181,432,296</b>	<b>\$ 181,238,184</b>	<b>\$ 181,084,018</b>	<b>\$ 180,820,514</b>	<b>\$ 181,959,719</b>	<b>\$ 181,567,209</b>	<b>\$ 184,194,000</b>	<b>\$ 186,354,577</b>	<b>\$ 186,532,964</b>	<b>\$ 187,337,971</b>
<b>TOTAL ASSETS</b>	<b>\$ 205,848,963</b>	<b>\$ 205,792,396</b>	<b>\$ 203,065,623</b>	<b>\$ 200,947,365</b>	<b>\$ 201,143,592</b>	<b>\$ 201,653,925</b>	<b>\$ 202,508,344</b>	<b>\$ 210,414,005</b>	<b>\$ 211,532,730</b>	<b>\$ 211,346,047</b>	<b>\$ 213,312,725</b>	<b>\$ 212,903,087</b>	<b>\$ 213,681,436</b>
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>													
Deferred loss on debt defeasance, net	\$ 4,049,130	\$ 4,036,073	\$ 4,023,015	\$ 3,461,457	\$ 3,448,400	\$ 3,435,342	\$ 3,422,284	\$ 3,409,227	\$ 3,396,169	\$ 2,834,611	\$ 2,828,351	\$ 2,822,091	\$ 2,815,831
Deferred outflows of resources related to pensions	5,406,803	5,406,803	5,406,803	5,406,803	5,406,803	5,406,803	5,023,432	5,023,432	5,023,432	5,023,432	5,023,432	5,023,432	5,023,432
<b>Total Deferred Outflows of Resources</b>	<b>\$ 9,455,933</b>	<b>\$ 9,442,876</b>	<b>\$ 9,429,818</b>	<b>\$ 8,868,260</b>	<b>\$ 8,855,203</b>	<b>\$ 8,842,145</b>	<b>\$ 8,445,716</b>	<b>\$ 8,432,659</b>	<b>\$ 8,419,601</b>	<b>\$ 7,858,043</b>	<b>\$ 7,851,783</b>	<b>\$ 7,845,523</b>	<b>\$ 7,839,263</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>\$ 215,304,896</b>	<b>\$ 215,235,272</b>	<b>\$ 212,495,441</b>	<b>\$ 209,815,625</b>	<b>\$ 209,998,795</b>	<b>\$ 210,496,070</b>	<b>\$ 210,954,060</b>	<b>\$ 218,846,664</b>	<b>\$ 219,952,331</b>	<b>\$ 219,204,090</b>	<b>\$ 221,164,508</b>	<b>\$ 220,748,610</b>	<b>\$ 221,520,699</b>
<b>LIABILITIES AND NET POSITION</b>													
<b>Current Liabilities:</b>													
Accounts payable and accrued expenses	\$ 2,788,444	\$ 4,479,270	\$ 1,658,247	\$ 650,468	\$ 693,842	\$ 646,394	\$ 837,345	\$ 601,203	\$ 951,233	\$ 422,683	\$ 904,326	\$ 461,826	\$ 742,785
Customer deposits for water service	3,392,974	2,925,706	2,904,694	2,916,155	2,918,599	2,937,352	2,888,758	2,877,601	2,890,371	2,929,319	2,931,165	2,931,792	2,930,379
Construction and developer deposits	1,636,000	1,636,733	1,636,733	1,636,733	1,644,733	1,637,376	1,637,376	1,637,376	1,637,376	1,637,376	1,637,376	1,637,376	1,637,376
Accrued interest payable	561,941	749,254	936,568	-	173,478	346,957	520,435	693,913	867,391	-	174,878	349,757	524,635
Long-term liabilities - due in one year:													
Compensated absences	506,112	506,112	506,112	498,198	517,699	531,977	531,977	531,372	497,730	513,892	513,100	527,916	528,766
Rate Stabilization Fund	560,000	560,000	560,000	560,000	560,000	560,000	560,000	560,000	560,000	560,000	560,000	560,000	560,000
Capital lease payable	88,250	-	-	-	-	-	-	-	-	-	447,281	447,281	447,281
Loan payable	1,300,396	1,300,396	1,300,396	655,198	655,198	655,198	655,198	655,198	655,198	-	1,342,628	1,342,628	1,342,628
Revenue bonds payable	1,022,913	1,215,743	1,215,743	1,215,743	1,215,743	1,215,743	1,215,743	1,215,743	1,202,766	-	853,657	853,657	853,657
<b>Total Current Liabilities</b>	<b>\$ 11,857,031</b>	<b>\$ 13,373,214</b>	<b>\$ 10,718,493</b>	<b>\$ 8,132,495</b>	<b>\$ 8,379,292</b>	<b>\$ 8,530,997</b>	<b>\$ 8,846,833</b>	<b>\$ 8,772,407</b>	<b>\$ 9,262,064</b>	<b>\$ 6,063,270</b>	<b>\$ 9,364,412</b>	<b>\$ 9,112,234</b>	<b>\$ 9,567,508</b>
<b>Non-Current Liabilities:</b>													
Long-term liabilities - due in more than one year:													
Compensated absences	\$ 168,704	\$ 168,704	\$ 168,704	\$ 166,066	\$ 172,566	\$ 177,326	\$ 177,326	\$ 177,124	\$ 165,910	\$ 171,297	\$ 171,033	\$ 175,972	\$ 176,255
Capital lease payable	-	-	-	-	-	-	-	-	-	-	1,952,719	1,952,719	1,952,719
Loan payable	5,420,020	5,405,985	5,391,950	5,377,915	5,363,880	5,349,846	5,335,811	5,321,776	5,307,741	5,293,706	3,937,043	3,923,009	3,908,974
Revenue bonds payable	63,877,021	63,684,191	63,684,191	63,684,191	63,684,191	63,684,191	63,684,191	63,684,191	63,684,191	63,684,191	62,830,534	62,830,534	62,830,534
Net other post employment benefits payable	17,630,436	17,727,900	17,702,460	17,929,506	18,025,460	18,123,951	13,343,879	13,442,370	13,540,411	13,639,495	13,737,186	13,839,731	13,939,009
Aggregate net pension liability	11,573,771	11,573,771	11,573,771	11,573,771	11,573,771	11,573,771	6,056,636	6,056,636	6,056,636	6,056,636	6,056,636	6,056,636	6,056,636
<b>Total Non-Current Liabilities</b>	<b>\$ 98,669,952</b>	<b>\$ 98,560,551</b>	<b>\$ 98,521,076</b>	<b>\$ 98,731,449</b>	<b>\$ 98,819,868</b>	<b>\$ 98,909,084</b>	<b>\$ 88,597,843</b>	<b>\$ 88,682,097</b>	<b>\$ 88,754,889</b>	<b>\$ 88,845,326</b>	<b>\$ 88,685,151</b>	<b>\$ 88,778,600</b>	<b>\$ 88,864,127</b>
<b>Total Liabilities</b>	<b>\$ 110,526,983</b>	<b>\$ 111,933,765</b>	<b>\$ 109,239,568</b>	<b>\$ 106,863,944</b>	<b>\$ 107,199,161</b>	<b>\$ 107,440,081</b>	<b>\$ 97,444,675</b>	<b>\$ 97,454,504</b>	<b>\$ 98,016,954</b>	<b>\$ 94,908,596</b>	<b>\$ 98,049,563</b>	<b>\$ 97,890,834</b>	<b>\$ 98,431,634</b>
<b>DEFERRED INFLOWS OF RESOURCES:</b>													
Unearned property taxes and assessments	\$ 4,100,000	\$ 3,416,667	\$ 2,733,333	\$ 2,050,000	\$ 1,366,667	\$ 683,333	\$ -	\$ 7,516,667	\$ 7,166,667	\$ 6,450,000	\$ 5,733,333	\$ 5,016,667	\$ 4,300,000
Deferred inflows of resources related to pensions	1,299,999	1,299,999	1,299,999	1,299,999	1,299,999	1,299,999	10,699,946	10,699,946	10,699,946	10,699,946	10,699,946	10,699,946	10,699,946
<b>Total Deferred Inflows of Resources</b>	<b>\$ 5,399,999</b>	<b>\$ 4,716,666</b>	<b>\$ 4,033,332</b>	<b>\$ 3,349,999</b>	<b>\$ 2,666,666</b>	<b>\$ 1,983,332</b>	<b>\$ 10,699,946</b>	<b>\$ 18,216,613</b>	<b>\$ 17,866,613</b>	<b>\$ 17,149,946</b>	<b>\$ 16,433,279</b>	<b>\$ 15,716,613</b>	<b>\$ 14,999,946</b>
<b>NET POSITION:</b>													
Profit/(Loss) from Operations	\$ 2,631,455	\$ (698,913)	\$ (61,214)	\$ 289,970	\$ 829,274	\$ 1,768,961	\$ 2,892,430	\$ 3,258,539	\$ 4,151,756	\$ 7,228,540	\$ 6,764,657	\$ 7,224,155	\$ 8,172,110
Restricted for investment in Palmdale Recycled Water Authority	2,216,939	2,201,548	2,205,106	2,205,106	2,205,106	2,205,356	2,206,290	2,212,076	2,212,076	2,212,076	2,212,152	2,212,152	2,212,152
Unrestricted	94,529,520	97,082,206	97,078,648	97,106,607	97,098,589	97,098,339	97,710,719	97,704,932	97,704,932	97,704,932	97,704,856	97,704,856	97,704,856
<b>Total Net Position</b>	<b>\$ 99,377,914</b>	<b>\$ 98,584,841</b>	<b>\$ 99,222,540</b>	<b>\$ 99,601,682</b>	<b>\$ 100,132,969</b>	<b>\$ 101,072,657</b>	<b>\$ 102,809,438</b>	<b>\$ 103,175,547</b>	<b>\$ 104,068,764</b>	<b>\$ 107,145,548</b>	<b>\$ 106,681,666</b>	<b>\$ 107,141,163</b>	<b>\$ 108,089,118</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION</b>	<b>\$ 215,304,896</b>	<b>\$ 215,235,272</b>	<b>\$ 212,495,441</b>	<b>\$ 209,815,625</b>	<b>\$ 209,998,795</b>	<b>\$ 210,496,070</b>	<b>\$ 210,954,060</b>	<b>\$ 218,846,664</b>	<b>\$ 219,952,331</b>	<b>\$ 219,204,090</b>	<b>\$ 221,164,508</b>	<b>\$ 220,748,610</b>	<b>\$ 221,520,699</b>



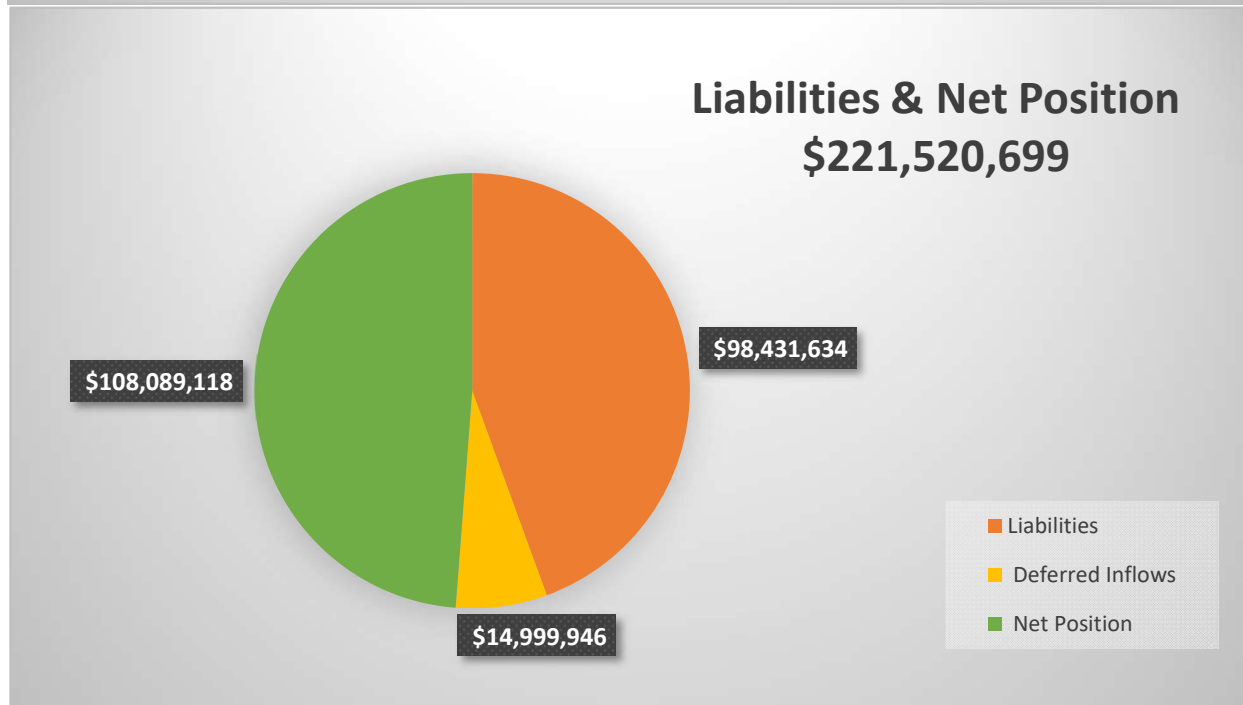
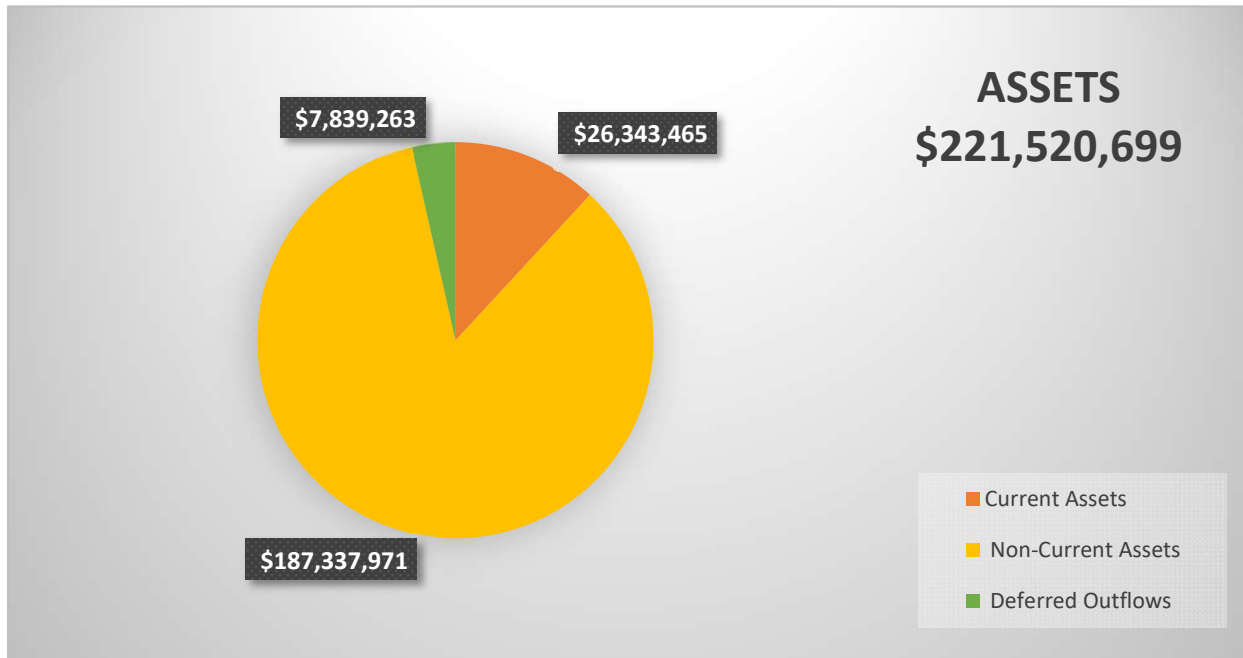
**Palmdale Water District  
Balance Sheet Report  
Annual Quarterly Comparison**

