



PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

BOARD OF DIRECTORS

ROBERT E. ALVARADO

Division 1

DON WILSON

Division 2

GLORIA DIZMANG

Division 3

KATHY MAC LAREN

Division 4

VINCENT DINO

Division 5

May 14, 2020

AGENDA FOR A MEETING OF THE FINANCE COMMITTEE OF THE PALMDALE WATER DISTRICT

Committee Members: Gloria Dizmang-Chair, Don Wilson
VIA TELECONFERENCE ONLY FOR THE PUBLIC:
DIAL-IN NUMBER: 571-748-4021 ATTENDEE PIN: 106-258-288#
Submit Public Comments at: <https://www.gomeet.com/106-258-288>
THURSDAY, MAY 21, 2020
1:00 p.m.

DENNIS D. LaMOREAUX

General Manager

ALESHIRE & WYNDER LLP

Attorneys

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

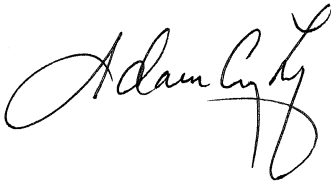
PUBLIC COMMENT GUIDELINES: The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted, and offenders will be requested to leave the meeting. (PWD Rules and Regulations, Appendix DD, Sec. IV.A.)

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Roll call.
- 2) Adoption of agenda.
- 3) 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 April 21, 2020.
- 4.2) Consideration and possible action on approval of minutes of special meeting held May 5, 2020.
- 4.3) Discussion and overview of Cash Flow Statement and Current Cash Balances as of April 2020. (Financial Advisor Egan)
- 4.4) Discussion and overview of Financial Statements, Revenue, and Expense and Departmental Budget Reports for April 2020. (Finance Manager Williams)
- 4.5) Discussion and overview of committed contracts issued. (Finance Manager Williams)
- 5) Reports.
 - 5.1) Finance Manager Williams:
 - a) Effect of COVID-19 event.
 - b) Revenue projections.
 - c) Internal controls.
 - 5.2) Financial Advisor Egan:
 - a) Debt Service Coverage status.
- 6) Board members' requests for future agenda items.
- 7) Date of next Committee meeting.
- 8) Adjournment.



ADAM LY,
Assistant General Manager

DDL/AL/dd

**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

DATE:	May 14, 2020	May 21, 2020
TO:	FINANCE COMMITTEE	Committee Meeting
FROM:	Mr. Bob Egan, Financial Advisor	
RE:	<i>AGENDA ITEM NO. 4.3 – DISCUSSION AND OVERVIEW OF CASH FLOW STATEMENT AND CURRENT CASH BALANCES AS OF APRIL 2020.</i>	

Attached are the Cash Notes, the Investment Funds Report, and the Cash Flow Report as of April 2020. The reports will be reviewed in detail at the Finance Committee meeting.

		<u>2020</u>			
		<u>March to April 2020 Major account Activity</u>			
		<u>acct 11469</u>			
		Balance	4/30/2020	5,920,751	
		Balance	3/31/2020	3,886,142	
		Increase		2,034,609	
		<u>One month activity</u>			
		Taxes received		2,022,097	
		Interest/Mkt value received		12,512	
				2,034,609	
		<u>Acct 11475</u>			
		Balance	4/30/2020	12,059	
		Balance	3/31/2020	12,059	
				0	
		<u>One month activity</u>			
		Interest received		0	
		Capital improvements received		0	
				0	
		<u>Acct 11432</u>			
		Balance	4/30/2020	4,613,918	
		Balance	3/31/2020	4,606,157	
		Increase		7,761	
		<u>One month activity</u>			
		Interest/Mkt value received		7,761	
				7,761	
		<u>Acct 24016.</u>			
		Balance	4/30/2020	374,043	
		Balance	3/31/2020	372,840	
		Increase		1,203	
		<u>One month activity</u>			
		Interest/Mkt value received		1,203	
				1,203	

PALMDALE WATER DISTRICT
INVESTMENT FUNDS REPORT
April 30, 2020

						April 2020	March 2020
CASH							
1-00-0103-100	Citizens - Checking					231,429.27	1,173,147.33
1-00-0103-200	Citizens - Refund					-	-
1-00-0103-300	Citizens - Merchant					153,601.98	201,413.88
				Bank Total		385,031.25	1,374,561.21
1-00-0110-000	PETTY CASH					300.00	300.00
1-00-0115-000	CASH ON HAND					5,400.00	5,400.00
				TOTAL CASH		390,731.25	1,380,261.21
INVESTMENTS							
1-00-0135-000	Local Agency Investment Fund			Acct. Total		12,568.72	12,505.78
1-00-0120-000	UBS Money Market Account General (SS 11469)						
	UBS RMA Government Portfolio					782,659.28	-
	UBS Bank USA Dep acct					250,000.00	51,450.45
	Accrued interest					22,722.69	14,198.38
						1,055,381.97	65,648.83
US Government Securities							
CUSIP #	Issuer	Maturity Date	Rate	PAR	Market Value	Market Value	
912828PP9	US TSY INFL PROT NOTE	01/15/2021	1.250	1,300,000	1,524,989.64	-	
				1,300,000	1,524,989.64	-	
Certificates of Deposit							
	Issuer	Maturity Date	Rate	Face Value			
1	UBS Bank	04/24/2020	3.000	238,000	-	238,326.06	
2	Merchant Bank	04/24/2020	1.650	250,000	-	250,130.00	
3	NY Community Bank	05/11/2020	1.550	240,000	240,088.80	240,163.20	
4	Texas Cap Bank	05/11/2020	1.800	240,000	240,098.40	240,204.00	
5	Investors Bank	07/15/2020	1.600	250,000	250,657.50	250,432.50	
6	US Bank NA OH	07/15/2020	1.600	210,000	210,552.30	210,363.30	
7	Hancock Whitney Bank	07/16/2020	1.650	250,000	250,695.00	250,472.50	
8	Safra National Bank	08/24/2020	1.650	250,000	251,045.00	250,622.50	
9	Pinnacle Bank	10/21/2020	1.650	250,000	251,567.50	250,822.50	
10	Truist Bank-Charlotte	10/22/2020	1.650	250,000	251,575.00	250,825.00	
11	TBK Bank-SSB TX	10/29/2020	1.650	200,000	201,312.00	200,678.00	
12	Goldman Sachs	11/18/2020	2.300	240,000	251,852.50	250,907.50	
13	Bank of India	11/18/2020	1.650	250,000	242,601.60	241,843.20	
14	Customers Bank PA	11/27/2020	1.600	200,000	201,500.00	200,678.00	
15	Ally Bank	01/19/2021	2.700	240,000	244,226.40	242,997.60	
16	Bank of Washington MO	01/02/2021	1.650	250,000	252,607.50	251,027.50	
				3,808,000	3,340,379.50	3,820,493.36	
				Acct. Total	5,920,751.11	3,886,142.19	
1-00-1110-000	UBS Money Market Account Capital (SS 11475)						
	UBS Bank USA Dep acct					12,059.01	12,059.01
	UBS RMA Government Portfolio					-	-
				Acct. Total	12,059.01	12,059.01	
1-00-0125-000	UBS Access Account General (SS 11432)						
	UBS Bank USA Dep acct					-	-
	UBS RMA Government Portfolio					19,208.68	16,087.50
	Accrued interest					8,088.92	6,140.82
						27,297.60	22,228.32
US Government Securities							
CUSIP #	Issuer	Maturity Date	Rate	PAR	Market Value	Market Value	
912828C57	US Treasury Note	03/21/2021	2.250	1,430,000	1,457,541.80	1,460,273.10	
912796WY1	US Treasury Bill	07/30/2020	0.000	1,750,000	1,749,580.00	1,749,492.50	
				3,180,000	3,207,121.80	3,209,765.60	
Certificates of Deposit							
	Issuer	Maturity Date	Rate	Face Value			
1	Synchrony Bank	04/14/2020	1.850	240,000	-	240,117.60	
2	Bank of China	10/22/2020	1.000	240,000	240,756.00	-	
3	JP Morgan Chase Bank	11/18/2020	1.600	240,000	240,108.00	240,110.40	
4	Wells Fargo	12/14/2020	3.100	240,000	244,180.80	243,384.00	
5	Comenity Cap Bank	01/19/2021	1.900	163,000	165,456.41	164,582.73	
6	Bank of America	02/08/2021	2.550	240,000	244,219.20	242,832.00	
7	Sallie Mae Bank	05/10/2021	2.450	240,000	244,778.40	243,136.80	
				1,603,000	1,379,498.81	1,374,163.53	
				Acct. Total	4,613,918.21	4,606,157.45	
				Total Managed Accounts	10,559,297.05	8,516,864.43	
1-00-1121-000	UBS Rate Stabilization Fund (SS 24016) - District Restricted						
	UBS Bank USA Dep acct					3,323.54	1,026.80
	UBS RMA Government Portfolio					-	-
	Accrued interest					557.23	2,424.28
						3,880.77	3,451.08
Certificates of Deposit							
	Issuer	Maturity Date	Rate	Face Value			
1	State Bank India	04/21/2020	1.850	240,000	-	240,124.80	
2	Bank OZK AR	10/23/2020	1.600	52,000	52,312.00	52,156.52	
3	Bank United	10/29/2020	0.700	240,000	240,427.20	-	
4	Bank of Baroda NY	11/23/2020	1.600	77,000	77,423.50	77,107.80	
				609,000	370,162.70	369,389.12	
				Acct. Total	374,043.47	372,840.20	
				GRAND TOTAL CASH AND INVESTMENTS	11,324,071.77	10,269,965.84	
				Increase (Decrease) in Funds	1,054,105.93		
1-00-1135-000	2018A Bonds - Project Funds (BNY Mellon)						
	Construction Funds					2,338,795.46	2,337,255.88
	Issuance Funds					12,509.00	12,500.76
						2,351,304.46	2,349,756.64

PALMDALE WATER DISTRICT														Budget 2020 Carryover Information
2020 Cash Flow Report (Based on Dec. 16, 2019 Approved Budget)														
	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
Total Cash Beginning Balance (BUDGET)	12,176,691	12,015,065	11,932,116	9,751,094	11,187,683	10,449,122	9,647,959	8,919,381	8,465,838	6,085,389	5,993,553	5,965,518		(638,055)
Total Cash Beginning Balance	12,176,691	12,059,367	12,115,860	10,269,966	11,324,072	11,485,456	9,809,239	9,167,202	8,492,819	6,112,315	6,020,424	5,992,335		
Budgeted Water Receipts	1,969,871	1,909,953	1,821,402	2,023,426	2,135,309	2,306,049	2,574,884	2,642,226	2,798,119	2,613,062	2,257,796	2,243,479	27,295,578	
Water Receipts	1,976,977	1,810,940	1,886,002	1,768,371	2,135,309	2,306,049	2,574,884	2,642,226	2,798,119	2,613,062	2,257,796	2,243,479	27,013,215	
DWR Refund (Operational Related)				5,812									5,812	
Other													-	
Total Operating Revenue (BUDGET)													-	
Total Operating Revenue (ACTUAL)	1,976,977	1,810,940	1,886,002	1,774,183	2,135,309	2,306,049	2,574,884	2,642,226	2,798,119	2,613,062	2,257,796	2,243,479	27,019,027	
Total Operating Expenses excl GAC (BUDGET)	(1,955,491)	(1,679,071)	(1,646,539)	(1,776,681)	(1,979,583)	(2,030,457)	(2,102,626)	(2,239,867)	(2,196,092)	(2,114,457)	(1,953,554)	(1,697,292)	(23,371,709)	
GAC (BUDGET)							(151,004)			(151,004)	(151,004)	(151,004)	(604,016)	
Operating Expenses excl GAC (ACTUAL)	(1,824,217)	(1,712,608)	(1,665,413)	(2,524,400)	(1,979,583)	(2,030,457)	(2,037,626)	(2,205,367)	(2,196,092)	(1,952,457)	(1,953,554)	(1,555,292)	(23,637,066)	
GAC							(151,004)			(151,004)	(151,004)	(151,004)	(604,016)	
Prepaid Insurance (paid)/refunded							(65,000)	(34,500)		(162,000)		(142,000)	(403,500)	
Total Operating Expense (ACTUAL)	(1,824,217)	(1,712,608)	(1,665,413)	(2,524,400)	(1,979,583)	(2,030,457)	(2,253,630)	(2,239,867)	(2,196,092)	(2,265,461)	(2,104,558)	(1,848,296)	(24,644,582)	
Non-Operating Revenue:														
Assessments, net (BUDGET)	669,610	258,264	18,203	2,115,842	727,923	13,006	84,159	131,277	-	-	134,205	2,557,762	6,710,250	
Actual/Projected Assessments, net	673,482	316,839	18,711	2,022,097	727,923	13,006	84,159	131,277	-	-	134,205	2,557,762	6,679,461	
Asset Sale/Unencumbered Money (Taxes)													-	
RDA Pass-through (Successor Agency)	288,194						473,725						761,919	
Interest	21,808	17,238	15,707	13,081	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	167,833	
Market Adjustment	2,953	15,273	29,363	10,006									57,596	
Grant Re-imbursement						50,000				50,000			100,000	
Capital Improvement Fees - Infrastructure		12,028				8,333		8,333				8,333	37,028	
Capital Improvement Fees - Water Supply						16,667		16,667				16,667	50,000	
DWR Refund (Capital Related)				150,341		58,333			58,333		58,333		325,341	
Other	(18)	100	(30)	7,918	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	41,303	
Total Non-Operating Revenues (BUDGET)													-	
Total Non-Operating Revenues (ACTUAL)	986,420	361,479	63,751	2,203,442	744,590	163,006	574,551	172,944	75,000	66,667	209,205	2,599,429	8,220,482	
Non-Operating Expenses:														
Budgeted Capital Expenditures	(220,738)	(387,519)	(352,940)	(466,422)	(537,633)	(318,360)	(343,159)	(827,604)	(420,469)	(304,862)	(189,236)	(660,500)	(5,029,442)	
Budgeted Capital Expenditures (Committed During Year)													-	
Actual/Projected Capital Expenditures	(361,787)	(202,019)	(31,987)	(193,772)	(537,633)	(318,360)	(343,159)	(827,604)	(420,469)	(304,862)	(189,236)	(660,500)	(4,391,388)	
WRB Capital Expenditures (COP - Amargosa Recharge Proj)						(900,000)		(220,785)					(1,120,785)	
Const. of Monitoring Wells/Test Basin (Water Supply)													-	
Grade Control Structure (Water Supply)													-	
SWP Capitalized	(795,653)	(191,742)	(209,679)	(191,742)	(191,742)	(191,741)	(795,650)	(191,741)	(215,871)	(191,741)	(191,741)	(191,741)	(3,550,784)	
Investment in PRWA							(300,000)						(300,000)	
Butte County Water Transfer						(695,158)						(695,158)	(1,390,316)	
Bond Payments - Interest			(1,269,053)						(1,259,635)				(2,528,688)	
Principal			(607,583)						(1,152,000)				(1,759,583)	
Capital leases - Holman Capital (2017 Lease)	(89,477)						(89,477)						(178,953)	
Capital leases - Enterprise FM Trust (Vehicles)	(5,563)	(5,563)	(7,940)	(9,612)	(5,563)	(5,563)	(5,563)	(5,563)	(5,563)	(5,563)	(5,563)	(5,563)	(73,180)	
Capital leases - Wells Fargo (Printers)	(4,025)	(3,993)	(3,993)	(3,993)	(3,993)	(3,993)	(3,993)	(3,993)	(3,993)	(3,993)	(3,993)	(3,993)	(47,948)	
Total Non-Operating Expenses (ACTUAL)	(1,256,504)	(403,317)	(2,130,235)	(399,119)	(738,931)	(2,114,815)	(1,537,842)	(1,249,686)	(3,057,531)	(506,158)	(390,533)	(1,556,955)	(15,341,625)	
Total Cash Ending Balance (BUDGET)	12,015,065	11,932,116	9,751,094	11,187,683	10,449,122	9,647,959	8,919,381	8,465,838	6,085,389	5,993,553	5,965,518	7,403,230		
Total Cash Ending Balance (ACTUAL)	12,059,367	12,115,860	10,269,966	11,324,072	11,485,456	9,809,239	9,167,202	8,492,819	6,112,315	6,020,424	5,992,335	7,429,992		
											Budget	7,403,230	Carryover	(638,055)
											Difference	26,762	Adj. Difference	(611,293)
2019 Cash Ending Balance (ACTUAL)	11,738,165	12,039,792	9,623,377	10,972,277	10,978,197	10,966,272	10,689,934	11,059,239	9,551,922	8,941,037	9,735,558	12,176,691		

