



# PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

## BOARD OF DIRECTORS

ROBERT E. ALVARADO  
Division 1

JOE ESTES  
Division 2

MARCO HENRIQUEZ  
Division 3

KATHY MAC LAREN  
Division 4

VINCENT DINO  
Division 5

---

DENNIS LaMOREAUX  
General Manager

ALESHIRE & WYNDER LLP  
Attorneys

---



November 7, 2018

## AGENDA FOR REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT to be held at the District's office at 2029 East Avenue Q, Palmdale TUESDAY, NOVEMBER 13, 2018 6:00 p.m.

**NOTES:** 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.

Additionally, an interpreter will be made available to assist the public in making **comments** under Agenda Item No. 4 and any action items where public input is offered during the meeting if requested at least 48 hours before the meeting. Please call Dawn Deans at 661-947-4111 x1003 with your request. (PWD Rules and Regulations Section 4.03.1 (c) )

Adicionalmente, un intérprete estará disponible para ayudar al público a hacer **comentarios** bajo la sección No. 4 en la agenda y cualquier elemento de acción donde se ofrece comentarios al público durante la reunión, siempre y cuando se solicite con 48 horas de anticipación de la junta directiva. Por favor de llamar Dawn Deans al 661-947-4111 x1003 con su solicitud. (PWD reglas y reglamentos sección 4.03.1 (c) )

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) Pledge of Allegiance/Moment of Silence.
- 2) Roll Call.
- 3) Adoption of Agenda.

- 4) Public comments for non-agenda items.
- 5) Presentations:
  - 5.1) There are no presentations.
- 6) Action Items - Consent Calendar (The public shall have an opportunity to comment on any action item on the Consent Calendar as the Consent Calendar is considered collectively by the Board of Directors prior to action being taken.)
  - 6.1) Approval of minutes of regular meeting held October 22, 2018.
  - 6.2) Payment of bills for November 13, 2018.
  - 6.3) Deny claim received from Norma and Peter Rios of water usage and plumbing bill for Account No. 44136056-1012646. (General Manager LaMoreaux)
  - 6.4) Approve absence of Director Estes from October 22, 2018 Regular Board Meeting due to medical reasons. (General Counsel Dunn)
  - 6.5) Approve absence of Director Estes from November 5, 2018 Special Budget Meeting due to medical reasons. (General Counsel Dunn)
- 7) Action Items - Action Calendar (The public shall have an opportunity to comment on any action item as each item is considered by the Board of Directors prior to action being taken.)
  - 7.1) Consideration and possible action on 2019 Annual Budget. (General Manager LaMoreaux)
  - 7.2) Consideration and possible action on 2018 Salary Survey. (Included in 2019 Budget – Human Resources Director Emery/General Manager LaMoreaux/Personnel Committee)
  - 7.3) Consideration and possible action on revisions to Palmdale Water District Rules and Regulations Article 4.07.4 – Director Expenses clarifying hotel expenses. (Director Henriquez/General Counsel Dunn)
  - 7.4) Consideration and possible action on revisions to Palmdale Water District Rules and Regulations Article 4.07.3 – Director Compensation and Article 4.07.4 – Director Expenses clarifying time limits to claim compensation or expenses. (No Budget Impact – Director Mac Laren/General Counsel Dunn)
  - 7.5) Consideration and possible action on authorization of the following conferences, seminars, and training sessions for Board and staff attendance within budget amounts previously approved in the 2019 Budget:
    - a) California Association of Public Information Officials’ Emergency Communications Academy to be held January 7 and 8, 2019 in Sacramento.
- 8) Information Items:
  - 8.1) Reports of Directors:
    - a) Meetings/General Report.

- b) Standing Committee/Assignment Reports (Chair):
  - 1) Finance Committee meeting.
  - 2) Personnel Committee meeting.
- 8.2) Report of General Manager.
- 8.3) Report of General Counsel.
- 9) Break prior to closed session.
- 10) Public comments on closed session agenda matters.
- 11) Closed session under:
  - 11.1) Conference with Legal Counsel – Existing Litigation: A closed session will be held, pursuant to Government Code §54956.9 (d)(1), to confer with Special Litigation Counsel regarding existing litigation to which the District is a party. The title of such litigation is as follows: *Antelope Valley Ground Water Cases*.
- 12) Public report of any action taken in closed session.
- 13) Board members' requests for future agenda items.
- 14) Adjournment.



---

DENNIS D. LaMOREAUX,  
General Manager

DDL/dd

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** November 6, 2018 **November 13, 2018**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Tara Peuse, Customer Care Supervisor  
**VIA:** Dennis D. LaMoreaux, General Manager  
Adam Ly, Assistant General Manager  
**RE:** ***AGENDA ITEM NO. 6.3 – DENY CLAIM RECEIVED FROM NORMA AND PETER RIOS OF WATER USAGE AND PLUMBING BILL FOR ACCOUNT NO 44136056-1012646. (GENERAL MANAGER LaMOREAUX)***

---

**Recommendation:**

Staff recommends the denial of Mr. and Mrs. Rios' claim in the amount of \$495.00 for plumbing services. Mrs. Rios' Courtesy Leak Application was approved and \$53.10 was credited to the water account.

**Impact of Taking No Action:**

The determination of November 5, 2018 is that the leak discovered on the customer's side was not caused by the District. Therefore, the District is not responsible for the cost of repair.

**Background:**

Finance Department staff requested a reread on the above-referenced account on October 8, 2018 due to an unusually high amount of usage. The meter read was confirmed on October 10, 2018 with an additional three (3) units of water being used and the account's bill was processed with the October 8th read. During this visit, the Field Customer Care Representative (CCR) noticed a small crack on the meter body below the register. He put his finger over the hole and the meter continued registering. He then knocked on the door to advise the customer of a possible leak. He went through the process of plugging the hole and showing that the meter was still moving. Customer stated there was no water running in the house. At this time, the Field CCR advised that water is being used somewhere else than the crack in the meter. He then proceeded exchanging the meter. After the meter exchange was completed and the water was turned back on, the Field CCR showed the customer that water was coming from the house into the meter box indicating there was a leak. This would be why the meter was registering when he had his finger on the crack of the meter.

BOARD OF DIRECTORS  
PALMDALE WATER DISTRICT  
VIA: Dennis D. LaMoreaux, General Manager  
Adam Ly, Assistant General Manager

November 6, 2018

On October 11, 2018 per customer's request the Senior Field Customer Care Representative (FCCR) was sent out to check the leak and speak with the customer. Customer stated he believed PWD's meter exchange created the leak. The Senior FCCR gave customer a claim form and stated he can fix it himself and file a claim or he can wait until Monday and speak with the Customer Care Supervisor.

October 15, 2018: Customer brought in a receipt from Abe Lincoln Plumbing of which a copy was made and original returned to Customer.

October 18, 2018: Customer brought in a claim form with a letter attached and filled out a Courtesy Leak Adjustment Application per my suggestion. The form was processed for the billing period of 9/7/18 – 10/8/18 on November 1, 2018, and a credit of \$53.10 was placed on the account.

**Summary:**

The fact that the meter was registering while our FCCR's finger was on the hole in the meter and Customer stating no water was being used inside the house indicates that the leak on the customer's side was present prior to the meter exchange. Because the faulty meter was replaced two (2) days into the new billing cycle, the current Courtesy Leak Application can be reviewed to determine if it qualifies for an additional credit for that billing period.

**Strategic Plan Initiative/Mission Statement:**

This is part of Strategic Initiative No. 6 – Customer Care and Advocacy.  
This item directly relates to the District's Mission Statement.

**Budget:**

No substantial effect.

**Supporting Documents:**

- Claim form and supporting documents dated October 18, 2018 including pictures of meter box and surrounding area taken on October 15, 2018.
- Approved Courtesy Leak Application and supporting documents dated November 1, 2018.

# Claim Form

(A claim shall be presented by the claimant or by a person acting on his behalf.)

NAME OF DISTRICT: PWD

1 Claimant name, address (mailing address if different), phone number, social security number, and date of birth.

Name: PETER RIOS / NORMA RIOS

Phone Number: [REDACTED]

Address(es): 37655 ARLINGTON CT. PALMDALE CA. 93552

Social Security Number:

Date of Birth: 12/01/61

2 List name, address, and phone number of any witnesses.

Name:

Address:

Phone Number: ( )

3 List the date, time, place, and other circumstances of the occurrence or transaction, which gave rise to the claim asserted.

Date: 10/10 OR 10/11 Time:

Place: 37655 ARLINGTON CT. Pal. Ca. 93552

Tell What Happened (give complete information):

See attached

NOTE: Attach any photographs you may have regarding this claim.

4 Give a general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known at the time of presentation of the claim.

See attached

5 Give the name or names of the public employee or employees causing the injury, damage, or loss, if known.

Chad

OCT 18 2018

6 The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

\$495

Date: 10/18/18 Time: 1:00 P.M. Signature: [Signature]

ANSWER ALL QUESTIONS. OMITTING INFORMATION COULD MAKE YOUR CLAIM LEGALLY INSUFFICIENT!

# ABE LINGCOLN PLUMBING

3800 ADOBE DR  
PALMDALE CA 93550  
661.538.0151 • 661.266.9706  
Lic# C36-917800  
NW 003046

# "THE PRESIDENT OF PLUMBING AND DRAINS"

SERVICE TECHNICIAN <i>Rabe</i>	SVCC. NO.	TRUCK NO.	APPROXIMATE START DATE	APPROXIMATE COMPLETION DATE <i>10/17/18</i>	INVOICE
CUSTOMER NO.	CUSTOMER NAME <i>PETOR RIOS</i>		CUSTOMER P.O.		
JOB ADDRESS <i>31655 ARLINGTON ST</i>	CITY <i>ARLINGTON</i>	STATE <i>CA</i>	ZIP <i>91301</i>	PHONE NO.	
BILL TO ADDRESS	CITY	STATE	ZIP		

PROBLEM <i>Shanece saw original 10/15/18</i>	MACHINE	ACCESS	WARRANTY <input type="checkbox"/> 90 DAYS <input type="checkbox"/> 1 YEAR	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK	<input type="checkbox"/> DEBIT CARD <input type="checkbox"/> CHARGE	<input type="checkbox"/> PREPAID <input type="checkbox"/> FINANCE	AMOUNT
---	---------	--------	---	---	--	--	--------

**DESCRIPTION OF SERVICES**

*LEAK IN METER BOX REPLACED APOX 2 OF 1" RVC. USING VP PUC FITTING. JOB INCLUDED DIAGNOSTIC LEAK LOCATION, REPAIR, DIGGING, BACK FILLING & PARTS. 495.00 PARTS & LABOR*

LIST OF DOCUMENTS TO BE INCORPORATED INTO THIS CONTRACT  
*CHK 3461*

**THE DOWNPAYMENT MAY NOT EXCEED \$1,000 OR 10% OF THE CONTRACT PRICE, WHICHEVER IS LESS**

**AUTHORIZATION OF WORK**

**PAYMENT OF THIS INVOICE/CONTRACT DUE UPON COMPLETION OF WORK**

AUTHORIZATION TO PROCEED WITH ABOVE RECOMMENDATION - I, the undersigned, am owner/authorized representative/tenant of the premises at which the work mentioned above is to be done. I hereby authorize you to perform recommendation, in to use such labor and materials as you deem advisable. A monthly service charge of 1.5% will be added after 10 days. I agree to pay reasonable attorney's fees and court cost in the event of legal action. If my check does not clear, I realize I could be liable for 3 times the amount of the check, in no case more than \$1500 and in no case less than \$100, all set forth in the California Civil Code section 1719, plus the face value of the check and court costs. I have read this contract, including terms and conditions on the reverse side here of and agree to be bound by all other terms contain herein. I have receive a copy of this contract and notice to owner. All parts will be remove from premises and discarded unless otherwise specified herein

I hereby authorize you to proceed with the above work at the Contract Price of \$ 495

AUTHORIZED SIGNATURE	CHECK <input type="checkbox"/> CASH <input type="checkbox"/>	DRIVER'S LIC. NO.	EXP. DATE
PRINT NAME	CHECK NUMBER		
ADDITIONAL WORK \$	AUTHORIZED SIGNATURE		
CREDIT CARD #	AUTHORIZATION CODE	EXP. DATE	

I do hereby state that the above work has been installed in a workmanlike manner and to the applicable building codes.

ACCEPTANCE SIGNATURE *[Signature]*

You are entitled to a completely filled-in copy of this agreement, signed by both you and the Contractor, before any work may be started.

The law requires that the Contractor give you a notice explaining your right to cancel. Initial if the contractor has given you a notice of the "three-day Right to Cancel"

Unless otherwise agreed to in writing, CUSTOMER shall secure and pay for all permits, fees, and inspections necessary for prosecution of the work described herein. By Initialing, I acknowledge that it is my responsibility for securing and paying all permits, fees and inspections

A notice concerning Commercial General Liability Insurance is attached to this contract. Also, a notice concerning Workers' Compensation Insurance is attached to this contract.

ACCEPTANCE OF WORK PERFORMED - I find the service and materials rendered and installed in connection with the above-mentioned, to have been completed in a satisfactory manner. I agree that the amount set forth on this contract in the space labeled "TOTAL" to be the total and complete Contract Price / Minimum charge, I agree to pay reasonable attorney's fees and court cost in the event of legal action. A Monthly service-charge of 1.5% will be added after 10 days. I acknowledge that I have read and received a legible copy of this contract and have read the notice to Owner, and statement required on contract.

SERVICES	PREFERRED CUSTOMER	SUBTOTAL	DOWN PAYMENT	TRUCK OPERATING EXPENSE	TOTAL
					<i>495</i>

10/18/18

Last week on October the 10<sup>th</sup> or the 11<sup>th</sup>, Chad, a PWD employee knocked on my door to notify me that he was going to replace the water meter because it had a leak. I went outside, where he showed me the leak on the water meter. The leak was clearly visible even though there was a pool of water, because the water line was below the leak. At that point there was no indication that there was any other leak anywhere.

After he made the mentioned repairs, he again came to the door to notify me that the repairs to the meter had been made. At this time, he said that there was another leak in the water meter housing or box. But this leak was coming from the pipe that lead to my property. He said that this repair was my responsibility. At this time I had no argument.

After Chad left, I called a plumber (the plumber did not arrive until the next day.)

The following morning, at approximately 7a.m. I noticed water running down the sidewalk. When the plumber showed up at about 9a.m., he uncovered the meter box to find it overflowing with water. This did not make sense. And I discussed it with the plumber. There was no way there could be more water leaking today after the leaking meter had been replaced. The plumber agreed that it could be possible that this leaked could have occurred during the repairs to the water meter due to movement of the pipe, which only made sense.

At this point I called PWD (I believe I spoke with Helen or Sarah.) I asked if a supervisor (I don't recall his name) could come out to my property to see exactly what I was talking about. When he showed up, I showed him the amount of water in the meter box and on the sidewalk. I also told him that there was not this much water when Chad uncovered the meter box, and there was no water running down the sidewalk either, ever. Chad did not indicate the leak on the pipe until after he made the repairs to the meter.

I also indicated to the supervisor that the amount of root growth in the box was clearly due to the leak from the water meter, because I had removed all tree roots growing towards or near the sidewalk by the water meter over a year ago, and I have no lawn nor do I water that section of the lawn for several years. I

OCT 18 2018



asked him to take note of the amount of vegetation coming from the meter box, which was an indication that the water meter had clearly been leaking for a while. (As a side note; I would also point out that when the plumber excavated on my side of the sidewalk he had no trouble getting to the pipe because there was very little root growth.)

At this point the supervisor indicated he would make a note of this, and suggested that I make the repairs and then submit a claim for the repairs. He could not guarantee anything one way or the other. My other option was to wait until Monday to talk to someone at PWD. I chose to get the repairs done on Saturday by Abe Lincoln Plumbing.

I am not only asking for you to consider the amount of water usage (especially since I have not been watering my lawn as regularly) but feel that PWD may be solely responsible for the repairs I had to make.

I thank you for considering my claim.

Sincerely,

Peter Rios









# Courtesy Leak Adjustment Application

A courtesy adjustment is available to customers who go over their allocations caused by extraordinary water consumption due to leaks. When an adjustment is made, the excess units of water for Tiers 5 and 6 are re-billed at the Tier 2 rate

Account Holders Name: NORMA RIOS Last 4 digits of Social Security #: 2661

Service Address: 37655 Arlington Ct. Pal. Ca 93552

Telephone Cellular: [REDACTED] Home Phone Number: SAME

Account Number: 44736056 Email Address: [REDACTED]

### Leak Adjustment Policy:

If you find a leak and your water bill was exceptionally high, you may qualify for a courtesy leak adjustment after the leak is fixed.

### Policy Conditions:

- RECEIPT FOR REPAIRS (Original and verifiable Vendor or Store Receipts Only, NO COPIES) MUST BE ATTACHED to completed form. DATE REPAIR MADE: 10/19/18
- The increase in consumption must have been caused by a leak which has been repaired.
- The increase in consumption must be at least 50% more than the property's monthly average corresponding seasonal water consumption, as evidenced by the historical water consumption available for the property.
- The repair must be completed within 60 days of the increase in consumption (from the date of the bill).
- An adjustment to the customer's account will be limited to two (2) consecutive billing periods.
- Limit of 1 account adjustment every 12 revolving months based on the date of last leak adjustment on the account.
- All documentation must be submitted within 90 days of the bill date for the first bill in question.

Stamp: OCT 18 2018  
Signature: *[Handwritten Signature]*

Briefly explain what repairs were done at the property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I understand the requirements in this form and that to the best of my knowledge the information is true.

Account Holder Signature: [Signature] Date: 10-18-18

Once this application with original receipts attached is received, the District will review the account for compliance with policy conditions. If all conditions are met, the District will provide an adjustment to the account and will reflect on your bill. Please be aware that it can take up to 6 weeks to process your request.

For District Use only:

Date Received & Initials: \_\_\_\_\_

Processed By: G.B

Denied: \_\_\_\_\_

Approved: [Signature]

If Approved Credits: 53.10 10-17-18

Please return form and proof of repairs to:

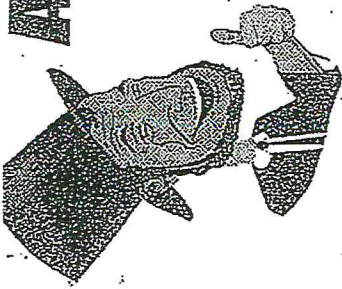
Palmdale Water District

2029 East Avenue Q  
Palmdale, CA 93550

# ABE LINCOLN PLUMBING

# "THE PRESIDENT OF PLUMBING AND DRAINS"

3800 ADOBE DR  
PALMDALE CA 93550  
661.538.0151 • 661.266.9706  
Lic# C36-917800  
W# 003046



SERVICE TECHNICIAN: Rabe SVCC. NO. TRUCK NO. APPROXIMATE START DATE: APPROXIMATE COMPLETION DATE: 10/17/16 INVOICE

CUSTOMER NO. CUSTOMER NAME: PETOR RIOS CITY: ARTNO STATE: CA ZIP: 91716 CUSTOMER PO

JOB ADDRESS: 31655 WILKINSON ST PHONE NO.:

BUILDING ADDRESS: CITY: STATE: ZIP:

WARRANTY:  30 DAYS  90 DAYS  1 YEAR  OTHER

CASH  CREDIT  DEBIT  CHECK  OTHER

REF.  PREP.  FINANCE

**DESCRIPTION OF SERVICES**

LEAK IN METER BOX REPLACED APOX 2" OF 1" PVC & USING UP PVC FITTING. JOB INCLUDED DIAGNOSTIC LEAK LOCATION REPAIR DIGGING BACK FILLING & PARTS. USE PARTS & LABOR

LIST OF DOCUMENTS TO BE INCORPORATED INTO THIS CONTRACT

CLK 3461

THE DOWNPAYMENT MAY NOT EXCEED \$1,000 OR 10% OF THE CONTRACT PRICE, WHICHEVER IS LESS

SERVICES	AMOUNT
PREFERRED CUSTOMER	\$
SUBTOTAL	\$
DOWN PAYMENT	\$
TRUCK OPERATING EXPENSE	\$
<b>TOTAL</b>	<b>495</b>

**AUTHORIZATION OF WORK**

PAYMENT OF THIS INVOICE/CONTRACT DUE UPON COMPLETION OF WORK

AUTHORIZATION TO PROCEED WITH ABOVE RECOMMENDATION - I, the undersigned, an owner/authorized representative/tenant of the premises at which the work mentioned above is to be done. I hereby authorize you to perform recommendation, in to use such labor and materials as you deem advisable. A monthly service charge of 1.5% will be added after 10 days. I agree to pay reasonable attorney's fees and court cost in the event of legal action. If my check does not clear, I realize I could be liable for 3 times the amount of the check, in no case more than \$1500 and in no case less than \$100, all set forth in the California Civil Code section 1719, plus the face value of the check and court costs. I have read this contract, including terms and conditions on the reverse side here of and agree to be bound by all other terms contain herein. I have received a copy of this contract and notice to owner. All parts will be remove from premises and discarded unless otherwise specified herein

I hereby authorize you to proceed with the above work at the Contract Price of \$

CHECK  CASH

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_

ADDITIONAL WORK \$ AUTHORIZED SIGNATURE: \_\_\_\_\_

CHECK CARD # \_\_\_\_\_ NEGOTIATION CODE \_\_\_\_\_ EXPIRE DATE \_\_\_\_\_

I So hereby state that the above work has been installed in a workmanlike manner and to the applicable building codes.

ACCEPTANCE SIGNATURE: \_\_\_\_\_

Unless otherwise agreed to in writing, CUSTOMER shall secure and pay for all permits, fees, and inspections necessary for prosecution of the work described herein. by initialing, I acknowledge that it is my responsibility for securing and paying all permits, fees and inspections

A notice concerning Commercial General Liability Insurance is attached to this contract. Also, a notice concerning Workers' Compensation Insurance is attached to this contract.

You, the homeowner (buyer) or tenant have the right to require the contractor to furnish you with a performance and payment bond; however, the contractor can require you to pay for that bond.

ACCEPTANCE OF WORK PERFORMED - I find the service and materials rendered and installed in connection with the above-mentioned, to have been completed in a satisfactory manner. I agree that the amount set forth on this contract in the space labeled "TOTAL" to be the total and complete Contract Price / Minimum charge, I agree to pay reasonable attorney's fees and court cost in the event of legal action. A Monthly service charge of 1.5% will be added after 10 days. I acknowledge that I have read and received a legible copy of this contract and have resp the notice to Owner, and statement rec'd on an contract.

Palmdale Water District  
 2029 EAST AVENUE Q  
 PALMDALE, CA 93550

44136056101264600191842

Norma Molina Rios  
 37655 Arlington Ct  
 Palmdale, CA 93552-3962

Name	Norma Molina Rios
Service Address	37655 Arlington Ct
Account Number	44136056-1012646
Past Due Amount	\$0.00
<small>Pay immediately to avoid shut off</small>	
Current due by 11/12/18	\$191.84
10% Late Penalty Assessed on Current Due After	11/12/18
Amount Paid	\$

Please make checks payable to: Palmdale Water District

PALMDALE WATER DISTRICT  
 PO BOX 904070  
 PALMDALE, CA 93590-4070

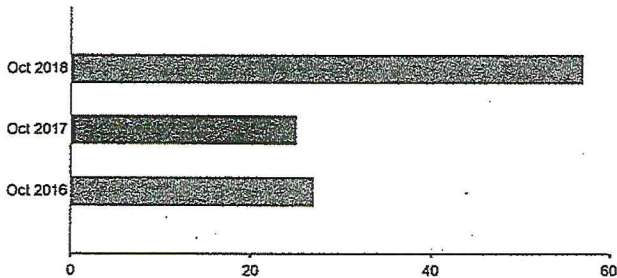
**REGULAR BILL**

Service Addr: 37655 Arlington Ct, Palmdale, CA

Billing Period: 09/07/18 - 10/08/18 = 31 Days

Account Name	Account Number	Location #	Customer #	Bill Date	Bill #	Location Class	
Norma Molina Rios	44136056-1012646	44136056	1012646	10/17/18	695169	Single-Family Residential	
Meter	Meter Size	Previous Read	Current Read	Usage	UOM	ERT Number	Zone
14010323	1"	889	946	57	CCF	68665202	Base

**Usage History**



1 CCF = 748 Gallons

The following information was used to calculate your allowance:

Your Allocation Details	
Total Parcel Size	7,276.4
Assigned Landscape Area (Sq Ft)	3,638.20
Assigned Number of Residents:	4
ETo for this billing period:	7.83
	CCF
Billing Period Tier 1 Indoor Allocation:	12.00
Billing Period Tier 2 Outdoor Allocation:	16.62
Billing Period Total Allocation:	28.62
Total Usage:	57.00
Usage Per Day:	1.88

**Your Account**

**Current Consumption Charges:**

Water Quality Fee	\$6.27
- 0.11 per CCF x 57.00 CCF = \$6.27	
Water Usage Charge	\$149.34
- Tier 1 0.84 per CCF x 12.00 CCF = \$10.08	
- Tier 2 0.97 per CCF x 16.62 CCF = \$16.12	
- Tier 3 2.75 per CCF x 8.58 CCF = \$23.61	
- Tier 4 4.14 per CCF x 8.58 CCF = \$35.54	
- Tier 5 5.35 per CCF x 8.58 CCF = \$45.93	
- Tier 6 6.87 per CCF x 2.63 CCF = \$18.06	
Monthly Service Charge	\$36.23
<b>Total Current Consumption Charges:</b>	<b>\$191.84</b>
<b>Total Current Charges:</b>	<b>\$191.84</b>
Previous Balance	\$115.67
<b>Payments/Credits:</b>	
09/14/18 - Payment Received - CreditCard	(\$73.25)
10/02/18 - Payment Received - CreditCard	(\$42.42)
<b>Total Payments/Credits:</b>	<b>(\$115.67)</b>
<b>Past Due Amount:</b>	<b>\$0.00</b>
<b>Account Balance:</b>	<b>\$191.84</b>

**Customer Service Information:**

FOR BILLING INQUIRIES: 661-947-4111  
 PAY BY PHONE: 855-498-9969  
 CURRENT OFFICE HOURS: MON-THU 8am-6pm  
 FOR EMERGENCIES AFTER HOURS CALL: 661-947-4114  
 Manage and pay your account at [www.palmdalewater.org](http://www.palmdalewater.org)

**UPCOMING EVENTS**

New FREE conservation program! The Residential Water Survey Program will help you identify leaks & irrigation issues. A PWD rep will come to your property to review options for reducing water use. For info, call 661-456-1001.





