



# PALMDALE WATER DISTRICT

2029 East Avenue Q • Palmdale, California 93550 • Telephone (661) 947-4111  
Fax (661) 947-8604  
[www.palmdalewater.org](http://www.palmdalewater.org)

## Board of Directors

ROBERT E. ALVARADO  
Division 1

JOE ESTES  
Division 2

GLORIA DIZMANG  
Division 3

KATHY MAC LAREN  
Division 4

VINCENT DINO  
Division 5

LAGERLOF, SENECA, GOSNEY & KRUSE LLP  
Attorneys



March 6, 2014

***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  
Wednesday, March 12, 2014  
7:00 p.m.***

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

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale. 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.

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.
- 2) Roll Call.
- 3) Adoption of Agenda.
- 4) Public comments for non-agenda items.
- 5) Presentations:
  - 5.1) ACWA/JPIA Insurance Rebate. (Melody McDonald, ACWA/JPIA Executive Committee)

- 6) Action Items - Consent 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.)
  - 6.1) Approval of minutes of regular meeting held February 26, 2014.
  - 6.2) Payment of bills for March 12, 2014.
  - 6.3) Approval of District membership in Greater Antelope Valley Economic Alliance. (\$2,500.00 – Budgeted – General Manager LaMoreaux)
- 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) Status report on Cash Flow Statement and Current Cash Balances as of January 31, 2014. (Financial Advisor Egan/Finance Committee)
  - 7.2) Status report on Financial Statements, Revenue and Expense and Departmental Budget Reports for January 31, 2014. (Finance Manager Williams/Finance Committee)
  - 7.3) Status report on committed contracts issued. (Assistant General Manager Knudson/Finance Committee)
  - 7.4) Consideration and possible action on Contract Services Agreement for General Counsel Services between the District and Aleshire & Wynder LLP. (Budgeted – General Manager LaMoreaux)
  - 7.5) Consideration and possible action on proposal received from The Mathis Group for recruitment of PIO/Conservation revised position. (\$15,560.00 – Budgeted – General Manager LaMoreaux)
  - 7.6) Consideration and possible action on proposal received from The Mathis Group for conducting Administrative/Executive Assistants Orientation and Coaching. (\$5,500.00 – Budgeted – General Manager LaMoreaux)
  - 7.7) Consideration and possible action on recruitment for one Service Worker I position. (Budgeted – General Manager LaMoreaux)
  - 7.8) Consideration and possible action on Board and staff attendance at conferences, seminars, and training sessions as follows:
    - a) American Water Works Association 2014 CA-NV Section AWWA Spring Conference to be held March 24 – 27, 2014 in Anaheim.
    - b) Basic Supervisor seminar to be held April 7, 2014 in Lancaster.
    - c) Business Writing and Grammar Skills Made Easy and Fun seminar to be held April 30 – May 1, 2014 in Pasadena.
- 8) Information Items:
  - 8.1) Reports of Directors: Meetings, Committee meetings, and general report.

- 8.2) Report of General Manager.
- 8.3) Report of Attorney.
- 9) Public comments on closed session agenda matters.
- 10) Closed session under:
  - 10.1) Government Code Section 54956.9(d)(1), pending litigation: *Antelope Valley Ground Water Cases*.
  - 10.2) Government Code Section 54956.9(d)(1), pending litigation: *United States, et al. v. J-M Manufacturing Company, Inc., et al., United States District Court for the Central District of California Case No. ED CV06-0055-GW*.
  - 10.3) Government Code Section 54956.9(d)(1), pending litigation: *Central Delta Water Agency vs. Department of Water Resources, Sacramento Superior Court Case No. 34-2010-80000561*.
  - 10.4) Government Code Section 54956.9(d)(1), pending litigation: *Velez v. City of Palmdale, et al, Los Angeles Superior Court Case No. MC023216*.
  - 10.5) Government Code Section 54956.9(d)(1), pending litigation: *Omar Ramirez v. Palmdale Water District*.
- 11) Public report of any action taken in closed session.
- 12) Board members' requests for future agenda items.
- 13) Adjournment.