	<b>December 2022</b>	<b>December 2021</b>	<b>Net Annual Change</b>
<b>ASSETS</b>			
<b>Current Assets:</b>			
Cash and cash equivalents	\$ 1,284,053	\$ 1,874,769	\$ (590,717)
Investments	14,810,880	12,708,681	2,102,199
Accrued interest receivable	37,074	32,152	4,922
Accounts receivable - water sales and services, net	2,352,009	2,593,730	(241,721)
Accounts receivable - property taxes and assessments	5,459,701	4,374,275	1,085,426
Accounts receivable - other	101,250	161,549	(60,299)
Materials and supplies inventory	1,451,344	1,894,031	(442,687)
Prepaid items and other deposits	847,155	841,486	5,669
<b>Total Current Assets</b>	<b>\$ 26,343,465</b>	<b>\$ 24,480,673</b>	<b>\$ 1,862,792</b>
<b>Non-Current Assets:</b>			
Restricted - cash and cash equivalents	\$ 7,723,962	\$ 11,030,099	\$ (3,306,138)
Investment in Palmdale Recycled Water Authority	2,202,482	2,201,548	934
Capital assets - not being depreciated	18,793,941	10,963,834	7,830,107
Capital assets - being depreciated, net	158,617,586	157,172,808	1,444,778
<b>Total Non-Current Assets</b>	<b>\$ 187,337,971</b>	<b>\$ 181,368,290</b>	<b>\$ 5,969,681</b>
<b>TOTAL ASSETS</b>	<b>\$ 213,681,436</b>	<b>\$ 205,848,963</b>	<b>\$ 7,832,473</b>
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>			
Deferred loss on debt defeasance, net	\$ 2,815,831	\$ 4,049,130	\$ (1,233,300)
Deferred outflows of resources related to pensions	5,023,432	5,406,803	(383,371)
<b>Total Deferred Outflows of Resources</b>	<b>\$ 7,839,263</b>	<b>\$ 9,455,933</b>	<b>\$ (1,616,671)</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>\$ 221,520,699</b>	<b>\$ 215,304,896</b>	<b>\$ 6,215,803</b>

**Palmdale Water District  
Balance Sheet Report  
Annual Quarterly Comparison**

	<u>December 2022</u>	<u>December 2021</u>	<u>Net Annual Change</u>
<b>LIABILITIES AND NET POSITION</b>			
<b>Current Liabilities:</b>			
Accounts payable and accrued expenses	\$ 742,785	\$ 2,788,444	\$ (2,045,660)
Customer deposits for water service	2,930,379	3,392,974	(462,595)
Construction and developer deposits	1,637,376	1,636,000	1,376
Accrued interest payable	524,635	561,941	(37,306)
Long-term liabilities - due in one year:			-
Compensated absences	528,766	506,112	22,654
Rate Stabilization Fund	560,000	560,000	-
Capital lease payable	447,281	88,250	359,031
Loan payable	1,342,628	1,300,396	42,232
Revenue bonds payable	853,657	1,022,913	(169,256)
<b>Total Current Liabilities</b>	<b>\$ 9,567,508</b>	<b>\$ 11,857,031</b>	<b>\$ (2,289,523)</b>
<b>Non-Current Liabilities:</b>			
Long-term liabilities - due in more than one year:			
Compensated absences	\$ 176,255	\$ 168,704	\$ 7,551
Capital lease payable	1,952,719	-	1,952,719
Loan payable	3,908,974	5,420,020	(1,511,046)
Revenue bonds payable	62,830,534	63,877,021	(1,046,487)
Net other post employment benefits payable	13,939,009	17,630,436	(3,691,427)
Aggregate net pension liability	6,056,636	11,573,771	(5,517,135)
<b>Total Non-Current Liabilities</b>	<b>\$ 88,864,127</b>	<b>\$ 98,669,952</b>	<b>\$ (9,805,825)</b>
<b>Total Liabilities</b>	<b>\$ 98,431,634</b>	<b>\$ 110,526,983</b>	<b>\$ (12,095,349)</b>
<b>DEFERRED INFLOWS OF RESOURCES:</b>			
Unearned property taxes and assessments	\$ 4,300,000	\$ 4,100,000	\$ 200,000
Deferred inflows of resources related to pensions	10,699,946	1,299,999	9,399,947
<b>Total Deferred Inflows of Resources</b>	<b>\$ 14,999,946</b>	<b>\$ 5,399,999</b>	<b>\$ 9,599,947</b>
<b>NET POSITION:</b>			
Profit/(Loss) from Operations	\$ 8,172,110	\$ 2,631,455	\$ 5,540,655
Restricted for investment in Palmdale Recycled Water Authority	2,212,152	2,216,939	(4,787)
Unrestricted	97,704,856	94,529,520	3,175,336
<b>Total Net Position</b>	<b>\$ 108,089,118</b>	<b>\$ 99,377,914</b>	<b>\$ 8,711,204</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION</b>	<b>\$ 221,520,699</b>	<b>\$ 215,304,896</b>	<b>\$ 6,215,803</b>

# BALANCE SHEET AS OF DECEMBER 31, 2022



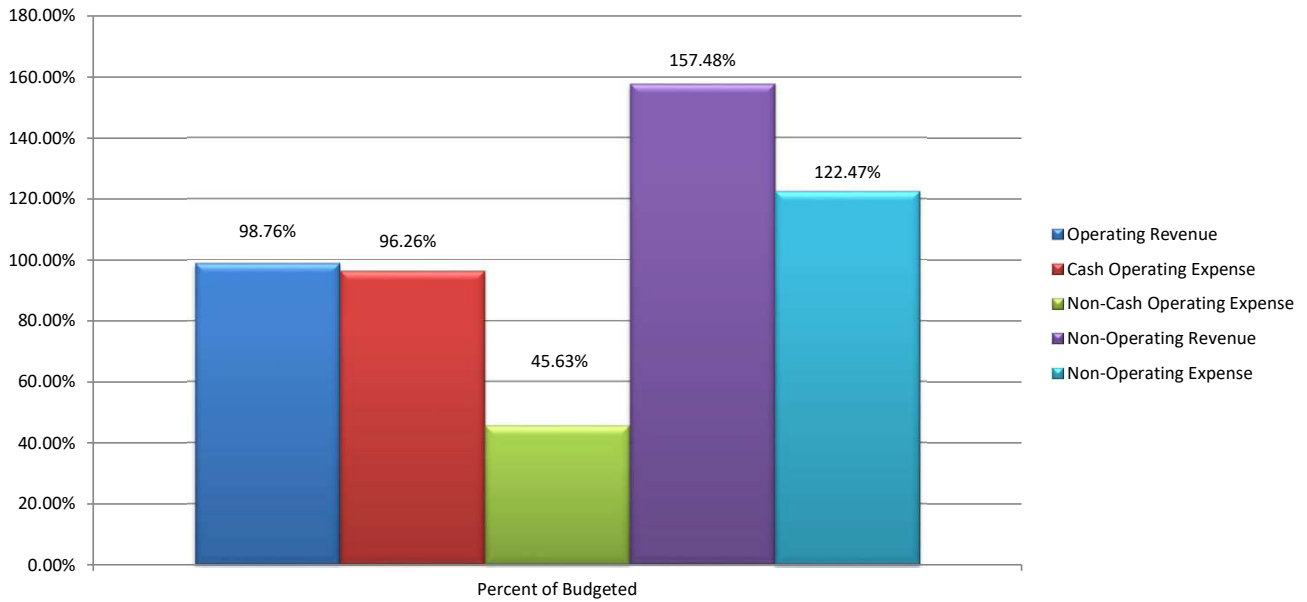
**Palmdale Water District**  
**Consolidated Profit and Loss Statement**  
**For the Twelve Months Ending 12/31/2022**

	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date	Adjustments	Adjusted Budget	% of Budget
<b>Operating Revenue:</b>																
Wholesale Water	\$ 28,297	\$ 8,323	\$ 24,656	\$ 28,508	\$ 43,169	\$ 49,427	\$ 43,782	\$ 57,511	\$ 2,319	\$ 87,975	\$ 100,656	\$ 25,478	\$ 500,102	\$	\$ 500,000	100.02%
Water Sales	652,212	618,278	700,369	857,668	855,775	1,115,196	1,206,823	1,321,938	1,326,636	1,158,071	877,484	708,476	11,398,925		12,615,350	90.36%
Meter Fees	1,393,717	1,395,619	1,397,264	1,401,046	1,402,024	1,404,858	1,402,456	1,404,630	1,403,996	1,382,471	1,386,702	1,387,483	16,762,268		16,490,000	101.65%
Water Quality Fees	36,078	35,010	41,265	50,416	50,661	62,224	65,697	70,190	67,973	58,464	46,182	38,902	623,061		851,700	73.15%
Elevation Fees	18,074	18,371	22,249	28,861	28,598	36,617	41,405	41,667	40,590	34,934	25,584	20,791	357,741		390,550	91.60%
Other	70,275	48,613	103,741	240,527	92,092	216,547	87,310	143,718	93,675	62,001	104,761	146,776	1,410,037		900,000	156.67%
Drought Surcharge	-	-	-	-	-	36,470	41,928	48,256	54,896	50,579	39,415	31,131	302,676		-	-
<b>Total Operating Revenue</b>	<b>\$ 2,198,653</b>	<b>\$ 2,124,214</b>	<b>\$ 2,289,544</b>	<b>\$ 2,607,026</b>	<b>\$ 2,472,319</b>	<b>\$ 2,921,338</b>	<b>\$ 2,889,401</b>	<b>\$ 3,087,912</b>	<b>\$ 2,989,923</b>	<b>\$ 2,834,496</b>	<b>\$ 2,580,785</b>	<b>\$ 2,359,038</b>	<b>\$ 31,354,810</b>	<b>\$ -</b>	<b>\$ 31,747,600</b>	<b>98.76%</b>
<b>Cash Operating Expenses:</b>																
Directors	\$ 7,019	\$ 14,476	\$ 12,360	\$ 7,417	\$ 13,349	\$ 14,182	\$ 12,493	\$ 12,674	\$ 13,973	\$ 12,222	\$ 14,346	\$ 12,985	\$ 147,496	\$	\$ 162,914	90.54%
Administration-Services	150,148	154,556	232,203	168,985	170,893	199,401	194,258	247,826	170,829	167,276	164,297	219,155	2,239,826		2,263,006	98.98%
Administration-District	88,115	185,791	255,840	171,735	216,048	271,248	174,518	197,595	272,047	198,694	189,756	138,182	2,359,568		2,420,929	97.47%
Engineering	115,367	126,954	176,106	126,012	123,530	122,554	147,006	181,012	120,829	146,405	124,568	169,928	1,680,272		1,667,211	100.78%
Facilities	620,490	531,752	661,950	642,579	574,683	636,383	638,819	937,751	676,114	619,083	583,951	387,476	7,511,033		6,278,142	119.64%
Operations	157,312	206,139	361,014	307,313	241,455	301,782	476,460	418,515	302,840	338,294	208,187	274,789	3,594,101		3,578,644	100.43%
Finance	150,924	137,652	188,858	150,003	133,374	134,174	164,987	183,625	143,857	138,617	136,822	177,391	1,840,283		1,696,930	108.45%
Water Use Efficiency	20,213	18,905	26,771	20,521	21,453	21,796	29,598	33,826	20,696	23,809	20,304	27,940	285,833		406,847	70.26%
Human Resources	20,015	34,269	41,882	52,036	38,496	30,454	32,331	58,856	36,852	43,879	41,797	48,343	479,209		535,607	89.47%
Information Technology	242,304	179,381	132,500	89,719	120,505	100,583	109,805	198,378	128,888	94,132	110,594	169,491	1,676,279		1,825,946	91.80%
Customer Care	116,099	109,834	156,937	113,245	113,327	109,166	124,422	158,477	120,456	116,557	118,180	152,443	1,509,141		1,454,576	103.75%
Source of Supply-Purchased Water	1,005,037	83,300	(21,183)	9,590	83,745	201,360	227,447	(18,634)	296,215	42,503	58,915	1,466	1,969,760		3,402,922	57.88%
Plant Expenditures	57,471	-	-	-	-	-	-	7,350	38,589	37,042	-	-	140,453		488,305	28.76%
Sediment Removal Project	34,095	-	16,536	4,492	57,598	20,251	1,461	17,091	725,383	44,503	1,375	-	922,785		600,000	153.80%
GAC Filter Media Replacement	-	-	-	-	-	145,200	-	-	-	-	-	-	145,200		750,000	19.36%
<b>Total Cash Operating Expenses</b>	<b>\$ 2,784,608</b>	<b>\$ 1,783,009</b>	<b>\$ 2,241,773</b>	<b>\$ 1,863,646</b>	<b>\$ 1,908,457</b>	<b>\$ 2,308,533</b>	<b>\$ 2,333,605</b>	<b>\$ 2,634,342</b>	<b>\$ 5,090,584</b>	<b>\$ 2,023,016</b>	<b>\$ 1,773,093</b>	<b>\$ 1,779,588</b>	<b>\$ 26,501,239</b>	<b>\$ -</b>	<b>\$ 27,531,979</b>	<b>96.26%</b>
<b>Net Cash Operating Profit/(Loss)</b>	<b>\$ (585,956)</b>	<b>\$ 341,205</b>	<b>\$ 47,771</b>	<b>\$ 743,380</b>	<b>\$ 563,863</b>	<b>\$ 612,805</b>	<b>\$ 555,796</b>	<b>\$ 453,569</b>	<b>\$ (2,100,660)</b>	<b>\$ 811,480</b>	<b>\$ 807,691</b>	<b>\$ 579,450</b>	<b>\$ 4,853,571</b>	<b>\$ -</b>	<b>\$ 4,215,621</b>	<b>115.13%</b>
<b>Non-Cash Operating Expenses:</b>																
Depreciation	\$ 427,878	\$ 427,878	\$ 430,448	\$ 428,516	\$ 425,598	\$ 428,001	\$ 428,001	\$ 428,001	\$ 437,864	\$ 442,139	\$ 438,304	\$ 439,291	\$ 5,181,920	\$	\$ 5,050,000	102.61%
OPEB Accrual Expense	127,710	127,710	127,710	127,710	127,710	127,710	127,710	127,710	127,710	127,710	127,710	127,710	1,532,521		1,600,000	95.78%
Bad Debts	(451)	(78)	(78)	(396)	(320)	(421)	(298)	(276)	-	-	-	(70)	(2,388)		125,000	-1.91%
Service Costs Construction	22,751	24,501	53,295	50,657	68,001	29,036	12,071	37,310	50,837	(4,600)	23,827	16,739	384,425		150,000	256.28%
Capitalized Construction	(24,458)	(86,120)	(197,829)	(184,755)	(134,830)	(65,124)	(81,871)	(96,469)	(62,608)	(83,319)	(146,247)	(94,031)	(1,257,660)		(900,000)	139.74%
Capital Contributions	-	-	-	-	-	-	-	-	(3,089,833)	-	-	-	(3,089,833)		-	-
<b>Total Non-Cash Operating Expenses</b>	<b>\$ 553,430</b>	<b>\$ 493,891</b>	<b>\$ 413,547</b>	<b>\$ 421,732</b>	<b>\$ 486,159</b>	<b>\$ 519,202</b>	<b>\$ 485,613</b>	<b>\$ 496,277</b>	<b>\$ (2,054,100)</b>	<b>\$ 481,930</b>	<b>\$ 443,594</b>	<b>\$ 489,639</b>	<b>\$ 2,748,985</b>	<b>\$ -</b>	<b>\$ 6,025,000</b>	<b>45.63%</b>
<b>Net Operating Profit/(Loss)</b>	<b>\$ (1,139,386)</b>	<b>\$ (152,686)</b>	<b>\$ (365,776)</b>	<b>\$ 321,649</b>	<b>\$ 77,704</b>	<b>\$ 93,603</b>	<b>\$ 70,182</b>	<b>\$ (42,707)</b>	<b>\$ (46,561)</b>	<b>\$ 329,549</b>	<b>\$ 364,097</b>	<b>\$ 89,810</b>	<b>\$ 2,104,586</b>	<b>\$ -</b>	<b>\$ (1,809,379)</b>	<b>-116.32%</b>
<b>Non-Operating Revenues:</b>																
Assessments (Debt Service)	\$ 517,898	\$ 517,898	\$ 517,898	\$ 517,898	\$ 826,238	\$ 1,193,271	\$ 543,162	\$ 543,162	\$ 543,162	\$ 480,740	\$ 480,740	\$ 487,812	\$ 7,169,879	\$	\$ 5,400,000	132.78%
Assessments (1%)	487,891	165,435	165,435	165,435	268,215	984,764	173,505	191,770	173,505	235,927	235,927	228,855	3,476,663		2,200,000	158.03%
DWR Fixed Charge Recovery	-	-	-	100,283	113,796	-	-	-	-	135,260	-	-	349,339		175,000	199.62%
Interest	(6,823)	(5,383)	(11,412)	(5,818)	5,899	(16,447)	7,126	21,676	2,177	13,924	32,933	59,316	97,167		130,000	74.74%
CIF - Infrastructure	10,544	135,000	363,266	15,687	-	-	-	-	-	3,880	-	257,220	785,596		200,000	392.80%
CIF - Water Supply	24,102	315,000	776,496	8,604	-	-	-	-	-	-	-	408,556	1,532,758		350,000	437.93%
Grants - State and Federal	-	3,472	-	-	-	960	-	-	-	-	-	88,794	93,226		75,000	124.30%
Other	248	0	236	4,578	-	48,443	2	3,056	(51,107)	0	(0)	1,602	7,058		50,000	14.12%
<b>Total Non-Operating Revenues</b>	<b>\$ 1,033,860</b>	<b>\$ 1,131,423</b>	<b>\$ 1,811,918</b>	<b>\$ 806,667</b>	<b>\$ 1,214,148</b>	<b>\$ 2,210,992</b>	<b>\$ 723,794</b>	<b>\$ 759,663</b>	<b>\$ 1,537,468</b>	<b>\$ 869,731</b>	<b>\$ 749,599</b>	<b>\$ 1,532,154</b>	<b>\$ 13,511,687</b>	<b>\$ -</b>	<b>\$ 8,580,000</b>	<b>157.48%</b>
<b>Non-Operating Expenses:</b>																
Interest on Long-Term Debt	\$ 187,675	\$ 187,675	\$ 736,175	\$ 173,840	\$ 173,840	\$ 173,840	\$ 173,840	\$ 173,840	\$ 719,085	\$ 168,460	\$ 168,442	\$ 168,442	\$ 3,205,155	\$	\$ 2,106,446	152.16%
Deferred Charges-Cost of Issuance	-	-	-	-	-	-	-	-	-	7,500	-	-	7,500		-	-
Amortization of SWP	334,019	334,020	334,021	334,022	334,023	334,024	334,025	334,026	334,027	334,007	334,007	334,007	4,008,232		3,658,084	109.57%
Change in Investments in PRWA	-	3,558	-	250	-	-	5,786	-	76	-	-	-	9,670		75,000	12.89%
Water Conservation Programs	11,353	9,205	10,057	3,424	9,964	16,880	39,091	35,072	24,599	24,712	159,918	(133,360)	210,915		236,500	89.18%
<b>Total Non-Operating Expenses</b>	<b>\$ 533,048</b>	<b>\$ 534,458</b>	<b>\$ 1,080,254</b>	<b>\$ 511,537</b>	<b>\$ 517,827</b>	<b>\$ 524,744</b>	<b>\$ 552,743</b>	<b>\$ 542,938</b>	<b>\$ 1,612,467</b>	<b>\$ 534,679</b>	<b>\$ 662,368</b>	<b>\$ 369,089</b>	<b>\$ 7,441,473</b>	<b>\$ -</b>	<b>\$ 6,076,030</b>	<b>122.47%</b>
<b>Net Earnings</b>	<b>\$ (638,574)</b>	<b>\$ 444,278</b>	<b>\$ 365,889</b>	<b>\$ 616,779</b>	<b>\$ 774,024</b>	<b>\$ 1,779,851</b>	<b>\$ 241,233</b>	<b>\$ 174,018</b>	<b>\$ (121,559)</b>	<b>\$ 664,601</b>	<b>\$ 451,329</b>	<b>\$ 1,252,875</b>	<b>\$ 8,174,800</b>	<b>\$ -</b>	<b>\$ 694,591</b>	<b>1176.92%</b>

