

## MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT, DECEMBER 14, 2020:

*A regular meeting of the Board of Directors of the Palmdale Water District was held Monday, December 14, 2020, via teleconference. President, Vincent Dino, called the meeting to order at 6:00 p.m.*

### 1) Pledge of Allegiance/Moment of Silence.

At the request of President Dino, Director Wilson led the pledge of allegiance followed by a moment of silence.

### 2) Administering of Oath of Office to Elected Directors. (General Counsel Dunn)

General Counsel Dunn administered the Oath of Office to Kathy Mac Laren-Gomez, Division 4, Gloria Dizmang, Division 3, and Amberrose Merino, Division 1 and congratulated them on their term of office.

Mr. Robert Alvarado, former Palmdale Water District Division 1 Director, then congratulated Directors Mac Laren-Gomez, Dizmang, and Merino and wished them the best as they represent their divisions.

The Board then expressed their congratulations to continuing Directors Mac Laren-Gomez and Dizmang and to new Director Merino and stated that they look forward to working together after which Directors Mac Laren-Gomez, Dizmang, and Merino thanked everyone for the kind words and stated that they look forward to serving as a team and meeting the challenges that may arise.

### 3) Roll Call.

#### Attendance:

Vincent Dino, President  
Kathy Mac Laren-Gomez, Vice President  
Gloria Dizmang, Treasurer  
Don Wilson, Secretary  
Amberrose Merino, Director

#### Others Present:

Dennis LaMoreaux, General Manager  
Adam Ly, Assistant General Manager  
Eric Dunn, General Counsel  
Mike Williams, Finance Manager  
Judy Shay, Public Affairs Director  
Scott Rogers, Engineering/Grant Manager  
Dawn Deans, Executive Assistant  
2 members of the public

**4) Adoption of Agenda.**

It was moved by Director Mac Laren-Gomez, seconded by Director Wilson, 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 Dino – aye  
Director Mac Laren-Gomez – aye  
Director Dizmang – aye  
Director Wilson – aye  
Director Merino – aye

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

There were no public comments for non-agenda items.

**6) Presentations:**

**6.1) None at this Time.**

There were no presentations at this time.

**7) 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.)**

**7.1) Approval of Minutes of Regular Board Meeting Held November 23, 2020.**

**7.2) Payment of Bills for December 14, 2020.**

**7.3) Approval of District Membership in the Antelope Valley Economic Development & Growth Enterprise (AV EDGE). (\$5,000.00 – Budgeted – Public Affairs Director Shay)**

**7.4) Approval of Sale of District Property, Parcel No. 3052-008-009, to City of Palmdale for the Roundabout Project at the Intersection of Avenue S-8 and 40<sup>th</sup> Street East. (\$6,300.00 – Revenue – Engineering/Grant Manager Rogers)**

**7.5) Approval of Resolution No. 20-22 Being a Resolution of the Board of Directors of the Palmdale Water District Adopting an Amendment to Section 8.08 and Appendix F, Cross-Connection Control Policy, of the Palmdale Water District's Rules and Regulations. (No Budget Impact – Assistant General Manager Ly)**

President Dino announced the items included in the Consent Calendar after which it was moved by Director Dizmang, seconded by Director Mac Laren-Gomez, 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 Dino – aye  
Director Mac Laren-Gomez – aye  
Director Dizmang – aye  
Director Wilson – aye  
Director Merino – aye

Resolution No. 20-22 is hereby made a portion of the minutes of this meeting.