Indicates actual expenditures/revenues:

Indicates anticipated expenditures/revenues:

PALMDALE WATER DISTRICT BOARD MEMORANDUM

DATE: May 14, 2020 **May 21, 2020**
TO: Finance Committee **Committee Meeting**
FROM: Michael Williams, Finance Manager/CFO
VIA: Mr. Dennis LaMoreaux, General Manager
RE: ***AGENDA ITEM 4.4 – DISCUSSION AND OVERVIEW OF FINANCIAL STATEMENTS, REVENUE, AND EXPENSE AND DEPARTMENTAL BUDGET REPORTS FOR APRIL 2020. (FINANCE MANAGER WILLIAMS)***

Discussion:

Presented here are the Balance Sheet and Profit/Loss Statement for the period ending April 30, 2020. Also included are year-to-date revenue and expense analysis. Finally, I have provided individual departmental budget reports through the month of April 2020.

This is the 4th month of the District's Budget Year 2020. The target percentage is 33%. Revenues ideally are at or above, and expenditures ideally are below.

Balance Sheet:

- Pages 1 and 2 is our balance sheet trending for the 4-month period and a graphic presentation of Assets, Liabilities, and Net Position at April 30, 2020.
- The significant change is the increase in investments due to receipt of assessment revenue.

Profit/Loss Statement:

- Page 3 is our profit/loss statement trending for the 4-month period.
- Operating revenue is at 26% of budget.
- Cash operating expense is at 29% of budget.
- All departmental budgets are at or below the target percentage, except for the following:
 - Information Technology is over target due to beginning of the year software licensing renewals. This spike in target percentage will level out as the year progresses.
 - Customer Care is over due to front loading of health coverage savings accounts.
- Revenues have exceeded expenses for the month by \$43K and year-to-date expenses have exceeded revenues by \$57K.
- Pages 4 through 6 is showing the P&L in various graphic forms using major report category totals.
- Page 7 is showing the operating expense distributed between personnel and operation costs. Labor costs are at 63% of total expenses with salaries making up 43% of that.

FINANCE COMMITTEE
PALMDALE WATER DISTRICT

VIA: Mr. Dennis LaMoreaux, General Manager

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May 14, 2020

Revenue Analysis Year-To-Date:

- Page 8 is our comparison of revenue, year-to-date.
- Operating revenue through April 2020 is up \$271K, or 4%.
- Retail water revenue from all areas are up by \$403K from last year. That's shown by the combined green highlighted area.
- Retail water sales, excluding meter fees, is up \$465K.
- Total revenue is up \$285K, or 3%.
- Operating revenue is at 26% of budget, last year was at 26.5% of budget.

Expense Analysis Year-To-Date:

- Page 9 is our comparison of expense, year-to-date.
- Cash Operating Expenses through April 2020 are up \$317K, or 4%, compared to 2019.
- Total Expenses are down \$108K, or 1%.

Departments:

- Pages 11 through 21 are detailed individual departmental budgets for your review.

Non-Cash Definitions:

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.

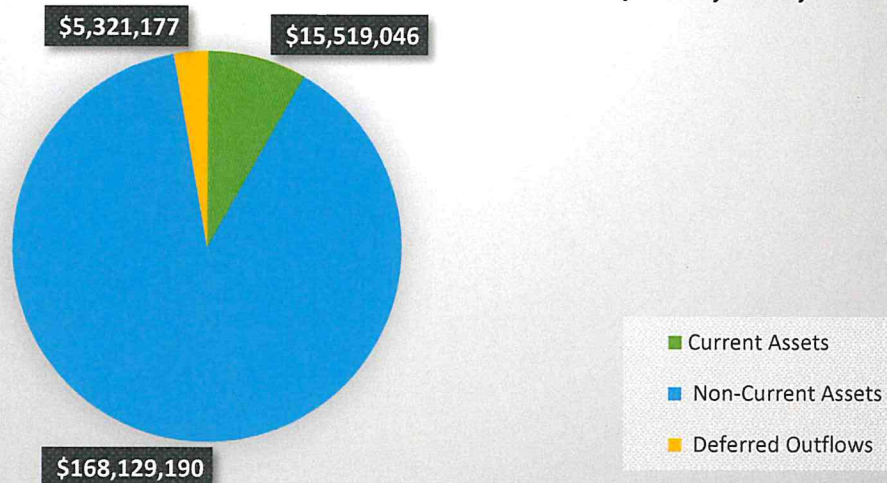
Capitalized Construction: The value of our labor force used to construct our asset infrastructure.

**Palmdale Water District
Balance Sheet Report**

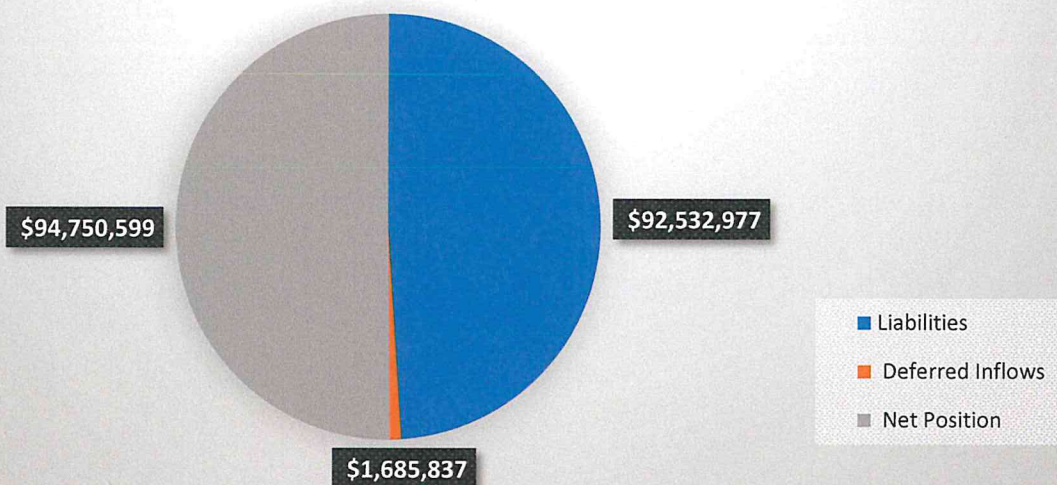
	January 2020	February 2020	March 2020	April 2020
ASSETS				
Current Assets:				
Cash and cash equivalents	\$ 715,172	\$ 1,423,090	\$ 1,380,261	\$ 390,731
Investments	11,350,106	10,706,099	8,889,705	10,933,341
Accrued interest receivable	-	-	-	-
Accounts receivable - water sales and services, net	1,462,140	1,503,605	1,560,002	1,554,880
Accounts receivable - property taxes and assessments	3,581,062	3,264,223	3,245,512	1,223,415
Accounts receivable - other	15,463	10,814	10,714	10,514
Materials and supplies inventory	1,008,422	1,016,258	1,029,547	1,048,791
Prepaid items and other deposits	425,987	396,526	373,106	357,373
Total Current Assets	\$ 18,558,352	\$ 18,320,615	\$ 16,488,847	\$ 15,519,046
Non-Current Assets:				
Restricted - cash and cash equivalents	\$ 2,973,074	\$ 2,381,260	\$ 2,349,757	\$ 2,351,304
Investment in Palmdale Recycled Water Authority	1,668,290	1,668,290	1,668,290	1,668,290
Capital assets - not being depreciated	21,531,554	22,359,494	22,571,729	22,680,702
Capital assets - being depreciated, net	142,727,742	142,246,733	141,789,647	141,428,894
Total Non-Current Assets	\$ 168,900,661	\$ 168,655,777	\$ 168,379,423	\$ 168,129,190
TOTAL ASSETS	\$ 187,459,012	\$ 186,976,392	\$ 184,868,270	\$ 183,648,235
DEFERRED OUTFLOWS OF RESOURCES:				
Deferred loss on debt defeasance, net	\$ 1,995,382	\$ 1,982,324	\$ 1,969,266	\$ 1,956,208
Deferred outflows of resources related to pensions	3,364,969	3,364,969	3,364,969	3,364,969
Total Deferred Outflows of Resources	\$ 5,360,351	\$ 5,347,293	\$ 5,334,235	\$ 5,321,177
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 192,819,363	\$ 192,323,685	\$ 190,202,505	\$ 188,969,413
LIABILITIES AND NET POSITION				
Current Liabilities:				
Accounts payable and accrued expenses	\$ 760,533	\$ 449,939	\$ 605,583	\$ 182,791
Customer deposits for water service	3,018,997	3,025,730	3,068,017	3,071,701
Construction and developer deposits	1,625,415	1,625,415	1,625,415	1,625,415
Accrued interest payable	846,704	1,057,878	-	209,939
Long-term liabilities - due in one year:				
Compensated absences	376,212	376,212	381,632	401,543
Capital lease payable	(83,509)	(83,509)	84,670	84,670
Loan payable	-	-	617,000	617,000
Revenue bonds payable	-	-	535,000	535,000
Total Current Liabilities	\$ 6,544,352	\$ 6,451,665	\$ 6,917,317	\$ 6,728,060
Non-Current Liabilities:				
Long-term liabilities - due in more than one year:				
Compensated absences	\$ 125,404	\$ 125,404	\$ 127,211	\$ 133,848
Capital lease payable	429,316	429,316	261,137	261,137
Loan payable	8,607,627	8,596,029	7,359,848	7,348,250
Revenue bonds payable	53,490,000	53,490,000	52,955,000	52,955,000
Net other post employment benefits payable	14,987,630	15,090,576	15,194,089	15,297,224
Aggregate net pension liability	9,809,458	9,809,458	9,809,458	9,809,458
Pension-related debt	-	-	-	-
Total Non-Current Liabilities	\$ 87,449,435	\$ 87,540,783	\$ 85,706,743	\$ 85,804,917
Total Liabilities	\$ 93,993,787	\$ 93,992,448	\$ 92,624,060	\$ 92,532,977
DEFERRED INFLOWS OF RESOURCES:				
Unearned property taxes and assessments	\$ 2,750,000	\$ 2,200,000	\$ 1,650,000	\$ 1,100,000
Deferred inflows of resources related to pensions	585,837	585,837	585,837	585,837
Total Deferred Inflows of Resources	\$ 3,335,837	\$ 2,785,837	\$ 2,235,837	\$ 1,685,837
NET POSITION:				
Profit/(Loss) from Operations	\$ (375,999)	\$ (320,338)	\$ (523,129)	\$ (1,115,137)
Restricted for investment in Palmdale Recycled Water Authority	1,672,585	1,672,585	1,673,369	1,673,726
Unrestricted	94,193,153	94,193,153	94,192,369	94,192,010
Total Net Position	\$ 95,489,739	\$ 95,545,400	\$ 95,342,609	\$ 94,750,599
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	\$ 192,819,363	\$ 192,323,685	\$ 190,202,505	\$ 188,969,413

BALANCE SHEET AS OF APRIL 30, 2020

ASSETS \$188,969,413



Liabilities & Net Position \$188,969,413

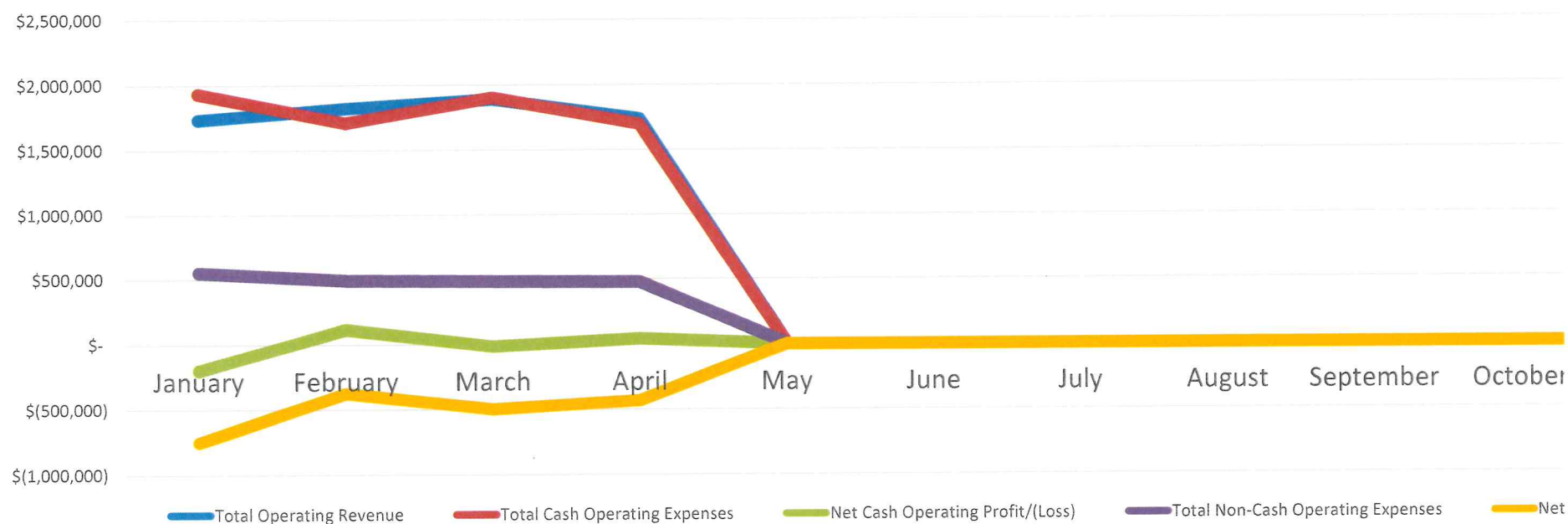


Palmdale Water District
Consolidated Profit and Loss Statement
For the Four Months Ending 4/30/2020

