

**PALMDALE RECYCLED WATER AUTHORITY (PRWA)
HELD AT CITY OF PALMDALE
CITY HALL COUNCIL CHAMBERS
38300 SIERRA HIGHWAY, SUITE B
PALMDALE, CALIFORNIA
REGULAR MEETING
MONDAY
MARCH 20, 2023
6:00 P.M.**

www.palmdalerwa.org

WELCOME

PLEASE NOTE: You can view this agenda and related items on our website at <https://palmdalerwa.org/>. You can request a copy of this agenda or attachments, if any, by contacting the City Clerk's Office at 661-267-5151.

In general, a **three-minute time limit** will be imposed on all speakers other than staff members, although the chair has the authority to change the amount of time allotted.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to participate in this meeting, please contact the City Clerk's Office at (661) 267-5151 at least 72 hours prior to the meeting.

If you require oral Spanish translation, please contact the City Clerk's Office at (661) 267-5151 at least 72 hours prior to the meeting.

Your courtesy is requested to help our meeting run smoothly. If you will be kind enough to follow these simple rules, we can make the best possible use of your time and ours:

- Please refrain from public displays or outbursts such as unsolicited applause, comments, cheering, foul language, or obscenities.
- Any disruptive activities that substantially interfere with the ability of the Board of Directors to carry out its meeting will not be permitted, and offenders will be requested to leave the meeting.
- Please turn off or mute your cell phones and mobile devices.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. **ROLL CALL** **CHAIR VINCENT DINO, DIRECTORS AUSTIN BISHOP, DON WILSON, ANDREA ALARCÓN, AND ZAKEYA ANSON**

4. **ADMINISTRATION OF OATH OF OFFICE** – (Staff Reference: Acting Authority Secretary Faber).

- **Director Andrea Alarcón**

5. **APPOINTMENT**

Approve the appointment of Zakeya Anson as Public Member Director for a one-year renewable term to expire in January of 2024. (Staff Reference: Executive Director LaMoreaux)

There is no staff report for this item.

Call for Public Comments

Staff Recommendation: Move to appoint Zakeya Anson as the Public Member Director. (Roll Call Vote – Requires a majority to appoint)

6. **CONSENT CALENDAR – PUBLIC COMMENTS ONLY** - If you wish to comment on any item(s) listed on the Consent Calendar on this agenda, please come forward to the podium and state the item number(s) and your comments. PLEASE NOTE: A three-minute time limit will be imposed on each speaker other than staff members.

7. **CONSENT CALENDAR: NOTICE** - All matters listed under the Consent Calendar will be enacted by one motion unless an item(s) is pulled by the Board, in which case the item(s) will be removed from the Calendar and will be considered separately following this portion of the agenda.

7.1 Approve the Minutes from the previous meeting held on October 17, 2022. (Staff Reference: Acting Authority Secretary Faber)

7.2 Approve receipt and filing of the Treasurer's Report for the two months ending February 28, 2023. (Staff Reference: Treasurer-Auditor Hoffmeyer)

- 7.3 Approve receipt and filing of the Investment Report for the quarter ending December 31, 2022. (Staff Reference: Treasurer-Auditor Hoffmeyer)

Staff Recommendation: Move to approve the recommendations and findings on all items listed under this Consent Calendar. (Roll Call Vote - Requires a majority to approve.)

8. ACTION ITEM(S)

- 8.1 Election of Chair and Vice Chair pursuant to Article 4.10 of the Joint Exercise of Powers Agreement the term of office of the Chair and Vice Chair shall continue for one year, but there shall be no limit on the number of terms held by either the Chair or Vice Chair. (Staff Reference: Executive Director LaMoreaux)

There is no staff report for this item.

Call for Public Comments

Staff Recommendation: Move to appoint _____ as Chair and _____ as Vice Chair. (Roll Call Vote – Requires a majority to appoint.)

9. PRESENTATION(S)

- 9.1 Informational Presentation on the Palmdale Water District Pure Water Antelope Valley Project. (PWD Engineering Manager Scott Rogers)

10. DIRECTOR REQUESTS FOR NEW AGENDA ITEMS

11. INFORMATIONAL REPORT OF THE BOARD OF DIRECTORS, EXECUTIVE DIRECTOR, AND ASSISTANT EXECUTIVE DIRECTOR

12. **ADJOURNMENT** to Monday, April 17, 2023, at 6:00 p.m. at the City of Palmdale City Hall Council Chambers located at 38300 Sierra Highway, Suite B, Palmdale, California.