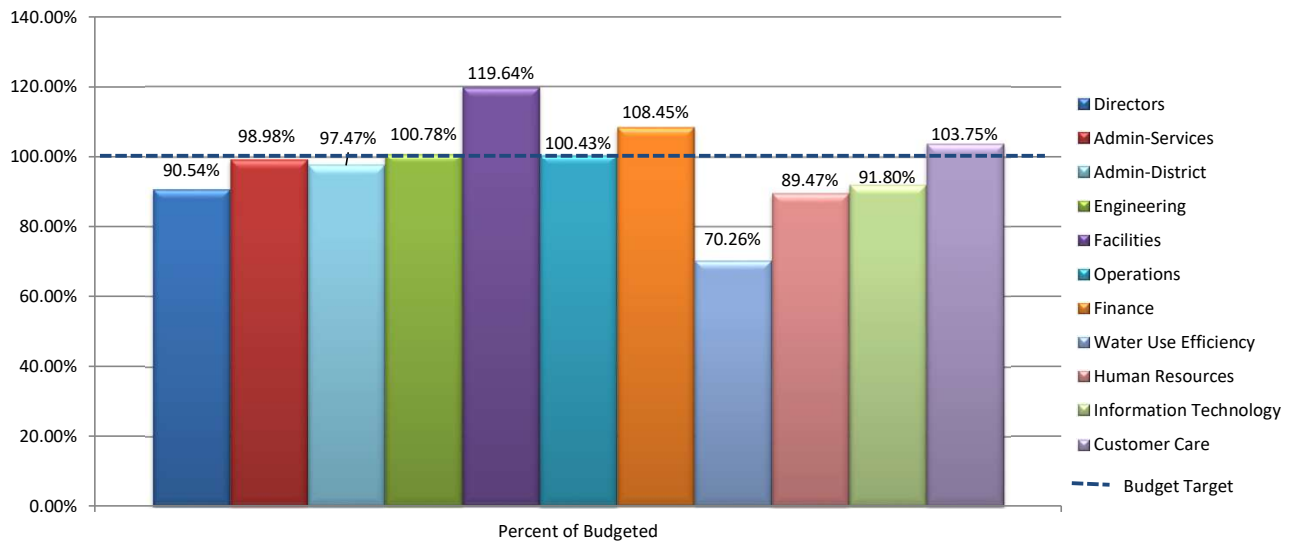
**Palmdale Water District  
Profit and Loss Statement  
Quarterly Comparison**

	<u>4th Qtr 2021</u>	<u>4th Qtr 2022</u>	<u>Change</u>	<u>% Change</u>
<b>Operating Revenue:</b>				
Wholesale Water	\$ 156,174	\$ 214,109	\$ 57,935	27.06%
Water Sales	2,960,109	2,744,030	(216,078)	-7.87%
Meter Fees	3,771,593	4,156,657	385,064	9.26%
Water Quality Fees	162,361	143,548	(18,812)	-13.11%
Elevation Fees	87,603	81,310	(6,293)	-7.74%
Other	111,804	313,539	201,735	64.34%
Drought Surcharge	-	121,126	121,126	-
<b>Total Operating Revenue</b>	<b>\$ 7,249,643</b>	<b>\$ 7,774,318</b>	<b>\$ 524,675</b>	<b>6.75%</b>
<b>Cash Operating Expenses:</b>				
Directors	\$ 43,600	\$ 39,554	\$ (4,047)	-10.23%
Administration-Services	461,139	550,728	89,589	16.27%
Administration-District	464,953	526,632	61,678	11.71%
Engineering	312,955	440,901	127,946	29.02%
Facilities	1,830,167	1,590,511	(239,656)	-15.07%
Operations	649,722	821,270	171,549	20.89%
Finance	445,302	452,830	7,528	1.66%
Water Conservation	57,232	72,054	14,821	20.57%
Human Resources	138,570	134,018	(4,552)	-3.40%
Information Technology	344,161	374,217	30,056	8.03%
Customer Care	317,378	387,179	69,801	18.03%
Source of Supply-Purchased Water	2,074,928	102,884	(1,972,044)	-1916.76%
Plant Expenditures	35,301	37,042	1,741	4.70%
Sediment Removal Project	74,035	45,878	(28,157)	-61.37%
GAC Filter Media Replacement	145,200	-	(145,200)	0.00%
<b>Total Cash Operating Expenses</b>	<b>\$ 7,394,644</b>	<b>\$ 5,575,698</b>	<b>\$ (1,818,946)</b>	<b>-32.62%</b>
<b>Non-Cash Operating Expenses:</b>				
Depreciation	\$ 1,462,754	\$ 1,319,734	\$ (143,020)	-10.84%
OPEB Accrual Expense	383,130	383,130	-	0.00%
Bad Debts	(3,250)	(70)	3,180	-4538.18%
Service Costs Construction	41,000	35,966	(5,034)	-14.00%
Capitalized Construction	(180,670)	(323,597)	(142,927)	44.17%
Capital Contributions	-	-	-	-
<b>Total Non-Cash Operating Expenses</b>	<b>\$ 1,702,964</b>	<b>\$ 1,415,164</b>	<b>\$ (287,801)</b>	<b>-20.34%</b>
<b>Net Operating Profit/(Loss)</b>	<b>\$ (1,847,965)</b>	<b>\$ 783,457</b>	<b>\$ 2,631,422</b>	<b>335.87%</b>
<b>Non-Operating Revenues:</b>				
Assessments (Debt Service)	\$ -	\$ 1,449,292	\$ 1,449,292	100.00%
Assessments (1%)	1,257,607	700,708	(556,899)	-79.48%
DWR Fixed Charge Recovery	392,393	135,260	(257,133)	-190.10%
Interest	131,638	106,173	(25,466)	-23.99%
CIF - Infrastructure	(4,842)	261,100	265,942	101.85%
CIF - Water Supply	23,407	408,556	385,148	94.27%
Grants - State and Federal	-	88,794	88,794	100.00%
Other	57,815	1,602	(56,213)	-3509.13%
<b>Total Non-Operating Revenues</b>	<b>\$ 1,858,018</b>	<b>\$ 3,151,484</b>	<b>\$ 1,293,466</b>	<b>41.04%</b>
<b>Non-Operating Expenses:</b>				
Interest on Long-Term Debt	\$ -	\$ 505,345	\$ 505,345	100.00%
Deferred Charges-Cost of Issuance	564,252	-	-	-
Amortization of SWP	-	1,002,022	1,002,022	100.00%
Change in Investments in PRWA	1,244,549	-	(1,244,549)	0.00%
Water Conservation Programs	1,988	51,270	49,281	96.12%
<b>Total Non-Operating Expenses</b>	<b>\$ 1,810,790</b>	<b>\$ 1,558,637</b>	<b>\$ 312,099</b>	<b>20.02%</b>
<b>Net Earnings</b>	<b>\$ (1,800,737)</b>	<b>\$ 2,376,305</b>	<b>\$ 3,612,789</b>	<b>152.03%</b>