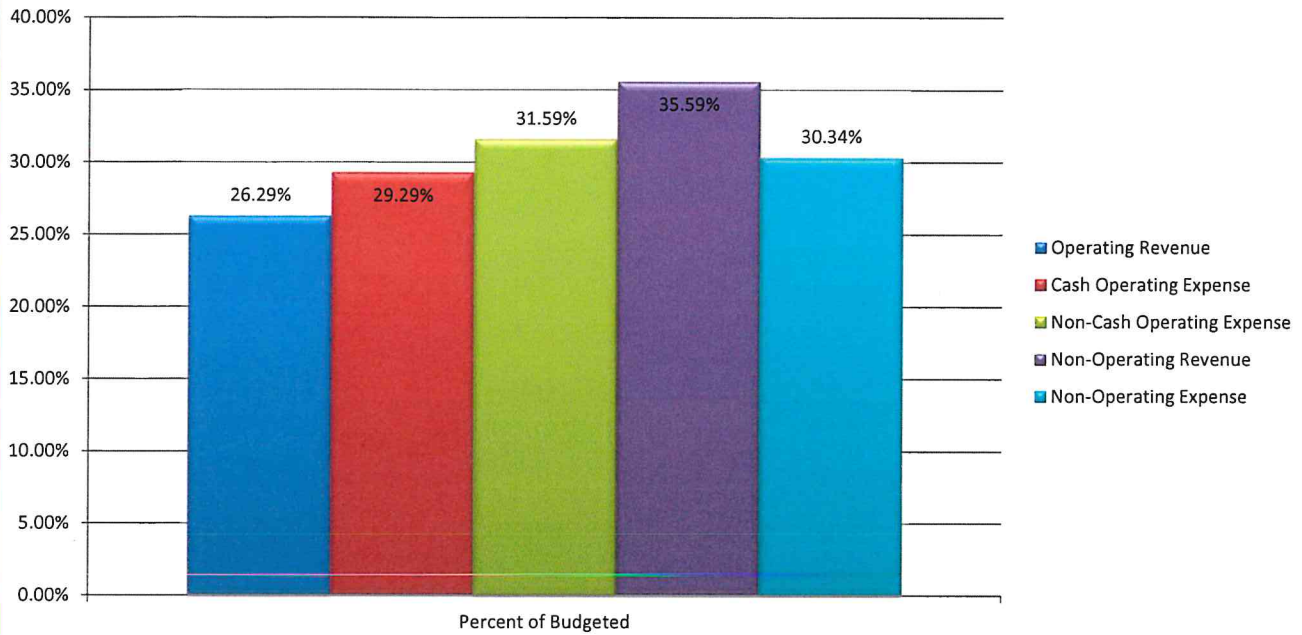
	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date	Adjustments	Adjusted Budget	% of Budget
Operating Revenue:																
Wholesale Water	\$ 8,681	\$ 9,898	\$ -	\$ 13,820									\$ 32,400		\$ 295,000	10.98%
Water Sales	463,268	536,723	587,686	502,251									2,089,928		10,028,794	20.84%
Meter Fees	1,140,012	1,142,830	1,149,976	1,137,389									4,570,207		14,956,694	30.56%
Water Quality Fees	37,737	44,102	48,042	43,248									173,129		783,015	22.11%
Elevation Fees	14,637	16,135	20,855	16,726									68,353		354,450	19.28%
Other	65,781	70,441	81,332	23,928									241,482		877,625	27.52%
Total Operating Revenue	\$ 1,730,116	\$ 1,820,129	\$ 1,887,891	\$ 1,737,362	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,175,498	\$ -	\$ 27,295,578	26.29%
Cash Operating Expenses:																
Directors	\$ 1,318	\$ 11,128	\$ 7,701	\$ 7,998									\$ 28,146		\$ 144,150	19.53%
Administration-Services	175,967	159,045	153,938	207,581									696,531		2,056,121	33.88%
Administration-District	62,232	168,857	327,022	95,592									653,703		2,128,988	30.70%
Engineering	158,307	121,461	125,274	169,144									574,186		1,635,725	35.10%
Facilities	564,490	465,876	440,153	502,779									1,973,298		6,449,794	30.59%
Operations	236,104	248,610	365,426	240,306									1,090,447		3,248,390	33.57%
Finance	135,392	96,629	104,849	124,848									461,717		1,346,687	34.29%
Water Use Efficiency	28,280	20,300	18,248	24,596									91,424		358,682	25.49%
Human Resources	44,516	37,037	27,279	40,782									149,614		492,512	30.38%
Information Technology	237,717	72,791	86,223	71,707									468,438		1,229,489	38.10%
Customer Care	143,331	98,345	112,135	141,224									495,036		1,292,548	38.30%
Source of Supply-Purchased Water	93,089	205,796	133,681	67,634									500,200		2,321,476	21.55%
Plant Expenditures	50,350	-	-	-									50,350		610,556	8.25%
Sediment Removal Project	-	-	-	-									-		600,000	0.00%
GAC Filter Media Replacement	-	-	-	-									-		783,015	0.00%
Total Cash Operating Expenses	\$ 1,931,093	\$ 1,705,875	\$ 1,901,930	\$ 1,694,193	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,233,090	\$ -	\$ 24,698,133	29.29%
Net Cash Operating Profit/(Loss)	\$ (200,977)	\$ 114,254	\$ (14,039)	\$ 43,170	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (57,592)	\$ -	\$ 2,597,445	-2.22%
Non-Cash Operating Expenses:																
Depreciation	\$ 438,268	\$ 434,996	\$ 429,011	\$ 429,289									\$ 1,731,565		\$ 5,050,000	34.29%
OPEB Accrual Expense	127,710	127,710	127,710	127,710									510,840		1,750,000	29.19%
Bad Debts	5,112	(650)	1,193	(2,364)									3,291		35,000	9.40%
Service Costs Construction	19,033	14,395	20,928	13,326									67,683		100,000	67.68%
Capitalized Construction	(39,830)	(86,127)	(94,537)	(91,480)									(311,973)		(600,000)	52.00%
Total Non-Cash Operating Expenses	\$ 550,293	\$ 490,325	\$ 484,305	\$ 476,482	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,001,405	\$ -	\$ 6,335,000	31.59%
Net Operating Profit/(Loss)	\$ (751,271)	\$ (376,071)	\$ (498,344)	\$ (433,312)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,058,997)	\$ -	\$ (3,737,555)	55.09%
Non-Operating Revenues:																
Assessments (Debt Service)	\$ 416,845	\$ 416,845	\$ 416,845	\$ 416,845									\$ 1,667,380		\$ 4,925,250	33.85%
Assessments (1%)	421,349	133,155	133,155	133,155									820,814		2,346,000	34.99%
DWR Fixed Charge Recovery	-	-	-	150,341									150,341		175,000	85.91%
Interest	24,761	32,511	45,071	23,087									125,429		150,000	83.62%
CIF - Infrastructure	-	12,028	-	-									12,028		18,750	64.15%
CIF - Water Supply	-	-	-	-									-		56,250	0.00%
Grants - State and Federal	-	-	-	-									-		100,000	0.00%
Other	(18)	100	(30)	7,918									7,970		50,000	15.94%
Total Non-Operating Revenues	\$ 862,937	\$ 594,640	\$ 595,040	\$ 731,345	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,783,963	\$ -	\$ 7,821,250	35.59%
Non-Operating Expenses:																
Interest on Long-Term Debt	\$ 219,425	\$ 213,457	\$ 213,457	\$ 212,222									\$ 858,561		\$ 2,648,000	32.42%
Amortization of SWP	237,754	237,754	237,754	237,885									951,147		2,881,000	33.01%
Change in Investments in PRWA	4,295	784	357	-									5,436		300,000	1.81%
Water Conservation Programs	2,640	7,555	6,698	8,066									24,958		236,500	10.55%
Total Non-Operating Expenses	\$ 464,114	\$ 459,550	\$ 458,266	\$ 458,173	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,840,103	\$ -	\$ 6,065,500	30.34%
Net Earnings	\$ (352,447)	\$ (240,981)	\$ (361,569)	\$ (160,140)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,115,137)	\$ -	\$ (1,981,805)	56.27%

	January	February	March	April	May	June	July	August	September
Total Operating Revenue	\$ 1,730,116	\$ 1,820,129	\$ 1,887,891	\$ 1,737,362	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cash Operating Expenses	\$ 1,931,093	\$ 1,705,875	\$ 1,901,930	\$ 1,694,193	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cash Operating Profit/(Loss)	\$ (200,977)	\$ 114,254	\$ (14,039)	\$ 43,170	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Cash Operating Expenses	\$ 550,293	\$ 490,325	\$ 484,305	\$ 476,482	\$ -	\$ -	\$ -	\$ -	\$ -
Net Operating Profit/(Loss)	\$ (751,271)	\$ (376,071)	\$ (498,344)	\$ (433,312)	\$ -	\$ -	\$ -	\$ -	\$ -