**8) 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.)**

**8.1) Consideration and Possible Action on Ground Lease Agreement Between the Palmdale Water District and the American Indian Little League. (No Budget Impact – General Manager LaMoreaux)**

General Manager LaMoreaux provided an overview and history of the District's property lease at the corner of Division Street and Avenue P-8 (Technology Drive) to the American Indian Little League after which it was moved by Director Dizmang, seconded by Director Wilson, and unanimously carried by all members of the Board of Directors present at the meeting on the following roll call vote to approve the Ground Lease Agreement Between the Palmdale Water District and the American Indian Little League:

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

**8.2) Consideration and Possible Action on Authorizing Staff to Amend the Contract for Adding Feasibility of Groundwater Augmentation to the Surface Water Augmentation Feasibility Study with Stantec Consulting Services, Inc. (\$18,235.00 – Budgeted – Engineering/Grant Manager Rogers)**

Engineering/Grant Manager Rogers provided an overview of the amendment to the existing contract with Stantec Consulting Services, Inc., and after a brief discussion of the purpose and cost of the amendment, it was moved by Director Wilson, seconded by Director Dizmang, and unanimously carried by all members of the Board of Directors present at the meeting on the following roll call vote to authorize staff to amend the contract for adding Feasibility of Groundwater Augmentation to the Surface Water Augmentation Feasibility Study with Stantec Consulting Services, Inc. in the not-to-exceed amount of \$18,235.00:

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

**8.3) Consideration and Possible Action on Approval of Contract with HDR Engineering, Inc. to Prepare the District's Hazard Mitigation Plan. (\$108,288.00 – Budgeted-Grant Funding – Assistant General Manager Ly)**

Assistant General Manager Ly provided an overview of the proposal process and the purpose of the Hazard Mitigation Plan, and after a brief discussion of the cost of the contract and of grant funding for reimbursement of this work, it was moved by Director Mac Laren-Gomez, seconded by Director Dizmang, and unanimously carried by all members of the Board of Directors present at the meeting on the following roll call vote to approve a contract with HDR Engineering, Inc. to prepare the District's Hazard Mitigation Plan in the not-to-exceed amount of \$108,288.00:

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

**8.4) Support of the Recruitment Process for Public Member of the Palmdale Recycled Water Authority. (No Budget Impact – General Manager LaMoreaux)**

General Manager LaMoreaux provided an overview of the recruitment process for appointing a public member to the Palmdale Recycled Water Authority, and there was no action taken on this item.

**8.5) Consideration and Possible Action on Authorization of the Following Conferences, Seminars, and Training Sessions for Board and Staff Attendance Within Budget Amounts Previously Approved in the 2020 Budget:**

**a) None at This Time.**

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

**9) Information Items:**

**9.1) Reports of Directors:**

**a) Meetings; Standing Committee/Assignment Reports; General Report.**

Director Wilson reported that on November 30, he attended the virtual ACWA/JPIA Board of Directors meeting; that on December 2 and 3, he attended the virtual ACWA Fall Conference and reviewed the topics discussed; that on December 8 and 9, he attended the virtual CSDA Special District Leadership Academy and reviewed the topics discussed; that on December 14, he is attending the Palmdale Water District Regular Board Meeting; that on December 17, he will be attending a financial briefing; and that on December 10, General Manager LaMoreaux stated that Director Wilson attended a Board briefing.

Director Dizmang reported that on November 23, she attended the Palmdale Water District Regular Board Meeting; that on December 10, she attended a Board briefing; that on December 14, she is attending the Palmdale Water District Regular Board Meeting; and that on December 16, she will be attending the Personnel Committee meeting.

Director Mac Laren-Gomez reported that on November 5, she attended a Board briefing; that on November 30, she attended the virtual ACWA/JPIA Board of Directors meeting; that on December 2, she attended the Antelope Valley Watermaster meeting; that on December 9, she attended the virtual ACWA Region 8 Conference; that on December 10, she attended a Board briefing; that also on December 10, she attended a Conveyance Workshop; and that also on December 10, General Manager LaMoreaux

stated that Director Mac Laren-Gomez attended the Antelope Valley State Water Contractors Association meeting.

President Dino reported that on November 30, he attended the virtual ACWA/JPIA Board of Directors meeting; that on December 1, he attended an Agenda Review and Approval meeting; that also on December 1, he attended a virtual Armed Robbery Seminar; that on December 7, he attended a Board briefing; that on December 8, he attended an AVEK Board meeting; that on December 9, he attended the virtual ACWA Region 8 Conference; that on December 10, he attended the Antelope Valley State Water Contractors Association meeting; and that on December 14, he is attending the Palmdale Water District Regular Board Meeting.

