

**MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT, JULY 24, 2023:**

*A regular meeting of the Board of Directors of the Palmdale Water District was held Monday, July 24, 2023, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District Office. President, Don Wilson, called the meeting to order at 6:00 p.m.*

**1) Pledge of Allegiance/Moment of Silence in Honor of Former Director John Sidwell.**

At the request of President Wilson, Director Dino led the pledge of allegiance followed by a moment of silence in honor of former Director John Sidwell.

**2) Roll Call.**

**Attendance:**

Don Wilson, President  
Scott Kellerman, Vice President  
Kathy Mac Laren-Gomez, Treasurer  
Vincent Dino, Secretary  
Gloria Dizmang, Assistant Secretary

**Others Present:**

Dennis LaMoreaux, General Manager  
Adam Ly, Assistant General Manager  
G. Ross Trindle, General Counsel  
Dennis Hoffmeyer, Finance Manager  
Bob Egan, Financial Advisor  
Judy Shay, Public Affairs Director  
Danielle Henry, Executive Assistant  
1 member of the public

**3) Adoption of Agenda.**

It was moved by Director Mac Laren-Gomez, seconded by Director Dino, and unanimously carried by all members of the Board of Directors present at the meeting on the following roll call vote to adopt the agenda, as written:

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

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

There were no public comments.

**5) Presentations:**

**5.1) None at This Time.**

There were no presentations.

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

**6.1) Approval of Minutes of Regular Board Meeting held July 10, 2023.**

**6.2) Payment of Bills for July 24, 2023.**

**6.3) Ratification of Payment for District 2023 Membership in the Water Research Foundation. (\$11,360.24 – Budgeted – Budget Item No. 1-02-4165-000 – Operations Manager Masaya)**

**6.4) Receive and File Semi-Annual Employee Reimbursement Report for the Period Covering January 1, 2023 to June 30, 2023. (No Budget Impact – Finance Manager Hoffmeyer)**

President Wilson announced the items included in the Consent Calendar after which it was moved by Director Mac Laren-Gomez, seconded by Director Dino, and unanimously carried by all members of the Board of Directors present at the meeting on the following roll call vote to approve those items included in the Consent Calendar:

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

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

**7.1) Consideration and Possible Action on Authorization of the Following Conferences, Seminars, and Training Sessions for Board and Staff Attendance Within Budget Amounts Previously Approved in the 2023 Budget:**

a) **None at This Time.**

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

8) **Information Items:**

8.1) **Finance Reports:**

a) **Status Report on Cash Flow Statement and Current Cash Balances as of June 2023. (Financial Advisor Egan/Finance Committee)**

Financial Advisor Egan provided a brief overview of the monthly Major Account Activity Report, the Quarterly Major Account Activity Report, the Investment Funds Report, and the Cash Flow Statement through June 2023, including account transfers, assessments received, water purchases, capital improvement fees received, interest and market values, and the projected year-end balance.

b) **Status Report on Financial Statements, Revenue, and Expense and Departmental Budget Reports for June 2023. (Finance Manager Hoffmeyer/Finance Committee)**

Finance Manager Hoffmeyer provided a brief overview of the Balance Sheet Report, the Balance Sheet Quarterly Comparison Report, the Profit and Loss Statement, the Profit and Loss Quarterly Comparison, the departmental budgets versus actual, and individual departmental budgets for the period ending June 2023, including audit adjustments related to the addition of GASB 87 for leases and GASB 68 and 75 related to pension and Other Post Employee Benefits (OPEB), and then stated that operating revenues and expenses are slightly below the traditional budgetary percentage of 50% and that chemical costs have increased due to additional surface water treatment followed by a brief discussion of the District's reserves, of operating and personnel costs, and of water purchases and banking.

c) **Status Report on Committed Contracts Issued. (Finance Manager Hoffmeyer/Finance Committee)**

Finance Manager Hoffmeyer provided an overview of the Contractual Commitments and Needs Report for new and replacement capital projects, consulting and engineering support projects, new and replacement equipment, water quality fee

funded projects, committed and projected capital expenditures, and projects paid out through the 2021A Series Water Revenue Bonds through June 2023.

**d) Other Financial Reports. (Finance Manager Hoffmeyer/Finance Committee)**

**1) Accounts Receivable Overview.**

Finance Manager Hoffmeyer provided a brief overview of accounts with balances over \$50.00 and sixty days past due and stated that there are eleven payment arrangements as of June 30 including one commercial account.

**2) Revenue Projections.**

He then stated that based on selling 14,500 AF of water, revenue is behind projections by approximately \$1,236,986 as of June 2023.

**3) Payment Transactions by Type.**

He then stated that electronic payments continue to be the leading payment type.

**4) Billing and Collection Statistics.**

He then reviewed the Billing and Collection Statistics through June 30, 2023 followed by a brief discussion of outstanding balances, of the Maravilla Foundation Utility Assistance Program, of the collections process, of customer leaks, and of the meter exchange program and Advanced Metering Infrastructure (AMI) capabilities.