  
DENNIS D. LaMOREAUX,  
General Manager

DDL/dd

**RE:     *AGENDA ITEM NO. 6.3 – APPROVAL OF DISTRICT MEMBERSHIP  
IN GREATER ANTELOPE VALLEY ECONOMIC ALLIANCE.***

- GAVEA invoice dated 3/3/14 in the amount of \$2,500.00.





Greater Antelope Valley  
**Economic Alliance**  
*Allies for Enterprise*

1028 W. Ave L-12 #101  
Lancaster, CA 93534

# Invoice

| Date     | Invoice # |
|----------|-----------|
| 3/3/2014 | 1186      |

Palmdale Water District  
Dennis LaMoreaux  
2029 E Ave Q  
Palmdale, CA 93550

Due Date

4/1/2014

| Description   | Amount            |
|---|-------------------|
| GAVEA Membership Dues   | 2,500.00          |
| Thank you for your continued support of the Greater Antelope Valley Economic Alliance |                   |
| <b>Total</b>  | <b>\$2,500.00</b> |

|                |                |                    |                   |
|----------------|----------------|--------------------|-------------------|
|                |                |                    |                   |
| (661) 945-2741 | (661) 945-7711 | info@aveconomy.org | www.aveconomy.org |

**PALMDALE  
WATER DISTRICT  
BOARD MEMORANDUM**

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|              |  |                |
|--------------|--|----------------|
| <b>DATE:</b> | March 6, 2014  | March 12, 2014 |
| <b>TO:</b>   | BOARD OF DIRECTORS   | Board Meeting  |
| <b>FROM:</b> | Mr. Bob Egan, Financial Advisor  |                |
| <b>RE:</b>   | <i>AGENDA ITEM NO. 7.1 – STATUS REPORT ON CASH FLOW STATEMENT<br/>AND CURRENT CASH BALANCES AS OF JANUARY 31, 2014</i> |                |

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Attached is the Investment Funds Report and current cash balance as of January 31, 2014. The reports will be reviewed in detail at the Board meeting.