**9.2) Report of General Manager.**

General Manager LaMoreaux reported that the District has been successful in its recent U.S. Bureau of Reclamation Planning Grant application for the Palmdale Regional Groundwater Recharge and Recovery Project and will be receiving \$1.1 million in grant funding to reimburse the District for monies spent.

**9.3) Report of General Counsel.**

General Counsel Dunn stated that he has no report and then informed Director Merino that Agenda Item No. 9 is for her to report on various meetings attended, and Agenda Item No. 10 is to request future agenda items.

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

There were no requests for future agenda items.

**11) Adjournment.**

There being no further business to come before the Board, the meeting was adjourned at 6:53 p.m.

  
Secretary

**RESOLUTION NO. 20-22**  
**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**OF THE PALMDALE WATER DISTRICT**  
**ADOPTING AN AMENDMENT TO SECTION 8.08 AND APPENDIX F,**  
**CROSS-CONNECTION CONTROL POLICY, OF THE PALMDALE WATER**  
**DISTRICT'S RULES AND REGULATIONS**

**WHEREAS**, Appendix F, the Cross-Connection Control Policy, was adopted in 1988 via Section 8.08 of the Palmdale Water District's Rules and Regulations; and

**WHEREAS**, pursuant to the State Water Resource Control Board, the Palmdale Water District ("District") shall have a Cross-Connection Control Program as part of its water permit; and

**WHEREAS**, the Program shall include rules and regulations, standard specifications, and procedures to address cross-connection control and backflow preventers; and

**WHEREAS**, the District desires to update Appendix F, the Cross-Connection Control Policy of the District's Rules and Regulations, to reflect the requirements and changes in Titles 17 and 22 of the California Code of Regulations and the SWRCB Policy Handbook on Cross-Connection; and

**WHEREAS**, the District also desires to separate the policy components from the District's Rules and Regulations to its operations guidelines of the program by amending Appendix F.

**NOW THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The above recitals are all true and correct and hereby adopted as findings.

**SECTION 2.** Section 8.08 of the District's Rules and Regulations is hereby amended and shall now read as follows:

**"8.08 CROSS CONNECTIONS**

The District has adopted a Cross Connection Control Policy and incorporates such program herein. The District's Cross-Connection Control Policy is attached hereto as Appendix F."

**SECTION 3.** Appendix F, as referenced in Section 8.08 of the District's Rules and Regulations, is hereby replaced in its entirety with a new Appendix F as set forth in Exhibit "A," which establishes a general policy related to cross-connections and adopts new guidelines to carry out the Cross-Connection Control Program through the District's Standard Operations Protocol.

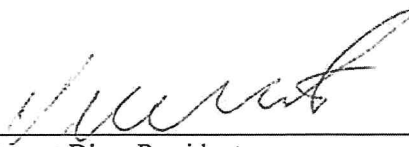
**SECTION 4.** Upon the effective date of this Resolution, adopted herein, the Resolution shall supersede any and all prior resolutions adopted that are in conflict with this Resolution.




**SECTION 5.** If any provision in this Resolution, or the application thereof to any person or circumstances, is for any reason held invalid, the validity of the remainder of this Resolution, or the application of such provisions to other persons or circumstances shall not be affected thereby. The Board of Directors hereby declares that it would have passed this Resolution, and each provision thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof to any person or circumstance be held invalid.


**SECTION 6.** This Resolution shall become effective upon the date of adoption as set forth herein.

**PASSED, APPROVED AND ADOPTED** on this 14<sup>th</sup> day of December 2020 by the Board of Directors of the Palmdale Water District.

  
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Vincent Dino, President  
Board of Directors  
Palmdale Water District

  
\_\_\_\_\_  
Don Wilson, Secretary  
Board of Directors  
Palmdale Water District

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Aleshire & Wynder. LLP  
Eric Dunn, District General Counsel



## **EXHIBIT "A"**

### **APPENDIX F**

#### **PALMDALE WATER DISTRICT CROSS-CONNECTION CONTROL POLICY**

##### **I. Statement of Policy:**

This policy establishes Palmdale Water District's Cross-Connection Control Program (1) to comply with Federal and State regulation on cross-connection control; (2) to protect the public water supply against actual or potential cross-connection; (3) to establish effective management processes to accomplish this goal.