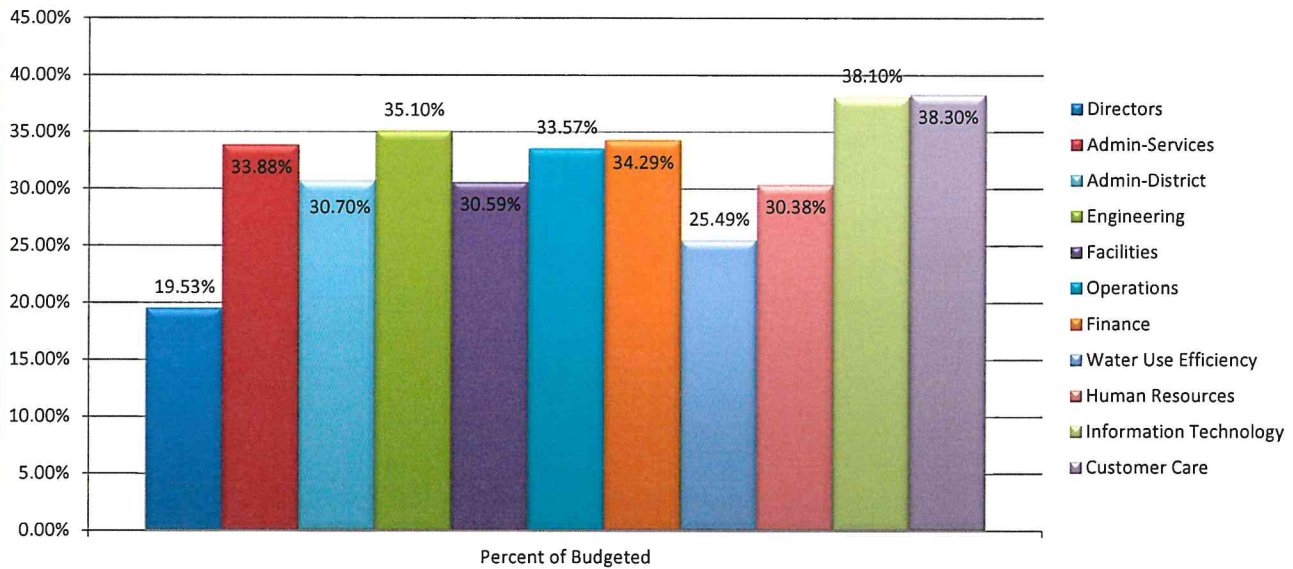
P & L Trending 2020



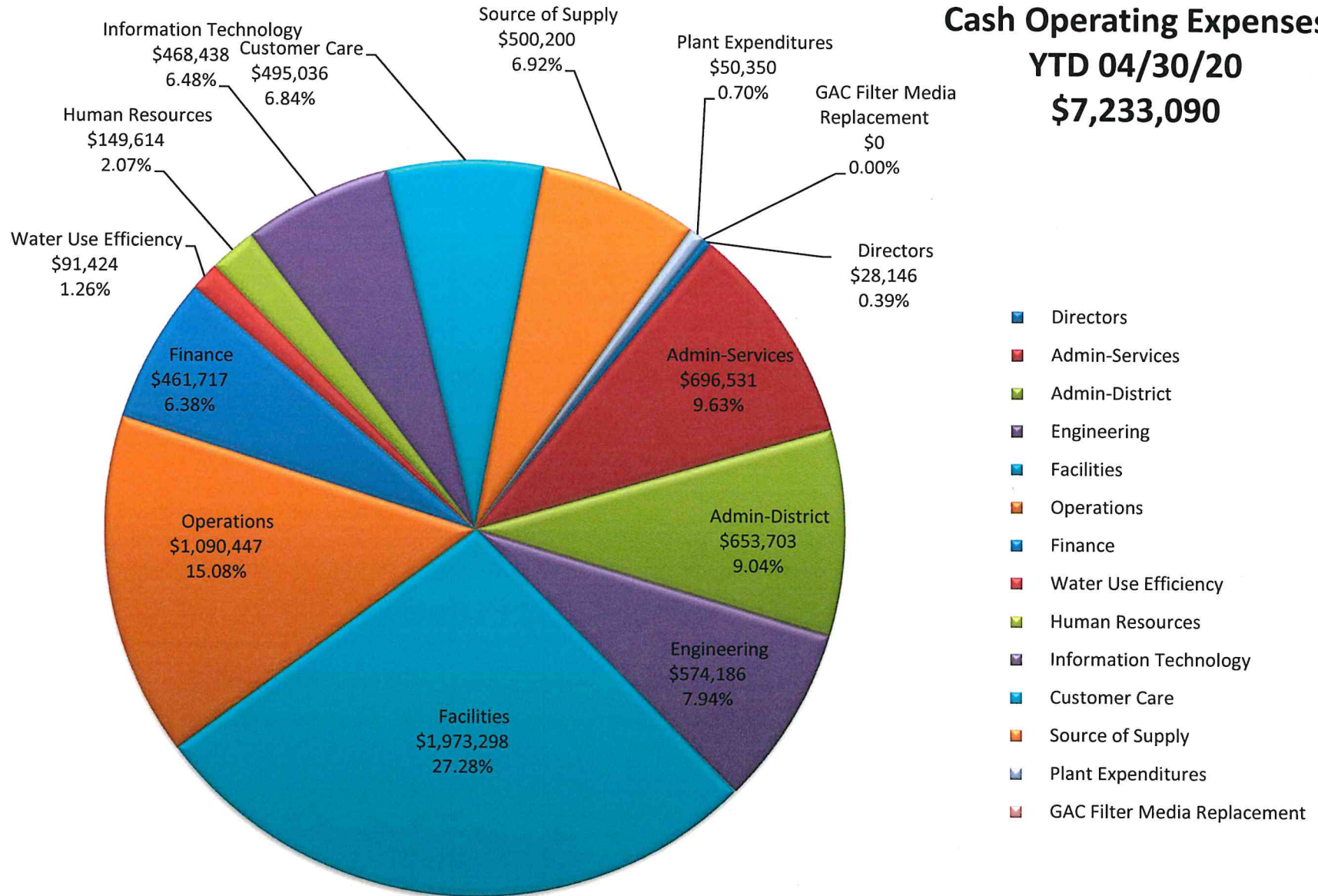
P & L BUDGET vs. ACTUAL



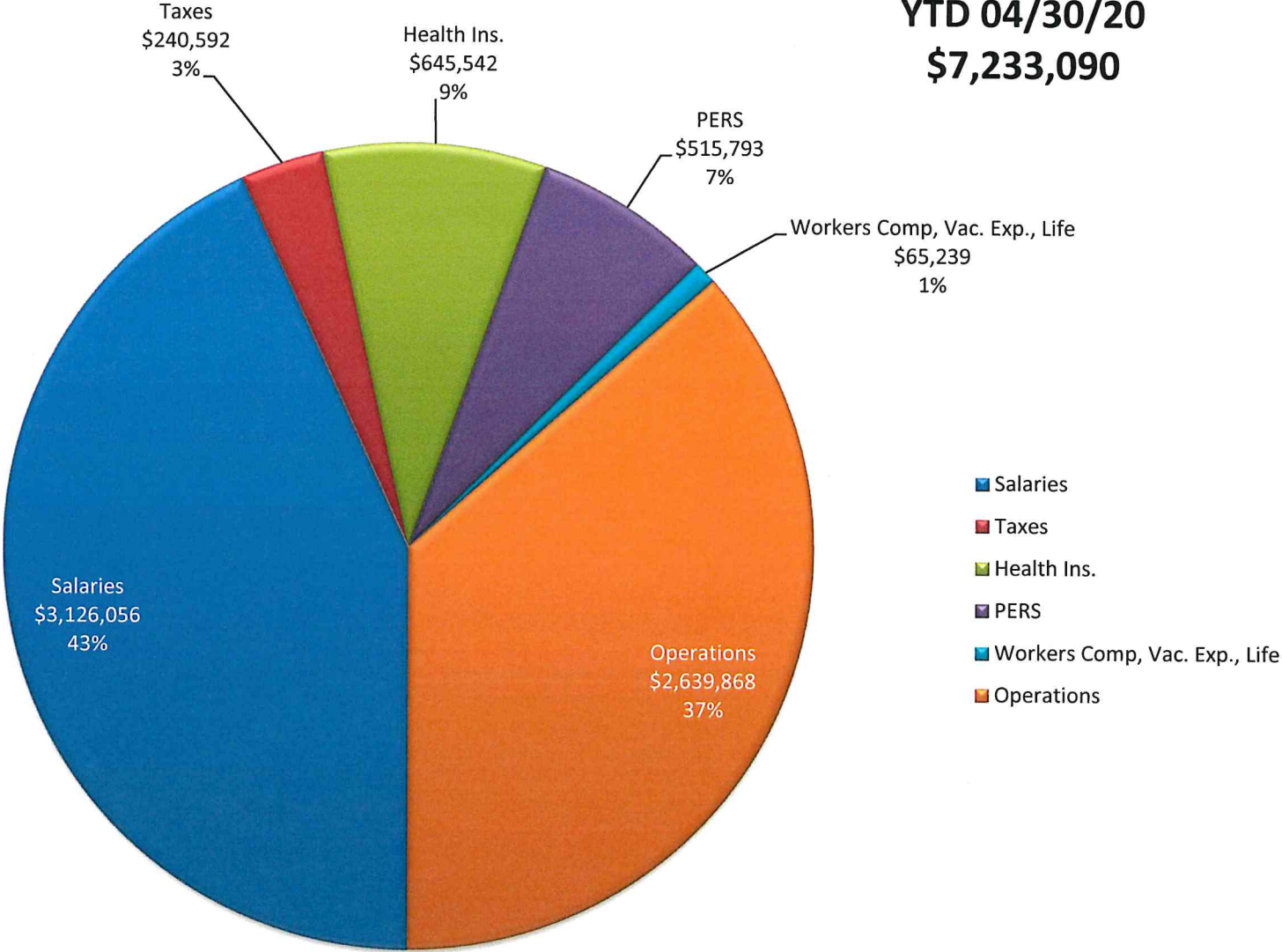
DEPARTMENTAL - BUDGET vs. ACTUAL



Cash Operating Expenses **YTD 04/30/20** **\$7,233,090**



Personnel to Operations Exp
YTD 04/30/20
\$7,233,090



Palmdale Water District
Revenue Analysis
For the Four Months Ending 4/30/2020

	2020					2019 to 2020 Comparison		
	Thru March	April	Year-to-Date	Adjusted Budget	% of Budget	April	Year-to-Date	% Change
Operating Revenue:								
Wholesale Water	\$ 18,579	\$ 13,820	\$ 32,400	\$ 295,000	10.98%	\$ 7,661	\$ (48,272)	-59.84%
Water Sales	1,587,677	502,251	2,089,928	10,028,794	20.84%	43,566	442,199	26.84%
Meter Fees	3,432,818	1,137,389	4,570,207	14,956,694	30.56%	(13,918)	(61,518)	-1.33%
Water Quality Fees	129,881	43,248	173,129	783,015	22.11%	(3,285)	15,223	9.64%
Elevation Fees	51,627	16,726	68,353	354,450	19.28%	(2,257)	7,966	13.19%
Other	217,554	23,928	241,482	877,625	27.52%	(31,778)	(84,453)	-25.91%
Total Water Sales	\$ 5,438,135	\$ 1,737,362	\$ 7,175,498	\$ 27,295,578	26.29%	\$ (11)	\$ 271,146	3.97%
Non-Operating Revenues:								
Assessments (Debt Service)	\$ 1,250,535	\$ 416,845	\$ 1,667,380	\$ 4,925,250	33.85%	\$ 20,845	\$ 83,380	5.26%
Assessments (1%)	687,659	133,155	820,814	2,346,000	34.99%	(20,845)	(49,310)	-5.67%
DWR Fixed Charge Recovery	-	150,341	150,341	175,000	85.91%	38,834	38,834	
Interest	102,343	23,087	125,429	150,000	83.62%	(15,544)	(39,982)	-24.17%
CIF - Infrastructure	12,028	-	12,028	18,750	64.15%	(2,833)	7,232	150.79%
CIF - Water Supply	-	-	-	56,250	0.00%	-	-	
Grants - State and Federal	-	-	-	100,000	0.00%	-	(9,185)	-100.00%
Other	52	7,918	7,970	50,000	15.94%	(13,080)	(17,200)	-68.33%
Total Non-Operating Revenues	\$ 2,052,617	\$ 731,345	\$ 2,783,963	\$ 7,821,250	35.59%	\$ 7,377	\$ 13,770	0.50%
Total Revenue	\$ 7,490,753	\$ 2,468,708	\$ 9,959,460	\$ 35,116,828	28.36%	\$ 7,367	\$ 284,916	2.97%

	2019				
	Thru March	April	Year-to-Date	Adjusted Budget	% of Budget
Operating Revenue:					
Wholesale Water	\$ 74,512	\$ 6,159	\$ 80,671	\$ 295,000	27.35%
Water Sales	1,189,044	458,685	1,647,729	9,653,000	17.07%
Meter Fees	3,480,418	1,151,306	4,631,725	13,719,000	33.76%
Water Quality Fees	111,373	46,533	157,906	826,500	19.11%
Elevation Fees	41,404	18,983	60,386	370,000	16.32%
Other	270,228	55,707	325,935	875,000	37.25%
Total Water Sales	\$ 5,092,467	\$ 1,731,214	\$ 6,823,680	\$ 25,738,500	26.51%
Non-Operating Revenues:					
Assessments (Debt Service)	\$ 1,188,000	\$ 396,000	\$ 1,584,000	\$ 5,125,000	30.91%
Assessments (1%)	716,124	154,000	870,124	2,300,000	37.83%
DWR Fixed Charge Recovery	-	111,507	111,507	175,000	63.72%
Interest	126,780	38,631	165,411	150,000	110.27%
CIF - Infrastructure	1,963	2,833	4,796	18,750	25.58%
CIF - Water Supply	-	-	-	56,250	0.00%
Grants - State and Federal	9,185	-	9,185	100,000	9.19%
Other	4,172	20,997	25,169	50,000	50.34%
Total Non-Operating Revenues	\$ 2,046,225	\$ 723,968	\$ 2,770,193	\$ 7,975,000	34.74%
Total Revenue	\$ 7,138,692	\$ 2,455,182	\$ 9,593,873	\$ 33,713,500	28.46%

**Palmdale Water District
Operating Expense Analysis
For the Four Months Ending 4/30/2020**

	2020					2019 to 2020 Comparison		
	Thru March	April	Year-to-Date	Adjusted Budget	% of Budget	April	Year-to-Date	% Change
Cash Operating Expenses:								
Directors	\$ 20,147	\$ 7,998	\$ 28,146	\$ 144,150	19.53%	\$ 478	\$ (2,653)	-8.61%
Administration-Services	488,949	207,581	696,531	2,056,121	33.88%	17,742	(3,252)	-0.46%
Administration-District	558,112	95,592	653,703	2,128,988	30.70%	(12,766)	46,481	7.65%
Engineering	405,042	169,144	574,186	1,635,725	35.10%	53,384	40,235	7.54%
Facilities	1,470,519	502,779	1,973,298	6,449,794	30.59%	26,821	65,092	3.41%
Operations	850,141	240,306	1,090,447	3,248,390	33.57%	(58,533)	117,032	12.02%
Finance	336,869	124,848	461,717	1,346,687	34.29%	38,373	65,596	16.56%
Water Conservation	66,827	24,596	91,424	358,682	25.49%	3,713	14,116	18.26%
Human Resources	108,832	40,782	149,614	492,512	30.38%	(4,037)	(25,387)	-14.51%
Information Technology	396,731	71,707	468,438	1,229,489	38.10%	16,621	164,861	54.31%
Customer Care	353,812	141,224	495,036	1,292,548	38.30%	43,157	45,368	10.09%
Source of Supply-Purchased Water	432,566	67,634	500,200	2,321,476	21.55%	55,250	(11,435)	-2.23%
Plant Expenditures	50,350	-	50,350	610,556	8.25%	-	(75,079)	-59.86%
Sediment Removal Project	-	-	-	600,000	0.00%	-	-	-
GAC Filter Media Replacement	-	-	-	783,015	0.00%	-	(123,876)	-100.00%
Total Cash Operating Expenses	\$ 5,538,897	\$ 1,694,193	\$ 7,233,090	\$ 24,698,133	29.29%	\$ 180,204	\$ 317,099	4.38%
Non-Cash Operating Expenses:								
Depreciation	\$ 1,302,275	\$ 429,289	\$ 1,731,565	\$ 5,050,000	34.29%	\$ (10,802)	\$ (29,467)	-1.67%
OPEB Accrual Expense	383,130	127,710	510,840	1,750,000	29.19%	-	-	0.00%
Bad Debts	5,655	(2,364)	3,291	35,000	9.40%	(3,332)	(14,946)	-81.95%
Service Costs Construction	54,356	13,326	67,683	100,000	67.68%	(969)	51,653	322.24%
Capitalized Construction	(220,494)	(91,480)	(311,973)	(600,000)	52.00%	(42,404)	(131,793)	73.14%
Total Non-Cash Operating Expenses	\$ 1,524,923	\$ 476,482	\$ 2,001,405	\$ 6,335,000	31.59%	\$ (57,507)	\$ (124,552)	-6.22%
Non-Operating Expenses:								
Interest on Long-Term Debt	\$ 646,339	\$ 212,222	\$ 858,561	\$ 2,648,000	32.42%	\$ (4,414)	\$ (20,787)	-2.36%
Amortization of SWP	713,262	237,885	951,147	2,881,000	33.01%	-	-	0.00%
Change in Investments in PRWA	5,436	-	5,436	300,000	1.81%	(300,037)	(301,219)	-98.23%
Water Conservation Programs	16,892	8,066	24,958	236,500	10.55%	7,846	20,851	507.71%
Total Non-Operating Expenses	\$ 1,381,930	\$ 458,173	\$ 1,840,103	\$ 6,065,500	30.34%	\$ (296,605)	\$ (301,155)	-14.06%
Total Expenses	\$ 8,445,750	\$ 2,628,848	\$ 11,074,598	\$ 37,098,633	29.85%	\$ (173,908)	\$ (108,608)	-0.97%