Complete packets can be viewed at City Hall, located at 38300 Sierra Highway, Suite A, Palmdale, California and Palmdale Water District, 2029 East Avenue Q, Palmdale, California. You can also view the Agenda for the Palmdale Recycled Water Authority on the Authority's website at www.palmdalerwa.org.

Thank you for attending your Palmdale Recycled Water Authority meeting. If you have any further questions, please contact the Secretary's Office at (661) 267-5151, Monday through Thursday, 7:30 a.m. to 6:00 p.m., closed every Friday.

**PALMDALE RECYCLED
WATER AUTHORITY
BOARD MEMORANDUM**

DATE: March 14, 2023 **March 20, 2023**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Dennis J. Hoffmeyer, Treasurer-Auditor, PRWA
VIA: Mr. Dennis LaMoreaux, Executive Director, PRWA

RE: AGENDA ITEM NO 7.2 – TREASURER’S REPORT FOR FEBRUARY 2023

Recommendation:

Palmdale Recycled Water Authority (PRWA) staff recommends the Board of Directors to receive and file the Treasurer’s Report for the two months ending February 28, 2023.

Background:

To comply with provisions required by Section 4.13 of the Joint Powers of Authority Agreement and the responsibilities of the Treasurer, a Financial Report is prepared and submitted to the Board of Directors who certifies the availability of funds for the reports presented. These reports are hereby submitted to the Board of Directors for ratification.

Financial Impact:

As of February 28, 2023, the PRWA has \$ 2,876,255.69 in cash and investments. PRWA had interest and market adjustment of \$5,579.87, received \$7,447.28 in receivables, and there were \$(19,134.19) in expenses and fees paid for the month.

Supporting Documents:

Treasurer’s Report for the month ending February 28, 2023.
Balance Sheet for the period ending February 28, 2023.
Income Statement for the period ending February 28, 2023.

**Palmdale Recycled Water Authority
Treasurer's Report
Month Ended February 28, 2023**

Cash/Funds Available and held at Bank of America, Citizens Business Bank, & UBS Financial Svcs:	
Bank Balance, beginning February 1, 2023	2,882,362.73
Less: Expenses Paid	(9,411.17)
Less: Bank Fees Paid (Analysis Fees & Credit Card Processing)	(52.65)
Add: Deposits Made	7,447.28
Add: Interest Earned & Market Adjustment on Investments	5,579.87
Add: Deposit in Transit	-
Less: Outstanding Check (Ledger Tie-Out)	(9,670.37)
Bank Balance, ending February 28, 2023	2,876,255.69
Less: Accounts Payable	-
Less: Accrued Purchases	-
Less: Accrued Payroll Taxes	-
Less: Deposits - Customer	(13,000.00)
Add: Accounts Receivable	(16,026.54)
Add: Interest Receivable	-
Adjusted Bank Balance, ending February 28, 2023	2,847,229.15

Outstanding Checks (Prior Month(s)):

February Checks Issued:

Deposit Refund - West Coast Communication Services	578.32
Membership - California Association of Mutual Water Companies	250.00
Water Purchases - Sanitation Districts of L.A. County	8,582.85
2022 Expense/M&R Reimbursement - Palmdale Water District	9,670.37

Total Checks Issued	19,081.54
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**Palmdale Recycled Water Authority
Balance Sheet
For the Two Months Ending 2/28/2023**

	YTD
ASSETS	
UBS- Investment Funds	\$2,264,510
Bank of America - Checking	\$40,967
Citizens Business Bank - Checking	\$570,778
Prepaid Memberships	
Prepaid Insurance	1,962
Accounts Receivable	
- Water	(16,027)
- Government Agency	
Interest Receivable	
Property, Plant and Equipment, net	1,579,959
Total Assets	\$4,442,150

