

**PALMDALE RECYCLED WATER AUTHORITY (PRWA)  
HELD AT CITY OF PALMDALE  
CITY HALL  
ADMINISTRATION TRAINING ROOM  
38300 SIERRA HIGHWAY, SUITE A  
PALMDALE, CALIFORNIA  
REGULAR MEETING AGENDA NO. 41  
JULY 16, 2018  
7:00 P.M.  
[www.cityofpalmdale.org](http://www.cityofpalmdale.org)  
[www.palmdalewater.org](http://www.palmdalewater.org)**

**WELCOME**

**NOTE:** Materials related to an item on this Agenda submitted to the Palmdale Recycled Water Authority Board of Directors, or after distribution of the agenda packet, are available for public inspection at the City of Palmdale City Hall, located at 38300 Sierra Highway, Suite A, Palmdale, California, and at the Palmdale Water District, 2029 East Avenue Q, Palmdale, California during normal business hours and will also be available at the meeting. Those items provided by others at the meeting will be available at City Hall during normal business hours.

A **three-minute time limit** will be imposed on all speakers other than staff members.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Palmdale Water District at least 48 hours prior to the meeting.

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

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

1. **CALL TO ORDER.**

2. **PLEDGE OF ALLEGIANCE.**

3. **ROLL CALL: CHAIR AUSTIN BISHOP AND DIRECTORS KATHY MAC LAREN, VINCENT DINO, JUAN CARRILLO, AND HELEN VELADOR**

3. **WAIVER OF FULL READING OF RESOLUTION(S).**

**Motion:** Move to waive full reading of the Resolution(s) to be considered and voted on at this meeting. (Voice Vote - Requires a majority to waive.)

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

5. **CONSENT CALENDAR:**

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

5.1 Approve the Minutes from the previous meeting held on May 21, 2018. (Staff Reference: Authority Secretary Smith)

5.2 Approve receipt and filing of the Treasurer's Report for the five months ending May 31, 2018. (Staff Reference: Treasurer-Auditor Williams)

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

**6. ACTION CALENDAR:**

- 6.1 RESOLUTION NO. PRWA 2018-003, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE RECYCLED WATER AUTHORITY DESIGNATING THOSE OFFICIALS WHO ARE AUTHORIZED TO SIGN CHECKS AND WARRANTS, EFFECTIVE JULY 16, 2018. (Staff Reference: Treasurer-Auditor Williams)

***Call for Public Comments***

**Staff Recommendation:** Move to Adopt Resolution No. PRWA 2018-003. (Vote by Roll Call – requires a majority to adopt and/or approve.)

7. **NON-AGENDA ITEMS - PUBLIC COMMENTS:** This portion of the Agenda allows an individual the opportunity to address the Board of Directors on any subject regarding Palmdale Recycled Water Authority business. Under state legislation, no action can be taken on items not specifically referenced on the Agenda. **PLEASE NOTE: A three-minute time limit** will be imposed on each speaker other than staff members.

**8. REQUESTS FOR NEW AGENDA ITEMS:**

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

10. **ADJOURNMENT** to August 20, 2018 at 7:00 p.m. at the City of Palmdale City Administration Training Room located at 38300 Sierra Highway, Suite A, Palmdale, California.

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Complete packets can be viewed at City Hall, located at 38300 Sierra Highway, Suite A, Palmdale, California; Palmdale Water District, 2029 East Avenue Q, Palmdale, California, and the Main Library, located at 700 East Palmdale Boulevard, Palmdale, California. You can also view the Agenda for the Palmdale Recycled Water Authority on the City's website at [www.cityofpalmdale.org](http://www.cityofpalmdale.org) or the Palmdale Water District website at [www.palmdalewater.org](http://www.palmdalewater.org).

Thank you for attending your Palmdale Recycled Water Authority meeting. If you have

any further questions, please contact the Secretary's Office at (661) 267-5151, Monday through Thursday, 7:30 a.m. to 6:00 p.m., closed every Friday.