### P & L BUDGET vs. ACTUAL



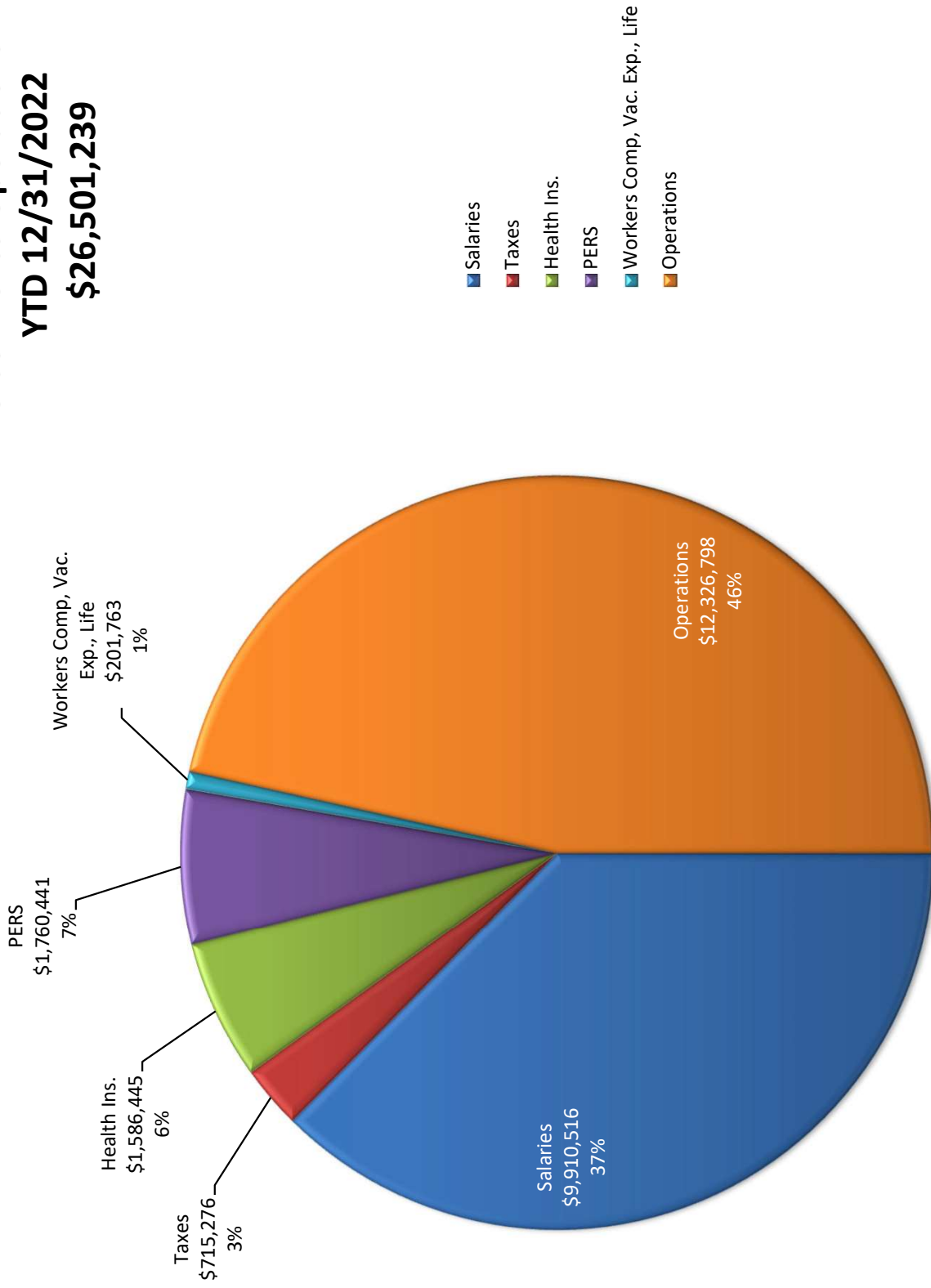
### DEPARTMENTAL - BUDGET vs. ACTUAL



# Personnel to Operations Exp

## YTD 12/31/2022

### \$26,501,239





**Palmdale Water District**  
**2022 Directors Budget**  
For the Twelve Months Ending Saturday, December 31, 2022

	YTD ACTUAL 2022	ORIGINAL BUDGET 2022	ADJUSTMENTS 2022	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-01-4000-000 Directors Pay	\$ -	\$ -	\$ -	\$ -	
Employee Benefits					
1-01-4005-000 Payroll Taxes	7,961	6,064		(1,897)	131.28%
1-01-4010-000 Health Insurance - Directors	27,416	51,250		23,834	53.50%
Subtotal (Benefits)	35,377	57,314	-	21,937	61.72%
 Total Personnel Expenses	 \$ 35,377	 \$ 57,314	 \$ -	 \$ 21,937	 61.72%
 OPERATING EXPENSES:					
1-01-xxxx-006 Director Share - Dizmang, Gloria	\$ 28,317				
1-01-xxxx-008 Director Share - Mac Laren, Kathy	19,374				
1-01-xxxx-010 Director Share - Dino, Vincent	24,157				
1-01-xxxx-012 Director Share - Wilson, Don	21,155				
1-01-xxxx-013 Director Share - Merino, Amberrose	4,190				
1-01-xxxx-014 Director Share - Kellerman, Scott	14,926				
Subtotal Operating Expenses	112,120	105,600	-	(6,520)	106.17%
 Total O & M Expenses	 \$ 147,496	 \$ 162,914	 \$ -	 \$ 15,418	 90.54%

**Palmdale Water District**  
**2022 Administration Services Budget**  
For the Twelve Months Ending Saturday, December 31, 2022

	YTD ACTUAL 2022	ORIGINAL BUDGET 2022	ADJUSTMENTS 2022	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-02-4000-000 Salaries	\$ 1,492,579	\$ 1,437,000		\$ (55,579)	103.87%
1-02-4000-100 Overtime	4,013	6,284		2,272	63.85%
Subtotal (Salaries)	\$ 1,496,592	\$ 1,443,284	\$ -	\$ (53,307)	103.69%
Employee Benefits					
1-02-4005-000 Payroll Taxes	\$ 92,318	\$ 102,000		9,682	90.51%
1-02-4010-000 Health Insurance	176,226	166,500		(9,726)	105.84%
1-02-4015-000 PERS	121,840	134,500		12,660	90.59%
Subtotal (Benefits)	\$ 390,384	\$ 403,000	\$ -	\$ 12,616	96.87%
Total Personnel Expenses	\$ 1,886,975	\$ 1,846,284	\$ -	\$ (40,691)	102.20%
OPERATING EXPENSES:					
1-02-4050-000 Staff Travel	\$ 12,421	\$ 15,888	\$ -	\$ 3,467	78.18%
1-02-4050-100 General Manager Travel	5,119	5,330		211	96.04%
1-02-4060-000 Staff Conferences & Seminars	9,231	6,355		(2,876)	145.26%
1-02-4060-100 General Manager Conferences & Seminars	1,735	4,203		2,468	41.28%
1-02-4130-000 Bank Charges	195,249	205,000		9,751	95.24%
1-02-4150-000 Accounting Services	25,251	26,650		1,399	94.75%
1-02-4175-000 Permits	3,931	18,552		14,621	21.19%
1-02-4180-000 Postage	9,831	17,425		7,594	56.42%
1-02-4190-100 Public Relations - Publications	27,163	31,980		4,817	84.94%
1-02-4190-700 Public Affairs - Marketing/Outreach	27,543	41,000		13,457	67.18%
1-02-4190-705 Public Affairs - Drought Outreach	12,131	-		(12,131)	0.00%
1-02-4190-710 Public Affairs -Advertising	250	5,125		4,875	4.88%
1-02-4190-720 Public Affairs - Equipment	-	2,520		2,520	0.00%
1-02-4190-730 Public Affairs -Conference/Seminar/Travel	3,086	3,075		(11)	100.35%
1-02-4190-740 Public Affairs - Consultants	1,200	2,050		850	58.54%
1-02-4190-750 Public Affairs - Membership	885	1,230		345	71.95%
1-02-4200-000 Advertising	727	4,203		3,476	17.30%
1-02-4205-000 Office Supplies	17,099	26,138		9,039	65.42%
Subtotal Operating Expenses	\$ 352,851	\$ 416,722	\$ -	\$ 63,871	84.67%
Total Departmental Expenses	\$ 2,239,826	\$ 2,263,006	\$ -	\$ 23,180	98.98%

**Palmdale Water District**  
**2022 Administration District Wide Budget**  
For the Twelve Months Ending Saturday, December 31, 2022

	YTD ACTUAL 2022	ORIGINAL BUDGET 2022	ADJUSTMENTS 2022	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-02-5070-001 On-Call	\$ 87,402	\$ 85,000		\$ (2,402)	102.83%
Subtotal (Salaries)	\$ 87,402	\$ 85,000	\$ -	\$ (2,402)	102.83%
Employee Benefits					
1-02-5070-002 PERS-Unfunded Liability	\$ 938,763	\$ 938,763		0	100.00%
1-02-5070-003 Workers Compensation	167,463	280,000		112,537	59.81%
1-02-5070-004 Vacation Benefit Expense	27,876	86,934		59,058	32.07%
1-02-5070-005 Life Insurance	6,424	7,332		908	87.62%
Subtotal (Benefits)	\$ 1,140,526	\$ 1,313,029	\$ -	\$ 172,503	86.86%
Total Personnel Expenses	\$ 1,227,927	\$ 1,398,029	\$ -	\$ 170,102	87.83%
OPERATING EXPENSES:					
1-02-5070-006 Other Operating	\$ 99,845	\$ 61,500		(38,345)	162.35%
1-02-5070-007 Consultants	353,197	281,875		(71,323)	125.30%
1-02-5070-008 Insurance	385,251	266,500		(118,751)	144.56%
1-02-5070-009 Groundwater Adjudication - Legal	15,272	42,025		26,753	36.34%
1-02-5070-010 Legal Services	160,362	134,275		(26,087)	119.43%
1-02-5070-011 Memberships/Subscriptions	76,354	169,125		92,771	45.15%
1-02-5070-014 Groundwater Adjudication - Assessment	41,360	67,600		26,240	61.18%
Subtotal Operating Expenses	\$ 1,131,641	\$ 1,022,900	\$ -	\$ (108,741)	110.63%
Total Departmental Expenses	\$ 2,359,568	\$ 2,420,929	\$ -	\$ 61,360	97.47%

**Palmdale Water District**  
**2022 Engineering Budget**  
For the Twelve Months Ending Saturday, December 31, 2022

	YTD ACTUAL 2022	ORIGINAL BUDGET 2022	ADJUSTMENTS 2022	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-03-4000-000 Salaries	\$ 1,214,879	\$ 1,180,000	\$ -	\$ (34,879)	102.96%
1-03-4000-100 Overtime	22,736	15,711		(7,025)	144.71%
Subtotal (Salaries)	<u>\$ 1,237,615</u>	<u>\$ 1,195,711</u>	<u>\$ -</u>	<u>\$ (41,904)</u>	<u>103.50%</u>
Employee Benefits					
1-03-4005-000 Payroll Taxes	90,038	91,500		1,462	98.40%
1-03-4010-000 Health Insurance	196,271	208,500		12,229	94.13%
1-03-4015-000 PERS	96,245	112,000		15,755	85.93%
Subtotal (Benefits)	<u>\$ 382,555</u>	<u>\$ 412,000</u>	<u>\$ -</u>	<u>\$ 29,445</u>	<u>92.85%</u>
Total Personnel Expenses	<u><u>\$ 1,620,170</u></u>	<u><u>\$ 1,607,711</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (12,459)</u></u>	<u><u>100.77%</u></u>
OPERATING EXPENSES:					
1-03-4050-000 Staff Travel	\$ 3,182	\$ 5,000		1,818	63.63%
1-03-4060-000 Staff Conferences & Seminars	8,874	8,000		(874)	110.92%
1-03-4060-001 Staff Training - Auto CAD Civil 3D	-	10,000		10,000	0.00%
1-03-4155-000 Contracted Services	3,100	3,000		(100)	103.34%
1-03-4165-000 Memberships/Subscriptions	5,647	5,000		(647)	112.94%
1-03-4250-000 General Materials & Supplies	7,299	4,500		(2,799)	162.20%
1-03-4250-100 Supplies - Plotter Paper/Toner	-	1,000		1,000	0.00%
1-03-4250-175 Supplies - GPS Plotting Tool	23,000	23,000		-	100.00%
1-03-8100-100 Computer Software - Maint. & Support	9,000	-		(9,000)	0.00%
Subtotal Operating Expenses	<u>\$ 60,102</u>	<u>\$ 59,500</u>	<u>\$ -</u>	<u>\$ (602)</u>	<u>101.01%</u>
Total Departmental Expenses	<u><u>\$ 1,680,272</u></u>	<u><u>\$ 1,667,211</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (13,061)</u></u>	<u><u>100.78%</u></u>

**Palmdale Water District**  
**2021 Facilities Budget**  
For the Twelve Months Ending Saturday, December 31, 2022

	YTD ACTUAL 2022	ORIGINAL BUDGET 2022	ADJUSTMENTS 2022	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-04-4000-000 Salaries	\$ 2,224,953	\$ 2,272,500		\$ 47,547	97.91%
1-04-4000-100 Overtime	166,452	150,826		(15,626)	110.36%
Subtotal (Salaries)	<u>\$ 2,391,404</u>	<u>\$ 2,423,326</u>	\$ -	<u>\$ 31,921</u>	<u>98.68%</u>
Employee Benefits					
1-04-4005-000 Payroll Taxes	185,043	191,250		6,207	96.75%
1-04-4010-000 Health Insurance	477,132	408,500		(68,632)	116.80%
1-04-4015-000 PERS	191,636	210,750		19,114	90.93%
Subtotal (Benefits)	<u>\$ 853,811</u>	<u>\$ 810,500</u>	\$ -	<u>\$ (43,311)</u>	<u>105.34%</u>
Total Personnel Expenses	<u><u>\$ 3,245,216</u></u>	<u><u>\$ 3,233,826</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (11,390)</u></u>	<u><u>100.35%</u></u>
OPERATING EXPENSES:					
1-04-4050-000 Staff Travel	\$ -	\$ 6,355		\$ 6,355	0.00%
1-04-4060-000 Staff Conferences & Seminars	275	15,888		15,613	1.73%
1-04-4155-000 Contracted Services	251,631	245,078		(6,554)	102.67%
1-04-4175-000 Permits-Dams	57,925	43,050		(14,875)	134.55%
1-04-4215-100 Natural Gas - Wells & Boosters	458,123	235,806		(222,317)	194.28%
1-04-4215-200 Natural Gas - Buildings	9,934	9,940		6	99.94%
1-04-4220-100 Electricity - Wells & Boosters	2,075,679	901,304		(1,174,374)	230.30%
1-04-4220-200 Electricity - Buildings	92,752	99,399		6,646	93.31%
1-04-4225-000 Maint. & Repair - Vehicles	26,320	35,768		9,448	73.58%
1-04-4230-100 Maint. & Rep. Office Building	6,339	27,878		21,539	22.74%
1-04-4230-200 Maint. & Rep. Two Way Radios	660	5,260		4,600	12.55%
1-04-4235-110 Maint. & Rep. Equipment	9,048	13,360		4,313	67.72%
1-04-4235-400 Maint. & Rep. Operations - Wells	103,222	89,041		(14,181)	115.93%
1-04-4235-405 Maint. & Rep. Operations - Boosters	100,339	55,637		(44,702)	180.35%
1-04-4235-410 Maint. & Rep. Operations - Shop Bldgs	1,596	27,352		25,756	5.84%
1-04-4235-415 Maint. & Rep. Operations - Facilities	8,716	54,704		45,988	15.93%
1-04-4235-420 Maint. & Rep. Operations - Water Lines	359,753	331,380		(28,373)	108.56%
1-04-4235-425 Maint. & Rep. Operations - Littlerock Dam	23,410	16,306		(7,105)	143.57%
1-04-4235-435 Maint. & Rep. Operations - Palmdale Canal	5,501	7,364		1,863	74.71%
1-04-4235-440 Maint. & Rep. Operations - Large Meters	3,077	16,306		13,229	18.87%
1-04-4235-450 Maint. & Rep. Operations - Hypo Generators	4,488	8,311		3,823	54.00%
1-04-4235-455 Maint. & Rep. Operations - Heavy Equipment	47,745	46,288		(1,457)	103.15%
1-04-4235-460 Maint. & Rep. Operations - Storage Reservoirs	2,385	5,470		3,086	43.59%
1-04-4235-461 Maint. & Rep. Operations - Air Vac	5,749	5,470		(278)	105.08%
1-04-4235-470 Maint. & Rep. Operations - Meters Exchanges	29,966	163,060		133,094	18.38%
1-04-4300-100 Testing - Regulatory Compliance	9,573	21,012		11,439	45.56%
1-04-4300-200 Testing - Large Meters	16,160	13,325		(2,835)	121.28%
1-04-4300-300 Testing - Edison Testing	10,900	12,300		1,400	88.62%
1-04-6000-000 Waste Disposal	15,511	21,972		6,461	70.59%
1-04-6100-100 Fuel and Lube - Vehicle	197,656	147,268		(50,388)	134.21%
1-04-6100-200 Fuel and Lube - Machinery	23,704	26,965		3,260	87.91%
1-04-6200-000 Uniforms	26,076	28,218		2,142	92.41%
1-04-6300-100 Supplies - General	60,392	65,507		5,115	92.19%
1-04-6300-300 Supplies - Electrical	-	3,023		3,023	0.00%
1-04-6300-800 Supplies - Construction Materials	24,266	35,273		11,007	68.80%
1-04-6400-000 Tools	31,480	45,452		13,972	69.26%
1-04-7000-100 Leases -Equipment	10,399	15,117		4,718	68.79%
1-04-7000-100 Leases -Vehicles	155,068	143,108		(11,960)	108.36%
Subtotal Operating Expenses	<u>\$ 4,265,817</u>	<u>\$ 3,044,316</u>	<u>\$ -</u>	<u>\$ (1,221,500)</u>	<u>140.12%</u>
Total Departmental Expenses	<u><u>\$ 7,511,033</u></u>	<u><u>\$ 6,278,142</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (1,232,891)</u></u>	<u><u>119.64%</u></u>