PALMDALE WATER DISTRICT  
INVESTMENT FUNDS REPORT

|                                  |   |                         | January 31, 2014 |       |              | January-14           | December-13          |
|----------------------------------|---|-------------------------|------------------|-------|--------------|----------------------|----------------------|
|                                  | DESCR                                   |                         |                  |       |              |                      |                      |
| <b>CASH</b>                      |   |                         |                  |       |              |                      |                      |
| 0-0103                           | Citizens/US Bank - Checking             |                         |                  |       |              | 458,642.37           | 1,258,328.82         |
| 0-0104                           | Citizens- Merchant                      |                         |                  |       |              | 139,762.21           | 120,156.09           |
|                                  |   |                         |                  |       | Bank cash    | 598,404.58           | 1,378,484.91         |
| 0-0119                           | PETTY CASH                              |                         |                  |       |              | 300.00               | 300.00               |
| 0-0120                           | CASH ON HAND                            |                         |                  |       |              | 3,400.00             | 3,400.00             |
|                                  | <b>TOTAL CASH</b>                       |                         |                  |       |              | <b>602,104.58</b>    | <b>1,382,184.91</b>  |
| <b>INVESTMENTS</b>               |   |                         |                  |       |              |                      |                      |
| 0-0110                           | UBS ACCOUNT SS 11469 GG                 |                         |                  |       |              |                      |                      |
|                                  | UBS RMA Government Portfolio            |                         |                  |       |              | 6,219,958.02         | 5,582,976.73         |
|                                  | UBS Bank USA Dep acct                   |                         |                  |       |              | 250,000.00           | 250,000.00           |
|                                  |   |                         |                  |       |              | 6,469,958.02         | 5,832,976.73         |
| 0-1110                           | UBS ACCOUNT SS 11475 GG                 |                         |                  |       |              |                      |                      |
|                                  | UBS Bank USA Dep acct                   |                         |                  |       |              | 250,000.00           | 250,000.00           |
|                                  | UBS RMA Government Portfolio            |                         |                  |       |              | 200,400.97           | 200,393.18           |
|                                  |   |                         |                  |       |              | 450,400.97           | 450,393.18           |
| 0-0115                           | LAIF                                    |                         |                  |       |              | 11,712.80            | 11,705.26            |
| 0-0111                           | UBS ACCOUNT SS 11432 GG                 |                         |                  |       |              |                      |                      |
|                                  | UBS Bank USA Dep acct                   |                         |                  |       |              | 250,000.00           | 250,000.00           |
|                                  | UBS RMA Government Portfolio            |                         |                  |       |              | 77,565.15            | 74,557.54            |
|                                  | Accrued interest                        |                         |                  |       |              | 7,243.11             | 6,741.98             |
| <b>US GOVERNMENT SECURITIES:</b> |   |                         |                  |       |              |                      |                      |
|                                  | ISSUE                                   |                         | EXPIR            |       |              | MARKET               | MARKET               |
|                                  | DATE                                    | ISSUER                  | DATE             | RATE  | PAR          | VALUE                | VALUE                |
|                                  |   | FNMA                    | 10/26/15         | 1.625 | 500,000      | 511,220.00           | 510,925.00           |
|                                  |   | FNMA                    | 06/28/17         | 1.125 | 500,000      | 500,840.00           | 499,480.00           |
|                                  |   | FNMA                    | 07/17/17         | 1.2   | 500,000      | 498,510.00           | 496,055.00           |
|                                  |   | FHLB                    | 12/28/17         | 0.95  | 500,000      | 493,005.00           | 488,525.00           |
|                                  |   |                         |                  |       |              |                      |                      |
|                                  |   |                         |                  |       |              |                      |                      |
|                                  |   |                         |                  |       | 2,000,000    | 2,003,575.00         | 1,994,985.00         |
| <b>CD'S</b>                      |   |                         |                  |       |              |                      |                      |
|                                  | 1                                       | Bank of India           | 05/07/14         | 0.50  | 240,000      | 240,028.80           | 239,997.60           |
|                                  | 2                                       | Bank of Baroda          | 11/12/14         | 0.45  | 240,000      | 239,796.00           | 239,604.00           |
|                                  | 3                                       | GE Capital Bank         | 05/01/15         | 0.60  | 64,000       | 63,921.92            | 63,861.12            |
|                                  | 4                                       | Ally Bank               | 05/06/15         | 0.60  | 240,000      | 239,697.60           | 239,464.80           |
|                                  | 5                                       | Sallie Mae Bank         | 11/06/15         | 0.85  | 240,000      | 239,978.40           | 239,611.20           |
|                                  | 6                                       | Goldman Sachs Bk        | 11/07/16         | 1.00  | 240,000      | 238,982.40           | 239,124.00           |
|                                  | 7                                       | CIT Bank                | 11/06/17         | 1.60  | 240,000      | 239,872.80           | 239,150.40           |
|                                  | 8                                       | BMW Bank                | 11/15/18         | 2.00  | 240,000      | 239,402.40           | 238,903.20           |
|                                  |   |                         |                  |       | 1,744,000    | 1,741,680            | 1,739,716            |
|                                  |   |                         |                  |       |              |                      |                      |
|                                  | <b>TOTAL MANAGED ACCOUNT</b>            |                         |                  |       |              | <b>4,080,063.58</b>  | <b>4,066,000.84</b>  |
|                                  |   |                         |                  |       |              |                      |                      |
|                                  | <b>TOTAL INVESTMENTS</b>                |                         |                  |       |              | <b>11,012,135.37</b> | <b>10,361,076.01</b> |
|                                  |   |                         |                  |       |              |                      |                      |
|                                  | UBS ACCOUNT SS 24016                    | Rate Stabilization Fund |                  |       |              | 480,006.00           | 480,000              |
|                                  |   |                         |                  |       |              |                      |                      |
|                                  | <b>GRAND TOTAL CASH AND INVESTMENTS</b> |                         |                  |       |              | <b>12,094,245.95</b> | <b>12,223,260.92</b> |
|                                  |   |                         |                  |       |              |                      |                      |
|                                  | Summary:                                |                         |                  |       |              |                      |                      |
|                                  | Checking                                |                         | 602,105          |       | Incr (Decr)  | (129,014.97)         |                      |
|                                  | UBS MM                                  |                         | 6,920,359        |       |              |                      |                      |
|                                  | LAIF                                    |                         | 11,713           |       |              |                      |                      |
|                                  | UBS Investment                          |                         | 4,080,064        |       |              |                      |                      |
|                                  | Rate Stab fund                          |                         | 480,006          |       | BNY Mellon   |                      |                      |
|                                  | Total                                   |                         | 12,094,246       |       | Construction | 7,488,642.96         | 7,772,070.99         |
|                                  |   |                         |                  |       |              |                      |                      |