	2018	2018
Bill Date	10/17/18	
Tier 5	8.5800	
Tier 6	2.6300	

COURTESY LEAK ADJUSTMENT			2018	Bill Date	Due
TIER	Usage	Total			
5	\$5.35 8.5800	45.90		10/17/2018	11/11/2018
6	\$6.87 2.6300	18.07			
		63.97			
2	\$0.97 11.2100	(10.87)			
	SubTotal	<u>53.10</u>			

COURTESY LEAK ADJUSTMENT			2018	1/0/1900	1/25/1900
TIER	Usage	Total			
5	\$5.35 0.0000	0.00			
6	\$6.87 0.0000	0.00			
		0.00			
2	\$0.97 0.0000	0.00			
	SubTotal	<u>0.00</u>			

Total 53.10

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** November 5, 2018 **November 13, 2018**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 6.4 – APPROVE ABSENCE OF DIRECTOR ESTES FROM OCTOBER 22, 2018 REGULAR BOARD MEETING DUE TO ILLNESS. (GENERAL COUNSEL DUNN)***

---

Director Estes was absent from the October 22, 2018 Regular Board Meeting. Agenda Item No. 6.4 has been placed on the Consent Calendar to excuse this absence pursuant to Section 4.07.2 of the District’s Rules and Regulations which states, “The Board shall excuse absences by approving such absences pursuant to the Consent Calendar at the next regular Board meeting.”

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** November 6, 2018 **November 13, 2018**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 6.5 – APPROVE ABSENCE OF DIRECTOR ESTES  
FROM NOVEMBER 5, 2018 SPECIAL BUDGET MEETING DUE TO  
ILLNESS. (GENERAL COUNSEL DUNN)***

---

Director Estes was absent from the November 5, 2018 Special Budget Meeting. Agenda Item No. 6.5 has been placed on the Consent Calendar to excuse this absence pursuant to Section 4.07.2 of the District’s Rules and Regulations which states, “The Board shall excuse absences by approving such absences pursuant to the Consent Calendar at the next regular Board meeting.”

**P A L M D A L E   W A T E R   D I S T R I C T**  
**B O A R D   M E M O R A N D U M**

**DATE:** November 6, 2018 **November 13, 2018**  
**TO:** BOARD OF DIRECTORS **Regular Board Meeting**  
**FROM:** Mr. Michael Williams, Finance Manager/CFO  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION ON  
2019 ANNUAL BUDGET. (GENERAL MANAGER LaMOREAUX)***

---

**Recommendation:**

Staff recommends that the Board approve the 2019 Annual Budget, as presented. The Finance Committee will review the 2019 Annual Budget at their November 7, 2018 special meeting.

**Background:**

The **1<sup>st</sup> draft** of the 2019 budget was presented to the Finance Committee at the September 20<sup>th</sup> meeting. The revenue projection was based on a 4.25% rate adjustment that was adopted by the board on November 9, 2016 by way of Resolution 16-17, in which the rate adjustment for years 2017 through 2019 were set.

The revenue was based on projections of selling 16,800 acre feet of water, which would generate \$24,983,000 of revenue.

The departmental expenses were discussed and some highlights were pointed out such as:

- Salaries were calculated at full work force for all departments for the year
- Merit and non-cumulative merit were included for all positions
- Provisions for sell back of sick and vacation were included
- Annual COLA calculated at 3.9%
- The inclusion of a rate study consultant
- CalPERS Unfunded Liability has increased \$120,000
- Healthcare increases are relatively flat
- Facilities department has significant increase in O&M as the department continues its proactive maintenance program.

It was also noted that management was waiting for departments to submit their requests and then a review of those requests would take place.

The **2<sup>nd</sup> draft** of the 2019 budget was produced on October 10<sup>th</sup> after receiving the departmental requests and the expenses were \$26,028,450, which exceeded the projected revenue by \$1,045,450 and included a reduction in cash reserve balance to \$8,481,402. This projected yearend balance was below our target of \$10,000,000, and after management's review of this draft ,departments were asked to make reductions in their requests.

BOARD OF DIRECTORS  
PALMDALE WATER DISTRICT

VIA: Mr. Dennis D. LaMoreaux, General Manager

November 6, 2018

Management met again on October 16<sup>th</sup> after departmental adjustments and produced the **3<sup>rd</sup> draft** of the 2019 budget. Departments had made reductions of approximately \$1,233,000 and revisited water sales projections with an increase to 17,250 acre feet. These adjustments changed the projected ending cash balance to \$11, 412,930, which was significant in meeting debt service coverage.

On October 25<sup>th</sup>, the Finance Committee was presented with the **4<sup>th</sup> draft** of the 2019 budget, which included all the adjustments management and departments made over the month of review. That version is presented here with a couple of additional minor adjustments regarding our meter replacement project.

	<b>PROPOSED</b>	<b>BUDGET</b>
	<b>2019</b>	<b>2018</b>
<b>Operating Revenue</b>		
Wholesale Water (AVEK & LCID)	295,000	160,000
Retail Water	24,568,500	22,627,500
Other Operating Revenue	875,000	800,000
	<u>25,738,500</u>	<u>23,587,500</u>

Operating revenues are projected to increase by \$2,151,000, based on sales of 17,250 af with 4.25% rate adjustment.

	<b>PROPOSED</b>	<b>BUDGET</b>
	<b>2019</b>	<b>2018</b>
<b>Operating Expenses</b>		
Departmental Salaries (Includes Overtime)	8,263,000	7,787,500
Departmental Taxes & Program Benefits	1,026,250	893,500
Departmental Healthcare	1,472,400	1,404,500
Departmental CalPERS	1,479,750	1,504,250
Departmental Personnel Expenses	12,241,400	11,589,750

Personnel cost are adjusted upwards by \$651,650 due to the following factors:

- The budget funds 2 new positions for seven months of the year; a Lab Analyst and a Service Worker II.
- We will fill the three vacant positions beginning the first of the year; a Plant Operator, an Operations Technician, and a Maintenance Worker.
- Healthcare has been adjusted to match the allowance of \$1,850 per employee. The blended increase in medical was only 0.15% for the District.
- COLA has been included at 3.93% with 2.67% of that going to employee's contribution. Employees will now pay their full 7% of contribution through payroll deduction.
- Provisions have been made for one vacation sell back with a cap of 80 hours.
- No provisions for merit and salary adjustments for 2019 evaluations.
- Includes adjustments based on market salary survey.

BOARD OF DIRECTORS  
PALMDALE WATER DISTRICT

VIA: Mr. Dennis D. LaMoreaux, General Manager

November 6, 2018

	<b>PROPOSED</b>	<b>BUDGET</b>
	<b>2019</b>	<b>2018</b>
	<u>                    </u>	<u>                    </u>
<b>Operating Expenses</b>		
Departmental Operating Expenses	7,798,100	8,461,757
Water Purchases & Recovery (OAP Included)	1,905,000	2,100,000
Water Quality (GAC Media)	800,000	840,000
Plant Expenditures	<u>212,000</u>	<u>1,144,000</u>
<b>Cash Expenses</b>	22,956,500	24,135,507

Operating expense will decrease by \$1,179,000 with most of the decreases attributed to depreciating the meter exchange project and departmental adjustments downward as we prepare for the completion of committed projects that are carryover from previous years in the amount of \$2,442,785.

The budget does include the provision for a new rate study at \$100,000 and for election expense at \$57,000.

**Plant Expenditures:** Plant expenditures has a significant decrease and only includes regulatory and critical projects:

1. Emergency Action Plan \$ 25,000
2. LSRP-State Permits \$ 60,000
3. System Valuation Study \$ 30,000
4. Palmdale Canal Repairs \$ 12,000
5. Replace Wifi Access Points \$ 45,000
6. Enhanced Network Security \$ 40,000

We did not include the expense of removing sediment from Littlerock Dam because we will not be ready for this in 2019 but will include the cost in our rate study for 2020-2024 rates.

**Non-Operating Revenues and Expense:**

	<b>PROPOSED</b>	<b>BUDGET</b>
	<b>2019</b>	<b>2018</b>
	<u>                    </u>	<u>                    </u>
<b>Operating Revenue</b>		
<b>Non-operating Revenues</b>	7,975,000	8,253,000
<b>Non-operating Expenses</b>	<u>6,065,500</u>	<u>5,435,500</u>
<b>Net Non-operating Income/(Loss)</b>	<u>1,909,500</u>	<u>2,817,500</u>

We are projecting a decrease in Non-operating revenue of \$278,000 due to reduced Capital Improvement Fees and Grant Funding. And projecting an increase in Non-operating expense of \$630,000 due to new debt service.

**The effect on cash flow and reserves:**

	<b>Budget 2019</b>	<b>Projected 2018</b>
<b>Beginning Cash</b>	<u>12,171,171</u>	<u>14,327,027</u>
<b>Operating Activities</b>		
Net Operating Revenues	25,738,500	24,252,000
Net Operating Expenses	<u>22,956,500</u>	<u>23,086,496</u>
<b>Net cash provided by operating activities</b>	2,782,000	1,165,504

Because of the completion of \$2,798,800 on committed projects in 2018, we will begin the year with cash reserves of \$12.1M. The difference in operating revenue over operating expense will increase that cash balance by \$2.7M.

<b>Other Sources and Uses of Cash</b>		
Assessments received	7,425,000	7,661,000
Payments for State Water Project	(2,876,953)	(3,096,161)
Capital Improvement Fees Received	75,000	108,000
Water Conservation	(236,500)	(98,000)
Proceeds on Issuance of Long-Term Debt		
Acquisition of Property, Plant & Equip. - Current Yr	(801,000)	(2,798,802)
Acquisition of Property, Plant & Equip. - Carry-over	(1,427,000)	(857,761)
Committed Contract - Upper Amargosa Creek Project	(995,785)	(125,000)
Investments in PRWA	(300,000)	(302,000)
Capital Leasing - Principal & Interest	(178,953)	(178,953)
Principal Paid on Long-Term Debt	(1,706,595)	(1,657,084)
Interest Paid on Long-Term Debt	(2,581,365)	(2,210,599)
State Grants and Other Income	150,000	58,000
Interest on Investments	<u>150,000</u>	<u>176,000</u>
<b>Net Cash Provided by Other Sources and Uses</b>	(3,304,151)	(3,321,360)
<b>Net Increase (Decrease) in Cash</b>	<u>(522,151)</u>	<u>(2,155,856)</u>
<b>Rate Stabilization Fund</b>	-	-
<b>Cash End of Year</b>	<u>11,649,020</u>	<u>12,171,171</u>

Considering the other sources and uses of cash, completing the carryover projects and contract commitments, we will have \$801,000 available for new capital projects which is the meter replacement project for 2019 and the purchase of tax defaulted properties. Our ending cash reserve balance would be \$11.6M.

The budget package is presented with a “Big Picture” view beginning on page 1 and then drills down into a little more detail as you move through to page 2. Page 3 is the cash flow projections discussed, and pages 4 and 5 show summaries of revenues and expense for both 2018 and 2019. Pages 6 – 9 show the effect on our various fund accounts and reserve policy from 2017 through 2019 proposed budget.

Beginning on page 10 are the department budgets. We provide a summary page and then detailed line item pages for each department. A detailed listing of carryover projects and plant expenditures can be found on page 32 of the budget package.

BOARD OF DIRECTORS  
PALMDALE WATER DISTRICT

VIA: Mr. Dennis D. LaMoreaux, General Manager

November 6, 2018

Finally, as part of the rate adjustment, pursuant to Resolution No. 16-17 adopted November 9, 2016, part of the budget process for subsequent years 2018 and 2019 is for staff to address section 4 which reads as follows:

Direct District staff to assess and report on the following parameters using actuals through August 31st and projecting through December 31st of the year as part of the annual budget process for 2018 and 2019. A "Yes" answer from the District staff analysis for any three (3) parameters will allow for the consideration of a reduced water rate adjustment provided the reduced water rate adjustment continues to satisfy the same "Yes" parameters:

- a. Do the District's reserves meet the following end of year target reserve levels while providing a minimum of \$2.5M annually for projects?  
2017 - \$10.9M  
2018 - \$11.5M  
2019 - \$12.1M
- b. Can projects be funded at a level that is equal to the year's depreciation while maintaining a minimum reserve level of \$10.5M?
- c. Does the Rate Stabilization Fund match or exceed the planned amounts of \$1,080,000 in 2017, \$1,080,000 in 2018, and \$1,480,000 in 2019?
- d. Is the projected Debt Coverage Ratio adequate to meet current bond covenants?
- e. Has the District's bond rating been re-evaluated to AA or higher by either Standard & Poor's or Fitch rating agencies which are currently A- and A+ respectively?

Staff's responses for the 2019 budget process:

- a. No
- b. No
- c. No
- d. Yes at 1.21%
- e. No

**Supporting Documents:**

- Substantive pages of the 2019 budget work papers.



# DRAFT

## PALMDALE WATER DISTRICT 2019 BUDGET (17,250 Acre Foot)

	PROPOSED 2019	PROJECTED 2018	BUDGET 2018	ACTUAL 2017	ACTUAL 2016	ACTUAL 2015	ACTUAL 2014
<b>Operating Revenue</b>							
Wholesale Water (AVEK & LCID)	295,000	440,000	160,000	438,255	231,820	142,749	218,627
Retail Water	24,568,500	22,868,500	22,627,500	22,338,081	21,582,139	19,879,631	21,647,741
Other Operating Revenue	875,000	943,500	800,000	889,106	779,854	1,267,941	1,377,953
	<u>25,738,500</u>	<u>24,252,000</u>	<u>23,587,500</u>	<u>23,665,442</u>	<u>22,593,813</u>	<u>21,290,321</u>	<u>23,244,320</u>
<b>Operating Expenses</b>							
Departmental Salaries (Includes Overtime)	8,263,000	7,928,250	7,787,500	7,398,673	7,315,814	7,149,254	6,837,471
Departmental Taxes & Program Benefits	1,026,250	954,317	893,500	738,919	735,082	708,477	646,579
Departmental Healthcare	1,472,400	1,448,500	1,404,500	1,305,755	1,388,530	1,381,278	1,379,012
Departmental CalPERS	1,479,750	1,329,200	1,504,250	1,185,559	1,622,708	1,171,573	1,228,920
Departmental Personnel Expenses	12,241,400	11,660,267	11,589,750	10,628,906	11,062,134	10,410,581	10,091,983
Departmental Operating Expenses	7,798,100	7,647,376	8,461,757	6,780,305	6,909,422	6,385,446	7,002,691
Water Purchases & Recovery (OAP Included)	1,905,000	1,853,852	2,100,000	2,166,986	1,774,364	1,047,071	1,959,115
Water Quality (GAC Media)	800,000	1,300,000	840,000	923,815	690,541	596,045	1,204,922
Plant Expenditures	212,000	625,000	1,144,000	287,602	453,366	898,276	753,615
<b>Cash Expenses</b>	22,956,500	23,086,496	24,135,507	20,787,615	20,889,828	19,337,418	21,012,326
<b>Non-Cash Expenses</b>	6,350,000	6,304,000	7,875,000	8,055,317	7,014,716	8,965,479	7,651,539
<b>Net Operating Income/(Loss)</b>	<u>(3,568,000)</u>	<u>(5,138,496)</u>	<u>(8,423,007)</u>	<u>(5,177,489)</u>	<u>(5,310,730)</u>	<u>(7,012,577)</u>	<u>(5,419,544)</u>
<b>Non-operating Revenues</b>	7,975,000	8,203,000	8,253,000	8,952,140	8,181,224	8,110,323	7,367,714
<b>Non-operating Expenses</b>	6,065,500	5,248,000	5,435,500	3,899,495	4,645,813	4,589,862	4,982,994
<b>Net Non-operating Income/(Loss)</b>	<u>1,909,500</u>	<u>2,955,000</u>	<u>2,817,500</u>	<u>5,052,645</u>	<u>3,535,411</u>	<u>3,520,461</u>	<u>2,384,720</u>
<b>Net Earnings(Loss)</b>	<u>(1,658,500)</u>	<u>(2,183,496)</u>	<u>(5,605,507)</u>	<u>(124,844)</u>	<u>(1,775,320)</u>	<u>(3,492,116)</u>	<u>(3,034,825)</u>

# DRAFT

## PALMDALE WATER DISTRICT 2019 BUDGET (17,250 Acre Foot)

	BUDGET 2019	PROJECTED 2018	BUDGET <sup>1</sup> 2018	ACTUAL 2017	ACTUAL 2016	ACTUAL 2015
<b>Operating Revenue</b>						
Wholesale Water (AVEK & LCID)	295,000	440,000	160,000	438,255	231,820	142,749
Water Sales <sup>2</sup>	9,653,000	8,513,000	8,320,000	8,416,723	8,194,074	6,952,694
Meter Fees	13,719,000	13,163,500	13,006,500	12,710,215	12,176,890	11,658,904
Water Quality Fees	826,500	821,500	941,000	845,526	861,502	898,135
Elevation Fees	370,000	370,500	360,000	365,618	349,673	369,899
Other	875,000	943,500	800,000	889,106	779,854	1,267,941
	<u>25,738,500</u>	<u>24,252,000</u>	<u>23,587,500</u>	<u>23,665,442</u>	<u>22,593,813</u>	<u>21,290,321</u>
<b>Operating Expenses</b>						
Directors	140,500	123,250	140,500	111,057	162,939	139,276
Administration	4,286,200	3,579,450	3,687,200	3,200,269	3,258,302	2,884,658
Engineering	1,596,550	1,763,250	1,662,900	1,456,117	1,295,845	1,202,660
Facilities	6,598,000	6,491,067	7,091,750	5,940,131	6,503,297	5,795,731
Operations	3,012,000	3,333,250	3,032,007	2,993,156	2,682,263	2,540,998
Finance	1,289,750	1,223,700	1,291,250	1,206,440	1,257,585	1,570,286
Water Conservation	374,150	234,700	300,000	216,687	239,810	333,179
Human Resources	438,600	517,126	636,850	318,428	390,980	406,497
Information Technology	956,050	730,100	896,350	726,798	802,131	775,870
Customer Care	1,347,700	1,311,750	1,312,700	1,240,127	1,378,405	1,146,872
Water Purchases <sup>3</sup>	2,000,000	1,961,000	2,200,000	2,248,897	2,007,254	1,789,229
OAP Chrg (Prior Year)	25,000	(5,148)	50,000	-	-	(36,045)
Water Recovery	(120,000)	(102,000)	(150,000)	(81,911)	(232,890)	(706,113)
Water Quality (GAC Media) <sup>4</sup>	800,000	1,300,000	840,000	923,815	690,541	596,045
Plant Expenditures	212,000	625,000	1,144,000	287,602	453,366	898,276
<b>Cash Expenses</b>	<u>22,956,500</u>	<u>23,086,496</u>	<u>24,135,507</u>	<u>20,787,615</u>	<u>20,889,828</u>	<u>19,337,418</u>
Depreciation	5,050,000	5,350,000	6,000,000	6,113,751	5,599,740	7,957,867
Post-Employment Benefit (GASB 45) <sup>5</sup>	1,750,000	1,532,500	2,300,000	2,224,242	2,069,452	2,022,850
Bad Debts	50,000	45,000	50,000	133,620	35,937	67,504
Service Costs Construction	100,000	94,500	125,000	111,524	82,905	13,861
Capitalized Construction	(600,000)	(718,000)	(600,000)	(527,821)	(773,318)	(1,096,604)
<b>Non-Cash Expenses</b>	<u>6,350,000</u>	<u>6,304,000</u>	<u>7,875,000</u>	<u>8,055,317</u>	<u>7,014,716</u>	<u>8,965,479</u>
<b>Net Operating Income/(Loss)</b>	<u>(3,568,000)</u>	<u>(5,138,496)</u>	<u>(8,423,007)</u>	<u>(5,177,489)</u>	<u>(5,310,730)</u>	<u>(7,012,577)</u>
<b>Non-operating Revenues</b>						
Assessments (Debt Service)	5,125,000	5,285,000	5,125,000	5,102,773	5,168,663	5,207,003
Assessments (1%)	1,750,000	1,747,000	1,825,000	1,665,813	1,665,002	1,634,459
Successor Agency Component (Prop Tax)	550,000	629,000	550,000	623,525	524,470	511,352
DWR Fixed Charge Recovery	175,000	200,000	175,000	266,638	285,255	332,957
Interest	150,000	190,000	90,000	146,306	105,487	45,786
Market Adj. on Investments	-	(14,000)	-	(90,252)	(62,759)	(3,081)
Capital Improvement Fees <sup>6</sup>	75,000	108,000	250,000	1,021,406	41,017	367,481
Grants - State & Federal	100,000	48,000	178,000	110,669	306,915	-
Other	50,000	10,000	60,000	105,263	147,173	14,366
	<u>7,975,000</u>	<u>8,203,000</u>	<u>8,253,000</u>	<u>8,952,140</u>	<u>8,181,224</u>	<u>8,110,323</u>
<b>Non-operating Expenses</b>						
Interest Paid & Amortization on long-term debt	2,648,000	2,142,000	2,063,500	2,175,260	2,211,323	2,234,905
Amortization of SWP	2,881,000	2,706,000	2,851,000	2,600,856	2,362,788	2,074,524
Change in Investments in PRWA	300,000	302,000	300,000	(966,091)	14,559	59,831
Water Conservation	236,500	98,000	221,000	89,469	57,143	220,602
	<u>6,065,500</u>	<u>5,248,000</u>	<u>5,435,500</u>	<u>3,899,495</u>	<u>4,645,813</u>	<u>4,589,862</u>
<b>Net Non-operating Income/(Loss)</b>	<u>1,909,500</u>	<u>2,955,000</u>	<u>2,817,500</u>	<u>5,052,645</u>	<u>3,535,411</u>	<u>3,520,461</u>
<b>Net Earnings(Loss)</b>	<u>(1,658,500)</u>	<u>(2,183,496)</u>	<u>(5,605,507)</u>	<u>(124,844)</u>	<u>(1,775,320)</u>	<u>(3,492,116)</u>

# DRAFT

## PALMDALE WATER DISTRICT 5-YEAR CASH FLOW (Aggregate)

	Audited Numbers				
	Budget 2019	Projected 2018	2017	2016	2015
<b>Beginning Cash</b>	12,171,171	14,327,027	12,853,749	12,243,990	12,989,419
<b>Operating Activities</b>					
Net Operating Revenues	25,738,500	24,252,000	23,693,095	22,586,801	21,248,419
Net Operating Expenses	22,956,500	23,086,496	22,059,825	20,871,018	20,094,952
<b>Net cash provided by operating activities</b>	2,782,000	1,165,504	1,633,270	1,715,783	1,153,467
<b>Other Sources and Uses of Cash</b>					
Assessments received	7,425,000	7,661,000	7,392,110	7,358,135	7,352,814
Payments for State Water Project	(2,876,953)	(3,096,161)	(2,996,405)	(3,195,974)	(3,278,807)
Capital Improvement Fees Received	75,000	108,000	1,021,406	234,747	367,481
Water Conservation	(236,500)	(98,000)	-	-	-
Acquisition of Property, Plant & Equip. - Current Yr	(801,000)	(2,798,802)	(2,039,688)	(2,264,386)	(2,631,537)
Acquisition of Property, Plant & Equip. - Carry-over	(1,427,000)	(857,761)	-	-	-
Committed Contract - Upper Amargosa Creek Project	(995,785)	(125,000)	-	-	-
Investments in PRWA	(300,000)	(302,000)	(320,680)	(105,316)	(224,334)
Capital Leasing - Principal & Interest	(178,953)	(178,953)	(120,948)	(229,597)	(229,597)
Principal Paid on Long-Term Debt	(1,706,595)	(1,657,084)	(1,610,453)	(1,557,553)	(1,518,412)
Interest Paid on Long-Term Debt	(2,581,365)	(2,210,599)	(2,175,260)	(2,161,369)	(2,203,532)
State Grants and Other Income	150,000	58,000	633,872	709,802	421,242
Interest on Investments	150,000	176,000	56,054	105,487	45,786
<b>Net Cash Provided by Other Sources and Uses</b>	(3,304,151)	(3,321,360)	(159,992)	(1,106,024)	(1,898,896)
<b>Net Increase (Decrease) in Cash</b>	(522,151)	(2,155,856)	1,473,278	609,759	(745,429)
<b>Rate Stabilization Fund</b>	-	-	-	-	-
<b>Cash End of Year</b>	11,649,020	12,171,171	14,327,027	12,853,749	12,243,990
<b>Less Restricted Cash</b>	-	-	-	-	-
Acquisition of Property, Plant & Equip. - Carry-over	-	(1,427,000)	-	(155,500)	(584,806)
Committed Contract - Upper Amargosa Creek Project	-	(995,785)	-	(681,709)	-
<b>Available Operating Cash</b>	11,649,020	9,748,386	14,327,027	12,016,540	11,659,184
<b>Capital Funding</b>					
<b>Beginning Cash (Restricted)</b>	5,547,869	-			
Proceeds on Issuance of Long-Term Debt		13,547,869			
Committed Contracts on 2018 WRB Projects	(5,547,869)	(8,000,000)			
<b>Restricted Cash</b>	-	5,547,869			

# DRAFT

## PALMDALE WATER DISTRICT 2019 BUDGET

### SUMMARY OF REVENUES AND EXPENDITURES - 2019 BUDGET

Cash Basis (17,250 Ac. Ft.)