# PALMDALE RECYCLED WATER AUTHORITY BOARD MEMORANDUM

**DATE:** July 10, 2018 **July 16, 2018**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Michael Williams, Treasurer-Auditor, PRWA  
**VIA:** Mr. Dennis LaMoreaux, Executive Director, PRWA

**RE: AGENDA ITEM NO 5.2 – TREASURER’S REPORT FOR MAY 31, 2018**

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**Recommendation:**

Palmdale Recycled Water Authority (PRWA) staff recommends the Board of Directors to receive and file the Treasurer’s Report for the five months ending May 31, 2018.

**Background:**

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

**Financial Impact:**

As of May 31, 2018, the PRWA has \$913,742.58 cash in the bank. PRWA earned \$155.24 in interest, received \$9,943.78 in receivables and there were \$1,299.36 in expenses and fees paid for the month.

**Supporting Documents:**

Treasurer’s Report for month ending May 31, 2018  
Balance Sheet for period ending May 31, 2018.  
Income Statement for period ending May 31, 2018.

**Palmdale Recycled Water Authority  
Treasurer's Report  
Month Ended May 31, 2018**

Cash/Funds Available and held at Bank of America:	
Bank Balance, beginning May 1, 2018	907,801.43
Less: Expenses Paid	(1,286.48)
Less: Bank Fees Paid (Credit Card Processing)	(12.88)
Add: Deposits Made	9,943.78
Add: Interest Earned	155.24
Add: Deposit in Transit	-
Outstanding Check (Ledger Tie-Out)	(2,858.51)
Bank Balance, ending May 31, 2018	913,742.58
Less: Accounts Payable	-
Less: Accrued Purchases	(7,382.51)
Less: Accrued Payroll Taxes	-
Less: Deposits - Customer	(5,000.00)
Add: Accounts Receivable	609,889.24
Adjusted Bank Balance, ending May 31, 2018	1,511,249.31

**Outstanding Expenses (Prior Month(s)):**

Deposit Refund - Mehdi Davary	1,293.63
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**May Expenses:**

Deposit Refund - AHTNA Government Services Corp	933.07
Director Pay - Meetings & Business Expense Reimbursement	138.52
Internal Revenue Service - Federal Payroll Taxes	22.96
Deposit Refund - RC Becker & Son	552.92
<b>Total Expenses</b>	<u><u>1,647.47</u></u>

**Palmdale Recycled Water Authority**  
**Balance Sheet**  
**For the Five Months Ending 5/31/2018**

	<u>YTD</u>
<b>ASSETS</b>	
Cash	\$913,743
Prepaid Memberships	
Accounts Receivable	
- Water	11,993
- Government Agency	600,000
Property, Plant and Equipment, net	2,347,465
<b>Total Assets</b>	<u><u><b>\$3,873,201</b></u></u>

**LIABILITIES AND FUND BALANCE**

**LIABILITIES**

Accounts Payable	
Accrued Expense	7,383
Deposits - Customer	3,000
<b>Total Liabilities</b>	<u><b>10,383</b></u>

**FUND BALANCE**

Unassigned	3,862,819
<b>Total Fund Balance</b>	<u><b>3,862,819</b></u>

<b>Total Liabilities and Fund Balance</b>	<u><u><b>\$3,873,201</b></u></u>
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**Palmdale Recycled Water Authority**  
**Income Statement - Current and YTD**  
**For the Five Months Ending 5/31/2018**

	May	YTD
<b>REVENUES:</b>		
Contributions - Palmdale Water District	\$300,000.00	\$300,000.00
Contributions - City of Palmdale	300,000.00	300,000.00
Grant Funds		
Water Sales	12,705.39	35,940.39
Interest Earnings	155.24	760.75
<b>Total Revenue</b>	<b>\$612,860.63</b>	<b>\$636,701.14</b>
<b>EXPEDITURES:</b>		
<b>General Government</b>		
Public Representative - Payroll Tax Expense (Employer)	11.48	34.43
Public Representative - Travel & Meeting	150.00	450.00
Banking Fees	12.88	206.50
Provision for Bad Debt		
Memberships		2,996.00
Operating Supplies		
Marketing & Outreach		
Travel & Meeting		
Permits & Fees		
Utilities - Purchased Water		
Materials & Supplies		
Maint. & Repair - Water System		
	\$174.36	\$3,686.93
<b>Public Resource</b>		
Contracted Services - Professional Svcs		
Contracted Services - Audit		5,500.00
	0.00	5,500.00
<b>Total Expenditures</b>	<b>\$174.36</b>	<b>\$9,186.93</b>
<b>Non-Cash Operating Expense</b>		
Depreciation	5697.73	28,488.65
<b>Non-Operating Revenue</b>		
Capital Contribution		
<b>Total Non-Cash Operating Expense</b>	<b>(\$5,697.73)</b>	<b>(\$28,488.65)</b>
<b>Change in Net Position</b>	<b>\$606,988.54</b>	<b>\$599,025.56</b>
<b>Net Position - Beginning of Year</b>		<b>3,263,792.95</b>
<b>Net Position - End of Year</b>	<b>\$606,988.54</b>	<b>\$3,862,818.51</b>