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# **PALMDALE WATER DISTRICT BOARD MEMORANDUM**

**DATE:** February 26, 2014 **March 12, 2014**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Michael Williams, Finance Manager/CFO  
**VIA:** Mr. Dennis LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.2 – STATUS REPORT ON 2014 FINANCIAL STATEMENTS, REVENUE AND EXPENSE AND DEPARTMENTAL BUDGET REPORTS FOR JANUARY 31, 2014***

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## **Discussion:**

Presented here are the Balance Sheet and Profit/Loss Statement for the period ending January 31, 2014. Also included are Year-To-Year Comparisons and Month-To-Month Comparisons for both revenue and expense. Finally, I have provided individual departmental budget reports for the month of January, 2014.

This is the first month of the District's Budget Year 2014. The target percentage is 8.3%. Revenues ideally are at or above, and expenditures ideally are below.

## **Balance Sheet:**

- Page 1 is our balance sheet on January 31, 2014.
- Most significant change is our Assessments Receivable has decreased by \$600K due to the payment received in this month.

## **Profit/Loss Statement:**

- Page 3 is our profit/loss statement on January 31, 2014.
- Operating revenue is at 6.7% of budget. It's early in the budget year, and January is a low consumption month. The percentages are usually lower than target this time of year.
- Cash operating expense is at 8.3% of budget.
- Three departments are over the target 8.3%. Those are Administration, Engineering and Finance. I will discuss in more detail later in the report.

## **Year-To-Year Comparison P&L:**

- Page 7 is our comparison of January, 2013 to January, 2014.
- Total operating revenue is about even.
- Operating expenditures are up by \$750K, or 59%. There were three departments that made some budgeted expenditures early in the budget year as compared to last year.
- Page 8 is a graphic presentation of the water consumption comparison. Units billed in acre feet were up by 33, or 3.5%. Total revenue per unit sold is down \$0.14, or 3.49%, and total revenue per connection is down \$0.29, or .5%.

FINANCE COMMITTEE  
PALMDALE WATER DISTRICT

VIA: Mr. Dennis LaMoreaux, General Manager

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February 26, 2014

**Revenue Analysis Year-To-Date:**

- Page 9 is our comparison of revenue, year-to-date.
- Operating revenue through January, 2014 is about even compared to 2013.
- Retail water sales are down by \$11K from last year. This is an indication less customers are exceeding their water budget allocation this month, because we sold more water this year than last.
- Revenue for January, 2014 is at 6.76% of budget; last year we were at 7.22% of budget, but our revenue budget number is higher this year by \$1.3MM.

**Expense Analysis Year-To-Date:**

- Page 11 is our comparison of expense, year-to-date.
- Cash Operating Expenses through January, 2014 are up by \$750K, or 37%, compared to 2013, again due to early budget year departmental expenses.
- Total Expenses are up \$718K, or 31%, for the same reasons.

**Departments:**

- Pages 14 through 22 are detailed budgets of each department. As stated earlier, three departments are over the target percentage. Those are Administration, Engineering, and Finance.
- Page 15 is Administration. There was a payment of \$590K on the Woods Settlement that makes the percentage high early in the year.
- Page 16 is Engineering. There was a payment of \$40K for the GIS system that makes the percentage high.
- Page 19 is Finance. There were some repairs on large meters performed. These repairs were pending from previous year and finally completed in January. There is the continued expense of meter exchanges. Finally, there were beginning of the year purchases for supplies and forms. Again, these purchases in the beginning of the year cause the percentage to show high.

**Non-Cash Definitions:**

**Depreciation:** This is the spreading of the total expense of a capital asset over the expected life of that asset.

**OPEB Accrual Expense:** Other Post Employment Benefits (OPEB) is the recognized annual required contribution to the benefit. The amount is actuarially determined in accordance with the parameters of GASB 45. The amount represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year.