Activity	Estimated Cash Revenues	Estimated Cash Expenditures
Net Water Sales	\$ 9,948,000	
Meter Fees	13,719,000	
Elevation Fees	370,000	
Other Operating Revenue	875,000	
Water Quality Fees (Restricted Use)	826,500	
<b>(Increase)/Decrease in Cash (From Operating)</b>	<b>(2,782,000)</b>	
Directors		\$ 140,500
Administration		4,286,200
Engineering		1,596,550
Facilities		6,598,000
Operations		3,012,000
Finance		1,289,750
Water Conservation		374,150
Human Resources		438,600
Information Technology		956,050
Customer Care		1,347,700
Water Purchases		1,905,000
Capitalized Expenditures		212,000
Water Quality Expense (GAC)		800,000
<b>SUBTOTAL OPERATING</b>	<b>\$ 22,956,500</b>	<b>\$ 22,956,500</b>
<b>Projected Beginning Cash - 01/01/2019</b>	<b>\$ 12,171,171</b>	
Assessments received	7,425,000	
Capital Improvement Fees	75,000	
State Grants	100,000	
Interest on Investments	150,000	
Other Income	50,000	
Payments for State Water Project		2,876,953
Principal Paid on Long-Term Debt		1,706,595
Interest Paid on Long-Term Debt		2,581,365
Capital Leasing		178,953
Investments in PRWA		300,000
Water Conservation		236,500
Acquisition of Property, Plant & Equipment		3,223,785
	<b>\$ 19,971,171</b>	<b>\$ 11,104,151</b>
Projected Ending Cash - Non-Operating	8,867,020	
Rate Stabilization Fund	-	
<b>Increase/(Decrease) in Cash (From Operating)</b>	<b>2,782,000</b>	
<b>Projected Ending Cash - 12/31/2019</b>	<b>11,649,020</b>	
Less Restricted Cash	-	
<b>Available Operating Cash - 12/31/2019</b>	<b>\$ 11,649,020</b>	

# DRAFT

## PALMDALE WATER DISTRICT 2019 BUDGET

### SUMMARY OF REVENUES AND EXPENDITURES - 2018 PROJECTED

**Cash Basis (18,000 Ac. Ft. - Adopted)**

Activity	Estimated Cash Revenues	Estimated Cash Expenditures
Net Water Sales	\$ 8,953,000	
Meter Fees	13,163,500	
Elevation Fees	370,500	
Other Operating Revenue	943,500	
Water Quality Fees (Restricted Use)	821,500	
<b>(Increase)/Decrease in Cash (From Operating)</b>	<b>(1,165,504)</b>	
Directors		\$ 123,250
Administration		3,579,450
Engineering		1,763,250
Facilities		6,491,067
Operations		3,333,250
Finance		1,223,700
Water Conservation		234,700
Human Resources		517,126
Information Technology		730,100
Customer Care		1,311,750
Water Purchases		1,853,852
Capitalized Expenditures		625,000
Water Quality Expense (GAC)		1,300,000
<b>SUBTOTAL OPERATING</b>	<b>\$ 23,086,496</b>	<b>\$ 23,086,496</b>
<b>Projected Beginning Cash - 01/01/2017</b>	<b>\$ 14,327,027</b>	
Assessments received	7,661,000	
Capital Improvement Fees	108,000	
State Grants	48,000	
Interest on Investments	176,000	
Other Income	10,000	
Payments for State Water Project		3,096,161
Principal Paid on Long-Term Debt		1,657,084
Interest Paid on Long-Term Debt		2,210,598.61
Capital Leasing		178,953.40
Investments in PRWA		302,000
Water Conservation		98,000
Acquisition of Property, Plant & Equipment		3,781,563
	<b>\$ 22,330,027</b>	<b>\$ 11,324,360</b>
Projected Ending Cash - Non-Operating	11,005,667	
<b>Increase/(Decrease) in Cash (From Operating)</b>	<b>1,165,504</b>	
<b>Projected Ending Cash - 12/31/2018</b>	<b>12,171,171</b>	
<b>Less Restricted Cash</b>	<b>-</b>	
<b>Available Operating Cash - 12/31/2018</b>	<b>\$ 12,171,171</b>	

# DRAFT

## PALMDALE WATER DISTRICT 2019 BUDGET - FUNDS ANALYSIS 2019 Budget (Proposed)

Sources of Cash	Projected Balance 12/31/2018	2019 Budget		Projected Balance 12/31/2019
		Sources	Uses	
Net Operating Income		\$ (3,568,000)		
Adjustment - Water Quality (GAC Media)		800,000		
Adjustment - Depreciation/Amortization Add Back		5,050,000		
Adjustment - Post-Employment Benefits (GASB 45)		1,750,000		
Adjustment - Bad Debt		50,000		
Adjustment - Service Costs Construction		100,000		
Adjustment - Capitalized Construction		(600,000)		
Net Non-Operating Income		1,909,500		
<b>Cash from Revenues above Expenses to place into funds</b>		<b>\$ 5,491,500</b>		
<b>Reserve Funds (Based on Resolution No. 13-13)</b>				
1 Capital Improvement Fund (CIF)	\$ -	\$ 75,000	\$ 75,000	\$ -
2 Bond Proceeds Fund	-	-	-	-
3 Debt Service Reserve Fund	-	-	-	-
4 Rate Stabilization Fund (Operating Cash)	493,327	4,870	-	498,197
<b>Total Legally Restricted</b>	<b>\$ 493,327</b>	<b>\$ 79,870</b>	<b>\$ 75,000</b>	<b>\$ 498,197</b>
5 Dam Self-Insurance	\$ 5,000,000	\$ -	\$ -	\$ 5,000,000
6 O&M Operating Reserve (3-Month operating exp.)	5,600,000	3,873,150	3,873,150	5,600,000
7 O&M Emergency Reserve	-	-	-	-
8 Unrestricted Reserves	1,077,844	1,613,480	2,140,501	550,823
<b>Total Board Restricted (Operating Cash)</b>	<b>\$ 11,677,844</b>	<b>\$ 5,486,630</b>	<b>\$ 6,013,651</b>	<b>\$ 11,150,823</b>
<b>Total Operating Cash</b>	<b>\$ 12,171,171</b>			<b>\$ 11,649,020</b>
Carry-over	(2,422,785)			
<b>Available Operating Cash</b>	<b>\$ 9,748,386</b>			

# DRAFT

**PALMDALE WATER DISTRICT  
2019 BUDGET - FUNDS ANALYSIS  
2018 Estimated End of Year (Projected)**

<b>Sources of Cash</b>		<b>2018 Budget</b>			
		<b>Actual Ending Balance 12/31/2017</b>	<b>Sources</b>	<b>Uses</b>	<b>Projected Balance 12/31/2018</b>
Net Operating Income			\$ (5,138,496)		
Adjustment - Water Quality (GAC Media)			1,300,000		
Adjustment - Depreciation/Amortization Add Back			5,350,000		
Adjustment - Post-Employment Benefits (GASB 45)			1,532,500		
Adjustment - Bad Debt			45,000		
Adjustment - Service Costs Construction			94,500		
Adjustment - Capitalized Construction			(718,000)		
Net Non-Operating Income			2,955,000		
<b>Cash from Revenues above Expenses to place into funds</b>			<b>\$ 5,420,504</b>		
<b>Reserve Funds (Based on Resolution No. 13-13)</b>					
1	Capital Improvement Fund (CIF)	\$ -	\$ 108,000	\$ 108,000	\$ -
2	Bond Proceeds Fund	-	-	-	-
3	Debt Service Reserve Fund	-	-	-	-
4	Rate Stabilization Fund (Operating Cash)	485,917	9,360	1,950	493,327
<b>Total Legally Restricted</b>		<b>\$ 485,917</b>	<b>\$ 117,360</b>	<b>\$ 109,950</b>	<b>\$ 493,327</b>
5	Dam Self-Insurance	\$ 5,000,000	\$ -	\$ -	\$ 5,000,000
6	O&M Operating Reserve (3-Month operating exp.)	5,600,000	4,073,150	4,073,150	5,600,000
7	O&M Emergency Reserve	-	-	-	-
8	Unrestricted Reserves	3,241,110	1,337,994	3,501,260	1,077,844
<b>Total Board Restricted</b>		<b>\$ 13,841,110</b>	<b>\$ 5,411,144</b>	<b>\$ 7,574,410</b>	<b>\$ 11,677,844</b>
<b>Total Operating Cash</b>		<b>\$ 14,327,027</b>			<b>\$ 12,171,171</b>
					Carry-over (2,422,785)
					<b>Available Operating Cash \$ 9,748,386</b>

# DRAFT

## PALMDALE WATER DISTRICT 2019 BUDGET - FUNDS ANALYSIS 2018 Budget (Adopted)

Sources of Cash	Projected Balance 12/31/2017	2018 Budget		Projected Balance 12/31/2018
		Sources	Uses	
Net Operating Income		\$ (8,423,007)		
Adjustment - Water Quality (GAC Media)		840,000		
Adjustment - Depreciation/Amortization Add Back		6,000,000		
Adjustment - Post-Employment Benefits (GASB 45)		2,300,000		
Adjustment - Bad Debt		50,000		
Adjustment - Service Costs Construction		125,000		
Adjustment - Capitalized Construction		(600,000)		
Net Non-Operating Income		2,817,500		
<b>Cash from Revenues above Expenses to place into funds</b>		<b>\$ 3,109,493</b>		
 <b>Reserve Funds (Based on Resolution No. 13-13)</b>				
1 Capital Improvement Fund (CIF)	\$ -	\$ 250,000	\$ 250,000	\$ -
2 Bond Proceeds Fund	-	-	-	-
3 Debt Service Reserve Fund	-	-	-	-
4 Rate Stabilization Fund (Operating Cash)	486,383	1,000	-	487,383
<b>Total Legally Restricted</b>	<b>\$ 486,383</b>	<b>\$ 251,000</b>	<b>\$ 250,000</b>	<b>\$ 487,383</b>
 5 Dam Self-Insurance	 \$ 5,000,000	 \$ -	 \$ -	 \$ 5,000,000
6 O&M Operating Reserve (3-Month operating exp.)	5,400,000	2,187,785	1,987,785	5,600,000
7 O&M Emergency Reserve	-	-	-	-
8 Unrestricted Reserves	621,802	920,708	1,810,834	(268,324)
<b>Total Board Restricted</b>	<b>\$ 11,021,802</b>	<b>\$ 3,108,493</b>	<b>\$ 3,798,619</b>	<b>\$ 10,331,676</b>
<b>Total Operating Cash</b>	<b>\$ 11,508,185</b>			<b>\$ 10,819,059</b>
<b>Carry-over</b>	<b>\$ (1,733,000)</b>			
<b>Available Operating Cash</b>	<b>\$ 9,775,185</b>			



# DRAFT

## PALMDALE WATER DISTRICT 2019 BUDGET - FUNDS ANALYSIS 2017 End of Year (Actual)

Sources of Cash		2017 Budget			
		Actual Ending Balance 12/31/2016	Sources	Uses	Actual Ending Balance 12/31/2017
Net Operating Income			\$ (5,177,489)		
Adjustment - Water Quality (GAC Media)			923,815		
Adjustment - Depreciation/Amortization Add Back			6,113,751		
Adjustment - Post-Employment Benefits (GASB 45)			2,224,242		
Adjustment - Bad Debt			133,620		
Adjustment - Service Costs Construction			111,524		
Adjustment - Capitalized Construction			(527,821)		
Net Non-Operating Income			5,052,645		
<b>Cash from Revenues above Expenses to place into funds</b>			<b>\$ 8,854,288</b>		
<b>Reserve Funds (Based on Resolution No. 13-13)</b>					
1	Capital Improvement Fund (CIF)	\$ -	\$ 1,021,406	\$ 1,021,406	\$ -
2	Bond Proceeds Fund	403,920	80,045	483,965	-
3	Debt Service Reserve Fund	-	-	-	-
4	Rate Stabilization Fund (Operating Cash)	481,221	4,696	-	485,917
<b>Total Legally Restricted</b>		<b>\$ 885,141</b>	<b>\$ 1,106,147</b>	<b>\$ 1,505,371</b>	<b>\$ 485,917</b>
5	Dam Self-Insurance	\$ 5,000,000	-	-	\$ 5,000,000
6	O&M Operating Reserve (3-Month operating exp.)	5,600,000	-	-	5,600,000
7	O&M Emergency Reserve	-	-	-	-
8	Unrestricted Reserves	1,772,528	8,849,592	7,381,010	3,241,110
<b>Total Board Restricted</b>		<b>\$ 12,372,528</b>	<b>\$ 8,849,592</b>	<b>\$ 7,381,010</b>	<b>\$ 13,841,110</b>
<b>Total Operating Cash</b>		<b>\$ 12,853,749</b>		<b>\$ 14,327,027</b>	

DRAFT

PALMDALE WATER DISTRICT  
FINANCE COMMITTEE - 2019 BUDGET (Departmental Overview)

**Directors**

**Budget 2018: 140,500**  
**Projected Actual 2018: 123,250**  
**Requested 2019: 140,500**

	PROPOSED	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
	2019	2018	2018	2017	2016	2015
DEPARTMENT PERSONNEL BUDGET:						
1-01-4000-000 Directors Fees	-	-	-	-	64,200	57,000
Benefits (Departmental)						
1-01-4005-000 Payroll Taxes	5,500	4,750	5,500	4,705	4,533	4,346
1-01-4010-000 Health Insurance	-	-	-	-	75,765	57,956
Subtotal (Benefits - Departmental)	5,500	4,750	5,500	4,705	80,297	62,303
Personnel Expenses	5,500	4,750	5,500	4,705	144,497	119,303
OPERATING EXPENSES:						
Total Operating Expense	135,000	118,500	135,000	106,353	18,442	19,973
Total Departmental Expenses	140,500	123,250	140,500	111,057	162,939	139,276

# DRAFT

## PALMDALE WATER DISTRICT 2019 BUDGET

**Directors**

PERSONNEL BUDGET:

	BUDGET	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
	2019	2018	2018	2017	2016	2015
1-01-4000-000 Directors Fees	-	-	-	-	64,200	57,000
<b>Benefits</b>						
1-01-4005-000 Payroll Taxes	5,500	4,750	5,500	4,705	4,533	4,346
1-01-4010-000 Health Insurance	-	-	-	-	75,765	57,956
Subtotal (Benefits)	5,500	4,750	5,500	4,705	80,297	62,303
Personnel Expenses	5,500	4,750	5,500	4,705	144,497	119,303

OPERATING EXPENSES:

1-01-4050-000 Director's Travel, Seminars & Meetings	-	-	-	-	18,442	19,973
1-01-xxxx-007 Director's Expense Share - Alverado, Robert	27,000	27,000	27,000	20,512		
1-01-xxxx-008 Director's Expense Share - Mac Laren, Kathy	27,000	18,000	27,000	21,693		
1-01-xxxx-009 Director's Expense Share - Estes, Joe	27,000	27,000	27,000	22,843		
1-01-xxxx-010 Director's Expense Share - Dino, Vincent	27,000	19,500	27,000	21,275		
1-01-xxxx-011 Director's Expense Share - Henriquez, Marco	27,000	27,000	27,000	20,030		
Total Operating Expense	135,000	118,500	135,000	106,353	18,442	19,973
Total Departmental Expenses	140,500	123,250	140,500	111,057	162,939	139,276

**DRAFT**

**PALMDALE WATER DISTRICT  
FINANCE COMMITTEE - 2019 BUDGET (Departmental Overview)**

**Administration**

**Budget 2018: 3,687,200**  
**Projected Actual 2018: 3,579,450**  
**Requested 2019: 4,286,200**

	PROPOSED	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
	2019	2018	2018	2017	2016	2015
<b>DEPARTMENT PERSONNEL BUDGET:</b>						
1-02-4000-000 Salaries	1,350,000	1,152,000	1,215,500	1,078,885	1,059,738	909,109
1-02-4000-100 Salaries - Departmental Overtime	14,000	5,000	9,000	7,946	7,357	7,128
Subtotal (Salaries - Departmental)	1,364,000	1,157,000	1,224,500	1,086,831	1,067,095	916,237
<b>Employee Benefits (Departmental)</b>						
1-02-4005-000 Payroll Taxes	96,500	80,500	86,500	74,016	67,781	58,665
1-02-4010-000 Health Insurance	194,000	166,000	171,500	151,134	141,074	133,752
1-02-4015-000 Pers	120,000	114,000	141,000	111,903	173,459	146,826
Subtotal (Benefits - Departmental)	410,500	360,500	399,000	337,053	382,314	339,243
<b>Employee Salaries &amp; Benefits (District Wide)</b>						
1-02-5070-001 Salaries - District-wide Oncall/Standby	105,000	75,000	90,000	68,836	78,783	89,297
1-02-5070-013 Salaries-Public Relations Overtime	-	-	-	-	-	-
1-02-5070-002 PERS-Unfunded Liability	699,000	572,000	568,500	472,523	405,575	189,408
1-02-5070-003 Worker's Comp	375,000	338,000	280,000	189,902	178,578	119,156
1-02-5070-004 Vacation Benefit Expense	25,000	5,000	25,000	(6,272)	12,321	54,578
1-02-5070-005 Life Insurance/EAP Program	6,500	6,500	6,500	6,312	6,379	6,949
Subtotal (Salaries/Benefits - District Wide)	1,210,500	996,500	970,000	731,300	681,635	459,387
<b>Personnel Expenses</b>	<b>2,985,000</b>	<b>2,514,000</b>	<b>2,593,500</b>	<b>2,155,185</b>	<b>2,131,044</b>	<b>1,714,867</b>
<b>OPERATING EXPENSES:</b>						
Total Operating Expense	345,200	313,700	333,700	335,988	277,813	260,630
Total District-wide Operating Expense	956,000	751,750	760,000	709,097	849,445	909,161
<b>Total Departmental Expenses</b>	<b>4,286,200</b>	<b>3,579,450</b>	<b>3,687,200</b>	<b>3,200,269</b>	<b>3,258,302</b>	<b>2,884,658</b>

# DRAFT

## PALMDALE WATER DISTRICT 2019 BUDGET

### **Administration**

		BUDGET	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
		2019	2018	2018	2017	2016	2015
<b>PERSONNEL BUDGET:</b>							
1-02-4000-000	Salaries	1,350,000	1,152,000	1,215,500	1,078,885	1,059,738	909,109
1-02-4000-100	Salaries - Departmental Overtime	14,000	5,000	9,000	7,946	7,357	7,128
	Subtotal (Salaries)	1,364,000	1,157,000	1,224,500	1,086,831	1,067,095	916,237
<b>Employee Benefits</b>							
1-02-4005-000	Payroll Taxes	96,500	80,500	86,500	74,016	67,781	58,665
1-02-4010-000	Health Insurance	194,000	166,000	171,500	151,134	141,074	133,752
1-02-4015-000	Pers	120,000	114,000	141,000	111,903	173,459	146,826
	Subtotal (Benefits)	410,500	360,500	399,000	337,053	382,314	339,243
<b>District-wide Salaries &amp; Benefits</b>							
1-02-5070-001	Salaries-On-Call/Stand By Time	105,000	75,000	90,000	68,836	78,783	89,297
1-02-5070-002	PERS-Unfunded Liability	699,000	572,000	568,500	472,523	405,575	189,408
1-02-5070-003	Worker's Compensation	375,000	338,000	280,000	189,902	178,578	119,156
1-02-5070-004	Vacation Benefit Expense	25,000	5,000	25,000	(6,272)	12,321	54,578
1-02-5070-005	Life Insurance/EAP	6,500	6,500	6,500	6,312	6,379	6,949
	Subtotal (District-wide)	1,210,500	996,500	970,000	731,300	681,635	459,387
	Personnel Expenses	2,985,000	2,514,000	2,593,500	2,155,185	2,131,044	1,714,867
<b>OPERATING EXPENSES:</b>							
1-02-4050-000	Staff Travel	14,000	15,000	14,000	17,071	-	-
1-02-4050-100	General Manager Travel	5,000	6,000	5,000	7,091	5,821	8,209
1-02-4060-000	Staff Conferences & Seminars	6,000	2,500	6,000	1,683	-	-
1-02-4060-100	General Manager Conferences & Seminars	4,000	4,000	4,000	3,306	2,150	3,915
1-02-4130-000	Bank Charges	150,000	165,000	140,000	164,613	156,058	146,801
1-02-4150-000	Accounting Services	25,000	23,000	27,500	24,351	25,471	23,991
1-02-4175-000	Permits (Construction)	17,500	12,000	17,500	11,228	10,332	16,856
1-02-4180-000	Postage	25,000	14,000	25,000	13,006	11,783	18,268
1-02-4190-100	Public Relations - Publications	30,000	22,000	30,000	20,479	29,642	9,083
1-02-4190-700	Public Affairs - Marketing/Outreach	25,000	18,000	25,000	40,847	-	-
1-02-4190-710	Public Affairs - Advertising	4,000	250	4,000	-	-	-
1-02-4190-720	Public Affairs - Equipment	2,500	-	2,500	-	-	-
1-02-4190-730	Public Affairs - Conference/Seminar/Travel	2,500	1,500	2,500	-	-	-
1-02-4190-740	Public Affairs - Consultants	3,000	1,000	3,000	-	-	-
1-02-4190-750	Public Affairs - Memberships	700	700	700	-	-	-
1-02-4190-900	Public Relations - Other	-	-	-	-	6,555	1,000
1-02-4200-000	Advertising	4,000	4,250	4,000	1,902	3,833	3,617
1-02-4205-000	Office Supplies	22,000	24,500	18,000	24,494	20,836	20,709
1-02-4210-000	Office Furniture	5,000	-	5,000	5,917	5,333	8,180
	Total Operating Expense	345,200	313,700	333,700	335,988	277,813	260,630
<b>District-wide Operating Expense</b>							
1-02-5070-006	Other Operating	25,000	23,250	20,000	30,069	28,084	18,367
1-02-5070-007	Consultants	234,000	230,000	70,000	60,568	94,638	157,646
1-02-5070-008	Insurance	280,000	242,000	305,000	286,478	297,231	296,700
1-02-5070-009	Groundwater Adjudication - Legal	40,000	35,500	50,000	82,277	57,678	145,128
1-02-5070-010	Legal Services	125,000	96,000	150,000	85,014	139,168	167,712
1-02-5070-011	Memberships	125,000	125,000	125,000	124,247	127,763	123,609
1-02-5070-012	Elections	57,000	-	-	-	104,882	-
1-02-5070-013	Succession Planning	25,000	-	-	-	-	-
1-02-5070-014	Groundwater Adjudication - Pumping Assessment	45,000	-	-	-	-	-
1-02-5070-099	100th Anniversary	-	120,000	40,000	40,443	-	-
	Total District-wide Operating Expense	956,000	751,750	760,000	709,097	849,445	909,161
	Total Departmental Expenses	4,286,200	3,579,450	3,687,200	3,200,269	3,258,302	2,884,658

**DRAFT**

**PALMDALE WATER DISTRICT  
FINANCE COMMITTEE - 2018 BUDGET (Departmental Overview)**

**Engineering**

**Budget 2018: 1,662,900**  
**Projected Actual 2018: 1,763,250**  
**Requested 2019: 1,596,550**

	PROPOSED	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
	2019	2018	2018	2017	2016	2015
<b>DEPARTMENT PERSONNEL BUDGET:</b>						
1-03-4000-000 Salaries	1,092,500	1,099,000	1,058,750	1,025,227	870,400	815,814
1-03-4000-100 Salaries - Departmental Overtime	11,250	28,500	9,000	12,745	10,469	5,172
Subtotal (Salaries - Departmental)	1,103,750	1,127,500	1,067,750	1,037,973	880,869	820,986
<b>Employee Benefits (Departmental)</b>						
1-03-4005-000 Payroll Taxes	82,000	87,000	78,750	77,032	65,930	62,068
1-03-4010-000 Health Insurance	211,000	207,000	209,750	181,559	152,691	139,686
1-03-4015-000 Pers	106,000	112,000	132,750	102,417	149,436	111,512
Subtotal (Benefits - Departmental)	399,000	406,000	421,250	361,008	368,057	313,267
Personnel Expenses	1,502,750	1,533,500	1,489,000	1,398,981	1,248,926	1,134,253
<b>OPERATING EXPENSES:</b>						
Total Operating Expense	93,800	229,750	173,900	57,136	46,919	68,407
Total Departmental Expenses	1,596,550	1,763,250	1,662,900	1,456,117	1,295,845	1,202,660

# DRAFT

## PALMDALE WATER DISTRICT 2019 BUDGET

### Engineering

		BUDGET	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
		2019	2018	2018	2017	2016	2015
<b>PERSONNEL BUDGET:</b>							
1-03-4000-000	Salaries	1,092,500	1,099,000	1,058,750	1,025,227	870,400	815,814
1-03-4000-100	Salaries - Departmental Overtime	11,250	28,500	9,000	12,745	10,469	5,172
	Subtotal (Salaries)	1,103,750	1,127,500	1,067,750	1,037,973	880,869	820,986
<b>Employee Benefits</b>							
1-03-4005-000	Payroll Taxes	82,000	87,000	78,750	77,032	65,930	62,068
1-03-4010-000	Health Insurance	211,000	207,000	209,750	181,559	152,691	139,686
1-03-4015-000	PERS	106,000	112,000	132,750	102,417	149,436	111,512
	Subtotal (Benefits)	399,000	406,000	421,250	361,008	368,057	313,267
	Personnel Expenses	1,502,750	1,533,500	1,489,000	1,398,981	1,248,926	1,134,253
<b>OPERATING EXPENSES:</b>							
1-03-4050-000	Staff Travel	4,500	4,750	3,000	3,095	-	-
1-03-4060-000	Staff Conferences & Seminars	4,800	6,000	3,000	3,895	-	-
1-03-4060-001	Staff Training - Auto CAD Civil 3D	13,000	3,000	13,000	-	-	-
1-03-4155-305	Contracted Services - GIS Services	18,000	26,500	13,000	7,544	28,491	54,639
1-03-4155-310	Contracted Services - Reproduction	2,000	-	20,000	-	-	-
1-03-4155-315	Contracted Services - Prod./Demand Database	-	-	7,000	-	-	-
1-03-4155-320	Contracted Services - Plotter/Scanner	-	750	-	-	-	-
1-03-4165-000	Memberships/Subscriptions	2,500	2,500	2,500	4,470	3,897	2,065
1-03-4250-000	General Materials & Supplies	3,500	-	-	-	4,541	2,297
1-03-4250-100	Supplies - Plotter Paper/Toner	4,500	-	3,400	714	-	-
1-03-4250-150	Supplies - Surveying Total Station	2,500	7,250	7,000	-	-	-
1-03-4250-200	Supplies - Miscellaneous	-	1,000	-	746	-	-
1-03-8100-100	Computer Software - Maint. & Support	31,000	88,000	102,000	36,672	9,990	9,406
1-03-8100-200	Computer Software - SCADAWatch	7,500	90,000	-	-	-	-
	Total Operating Expense	93,800	229,750	173,900	57,136	46,919	68,407
	Total Departmental Expenses	1,596,550	1,763,250	1,662,900	1,456,117	1,295,845	1,202,660