**Palmdale Water District**  
**2022 Operation Budget**  
For the Twelve Months Ending Saturday, December 31, 2022

	YTD ACTUAL 2022	ORIGINAL BUDGET 2022	ADJUSTMENTS 2022	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-05-4000-000 Salaries	\$ 1,313,672	\$ 1,197,000		\$ (116,672)	109.75%
1-05-4000-100 Overtime	121,539	103,693		(17,846)	117.21%
Subtotal (Salaries)	<u>\$ 1,435,211</u>	<u>\$ 1,300,693</u>	\$ -	<u>\$ (134,518)</u>	<u>110.34%</u>
Employee Benefits					
1-05-4005-000 Payroll Taxes	100,493	95,500		(4,993)	105.23%
1-05-4010-000 Health Insurance	174,978	160,500		(14,478)	109.02%
1-05-4015-000 PERS	112,034	122,500		10,466	91.46%
Subtotal (Benefits)	<u>\$ 387,505</u>	<u>\$ 378,500</u>	\$ -	<u>\$ (9,005)</u>	<u>102.38%</u>
Total Personnel Expenses	<u><u>\$ 1,822,716</u></u>	<u><u>\$ 1,679,193</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (143,523)</u></u>	<u><u>108.55%</u></u>
OPERATING EXPENSES:					
1-05-4050-000 Staff Travel	\$ 1,615	\$ 3,177		\$ 1,563	50.81%
1-05-4060-000 Staff Conferences & Seminars	549	3,177		2,628	17.28%
1-05-4120-100 Training - Lab Equipment	-	5,330		5,330	0.00%
1-05-4155-000 Contracted Services	120,028	105,440		(14,588)	113.84%
1-05-4175-000 Permits	8,888	83,333		74,445	10.67%
1-05-4215-200 Natural Gas - WTP	2,419	3,348		929	72.24%
1-05-4220-200 Electricity - WTP	365,766	224,955		(140,812)	162.60%
1-05-4230-110 Maint. & Rep. - Office Equipment	2,860	5,576		2,715	51.30%
1-05-4235-110 Maint. & Rep. Operations - Equipment	19,027	22,092		3,065	86.13%
1-05-4235-410 Maint. & Rep. Operations - Shop Bldgs	5,426	6,628		1,202	81.86%
1-05-4235-415 Maint. & Rep. Operations - Facilities	73,366	77,848		4,482	94.24%
1-05-4235-500 Maint. & Rep. Operations - Wind Turbine	-	10,520		10,520	0.00%
1-05-4236-000 Palmdale Lake Management	70,371	136,162		65,791	51.68%
1-05-6000-000 Waste Disposal	25,111	21,972		(3,139)	114.29%
1-05-6200-000 Uniforms	15,335	16,125		790	95.10%
1-05-6300-100 Supplies - Misc.	20,485	15,319		(5,167)	133.73%
1-05-6300-600 Supplies - Lab	75,703	75,334		(370)	100.49%
1-05-6300-700 Outside Lab Work	75,470	115,000		39,530	65.63%
1-05-6400-000 Tools	6,291	6,148		(143)	102.33%
1-05-6500-000 Chemicals	882,675	958,946		76,271	92.05%
1-05-7000-100 Leases -Equipment	-	3,023		3,023	0.00%
Subtotal Operating Expenses	<u>\$ 1,771,385</u>	<u>\$ 1,899,451</u>	<u>\$ -</u>	<u>\$ 128,066</u>	<u>93.26%</u>
Total Departmental Expenses	<u><u>\$ 3,594,101</u></u>	<u><u>\$ 3,578,644</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (15,457)</u></u>	<u><u>100.43%</u></u>

**Palmdale Water District**  
**2022 Finance Budget**  
For the Twelve Months Ending Saturday, December 31, 2022

	YTD ACTUAL 2022	ORIGINAL BUDGET 2022	ADJUSTMENTS 2022	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-06-4000-000 Salaries	\$ 1,064,714	\$ 980,500		\$ (84,214)	108.59%
1-06-4000-100 Overtime	7,955	2,095		(5,860)	379.75%
Subtotal (Salaries)	<u>\$ 1,072,669</u>	<u>\$ 982,595</u>	<u>\$ -</u>	<u>\$ (90,075)</u>	<u>109.17%</u>
Employee Benefits					
1-06-4005-000 Payroll Taxes	75,512	76,500		988	98.71%
1-06-4010-000 Health Insurance	181,070	160,500		(20,570)	112.82%
1-06-4015-000 PERS	100,244	104,000		3,756	96.39%
Subtotal (Benefits)	<u>\$ 356,826</u>	<u>\$ 341,000</u>	<u>\$ -</u>	<u>\$ (15,826)</u>	<u>104.64%</u>
Total Personnel Expenses	<u><u>\$ 1,429,495</u></u>	<u><u>\$ 1,323,595</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (105,901)</u></u>	<u><u>108.00%</u></u>
OPERATING EXPENSES:					
1-06-4050-000 Staff Travel	\$ -	\$ 2,050		\$ 2,050	0.00%
1-06-4060-000 Staff Conferences & Seminars	-	1,538		1,538	0.00%
1-06-4155-000 Contracted Services	19,705	12,915		(6,790)	152.57%
1-06-4155-100 Contracted Services - Infosend	299,825	290,075		(9,750)	103.36%
1-06-4165-000 Memberships/Subscriptions	110	513		403	21.46%
1-06-4230-110 Maintenance & Repair - Office Equipment	-	526		526	0.00%
1-06-4250-000 General Material & Supplies	267	2,016		1,749	13.24%
1-06-4260-000 Business Forms	534	1,538		1,004	34.72%
1-06-4270-100 Telecommunication - Office	57,774	32,800		(24,974)	176.14%
1-06-4270-200 Telecommunication - Cellular Stipend	29,250	26,343		(2,907)	111.04%
1-06-7000-100 Leases - Equipment	3,323	3,023		(299)	109.89%
Subtotal Operating Expenses	<u>\$ 410,788</u>	<u>\$ 373,335</u>	<u>\$ -</u>	<u>\$ (37,453)</u>	<u>110.03%</u>
Total Departmental Expenses	<u><u>\$ 1,840,283</u></u>	<u><u>\$ 1,696,930</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (143,353)</u></u>	<u><u>108.45%</u></u>



**Palmdale Water District**  
**2022 Water Use Efficiency Budget**  
For the Twelve Months Ending Saturday, December 31, 2022

	YTD ACTUAL 2022	ORIGINAL BUDGET 2022	ADJUSTMENTS 2022	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-07-4000-000 Salaries	\$ 184,572	\$ 172,000		\$ (12,572)	107.31%
1-07-4000-100 Overtime	13,098	5,237		(7,861)	250.11%
Subtotal (Salaries)	<u>\$ 197,671</u>	<u>\$ 177,237</u>		<u>\$ (20,434)</u>	<u>111.53%</u>
Employee Benefits					
1-07-4005-000 Payroll Taxes	15,756	14,250		(1,506)	110.57%
1-07-4010-000 Health Insurance	41,145	41,000		(144)	100.35%
1-07-4015-000 PERS	18,707	19,500		793	95.93%
Subtotal (Benefits)	<u>\$ 75,608</u>	<u>\$ 74,750</u>	<u>\$ -</u>	<u>\$ (858)</u>	<u>101.15%</u>
Total Personnel Expenses	<u><u>\$ 273,279</u></u>	<u><u>\$ 251,987</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (21,292)</u></u>	<u><u>108.45%</u></u>
OPERATING EXPENSES:					
1-07-4050-000 Staff Travel	\$ 1,047	\$ 2,665		\$ 1,618	39.30%
1-07-4060-000 Staff Conferences & Seminar	850	3,177		2,327	26.75%
1-07-4190-300 Public Relations - Landscape Workshop/Training	97	5,330		5,233	1.83%
1-07-4190-400 Public Relations - Contests	-	3,177		3,177	0.00%
1-07-4190-500 Public Relations - Education Programs	940	128,125		127,185	0.73%
1-07-4190-900 Public Relations - Other	703	5,330		4,627	13.19%
1-07-6300-100 Supplies - Misc.	8,917	7,055		(1,862)	126.40%
Subtotal Operating Expenses	<u>\$ 12,554</u>	<u>\$ 154,860</u>	<u>\$ -</u>	<u>\$ 142,305</u>	<u>8.11%</u>
Total Departmental Expenses	<u><u>\$ 285,833</u></u>	<u><u>\$ 406,847</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 121,014</u></u>	<u><u>70.26%</u></u>

**Palmdale Water District**  
**2022 Human Resources Budget**  
For the Twelve Months Ending Saturday, December 31, 2022

	YTD ACTUAL 2022	ORIGINAL BUDGET 2022	ADJUSTMENTS 2022	ADJUSTED BUDGET REMAINING	PERCENT USED
<b>Personnel Budget:</b>					
1-08-4000-000 Salaries	\$ 262,035	\$ 260,000		\$ (2,035)	100.78%
1-08-4000-100 Salaries - Overtime	6,236	1,047		(5,189)	595.64%
Subtotal (Salaries)	<u>\$ 268,271</u>	<u>\$ 261,047</u>	\$ -	<u>\$ (7,224)</u>	<u>102.77%</u>
<b>Employee Benefits</b>					
1-08-4005-000 Payroll Taxes	20,397	20,500		103	99.50%
1-08-4010-000 Health Insurance	16,783	27,500		10,717	61.03%
1-08-4015-000 PERS	21,405	23,500		2,095	91.08%
Subtotal (Benefits)	<u>\$ 58,585</u>	<u>\$ 71,500</u>	\$ -	<u>\$ 12,915</u>	<u>81.94%</u>
Total Personnel Expenses	<u><u>\$ 326,856</u></u>	<u><u>\$ 332,547</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 5,691</u></u>	<u><u>98.29%</u></u>
<b>OPERATING EXPENSES:</b>					
1-08-4050-000 Staff Travel	\$ 1,314	\$ 1,538		\$ 224	85.45%
1-08-4060-000 Staff Conferences & Seminars	635	1,538		903	41.29%
1-08-4070-000 Employee Expense	74,203	85,000		10,797	87.30%
1-08-4095-000 Employee Recruitment	11,169	3,178		(7,992)	351.51%
1-08-4100-000 Employee Retention	280	5,330		5,050	5.25%
1-08-4120-100 Training-Safety	14,514	36,900		22,386	39.33%
1-08-4120-200 Training-Speciality	-	15,888		15,888	0.00%
1-08-4121-000 Safety Program	-	1,025		1,025	0.00%
1-08-4165-000 Membership/Subscriptions	1,034	1,640		606	63.05%
1-08-4165-100 HR/Safety Publications	78	1,025		947	7.64%
1-08-6300-500 Supplies - Safety	49,126	50,000		874	98.25%
Subtotal Operating Expenses	<u>\$ 152,353</u>	<u>\$ 203,061</u>	\$ -	<u>\$ 50,708</u>	<u>75.03%</u>
Total Departmental Expenses	<u><u>\$ 479,209</u></u>	<u><u>\$ 535,607</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 56,399</u></u>	<u><u>89.47%</u></u>

**Palmdale Water District**  
**2022 Information Technology Budget**  
For the Twelve Months Ending Saturday, December 31, 2022

	YTD ACTUAL 2022	ORIGINAL BUDGET 2022	ADJUSTMENTS 2022	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-09-4000-000 Salaries	\$ 632,537	\$ 617,500	\$ -	\$ (15,037)	102.44%
1-09-4000-100 Overtime	7,268	21,995		14,727	33.04%
Subtotal (Salaries)	<u>\$ 639,805</u>	<u>\$ 639,495</u>	<u>\$ -</u>	<u>\$ (310)</u>	<u>100.05%</u>
Employee Benefits					
1-09-4005-000 Payroll Taxes	47,632	48,750		1,118	97.71%
1-09-4010-000 Health Insurance	94,123	80,000		(14,123)	117.65%
1-09-4015-000 PERS	63,236	65,750		2,514	96.18%
Subtotal (Benefits)	<u>\$ 204,991</u>	<u>\$ 194,500</u>	<u>\$ -</u>	<u>\$ (10,491)</u>	<u>105.39%</u>
Total Personnel Expenses	<u><u>\$ 844,796</u></u>	<u><u>\$ 833,995</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (10,800)</u></u>	<u><u>101.30%</u></u>
OPERATING EXPENSES:					
1-09-4050-000 Staff Travel	\$ 1,300	\$ 3,178		\$ 1,878	40.90%
1-09-4060-000 Staff Conferences & Seminars	3,748	10,660		6,912	35.16%
1-09-4155-000 Contracted/Cloud Services	251,868	307,805		55,937	81.83%
1-09-4165-000 Memberships/Subscriptions	1,369	2,665		1,296	51.37%
1-09-4235-445 Maint & Repair - Telemetry	607	5,433		4,826	11.16%
1-09-4270-000 Telecommunications	132,689	122,078		(10,611)	108.69%
1-09-6300-400 Supplies - Telemetry	268	-		(268)	0.00%
1-09-6450-110 Equipment - GF Signet Flow Meters	-	7,659		7,659	0.00%
1-09-7000-100 Leases - Equipment	54,872	56,437		1,565	97.23%
1-09-8000-100 Computer Equipment - Computers	34,229	45,351		11,122	75.47%
1-09-8000-200 Computer Equipment - Laptops	42,403	45,351		2,948	93.50%
1-09-8000-300 Computer Equipment - Monitors	1,777	12,094		10,316	14.70%
1-09-8000-500 Computer Equipment - Printer Supplies	-	2,520		2,520	0.00%
1-09-8000-550 Computer Equipment - Telephony	-	3,023		3,023	0.00%
1-09-8000-600 Computer Equipment - Other	14,681	30,234		15,553	48.56%
1-09-8000-650 Computer Equipment - Warranty & Support	6,572	15,117		8,545	43.47%
1-09-8100-100 Computer Software - Maint. and Support	199,204	260,847		61,643	76.37%
1-09-8100-150 Computer Software - Dynamics GP Support	70,344	41,000		(29,344)	171.57%
1-09-8100-200 Computer Software - Software and Upgrades	15,553	20,500		4,947	75.87%
Subtotal Operating Expenses	<u>\$ 831,484</u>	<u>\$ 991,951</u>	<u>\$ -</u>	<u>\$ 160,467</u>	<u>83.82%</u>
Total Departmental Expenses	<u><u>\$ 1,676,279</u></u>	<u><u>\$ 1,825,946</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 149,667</u></u>	<u><u>91.80%</u></u>