**Bad Debt:** The uncollectible accounts receivable that has been written off.

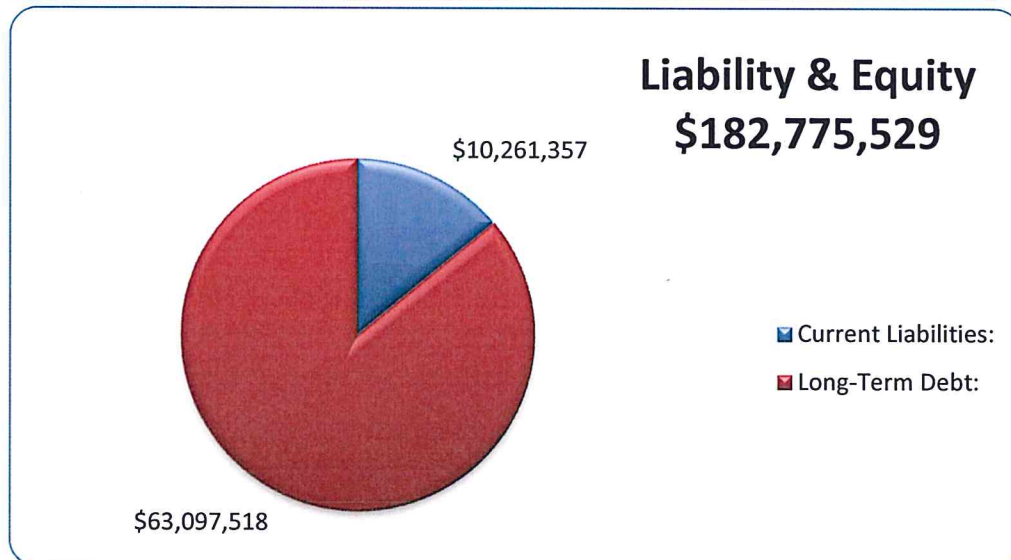
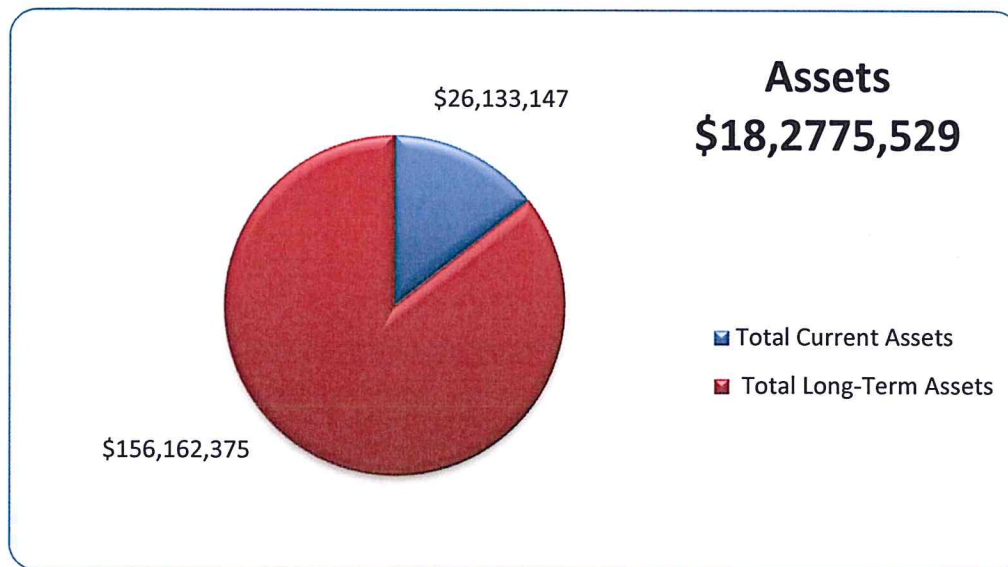
**Service Cost Construction:** The value of material, parts & supplies from inventory used to construct, repair and maintain our asset infrastructure.