These regulations are adopted pursuant to the State of California Code of Regulations, Title 17 and Title 22, and the Cross-Connection Policy Handbook developed by State Water Resources Control Board.

It is unlawful for any person, firm, or corporation at any time to make or maintain or cause to be made or maintained, temporarily or permanently, for any period of time whatsoever, any cross-connection between plumbing pipes or water fixtures being served with water by the Palmdale Water District ("District") and any other source of water supply or to maintain any sanitary fixture or other appurtenances or fixtures, which by reason of their construction may cause or allow backflow of water or other substances into the water supply system of the District and/or the service of water pipes or fixtures of any consumer of the District.

##### **II. Principles:**

- A. No water service connection to any premises shall be installed or maintained by the District unless the water supply is protected as required by State laws and regulations and this policy.
- B. Service of water to any premises shall be discontinued by the District if a backflow prevention assembly, as required by this policy, is not installed, tested, and maintained; or if it is found that a backflow prevention assembly has been removed or bypassed, or if an unprotected cross-connection exists on the premises. Service will not be restored until such conditions or defects are corrected.
- C. Wherever backflow protection is found necessary, the type of assembly to be installed will be commensurate to the hazard potential that might exist. The District does not permit the use of Double Check Valve Assembly (DC) as a form of backflow prevention.
- D. Backflow prevention assembly shall be installed on the service connection to any premise that have (1) an internal cross-connection that cannot be permanently corrected to the satisfaction of the State, local health department, or Palmdale Water District, or (2) intricate plumbing and piping arrangement where entry to all portions of the premises is not readily accessible.

### **III. Responsibilities:**

- A. District Management shall develop and update Cross-Connection Control Standard Operations Protocol (SOP) to manage the Cross-Connection Program. The SOP shall be revised as needed and approved by the District's General Manager.
- B. The District's designated Cross-Connection Administrator and the Construction Inspection section shall be responsible for implementing and enforcing the cross-connection control program.
- C. An approved backflow prevention assembly shall be installed at owner's expenses when deemed necessary by the District. It shall be the owner's responsibility to comply with all District requirements as defined within this policy.
- D. Backflow prevention assembly shall be installed in an accessible location and in a manner approved by District. (Reference District Standard Specifications)
- E. It shall be the responsibility of the owner or customer of any premises where backflow prevention assemblies are installed to have thorough inspections and operational tests made of each assembly at least once a year, or more often in those instances where inspections or tests indicate a need. These inspections and tests shall be at the expense of the owner or customer and shall be performed by a person approved by the District and has possession of a current and valid Certificate of Competency for the testing of backflow preventers issued by the County of Los Angeles Department of Health.
- F. Costs or expenses related to testing, turn off/on, late fee, disconnection/reconnection fees and delays are responsibilities of owner. The owner must be in good standing with the District to have water services connected.
- G. Whenever an existing assembly is moved from its present location, or when it requires more than minimum maintenance, or when the District finds that improper maintenance of the assembly constitutes a health hazard, the assembly shall be replaced and tested by the owner at the owner's expenses.

### **IV. Reclaimed/Recycled Water System:**

Site Supervisor - At each premises where it is necessary, in the opinion of the District, a user supervisor shall be designated by and at the expense of the water user. This user supervisor shall be responsible for the monitoring of the backflow prevention assembly and for the avoidance of cross-connections. In the event of contamination or pollution of the drinking water system due to a cross-connection on the premises, the District shall be promptly notified by the user supervisor so that appropriate measures may be taken to overcome the contamination. The water user shall inform the District of the user supervisor's identity on, as a minimum, an annual basis and whenever a change occurs.

**Revisions:** May 23, 1988  
December 14, 2020