**Palmdale Water District**  
**2022 Customer Care Budget**  
For the Twelve Months Ending Saturday, December 31, 2022

	YTD ACTUAL 2022	ORIGINAL BUDGET 2022	ADJUSTMENTS 2022	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-10-4000-000 Salaries	\$ 1,076,008	\$ 1,019,000		\$ (57,008)	105.59%
1-10-4000-100 Overtime	7,869	7,856		(13)	100.17%
Subtotal (Salaries)	<u>\$ 1,083,877</u>	<u>\$ 1,026,856</u>	\$ -	<u>\$ (57,021)</u>	<u>105.55%</u>
Employee Benefits					
1-10-4005-000 Payroll Taxes	80,126	79,500		(626)	100.79%
1-10-4010-000 Health Insurance	228,717	205,000		(23,717)	111.57%
1-10-4015-000 PERS	96,331	105,000		8,669	91.74%
Subtotal (Benefits)	<u>\$ 405,174</u>	<u>\$ 389,500</u>	\$ -	<u>\$ (15,674)</u>	<u>104.02%</u>
Total Personnel Expenses	<u><u>\$ 1,489,051</u></u>	<u><u>\$ 1,416,356</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (72,695)</u></u>	<u><u>105.13%</u></u>
OPERATING EXPENSES:					
1-10-4050-000 Staff Travel	\$ -	\$ 2,050		\$ 2,050	0.00%
1-10-4060-000 Staff Conferences & Seminars	434	3,177		2,743	13.66%
1-10-4155-000 Contracted Services	17,038	26,728		9,690	63.75%
1-10-4230-110 Maintenance & Repair-Office Equipment	-	202		202	0.00%
1-10-4250-000 General Material & Supplies	2,618	5,039		2,421	51.96%
1-10-4260-000 Business Forms	-	1,025		1,025	0.00%
Subtotal Operating Expenses	<u>\$ 20,090</u>	<u>\$ 38,221</u>	\$ -	<u>\$ 18,131</u>	<u>52.56%</u>
Total Departmental Expenses	<u><u>\$ 1,509,141</u></u>	<u><u>\$ 1,454,576</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (54,564)</u></u>	<u><u>103.75%</u></u>

New and Replacement Capital Projects

Budget Year	Project	Project Title	Project Type	Contractor	Approved Contract Amount	Board / Manager Approval	Payments Approved to Date	Contract Balance	Through Dec. 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022 Total	2023 Carryover
2017	12-400	PRGRRP - Construction of Monitoring Wells / Test Basin	Water Supply	Environmental Const.	427,490	04/26/2017	330,359	97,131	330,359														-
2017	12-400	PRGRRP - Construction of Monitoring Wells / Test Basin - Auxiliary Items	Water Supply	Various Vendors			35,742	-	35,742														-
2021	12-606	Spec 1206 - WM Repl in Division and Avenue Q	Replacement Cap.				80,763	-	5,720	16,475		16,360	16,536		1,311	8,036	16,215				110	75,043	
	12-606	Spec 1206 - WM Repl in Division and Avenue Q (Bond Fund)	Replacement Cap.	Toro Enterprises, Inc	2,243,362		2,174,625	68,737	-	463,799	248,650	801,286	346,210	314,681									2,174,625
2018	18-410	PRV Replacement - 40th ST E (Bypass)	General Project				9,852	-	9,852														-
2018	18-606	45th ST Tank Site - Altitude Valve Replacement	Replacement Cap.				5,021	-	372						541	165					3,943	4,649	
2018	18-614	LRD - Interior Access Ladder	Replacement Cap.				27,028	-	4,200	10,135					11,040			1,654					22,828
2019	19-601	Spec 1901 - ML Replace Ave P					4,066	-	-						461	1,062	1,045	1,499					4,066
	19-601	Spec 1901 - ML Replace Ave P		Cedro Construction, Inc.	434,289		429,754	4,535	-					146,940	230,816	51,998							429,754
2020	20-605	Sierra Hwy Tie-in @ Harold St and Abandonment Plan	Replacement Cap.				6,784	-	4,742	440	1,121		385		97								2,042
	20-605	Sierra Hwy Tie-in @ Harold St and Abandonment Plan (Bond Fund)	Replacement Cap.	Christensen Bros	669,886		701,848	(31,962)	571,980	32,218		59,444							38,206				129,867
2020	20-606	2800 Zone Velocity Deficiency	General Project				720	-	720														-
2020	20-607	Move PRV Station @ 45th St E	Replacement Cap.				-	-	-														-
2020	20-608	WM Repl in 17th St E from Ave P4 to Ave P8	Replacement Cap.				-	-	-														-
2020	20-609	WM Repl in Ave Q6,12th to 16th	Replacement Cap.				5,550	-	4,730					820									820
2020	20-610	2950 Zone Booster Station @ 3M Clearwell Site	Replacement Cap.				130,854	-	94,462	1,365					4,697			1,723	7,373	21,236			36,393
2020	20-611	2020 Meter Exchange Program	General Project				49,418	-	49,131											287			287
2020	20-615	2020 Soft Start Repl Program	General Project				20,040	-	20,040														-
2020	20-619	25th ST Booster #3 Rehab	General Project				13,259	-	13,259														-
2020	20-622	Well 36 Design & Const.	General Project				84,762	-	31,607	825	405	675	544	32,580	10,994	7,133							53,155
	20-622	Well 36 Design & Const. (Bond Fund - Design)	General Project	Hazen and Sawyer	612,656		376,182	236,474	201,145	22,863	2,890	3,375	7,310	27,217	26,816	7,360		4,900	54,924	17,383			175,037
	20-622	Well 36 Design & Const. (Bond Fund - Construction)	General Project	Zim Industries, Inc	2,073,913		1,548,555	525,358	-				723,596					255,002				569,957	1,548,555
2020	20-623	AMI Meter System	General Project				15,000	-	15,000														-
2020	20-625	WM Repl - 5th ST & Q1 thru Q5					8,431	-	2,000									330			6,101		6,431
2020	20-703	Water Conservation Garden Construct @ MOB	General Project				1,640	-	1,640														-
2021	21-600	2021 Soft Start Replacement Program	Replacement Cap.				13,231	-	13,231														-
2021	21-601	2021 Booster Building Rehab					15,900	-	15,900														-
2021	21-602	Repl Brine Storage Tanks - Wells	Replacement Cap.				52,438	-	50,331					1,774	332								2,106
2021	21-607	Design 16" WM Ave P Well #8A					9,910	-	1,860					4,100	390	3,560							8,050
2021	21-608	Sodium Hypo Gen System - Two Wells	Replacement Cap.	Ryan Process, Inc. (DeNora)	116,755		-	-	-	116,755	5,172												-
2021	21-609	Design WM from 16"to24" Ave S					2,000	-	2,000														-
2021	21-610	WM Repl E Ave Q10 & 12th St.	Replacement Cap.				16,798	-	2,000						93	5,985					8,720		14,798
	21-610	WM Repl E Ave Q10 & 12th St.	Replacement Cap.				16,798	-													133,546		133,546
2021	21-613	Palmdale Ditch Conversion	General Project				90,296	-	73,022									17,273					17,273
2021	21-615	IPS Pump-Check Valve WTP	Replacement Cap.				28,467	-	28,467														-
2021	21-616	Booster #1 45th St. - Rotating Assembly	Replacement Cap.				21,786	-	-	14,976		6,810											21,786
2021	21-617	WTP - NaOCL Repl System	Replacement Cap.				4,047	-	-												4,047		4,047
2021	21-618	Repair Well #14	General Project				157,026	-	-	157,026													157,026
2021	21-619	Roof Repl Well #3					1,913	-	-							1,913							1,913
2021	21-703	Main Office - Stucco Repair	General Project				26,248	-	10,145	1,790	413		6,109		5,019							2,773	16,103
2022	22-601	Des&Const WM @Pearblossom 53rd	General Project				2,820	-	-													2,820	2,820
2022	22-602	Design WM Repl @10th to R4	General Project				2,280	-	-								2,280						2,280
2022	22-604	Des&Const WM Repl Sierra Hwy	General Project				2,220	-	-													2,220	2,220
2022	22-605	Design Recycled Water Pipeline - Avenue Q	General Project				5,400	-	-								5,400						5,400
2022	22-607	Well 2A Generator Upgrade	General Project				6,166	-	-				5,809	358									6,166
2022	22-608	Sodium Hypo Gen System - Two Wells	Replacement Cap.	Ryan Process, Inc. (DeNora)	116,755		118,595	(1,840)	-				116,755	1,840									118,595
2022	22-609	TOC Analyzer	Replacement Cap.	Shimadzu Scientific			51,203	-	-				51,203										51,203
2022	22-610	Repair Well #8 Pump	General Project				50,467	-	-				43,199			666	6,601						50,467
2022	22-611	Repair Well #32 Pump	General Project				178,149	-	-				13,300			164,849							178,149
2022	22-612	Service Line Replacement @ 20th and Avenue R (Qty. 4)	General Project	Internal - Crew			29,446	-	-			12,260	17,186										29,446
2022	22-613	Repair Well #3 Motor	General Project				12,728	-	-				12,728										12,728
2022	22-615	Repair Well #26 Pump	General Project				134,313	-	-							13,300			60,183		60,830		134,313
2022	22-616	Plm Ditch Improvements (Yr 3)	General Project				15,001	-	-												15,001		15,001
2022	22-618	Repair Well #23	General Project				10,922	-	-									10,922					10,922
2022	22-621	Repair Well #33					86,960	-	-										13,300	73,660			86,960
2022	22-626	Repair Well #15	General Project				61,070	-	-												1,136	59,934	61,070
2022	22-629	WTP - Design & Const. Chemical Feed Lines	General Project				9,570	-	-													9,570	9,570
2022	22-631	Replace Main Office HVAC Unit	General Project				7,353	-	-													7,353	7,353
2022	22-700	2022 Large Meter/Vault Repl Program	General Project	Internal - Crew			32,758	-	-														32,758
							-	-	-														-
<b>Sub-Totals:</b>					6,695,106		7,334,530	898,434	1,593,658	58,135	803,666	330,747	1,833,371	433,672	510,769	201,027	265,433	374,277	175,639	132,748	860,063	5,857,620	-

**Palmdale Water District**  
**2021 Capital Projects - Contractual Commitments and Needs**

**Consulting and Engineering Support**

Budget Year	Project	Project Title	Project Type	Contractor	Approved Contract Amount	Board / Manager Approval	Payments Approved to Date	Contract Balance	Through Dec. 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022 Total	2023 Carryover
2017	12-400	PRGRRP - CEQA, Permitting, Pre-Design, and Pilot	Water Supply	Kennedy/Jenks	1,627,000	05/12/2016	14,937	1,612,063	14,937													-	
		Paid by General Fund		Kennedy/Jenks			-	-	-													-	
2020	20-405	Well Rehab Consulting Services		Kyle Groundwater	-		65,569	-	65,569													-	
2020	20-412	Aquisition of Wtr Svc to Alpine Springs Mobilehome Park			-		15,900	-	15,900													-	
2020	20-414	ARC Flash Study					36,597	-	36,597													-	
2020	20-415	Hazard Mitigation Plan		HDR Engineering			109,043	-	100,270		1,423							7,350				8,773	
2021	21-411	2021 Public Website Redesign			-		62,466	-	60,317		2,149											2,149	
2021	21-417	LRDR - Sediment Removal Phase 2	Expense	California Dept Fish & Game			49,585	-	49,585													-	
	21-417	LRDR - Sediment Removal Phase 2	Expense	Aspen Environment Group			138,315	-	-	31,093	33,501	34,095	4,102	12,434	4,492	18,598						138,315	
	21-417	LRDR - Sediment Removal Phase 2	Expense	U.S. Geological Survey			39,000	-	-						39,000							39,000	
	21-417	LRDR - Sediment Removal Phase 2	Expense	All Others			450	-	-							450						450	
2021	21-500	Alpine Springs Grant Funding			-		4,075	-	4,000			75										75	
2022	22-410	2022 GIS Enhancements	Expense	ESRI			53,900	-	-		53,900											53,900	
2022	22-65x	Pure Water AV - General Expense					5,035	-	-													5,035	
		Pure Water AV - (Bonds)		Stantec			756,503	-	-								284,280	199,204	244,781	28,238		756,503	
							-	-	-													-	
		<b>Sub-Totals:</b>			1,627,000		1,351,375	1,612,063	347,175	31,093	90,972	34,170	4,102	12,434	43,492	19,048	284,280	211,515	244,781	28,313	-	1,004,200	-

**New and Replacement Equipment**

Budget Year	Project	Project Title	Project Type	Contractor	Approved Contract Amount	Board / Manager Approval	Payments Approved to Date	Contract Balance	Through Dec. 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022 Total	2023 Carryover
2021	21-704	Office Furniture HR/CFO	Equipment				19,412	-	16,330													3,082	
2021/22	22-606	Replacement Backhoe (Qty. 2)	Repl Equipment	Coastline Equipment			257,468	-	-			3,082										257,468	
2022	22-410	WTP Security Camera Update	Equipment	Siemens Industry				-	-												38,589	38,589	
2022	22-630	Boardroom Audio/Visual Rehab	Equipment					-	-												66,799	66,799	
2022	22-620	Chlorine Analyzer @ Underground					5,771	-	-													5,771	
		<b>Sub-Totals:</b>					282,652	-	16,330	-	-	260,550	-	-	-	-	-	-	38,589	66,799	5,771	371,709	-

**Water Quality Fee Funded Projects**

Budget Year	Work Order	Project Title	Project Type	Vendor/Supplier	Approved Contract Amount	Board / Manager Approval	Payments Approved to Date	Contract Balance	Through Dec. 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022 Total	2023 Carryover
2021	21-401	GAC Replacements @ WTP	Water Quality	Calgon Carbon	-	07/09/2014	589,529	-	371,803			145,200										145,200	
2021	21-401	GAC Replacement @ Underground Booster Station	Water Quality	Evoqua	-	03/10/2017	-	-	72,526													-	
2022	22-401	GAC Replacements @ WTP	Water Quality	Calgon Carbon	-	07/09/2014	145,200	-	-								145,200					-	
2022	22-401	GAC Replacement @ Underground Booster Station	Water Quality	Evoqua	-	03/10/2017	-	-	-													-	
		<b>Sub-Totals:</b>			-		734,729	-	444,329	-	145,200	-	-	-	-	-	145,200	-	-	-	-	145,200	-