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

**Palmdale Water District**  
**Balance Sheet Report**  
**For the One Month Ending 1/31/2014**

|   | <u>January<br/>2014</u>      | <u>December<br/>2013</u>     |
|---|------------------------------|------------------------------|
| <b>ASSETS</b>                                       |                              |                              |
| <b>Current Assets:</b>                              |                              |                              |
| Cash and Cash Equivalents                           | \$ 602,105                   | \$ 1,382,140                 |
| Investments   | 11,012,135                   | 10,354,334                   |
| 2013A Bonds - Project Funds                         | 7,488,643                    | 7,761,016                    |
|   | <u>\$ 19,102,883</u>         | <u>\$ 19,497,490</u>         |
| <b>Receivables:</b>                                 |                              |                              |
| Accounts Receivables - Water Sales                  | \$ 1,625,172                 | \$ 1,882,658                 |
| Accounts Receivables - Miscellaneous                | 57,460                       | 65,858                       |
| Allowance for Uncollected Accounts                  | (257,023)                    | (257,023)                    |
|   | <u>\$ 1,425,609</u>          | <u>\$ 1,691,493</u>          |
| Interest Receivable                                 | \$ -                         | \$ 6,750                     |
| Assessments Receivables                             | 4,554,660                    | 5,191,581                    |
| Meters, Materials and Supplies                      | 751,076                      | 829,522                      |
| Prepaid Expenses                                    | 298,920                      | 300,247                      |
| <b>Total Current Assets</b>                         | <u><b>\$ 26,133,147</b></u>  | <u><b>\$ 27,517,082</b></u>  |
| <b>Long-Term Assets:</b>                            |                              |                              |
| Property, Plant, and Equipment, net                 | \$ 115,342,829               | \$ 115,534,691               |
| Participation Rights in State Water Project, net    | 39,175,676                   | 38,757,005                   |
| Bond Issuance Cost, Net                             | 246,822                      | 246,822                      |
| 2013A Bonds - Cost of Issuance                      | 1,159,832                    | 1,159,832                    |
| 2013A Bonds - Insurance & Surety Bond               | 237,217                      | 237,883                      |
|   | <u><b>\$ 156,162,375</b></u> | <u><b>\$ 155,936,232</b></u> |
| <b>Restricted Cash:</b>                             |                              |                              |
| Rate Stabilization Fund                             | 480,006                      | 480,000                      |
| <b>Total Long-Term Assets &amp; Restricted Cash</b> | <u><b>\$ 156,642,381</b></u> | <u><b>\$ 156,416,232</b></u> |
| <b>Total Assets</b>                                 | <u><b>\$ 182,775,529</b></u> | <u><b>\$ 183,933,314</b></u> |
| <b>LIABILITIES AND DISTRICT EQUITY</b>              |                              |                              |
| <b>Current Liabilities:</b>                         |                              |                              |
| Current Interest Installment of Long-term Debt      | \$ 593,355                   | \$ 405,668                   |
| Current Principal Installment of Long-term Debt     | 1,942,205                    | 1,942,205                    |
| Accounts Payable and Accrued Expenses               | 4,862,718                    | 5,020,394                    |
| Deferred Assessments                                | 2,863,079                    | 3,500,000                    |
| <b>Total Current Liabilities</b>                    | <u><b>\$ 10,261,357</b></u>  | <u><b>\$ 10,868,267</b></u>  |
| <b>Long-Term Debt:</b>                              |                              |                              |
| Pension-Related Debt                                | \$ 1,141,041                 | \$ 1,141,041                 |
| OPEB Liability                                      | 7,888,789                    | 7,745,991                    |
| 2013A Water Revenue Bonds                           | 43,671,230                   | 43,673,481                   |
| 2012 - Certificates of Participation                | 9,980,816                    | 9,974,019                    |
| 2011 - Capital Lease Payable                        | 415,642                      | 415,642                      |
| <b>Total Long-Term Liabilities</b>                  | <u><b>\$ 63,097,518</b></u>  | <u><b>\$ 62,950,173</b></u>  |
| <b>Total Liabilities</b>                            | <u><b>\$ 73,358,875</b></u>  | <u><b>\$ 73,818,441</b></u>  |
| <b>District Equity</b>                              |                              |                              |
| Revenue from Operations                             | \$ (698,219)                 | \$ 682,169                   |
| Retained Earnings                                   | 110,114,873                  | 109,432,704                  |
| <b>Total Liabilities and District Equity</b>        | <u><b>\$ 182,775,529</b></u> | <u><b>\$ 183,933,314</b></u> |