# PALMDALE RECYCLED WATER AUTHORITY BOARD MEMORANDUM

**DATE:** July 10, 2018 July 16, 2018  
**TO:** BOARD OF DIRECTORS Board Meeting  
**FROM:** Michael Williams, Treasurer-Auditor, PRWA  
**VIA:** Mr. Dennis LaMoreaux, Executive Director, PRWA

**RE:** *AGENDA ITEM NO 6.1 – CONSIDERATION AND POSSIBLE ACTION ON RESOLUTION NO. PRWA 2018-003, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE RECYCLED WATER AUTHORITY DESIGNATING BY TITLE AND NAME THOSE OFFICIALS WHO ARE AUTHORIZED TO SIGN CHECKS AND WARRANTS.*

## **Recommendation:**

Palmdale Recycled Water Authority (PRWA) staff recommends the Board of Directors approve Resolution No. PRWA 2018-003, a Resolution of the Board of Directors of the Palmdale Recycled Water Authority designating by title and name those officials who are authorized to sign checks and warrants.

## **Background:**

Resolution No. PRWA 2018-003 will reflect the appointment or deletion of the following, and add or delete him or her as an authorized signer of checks and warrants for the Palmdale Recycled Water Authority:

Austin Bishop – Adding  
Juan Carrillo – Adding  
Michael Williams – Retaining  
Karen Johnston – Retaining  
Dennis Hoffmeyer – Retaining  
James C. Ledford – Deleting  
Katheryn MacLaren - Deleting

## **Financial Impact:**

None

## **Supporting Documents:**

PRWA Resolution No. 2018-003

RESOLUTION NO. PRWA 2018-003

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE  
RECYCLED WATER AUTHORITY DESIGNATING THOSE OFFICIALS  
WHO ARE AUTHORIZED TO SIGN CHECKS AND WARRANTS,  
EFFECTIVE JULY 16, 2018.

WHEREAS, the Palmdale Recycled Water Authority has engaged various financial institutions as depositories of Palmdale Recycled Water Authority moneys and funds administered by the Palmdale Recycled Water Authority Board of Directors; and

WHEREAS, The Board of Directors has, by Resolution, heretofore designated by title certain officials who are authorized to sign checks, drafts, warrants, or other orders for the payment of money drawn in the name of the Palmdale Recycled Water Authority.

PROPOSED

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Palmdale Recycled Water Authority:

SECTION 1: For purposes of implementing Section 1 of Resolution No. PRWA 2018-003, the following persons are designated by name and are expressly authorized to sign checks, drafts, warrants or other orders for the payment of money drawn in the name of the Palmdale Recycled Water Authority:

Chair	AUSTIN BISHOP
Vice-Chair	JUAN CARRILLO
Treasurer	MICHAEL WILLIAMS
Assistant Treasurer	KAREN JOHNSTON
Assistant Treasurer	DENNIS HOFFMEYER

SECTION 2: The following persons are no longer authorized to sign checks, drafts, warrants or other orders on behalf of the Palmdale Recycled Water Authority:

Chair	JAMES C. LEDFORD
Vice-Chair	KATHRYN MACLAREN

SECTION 3: The Clerk of the Authority shall certify to the adoption of this Resolution and enter it into the official records of the Authority.

PASSED, APPROVED and ADOPTED this 16<sup>th</sup> day of July, 2018, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

**PROPOSED**

\_\_\_\_\_  
Austin Bishop, Chair

ATTEST:

\_\_\_\_\_  
Rebecca J. Smith,  
Authority Secretary

Approved as to form:

\_\_\_\_\_  
Eric Dunn,  
Authority Counsel