- = Projects that originated from 2013 WRB Funds
- = Project had additional funding paid out by the general fund to complete.
- = Project is now deemed complete with no further expense.
- = Projects paid by 2018 WRB Funds
- = Projects paid by 2021 WRB Funds

Project Summary (W/O GAC Included)									Totals	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2021 Total		
<b>Total Approved Contracts to Date</b>									8,322,106															
<b>Total Payments on Approved Contracts to Date</b>									8,968,557															
<b>Total Contract Balance to Date</b>									2,510,497															
<b>Non-Operating Capital Expenditures (Paid)</b>										89,228	894,638	625,467	1,837,473	446,106	554,261	220,075	549,713	585,791	459,010	227,859	865,835	7,355,456		
<b>Non-Operating Capital Expenditures (Projected)</b>									-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Funding Available Through Water Supply Fees</b>									-	-	-	-	-	-	-	-	-	-	-	-	-	-		
<b>2019 Funding Through Budgeted Non-Operating Capital Ex.</b>									7,355,456	89,228	894,638	625,467	1,837,473	446,106	554,261	220,075	549,713	585,791	459,010	227,859	865,835	7,355,456		

# Water Revenue Bond - Series 2021A

Updated: December 13, 2022

Project	Project #	Description	Bond Allocation	Contractual Commitment	Payout to Date	Over/(Under)	Uncommitted Bond \$
		2021A WRB Issue	\$ 9,655,193		\$ -	\$ -	\$ 9,655,193
SIERRA	20-605	WM Repl - Sierra Hwy @ Harold St (Christensen Brothers)	-	732,459	701,848	30,611	(701,848)
		<small>Original Contract Amt: \$447,036.60, C.O.1: \$95,571.07, C.O.2: \$127,278.49, C.O.3: \$62,572.57</small>					
W36-Design	20-622	Well 36 - Design & Construction (Hazen and Sawyer)	-	612,656	376,182	236,474	(376,182)
W36-Const	20-622	Well 36 - Design & Construction (Zim Industries)	-	2,073,913	1,548,555	525,358	(2,073,913)
PRWAP-MGMT	20-65x	Palmdale Regional Water Augmentation Program (Stantec)	-	3,000,000	728,266	2,271,734	(1,543,469)
PRWAP-RVW	22-650	Palmdale Regional Water Augmentation Program (NWRI)	-		28,238	(28,238)	56,475
WM-AVE_P	19-601	Spec 1901 - Water Main Replacement Avenue P (Cedro)	-	434,289	429,754	4,535	425,218
WM-STAN	12-606	Spec 1206 - WM Repl Division/Q	-	57,663	57,663	-	57,663
WM-Q10	21-610	WM Repl - Avenue Q10	-		133,546	(133,546)	267,091
			-		-	-	-
PWD		Design, Engineering and Other Preconstruction Costs	344,807	344,807	344,807	-	-
WRB		Bond Issuance Costs	267,309	267,309	267,309	-	-
ISS		Issuance Funds	(7,733)	(7,733)	(7,733)	-	-
<b>Totals:</b>			<b>\$ 10,259,576</b>	<b>\$ 7,515,364</b>	<b>\$ 4,608,434</b>	<b>\$ 2,906,930</b>	<b>\$ 5,766,229</b>
<b>2021A Water Revenue Bonds - Unallocated Funds:</b>				<b>\$ 2,744,213</b>			
<b>2021A Water Revenue Bonds - Remaining Funds to payout:</b>				<b>\$ 5,651,142</b>			

Requisition No.	Payee	Date Approved	Invoice No.	Project	Payment Amount
29	Zim Industries Inc.	Dec 22, 2022	PB #3	W36-Const	569,956.78
28	J. Vega Engineering, Inc.	Dec 5, 2022	21-610-1	WM-Q10	133,545.57
27	National Water Research Institute - Project Review	Nov 23, 2022	2022-1073	PRWAP-RVW	28,237.50
26	Hazen and Sawyer - Design Engineers	Nov 15, 2022	20182-000-17	W36-Design	17,383.25
25	Stantec Consulting Services, Inc.	Oct 18, 2022	1980772	PRWAP-MGMT	244,781.25
25	Hazen and Sawyer - Design Engineers	Oct 18, 2022	20182-000-16	W36-Design	54,924.25
24	Christensen Brothers - General Contractors	Oct 3, 2022	521-RET	SIERRA	35,098.53
24	Christensen Brothers - General Contractors	Oct 3, 2022	521-06	SIERRA	3,107.03
23	Zim Industries Inc.	Sep 29, 2022	PB#2	W36-Const	173,390.20
22	Cedro Construction, Inc	Sep 12, 2022	PP#3	WM-AVE_P	51,998.33
21	Stantec Consulting Services, Inc.	Sep 1, 2022	1968737	PRWAP-MGMT	199,204.14
21	Zim Industries Inc.	Sep 1, 2022	PB#1	W36-Const	81,612.12
21	Hazen and Sawyer - Design Engineers	Sep 1, 2022	20182-000-15	W36-Design	540.00
21	Hazen and Sawyer - Design Engineers	Sep 1, 2022	20182-000-14	W36-Design	4,360.00
20	Stantec Consulting Services, Inc.	Aug 1, 2022	1958027	PRWAP-MGMT	189,393.03
20	Stantec Consulting Services, Inc.	Aug 1, 2022	1939351	PRWAP-MGMT	94,887.28
19	Cedro Construction, Inc	Jul 26, 2022	PP#2	WM-AVE_P	230,815.80
18	Hazen and Sawyer - Design Engineers	Jul 12, 2022	20182-000-13	W36-Design	7,359.50
16	Toro Enterprises, Inc	Jun 30, 2022	15723 A2	WM-STAN	57,663.35
15	Cedro Construction, Inc	Jun 16, 2022	PP#1	WM-AVE_P	146,939.54
14	Hazen and Sawyer - Design Engineers	Jun 1, 2022	20182-000-12	W36-Design	26,815.50
13	Hazen and Sawyer - Design Engineers	May 9, 2022	20182-000-11	W36-Design	27,217.00
12	Zim Industries Inc.	Apr 21, 2022	Materials	W36-Const	723,596.00
11	Hazen and Sawyer - Design Engineers	Apr 6, 2022	20182-000-10	W36-Design	7,310.00
10	Christensen Brothers - General Contractors	Mar 24, 2022	521-05	SIERRA	59,443.94
9	Hazen and Sawyer - Design Engineers	Mar 10, 2022	20182-000-9	W36-Design	3,375.00
6	Hazen and Sawyer - Design Engineers	Feb 15, 2022	20182-000-8	W36-Design	2,890.00
5	Christensen Brothers - General Contractors	Jan 12, 2022	521-04	SIERRA	32,217.92
5	Hazen and Sawyer - Design Engineers	Jan 12, 2022	20182-000-7	W36-Design	22,862.50
4	Christensen Brothers - General Contractors	Nov 22, 2021	521-03REV	SIERRA	329,624.82
3	Hazen and Sawyer - Design Engineers	Nov 15, 2021	20182-000-6	W36-Design	47,246.00
3	Hazen and Sawyer - Design Engineers	Nov 15, 2021	20182-000-5	W36-Design	21,527.50
3	Palmdale Water District (Reimbursement H&S Inv#1-4)	Nov 15, 2021	N/A	W36-Design	132,371.26





**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** February 6, 2023 February 13, 2023  
**TO:** BOARD OF DIRECTORS Board Meeting  
**FROM:** Dennis J. Hoffmeyer, Finance Manager/CFO  
**VIA:** Mr. Dennis LaMoreaux, General Manager  
**RE:** *AGENDA ITEM 8.1.d – OTHER FINANCIAL REPORTS*

**Discussion:**

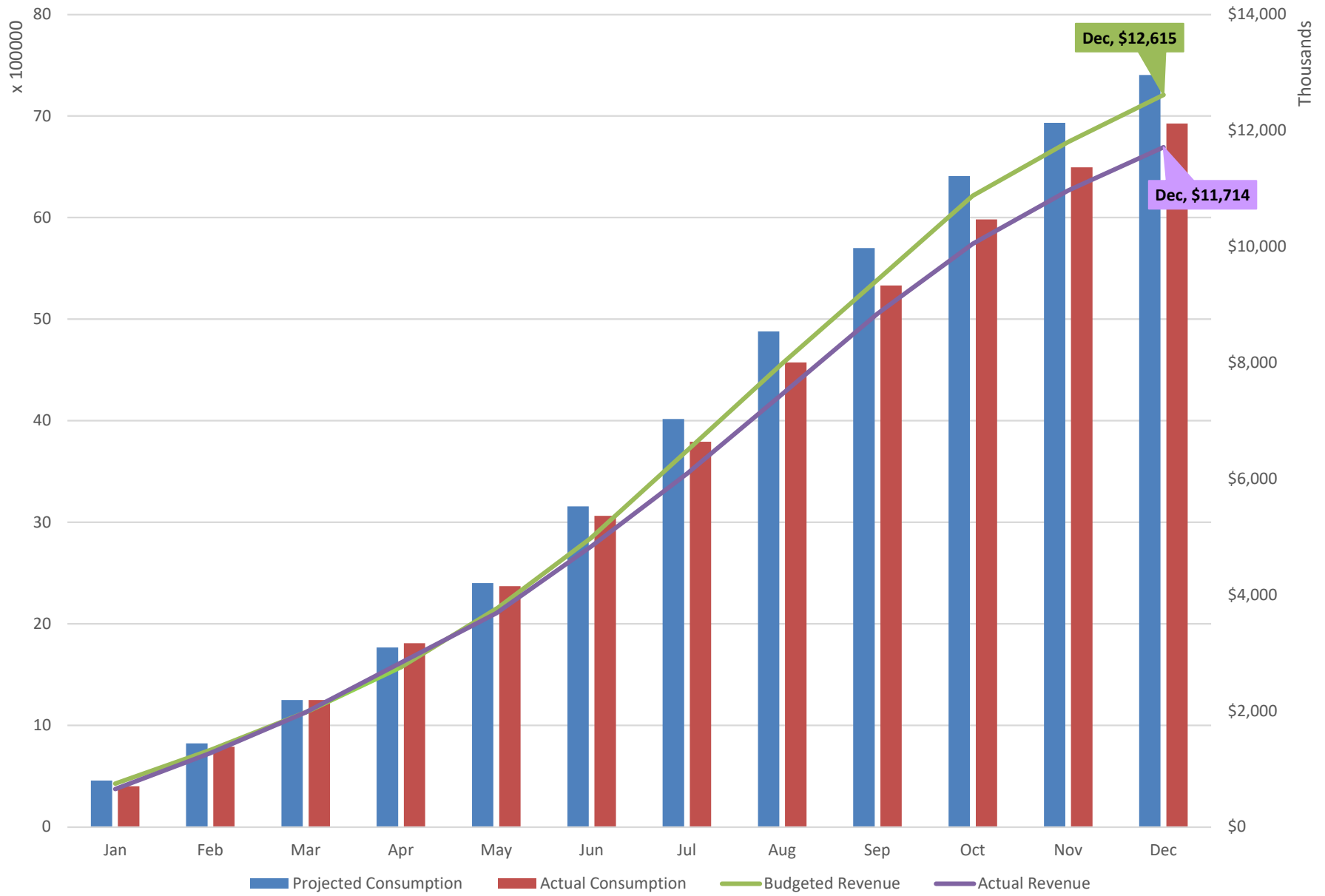
Presented here are financial-related items for your review.

1. Accounts receivable overview.
  - a. Shown below is the makeup of the various account types that have past due balances over 60 days with amounts greater than \$50.00. This includes their current outstanding balances as part of the total.

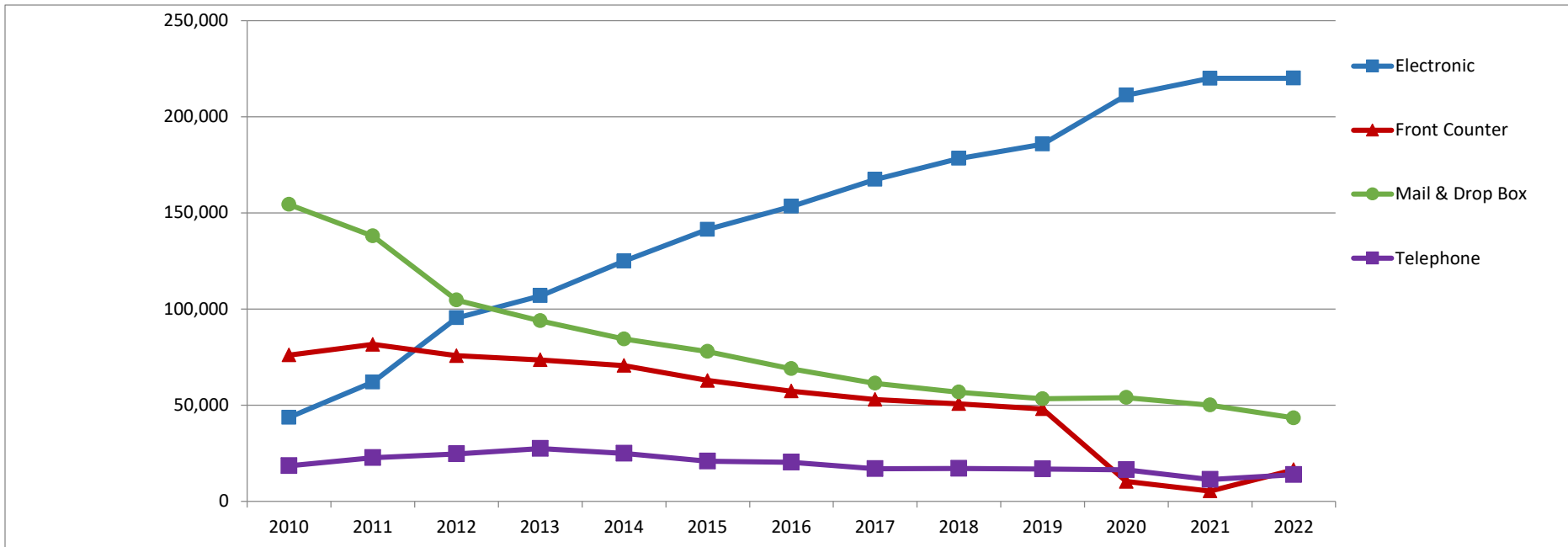
	Accounts	Outstanding	Over 90 Days
<b>Commercial/Industrial</b>	11	\$9,013	\$1,357
<b>Multi-Family Residential</b>	8	\$12,461	\$126
<b>Single Family Residential</b>	1,431	\$459,583	\$52,572
<b>SFR (Nov 2022)</b>	1,095	\$371,497	\$41,011

- b. Staff continues efforts to work with the customers and offer payment arrangements to encourage payment on outstanding balances. Currently, we have 25 arrangements as of December 31. The amount in an arrangement is \$46,253.96 with \$18,587 already collected and \$27,667 outstanding.
2. Revenue Projections (attachment):
  - a. Revenue projections for 2022 based on selling 17,000 AF shown as of December 31, revenue is behind projections by approximately \$901 Thousand. This amount has the drought surcharge included.
3. The 2023 Rate Assistance Program has started the application process. Initial qualified applicants as on January 9 are 441 with 281 seniors, 8 veterans, and 152 low-income. This has 259 spaces still available.
4. Payment transactions by type (attachment).
5. Billing and collection statistics (attachment).