## BALANCE SHEET AS OF JANUARY 31, 2014

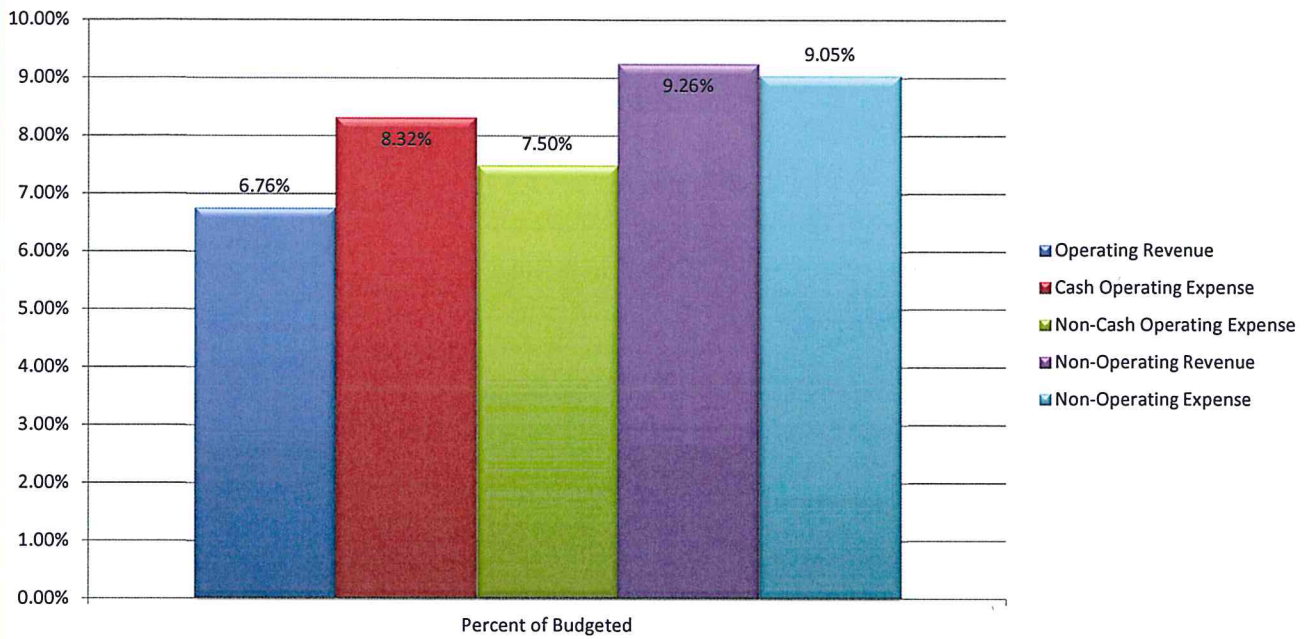




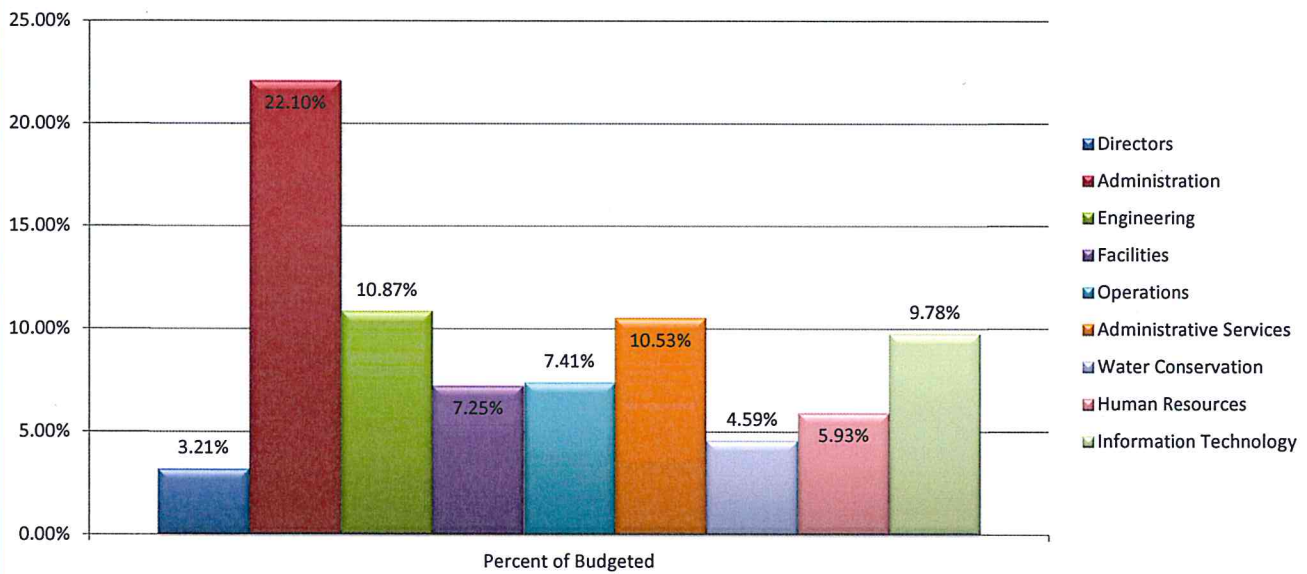
**Palmdale Water District**  
**Consolidated Profit and Loss Statement**  
**For the One Month Ending 1/31/2014**