**Palmdale Water District
Operating Expense Analysis
For the Four Months Ending 4/30/2020**

2019 to 2020 Comparison

	Thru March	April	Year-to-Date	Adjusted Budget	% of Budget
Cash Operating Expenses:					
Directors	\$ 23,278	\$ 7,520	\$ 30,798	\$ 140,500	21.92%
Administration-Services	509,944	189,839	699,783	2,119,700	33.01%
Administration-District	498,865	108,358	607,223	2,166,500	28.03%
Engineering	418,191	115,760	533,951	1,596,550	33.44%
Facilities	1,432,248	475,957	1,908,206	6,598,000	28.92%
Operations	674,576	298,839	973,416	3,012,000	32.32%
Finance	309,647	86,475	396,121	1,289,750	30.71%
Water Conservation	56,424	20,884	77,308	374,150	20.66%
Human Resources	130,181	44,820	175,001	438,600	39.90%
Information Technology	248,491	55,086	303,577	956,050	31.75%
Customer Care	351,601	98,067	449,668	1,347,700	33.37%
Source of Supply-Purchased Water	499,251	12,384	511,635	1,905,000	26.86%
Plant Expenditures	125,429	-	125,429	212,000	59.16%
Sediment Removal Project	-	-	-	-	-
GAC Filter Media Replacement	123,876	-	123,876	800,000	15.48%
Total Cash Operating Expenses	\$ 5,402,003	\$ 1,513,988	\$ 6,915,991	\$ 22,956,500	30.13%
Non-Cash Operating Expenses:					
Depreciation	\$ 1,320,940	\$ 440,091	\$ 1,761,031	\$ 5,050,000	34.87%
OPEB Accrual Expense	383,130	127,710	510,840	1,750,000	29.19%
Bad Debts	17,269	968	18,237	50,000	36.47%
Service Costs Construction	1,734	14,296	16,029	100,000	16.03%
Capitalized Construction	(131,105)	(49,075)	(180,181)	(600,000)	30.03%
Total Non-Cash Operating Expenses	\$ 1,591,968	\$ 533,989	\$ 2,125,957	\$ 6,350,000	33.48%
Non-Operating Expenses:					
Interest on Long-Term Debt	\$ 662,712	\$ 216,636	\$ 879,348	\$ 2,648,000	33.21%
Amortization of SWP	713,262	237,885	951,147	2,881,000	33.01%
Change in Investments in PRWA	6,618	300,037	306,655	300,000	102.22%
Water Conservation Programs	3,887	220	4,107	236,500	1.74%
Total Non-Operating Expenses	\$ 1,386,480	\$ 754,778	\$ 2,141,257	\$ 6,065,500	35.30%
Total Expenses	\$ 8,380,451	\$ 2,802,755	\$ 11,183,206	\$ 35,372,000	31.62%

Palmdale Water District
2020 Directors Budget
For the Four Months Ending Thursday, April 30, 2020

YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
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Personnel Budget:

1-01-4000-000 Directors Pay	\$ -	\$ -	\$ -	\$ -	
Employee Benefits					
1-01-4005-000 Payroll Taxes	1,690	5,650		3,960	29.90%
Subtotal (Benefits)	1,690	5,650	-	3,960	29.90%
Total Personnel Expenses	\$ 1,690	\$ 5,650	\$ -	\$ 3,960	29.90%

OPERATING EXPENSES:

1-01-xxxx-006 Director Share - Dizmang, Gloria	\$ 3,429	\$ 27,700		\$ 24,271	12.38%
1-01-xxxx-007 Director Share - Alvarado, Robert	4,813	27,700		22,887	17.37%
1-01-xxxx-008 Director Share - Mac Laren, Kathy	6,105	27,700		21,595	22.04%
1-01-xxxx-010 Director Share - Dino, Vincent	5,593	27,700		22,107	20.19%
1-01-xxxx-012 Director Share - Wilson, Don	6,516	27,700		21,184	23.52%
Subtotal Operating Expenses	26,456	138,500	-	112,044	19.10%
Total O & M Expenses	\$ 28,146	\$ 144,150	\$ -	\$ 116,004	19.53%

Palmdale Water District
2020 Administration Services Budget
For the Four Months Ending Thursday, April 30, 2020

YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
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Personnel Budget:

1-02-4000-000 Salaries	\$ 447,290	\$ 1,279,750	\$ 832,460	34.95%
1-02-4000-100 Overtime	894	13,500	12,606	6.63%
Subtotal (Salaries)	\$ 448,184	\$ 1,293,250	\$ -	\$ 845,066 34.66%

Employee Benefits

1-02-4005-000 Payroll Taxes	\$ 34,054	\$ 91,000	56,946	37.42%
1-02-4010-000 Health Insurance	69,380	150,500	81,120	46.10%
1-02-4015-000 PERS	37,223	116,750	79,527	31.88%
Subtotal (Benefits)	\$ 140,657	\$ 358,250	\$ -	\$ 217,593 39.26%

Total Personnel Expenses

\$ 588,841	\$ 1,651,500	\$ -	\$ 1,062,659	35.65%
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OPERATING EXPENSES:

1-02-4050-000 Staff Travel	\$ 3,355	\$ 15,365	\$ -	\$ 12,010	21.84%
1-02-4050-100 General Manager Travel	-	5,122		5,122	0.00%
1-02-4060-000 Staff Conferences & Seminars	1,323	6,146		4,823	21.53%
1-02-4060-100 General Manager Conferences & Seminars	1,069	4,097		3,029	26.08%
1-02-4130-000 Bank Charges	68,253	185,000		116,747	36.89%
1-02-4150-000 Accounting Services	-	25,609		25,609	0.00%
1-02-4175-000 Permits	-	17,926		17,926	0.00%
1-02-4180-000 Postage	4,837	25,609		20,772	18.89%
1-02-4190-100 Public Relations - Publications	3,240	30,731		27,491	10.54%
1-02-4190-700 Public Affairs - Marketing/Outreach	15,338	40,000		24,662	38.35%
1-02-4190-710 Public Affairs -Advertising	450	5,000		4,550	9.00%
1-02-4190-720 Public Affairs - Equipment	33	2,500		2,467	1.31%
1-02-4190-730 Public Affairs -Conference/Seminar/Travel	235	3,000		2,765	7.83%
1-02-4190-740 Public Affairs - Consultants	450	3,000		2,550	15.00%
1-02-4190-750 Public Affairs - Membership	430	1,200		770	35.83%
1-02-4200-000 Advertising	68	4,097		4,029	1.66%
1-02-4205-000 Office Supplies	8,608	25,097		16,489	34.30%
1-02-4210-000 Office Furniture	-	5,122		5,122	0.00%
Subtotal Operating Expenses	\$ 107,690	\$ 404,621	\$ -	\$ 296,932	26.61%

Total Departmental Expenses

\$ 696,531	\$ 2,056,121	\$ -	\$ 1,359,590	33.88%
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Palmdale Water District
2020 Administration District Wide Budget
For the Four Months Ending Thursday, April 30, 2020

YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
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Personnel Budget:

1-02-5070-001 On-Call	\$ 26,051	\$ 80,000		\$ 53,949	32.56%
Subtotal (Salaries)	\$ 26,051	\$ 80,000	\$ -	\$ 53,949	32.56%
Employee Benefits					
1-02-5070-002 PERS-Unfunded Liability	\$ 255,925	\$ 764,000		508,075	33.50%
1-02-5070-003 Workers Compensation	64,001	375,000		310,999	17.07%
1-02-5070-004 Vacation Benefit Expense	(1,052)	25,000		26,052	-4.21%
1-02-5070-005 Life Insurance	2,290	6,500		4,210	35.24%
Subtotal (Benefits)	\$ 321,164	\$ 1,170,500	\$ -	\$ 849,336	27.44%
Total Personnel Expenses	\$ 347,215	\$ 1,250,500	\$ -	\$ 903,285	27.77%

OPERATING EXPENSES:

1-02-5070-006 Other Operating	\$ 20,832	\$ 25,609		4,777	81.35%
1-02-5070-007 Consultants	130,047	239,699		109,652	54.25%
1-02-5070-008 Insurance	79,769	255,000		175,231	31.28%
1-02-5070-009 Groundwater Adjudication - Legal	4,696	40,974		36,278	11.46%
1-02-5070-010 Legal Services	38,523	128,044		89,521	30.09%
1-02-5070-011 Memberships/Subscriptions	18,773	128,044		109,271	14.66%
1-02-5070-014 Groundwater Adjudication - Assessment	13,848	45,000		31,152	30.77%
1-02-5070-015 Computer Software - Info 360	-	15,000		15,000	0.00%
Subtotal Operating Expenses	\$ 306,489	\$ 877,371	\$ -	\$ 570,882	34.93%
Total Departmental Expenses	\$ 653,703	\$ 2,127,871	\$ -	\$ 1,474,167	30.72%

Palmdale Water District
2020 Engineering Budget
For the Four Months Ending Thursday, April 30, 2020

YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
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Personnel Budget:

1-03-4000-000 Salaries	\$ 416,932	\$ 1,171,500	\$ -	\$ 754,568	35.59%
1-03-4000-100 Overtime	3,986	12,000		8,014	33.22%
Subtotal (Salaries)	\$ 420,918	\$ 1,183,500	\$ -	\$ 762,582	35.57%

Employee Benefits

1-03-4005-000 Payroll Taxes	31,986	88,000		56,014	36.35%
1-03-4010-000 Health Insurance	81,885	196,500		114,615	41.67%
1-03-4015-000 PERS	37,022	119,000		81,978	31.11%
Subtotal (Benefits)	\$ 150,893	\$ 403,500	\$ -	\$ 252,607	37.40%

Total Personnel Expenses

\$ 571,811	\$ 1,587,000	\$ -	\$ 1,015,189	36.03%
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OPERATING EXPENSES:

1-03-4050-000 Staff Travel	\$ 181	\$ 4,610		\$ 4,428	3.94%
1-03-4060-000 Staff Conferences & Seminars	1,074	4,917		3,843	21.84%
1-03-4060-001 Staff Training - Auto CAD Civil 3D	-	13,000		13,000	0.00%
1-03-4155-000 Contracted Services	-	2,049		2,049	0.00%
1-03-4165-000 Memberships/Subscriptions	943	2,561		1,618	36.82%
1-03-4250-000 General Materials & Supplies	176	10,589		10,413	1.66%
1-03-8100-100 Computer Software - Maint. & Support	-	11,000		11,000	0.00%
Subtotal Operating Expenses	\$ 2,375	\$ 48,725	\$ -	\$ 46,350	4.87%

Total Departmental Expenses

\$ 574,186	\$ 1,635,725	\$ -	\$ 1,061,539	35.10%
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Palmdale Water District
2020 Facilities Budget
For the Four Months Ending Thursday, April 30, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-04-4000-000 Salaries	\$ 849,397	\$ 2,493,500		\$ 1,644,103	34.06%
1-04-4000-100 Overtime	57,143	115,000		57,857	49.69%
Subtotal (Salaries)	\$ 906,540	\$ 2,608,500	\$ -	\$ 1,701,960	34.75%
Employee Benefits					
1-04-4005-000 Payroll Taxes	71,243	197,750		126,507	36.03%
1-04-4010-000 Health Insurance	227,958	473,750		245,792	48.12%
1-04-4015-000 PERS	73,754	238,500		164,746	30.92%
Subtotal (Benefits)	\$ 372,955	\$ 910,000	\$ -	\$ 537,045	40.98%
Total Personnel Expenses	\$ 1,279,495	\$ 3,518,500	\$ -	\$ 2,239,005	36.36%
OPERATING EXPENSES:					
1-04-4050-000 Staff Travel	\$ 2,656	\$ 6,146		\$ 3,490	43.21%
1-04-4060-000 Staff Conferences & Seminars	1,088	15,365		14,277	7.08%
1-04-4155-000 Contracted Services	47,119	276,918		229,799	17.02%
1-04-4175-000 Permits-Dams	5,790	40,974		35,184	14.13%
1-04-4215-100 Natural Gas - Wells & Boosters	53,293	218,350		165,057	24.41%
1-04-4215-200 Natural Gas - Buildings	3,924	9,371		5,446	41.88%
1-04-4220-100 Electricity - Wells & Boosters	258,552	827,487		568,936	31.25%
1-04-4220-200 Electricity - Buildings	18,022	91,624		73,603	19.67%
1-04-4225-000 Maint. & Repair - Vehicles	13,975	33,479		19,504	41.74%
1-04-4230-100 Maint. & Rep. Office Building	6,375	25,753		19,378	24.75%
1-04-4235-110 Maint. & Rep. Equipment	1,720	12,361		10,642	13.91%
1-04-4235-400 Maint. & Rep. Operations - Wells	16,003	82,297		66,294	19.45%
1-04-4235-405 Maint. & Rep. Operations - Boosters	13,405	51,435		38,030	26.06%
1-04-4235-410 Maint. & Rep. Operations - Shop Bldgs	2,308	25,753		23,445	8.96%
1-04-4235-415 Maint. & Rep. Operations - Facilities	22,358	51,506		29,147	43.41%
1-04-4235-420 Maint. & Rep. Operations - Water Lines	48,670	309,036		260,366	15.75%
1-04-4235-425 Maint. & Rep. Operations - Littlerock Dam	-	15,452		15,452	0.00%
1-04-4235-435 Maint. & Rep. Operations - Palmdale Canal	625	10,301		9,676	6.07%
1-04-4235-440 Maint. & Rep. Operations - Large Meters	2,062	15,452		13,390	13.35%
1-04-4235-445 Maint. & Rep. Operations - Telemetry	559	5,151		4,592	10.85%
1-04-4235-450 Maint. & Rep. Operations - Hypo Generators	-	7,726		7,726	0.00%
1-04-4235-455 Maint. & Rep. Operations - Heavy Equipment	6,670	43,780		37,110	15.24%
1-04-4235-460 Maint. & Rep. Operations - Storage Reservoirs	50	5,151		5,101	0.97%
1-04-4235-461 Maint. & Rep. Operations - Air Vac	1,835	5,151		3,316	35.62%
1-04-4235-470 Maint. & Rep. Operations - Meters Exchanges	23,841	154,518		130,677	15.43%
1-04-4270-300 Telecommunication - Other	2,546	5,122		2,576	49.71%
1-04-4300-100 Testing - Regulatory Compliance	-	20,487		20,487	0.00%
1-04-4300-200 Testing - Large Meters	4,935	12,804		7,869	38.54%
1-04-4300-300 Testing - Edison Testing	-	15,365		15,365	0.00%
1-04-6000-000 Waste Disposal	2,044	20,824		18,780	9.82%
1-04-6100-100 Fuel and Lube - Vehicle	44,001	138,809		94,808	31.70%
1-04-6100-200 Fuel and Lube - Machinery	11,236	25,897		14,661	43.39%
1-04-6200-000 Uniforms	5,175	28,237		23,062	18.33%
1-04-6300-100 Supplies - General	12,931	75,635		62,704	17.10%
1-04-6300-300 Supplies - Electrical	-	3,025		3,025	0.00%
1-04-6300-800 Supplies - Construction Materials	10,139	35,296		25,158	28.72%
1-04-6400-000 Tools	12,726	45,381		32,655	28.04%
1-04-6450-000 Equipment	-	7,563		7,563	0.00%
1-04-7000-100 Leases -Equipment	3,976	15,127		11,151	26.28%
1-04-7000-100 Leases -Vehicles	33,196	141,185		107,989	23.51%
Subtotal Operating Expenses	\$ 693,803	\$ 2,931,294	\$ -	\$ 2,237,491	23.67%
Total Departmental Expenses	\$ 1,973,298	\$ 6,449,794	\$ -	\$ 4,476,496	30.59%