**DRAFT**

**PALMDALE WATER DISTRICT  
FINANCE COMMITTEE - 2019 BUDGET (Departmental Overview)**

**Facilities**

**Budget 2018: 7,091,750**  
**Projected Actual 2018: 6,491,067**  
**Requested 2019: 6,598,000**

	PROPOSED	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
	2019	2018	2018	2017	2016	2015
DEPARTMENT PERSONNEL BUDGET:						
1-04-4000-000 Salaries	2,251,500	2,147,000	2,134,500	2,047,671	2,019,399	1,907,672
1-04-4000-100 Salaries - Departmental Overtime	115,000	154,000	115,000	114,871	111,003	90,716
Subtotal (Salaries - Departmental)	2,366,500	2,301,000	2,249,500	2,162,542	2,130,402	1,998,388
Employee Benefits (Departmental)						
1-04-4005-000 Payroll Taxes	181,000	180,067	178,000	167,159	164,677	154,694
1-04-4010-000 Health Insurance	473,000	514,500	491,750	464,206	443,728	434,173
1-04-4015-000 Pers	230,500	207,000	260,000	196,596	367,342	266,889
Subtotal (Benefits - Departmental)	884,500	901,567	929,750	827,961	975,748	855,756
Personnel Expenses	3,251,000	3,202,567	3,179,250	2,990,504	3,106,150	2,854,144
OPERATING EXPENSES:						
Total Operating Expense	3,347,000	3,288,500	3,912,500	2,949,628	3,397,147	2,941,588
Total Departmental Expenses	6,598,000	6,491,067	7,091,750	5,940,131	6,503,297	5,795,731



# DRAFT

## PALMDALE WATER DISTRICT 2019 BUDGET

<b>Facilities</b>		BUDGET	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
PERSONNEL BUDGET:		2019	2018	2018	2017	2016	2015
1-04-4000-000	Salaries	2,251,500	2,147,000	2,134,500	2,047,671	2,019,399	1,907,672
1-04-4000-100	Salaries - Departmental Overtime	115,000	154,000	115,000	114,871	111,003	90,716
	Subtotal (Salaries)	2,366,500	2,301,000	2,249,500	2,162,542	2,130,402	1,998,388
Employee Benefits							
1-04-4005-000	Payroll Taxes	181,000	180,067	178,000	167,159	164,677	154,694
1-04-4010-000	Health Insurance	473,000	514,500	491,750	464,206	443,728	434,173
1-04-4015-000	PERS	230,500	207,000	260,000	196,596	367,342	266,889
	Subtotal (Benefits)	884,500	901,567	929,750	827,961	975,748	855,756
	Personnel Expenses	3,251,000	3,202,567	3,179,250	2,990,504	3,106,150	2,854,144
<b>OPERATING EXPENSES:</b>							
1-04-4050-000	Staff Travel	6,000	5,000	3,000	3,969	-	-
1-04-4060-000	Staff Conferences & Seminars	15,000	2,000	13,000	297	-	-
1-04-4155-000	Contracted Services	-	-	-	-	-	-
1-04-4155-405	Contracted Services - Landscape Svcs (All Sites)	15,500	10,500	15,500	10,325	11,353	12,087
1-04-4155-410	Contracted Services - Landscape Svcs (Wells)	38,000	35,000	38,000	33,659	35,804	31,424
1-04-4155-415	Contracted Services - Alarm Services	-	-	5,000	8,322	3,234	3,116
1-04-4155-420	Contracted Services - Janitorial Services (All Sites)	45,000	44,000	45,000	46,237	40,504	32,235
1-04-4155-425	Contracted Services - Pest Control Svcs (Contracted)	6,000	5,750	6,000	4,915	6,297	2,129
1-04-4155-430	Contracted Services - Pest Control Svcs (Plm Dam)	5,000	3,500	5,000	3,312	21,925	23,040
1-04-4155-435	Contracted Services - Elevator Services	46,500	3,500	3,500	11,815	3,318	3,213
1-04-4155-440	Contracted Services - SCADA Software	16,000	18,000	15,000	15,043	35,314	11,118
1-04-4155-445	Contracted Services - SCADA Hardware	25,000	1,250	25,000	24,118	-	668
1-04-4155-450	Contracted Services - Seismic Valve Controllers	7,500	-	7,500	6,415	6,085	5,790
1-04-4155-455	Contracted Services - Annual Tank Service	330,000	319,250	330,000	329,545	319,100	-
1-04-4155-460	Contracted Services - Fire Extinguisher Servicing	5,000	7,500	2,500	-	-	-
1-04-4155-465	Contracted Services - Firetide Radio	15,000	-	15,000	-	-	-
1-04-4155-466	Contracted Services - Clearscada	15,000	-	15,000	-	-	-
1-04-4155-467	Contracted Services - Fenway	-	-	1,000	-	-	-
1-04-4155-499	Contracted Services - Miscellaneous	2,000	-	1,000	1,639	2,444	6,299
1-04-4175-000	Permits (District Facilities including Dams)	40,000	56,000	25,000	7,433	18,301	3,508
1-04-4215-100	Natural Gas - Wells & Boosters	210,000	198,000	225,000	170,596	165,926	199,402
1-04-4215-200	Natural Gas - Buildings	9,000	6,000	9,000	6,613	6,619	7,434
1-04-4220-100	Electricity - Wells & Boosters	1,150,000	1,110,000	1,320,000	1,091,131	1,298,902	1,587,473
1-04-4220-200	Electricity - Buildings	88,000	78,000	88,000	73,376	70,681	86,925
1-04-4225-000	Maint. & Repair - Vehicles	32,500	23,500	35,000	21,897	40,706	34,192
1-04-4230-100	Maint. & Rep. Operations - Office Building	25,000	10,500	25,000	21,364	33,215	9,861
1-04-4235-110	Maint. & Rep. Operations - Equipment	12,000	2,500	12,000	8,512	2,955	5,365
1-04-4235-400	Maint. & Rep. Operations - Wells	80,000	73,500	100,000	55,508	78,836	89,886
1-04-4235-405	Maint. & Rep. Operations - Boosters	50,000	30,000	80,000	27,474	48,838	30,841
1-04-4235-410	Maint. & Rep. Operations - Shop Bldgs	25,000	23,500	25,000	20,786	12,844	1,560
1-04-4235-415	Maint. & Rep. Operations - Facilities	50,000	18,500	50,000	16,691	35,918	22,642
1-04-4235-420	Maint. & Rep. Operations - Water Lines	300,000	350,000	300,000	318,750	302,124	220,229
1-04-4235-425	Maint. & Rep. Operations - Litterlock Dam	15,000	1,000	15,000	1,642	23,134	-
1-04-4235-430	Maint. & Rep. Operations - Palmdale Dam	-	1,000	7,500	4,070	6,724	1,160
1-04-4235-435	Maint. & Rep. Operations - Palmdale Canal	10,000	2,000	10,000	4,837	-	3,823
1-04-4235-440	Maint. & Rep. Operations - Large Meters	25,000	12,750	35,000	34,420	28,942	3,504
1-04-4235-445	Maint. & Rep. Operations - Telemetry	-	1,000	5,000	2,125	2,933	6,160
1-04-4235-450	Maint. & Rep. Operations - Hypo Generators	10,000	3,500	10,000	2,645	4,056	2,426
1-04-4235-455	Maint. & Rep. Operations - Heavy Equipment	42,500	27,500	45,000	43,617	36,942	46,202
1-04-4235-460	Maint. & Rep. Operations - Storage Reservoirs	5,000	14,000	5,000	2,367	2,753	2,615
1-04-4235-461	Maint. & Rep. Operations - Air Vacs	15,000	48,000	28,000	-	-	-
1-04-4235-470	Maint. & Rep. Operations - Meter Exchanges	50,000	165,000	250,000	139,830	314,917	119,540

# DRAFT

OPERATING EXPENSES (Continued):

1-04-4250-100	Materials - Hot Tapping	-	-	-	-	-	5,549
1-04-4270-300	Telecommunication - Other	5,000	7,000	4,000	5,732	6,292	3,707
1-04-4300-100	Testing - Regulatory Compliance	20,000	16,000	20,000	9,612	-	-
1-04-4300-200	Testing - Large Meter Testing	12,500	11,500	12,500	11,357	18,598	14,385
1-04-4300-300	Testing - Edison Testing	15,000	8,000	30,000	2,755	5,655	-
1-04-5070-009	Groundwater Adjudication - Pumping Assessment	-	60,500	50,000	19,552	-	-
1-04-6000-000	Waste Disposal	20,000	13,000	20,000	15,183	24,588	17,072
1-04-6100-100	Fuel - Gas and Diesel	134,000	130,000	105,000	84,621	84,737	83,938
1-04-6100-200	Lubricates District Wide	25,000	16,000	40,000	17,842	14,092	33,619
1-04-6200-000	Uniforms	28,000	20,000	28,000	20,803	26,242	27,451
1-04-6300-000	Supplies	-	-	-	-	-	-
1-04-6300-100	Supplies - General	55,000	81,000	47,500	52,867	63,234	53,658
1-04-6300-200	Supplies - Hypo Generators	7,500	7,000	7,500	3,340	6,094	2,114
1-04-6300-300	Supplies - Electrical	3,000	-	3,000	2,944	1,117	283
1-04-6300-400	Supplies - Telemetry	5,000	1,000	5,000	6,070	4,340	5,161
1-04-6300-800	Supplies - Construction Materials	35,000	28,000	35,000	37,608	51,447	43,356
1-04-6400-000	Tools	-	-	-	-	34,027	20,149
1-04-6400-100	Tools - Facilities	35,000	38,000	47,000	17,942	-	-
1-04-6400-200	Tools - Vehicles	10,000	17,000	5,000	10,122	-	-
1-04-6450-100	Equipment - Firetide Radios	8,000	1,000	8,000	-	-	-
1-04-6450-110	Equipment - GF Signet Flow Meters	7,500	-	7,500	-	-	-
1-04-6450-120	Equipment - SCADA Workstations	-	27,500	30,000	-	-	-
1-04-6450-130	Equipment - Compound Meters	-	-	72,000	-	-	-
1-04-7000-100	Leases - Equipment	15,000	13,000	15,000	22,460	17,387	15,280
1-04-7000-200	Leases - Fleet	70,000	82,000	70,000	33,524	17,652	-
	Total Operating Expense	3,347,000	3,288,500	3,912,500	2,949,628	3,397,147	2,941,588
	Total Departmental Expenses	6,598,000	6,491,067	7,091,750	5,940,131	6,503,297	5,795,731

**DRAFT**

**PALMDALE WATER DISTRICT  
FINANCE COMMITTEE - 2019 BUDGET (Departmental Overview)**

**Operations**

**Budget 2018: 3,032,007**  
**Projected Actual 2018: 3,333,250**  
**Requested 2019: 3,012,000**

	PROPOSED	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
	2019	2018	2018	2017	2016	2015
<b>DEPARTMENT PERSONNEL BUDGET:</b>						
1-05-4000-000 Salaries	1,006,500	1,044,000	937,750	953,323	988,198	1,067,180
1-05-4000-100 Salaries - Departmental Overtime	73,500	98,000	60,000	78,833	65,122	63,447
Subtotal (Salaries - Departmental)	1,080,000	1,142,000	997,750	1,032,157	1,053,319	1,130,627
<b>Employee Benefits (Departmental)</b>						
1-05-4005-000 Payroll Taxes	81,000	91,000	68,750	79,405	80,923	85,764
1-05-4010-000 Health Insurance	179,000	154,000	159,250	160,866	180,467	206,300
1-05-4015-000 Pers	102,000	100,000	121,500	98,359	167,291	156,034
Subtotal (Benefits - Departmental)	362,000	345,000	349,500	338,630	428,681	448,099
Personnel Expenses	1,442,000	1,487,000	1,347,250	1,370,787	1,482,000	1,578,726
<b>OPERATING EXPENSES:</b>						
Total Operating Expense	1,570,000	1,846,250	1,684,757	1,622,369	1,200,263	962,272
Total Departmental Expenses	3,012,000	3,333,250	3,032,007	2,993,156	2,682,263	2,540,998

# DRAFT

## PALMDALE WATER DISTRICT 2018 BUDGET

### Operations

		BUDGET	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
PERSONNEL BUDGET:		2019	2018	2018	2017	2016	2015
1-05-4000-000	Salaries	1,006,500	1,044,000	937,750	953,323	988,198	1,067,180
1-05-4000-100	Salaries - Departmental Overtime	73,500	98,000	60,000	78,833	65,122	63,447
	Subtotal (Salaries)	1,080,000	1,142,000	997,750	1,032,157	1,053,319	1,130,627
Employee Benefits							
1-05-4005-000	Payroll Taxes	81,000	91,000	68,750	79,405	80,923	85,764
1-05-4010-000	Health Insurance	179,000	154,000	159,250	160,866	180,467	206,300
1-05-4015-000	PERS	102,000	100,000	121,500	98,359	167,291	156,034
	Subtotal (Benefits)	362,000	345,000	349,500	338,630	428,681	448,099
	Personnel Expenses	1,442,000	1,487,000	1,347,250	1,370,787	1,482,000	1,578,726

### OPERATING EXPENSES:

1-05-4050-000	Staff Travel	3,000	2,500	2,500	3,875	-	-
1-05-4060-000	Staff Conferences & Seminars	3,000	-	2,500	1,855	-	-
1-05-4120-100	Training - Lab Equipment	5,000	-	-	-	-	-
1-05-4155-505	Contracted Services - Landscape Services	3,500	2,000	2,000	3,261	2,620	1,485
1-05-4155-510	Contracted Services - Alarm Services	-	1,000	1,750	1,732	975	825
1-05-4155-525	Contracted Services - Wind Turbine Services	30,000	40,000	30,000	38,805	2,150	32,352
1-05-4155-530	Contracted Services - CMMS Software	-	-	-	-	-	1,800
1-05-4155-540	Contracted Services - Lab Software	7,500	5,250	6,720	7,456	1,470	1,865
1-05-4155-545	Contracted Services - Lab Equipment Services	26,000	8,250	17,500	9,153	25,184	16,707
1-05-4155-550	Contracted Services - Water Quality Svcs (SolarBee)	30,000	29,500	32,000	28,016	28,016	27,200
1-05-4155-599	Contracted Services - Miscellaneous	-	-	-	-	986	-
1-05-4175-000	Permits (WTP Facilities Inclusive)	68,000	63,500	66,287	67,631	30,155	22,967
1-05-4215-200	Natural Gas - Water Treatment Plant	3,000	1,250	3,000	1,063	1,376	1,451
1-05-4220-200	Electricity - Water Treatment Plant	200,000	175,000	290,000	297,253	159,361	147,115
1-05-4230-110	Maint. & Rep. Office - Equipment	5,000	5,000	500	183	126	-
1-05-4235-110	Maint. & Rep. Operations - Equipment	20,000	17,500	20,000	18,068	18,394	15,489
1-05-4235-410	Maint. & Rep. Operations - Shop Bldgs	6,000	3,000	6,000	1,818	14,856	1,316
1-05-4235-415	Maint. & Rep. Operations - Facilities	70,000	54,000	86,000	81,972	89,129	88,688
1-05-4235-450	Maint. & Rep. Operations - Hypo Generators	-	60,000	65,000	52,898	67,315	17,250
1-05-4235-500	Maint. & Repair - Wind Turbine	10,000	6,000	10,000	1,345	39,603	15,719
1-05-4236-000	Palmdale Lake Management	100,000	95,000	100,000	65,913	-	30,104
3-05-4300-100	Filter Media Testing/Inspection	-	-	-	18,348	-	-
1-05-6000-000	Waste Disposal	20,000	26,500	20,000	3,678	10,417	11,899
1-05-6200-000	Uniforms	16,000	12,000	16,000	13,155	14,340	15,886
1-05-6300-100	Supplies - General	15,000	14,500	15,000	13,955	16,939	8,987
1-05-6300-600	Supplies - Lab	60,000	52,000	52,000	51,859	44,895	37,050
1-05-6300-700	Outside Lab Work	100,000	90,000	71,000	53,280	69,835	70,965
1-05-6400-000	Tools	6,000	4,500	6,000	6,504	5,234	9,610
1-05-6500-000	Chemicals	760,000	1,075,000	760,000	779,292	556,243	384,384
1-05-7000-100	Leases -Equipment	3,000	3,000	3,000	-	644	1,157
	Total Operating Expense	1,570,000	1,846,250	1,684,757	1,622,369	1,200,263	962,272
	Total Departmental Expenses	3,012,000	3,333,250	3,032,007	2,993,156	2,682,263	2,540,998

**DRAFT**

**PALMDALE WATER DISTRICT  
FINANCE COMMITTEE - 2019 BUDGET (Departmental Overview)**

**Finance**

**Budget 2018: 1,291,250**  
**Projected Actual 2018: 1,223,700**  
**Requested 2019: 1,289,750**

	PROPOSED	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
	2019	2018	2018	2017	2016	2015
DEPARTMENT PERSONNEL BUDGET:						
1-06-4000-000 Salaries	711,750	669,000	697,500	670,064	669,472	800,725
1-06-4000-100 Salaries - Departmental Overtime	3,000	1,000	3,000	1,808	236	4,124
Subtotal (Salaries - Departmental)	714,750	670,000	700,500	671,872	669,709	804,849
Employee Benefits (Departmental)						
1-06-4005-000 Payroll Taxes	55,000	48,500	53,250	46,901	47,518	58,773
1-06-4010-000 Health Insurance	101,250	104,500	99,250	88,182	92,028	137,350
1-06-4015-000 Pers	72,500	72,000	94,750	70,754	118,395	138,886
Subtotal (Benefits - Departmental)	228,750	225,000	247,250	205,836	257,941	335,009
Personnel Expenses	943,500	895,000	947,750	877,709	927,650	1,139,858
OPERATING EXPENSES:						
Total Operating Expense	346,250	328,700	343,500	328,732	329,935	430,428
Total Departmental Expenses	1,289,750	1,223,700	1,291,250	1,206,440	1,257,585	1,570,286

# DRAFT

## PALMDALE WATER DISTRICT 2019 BUDGET

### Finance

		BUDGET	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
PERSONNEL BUDGET:		2019	2018	2018	2017	2016	2015
1-06-4000-000	Salaries	711,750	669,000	697,500	670,064	669,472	800,725
1-06-4000-100	Salaries - Departmental Overtime	3,000	1,000	3,000	1,808	236	4,124
	Subtotal (Salaries)	714,750	670,000	700,500	671,872	669,709	804,849
Employee Benefits							
1-06-4005-000	Payroll Taxes	55,000	48,500	53,250	46,901	47,518	58,773
1-06-4010-000	Health Insurance	101,250	104,500	99,250	88,182	92,028	137,350
1-06-4015-000	PERS	72,500	72,000	94,750	70,754	118,395	138,886
	Subtotal (Benefits)	228,750	225,000	247,250	205,836	257,941	335,009
	Personnel Expenses	943,500	895,000	947,750	877,709	927,650	1,139,858
OPERATING EXPENSES:							
1-06-4050-000	Staff Travel	2,000	1,750	-	-	-	-
1-06-4060-000	Staff Conferences & Seminars	1,500	750	-	-	-	-
1-06-4155-100	Contracted Services - Infosend	270,000	258,000	280,000	261,932	272,395	221,470
1-06-4155-200	Contracted Services - Infosend Drought Related	-	-	-	-	-	5,492
1-06-4155-300	Contracted Services - Vendors	4,250	4,100	-	4,085	-	-
1-06-4155-605	Contracted Services - Assessor Data (Realquest)	-	-	-	-	-	1,650
1-06-4155-610	Contracted Services - Credit Reporting Services	-	-	-	-	-	290
1-06-4155-620	Contracted Services - Letter Extractor (OPEX)	3,000	2,750	2,500	2,805	2,720	2,640
1-06-4155-625	Contracted Services - GASB Actuarial Reports	5,000	5,050	5,000	5,850	3,000	3,150
1-06-4165-000	Memberships/Subscriptions	500	250	500	330	220	110
1-06-4230-110	Maintenance & Repair - Office Equipment	500	-	500	-	-	-
1-06-4235-440	Maint. & Rep. Operations - Large Meters	-	-	-	-	-	2,129
1-06-4235-470	Maint. & Rep. Operations - Meter Exchanges	-	-	-	-	-	138,045
1-06-4250-000	General Material & Supplies	3,000	-	3,000	-	366	2,111
1-06-4260-000	Business Forms	4,000	1,000	4,000	1,598	3,470	10,213
1-06-4270-100	Telecommunication - Office	25,000	30,000	25,000	29,872	24,796	18,200
1-06-4270-200	Telecommunication - Cellular Stipend	24,500	22,550	20,000	19,655	20,360	18,320
1-06-4300-200	Testing - Large Meter Testing	-	-	-	-	-	4,044
1-06-7000-100	Leases - Equipment	3,000	2,500	3,000	2,605	2,609	2,565
	Total Operating Expense	346,250	328,700	343,500	328,732	329,935	430,428
	Total Departmental Expenses	1,289,750	1,223,700	1,291,250	1,206,440	1,257,585	1,570,286

**DRAFT**

**PALMDALE WATER DISTRICT  
FINANCE COMMITTEE - 2019 BUDGET (Departmental Overview)**

**Water Conservation**

**Budget 2018: 300,000**  
**Projected Actual 2018: 234,700**  
**Requested 2019: 374,150**

	PROPOSED	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
	2019	2018	2018	2017	2016	2015
DEPARTMENT PERSONNEL BUDGET:						
1-07-4000-000 Salaries	156,750	151,250	148,000	142,927	118,371	179,187
1-07-4000-100 Salaries - Departmental Overtime	3,000	2,000	2,500	540	316	812
Subtotal (Salaries - Departmental)	159,750	153,250	150,500	143,467	118,687	179,999
Employee Benefits (Departmental)						
1-07-4005-000 Payroll Taxes	12,500	12,250	12,250	11,628	11,546	13,830
1-07-4010-000 Health Insurance	40,400	40,250	40,250	36,439	37,724	37,211
1-07-4015-000 Pers	16,000	17,200	20,000	16,189	18,245	11,369
Subtotal (Benefits - Departmental)	68,900	69,700	72,500	64,256	67,515	62,410
Personnel Expenses	228,650	222,950	223,000	207,723	186,202	242,410
OPERATING EXPENSES:						
Total Operating Expense	145,500	11,750	77,000	8,963	53,609	90,769
Total Departmental Expenses	374,150	234,700	300,000	216,687	239,810	333,179

# DRAFT

## PALMDALE WATER DISTRICT 2019 BUDGET

### Water Conservation

		BUDGET	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
		2019	2018	2018	2017	2016	2015
<b>PERSONNEL BUDGET:</b>							
1-07-4000-000	Salaries	156,750	151,250	148,000	142,927	118,371	179,187
1-07-4000-100	Salaries - Departmental Overtime	3,000	2,000	2,500	540	316	812
	Subtotal (Salaries)	159,750	153,250	150,500	143,467	118,687	179,999
<b>Employee Benefits</b>							
1-07-4005-000	Payroll Taxes	12,500	12,250	12,250	11,628	11,546	13,830
1-07-4010-000	Health Insurance	40,400	40,250	40,250	36,439	37,724	37,211
1-07-4015-000	PERS	16,000	17,200	20,000	16,189	18,245	11,369
	Subtotal (Benefits)	68,900	69,700	72,500	64,256	67,515	62,410
	Personnel Expenses	228,650	222,950	223,000	207,723	186,202	242,410
<b>OPERATING EXPENSES:</b>							
1-07-4050-000	Staff Travel	2,500	1,500	2,000	703	-	-
1-07-4060-000	Staff Conferences & Seminars	3,000	1,500	3,000	470	-	-
1-07-4190-300	Public Relations - Landscape Workshop/Training	5,000	2,500	5,000	124	5,164	98
1-07-4190-400	Public Relations - Contests	3,000	1,000	2,000	-	-	602
1-07-4190-500	Public Relations - Education Programs	120,000	1,000	53,000	6,461	299	-
1-07-4190-700	Public Relations - General Media (Public Outreach)	-	-	-	-	39,672	37,343
1-07-4190-900	Public Relations - Other	5,000	3,500	5,000	546	5,717	44,616
1-07-4500-000	Drought Enforcement Expense	-	-	-	-	714	4,735
1-07-6300-100	Supplies - General	7,000	750	7,000	659	2,043	3,376
	Total Operating Expense	145,500	11,750	77,000	8,963	53,609	90,769
	Total Departmental Expenses	374,150	234,700	300,000	216,687	239,810	333,179



**DRAFT**

**PALMDALE WATER DISTRICT  
FINANCE COMMITTEE - 2019 BUDGET (Departmental Overview)**

**Human Resources**

**Budget 2018: 636,850**  
**Projected Actual 2018: 516,376**  
**Requested 2019: 437,600**

	PROPOSED	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
	2019	2018	2018	2017	2016	2015
<b>DEPARTMENT PERSONNEL BUDGET:</b>						
1-08-4000-000 Salaries	222,750	207,250	220,000	133,004	115,827	110,036
1-08-4000-200 Salaries - Intern Program	-	-	-	6,236	33,594	46,229
Subtotal (Salaries - Departmental)	222,750	207,250	220,000	139,240	149,421	156,266
<b>Employee Benefits (Departmental)</b>						
1-08-4005-000 Payroll Taxes	17,000	16,500	16,750	10,749	11,490	11,999
1-08-4010-000 Health Insurance	31,750	28,500	21,000	19,570	18,080	17,698
1-08-4015-000 Pers	18,000	18,000	21,000	8,753	12,669	1,100
Subtotal (Benefits - Departmental)	66,750	63,000	58,750	39,071	42,239	30,797
<b>Personnel Expenses</b>	<b>289,500</b>	<b>270,250</b>	<b>278,750</b>	<b>178,312</b>	<b>191,659</b>	<b>187,063</b>
<b>OPERATING EXPENSES:</b>						
Total Operating Expense	148,100	246,126	358,100	140,116	199,320	219,435
Total Departmental Expenses	<b>437,600</b>	<b>516,376</b>	<b>636,850</b>	<b>318,428</b>	<b>390,980</b>	<b>406,497</b>