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts Payable
Accrued Expense

Deposits - Customer

Total Liabilities

13,000
13,000

FUND BALANCE

Unassigned

Total Fund Balance

4,429,150
4,429,150

Total Liabilities and Fund Balance

\$4,442,150

**Palmdale Recycled Water Authority
Income Statement - Current and YTD
For the Two Months Ending 2/28/2023**

	February	YTD
REVENUES:		
Contributions - Palmdale Water District		
Contributions - City of Palmdale		
Grant Funds		
Water Sales	4,518.90	10,621.84
Interest Earnings	2,972.31	6,116.16
Market Adjustment on Investments	2,607.56	6,550.00
Total Revenue	\$10,098.77	\$23,288.00
EXPEDITURES:		
General Government		
Public Representative - Payroll Tax Expense (Employer)		
Public Representative - Travel & Meeting		
Banking Fees	52.65	52.65
Provision for Bad Debt		
Insurance		
Memberships	250.00	250.00
Operating Supplies		
Marketing & Outreach		
Travel & Meeting		
Permits & Fees		
Utilities - Purchased Water	8,582.85	8,582.85
Materials & Supplies		
Maint. & Repair - Water System		
	\$8,885.50	\$8,885.50
Public Resource		
Contracted Services - Professional Svcs		
Contracted Services - Audit		
	\$8,885.50	\$8,885.50
Non-Cash Operating Expense		
Depreciation	4,450.59	8,901.18
Non-Operating Revenue		
Capital Contribution		
	(\$4,450.59)	(\$8,901.18)
Change in Net Position	(\$3,237.32)	\$5,501.32
Net Position - Beginning of Year		4,423,648.64
Net Position - End of Year	(\$3,237.32)	\$4,429,149.96

**PALMDALE RECYCLED
WATER AUTHORITY
BOARD MEMORANDUM**

DATE: March 14, 2023 **March 20, 2023**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Dennis J. Hoffmeyer, Treasurer-Auditor, PRWA
VIA: Mr. Dennis LaMoreaux, Executive Director, PRWA

**RE: AGENDA ITEM NO 7.3 – INVESTMENT REPORT FOR THE QUARTER ENDING
DECEMBER 31, 2022**

Recommendation:

Palmdale Recycled Water Authority (PRWA) staff recommends to the Board of Directors to receive and file the Investment Report for the quarter ending December 31, 2022.

Background:

To comply with provisions of California Government Code 53646, the attached investment report includes a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values, and the current market values of each component of the portfolio, including funds managed for the Authority by third party contracted managers. The report is hereby submitted to the Board of Directors for ratification.

Financial Impact:

As of December 31, 2022, the PRWA has \$8,262.65 in cash, \$1,324,092.44 in U.S. Treasury Bill/Note, and \$912,496.10 in Certificates of Deposits with UBS Investment Services with accrued interest in the amount of \$7,042.10.

Supporting Documents:

Investment Report for the quarter ending December 31, 2022.

PALMDALE RECYCLED WATER AUTHORITY
INVESTMENT REPORT
December 31, 2022

UBS Money Market Account (SS 30999)

Cash **\$8,262.65**

US Government Securities

	CUSIP #	Issuer	Maturity Date	Rate	Face Value	Market Value
1	912796T33	US Treasury Bill	02/23/2023	0.000	500,000	496,990.00
2	912796YM5	US Treasury Bill	03/30/2023	0.000	164,000	162,320.64
3	9128284A5	US Treasury Note	02/28/2023	2.625	300,000	299,133.00
4	912828R69	US Treasury Note	05/31/2023	1.625	370,000	365,648.80
					1,334,000	\$1,324,092.44

Certificates of Deposit

	CUSIP #	Issuer	Maturity Date	Rate	Face Value	Market Value
1	02007GMN0	Ally Bank Sandy UT	01/17/2023	1.850	100,000	99,892.00
2	910286EP4	United Fidelity Bank IN	02/28/2023	0.700	200,000	198,908.00
3	06740KNZ6	Barclays Bank DE	03/09/2023	0.850	250,000	248,457.50
4	07371BDH1	Beal Bank TX	05/10/2023	4.100	115,000	114,958.60
5	69355NBM6	PNC Bank NA DE	06/08/2023	4.500	250,000	250,280.00
					915,000	\$912,496.10

Acct. Total **\$2,244,851.19**

Accrued interest \$7,042.10

TOTAL CASH AND INVESTMENTS **\$2,251,893.29**