Palmdale Water District
2020 Operation Budget
For the Four Months Ending Thursday, April 30, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-05-4000-000 Salaries	\$ 410,649	\$ 1,090,000		\$ 679,351	37.67%
1-05-4000-100 Overtime	39,364	87,500		48,136	44.99%
Subtotal (Salaries)	\$ 450,012	\$ 1,177,500	\$ -	\$ 727,488	38.22%
Employee Benefits					
1-05-4005-000 Payroll Taxes	34,894	86,000		51,106	40.57%
1-05-4010-000 Health Insurance	75,742	153,500		77,758	49.34%
1-05-4015-000 PERS	35,883	111,250		75,367	32.25%
Subtotal (Benefits)	\$ 146,519	\$ 350,750	\$ -	\$ 204,231	41.77%
Total Personnel Expenses	\$ 596,532	\$ 1,528,250	\$ -	\$ 931,718	39.03%
OPERATING EXPENSES:					
1-05-4050-000 Staff Travel	\$ -	\$ 3,073		\$ 3,073	0.00%
1-05-4060-000 Staff Conferences & Seminars	-	3,073		3,073	0.00%
1-05-4120-100 Training - Lab Equipment	-	5,122		5,122	0.00%
1-05-4155-000 Contracted Services	21,308	99,362		78,055	21.44%
1-05-4175-000 Permits	930	69,656		68,726	1.33%
1-05-4215-200 Natural Gas - WTP	724	3,124		2,400	23.17%
1-05-4220-200 Electricity - WTP	24,548	208,237		183,689	11.79%
1-05-4230-110 Maint. & Rep. - Office Equipment	-	5,151		5,151	0.00%
1-05-4235-110 Maint. & Rep. Operations - Equipment	9,143	20,602		11,459	44.38%
1-05-4235-410 Maint. & Rep. Operations - Shop Bldgs	3,295	6,181		2,886	53.30%
1-05-4235-415 Maint. & Rep. Operations - Facilities	41,392	72,108		30,716	57.40%
1-05-4235-500 Maint. & Rep. Operations - Wind Turbine	4,750	10,301		5,552	46.11%
1-05-4236-000 Palmdale Lake Management	88,129	102,600		14,472	85.90%
1-05-6000-000 Waste Disposal	12,750	20,824		8,073	61.23%
1-05-6200-000 Uniforms	3,850	16,135		12,285	23.86%
1-05-6300-100 Supplies - Misc.	12,586	15,127		2,541	83.20%
1-05-6300-600 Supplies - Lab	26,750	62,471		35,721	42.82%
1-05-6300-700 Outside Lab Work	11,835	104,119		92,284	11.37%
1-05-6400-000 Tools	1,061	6,051		4,990	17.54%
1-05-6500-000 Chemicals	230,547	883,797		653,251	26.09%
1-05-7000-100 Leases -Equipment	318	3,025		2,707	10.52%
Subtotal Operating Expenses	\$ 493,915	\$ 1,720,140	\$ -	\$ 1,226,225	28.71%
Total Departmental Expenses	\$ 1,090,447	\$ 3,248,390	\$ -	\$ 2,157,943	33.57%

Palmdale Water District
2020 Finance Budget
For the Four Months Ending Thursday, April 30, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-06-4000-000 Salaries	\$ 257,197	\$ 742,750		\$ 485,553	34.63%
1-06-4000-100 Overtime	631	3,000		2,369	21.03%
Subtotal (Salaries)	\$ 257,828	\$ 745,750	\$ -	\$ 487,922	34.57%
Employee Benefits					
1-06-4005-000 Payroll Taxes	19,354	57,250		37,896	33.81%
1-06-4010-000 Health Insurance	54,671	105,250		50,579	51.94%
1-06-4015-000 PERS	23,751	79,000		55,249	30.06%
Subtotal (Benefits)	\$ 97,775	\$ 241,500	\$ -	\$ 143,725	40.49%
Total Personnel Expenses	\$ 355,603	\$ 987,250	\$ -	\$ 631,647	36.02%
OPERATING EXPENSES:					
1-06-4050-000 Staff Travel	\$ -	\$ 2,049		\$ 2,049	0.00%
1-06-4060-000 Staff Conferences & Seminars	-	1,536.53		1,537	0.00%
1-06-4155-000 Contracted Services	2,940	17,395		14,455	16.90%
1-06-4155-100 Contracted Services - Infosend	80,939	276,576		195,637	29.26%
1-06-4165-000 Memberships/Subscriptions	220	512		292	42.95%
1-06-4230-110 Maintenance & Repair - Office Equipment	-	515		515	0.00%
1-06-4250-000 General Material & Supplies	-	3,025		3,025	0.00%
1-06-4260-000 Business Forms	314	4,097		3,784	7.66%
1-06-4270-100 Telecommunication - Office	11,158	25,609		14,450	43.57%
1-06-4270-200 Telecommunication - Cellular Stipend	9,225	25,097		15,872	36.76%
1-06-7000-100 Leases - Equipment	1,318	3,025		1,707	43.57%
Subtotal Operating Expenses	\$ 106,114	\$ 359,437	\$ -	\$ 253,322	29.52%
Total Departmental Expenses	\$ 461,717	\$ 1,346,687	\$ -	\$ 884,969	34.29%

Palmdale Water District
2020 Water Use Efficiency Budget
For the Four Months Ending Thursday, April 30, 2020

	YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
Personnel Budget:					
1-07-4000-000 Salaries	\$ 59,582	\$ 152,250		\$ 92,668	39.13%
1-07-4000-100 Overtime	1,399	5,000		3,601	27.98%
Subtotal (Salaries)	\$ 60,981	\$ 157,250		\$ 96,269	38.78%
Employee Benefits					
1-07-4005-000 Payroll Taxes	5,030	12,000		6,970	41.91%
1-07-4010-000 Health Insurance	16,068	23,750		7,682	67.66%
1-07-4015-000 PERS	5,651	16,750		11,099	33.74%
Subtotal (Benefits)	\$ 26,749	\$ 52,500	\$ -	\$ 25,751	50.95%
Total Personnel Expenses	\$ 87,730	\$ 209,750	\$ -	\$ 118,420	41.83%
OPERATING EXPENSES:					
1-07-4050-000 Staff Travel	\$ 414	\$ 2,561		\$ 2,147	16.16%
1-07-4060-000 Staff Conferences & Seminar	-	3,073		3,073	0.00%
1-07-4190-300 Public Relations - Landscape Workshop/Training	458	5,122		4,664	8.94%
1-07-4190-400 Public Relations - Contests	-	3,073		3,073	0.00%
1-07-4190-500 Public Relations - Education Programs	2,376	122,923		120,547	1.93%
1-07-4190-900 Public Relations - Other	395	5,122		4,726	7.72%
1-07-6300-100 Supplies - Misc.	51	7,059		7,008	0.73%
Subtotal Operating Expenses	\$ 3,694	\$ 148,932	\$ -	\$ 145,238	2.48%
Total Departmental Expenses	\$ 91,424	\$ 358,682	\$ -	\$ 263,658	25.49%

Palmdale Water District
2020 Human Resources Budget
For the Four Months Ending Thursday, April 30, 2020

YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
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Personnel Budget:

1-08-4000-000 Salaries	\$ 93,419	\$ 238,750		\$ 145,331	39.13%
1-08-4000-100 Salaries - Overtime	252	1,000		748	25.24%
Subtotal (Salaries)	\$ 93,671	\$ 239,750	\$ -	\$ 145,331	39.07%

Employee Benefits

1-08-4005-000 Payroll Taxes	7,327	18,500		11,173	39.60%
1-08-4010-000 Health Insurance	8,739	18,500		9,761	47.24%
1-08-4015-000 PERS	6,803	20,750		13,947	32.78%
Subtotal (Benefits)	\$ 22,868	\$ 57,750	\$ -	\$ 34,882	39.60%

Total Personnel Expenses

\$ 116,539	\$ 297,500	\$ -	\$ 180,213	39.17%
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OPERATING EXPENSES:

1-08-4050-000 Staff Travel	\$ 582	\$ 1,537		\$ 954	37.89%
1-08-4060-000 Staff Conferences & Seminars	-	1,537		1,537	0.00%
1-08-4070-000 Employee Expense	17,969	95,000		77,031	18.91%
1-08-4090-000 Temporary Staffing	-	-		-	
1-08-4095-000 Employee Recruitment	1,125	3,073		1,948	36.61%
1-08-4100-000 Employee Retention	-	5,122		5,122	0.00%
1-08-4105-000 Employee Relations	-	3,585		3,585	0.00%
1-08-4120-100 Training-Safety	911	35,852		34,941	2.54%
1-08-4120-200 Training-Speciality	-	15,365		15,365	0.00%
1-08-4121-000 Safety Program	35	1,024		989	3.42%
1-08-4165-000 Membership/Subscriptions	724	1,639		915	44.17%
1-08-4165-100 HR/Safety Publications	300	1,024		725	29.26%
1-08-6300-500 Supplies - Safety	11,429	30,254		18,825	37.78%
Subtotal Operating Expenses	\$ 33,075	\$ 195,012	\$ -	\$ 161,938	16.96%

Total Departmental Expenses

\$ 149,614	\$ 492,512	\$ -	\$ 342,898	30.38%
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Palmdale Water District
2020 Information Technology Budget
For the Four Months Ending Thursday, April 30, 2020

YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
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Personnel Budget:

1-09-4000-000 Salaries	\$ 116,115	\$ 303,250	\$ -	\$ 187,135	38.29%
1-09-4000-100 Overtime	1,430	3,000		1,570	47.65%
Subtotal (Salaries)	\$ 117,544	\$ 306,250	\$ -	\$ 188,706	38.38%

Employee Benefits

1-09-4005-000 Payroll Taxes	8,992	26,000		17,008	34.59%
1-09-4010-000 Health Insurance	19,880	34,500		14,620	57.62%
1-09-4015-000 PERS	10,891	30,500		19,609	35.71%
Subtotal (Benefits)	\$ 39,763	\$ 91,000	\$ -	\$ 51,237	43.70%

Total Personnel Expenses

\$ 157,307	\$ 397,250	\$ -	\$ 239,943	39.60%
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OPERATING EXPENSES:

1-09-4050-000 Staff Travel	\$ 85	\$ 3,073		\$ 2,988	2.76%
1-09-4060-000 Staff Conferences & Seminars	578	10,244		9,666	5.64%
1-09-4155-000 Contracted/Cloud Services	80,773	220,790		140,017	36.58%
1-09-4165-000 Memberships/Subscriptions	200	2,561		2,361	7.81%
1-09-4270-000 Telecommunications	34,263	101,923		67,660	33.62%
1-09-7000-100 Leases - Equipment	15,972	56,000		40,028	28.52%
1-09-8000-100 Computer Equipment - Computers	16,904	45,381		28,476	37.25%
1-09-8000-200 Computer Equipment - Laptops	22,728	45,381		22,653	50.08%
1-09-8000-300 Computer Equipment - Monitors	-	2,017		2,017	0.00%
1-09-8000-500 Computer Equipment - Toner Cartridges	-	3,025		3,025	0.00%
1-09-8000-550 Computer Equipment - Telephony	-	3,025		3,025	0.00%
1-09-8000-600 Computer Equipment - Other	4,203	25,212		21,008	16.67%
1-09-8000-650 Computer Equipment - Warranty & Support	3,420	15,127		11,707	22.61%
1-09-8100-100 Computer Software - Maint. and Support	93,849	221,654		127,805	42.34%
1-09-8100-150 Computer Software - Dynamics GP Support	37,821	56,339		18,518	67.13%
1-09-8100-200 Computer Software - Software and Upgrades	335	20,487		20,153	1.63%
Subtotal Operating Expenses	\$ 311,130	\$ 832,239	\$ -	\$ 521,109	37.38%

Total Departmental Expenses

\$ 468,438	\$ 1,229,489	\$ -	\$ 761,051	38.10%
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Palmdale Water District
2020 Customer Care Budget
For the Four Months Ending Thursday, April 30, 2020

YTD ACTUAL 2020	ORIGINAL BUDGET 2020	ADJUSTMENTS 2020	ADJUSTED BUDGET REMAINING	PERCENT USED
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Personnel Budget:

1-10-4000-000 Salaries	\$ 342,484	\$ 936,250	\$ 593,766	36.58%
1-10-4000-100 Overtime	1,843	7,500	5,657	24.57%
Subtotal (Salaries)	\$ 344,327	\$ 943,750	\$ -	\$ 599,423 36.48%

Employee Benefits

1-10-4005-000 Payroll Taxes	26,023	74,750	48,727	34.81%
1-10-4010-000 Health Insurance	91,219	149,500	58,281	61.02%
1-10-4015-000 PERS	28,890	88,500	59,610	32.64%
Subtotal (Benefits)	\$ 146,132	\$ 312,750	\$ -	\$ 166,618 46.72%

Total Personnel Expenses

\$ 490,459	\$ 1,256,500	\$ -	\$ 766,041	39.03%
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OPERATING EXPENSES:

1-10-4050-000 Staff Travel	\$ (20)	\$ 2,049	\$ 2,068	-0.95%
1-10-4060-000 Staff Conferences & Seminars	-	3,073	3,073	0.00%
1-10-4155-000 Contracted Services	3,328	22,641	19,313	14.70%
1-10-4230-110 Maintenance & Repair-Office Equipment	302	202	(100)	149.76%
1-10-4250-000 General Material & Supplies	967	7,059	6,092	13.70%
1-10-4260-000 Business Forms	-	1,024	1,024	0.00%
Subtotal Operating Expenses	\$ 4,577	\$ 36,048	\$ -	\$ 31,471 12.70%

Total Departmental Expenses

\$ 495,036	\$ 1,292,548	\$ -	\$ 797,512	38.30%
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AGENDA ITEM NO. 4.5

Updated: 5/13/2020

Palmdale Water District
2020 Capital Projects - Contractual Commitments and Needs