# DRAFT

## PALMDALE WATER DISTRICT 2018 BUDGET

### Human Resources

		BUDGET	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
PERSONNEL BUDGET:		2019	2018	2018	2017	2016	2015
1-08-4000-000	Salaries	222,750	207,250	220,000	133,004	115,827	110,036
1-08-4000-100	Salaries - Departmental Overtime	1,000	750	-	-	-	-
1-08-4000-200	Salaries - Intern Program	-	-	-	6,236	33,594	46,229
Subtotal (Salaries)		223,750	208,000	220,000	139,240	149,421	156,266
Employee Benefits							
1-08-4005-000	Payroll Taxes	17,000	16,500	16,750	10,749	11,490	11,999
1-08-4010-000	Health Insurance	31,750	28,500	21,000	19,570	18,080	17,698
1-08-4015-000	Pers	18,000	18,000	21,000	8,753	12,669	1,100
Subtotal (Benefits)		66,750	63,000	58,750	39,071	42,239	30,797
Personnel Expenses		290,500	271,000	278,750	178,312	191,659	187,063

### OPERATING EXPENSES:

1-08-4050-000	Staff Travel	1,500	500	1,500	1,433	40,694	36,944
1-08-4060-000	Staff Conferences & Seminars	1,500	-	1,500	749	14,097	20,796
1-08-4070-000	Employee Expense	50,000	75,000	50,000	59,183	49,291	58,725
1-08-4080-000	Succession Planning	-	-	200,000	-	-	-
1-08-4095-000	Employee Recruitment	3,000	10,000	3,000	5,036	1,822	1,847
1-08-4100-000	Employee Retention	5,000	30,000	5,000	3,009	12,836	15,774
1-08-4105-000	Employee Relations	3,500	2,500	3,500	3,752	2,181	2,727
1-08-4110-000	Consultants	-	-	-	-	3,797	-
1-08-4120-100	Training - Safety	35,000	37,500	35,000	24,220	24,112	40,551
1-08-4120-200	Training - Specialty	15,000	20,000	15,000	11,862	15,171	20,008
1-08-4121-000	Safety/HR Program	1,000	1,000	1,000	-	614	200
1-08-4165-000	Memberships/Subscriptions	1,600	1,250	1,600	1,535	947	964
1-08-4165-100	HR/Safety Publications	1,000	500	1,000	-	120	336
1-08-6300-500	Supplies - Safety	30,000	30,000	40,000	29,338	33,640	20,563
Total Operating Expense		148,100	246,126	358,100	140,116	199,320	219,435
Total Departmental Expenses		438,600	517,126	636,850	318,428	390,980	406,497

**DRAFT**

**PALMDALE WATER DISTRICT  
FINANCE COMMITTEE - 2019 BUDGET (Departmental Overview)**

**Information Technology**

**Budget 2018: 896,350**  
**Projected Actual 2018: 730,100**  
**Requested 2019: 956,050**

	PROPOSED	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
	2019	2018	2018	2017	2016	2015
<b>DEPARTMENT PERSONNEL BUDGET:</b>						
1-09-4000-000 Salaries	213,500	183,500	180,000	178,266	208,849	224,583
1-09-4000-100 Salaries - Departmental Overtime	3,000	1,500	2,500	981	1,761	3,292
Subtotal (Salaries - Departmental)	216,500	185,000	182,500	179,247	210,611	227,875
<b>Employee Benefits (Departmental)</b>						
1-09-4005-000 Payroll Taxes	17,000	14,750	13,750	12,979	14,987	16,373
1-09-4010-000 Health Insurance	24,750	26,250	30,250	27,143	33,903	37,293
1-09-4015-000 Pers	21,750	19,000	23,250	17,825	35,653	37,295
Subtotal (Benefits - Departmental)	63,500	60,000	67,250	57,947	84,542	90,961
<b>Personnel Expenses</b>	<b>280,000</b>	<b>245,000</b>	<b>249,750</b>	<b>237,194</b>	<b>295,153</b>	<b>318,836</b>
<b>OPERATING EXPENSES:</b>						
Total Operating Expense	676,050	485,100	646,600	489,605	506,978	457,034
Total Departmental Expenses	<u>956,050</u>	<u>730,100</u>	<u>896,350</u>	<u>726,798</u>	<u>802,131</u>	<u>775,870</u>

# DRAFT

## PALMDALE WATER DISTRICT 2018 BUDGET

### Information Technology

		BUDGET	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
PERSONNEL BUDGET:		2019	2018	2018	2017	2016	2015
1-09-4000-000	Salaries	213,500	183,500	180,000	178,266	208,849	224,583
1-09-4000-100	Salaries - Departmental Overtime	3,000	1,500	2,500	981	1,761	3,292
	Subtotal (Salaries)	216,500	185,000	182,500	179,247	210,611	227,875
Employee Benefits							
1-09-4005-000	Payroll Taxes	17,000	14,750	13,750	12,979	14,987	16,373
1-09-4010-000	Health Insurance	24,750	26,250	30,250	27,143	33,903	37,293
1-09-4015-000	PERS	21,750	19,000	23,250	17,825	35,653	37,295
	Subtotal (Benefits)	63,500	60,000	67,250	57,947	84,542	90,961
	Personnel Expenses	280,000	245,000	249,750	237,194	295,153	318,836

### OPERATING EXPENSES:

1-09-4050-000	Staff Travel	3,000	2,000	3,000	610	-	-
1-09-4060-000	Staff Conferences & Seminars	10,000	10,000	10,000	6,433	-	-
1-09-4155-801	Cloud Services-MS-Office 360	30,000	25,750	22,000	-	-	-
1-09-4155-802	Cloud Services-MS-Project	3,000	750	1,800	-	-	-
1-09-4155-803	Cloud Services-MS-Visio	1,000	150	300	-	-	-
1-09-4155-804	Cloud Services-Adobe-Creative Suite	5,000	-	4,200	-	-	-
1-09-4155-805	Cloud Services-SeamlessDocs	5,000	10,000	5,000	-	-	-
1-09-4155-806	Cloud Services-IPSwitch-Moveit	6,000	6,000	6,000	-	-	-
1-09-4155-807	Cloud Services-GFI Fax	2,500	2,600	2,000	-	-	-
1-09-4155-808	Cloud Services-KnowBe4-Security Awareness	1,500	-	1,400	-	-	-
1-09-4155-809	Cloud Services-Network Solutions-DNS, Web Registration	4,000	5,000	2,000	-	-	-
1-09-4155-810	Cloud Services-IBM-MaaS 360	6,000	2,750	5,400	-	-	-
1-09-4155-811	Cloud Services-MSP Portal-Bit Defender	3,150	3,150	2,800	-	-	-
1-09-4155-812	Cloud Services-Akins-WiFi	3,100	3,100	2,400	-	-	-
1-09-4155-813	Cloud Services-FleetMate	6,500	1,000	6,100	-	-	-
1-09-4155-814	Cloud Services-Security Metrics-PCI Compliance	3,000	3,100	2,600	-	-	-
1-09-4155-815	Cloud Services-Citrix	2,000	-	-	-	-	-
1-09-4155-905	Contracted Services - Offsite Services	5,000	-	5,000	3,420	3,420	4,098
1-09-4155-910	Contracted Services - Printer Services	2,500	2,500	2,500	-	6,994	4,695
1-09-4155-915	Contracted Services - Website Design Services	3,600	10,000	20,000	9,989	16,166	15,808
1-09-4155-920	Contracted Services - Telephony Services	5,000	2,500	3,500	3,154	248	-
1-09-4155-925	Contracted Services - Cloud Services	-	-	-	36,906	46,969	38,976
1-09-4155-930	Contracted Services - Network Services	35,000	15,000	35,000	19,953	58,793	43,783
1-09-4155-935	Contracted Services - Hardware Warranties	15,000	5,000	5,000	848	315	-
1-09-4155-940	Contracted Services - Access Control	55,000	30,000	30,000	-	-	-
1-09-4165-000	Memberships/Subscriptions	2,500	500	2,500	459	1,410	1,410
1-09-4230-120	Maintenance & Repair - Computer	-	-	-	-	-	-
1-09-4270-100	Telecommunication - Office Phone	17,500	15,500	16,500	14,878	15,260	16,469
1-09-4270-125	Telecommunication - Office Backbone	22,000	21,000	22,000	21,530	21,453	18,540
1-09-4270-150	Telecommunication - WTP Backbone	15,000	11,500	15,000	10,348	11,463	13,379
1-09-4270-300	Telecommunication - Cellular (Data & On-Call)	45,000	46,500	45,000	43,587	32,193	26,543
1-09-8000-100	Computer Equipment - Computers	45,000	38,000	45,000	40,143	30,158	17,426
1-09-8000-200	Computer Equipment - Mobility	45,000	15,000	45,000	37,199	23,883	6,549
1-09-8000-300	Computer Equipment - Monitors	2,000	2,500	2,000	1,470	192	-
1-09-8000-400	Computer Equipment - Printers	-	-	-	-	-	-
1-09-8000-500	Computer Equipment - Printer Supplies	3,000	3,750	3,000	159	350	1,494
1-09-8000-550	Computer Equipment - Telephony	3,000	-	3,000	840	300	362
1-09-8000-600	Computer Equipment - Other	25,000	15,000	40,000	27,649	22,330	18,473
1-09-8000-650	Computer Equipment - Warranty and Support	15,000	10,000	10,000	-	-	-
1-09-8100-100	Software - Maint. and Support	-	1,000	-	48,774	49,537	60,616

# DRAFT

OPERATING EXPENSES (Continued):

1-09-8100-101	Software M&S - Xtelesis-Phone	10,000	12,500	8,200	-	-	-
1-09-8100-102	Software M&S- Tredent-Appassure	8,000	7,500	7,900	-	-	-
1-09-8100-103	Software M&S- Conduasive/V-locity-Diskeeper	4,500	4,250	4,100	-	-	-
1-09-8100-104	Software M&S- FWI	500	-	400	-	-	-
1-09-8100-105	Software M&S- Strategy 7	2,500	750	700	-	-	-
1-09-8100-106	Software M&S- Astria Solutions-Docstar	16,000	13,000	15,500	-	-	-
1-09-8100-107	Software M&S- NemoQ-Ticketing	2,500	2,000	2,100	-	-	-
1-09-8100-108	Software M&S- FMT-Management Reporter	1,500	250	1,100	-	-	-
1-09-8100-109	Software M&S- Neogov	8,000	8,000	8,000	-	-	-
1-09-8100-110	Software M&S- TruePoint	45,000	50,000	40,000	34,290	-	-
1-09-8100-111	Software M&S- Technology Unlimited	2,000	1,750	1,700	-	-	-
1-09-8100-112	Software M&S- Sierra Workforce-Timesheet	4,000	2,000	3,800	-	-	-
1-09-8100-113	Software M&S- Tredent-SAN Manager	3,000	-	2,600	-	-	-
1-09-8100-114	Software M&S- Faranics-Powersaver	200	-	200	-	-	-
1-09-8100-115	Software M&S- Netwrix-Monitoring	2,000	2,250	2,000	-	-	-
1-09-8100-116	Software M&S- VMWare-Virtualization	1,000	6,750	7,000	-	-	-
1-09-8100-117	Software M&S- iPrism-Web Filter	26,000	-	26,000	-	-	-
1-09-8100-118	Software M&S- Quest-VMWare Recovery	8,500	-	8,300	-	-	-
1-09-8100-140	SoftwareM&S - Starnik	-	-	-	63,274	94,800	108,675
1-09-8100-150	Software M&S- Dynamics GP	55,000	45,000	60,000	46,847	60,653	46,869
1-09-8100-200	Software - Software and Upgrades	20,000	8,500	20,000	16,845	10,094	12,869
	Total Operating Expense	676,050	485,100	646,600	489,605	506,978	457,034
	Total Departmental Expenses	<u>956,050</u>	<u>730,100</u>	<u>896,350</u>	<u>726,798</u>	<u>802,131</u>	<u>775,870</u>

**DRAFT**

**PALMDALE WATER DISTRICT  
FINANCE COMMITTEE - 2019 BUDGET (Departmental Overview)**

**Customer Care**

**Budget 2018: 1,312,700**  
**Projected Actual 2018: 1,311,750**  
**Requested 2019: 1,347,700**

	PROPOSED	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
	2019	2018	2018	2017	2016	2015
DEPARTMENT PERSONNEL BUDGET:						
1-10-4000-000 Salaries	921,500	903,500	897,000	871,635	886,578	760,523
1-10-4000-100 Salaries - Departmental Overtime	7,500	6,000	7,500	4,872	6,142	7,206
Subtotal (Salaries - Departmental)	929,000	909,500	904,500	876,506	892,720	767,730
Employee Benefits (Departmental)						
1-10-4005-000 Payroll Taxes	72,250	69,500	68,500	64,404	68,418	61,283
1-10-4010-000 Health Insurance	217,250	207,500	181,500	176,657	213,071	179,858
1-10-4015-000 Pers	94,000	98,000	121,500	90,241	174,644	112,253
Subtotal (Benefits - Departmental)	383,500	375,000	371,500	331,302	456,134	353,394
Personnel Expenses	1,312,500	1,284,500	1,276,000	1,207,808	1,348,853	1,121,123
OPERATING EXPENSES:						
Total Operating Expense	35,200	27,250	36,700	32,319	29,551	25,749
Total Departmental Expenses	1,347,700	1,311,750	1,312,700	1,240,127	1,378,405	1,146,872

# DRAFT

## PALMDALE WATER DISTRICT 2019 BUDGET

### Customer Care

		BUDGET	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
PERSONNEL BUDGET:		2019	2018	2018	2017	2016	2015
1-10-4000-000	Salaries	921,500	903,500	897,000	871,635	886,578	760,523
1-10-4000-100	Salaries - Departmental Overtime	7,500	6,000	7,500	4,872	6,142	7,206
	Subtotal (Salaries)	929,000	909,500	904,500	876,506	892,720	767,730
Employee Benefits							
1-10-4005-000	Payroll Taxes	72,250	69,500	68,500	64,404	68,418	61,283
1-10-4010-000	Health Insurance	217,250	207,500	181,500	176,657	213,071	179,858
1-10-4015-000	PERS	94,000	98,000	121,500	90,241	174,644	112,253
	Subtotal (Benefits)	383,500	375,000	371,500	331,302	456,134	353,394
	Personnel Expenses	1,312,500	1,284,500	1,276,000	1,207,808	1,348,853	1,121,123
OPERATING EXPENSES:							
1-10-4050-000	Staff Travel	2,000	500	2,000	1,759	-	-
1-10-4060-000	Staff Conferences & Seminars	3,000	250	3,000	2,090	-	-
1-10-4155-005	Contracted Services - Assessor Data (Realquest)	10,000	10,000	10,000	9,900	9,900	8,250
1-10-4155-010	Contracted Services - Credit Reporting Services	4,000	4,000	4,000	3,917	3,952	4,167
1-10-4155-015	Contracted Services - AMR Services (Itron)	8,000	6,000	8,000	7,598	5,454	5,888
1-10-4155-020	Contracted Services - NEMO-Q System	-	-	-	-	1,945	-
1-10-4230-110	Mtce & Rep Office - Equipment	200	-	200	-	499	-
1-10-4250-000	General Material & Supplies	7,000	6,500	7,000	7,055	7,209	5,973
1-10-4260-000	Business Forms	1,000	-	2,500	-	592	1,471
	Total Operating Expense	35,200	27,250	36,700	32,319	29,551	25,749
	Total Departmental Expenses	1,347,700	1,311,750	1,312,700	1,240,127	1,378,405	1,146,872







# DRAFT

**PALMDALE WATER DISTRICT**  
**Calendar Year 2019 Budget**  
**Deferred Capital & Plant Expenditures Project Summary**

<i>Project No.</i>	<i>Project Budget Requests (Not Committed)</i>	<i>Priority</i>	<i>Category</i>	<i>Project Type</i>	<i>CY 2019</i>
<b>Asset/Infrastructure Related Expense</b>					
<b>Pipeline Projects</b>					
15-611	Camares and Avenue S14 Water Main Replacement (Spec 1502)		NRCP	Replacement Cap.	110,000
16-608	Ave. Q1, Q2, Q3, Q4, & Q5 @ 5th St. E. Wtr Main Repl. (Spec 1603)		NRCP	Replacement Cap.	86,000
14-600	Sierra Hwy. Tie-In and Abandonment (Harold Streets)		NRCP	Replacement Cap.	69,000
	Ave. Q14 and 17th Street East Water Main Replacement		NRCP	Replacement Cap.	45,000
	Ave. Q10 and 12th Street East Water Main Replacement		NRCP	Replacement Cap.	15,000
	Ave. P-12, Division, 2nd, 3rd, Stanridge Water Main Repl.		NRCP	Replacement Cap.	
	Ave. Q-14 and 17th Street East Water Main Replacement		NRCP	Replacement Cap.	
	Ave. Q-10 and 12th Street East Water Main Replacement		NRCP	Replacement Cap.	
	26th St, Rudall, & 27th St @ Avenue Water Main Replacement		NRCP	Replacement Cap.	91,000
	Water Main and Service Line Replacement Projects		NRCP	Replacement Cap.	300,000
				<b>Subtotal:</b>	716,000
<b>Well Projects</b>					
16-611	CL2 Monitoring @ Well Sites		NRCP	Regulatory	110,000
	Well 2 Rehabilitation		NRCP	Replacement Cap.	180,000
	Well 6A Rehabilitation		NRCP	Replacement Cap.	
	NaOCl Generator Replacement - (3 Wells and 45th St. Bstr Stn)		NRCP	Replacement Cap.	265,000
	Well 16 Rehabilitation		NRCP	Replacement Cap.	65,000
	Well 33 Rehabilitation		NRCP	Replacement Cap.	75,000
	Brine Storage Tanks - Well Sites (Qty. 8)		NRCP	Replacement Cap.	130,000
				<b>Subtotal:</b>	535,000
<b>Booster Projects</b>					
	45th St. Booster #3		NRCP	Replacement Cap.	25,000
	25th St. Booster #3		NRCP	Replacement Cap.	18,000
	45th St. Booster #3		NRCP	Replacement Cap.	23,000
	Well 5 Booster #3		NRCP	Replacement Cap.	15,000
	Well 14 Booster		NRCP	Replacement Cap.	12,000
				<b>Subtotal:</b>	93,000
<b>Water Treatment Plant Projects</b>					
15-614	Drainage Improvements @ WTP		NRCP	New Capital	80,000
17-600	Entry Buildings @ Filter and GAC Pipe Gallery Entrance		NRCP	Safety	20,000
16-613	Flow Meter for WTP Domestic and Process Tracking		NRCP	New Capital	10,000
	WTP Kitchen Remodel		NRCP	Replacement Cap.	20,000
	WTP Infrastructure and Process/Equipment Repairs		NRCP	Replacement Cap.	75,000
	Protective Coatings on WTP Structures		NRCP	Replacement Cap.	100,000
	Replacement of Structural Support Beams - WTP Sed. Basins		NRCP	Replacement Cap.	300,000
	GAC Staging Area (2000 Sq. Ft.)		NRCP	New Capital	20,000
	Sedimentation Basin Loading Docks/Access Improvements		NRCP	New Capital	20,000
	Sludge Pump Station Flow Meter		NRCP	New Capital	4,000
				<b>Subtotal:</b>	649,000

# DRAFT

Project No.	Project Budget Requests (Not Committed)	Priority	Category	Project Type	CY 2019
<b>Asset/Infrastructure Related Expense (Continued)</b>					
<b>Facility Projects</b>					
	Littlerock Insertion Mag Meter		NRE	Replacement Equip.	32,000
	Palmdale Ditch Improvements		NRCP	Replacement Cap.	75,000
	District Office - Stucco Repair & Painting		NRCP	Replacement Cap.	200,000
	Carpet, Tile and Painting of District Building		NRCP	Replacement Cap.	121,000
	Parking Lot Resurfacing (Main Office)		NRCP	Replacement Cap.	110,000
	Parking Lot Re-Surfacing - Administration and N.O.B.		NRCP	Replacement Cap.	115,000
				<b>Subtotal:</b>	653,000
<b>Equipment</b>					
	R75 Mega Concrete Mix, hydraulic unit for skid steer		NRE	New Equipment	5,600
	Truck mounted welder for truck 115		NRE	New Equipment	4,950
	HX50 Vacuum Excavator		NRE	New Equipment	94,000
	Water Meter Calibration Bench		NRE	New Equipment	10,000
	Bucket Truck (Looking at Lease Option)		NRE	New Equipment	75,000
	Handheld GPS Data Collection Equipment		NRE	New Equipment	20,000
	Trailer Hot Water Pressure Washer		NRE	New Equipment	20,000
	Submersible Mixer - Spare Solarbee Unit (GridBee)		NRE	Replacement Equip.	14,000
	R-134A A/C Service System		NRE	New Equipment	4,000
	Hydraulic Post Hole Digger (Skid Steer Attachment)		NRE	New Equipment	3,000
				<b>Subtotal:</b>	250,550
<b>Information Technology</b>					
	Citrix - Seamless apps across multiple platforms		CES	Reporting	50,000
	Replace EOL Oasis recorder		NRE	Replacement Equip.	25,000
	Data Center UPS System (Symmetra)		NRE	New Equipment	20,000
	WTP SCADA Radio Replacement		NRE	Replacement Equip.	50,000
				<b>Subtotal:</b>	145,000

**Total Asset/Infrastructure Project Requests** 3,041,550

**P A L M D A L E   W A T E R   D I S T R I C T**  
**B O A R D   M E M O R A N D U M**

**DATE:** November 6, 2018 **November 13, 2018**  
**TO:** BOARD OF DIRECTORS **Regular Board Meeting**  
**FROM:** Jennifer Emery, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.2 – CONSIDERATION AND POSSIBLE ACTION ON 2018 SALARY SURVEY. (INCLUDED IN 2019 BUDGET – HUMAN RESOURCES DIRECTOR EMERY/GENERAL MANAGER LaMOREAUX/PERSONNEL COMMITTEE)***

---

**Recommendation:**

Staff recommends that the Board approve the recommended salary range changes from our 2018 Salary Survey. This item will be presented to the Personnel Committee at their November 8, 2018 meeting.

**Alternative Options:**

The alternative is to leave the salary ranges unchanged.

**Impact of Taking No Action:**

As the economy is improving, the business environment is becoming more competitive. If the District does not come to market with wages, we will have increased turnover.

**Background:**

The District has decided to do a market survey every three years in order to remain competitive in the marketplace thereby reducing costly turnover. In 2015, twelve water districts were chosen to compare to over time to create a stability in the data and allow our District to maintain a competitive space in the marketplace.

This year's survey uses the same twelve water districts all of whom are located in Southern California and are similar to our District either in facilities, size of organization, or number of connections.

**Strategic Plan Initiative/Mission Statement:**

This work is part of Strategic Plan Initiative No. 2 – Organizational Excellence. This item directly relates to the District's Mission Statement.

**Budget:**














This update is already a part of the submitted 2019 budget.