**8.2) Reports of Directors:**

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

**1) Antelope Valley East Kern Water Agency (AVEK) – July 11.  
(Director Dino, Board Liaison/Director Mac Laren-Gomez, Alt.)**

Director Dino reported that on July 11, he attended an AVEK Board Meeting where they approved purchase orders for pump rebuilds at the Willow Pump Station, the Acton Pump Station, and the Leona Valley Pump Station.

**2) Special District Association North Los Angeles County (SDANLAC) Board Meeting – July 12. (Director Dino, CSDA Chapter Chair/Director Dizmang)**

Director Dino stated that a written report will be distributed after which Director Dizmang stated that she volunteered to prepare a strategic plan for SDANLAC to assist with the determination of membership dues.

**3) Palmdale Fin & Feather – July 15. (Director Dizmang/President Wilson, Alt.)**

Director Dizmang reported that on July 15, she attended a Palmdale Fin & Feather Meeting where there continues to be a dispute between two families regarding a dock and that a District customer injured their knee at a Fin & Feather Club event which is being managed through Fin & Feather's insurance.

**4) Palmdale Recycled Water Authority (PRWA) – July 17. (Director Dino/President Wilson/Director Mac Laren-Gomez, Alt.)**

Director Dino reported that on July 17, he attended the PRWA Meeting after which General Manager LaMoreaux stated that the adoption of the Notice of Determination for the Recycled Water Facilities Plan Mitigated Negative Declaration Amendment No. 2 to the original Master Plan adopted in 2015 was on the agenda for consideration for the addition of two recycled water line segments and that this item will be carried over to the August PRWA meeting to meet the 30 day minimum requirement for public comment.

**5) Finance Committee Meeting – July 18. (President Wilson, Chair/Director Mac Laren-Gomez)**

President Wilson reported that on July 18, he attended the Finance Committee Meeting and that he has nothing to add to the detailed financial reports that were provided this evening.

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

Director Kellerman reported that on July 24, he attended a Board Briefing.

President Wilson reported that on July 17, he attended the PRWA Meeting; that on July 18, he attended the PWD Customer Appreciation Event; that on July 18, he also attended the Finance Committee Meeting; and that on July 20, he attended a Board Briefing.

Director Dizmang reported that on July 12, she attended a CSDA Chapter Meeting; that on July 15, she attended the Palmdale Fin & Feather Club Meeting; that on July 20, she attended a Board Briefing; that on July 24, she is attending the Palmdale Water District Regular Board Meeting; and that on July 25, she will be attending the Outreach Committee Meeting.

Director Mac Laren-Gomez reported that on July 17, she attended the PRWA Meeting; that on July 18, she attended the PWD Customer Appreciation Event and that it was very well attended; that on July 18, she also attended the Finance Committee Meeting; that on July 20, she attended a Board Briefing; and that on July 24, she attended a Public Water Suppliers Meeting.

Director Dino reported that on July 11, he attended an AVEK Board Meeting; that on July 12, he attended the CSDA Chapter Meeting; that on July 13, he attended the ACWA Region 8 Tour at West Basin Municipal Water District with Engineering Manager Rogers; that on July 17, he attended the PRWA Meeting; that on July 18, he attended the PWD Customer Appreciation Event; that on July 19, he attended an ACWA Town Hall Webinar regarding the ACWA President and Vice President Candidates; that on July 20, he attended a Board Briefing; and that on July 24, he is attending the Palmdale Water District Regular Board Meeting.

**8.3) Report of General Manager.**

**a) July 2023 Written Report of Activities through June 2023.**

General Manager LaMoreaux stated that a written report was included in the agenda packet after which Director Dizmang stated that she appreciates the United Water Conservation District report.

**b) Department Activity Updates:**

**1) Finance Department. (Finance Manager Hoffmeyer)**

Finance Manager Hoffmeyer provided a detailed update of the Finance Department's current and projected activities, including the meter exchange program, cell tower leases, the ergonomic office furniture replacement, and the new water revenue bond issue with NHA Advisors followed by a brief discussion of meter replacement quantities.

**8.4) Report of General Counsel.**

General Counsel Trindle provided a legislative update on a case regarding the California Voting Rights Act and the elected representation of disadvantaged communities and then stated that he has accepted an in-house position with the County of Riverside; that this will be his last Board meeting with the District; that there will be a consistent transition with Ms. Pam Lee stepping in as General Counsel and Ms. Yecenia Vargas continuing as Assistant General Counsel; and that it has been a pleasure to work with a Board and staff that serves its community so well.

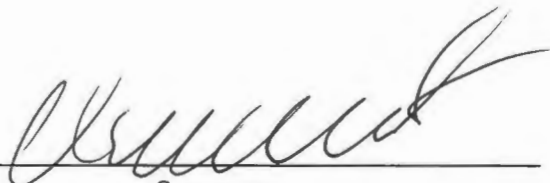
The Board then thanked Mr. Trindle for his service and congratulated him on his new position.

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

There were no requests for future agenda items.

**10) Adjournment.**

There being no further business to come before the Board, the meeting was adjourned at 7:18 p.m.

  
Secretary