### 2022 Revenue Projections Based on 17,000 AF



## Payment Transactions By Types Jan-Dec



Payment Type	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Electronic	43,590	61,989	95,446	106,870	124,881	141,393	153,408	167,351	178,355	185,683	211,276	219,966	219,982
Front Counter	76,023	81,539	75,723	73,557	70,599	62,841	57,296	52,950	50,748	48,047	10,314	5,335	16,390
Mail & Drop Box	154,303	137,945	104,630	93,819	84,407	77,916	68,919	61,349	56,771	53,318	53,967	50,047	43,353
Telephone	18,550	22,746	24,635	27,431	24,921	20,894	20,273	16,947	17,068	16,817	16,412	11,369	13,855
<b>Total</b>	<b>292,464</b>	<b>304,219</b>	<b>300,434</b>	<b>301,677</b>	<b>304,808</b>	<b>303,044</b>	<b>299,896</b>	<b>298,597</b>	<b>302,942</b>	<b>303,865</b>	<b>291,969</b>	<b>286,717</b>	<b>293,580</b>

Detail of Electronic Payments	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
META - ACH Pymt	8,286	7,747	7,469	7,837	3,027	3,233	1,622	1,695	1,676	1,694	1,724	1,700	1,607
WES - ACH Pymt	377	809	913	1,036	971	972	995	1,022	976	917	886	780	756
INF - Website Pymts	34,927	49,602	63,919	70,399	73,349	77,813	82,246	90,409	97,384	103,872	118,195	126,608	132,149
IVR - Automated Pay ##	0	0	0	0	13,035	23,607	28,788	32,680	35,010	36,813	41,111	40,277	38,997
KIOSK - Automated Pay \$\$	0	0	0	0	0	366	1,296	1,504	2,044	1,385	359	33	188
PNM - Automated Pay %%	0	0	0	0	0	0	815	2,897	4,268	4,717	8,948	10,349	8,685
VAN - ACH Pymt &&	0	3,831	23,145	27,598	34,499	35,402	37,646	37,144	36,997	36,285	40,053	40,219	37,600
<b>Total</b>	<b>43,590</b>	<b>61,989</b>	<b>95,446</b>	<b>106,870</b>	<b>124,881</b>	<b>141,393</b>	<b>153,408</b>	<b>167,351</b>	<b>178,355</b>	<b>185,683</b>	<b>211,276</b>	<b>219,966</b>	<b>219,982</b>

**Palmdale Water District  
Monthly Billing Statistics**

Month	Bills	LF Notice	Shut Notice	Off & Lock	Based on Bills Issued			Based on Late Notices		Based on Shut Notice
	(A)	(B)	(C)	(D)	B / A	C / A	D / A	C / B	D / B	D / C
Dec-18	26,632	6,485	2,401	423	24.4%	9.0%	1.6%	37.0%	6.5%	17.62%
Dec-19	26,699	6,565	2,456	326	24.6%	9.2%	1.2%	37.4%	5.0%	13.27%
Dec-20	26,808	6,038			22.5%					
Jan-21	26,802	5,817			21.7%					
Feb-21	26,810	5,643			21.0%					
Mar-21	26,827	5,700			21.2%					
Apr-21	26,642	5,641			21.2%					
May-21	26,830	5,885			21.9%					
Jun-21	26,835	6,156			22.9%					
Jul-21	26,835	6,094			22.7%					
Aug-21	26,860	6,658			24.8%					
Sep-21	26,860	6,663			24.8%					
Oct-21	26,914	6,748			25.1%					
Nov-21	26,898	6,701			24.9%					
Dec-21	26,893	6,579			24.5%					
<b>Restart Collections 2/16/22</b>			<b>322</b>	<b>227</b>	<b>O&amp;L completed 3/1/22 to 3/22/2022.</b>					
Jan-22	26,907	6,648	2,436	812	24.7%	9.1%	3.0%	36.6%	12.2%	33.33%
Feb-22	26,924	6,216	2,277	249	23.1%	8.5%	0.9%	36.6%	4.0%	10.94%
Mar-22	26,898	6,099	1,948	291	22.7%	7.2%	1.1%	31.9%	4.8%	14.94%
Apr-22	26,912	6,189	2,322	271	23.0%	8.6%	1.0%	37.5%	4.4%	11.67%
May-22	26,945	6,328	2,258	261	23.5%	8.4%	1.0%	35.7%	4.1%	11.56%
Jun-22	26,926	6,690	2,430	301	24.8%	9.0%	1.1%	36.3%	4.5%	12.39%
Jul-22	26,925	6,481	2,499	341	24.1%	9.3%	1.3%	38.6%	5.3%	13.65%
Aug-22	26,992	6,928	2,626	364	25.7%	9.7%	1.3%	37.9%	5.3%	13.86%
Sep-22	26,998	6,787	2,692		25.1%	10.0%		39.7%		
Oct-22	26,980	6,964	2,651		25.8%	9.8%		38.1%		
Nov-22	26,973	6,814			25.3%					
Dec-22	26,931									

 = Indicates "in process"

**PALMDALE WATER DISTRICT**  
**Debt Service Coverage (\$000s)**

	Audited 2019	Audited 2020	Audited 2021	Nov 2021 - Oct 2022	Dec 2021 - Nov 2022	Jan 2022 - Dec 2022
<b>OPERATING REVENUES</b>	25,166	27,653	30,361	30,848	31,127	31,355
Rate Stabilization Fund		(100)	(100)	(62)	(62)	(146)
	25,166	27,553	30,261	30,786	31,065	31,209
<b>OPERATING EXPENSES</b>						
Gross operating expenses	25,092	25,282	28,492	28,068	27,631	26,517
Overhead adjustment	(1,049)	(558)	281			
SWP Fixed operations and maint	(23)	(38)	(26)	(29)	(31)	(33)
Non-Cash Related OPEB Expense	(865)	(1,171)	(894)			
Capital portion included above						
<b>TOTAL EXPENSES</b>	23,155	23,516	27,853	28,040	27,601	26,484
<b>NET OPERATING REVENUES</b>	2,010	4,037	2,408	2,746	3,464	4,725
<b>NON-OPERATING REVENUE</b>						
Ad valorem property taxes	2,508	2,409	2,502	3,271	3,374	3,477
Interest income	452	171	121	115	115	138
Capital improvement fees	624	1,235	5,248	1,654	1,653	2,318
Other income	72	43	88	476	373	356
<b>TOTAL NON-OPERATING INCOME</b>	3,656	3,859	7,958	5,516	5,515	6,289
<b>NET REV AVAILABLE FOR DEBT SERVICE</b>	5,666	7,896	10,366	8,262	8,979	11,014
<b>NET DEBT SERVICE</b>						
2012 Issue - Bank of Nevada	1,373	1,261	1,373	1,372	1,374	1,374
2013A Water Revenue Bond	2,346	2,346	1,845	1,377	1,373	1,373
2018A Water Revenue Bond	569	569	569	819	821	821
2020 Private Placement			279	308	308	308
2020 Water Revenue Refunding Bond			160	554	553	553
2021 Water Revenue Bond				359	300	300
2021 Water Revenue Refunding Bond				368	368	368
2017 Capital Lease	179	179	179			
2022 Capital Lease					527	527
<b>TOTAL DEBT SERVICE</b>	4,467	4,355	4,406	5,157	5,624	5,624
<b>DEBT SERVICE COVERAGE</b>	<b>1.27</b>	<b>1.81</b>	<b>2.35</b>	<b>1.60</b>	<b>1.60</b>	<b>1.96</b>
<b>NET REV AVAILABLE AFTER D/S</b>	1,199	3,541	5,960	3,105	3,355	5,390

**MINUTES OF MEETING OF THE OUTREACH COMMITTEE OF THE PALMDALE WATER DISTRICT, DECEMBER 21, 2022:**

*A meeting of the Outreach Committee of the Palmdale Water District was held Wednesday, December 21, 2022, at 2029 East Avenue Q, Palmdale, CA 93550 and via teleconference. Chair Mac Laren-Gomez called the meeting to order at 10:00 a.m.*

**1) Roll Call.**

**Attendance:**

Committee:

Kathy Mac Laren-Gomez, Chair  
Don Wilson, Committee Member

**Others Present:**

Dennis LaMoreaux, General Manager  
Adam Ly, Assistant General Manager  
Dennis Hoffmeyer, Finance Manager  
Judy Shay, Public Affairs Director  
Claudia Bolanos, Resource and Analytics Spvsr.  
Dawn Deans, Executive Assistant  
0 members of the public

**2) Adoption of Agenda.**

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

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

There were no public comments for non-agenda items.

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

**4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held November 16, 2022.**

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



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

Public Affairs Director Shay stated that messaging on billing envelopes has been updated regarding watering days and that the winter edition of The Pipeline has been sent.

Resource and Analytics Supervisor Bolanos then stated that as of December 20, Water Use Efficiency staff have issued 1,548 water waste warning door-tags; that 43 resulted in a fine; that a few more people have attended the District's Water Conservation Class to waive their fine; and that staff continues monthly reporting to the school districts and the City of Palmdale to assist in their reduced water use efforts.

**4.3) Discussion of 2022 and 2023 Outreach Activities. (Public Affairs Director Shay)**

**a) Outreach Report.**

Public Affairs Director Shay stated that as an update to her written Outreach Report included with the agenda packets, there have been 22 social media posts with the highlights being the job postings for the Engineer and Management Analyst positions, the toy drive, and food donations.

**b) Upcoming Events/2022-2023 Plans.**

She then stated that the first event planned for 2023 is the CSDA Quarterly Chapter Luncheon on January 25 in Santa Clarita and that she will provide the 2023 Outreach Plan with monthly events to the Committee.

**4.4) Discussion of Lobbying Efforts on Behalf of the District. (Assistant General Manager Ly)**

The lobbying efforts currently provided by Reeb Government Relations (Reeb) on behalf of the District and several other agencies was reviewed.

A separate contract between Reeb and the District to provide assistance on funding options for the Pure Water AV Project and joint projects with United Water

Conservation District was then discussed, and the Committee concurred with Reeb providing a proposal for this work for consideration by the Committee and the Board.

**5) Reports.**

**5.1) Lobbying Activities. (Assistant General Manager Ly)**

Assistant General Manager Ly stated that a new legislative session is starting, and there is no report on this item.

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

Chair Mac Laren-Gomez requested a future agenda item for "Discussion of options from the Building Trades for assistance with District projects."

There were no further requests for future agenda items.

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

After a brief discussion, it was determined that the next Outreach Committee meeting will be held January 18, 2023 at 10:00 a.m.

**8) Adjournment.**

There being no further business to come before the Outreach Committee, the meeting was adjourned at 10:17 a.m.

  
Chair



**MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, OCTOBER 12, 2022:**

*A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, October 12, 2022, at 2029 East Avenue Q, Palmdale, CA 93550 and via teleconference. Chair Mac Laren-Gomez called the meeting to order at 1:00 p.m.*

**1) Roll Call.**

**Attendance:**

Committee:

Kathy Mac Laren-Gomez, Chair  
Scott Kellerman,  
Committee Member

**Others Present:**

Dennis LaMoreaux, General Manager  
Adam Ly, Assistant General Manager  
Dennis Hoffmeyer, Finance 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.**

General Manager LaMoreaux requested Agenda Item No. 4.4 be revised to "Update and discussion on 2022 Salary Survey" after which it was moved by Committee Member Kellerman, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting to adopt the agenda, as amended, revising Agenda Item No. 4.4.

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

There were no public comments for non-agenda items.

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

**4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held September 13, 2022.**

It was moved by Committee Member Kellerman, 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 September 13, 2022, as written.

**4.2) Consideration and Possible Action on a Recommendation to Add a Senior/Associate Engineer, an Operations Technician, and a Human Resources Analyst to the Organization Chart. (\$527,518.00 Maximum Salary Impact – Human Resources Director Barragan-Garcia)**

Human Resources Director Barragan-Garcia provided an overview of the need to add these positions to the Organization Chart, and after a brief discussion of temporary staff, it was moved by Committee Member Kellerman, 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 add a Senior/Associate Engineer, an Operations Technician, and a Human Resources Analyst to the Organization Chart at a maximum salary impact of \$527,518.00 and that this item be presented to the full Board for consideration at the October 24, 2022 Regular Board Meeting.

**4.3) Consideration and Possible Action on a Recommendation to Approve a Part-Time I.T. Technician to the I.T. Department. (\$35,800.00 – Potential Budget Impact – Human Resources Director Barragan-Garcia)**

Human Resources Director Barragan-Garcia provided an overview of the need to add this position to the I.T. Department after which it was moved by Committee Member Kellerman, 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 add a part-time I.T. Technician to the I.T. Department at a potential budget impact of \$35,800.00 and that this item be presented to the full Board for consideration at the October 24, 2022 Regular Board Meeting.

**4.4) Update and Discussion on 2022 Salary Survey. (Budget Impact – To Be Determined – Human Resources Director Barragan-Garcia)**

Human Resources Director Barragan-Garcia stated that work continues on the 2022 Salary Survey; that data comparisons to date indicate the District is aligned on its salaries; and that the survey data will be presented to staff prior to being presented to the Committee for consideration.

**4.5) Discussion of 2023 Budget Items. (Finance Manager Hoffmeyer/Human Resources Director Barragan-Garcia)**

Finance Manager Hoffmeyer provided an overview of 2023 Budget items regarding personnel matters, including salaries, the cost-of-living adjustment, benefits, and healthcare and CalPERS expenses.

**5) Reports:**

**5.1) Human Resources Director Barragan-Garcia:**

**a) Update on Employee Events.**

Human Resources Director Barragan-Garcia stated that last week was Water Professionals Appreciation Week, and the District planned activities for employees; that next week is open enrollment, and ACWA/JPIA representatives will be at the District on October 18 presenting changes and information regarding 2023 benefits; and that this year's holiday dinner event will be at Vincent Hill Station.

**b) Update on Human Resources/Payroll Program.**

She then stated that staff continues to meet with vendors to transition to a new Human Resources/Payroll Program; that three companies are being considered; and that a final vendor will be presented to the Finance Committee for consideration.

**c) Other.**

She then stated that there are 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.**

After a brief discussion, it was determined that the next Personnel Committee meeting will be held November 9, 2022 at 3:00 p.m.

8) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 1:26 p.m.

  
Chair