**Supporting Documents:**

- Salary Survey

Job Title	Current Range	Salary Survey	Recommended
Customer Care Representative I	19	20	
Field Customer Care Representative I	20	21	
Service Worker I	20	21	
Maintenance Worker I	16	21	
Customer Care Representative II	23	23	
Field Customer Care Representative II	23	23	
Accounting Technician II/Accounts Payable	23	23	
Maintenance Worker II		24	
Customer Account Technician	23	24	
Service Worker II	24	25	
Operations Technician I	24	25	
Administrative Assistant	24	25	
Payroll Specialist	24	25	
Electrician I		25	
Engineering Technician I	24	25	
Lab Analyst I	24	26	
Electronic Technician I		26	
Plant Operator I		26	
Water Use Efficiency Specialist I		27	
Engineering Technician II	27	27	
Public Affairs Specialist	23	27	
IT Specialist		27	
Purchasing Technician	26	27	
Electrician II	28	28	
Senior Field Customer Care Rep	27	28	
Operations Technician II	26	28	
Engineering Design Technician II	28	28	
Cross Connection Control Specialist	28	28	
Senior Customer Care Rep	29	29	
Safety and Training Technician	29	29	
Service Worker III - Crew Leader	27	29	
Construction Inspector II	27	29	

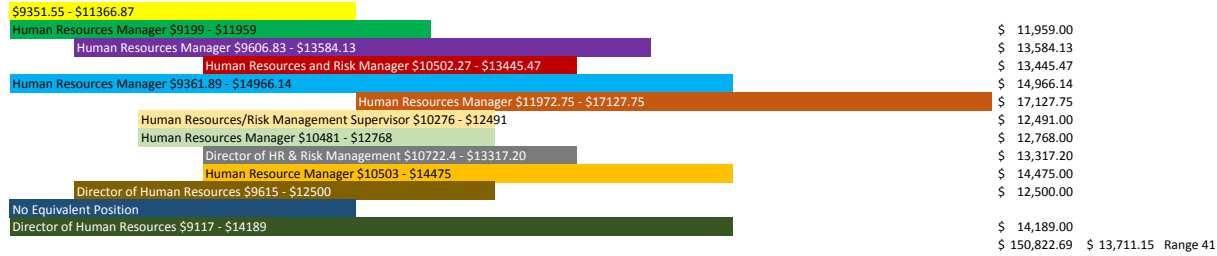
Plant Operator II	28	28	29
Lab Analyst II	27	29	
Operation Technician III - Fleet Lead	29	30	
Electronic Technician II	29	30	
Water Use Efficiency Specialist II	25	30	
Operation Technician III - Mechanical Lead	29	31	
Electrical/Electronic Technician III - Lead	30	31	
Management Analyst	30	31	
Plant Operator III- Lead	30	32	
Engineering Analyst	32	32	
GIS Coordinator	30	32	
Maintenance Supervisor	32	33	34
Construction Supervisor	32	34	
Executive Assistant	31	34	
Customer Finance Supervisor	34	35 Y Rated	
Project Manager	32	35	
Water Quality/Regulatory Affairs Supervisor	34	35	
Customer Care Supervisor	32	36	
Accounting Supervisor	34	36	
Public Affairs Director	37	38	
Deputy Water and Energy Resources Director	36	40	
Facilities Manager	41	41	
Operations Manager	37	39	41
Information Technology Manager	37	40	41
Human Resources Director	37	41	
Engineering/Grant Manager	40	44	
Water and Energy Resources Director	40	45	
Finance Manager / CFO	41	45	
Assistant General Manager/COO	47	48	

Palmdale Water District	
Cucamonga Valley Water District	
Las Virgenes Municipal Water District	
Yorba Linda Water District	
Olivenhain Municipal Water District	
Western Municipal Water District	
Castaic Lake Water Agency	
Desert Water Agency	
Eastern Municipal Water District	
Mesa Consolidated Water District	
Rancho California Water District	
Walnut Valley Water District	
Padre Dam Municipal Water District	

31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55  
 6978.27 7127.19 7693.54 8078.22 8482.13 8906.24 9351.55 9819.13 10310.09 10825.59 11366.87 11935.21 12531.97 13158.57 13816.5 14507.33 15232.69 15994.33 16794.04 17633.75 18515.43 19441.2 20413.26 21433.93 22505.62

Human Resources Director

37



\$ 13,711.15 Range 41

Dep Water and Eng Res Dir

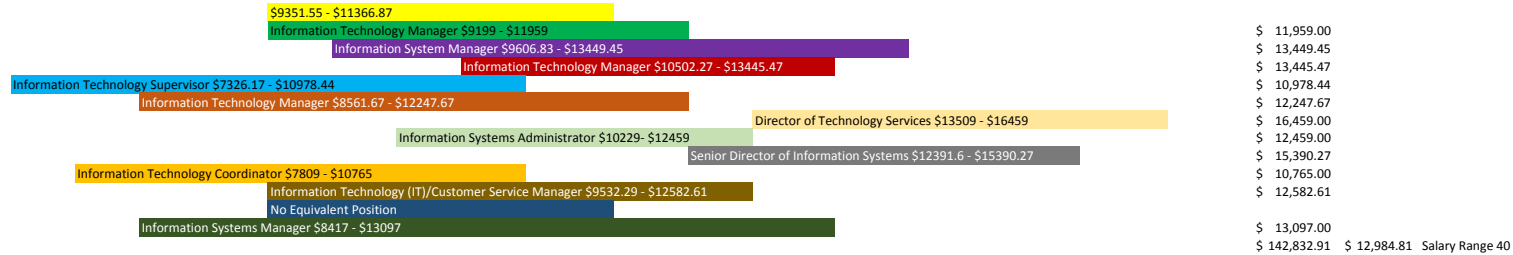
37



\$ 64,188.17 \$ 12,837.63 Salary Range 40

IT Manager

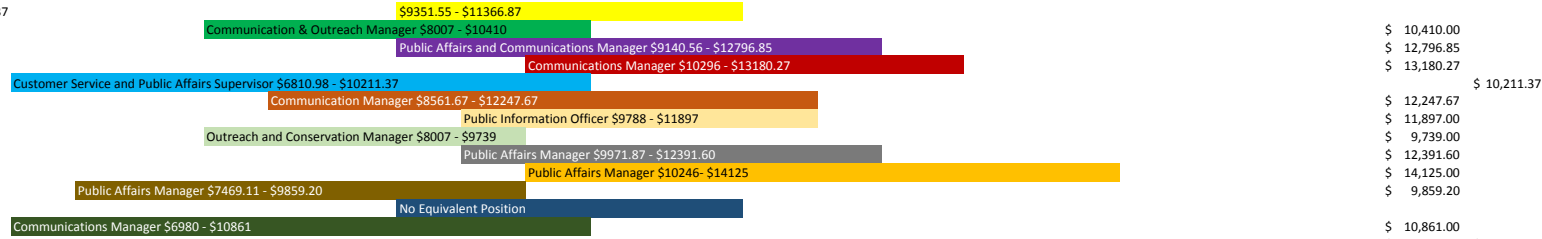
37



\$ 12,984.81 Salary Range 40

Public Affairs Director

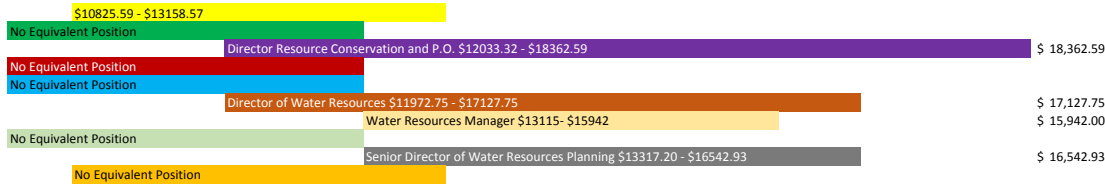
37



\$ 11,750.76 Salary Range 38

Water and Energy Resources Director

40





Water Resource Manager \$9532.29 - \$12582.61  
 No Equivalent Position  
 No Equivalent Position

\$ 12,582.61

\$ 80,557.88 \$ 16,111.58 Salary Range 45

\$15,232.69 - \$18,515.43

Assistant General Manager \$13943 - \$18127

\$ 18,127.00

No Equivalent Position

No Equivalent Position

Assistant General Manager \$13106.99 - \$18349.80

\$ 18,349.80

Deputy General Manager \$15937.50 - \$22799.42

\$ 22,799.42

No Equivalent Position

Assistant General Manager \$15911 - \$19340

\$ 19,340.00

Deputy General Manager \$18869.07 - \$21699.60

\$ 21,699.60

Assistant General Manager \$14478 - \$19958

\$ 19,958.00

Assistant General Manager \$13462 - \$17500

\$ 17,500.00

Assistant General Manager \$13407 - \$20865

\$ 20,865.00

No Equivalent Position

\$ 135,839.40 \$ 19,405.63 Range 48



		Water Use Efficiency Analyst \$38.3422 - \$53.56	\$ 53.56	
		Water Use Efficiency Specialist II \$35.60 - \$43.36	\$ 43.36	
		Community Outreach Assistant \$26.38 - \$41.18	\$ 41.18	
		No Equivalent Position		
			\$ 508.96	\$ 46.27 Recommend 30

Safety and Training Technician 29

		\$36.5163 - \$44.3858		
		No equivalent position		
		No equivalent position		
		Safety and Training Technician \$30.60 - \$39.18	\$ 39.18	
		Safety/Risk Compliance Administrator \$39.29 - \$58.91	\$ 58.91	
		Safety Officer \$42.75 - \$61.15	\$ 61.15	
		Safety Officer \$40.13 - \$48.78	\$ 48.78	
		Facilities and Safety Officer \$45.10 - \$54.83	\$ 54.83	
		Safety and Claims Technician \$29.97 - \$37.29	\$ 37.29	
		No Equivalent Position		
		Safety/Risk Officer \$41.04 - \$54.17	\$ 54.17	
		No Equivalent Position		
		No Equivalent Position		
			130.64	\$ 43.55 Salary Rang

Management Analyst II 30

		\$38.3422 - \$46.6051		
		No equivalent position		
		Management Analyst II \$39.52 - \$51.37	\$ 51.37	
		Management Analyst \$39.06 - \$50.00	\$ 50.00	
		Staff Analyst \$29.72 - \$41.61	\$ 41.61	
		Management Analyst \$33.55 - \$52.91	\$ 52.91	
		Management Analyst \$42.14 - \$51.21	\$ 51.21	
		Senior Administrative Assistant \$36.98 - \$45.10	\$ 45.10	
		Management Analyst II \$34.68 - \$43.06	\$ 43.06	
		Water Operations Coordinator \$38.85 - \$53.56	\$ 53.56	
		No Equivalent Position		
		Management Analyst \$31.07 - \$48.51	\$ 48.51	
		No Equivalent Position		
			\$ 437.33	\$ 48.59 Recommend 31

Executive Assistant 31

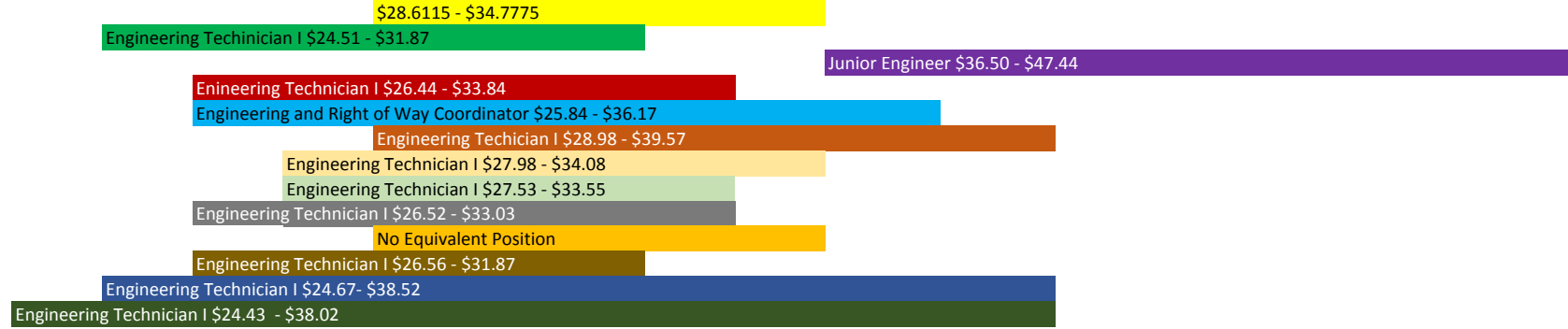
		\$40.2593 - \$48.9354		
		Executive Assistant \$38.67 - \$50.26	\$ 50.26	
		Executive Assistant/Clerk of the Board \$44.53 - \$62.34	\$ 62.34	
		Executive Secretary \$47.48 - \$60.77	\$ 60.77	
		Executive Secretary \$34.47 - \$48.26	\$ 48.26	
		Executive Assistant \$36.99 - \$52.91	\$ 52.91	
		Board Secretary \$44.24 - \$53.78	\$ 53.78	
		Executive Secretary/Assistant Secretary to the Board \$44.01 - \$53.50	\$ 53.50	
		Board Secretary \$43.06 - \$53.52	\$ 53.52	
		Executive Assistant to GM \$41.84 - \$57.68	\$ 57.68	
		District Secretary \$35.45 - \$46.80	\$ 46.80	
		Executive Secretary \$38.35 - \$59.68	\$ 59.68	
		Board Secretary \$38.12 - \$59.31	\$ 59.31	
			\$ 658.81	\$ 54.90 Recommen

	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	
Project Manager	6028.09	6329.5	6645.97	6978.27	7327.19	7693.54	8078.22	8482.13	8906.24	9351.55	9819.13	10310.09	10825.59	11366.87	11935.21	12531.97	13158.57	13816.5	14507.33	15232.69	15994.33	16794.04	17633.75	18515.43	
32																								\$ 8,048.00	
																								\$ 11,613.33	
																								\$ 9,498.06	
																								\$ 10,599.50	
																								\$ 7,916.00	
																								\$ 7,629.00	
																								\$ 9,971.87	
																								\$ 12,582.61	
																								\$ 12,295.00	
																								\$ 9,332.00	
																								\$ 99,485.37 \$ 9,948.54 Range 35	
Engineering/Grant Mgr																								\$ 15,167.00	
40																								\$ 13,857.13	
																								\$ 15,572.27	
																								\$ 16,090.43	
																								\$ 17,127.75	
																								\$ 17,282.00	
																								\$ 14,786.00	
																								\$ 14,319.07	
																								\$ 12,180.00	
																								\$ 15,833.00	
																								\$ 17,524.00	
																								\$ 16,548.00	
																								\$ 186,286.65 \$ 15,523.89 Range 44	

19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37
22.4179	23.5388	24.7157	25.9515	27.2491	28.6115	30.0421	31.5442	33.1214	34.7775	36.5163	38.3422	40.2593	42.2722	44.3858	46.6051	48.9354	51.3822	53.9513

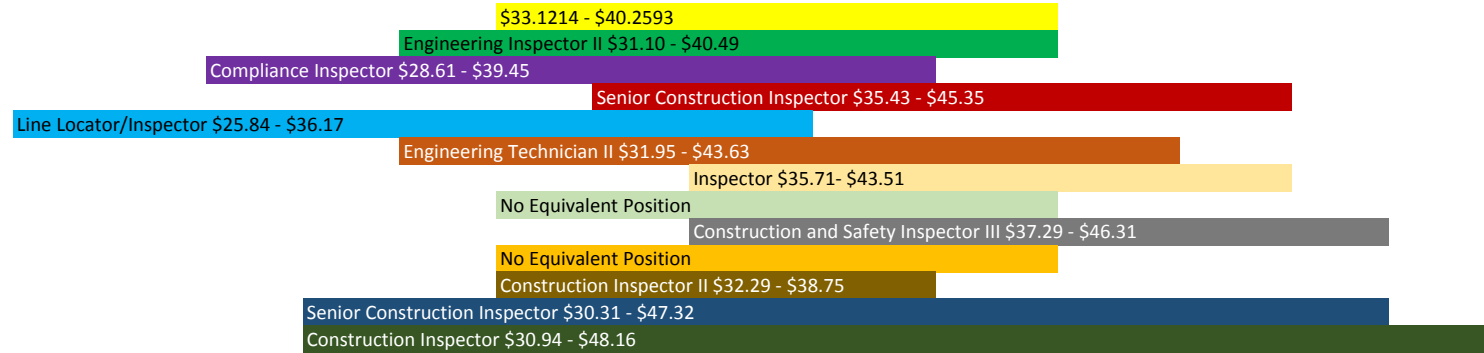
Engineering Technician I

24



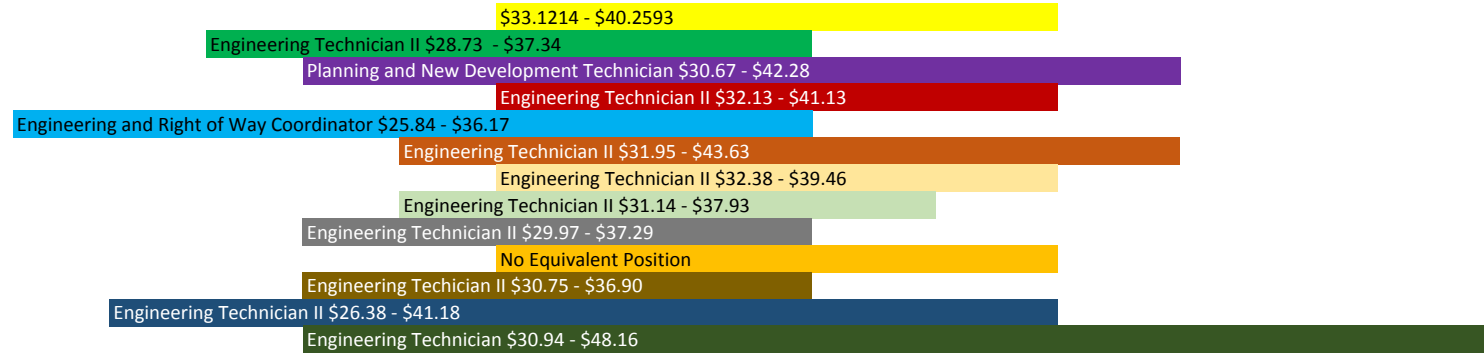
Construction Inspector II

27

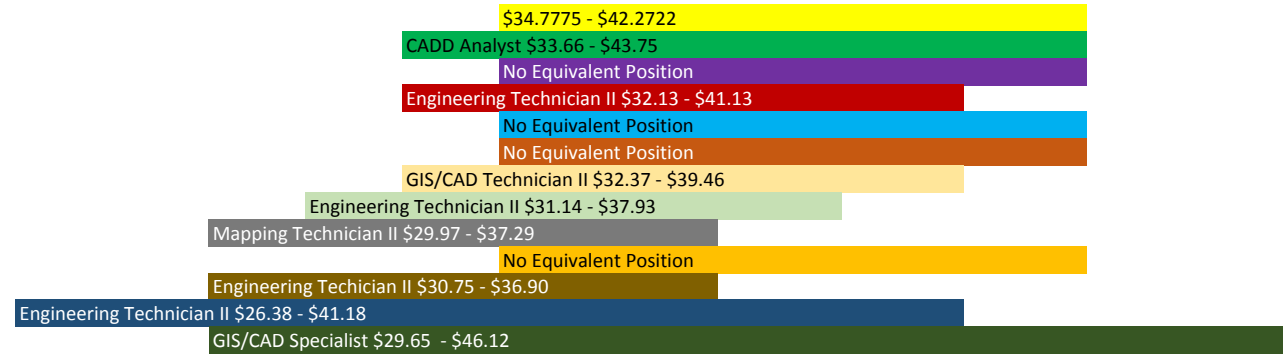


Engineering Tech II

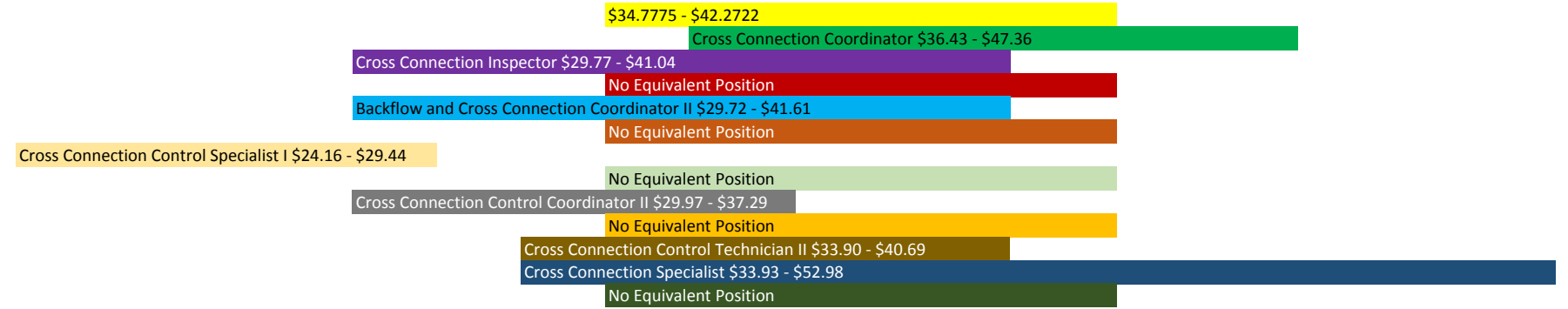
27



Engineering Design Technician II 28



Cross Connection Control Specialist 28

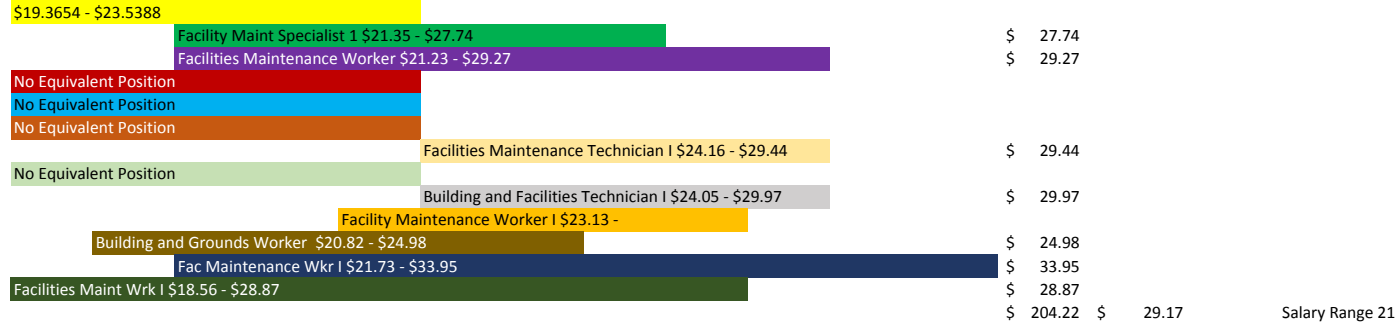




16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
19.3654	20.3337	21.3503	22.4179	23.5388	24.7157	25.9515	27.2491	28.6115	30.0421	31.5442	33.1214	34.7775	36.5163	38.3422	40.2593	42.2722	44.3858	46.6051	48.9354	51.3822

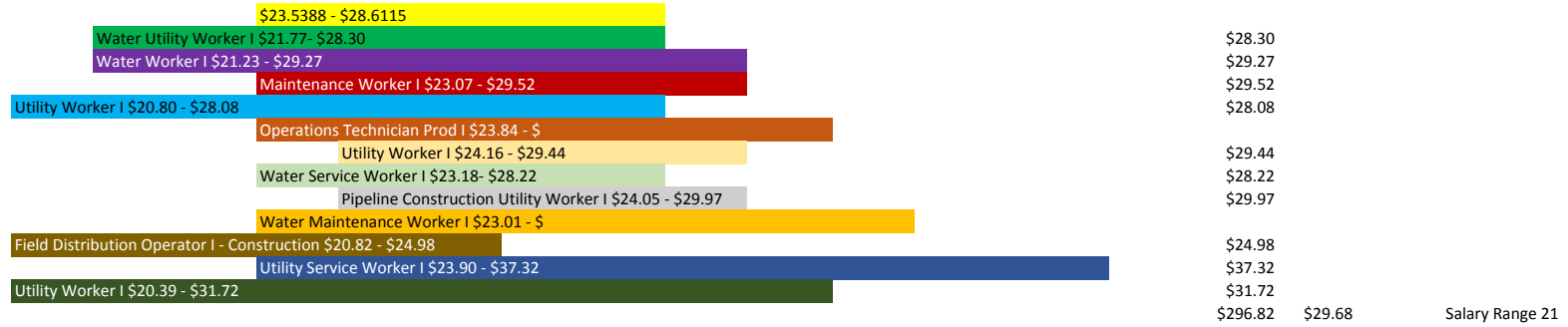
Maintenance Worker I

16



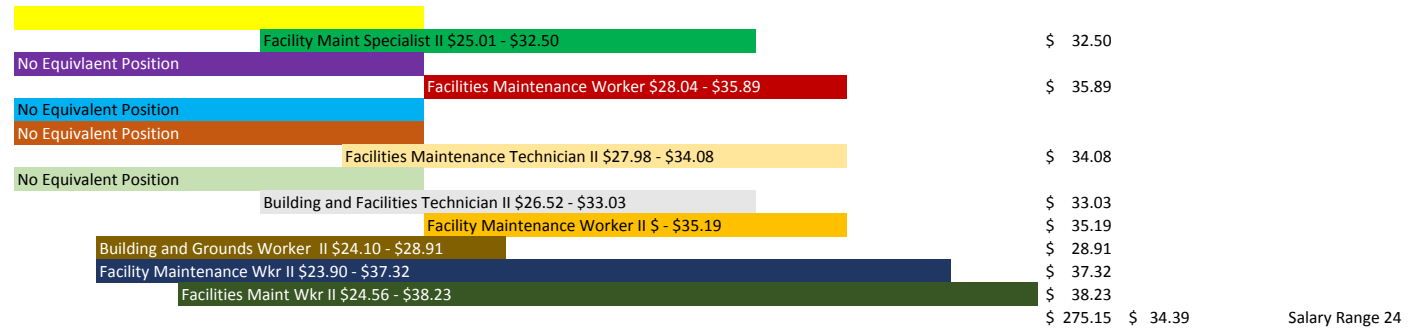
Service Worker I

20



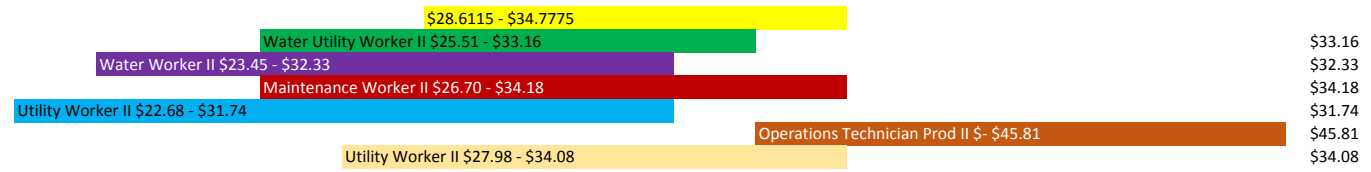
Maintenance Worker II

24



Service Worker II

24





Water Service Worker II \$26.18 - \$31.90	\$31.90		
Pipeline Construction Utility Worker II \$26.52 - \$33.03	\$33.03		
Water Maintenance Worker II \$ - \$36.79	\$36.79		
Field Dist Op II - Construction \$25.30 - \$30.36	\$30.36		
Utility Service Worker II \$26.19 - \$40.88	\$40.88		
Utility Worker II \$23.39 - \$36.41	\$36.41		
	\$420.67	\$35.06	Salary Range 25

Operations Technician I

24

	\$28.6115 - \$34.7775		
Instrument/Electrical Technician I \$26.54 - \$34.50	\$ 34.50		
Maintenance Mechanic I \$25.90- \$35.71	\$ 35.71		
Mechanic I \$23.07 - \$29.52	\$ 29.52		
Pump/Motor Technician I \$25.84 - \$36.17	\$ 36.17		
Operations Technician I \$23.84 - \$			
	Distribution/Mechanical Technician I \$29.38 - \$35.79	\$ 35.79	
	Operations Technician I \$29.67 - \$36.11	\$ 36.11	
	Mechanical Maintenance Technician I \$26.52 - \$33.03	\$ 33.03	
Water Systems Operator I \$24.78- \$			
Well & Pump Technician I \$24.10 - \$28.91	\$ 28.91		
Pump Operator I \$26.19- \$40.88	\$ 40.88		
Systems Operator/Technician I \$24.43 - \$38.02	\$ 38.02		
	\$ 348.64	\$ 34.86	Salary Range 25