New and Replacement Capital Projects

Budget Year	Project	Project Title	Project Type	Contractor	Approved Contract Amount	Board / Manager Approval	Payments	Contract Balance	Through Dec. 2019													2020 Total	2021 Carryover
							Approved to Date			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
2017	12-400	PRGRRP - Construction of Monitoring Wells / Test Basin	Water Supply	Environmental Const.	427,490	04/26/2017	281,190	146,300	246,765	26,170	4,173	4,083										34,425	
2017	12-400	PRGRRP - Construction of Monitoring Wells / Test Basin - Auxiliary Items	Water Supply	Various Vendors			191,001	-	178,484	7,050		5,466										12,516	
2018	15-613	WM Replacement - Avenue V5 (Spec 1504)	Replacement Cap.				5,779	-	722	3,371	1,686											5,057	
2018	16-602	WM Replacement - Avenue P & 25th ST (Spec 1601)	Replacement Cap.				22,714	-	16,730	3,371	1,686	927										5,984	
2017	16-605	WTP - Additional Brine Tank/Salt Silo	New Capital				130,559	-	130,076	483												483	
2018	18-410	PRV Replacement - 40th ST E (Bypass)	General Project				9,165	-	9,165													-	
2018	18-606	45th ST Tank Site - Altitude Valve Replacement	Replacement Cap.				72,141	-	72,141													-	
2018	18-609	WTP Replacement Sodium Hypochlorite Unit	Replacement Cap.	DeNora Water Tech			68,290	-	68,290													-	
2018	18-615	Install/Construction - Water Fill Station	General Project				43,846	-	19,942		21,972		1,932									23,904	
2019	19-602	WTP Replacement of 30" & 42" Mag Meters	Replacement Equip.				59,375	-	48,879	9,570	927											10,497	
2019	19-604	Purchase/Install Sampling Dock @ WTP	General Project				8,844	-	8,844													-	
2019	19-606	Install 2 Brine Tanks at Well 7/45th St Sites	General Project				34,544	-					34,544										
2019	19-611A	Spec 1210 - ML Replace Ave P8 & 20th St E	Replacement Cap.				94,945	-	79,922	4,552	1,513	2,390	6,568									15,023	
2019	19-611B	Spec 1210 - ML Repl P9 - Chg Orders	Replacement Cap.				-	-	-													-	
2020	20-600	Repair Traveling Screen @ WTP Aqueduct Turnout	General Project				31,683	-	-	31,548	134											31,683	
2020	20-601	Repair Well #7	General Project				41,955	-	-	38,712		3,244										41,955	
2020	20-602	Plm Ditch Improvements-Yr 1	General Project				18,135	-	-		18,135											18,135	
2020	20-603	WTP-Purchase 14 Turbidity Meters	Replacement Equip.				19,799	-	-				19,799									19,799	
2020	20-604	Install 2" SVC at WTP	General Project				9,793	-	-				9,793									9,793	
2020	20-605	Sierra Hwy Tie-in @ Harold St and Abandonment Plan	Replacement Cap.				2,490	-	-				2,490									2,490	
2020	20-606	2800 Zone Velocity Deficiency	General Project				-	-	-													-	
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.				-	-	-													-	
2020	20-610	2950 Zone Booster Station @ 3M Clearwell Site	Replacement Cap.				810	-	-				810									810	
2020	20-611	2020 Meter Exchange Program	General Project				7,429	-	-		7,429											7,429	
2020	20-613	Design & Remodel Dist MO, Crew Rm, New PurchOffice	General Project				50,000	-	-				50,000									50,000	
2020	20-615	2020 Soft Start Repl Program	General Project				15,878	-	-			15,878										15,878	
2020	20-617	Truck Mounted Welder (115)	General Project				6,625	-					6,625										
2020	20-618	(2) IPS Pumps-Check Valves WTP	General Project				56,547	-	-				56,547									56,547	
2020	20-700	2020 Large Mtr/Vault Repl Prog	Replacement Cap.				38,207	-	-	25,028	8,514		4,665									38,207	
2020	20-703	Water Conservation Garden Construct @ MOB	General Project				-	-	-													-	
			Sub-Totals:		427,490		1,321,742	146,300	879,960	149,855	66,169	31,987	193,772	-	-	-	-	-	-	-	-	400,614	





Consulting and Engineering Support

[illegible]

New and Replacement Equipment

[illegible]

[illegible][illegible]

-  = 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

Water Revenue Bond - Series 2018A

Updated: May 13, 2020

Project	Project #	Description	Bond Allocation	Contractual Commitment	Payout to Date	Remaining Contract	Uncommitted Bond \$
LGCS-ASI	04-501	Littlerock Dam - Grade Control Structure (Construction)	\$ 8,160,257	\$ 10,619,601	\$ 10,697,276	\$ (77,675)	\$ (2,459,344)
		Original Contract Amt: \$9,500,808, C.O.1: \$1,118,792.54					
LGCS-ASP	04-501	Littlerock Dam - Grade Control Structure (Monitoring)		1,238,287	843,151	395,136	(1,238,287)
WTP		Water Treatment Plant Improvements	2,375,000		-	-	
6MG		6 M.G. Reservoir Renovations	1,050,000		-	-	
WMR		Various W.M. Replacements	1,789,612		-	-	
PWD		Design, Engineering and Other Preconstruction Costs	173,000		-	-	
WRB		Bond Issuance Costs	226,303		226,303	-	
ISS		Issuance Funds			(12,092)		
Interest Earned through January 31, 2020					(331,770)		
Totals:			\$ 13,774,172	\$ 11,857,888	\$ 11,422,867	\$ 317,461	\$ (3,697,631)
2018A Water Revenue Bonds - Unallocated Funds:				\$ 1,916,284			
2018A Water Revenue Bonds - Remaining Funds to payout:					\$ 2,351,305		

Requisition No.	Payee	Date Approved	Invoice No.	Project	Payment Amount
	Issuance Costs	Jun 27, 2018	N/A	WRB	\$ 226,302.82
	Interest - Jul 2018		N/A	INT	1,384.72
	Interest - Aug 2018		N/A	INT	20,900.39
1	Aspen Environmental Group	Sep 12, 2018	1116.007-01	LGCS-ASP	28,105.88
2	ASI Construction LLC	Sep 18, 2018	01	LGCS-ASI	60,027.00
	Interest - Sep 2018		N/A	INT	21,047.68
3	ASI Construction LLC	Oct 2, 2018	02	LGCS-ASI	156,655.00
4	Aspen Environmental Group	Oct 8, 2018	1116.007-02	LGCS-ASP	51,072.42
5	Aspen Environmental Group	Oct 30, 2018	1116.007-03	LGCS-ASP	56,698.38
	Interest - Oct 2018		N/A	INT	20,838.36
6	ASI Construction LLC	Nov 7, 2018	03	LGCS-ASI	844,455.00
	Interest - Nov 2018		N/A	INT	22,998.40
7	Aspen Environmental Group	Dec 10, 2018	1116.007-04	LGCS-ASP	99,711.66
7	ASI Construction LLC	Dec 10, 2018	04	LGCS-ASI	665,631.99
	Interest - Dec 2018		N/A	INT	21,673.24
8	Aspen Environmental Group	Jan 3, 2019	1116.007-05	LGCS-ASP	67,719.03
9	ASI Construction LLC	Jan 7, 2019	05	LGCS-ASI	1,494,216.00
10	Aspen Environmental Group	Jan 29, 2019	1116.007-06	LGCS-ASP	56,529.35
	Interest - Jan 2019		N/A	INT	22,085.33
11	ASI Construction LLC	Feb 14, 2019	06	LGCS-ASI	338,899.30
	Interest - Feb 2019		N/A	INT	20,485.96
12	Aspen Environmental Group	Feb 28, 2019	1116.007-07	LGCS-ASP	78,799.25
	Interest - Mar 2019		N/A	INT	17,656.62
13	Aspen Environmental Group	Apr 1, 2019	1116.007-08	LGCS-ASP	34,790.67
13	Aspen Environmental Group	Apr 1, 2019	1116.008-01	LGCS-ASP	7,731.53
14	Aspen Environmental Group	Apr 22, 2019	1116.007-09	LGCS-ASP	6,938.12
	Interest - Apr 2019		N/A	INT	19,042.25
15	Aspen Environmental Group	May 15, 2019	1116.007-10	LGCS-ASP	6,958.75
	Interest - May 2019		N/A	INT	18,485.68
	Interest - June 2019		N/A	INT	18,852.79
16	Aspen Environmental Group	Jul 1, 2019	1116.007-11	LGCS-ASP	11,059.71
17	Aspen Environmental Group	Jul 30, 2019	1116.007-12	LGCS-ASP	22,237.47
	Interest - July 2019		N/A	INT	18,017.03
18	Aspen Environmental Group	Aug 27, 2019	1116.007-13	LGCS-ASP	58,421.77
19	ASI Construction LLC	Aug 28, 2019	Chng Order 4	LGCS-ASI	1,118,792.54
	Interest - August 2019		N/A	INT	18,580.51
	Interest - September 2019		N/A	INT	16,527.97
20	ASI Construction LLC	Oct 15, 2019	08	LGCS-ASI	1,361,654.50
	Interest - October 2019		N/A	INT	14,239.81

(Cont.)

[illegible]

**PALMDALE
WATER DISTRICT
BOARD MEMORANDUM**

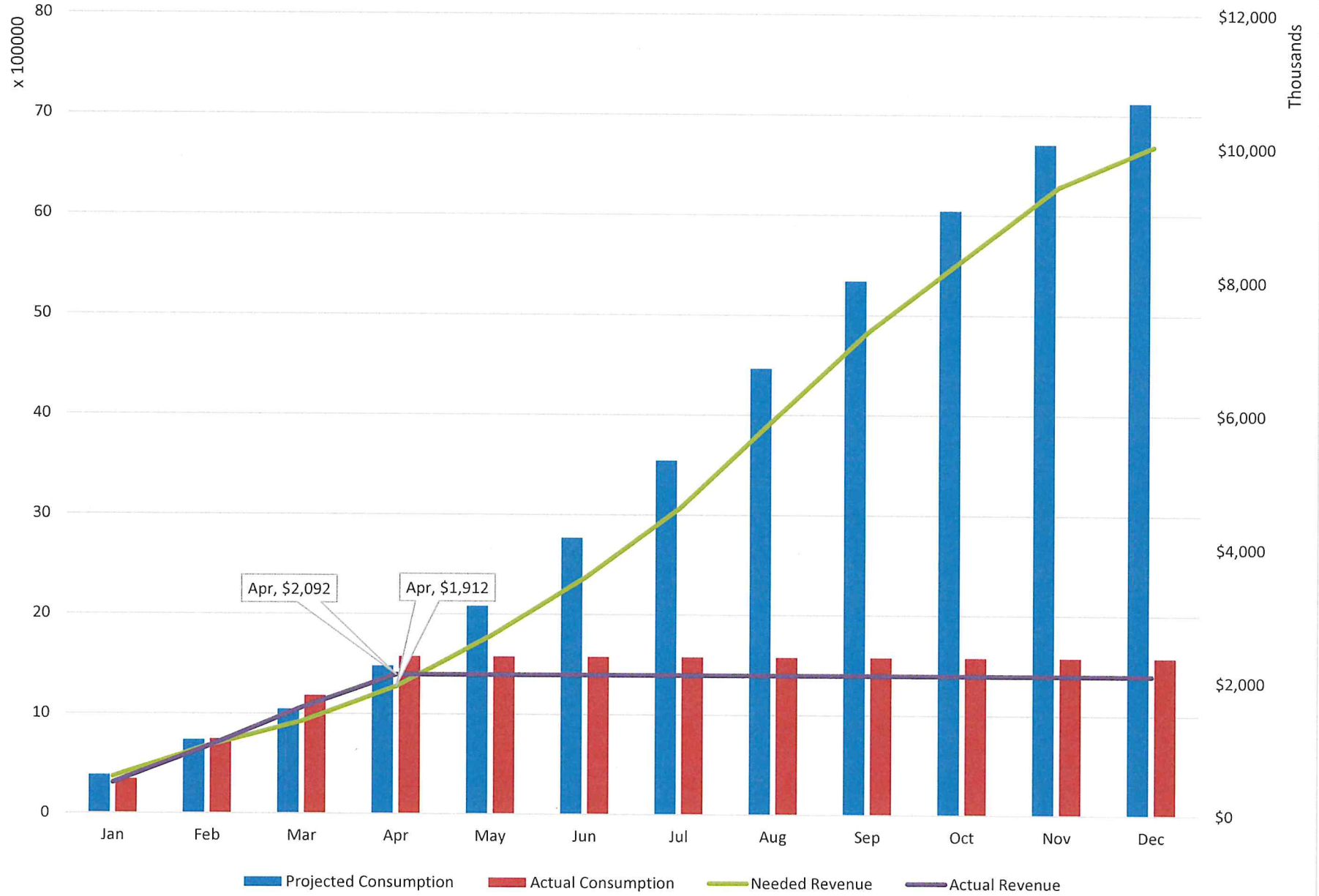
DATE:	May 14, 2020	May 21, 2020
TO:	Finance Committee	Committee Meeting
FROM:	Michael Williams, Finance Manager/CFO	
VIA:	Mr. Dennis LaMoreaux, General Manager	
RE:	<i>AGENDA ITEM 5.1 – REPORTS</i>	

Discussion:

Presented here are financial related items for your review.

1. Effects of COVID-19 event.
 - a. Collection efforts have stopped since 03/17/20.
 - b. No Reminder Notices or Shut-Off Notices are being mailed.
 - c. No disconnections for non-payment of bills.
 - d. As of May 11, 2020, deferred \$65K in penalties.
 - e. As of April 30, 2020, we have 438 accounts with past due balance over 60 days with amounts greater than \$50.00. Total outstanding for those accounts at 60+ days \$117,544. In perspective, at 02/29/20 there were 158 accounts same stat with outstanding balance \$43,328.
 - f. Cash received for the month of April 2020, was (\$57,488) less than March 2020, but \$63,635 more than April 2019.
 - g. Cash received for period 05/01/20 – 05/11/20 is \$11,505 higher than the same 11-day period of April 2020.
2. Revenue Projections (attachment)
 - a. Revenue projections for 2020 based on selling 16,341 AF shows as of April 30th revenue is ahead of projections by approximately \$180K.
3. Internal Controls (attachments)
 - a. As we are going through the audit for 2019, the attached pages are the response to Internal Control procedures provided to auditors for your review.