Electrician I

Instrumentation/Electrical Technician I \$26.54 - \$34.50	\$ 34.50		
Electrical/Instrumentation Technician I \$28.05 - \$38.67	\$ 38.67		
Mechanic 1 \$23.07 - \$29.52	\$ 29.52		
	No equivalent position		
Operations Technician Electrical \$23.84 - \$			
	No Equivalent Position		
	Operations Technician I \$29.67 - \$36.11	\$ 36.11	
	No Equivalent Position		
Water Systems Operator I \$24.78- \$			
Elect Controls/Inst Tech I \$27.89 - \$33.47	\$ 33.47		
	No Equivalent Position		
Electrician/Instrumentation & Controls Tech \$24.43- \$38.02	\$ 38.02		
	\$ 210.29	\$ 35.05	Salary Range 25

Electronic Technician I

Instrumentation/Electrical Technician I \$26.54 - \$34.50	\$ 34.50		
Electrical/Instrumentation Technician I \$28.05 - \$38.67	\$ 38.67		
	No Equivalent Position		
Instrument Control Technician \$25.84 - \$36.17	\$ 36.17		
Operations Technician Electrical \$23.84 - \$			
	No Equivalent Position		
	Operations Technician I \$29.67 - \$36.11	\$ 36.11	
	Control and Communication Analyst I \$32.23 - \$40.08	\$ 40.08	
Water Systems Operator I \$24.78- \$			
Elect Controls/Inst Tech I \$27.89 - \$33.47	\$ 33.47		
	No Equivalent Position		
Electrician/Instrumentation & Controls Tech \$24.43- \$38.02	\$ 38.02		
	\$ 257.02	\$ 36.72	

Purchasing Technician

26

	\$31.5442 - \$38.3422		
Warehouse and Supply Coordinator \$30.48 - \$39.63	\$ 39.63		
Buyer \$28.61 - \$39.45	\$ 39.45		

		No Equivalent Position		
		Purchasing/Warehouse Clerk \$22.68 - \$31.74		\$ 31.74
			Purchasing Specialist \$36.99 - \$52.91	\$ 52.91
		Purchasing Technician \$26.65 - \$32.46		\$ 32.46
		No Equivalent Position		
			Senior Buyer \$37.29 - \$46.31	\$ 46.31
		Warehouse Tech II \$24.10 - \$28.91	Buyer \$32.68 - \$45.05	\$ 45.05
			No Equivalent Position	\$ 28.91
		Warehouse Specialist \$26.38 - \$41.03		\$ 41.03
				\$ 357.49 \$ 39.72

Operations Technician II 26

		\$31.5442 - \$38.3422		
		Intrumentation/Electrical Technician II \$31.10 - \$40.49		\$ 40.49
		Maintenance Mechanic II \$30.37 - \$41.87		\$ 41.87
		Mechanic II \$28.04 - \$35.89		\$ 35.89
			Pump/Motor Technician II \$34.37 - \$48.26	\$ 48.26
			Operations Technician Mechanical II \$ - \$45.81	\$ 45.81
			Distribution/Mechanical Technician II \$33.99 - \$41.42	\$ 41.42
			Operations Technician II \$32.72 - \$39.86	\$ 39.86
			Mechanical Maintenance Technician II \$29.97 - \$37.29	\$ 37.29
			Water Systems Operator II \$ - \$39.62	\$ 39.62
		Well & Pump Technician II \$29.29 - \$35.15		\$ 35.15
			Pump Operator II \$28.25 - \$44.11	\$ 44.11
		Systems Operator/Technician \$25.01 - \$38.92		\$ 38.92
				\$ 488.69 \$ 40.72

Service Worker III Crew Leader 27

		\$33.1214 - \$40.2593		
		Lead Water Utility Worker \$29.88 - \$38.84		\$38.84
		Senior Water Worker \$29.19 - \$40.24		\$40.24
			Senior Maintenance Worker \$35.78 - \$45.08	\$45.08
		Utility III \$25.84 - \$36.17		\$36.17
			Senior Operations Technician Prod \$35.23 - \$52.91	\$52.91
			Senior Utility Worker \$32.38 - \$39.46	\$39.46
			Water Service Foreman \$36.98 - \$45.10	\$45.10
		Pipeline Construction Crew Leader \$29.97 - \$37.29		\$37.29
			Water Maintenance Crew Leader \$32.52 - \$44.83	\$44.83
			Field Dist Oper Foreman- Construction \$32.29 - \$38.75	\$38.75
			Utility/Field Services Lead \$30.31 - \$47.32	\$47.32
			No Equivalent Position	
				\$465.99 \$42.36

Electrician II 28

		\$34.7775 - \$42.2722		
		Instrumetation/Electrical Technician II \$31.10 - \$40.49		\$ 40.49
		Electrical/Instrumentation Tech II \$32.88 - \$45.34		\$ 45.34
		Mechanic II \$28.04 - \$35.89		\$ 35.89
		No equivalent position		
			Operations Technician Electrical II \$ - \$45.81	\$ 45.81
			Electrical/Instrumentation Technician \$33.99 - \$41.42	\$ 41.42
			Operations Technician II \$32.72 - \$39.86	\$ 39.86
		Electrician \$26.52 - \$33.03		\$ 33.03
			Water Systems Operator II \$ - \$39.62	\$ 39.62
			Electrical Controls/Instrument Tech II \$33.90 - \$40.69	\$ 40.69
			No equivalent position	

		Electrician/Instrumentation & Controls Tech \$27.47- \$42.74	\$ 42.74
			\$ 404.89 \$ 40.49
Electronic Tech II	29		
		\$36.5163 - \$44.3858	
		Controls Analyst \$36.43 - \$47.36	\$ 47.36
		Electrical/Instrumentation Technician II \$32.88 - \$45.34	\$ 45.34
		Senior SCADA Technician \$37.57 - \$48.10	\$ 48.10
		Instrument Control Technician II \$34.47 - \$48.26	\$ 48.26
		Operations Technician - Electrical Services \$ - \$45.81	\$ 45.81
		Electrical/Instrumentation Technician \$33.99 - \$41.42	\$ 41.42
		Operations Technician II \$32.72 - \$39.86	\$ 39.86
		Control and Communication Analyst II \$37.29 - \$46.31	\$ 46.31
		No Equivalent Position	
		Electrical Controls/Instrument Tech II \$33.90 - \$40.69	\$ 40.69
		No Equivalent Position	
		Electrician/Instrumentation & Controls Tech \$27.47- \$42.74	\$ 42.74
			\$ 445.89
Operations Technician III - Fleet	29		
		\$36.5163 - \$44.3858	
		Lead Fleet and Equipment Mechanic \$31.10 - \$40.49	\$ 40.49
		Senior Maintenance Mechanic \$32.88 - \$45.34	\$ 45.34
		Senior Fleet Mechanic \$35.78 - \$45.80	\$ 45.80
		No Equivalent Position	
		Senior Operations Technician Mech \$35.23 - \$52.91	\$ 52.91
		Senior Distribution/Mechanical Technician \$39.36 - \$47.95	\$ 47.95
		Operations Technician Foreman \$41.88 - \$50.92	\$ 50.92
		Senior Mechanical Maintenance Technician \$34.68 - \$43.06	\$ 43.06
		No Equivalent Position	
		Field Services Foreman - Fleet/Facilities \$35.60 - \$42.72	\$ 42.72
		No Equivalent Position	
		No Equivalent Position	
			\$ 369.19
Operations Technian III - Mechanical	29		
		\$36.5163 - \$44.3858	
		Lead Instrumentation Electrical Technician \$36.43 - \$47.36	\$ 47.36
		Senior Maintenance Mechanic \$32.88 - \$45.34	\$ 45.34
		Senior Fleet Mechanic \$35.78 - \$45.80	\$ 45.80
		No Equivalent Position	
		Senior Operations Technician Mech \$35.23 - \$52.91	\$ 52.91
		Senior Distribution/Mechanical Technician \$39.36 - \$47.95	\$ 47.95
		Operations Technician Foreman \$41.88 - \$50.92	\$ 50.92
		Senior Heavy Fleet Technician \$34.68 - \$43.06	\$ 43.06
		No Equivalent Position	
		Field Service Foreman - Fleet/Facilities \$35.60 - \$42.72	\$ 42.72
		Senior Fleet Mechanic \$27.44 - \$42.85	\$ 42.85
		System Operator/Technician \$30.43 - \$47.33	\$ 47.33
			\$ 466.24
Electrical /Instrument Technician III	30		
		\$38.3422 - \$46.6051	
		Lead Instrumentation/Electrical Technician \$36.43 - \$47.36	\$47.36
		Senior Electrical/Instrument Technician \$35.61 - \$49.10	\$49.10
		Senior SCADA Technician \$37.57 - \$48.10	\$48.10
		No Equivalent Position	
		Senior Operations Technician Electrical \$35.23 - \$52.91	\$52.91

Senior Electrical Technician \$39.36 - \$47.95	\$47.95
Operations Technician Foreman \$41.88 - \$50.92	\$41.88
Senior Controls Technician \$37.29 - \$46.31	\$46.31
No Equivalent Position	
Field Service Foreman - Fleet/Facilities \$35.60 - \$42.72	\$42.72
No Equivalent Position	
No Equivalent Position	
	\$376.33

		31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	
		6978.27	7327.19	7693.54	8078.22	8482.13	8906.24	9351.55	9819.13	10310.09	10825.59	11366.87	11935.21	12531.97	13158.57	13816.5	14507.33	
Water Quality/Regulatory Af	34				\$8078.22 - \$9819.13													
					No Equivalent Position													
					Laboratory Supervisor \$7873.67 - \$10235.68													\$ 10,235.68
					Water Quality Engineer \$8318.27 - \$10647.87													\$ 10,647.87
					No Equivalent Position													
					No Equivalent Position													
					Laboratory and Regulatory Affairs Supervisor \$9144 - \$11139													\$ 11,139.00
					Laboratory Director \$7259 - \$8826													\$ 8,826.00
					Manager of Laboratory and Water Quality Services \$8027.07 - \$9971.87													\$ 9,971.87
					Water Quality & Compliance Supervisor \$7619 - \$10503													\$ 10,503.00
					Water Quality Supervisor \$7499.61 - \$8999.64													\$ 8,999.64
					No Equivalent Position													
					No Equivalent Position													
																		\$ 70,323.06 \$ 10,046.15 Salary Rang
Operations Manager	37								\$9351.55 - \$11366.87									
									Water Treatment Plant Manager \$9199 - \$11959									\$ 11,959.00
									No Equivalent Position									
									Water Production Superintendent \$8318.27 - \$10647.87									\$ 10,647.87
									Water Treatment Facilities Supervisor \$7326.17 - \$10978.44									\$ 10,978.44
									No Equivalent Position									
									Operations Superintendent \$9601 - \$11696									\$ 11,696.00
									Water Operations Supervisor \$9055 - \$11004									\$ 11,004.00
									Director of Water Operations \$10722.4 - \$13317.20									\$ 13,317.20
									Water Operations Manager \$12180 - \$16790									\$ 16,790.00
									Water Operations Manager \$10008.79 - \$13211.64									\$ 13,211.64
									Production Manager \$7021 - \$10925									\$ 10,925.00
									Plant Manager \$6980 - \$10861									\$ 10,861.00
																		\$ 121,390.15 \$ 12,139.02 Salary Rang

ꜥe 35

ꜥe 39



Operations Technician IV(Plant Operator) \$ - \$45.81		\$ 45.81
	Treatment Plant Operator II \$40.11 - \$48.76	\$ 48.76
System Operator III \$ 32.72 - \$39.86		\$ 39.86
Potable Water Treatment Operator III \$32.23 - \$40.08		\$ 40.08
	Water Systems Operator II \$ - \$39.62	\$ 39.62
Senior Water Systems Operator \$33.90 - \$40.69		\$ 40.69
	No equivalent position	
	Anaheim - 37.87 - 46.08	
Systems Operator/Technician \$26.95 - \$41.92		\$ 41.92
		\$ 460.27 \$ 41.84







20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39  
 23.5388 24.7157 25.9515 27.2491 28.6115 30.0421 31.5442 33.1214 34.7775 36.5163 38.3422 40.2593 42.2722 44.3858 46.6051 48.9354 51.3822 53.9513 56.6488 59.4813

Accounting Technician  
 requesting to change to  
 Accounts Payable

23	\$27.2491 - \$33.1214		
	Accounting Clerk II \$23.33 - \$30.33	\$ 30.33	
	Accounting Clerk II \$22.31- \$30.76	\$ 30.76	
	Accounting Assistant I \$23.07 - \$29.52	\$ 29.52	
	Accountant I \$25.84 - \$36.17	\$ 36.17	
	Accounting Technician III \$22.70-\$39.57	\$ 39.57	
	Accounting Technician II \$26.65 - \$32.46	\$ 32.46	
	Account Clerk III \$26.87- \$32.72	\$ 32.72	
	Finance Technician II \$25.26 - \$31.46	\$ 31.46	
	Accounting Technician II \$24.91 - \$34.34	\$ 34.34	
	Accounting Clerk II \$22.95 - \$27.54	\$ 27.54	
	Accounts Clerk II \$23.90 - \$37.32	\$ 37.32	
	Accounting Specialist 2 \$21.55 - \$33.52	\$ 33.52	
		\$ 395.71	\$ 32.98
			Salary Range 23 No Change

Customer Account Technician

23	\$27.2491 - \$33.1214		
	Accounting Clerk II \$23.33 - \$30.33	\$ 30.33	
	Customer Service Representative \$23.66 - \$32.62	\$ 32.62	
	Customer Service Representative III \$25.43 - \$32.55	\$ 32.55	
	Customer Service Representative II \$22.68 - \$31.74	\$ 31.74	
	Customer Service Representative II \$22.70 - \$45.81	\$ 45.81	
	Accounting Technician II \$26.65 - \$32.46	\$ 32.46	
	Customer Service Representative II \$29.67 - \$36.10	\$ 36.10	
	Collections Representative II \$27.84 - \$34.68	\$ 34.68	
	Customer Service Representative I/II \$21.48 - \$34.34	\$ 34.34	
	Accounting Clerk II \$22.95 - \$27.54	\$ 27.54	
	Accounts Clerk II \$23.90 - \$37.32	\$ 37.32	
	Customer Service Representative III \$21.55 - \$33.52	\$ 33.52	
		\$ 409.01	\$ 34.08
			Salary Range 24

Payroll Specialist

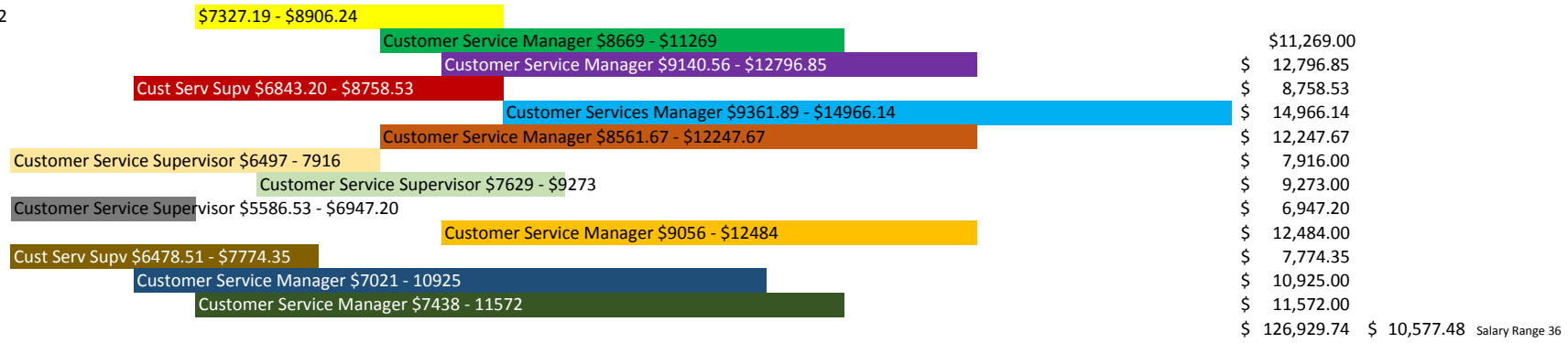
24	\$28.6115 - \$34.7775		
	Accounting Clerk II \$23.33 - \$30.33	\$30.33	
	Senior Accounting Clerk \$23.68 - \$32.65	\$32.65	
	Accounting Assistant II \$29.46 - \$37.71	\$37.71	
	Accountant I \$25.84 - \$36.17	\$36.17	
	Customer Service Representative II \$22.70 - \$45.81	\$45.81	
	Senior Accounting Technician \$30.85- \$37.59	\$37.59	
	Senior Account Clerk \$31.90 - \$38.90	\$38.90	

Finance Technician III \$27.84 - \$34.68	\$34.68		
Financial Services Assistant \$31.11 - \$42.88	\$42.88		
Accounting Clerk II \$22.95 - \$27.54	\$27.54		
Accounts Clerk II \$23.90 - \$37.32	\$37.32		
Accounting Specialist 3 \$23.39 - \$36.41	\$36.41		
	\$437.99	\$36.50	Salary Range 25

29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50  
 6329.5 6645.97 6978.27 7327.19 7693.54 8078.22 8482.13 8906.24 9351.55 9819.13 10310.09 10825.59 11366.87 11935.21 12531.97 13158.57 13816.5 14507.33 15232.69 15994.33 16794.04 18515.43

Customer Care Supervisor

32



15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40  
 18.4432 19.3654 20.3337 21.3503 22.4179 23.5388 24.7157 25.9515 27.2491 28.6115 30.0421 31.5442 33.1214 34.7775 36.5163 38.3422 40.2593 42.2722 44.3858 46.6051 48.9354 51.3822 53.9513 56.6488 59.4813 62.4553

Customer Care Rep I

19		\$22.4179 - \$27.2491			
	Customer Service Rep I	\$19.34 - \$25.13		\$	25.13
			Customer Service Rep	\$	32.62
			Customer Service Rep I	\$	26.79
			Customer Service Rep 1	\$	28.08
			Customer Service Representative I	\$	29.44
			Customer Service Representative I	\$	33.55
			Customer Serv Rep 1	\$	25.89
			Customer Service Rep I	\$	26.22
			Customer Serv Rep I	\$	33.95
			Customer Service Rep I	\$	27.16
			Customer Service Representative I	\$	288.83
				\$	28.88
					Salary Range 20

Field Customer Care Rep I

20		\$23.5388 - \$28.6115			
	Field Service Representative I	\$21.77 - \$28.30		\$	28.30
			Field Customer Service Rep I	\$	29.27
			Meter Reader I	\$	28.12
			Field Services Technician I	\$	28.08
			Meter Service Operations Technician II	\$	29.44
			Field Customer Service Representative I	\$	28.22
			Meter Reader I	\$	28.55
			Meter Reader II	\$	31.89
			Meter Reader	\$	26.22
			Customer Serv Rep I	\$	33.95
			Customer Service Rep I	\$	31.72
			Field Serv Technician I	\$	323.76
				\$	29.43
					Salary Range 21

Customer Care Rep II

23		\$27.2491 - \$33.1214			
	Customer Service Rep II	\$22.66 - \$29.44		\$	29.44
			Customer Service Rep	\$	32.62
			Customer Service Rep II	\$	29.52
			Customer Service Rep II	\$	31.74
			Customer Service Representative II	\$	34.08
			Customer Service Representative II	\$	36.11
			Customer Service Representative II	\$	28.55
			Customer Service Representative II	\$	34.34
			Customer Serv Rep II	\$	30.36
			Customer Service Rep II	\$	37.32
			Customer Service Rep II	\$	30.10
				\$	354.18
				\$	32.20
					Salary Range 23

Field Customer Care Rep II

23		\$27.2491 - \$33.1214			
	Field Service Representative II	\$24.03 - \$31.25		\$	31.25
			Field Customer Service Rep II	\$	32.33

Meter Reader II \$24.22 - \$31.01	\$	31.01	
Field Services Technician II \$22.68 - \$31.74	\$	31.74	
Meter Service Operations Technician III \$ - \$			
Field Customer Service Representative II \$27.98 - \$34.08	\$	34.08	
Meter Reader II \$24.95 - \$30.38	\$	30.38	
Customer Service Field Representative II \$24.05 - \$29.97	\$	29.97	
Field Customer Service Rep I/II \$22.56 - \$ 35.19	\$	35.19	
Customer Serv Rep II \$25.30 - \$30.36	\$	30.36	
Customer Service Rep II \$23.90 - \$37.32	\$	37.32	
Field Services Technician II \$22.26 - \$34.64	\$	34.64	
	\$	358.27	\$ 32.57      Salary Range 23

Senior Field Customer Care Representative      27

\$33.1214- \$40.2593
Field Service Supervisor \$37.15 - \$48.31
Senior Field Customer Service Rep \$29.19 - \$40.24
Meter Services Lead \$30.91- \$39.57
Field Services Supervisor \$36.51 - \$54.80
Meter Service Operations Technician IV \$33.55 - \$45.81
Senior Field Customer Service Rep \$32.38 - \$39.46
Meter Reader III \$29.67 - \$36.11
Senior Customer Service Field Representative \$26.52 - \$33.03
No Equivalent Position
Snr Field Cust Serv Rep \$27.89 - \$33.47
Senior Customer Service Rep \$26.19 - \$40.88
Field Services Technician III \$25.65 - \$39.92

Senior Customer Care Rep      29

\$36.5163 - \$44.3858
Customer Service Supervisor \$37.15- \$48.31
Customer Service Operations Supervisor \$43.22 - \$56.19
Customer Service Rep III \$25.43 - \$32.55
Customer Service and Public Affairs Supervisor \$42.27 - \$63.34
Senior Customer Service Representative \$33.55 - \$45.81
Assistant Customer Service Supervisor \$32.38 - \$39.46
No Equivalent Position
Senior Customer Service Representative \$27.84 - \$34.68
No Equivalent Position
Snr Cust Serv Rep \$27.89 - \$33.47
Senior Customer Service Rep \$26.19 - \$40.88
Customer Service Rep III \$22.63 - \$35.20

**P A L M D A L E   W A T E R   D I S T R I C T**  
**B O A R D   M E M O R A N D U M**

**DATE:** November 5, 2018 **November 13, 2018**  
**TO:** BOARD OF DIRECTORS **Regular Board Meeting**  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.3 – CONSIDERATION AND POSSIBLE ACTION ON REVISIONS TO PALMDALE WATER DISTRICT RULES AND REGULATIONS ARTICLE 4.07.4 – DIRECTOR EXPENSES CLARIFYING HOTEL EXPENSES. (DIRECTOR HENRIQUEZ/GENERAL COUNSEL DUNN)***

---

**Recommendation:**

Staff has no recommendation on this item.

**Alternative Options:**

The Board cannot approve the revision.

**Impact of Taking No Action:**

The Rules and Regulations will not change.

**Background:**

At the October 22, 2018 Regular Board Meeting, the Board of Directors approved revisions to Articles 4.07.3 and 4.07.4 of the District’s Rules and Regulations to provide additional clarity on the Directors’ annual budgets, compensation, and expenses. Director Henriquez requested additional revisions to Article 4.07.4 to further clarify hotel expenses. A draft of these proposed revisions is attached.

**Strategic Plan Initiative/Mission Statement:**

This item is under Strategic Initiative No. 5 – Regional Leadership.

This item directly relates to the District’s Mission Statement.

**Budget:**

This revision will help Directors stay within their annual budget amount.

**Supporting Documents:**

- Revised Article 4.07.4 – Director Expenses of the District’s Rules and Regulations.



**4.07.4 DIRECTOR EXPENSES** (Revised 5-24-17)

The District has set the reimbursement for Director expenses as provided herein, pursuant to Water Code, Section 20200, *et seq.* and Government Code, Section 53232, *et seq.* Directors shall be compensated for actual, reasonable and necessary expenses incurred for participating in activities approved in advance by the Board of Directors or as allowed as indicated in Appendix V attached hereto, and that further the goals and interests of the District, up to the individual Director annual budget amount as set in the annual budget. Any expenses incurred by a Director over the individual annual budget amount shall be the sole responsibility of the Director. The Director shall reimburse the District for any expenses incurred by the District over budget.

This policy is intended to result in no personal gain or loss to a Director and no reimbursement shall be allowed for transportation, lodging, meals or incidental expenses of spouses, family members, or guests of a Director traveling with the Director to an authorized event.

Directors shall exercise prudence in all expenditures. Requests for reimbursement must be accompanied by detailed receipts showing each item purchased and documentation and shall be submitted on a form provided by the District (included in Appendix V) and signed by the Director. Email or FAX submittal of the form shall be acceptable with signature to follow.

The following guidelines and criteria for reimbursement while traveling on District business have been established for District employees and shall also apply to Directors:

a. Credit Card Use:

Credit cards are issued to Directors and are to only be used for District business and expenses. No personal items may be charged on District credit cards, and all charges must be in line with travel guidelines and

policies, and detailed and summary receipts. Director Expense Reports must be submitted within one month of credit card charges.

b. Mileage:

The mileage reimbursement rate to operate privately-owned vehicles used on District business will be the allowable IRS rate in effect at the time the expense is incurred. The mileage distance subject to reimbursement should be calculated based on actual miles traveled.

c. Air Travel:

Air travel should be booked as the least expensive flight. First class travel is prohibited unless there is no other alternative available and the travel on that particular flight is absolutely necessary.

d. Car Rentals:

It is the District's policy to allow the rental of a mid-size automobile for District business. Additional car rental loss and damage coverage may be required, and this requirement should be reviewed with Human Resources prior to rental.

e. Meals:

<u>Partial Day Travel</u>	<u>Full Day Travel</u>
Breakfast \$15.00	\$75.00/day
Lunch - \$20.00	
Dinner \$40.00	

- There will be no reimbursements or District expenditures for alcohol.
- To be eligible for breakfast reimbursement: Travel must have started prior to 7 a.m. or have stayed overnight;
- To be eligible for lunch reimbursement: Travel must have started prior to 11 a.m. or have stayed overnight. If travel ends prior to noon, lunch expenses will not be eligible for reimbursement.

- To be eligible for dinner reimbursement: Travel must have started prior to 4 p.m. or have stayed overnight. If travel ends prior to 6 p.m., dinner expenses will not be eligible for reimbursement.

f. Lodging:

The reimbursement rate should not exceed the published conference rates for lodging unless the conference hotels are completely full. If full, a hotel with comparable lodging costs should be chosen. If a Director has a spouse, family member, or guest attending the conference with them and staying in the same hotel room, the Director shall reimburse the District for half the cost of the hotel room. In addition, the District will not pay for any hotel costs prior to or past the conference start or end dates unless the conference is 60 miles from the District, which could require attendance the night before the start of the conference.

g. Parking:

Parking for District travel shall be reimbursed.