2020 Revenue Projections Based on 16,341 AF



**Palmdale Water District
Capital Assets Walkthrough
December 31, 2019**

Internal Controls – Capital Assets

Staff Involved Related to Capital Assets:

- *Finance Manager/CFO – FM*
- *Accounting Supervisor – AS*
- *Unfilled at present time - AT*

Capital Assets Controls:

- The District tracks capital assets (CA) in Dynamics GP Financial System (Financials).
- The District capitalizes assets based on the District's capitalization policy and assets are input into the Financials at cost by the AS or AT.
- Costs associated with assets being constructed over time are accumulated in work-in progress until completion then capitalized in the manner noted above.
- Contributed assets are capitalized when legal title to the District has passed. The value of the asset is determined by the engineering department or by actual cost provided by the contributor. These assets are entered in to the CA system as above.
- Capital assets are disposed upon sale or when removed from service. Authorization is provided by the appropriate level of management/controller (FM) and removed from the system by the AS or AT.
- Depreciation expense is calculated by the CA system and posted to the trial balance monthly by AS.
- The capital assets account is reviewed monthly by FM.

Palmdale Water District
Cash Walkthrough
December 31, 2019

Internal Controls – Cash

Staff Involved Related to Cash:

- *Finance Manager/CFO – FM*
- *Accounting Supervisor – AS*
- *Accounts Payable Specialist – APS*
- *Customer Finance Supervisor – CFS*
- *Customer Care Supervisor – CCS*
- *Senior Customer Care Representative – SCCR*
- *Customer Accounting Technician(s) – CAT*
- *Customer Care Representative(s) – CCR*
- *Warehouse Technician – WT*

Cash Receipts Controls (See A/R Controls):

Payments Received Through Mail

- Mail is picked up at the post office by WT and sorted by AS or APS.
- Payments received via mail are opened and posted by CAT.
- Check payments are scanned into the system. The system is able to read the MICR lines.
- Checks are transferred electronically via AQ2 ProManage System next morning to bank.
- Physical checks are stored in the vault in safe. CFS, CCS, SCCR, FM and AS have access to the safe.
- After 60 days the held checks are then shredded in compliance with the Check 21 standard.

Payments Received Over Counter

- Payments received via office windows/drop box are posted to the Customer Services Management System by the CCR(s). Each CCR maintains a cash drawer. Each CCR verifies his/her cash at the end of the day and completes the Cash Drawer Reconciliation Sheet. The payments collected are then verified by the CCS/SCCR (CFS and FM when CCS/SCCR out of the office). A system report is printed and reconciled to payments collected. The reconciliation sheet is signed off by the CSR and CCS/SCCR.
- All receipts are then batched for deposit to the bank by CFS (AS is backup). The receipts collected are secured in the safe(vault) overnight.
- An armored courier picks up the deposits the following day.

Truebill
2017.

TrueBill by TruePoint Solution is the current billing system put in place on July 31,

**Palmdale Water District
Cash Walkthrough
December 31, 2019**

Cash Disbursements Controls:

- Purchase requisitions are completed by the department heads.
- Purchase requisitions requiring management approval are forwarded to the General Manager for approval.
- Once approvals are received they are submitted to WT for issuance of purchase order (PO).
- The PO's are retained by the WT who accepts the deliveries.
- Goods delivered are matched against the packing slip and PO. The receiving reports are forwarded to AA.
- Invoices are entered into Great Plains by AA.
- The invoices are agreed to PO's and packing slips.
- Matched invoices are filed until check run (twice a month).
- AA runs checks. Checks are maintained by AA in locked cabinet. The check stocks are blank. The District utilizes laser checks. The checks are printed in total (including MICR line and Director's signatures) upon preparation of the checks.
- AA matches checks to invoice/support.
- Checks are then signed by two members of the Board of Directors in procedure above.
- All Board Members at the regular Board meeting review the check payment listing provided by AA and approve, before checks are mailed.
- AA mails checks the following day after approval occurs at regular Board meeting.

Bank Reconciliations:

- Statements are opened and stamped as received by FM.
- SA reconciles bank statement.
- SA prints reconciliation.
- FM reviews bank reconciliation.
- FM initials the reconciliation once review process has been performed and approves any recommended adjustments.

**Palmdale Water District
Debt Walkthrough
December 31, 2019**

Internal Controls – Debt

Staff Involved Related to Debt:

- *Finance Manager/CFO – FM*
- *Accounting Supervisor – AS*
- *Financial Advisor – FA*

Debt Controls:

Debt is authorized and incurred by directives issued from the Board of Directors and is comprised primarily of long-term debt including loans and issued debt (COPS etc.). Funds initially received from debt financing are posted to the trial balance by AS. Subsequent transactions consists primarily debt servicing payments which are transferred automatically via EFT to dedicated trust accounts. The activity is posted to the general ledger by AS and reviewed by FA and FM. Principal and interest amounts posted are determined by amortization tables provided by the issuing institution.

**Palmdale Water District
Expenditures, Payables and Accruals Walkthrough
December 31, 2019**

Internal Controls – Expenditures, Payables & Accrued Expenses

Staff Involved Related to Expenditures, Payables & Accrued Expenses:

- *General Manager – GM*
- *Assistant General Manager – AGM*
- *Finance Manager/CFO – FM*
- *Accounts Payable Specialist – AA (Primary)*
- *Payroll Specialist – AT (Backup)*
- *Management Analyst – MA*
- *Purchasing Technician – PT*

Internal Controls – Expenditures, Accounts Payables & Accrued Expenses:

- Employee completes a purchase requisition form and obtains an approval by department supervisor. Any request over \$500 requires GM or AGM approval. Any major purchases (i.e. trucks, equipment, etc.) that are over \$3,000 must be approved by the Facilities Committee and the Board, if not included in the budget. If the item is included in the budget and greater than \$500, only the Facilities Committee approval is required.
- The quote is reviewed by GM or AGM who authorizes the purchase.
- A purchase order is prepared by MA/PT and items are ordered by PT.
- When items are received, the PT reviews the purchase order and compares it to items on the packing slip.
- PT forwards the purchase order and packing slip to the MA to process purchase order receiving.
- Invoices opened and coded by department personnel. The invoices are then forwarded to AA for processing.
- AA matches invoice, packing slip, purchase order and other noting agreement.
- AA enters invoices in Dynamics GP (Financials).
- Matched invoices filed until check run (twice a month).
- AA runs checks. Checks are maintained by AA in locked cabinet. The check stocks are blank. The District utilizes laser checks. The checks are printed in total (including MICR line and Director's signatures) upon preparation of the checks and are password protected.
- AA matches checks to invoice/support.
- Checks are then signed by two members of the Board of Directors in procedure above. All Board Members at the regular Board meeting review the check payment listing provided by AA and approve, before checks are mailed.

Hand Check – Approval

When invoicing due dates fall outside of processing for Board meetings we will issue a hand check to limit late fees, etc. This process is similar to above up through the check run process.

- After AA enters invoicing a hand check request form is filled out containing all information to assist in approval process.
- The hand check request form is submitted for proper approval from the GM or AGM for check issuance. In the case the GM and AGM are out of the office paperwork is submitted to FM.
- After approval has been received the check is ran and distribution occurs based on processing requirements (i.e. mail, hold for payee, hand delivery).

Note: Cross-training has occurred and in the advent the AA is out for long-term then the AT will process payables.

**Palmdale Water District
Inventory Walkthrough
December 31, 2019**

Internal Controls – Inventory

Staff Involved Related to Inventory:

- *Finance Manager – CFO*
- *Accounting Supervisor – AS*
- *Facilities Manager – FM*
- *Purchasing Technician – PT*

Inventory Controls:

- The District records inventory in the Dynamics GP financials system.
- Inventory is automatically valued by the system at average cost.
- Inventory is relieved from the system when requisitioned for use by facilities personnel.
- Facilities personnel are required to fill out a requisition form detailing the item, quantity requested, date and indicate the project number or to restock the service vehicle.
- The requisitions are input into the system by PT.
- The PT runs periodic reports and conducts spot cycle counts every month.
- The PT reconciles the inventory quantity to the inventory system and provides the AS any proposed adjustments to inventory for approval.
- Inventory is monitored by the PT and the AS.
- A physical count of inventory is conducted at mid-year and year-end and quantities are adjusted accordingly.
- Controls over misappropriation of inventory include:
 1. Inventory is maintained in locked storage. However, all warehouse personnel have access with a unique door entry code. Limited access is to PT(s), FM, and Senior Service Workers. Access report can be generated, if necessary, for review.
 2. Unusual and or material adjustments to inventory in the financial system are proposed and submitted for review by the AS.
 3. Final approval is done by CFO.

**Palmdale Water District
Investments Walkthrough
December 31, 2019**

Internal Controls – Investments

Staff Involved Related to Investments:

- *General Manager – GM*
- *Finance Manager/CFO – FM*
- *Financial Advisor – FA*

Investment Controls:

- Authority to initiate investment transactions including: deposits, purchases and sales of investments and transfers from the investment accounts are limited to the FA.
- Two copies of the investment statements are received and opened. One goes to the FA and the second copy goes to the FM.
- FA reviews the statement for unusual items.
- The investment reports are prepared by FA for Board of Directors to review monthly.

**Palmdale Water District
Payroll Walkthrough
December 31, 2019**

Internal Controls – Payroll

Staff Involved Related to Payroll:

- *General Manager – GM*
- *Assistant General Manager – AGM*
- *Payroll Specialist – AT (Primary)*
- *Customer Accounting Technician – AA (Backup)*

Internal Controls – Payroll:

- The District processes its own payroll bi-weekly.
- Each employee is required to track their time in the electronic timesheet system provided by the District.
- At the end of each pay period, the department head reviews the time sheets and approves the timesheet by doing the electronic sign-off. All timesheets are then reviewed by the AT for processing to verify hour calculations.
- The AT then imports the employee's time into the payroll system which automatically calculates regular pay and any overtime based on employee pay rates. Deductions are also automatically calculated based on the employee's W-4 and other deduction requests.
- AT prepares the payroll for distribution and generates either a physical check or direct deposit earnings statement. All journal entries are done automatically and are posted to Dynamics GP when process is complete.
- Checks are hand delivered to employees' by department heads or deposited by direct deposit to their bank accounts.

Note: Cross-training has been done on the new processing system in case the advent the AT is out for long-term then the AA will process payroll.

**Palmdale Water District
Revenue and Receivables Walkthrough
December 31, 2019**

Internal Controls – Revenue & Accounts Receivable

Staff Involved Related to Revenue / Receivables:

- *Finance Manager/CFO – FM*
- *Accounting Supervisor – AS*
- *Customer Finance Supervisor – CFS*
- *Customer Accounting Technician(s) – CAT*

General

- Meters are read manually on a monthly cycle based on a predetermined route. Meter reading logs are turned into the CAT for posting to the customer account in the billing system. Radio read data is downloaded to the system and automatically posted to the customer accounts. When complete, the system performs an error check for incompatible data and unusual variances. A report is generated and reviewed by CAT who may request that a meter be reread and the customers account updated.

Billing:

- CAT oversees the billing process.
- After meters are read and integrated into the customer service system, CAT exports the billing file to be sent to InfoSend Company where the bills are generated and mailed out to the customers every month.
- CAT is also responsible for issuing late fees.
- The list of outstanding accounts has a 48-hour notice door tag generated prior to turnoff.
- CFS handles day-to-day items with CAT staff related to billing.
- On a monthly basis, accounts receivable is reviewed by AS and FM.

Former Customer Collections:

- After a customer moves out of a property any amount owing is process as a final bill processed by CAT
- Once the final bill becomes delinquent it is then started through former customer collections by CAT
 - Process includes first issuing delinquent billing notice
 - Once delinquent notice period has lapsed. A formal written letter on District letterhead is issued stating if payment is not received, any outstanding amounts will be sent to collects and/or lien placed on the property.
 - Outstanding balance information is transmitted to the District's outside collection agency for continued processing.
 - Write-off occurs when notified of settlement of outstanding balances, notification of bankruptcy completed, and/or notification of death of individual.

Payment Processing:

- See Internal Controls – Cash
 - Cash Receipts Controls

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

Fiscal Year Ending September 30	Audited 2014	Audited 2015	Audited 2016	Audited 2017	Audited 2018	Unaudited 2019	Mar 2019 - Feb 2020	Apr 2019 - Mar 2020	May 2019 - Apr 2020
OPERATING REVENUES	23,342	21,248	22,587	23,693	24,884	25,115	25,143	25,384	25,373
Rate Stabilization Fund						(120)			
	23,342	21,248	22,587	23,693	24,884	24,995	25,143	25,384	25,373
OPERATING EXPENSES									
Gross operating expenses	22,405	20,974	22,704	23,054	24,436	22,629	22,680	22,766	22,801
Overhead adjustment	(509)	(26)	(153)	(46)	(103)				
SWP Fixed operations and maint	(363)	(126)	(126)	(26)	(22)	(23)	(23)	(22)	(22)
Non-Cash Related OPEB Expense	(1,786)	(1,828)	(1,872)	(1,384)	(959)				
Capital portion included above									
TOTAL EXPENSES	19,748	18,994	20,553	21,597	23,351	22,607	22,658	22,744	22,779
NET OPERATING REVENUES	3,594	2,254	2,033	2,096	1,533	2,388	2,485	2,641	2,594
NON-OPERATING REVENUE									
Ad valorem property taxes	2,132	2,146	2,189	2,289	2,436	2,508	2,500	2,479	2,459
Interest income	45	43	43	56	292	366	333	319	300
Capital improvement fees	14	367	235	1,021	107	984	994	994	991
Other income	306	768	403	363	121	229	225	225	251
TOTAL NON-OPERATING INCOME	2,497	3,324	2,870	3,730	2,956	4,088	4,053	4,018	4,000
NET REV AVAILABLE FOR DEBT SERVICE	6,091	5,578	4,903	5,826	4,489	6,476	6,538	6,659	6,594
NET DEBT SERVICE									
1998 Certificates of Participation									
2004A Certificates of Participation	1,373								
2012 Issue - Bank of Nevada		1,372	1,372	1,373	1,370	1,373	1,373	1,373	1,374
2013A Water Revenue Bond	2,344	2,350	2,350	2,351	2,351	2,346	2,346	2,346	2,338
2018A Water Revenue Bond					147	569	569	569	569
2017 Capital Lease				89	179	179	179	179	179
2012 Capital Lease	190	190	190	48					
TOTAL DEBT SERVICE	3,908	3,912	3,912	3,861	4,047	4,467	4,467	4,467	4,460
DEBT SERVICE COVERAGE	1.56	1.43	1.25	1.51	1.11	1.45	1.46	1.49	1.48
NET REV AVAILABLE AFTER D/S	2,183	1,665	991	1,965	443	2,009	2,071	2,192	2,135