All requests for reimbursement shall be submitted monthly to the General Manager after the expenses were incurred or expenditures made. The General Manager shall ensure prompt payment of the reimbursable expenses and all questions regarding payment of reimbursable expenses to the staff shall be directed to the General Manager. The Finance Committee shall periodically review Director's expense reports and shall prepare such reports and documents as may be required under Government Code Section 53065.5 and Government Code 53232.3.

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** November 5, 2018 **November 13, 2018**  
**TO:** BOARD OF DIRECTORS **Regular Board Meeting**  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** *AGENDA ITEM NO. 7.4 – CONSIDERATION AND POSSIBLE ACTION ON REVISIONS TO PALMDALE WATER DISTRICT RULES AND REGULATIONS ARTICLE 4.07.3 – DIRECTOR COMPENSATION AND ARTICLE 4.07.4 – DIRECTOR EXPENSES CLARIFYING TIME LIMITS TO CLAIM COMPENSATION OR EXPENSES. (NO BUDGET IMPACT – DIRECTOR MAC LAREN/GENERAL COUNSEL DUNN)*

---

**Recommendation:**

Staff has no recommendation on this item

**Alternative Options:**

The Board cannot approve the revision.

**Impact of Taking No Action:**

The Rules and Regulations will not change.

**Background:**

At the October 22, 2018 Regular Board Meeting, the Board of Directors approved revisions to Articles 4.07.3 and 4.07.4 of the District's Rules and Regulations to provide additional clarity on the Directors' annual budgets, compensation, and expenses. Director Mac Laren has requested additional revisions to Articles 4.07.3 and 4.07.4 clarifying time limits to claim compensation or expenses. A draft of these proposed revisions is attached.

**Strategic Plan Initiative/Mission Statement:**

This item is under Strategic Initiative No. 5 – Regional Leadership.  
This item directly relates to the District's Mission Statement.

**Budget:**

This revision will help Directors stay within their annual budget amount.

**Supporting Documents:**

- Revised Article 4.07.3 – Director Compensation and Article 4.07.4 – Director Expenses of the District's Rules and Regulations.

**4.07.2 PARTICIPATION IN OFFICIAL BUSINESS OF THE DISTRICT**

Directors shall attend all regular and special meetings of the Board, including committee meetings, and other functions as approved in advance by the Board of Directors, including those listed in Appendix V. In the event a Director is unable to attend a meeting, or other official business of the District, the Director shall notify the President and General Manager with as much advance notice as reasonably practical, or as soon thereafter as reasonably practical. Failure to attend four consecutive regular meetings of the Board, without the prior approval of the Board, will result in loss of committee assignments. The Board shall excuse absences by approving such absences pursuant to the Consent Calendar at the next regular Board meeting.

**4.07.3 DIRECTOR COMPENSATION (Revised 12-11-09, Appendix Updated 6-8-16)**

(a) The District has set Director compensation as provided herein, pursuant to Water Code, Section 20200, *et seq.* and Government Code, Section 53232, *et seq.* The Board of Directors shall be compensated for attendance at regular and special meetings of the Board, including committee meetings, and other functions as approved in advance by the Board of Directors, at a rate of \$150.00 per day up to the maximum number of days per month and the maximum annual compensation allowable by law. In addition, Directors shall be entitled to compensation for a day of service in attendance at all meetings and occurrences listed and as indicated in Appendix V, as the Board of Directors has determined those meetings and occurrences constitute performance of official duties rendered as members of the Board. Each Director shall submit, on a form provided by PWD and signed by the Director, the number of days of attendance for which compensation shall be made. Email or FAX submittal of the form shall be acceptable with signature to follow. Compensation for purely social functions is not allowable.

Each individual Director shall have an annual budget amount as set in the District's annual budget, and Director budget funds shall not be transferred from one Director's individual budget to another Director's individual budget. The Director annual budget includes all compensation, available health benefits chosen by the Director, and allowable expenses.

**(b)** Requests for compensation and expense reimbursement relating to any meeting or event not listed in Appendix V shall not be approved, unless the Board determines that the meeting constitutes one of the following:

(i) A conference or organized educational activity conducted in compliance with Government Code Section 54952.2, including, but not limited to, required ethics training pursuant to Government Code Section 53234, *et seq.*

(ii) A meeting or event attended at the formal request of the Board, including an event to recognize, any employee of the District, or members of the public.

(iii) A meeting or event necessary to further communications with representatives of regional, state and national government on District functions.

(iv) A meeting or event of regional, state and national organizations whose activities affect the District's interests.

~~(iv)~~(c) All meetings for which compensation is requested shall be reported on by the Director, either orally or in writing, at a Regular Board meeting prior to receiving compensation.

~~(e)~~(d) If a Director registers for a meeting, conference, etc. and cancels for a non-emergency reason, any remaining costs after cancellation shall be charged to the Director's budget.

(e) All requests for compensation shall be submitted monthly for processing to the General Manager, Finance Manager, or Executive Assistant by or at the

first Regular Board Meeting of the following month. Meetings claimed on completed compensation forms will have been reported by a Director at a Regular Board Meeting in accordance with AB 1234 requirements and District policy. The time limit to claim any compensation for attendance at meetings, conferences, or occurrences as included in Appendix V shall be thirty days from the date of the meeting, conference, or occurrence. Payment for meetings and expense reimbursements will be made available on the third Wednesday of the month, and any compensation forms submitted after the deadline will be held for payment the following month.

**4.07.4 DIRECTOR EXPENSES** (Revised 5-24-17)

The District has set the reimbursement for Director expenses as provided herein, pursuant to Water Code, Section 20200, *et seq.* and Government Code, Section 53232, *et seq.* Directors shall be compensated for actual, reasonable and necessary expenses incurred for participating in activities approved in advance by the Board of Directors or as allowed as indicated in Appendix V attached hereto, and that further the goals and interests of the District, up to the individual Director annual budget amount as set in the annual budget. Any expenses incurred by a Director over the individual annual budget amount shall be the sole responsibility of the Director. The Director shall reimburse the District for any expenses incurred by the District over budget.

This policy is intended to result in no personal gain or loss to a Director and no reimbursement shall be allowed for transportation, lodging, meals or incidental expenses of family members or guests of a Director traveling with the Director to an authorized event.

Directors shall exercise prudence in all expenditures. Requests for reimbursement must be accompanied by detailed receipts showing each item purchased and documentation and shall be submitted on a form provided by

the District (included in Appendix V) and signed by the Director. Email or FAX submittal of the form shall be acceptable with signature to follow.

The following guidelines and criteria for reimbursement while traveling on District business have been established for District employees and shall also apply to Directors:

a. Credit Card Use:

Credit cards are issued to Directors and are to only be used for District business and expenses. No personal items may be charged on District credit cards, and all charges must be in line with travel guidelines and policies, and detailed and summary receipts. Director Expense Reports must be submitted within one month of credit card charges.

b. Mileage:

The mileage reimbursement rate to operate privately-owned vehicles used on District business will be the allowable IRS rate in effect at the time the expense is incurred. The mileage distance subject to reimbursement should be calculated based on actual miles traveled.

c. Air Travel:

Air travel should be booked as the least expensive flight. First class travel is prohibited unless there is no other alternative available and the travel on that particular flight is absolutely necessary.

d. Car Rentals:

It is the District's policy to allow the rental of a mid-size automobile for District business. Additional car rental loss and damage coverage may be required, and this requirement should be reviewed with Human Resources prior to rental.

e. Meals:

<u>Partial Day Travel</u>	<u>Full Day Travel</u>
Breakfast \$15.00	\$75.00/day



Lunch - \$20.00

Dinner \$40.00

- There will be no reimbursements or District expenditures for alcohol.
- To be eligible for breakfast reimbursement: Travel must have started prior to 7 a.m. or have stayed overnight;
- To be eligible for lunch reimbursement: Travel must have started prior to 11 a.m. or have stayed overnight. If travel ends prior to noon, lunch expenses will not be eligible for reimbursement.
- To be eligible for dinner reimbursement: Travel must have started prior to 4 p.m. or have stayed overnight. If travel ends prior to 6 p.m., dinner expenses will not be eligible for reimbursement.

f. Lodging:

The reimbursement rate should not exceed the published conference rates for lodging unless the conference hotels are completely full. If full, a hotel with comparable lodging costs should be chosen.

g. Parking:

Parking for District travel shall be reimbursed.

All requests for reimbursement shall be submitted to the General Manager, Finance Manager, or Executive Assistant monthly by or at the first Regular Board Meeting or within thirty days of the event to the General Manager after the expenses were incurred or expenditures made. The General Manager shall ensure prompt payment of the reimbursable expenses and all questions regarding payment of reimbursable expenses to the staff shall be directed to the General Manager. The Finance Committee shall periodically review Director's expense reports and shall prepare such reports and documents as may be required under Government Code Section 53065.5 and Government Code 53232.3.



**AGENDA ITEM NO. 7.5**  
*Hotel and Travel*  
**Accommodations**

**Event Name/Date:**

Calif. Assoc. Public Info. Officials' Emergency Communications Academy/Jan. 7-8, 2019

**CONTACT INFORMATION**

First Name

Last Name

Date

**ACCOMMODATION INFORMATION**

*Rooms and rates are subject to availability. Complete and submit this form as soon as possible to guarantee a room at the host hotel. In the event that the host hotel is booked, every effort will be made to secure a room at the closest hotel within comparable rates to the event discounted rate.*

Arrival Date

Departure Date

No. of guests

Room Type

Do you require a smoking room?

Yes     No

Do you need transportation from the airport to the hotel?

Yes     No

Flight Number

Time

**ADDITIONAL INFORMATION/REQUESTS**

Staff Representative



[About Us](#) | [Member Resources](#) | [Annual Conference](#) | [Awards](#) | [Press Room & Events](#) |

## EMERGENCY COMMUNICATIONS ACADEMY

*A multidiscipline training for PIOs and government communicators*



January 7 - 8, 2019  
Sacramento

[REGISTER HERE](#)

[SPONSORSHIP OPPORTUNITIES](#)

Join communications professionals from across the state for this unique, hands-on training academy for those wanting to learn effective, cutting-edge risk and crisis communication tactics and strategies using lessons learned from real-world events. This is a two-day academy with robust training and presentations on day one and a field trip to California's state emergency operations center for hands-on experiences on day two. This academy is taught by public safety experts from federal, state and local government agencies such as FEMA, Cal OES, CHP, CAL FIRE, CDPH and others. It's designed for public information professionals who understand the basics of their job and want to expand their knowledge and skills to handle the unique complexities of crises such as natural and manmade disasters.

**Please note: NEW DATES! The Academy will now be held January 7 and 8.**

**Day 1 - January 7 - Embassy Suites Riverfront Promenade, 100 Capitol Mall, Sacramento, CA 95814**

Format: **General Sessions followed by breakout sessions (10 a.m. – 5 p.m.)**

#### Topics Include:

- Planning for risk and crisis communication
- Best practices learned from real-world critical incidents
- How to create and run an effective Joint Information System/Center
- Media Outreach/Response

*Evening reception at the Embassy, Dinner on your own in historic Old Sacramento, adjacent to the hotel*

**Day 2 - January 8 – California's State Emergency Operations Center, 3650 Schriever Ave., Mather, CA 95655**

8:30 am – Bus to Mather from Embassy Suites / 3:45 p.m. Return to Embassy

[Search our site](#)

#### Quick Links

[Job Opportu](#)

[Upcoming E](#)

[Accreditation in Put](#)

[Join CAF](#)

#### Our Tweets

Format: **Hands-on Training Workstations (9 a.m. – 3:30 p.m.)**

- Mock press conferences
- Live interview training
- JIC development

**Cost:**

**\$240 – CAPIO Members**

**\$340 – Non-Members**

Includes lunch both days. Breakfast will be included for overnight guests at the Embassy based on their stay.

To register, click Register Here button at the top of the page. **Registration is SOLD OUT! If you would like to be placed on a waitlist, please email [events@capio.org](mailto:events@capio.org).**

**Hotel Block:**

CAPIO has secured a block of rooms at the **Embassy Suites Sacramento Riverfront**

Rate: **\$135 plus tax**

**[RESERVE A ROOM](#)**

*Limited rooms – book early before rooms fill. Hotel reservation deadline - December 16 or when rooms sell out, whichever comes first.*

*Complimentary airport shuttle from the Sacramento International Airport (SMF). Room reservation includes an evening manager's reception and complimentary full breakfast.*

**Cancellation Policy:**

Cancellations may be made up through December 16 with a full refund (if applicable) minus a \$20 processing fee. No refunds after December 16. Substitutions only.

**Thank you to Our Sponsor:**



**About Us**

Overview

Join CAPIO / Member Benefits

Board of Directors

Awards

Contact Us

**Member Resources**

Job Opportunities

» Submit a Free Job Posting (members only)

» Purchase a Job Posting (non-

**Tweets** by @CAPIO

 **CAPIO**  
@CAPIOTweet

If you're in the Northern area, check out this job at the City of Sacramento Department.

They're looking to fill a Communications role.

Deadline to apply is Nov 16. [governmentjobs.com/c](http://governmentjobs.com/c)

...

 **CAPIO**  
@CAPIOTweet

CAPIO member Lael V recently received his A

"I started my career as a firefighter and storyteller because I love exploring relationships with people and explaining work. After working in the fire sector for a few years,

[Embed](#)

[v](#)



B

**MINUTES OF REGULAR MEETING OF THE COMMISSIONERS OF THE ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION, SEPTEMBER 13, 2018.**

*A regular meeting of the Commissioners of the Antelope Valley State Water Contractors Association was held Thursday, September 13, 2018, at the Palmdale Water District at 2029 East Avenue Q, Palmdale. Chair Parris called the meeting to order at 6:01 p.m.*

**1) Pledge of Allegiance.**

At the request of Chair Parris, Commissioner Hogan led the pledge of allegiance.

**2) Roll Call.**

**Attendance:**

Robert Parris, Chair  
Barbara Hogan, Vice Chair  
Leo Thibault, Treasurer-Auditor  
Kathy Mac Laren, Secretary  
Keith Dyas, Commissioner  
Marco Henriquez, Commissioner

**Others Present:**

Peter Thompson, Assistant General Manager  
Dennis Hoffmeyer, Controller  
Dwayne Chisam, AVEK General Manager  
James Chaisson, LCID General Manager  
Vincent Dino, PWD Director (Alt. Cmsnr.)  
Danielle Henry, Administrative Assistant  
1 member of the public

**3) Adoption of Agenda.**

It was moved by Commissioner Mac Laren, seconded by Commissioner Hogan, and unanimously carried by all members of the Board of Commissioners present at the meeting to adopt the agenda, as written.

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

There were no public comments.

**5) Consideration and Possible Action on Minutes of Regular Meeting Held August 9, 2018.**

It was moved by Commissioner Mac Laren, seconded by Commissioner Thibault, and unanimously carried by all members of the Board of Commissioners present at the meeting to approve the minutes of the regular meeting held August 9, 2018, as written.

**6) Payment of Bills.**

Commissioner Thibault reviewed the bills received for payment and then moved to pay the bills received from PWD in the amount of \$888.70 for staff services, from AVEK in the amount of \$1,542.86 for staff services, and from AV Web Designs in the amount of \$199.95 for the recurring monthly AVSavesWater.com website charge for September, 2018. The motion was seconded by Commissioner Henriquez and unanimously carried by all members of the Board of Commissioners present at the meeting.

**7) Consideration and Possible Action on Participation of SMART Water Expo with the 2019 Home Show & Craft Fair. (Chair Parris)**

After a brief discussion of the benefits of hosting the SMART Water Expo in conjunction with the Home Show & Craft Fair and of the water conservation garden banner locations at the Antelope Valley Fairgrounds, it was moved by Commissioner Henriquez, seconded by Commissioner Mac Laren, and unanimously carried by all members of the Board of Commissioners present at the meeting to approve participation of the SMART Water Expo with the 2019 Home Show & Craft Fair with the sponsorship amount of \$10,000.00 divided among the Association's member agencies according to State Water Project Table A allocations.

**8) Discussion and Possible Action on Amendment to the Association's Agreement for Office and Administrative Services Provided by the Member Agencies. (General Manager Knudson/Assistant General Manager Thompson II)**

Assistant General Manager Thompson II reviewed the need to amend the Association's Agreement for Office and Administrative Services regarding staff members' hourly rates after which it was determined that a proposed amendment will be presented for consideration at the next meeting.

**9) Discussion and Possible Action on the Development of a Mutual Aide Agreement. (Assistant General Manager Thompson II)**

Assistant General Manager Thompson II requested direction for the preparation of a Mutual Aide Agreement outlining member agencies' assistance to one another during emergencies and in times of need, and after a brief discussion of the emergency

water mainline break in Highway 138 recently repaired by PWD crew members for LCID, it was determined to present this item for consideration at the next meeting.

**10) Status Update on the Big Rock Creek Joint Groundwater Recharge Project. (General Manager Knudson/Assistant General Manager Thompson II)**

Assistant General Manager Thompson II provided a brief update of the Big Rock Creek Joint Groundwater Recharge Project including groundwater monitoring well locations for the Project's Feasibility Study and the need to schedule a meeting with the Department of Water Resources to discuss the use of existing blow-off valves near Big Rock Creek for the pilot project testing.

**11) Status Update on the Financial Analysis Study for Providing Replacement Water to the Antelope Valley. (General Manager Knudson/Assistant General Manager Thompson II)**

Assistant General Manager Thompson II provided a brief update on the Financial Analysis Study for Providing Replacement Water to the Antelope Valley including the scope of work and project schedule with Raftelis Financial Consultants and the historical costs associated with the capital and operation & maintenance of the State Water Project followed by a brief discussion of the factors that may be taken into consideration to determine the cost of replacement water.

**12) Discussion and Possible Action on Plan to Maximize the Use of Available Recycled Water in the Antelope Valley. (Chair Parris/General Manager Knudson)**

Chair Parris provided an overview of the AVSWCA Strategic Water Plan Ad Hoc Committee meeting held on August 22, 2018, and after a lengthy discussion of creating a scope of work and request for proposals for an east side recycled water line project, of recycled water grant opportunities, of the potential regional stakeholders, of the formation of a new joint powers authority, of the Integrated Regional Water Management Plan (IRWMP) update process, of the Watermaster, and of the financial costs, risks and benefits to the member agencies to initiate this project, it was moved by Commissioner MacLaren, seconded by Commissioner Henriquez, and unanimously carried by all members of the Board of Commissioners present at the meeting to direct staff to begin the IRWMP application process to include the proposed east side recycled water line with the next IRWMP update and grant funding opportunity.

Chair Parris then requested that the AVSWCA Ad Hoc Committee meet on September 26, 2018 immediately following the Watermaster Board meeting.

**13) Report of General Manager.**

**a) Update on Antelope Valley Watermaster Meetings.**

Assistant General Manager Thompson II stated that the current focus of the Watermaster Engineer is the completion of the Rules and Regulations; that the 2018 variable assessment invoices for the Public Water Suppliers have been mailed; and that the Watermaster's General Counsel is working on solutions for non-responsive pumpers as well as pumpers outside of the Adjudication Judgment.

**b) Update on Antelope Valley IRWMP Stakeholder Meetings.**

There was no report.

**c) Update on Fremont Basin IRWMP Stakeholder Meetings.**

There was no report.

**14) Report of Controller.**

**a) Update on Revenue, Expenses and Change in Net Position.**

Controller Hoffmeyer provided a brief update of the Association's revenue, expenses, and change in net position for year ending August 30, 2018 and stated that some payments for the General Program and Restricted Funds have been received.

Controller Hoffmeyer then stated that the Commissioners approved merging content from the AVSavesWater.com to the AVSWCA.org website one year ago; that payment was made to Interactive Educational Services, Inc. to upgrade the Association's website for the merge; but that the Association continues to make monthly payments to AV Web Designs for the management of the AVSavesWater.com website after which it was determined to add an update on this item to the next meeting agenda.



**15) Reports of Commissioners.**

**a) Status Update on Conservation Garden at the Antelope Valley Fairgrounds. (Chair Parris/Commissioner Mac Laren)**

Chair Parris stated that the Association is in contract with the Antelope Valley Fair Association for the development of a conservation garden in the La Plaza area of the Fairgrounds for the next three years; that the Association's sponsorship of the SMART Water Expo with the 2019 Home Show and Craft Fair will include an additional conservation garden and marketing near the front entrance of the Fairgrounds; and that he has had discussions with representatives from the City of Lancaster and the City of Palmdale regarding the proposed east side recycled water line as a regional project and will invite both Cities to attend the next AVSWCA Strategic Water Ad Hoc Committee meeting as potential stakeholders of this proposed project.

Commissioner Mac Laren reported that she has been appointed to the Antelope Valley Fair 50<sup>th</sup> District Agriculture Association Board of Directors.

There were no further reports.

**16) Report of Attorney.**

There was no report.

**17) Commission Members' Requests for Future Agenda Items.**

It was determined that "Status Update on the Big Rock Creek Joint Groundwater Recharge Project," "Status Update on the Financial Analysis Associated with the Cost of Providing Replacement Water to the Antelope Valley," and "Discussion on Concepts of Maximizing the Use of Available Recycled Water in the Antelope Valley" will remain on the next meeting agenda and that "Consideration and Possible Action on Amendment to the Association's Agreement for Office and Administrative Services Provided by the Member Agencies," "Consideration and Possible Action on Approval of Mutual Aide Agreement," and "Status Update on the AVSavesWater.com and AVSWCA.org website merge" will be added to the next meeting agenda.

There were no further requests for future agenda items.

**18) Consideration and Possible Action on Scheduling the Next Association Meeting October 11, 2018.**

After a brief discussion of scheduling Ethics AB 1234 training and the next Association meeting on the same day, it was determined that the next regular meeting of the Association will be held on October 18, 2018 at 6:00 p.m. at Palmdale Water District.

**20) Adjournment.**

There being no further business to come before the Commissioners, the regular meeting of the Commissioners of the Antelope Valley State Water Contractors Association was adjourned at 7:22 p.m.

  
Secretary

**MINUTES OF MEETING OF THE FINANCE COMMITTEE OF THE PALMDALE WATER DISTRICT, SEPTEMBER 20, 2018:**

*A meeting of the Finance Committee of the Palmdale Water District was held Thursday, September 20, 2018, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Henriquez called the meeting to order at 4:33 p.m.*

**1) Roll Call.**

**Attendance:**

Finance Committee:  
Marco Henriquez, Chair  
Robert Alvarado, Committee  
Member

**Others Present:**

Dennis LaMoreaux, General Manager  
Adam Ly, Assistant General Manager  
Judy Shay, Public Affairs Director  
Dennis Hoffmeyer, Accounting Supervisor  
Bob Egan, Financial Advisor via Skype  
Dawn Deans, Executive Assistant  
0 members of the public

**2) Adoption of Agenda.**

It was moved by Committee Member Alvarado, seconded by Chair Henriquez, and unanimously carried by all members of the Committee present at the meeting to adopt the agenda, as written.

**3) Public Comments on Non-Agenda Items.**

There were no public comments on non-agenda items.

**4) Action Items:**

**4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held August 23, 2018.**

It was moved by Committee Member Alvarado, seconded by Chair Henriquez, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Finance Committee meeting held August 23, 2018, as written.

**4.2) Discussion and Overview of Cash Flow Statement and Current Cash Balances as of July 2018. (Financial Advisor Egan)**

Financial Advisor Egan reviewed the investment funds report as of July 31, 2018, including the balance decrease due to a transfer to the checking account and bond payments, and the cash flow statement, including water sales, low cash months, assessments, and the projected year-end balance.

**4.3) Discussion and Overview of Financial Statements, Revenue, and Expense and Departmental Budget Reports for July 2018. (Finance Manager Williams)**

Accounting Supervisor Hoffmeyer reviewed in detail the balance sheet, profit and loss statement, year-to-year comparisons, month-to-month comparisons, consumption comparisons, and revenue and expense analysis reports for the period ending July 2018 and stated that most departments are operating at or below the targeted expenditure percentage of 58%.

**4.4) Discussion and Overview of Committed Contracts Issued. (Finance Manager Williams)**

Accounting Supervisor Hoffmeyer provided an overview of the updated Contractual Commitments and Needs for 2018 Report for new and replacement capital projects, consulting and engineering support projects, new and replacement equipment, water quality fee funded projects, committed and projected capital expenditures, and available funding sources.

**4.5) Consideration and Possible Action on Resolution No. 18-10 Being a Resolution of the Board of Directors of the Palmdale Water District Adopting a Reserve Policy. (Finance Manager Williams)**

General Manager LaMoreaux reviewed the update to the District's Reserve Policy, and after a brief discussion of the Policy and of the need to maintain cash and reserves, it was moved by Committee Member Alvarado, seconded by Chair Henriquez, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to approve Resolution No. 18-10 being a Resolution of the Board of Directors of the Palmdale Water District Adopting a Reserve Policy and that this item be presented to the full Board for consideration at the September 25, 2018 Regular Board meeting.

**4.6) Discussion and Overview of Key Points of 2019 Budget. (Finance Manager Williams)**

Accounting Supervisor Hoffmeyer provided a detailed overview of the preliminary 2019 Budget, including projected water sales, department budgets, and projected expenses, followed by discussion of minimizing unexpected large expenditures and the timeline to adopt the final budget at the first Regular Board Meeting in November.

**5) Information Items.**

**5.1) Status of Debt Service Coverage. (Financial Advisor Egan)**

Financial Advisor Egan stated that the Debt Service Coverage for the period of August 2017 through July 2018 is 1.39 and meets the required Debt Service Coverage.

**5.2) Other.**

There were no further information items.

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

There were no requests for future agenda items.

It was then determined that the next Finance Committee meeting will be held tentatively on October 17, 2018 at 4:30 p.m.

**7) Adjournment.**

There being no further business to come before the Finance Committee, the meeting was adjourned at 5:33 p.m.

  
Chair