|  | January               | Year-to-Date          | Adjustments | Adjusted Budget       | % of Budget   |
|--|-----------------------|-----------------------|-------------|-----------------------|---------------|
| <b>Operating Revenue:</b>                |                       |                       |             |                       |               |
| Wholesale Water                          | \$ 23                 | \$ 23                 |             | \$ 225,000            | 0.01%         |
| Water Sales                              | 478,202               | 478,202               |             | 9,053,000             | 5.28%         |
| Meter Fees                               | 926,190               | 926,190               |             | 11,255,000            | 8.23%         |
| Water Quality Fees                       | 84,806                | 84,806                |             | 1,638,000             | 5.18%         |
| Elevation Fees                           | 24,357                | 24,357                |             | 525,000               | 4.64%         |
| Other                                    | 136,378               | 136,378               |             | 1,700,000             | 8.02%         |
| <b>Total Water Sales</b>                 | <b>\$ 1,649,955</b>   | <b>\$ 1,649,955</b>   | <b>\$ -</b> | <b>\$ 24,396,000</b>  | <b>6.76%</b>  |
| <b>Cash Operating Expenses:</b>          |                       |                       |             |                       |               |
| Directors                                | \$ 3,671              | \$ 3,671              |             | \$ 114,500            | 3.21%         |
| Administration                           | 771,227               | 771,227               |             | 3,490,000             | 22.10%        |
| Engineering                              | 117,353               | 117,353               |             | 1,079,800             | 10.87%        |
| Facilities                               | 247,028               | 247,028               |             | 3,408,500             | 7.25%         |
| Operations                               | 404,042               | 404,042               |             | 5,453,500             | 7.41%         |
| Finance                                  | 312,635               | 312,635               |             | 2,968,750             | 10.53%        |
| Water Conservation                       | 12,394                | 12,394                |             | 270,000               | 4.59%         |
| Human Resources                          | 12,777                | 12,777                |             | 215,300               | 5.93%         |
| Information Technology                   | 81,063                | 81,063                |             | 828,600               | 9.78%         |
| Water Purchases                          | 26,140                | 26,140                |             | 2,400,000             | 1.09%         |
| OAP Charge (Prior Year)                  | -                     | -                     |             | 250,000               | 0.00%         |
| Water Recovery                           | -                     | -                     |             | (100,000)             | 0.00%         |
| Plant Expenditures                       | 22,571                | 22,571                |             | 2,143,500             | 1.05%         |
| GAC Filter Media Replacement             | -                     | -                     |             | 1,638,000             | 0.00%         |
| <b>Total Cash Operating Expenses</b>     | <b>\$ 2,010,900</b>   | <b>\$ 2,010,900</b>   | <b>\$ -</b> | <b>\$ 24,160,450</b>  | <b>8.32%</b>  |
| <b>Non-Cash Operating Expenses:</b>      |                       |                       |             |                       |               |
| Depreciation                             | \$ 553,924            | \$ 553,924            |             | \$ 7,350,000          | 7.54%         |
| OPEB Accrual Expense                     | 165,223               | 165,223               |             | 2,000,000             | 8.26%         |
| Bad Debts                                | 7,207                 | 7,207                 |             | 100,000               | 7.21%         |
| Service Costs Construction               | 4,510                 | 4,510                 |             | 125,000               | 3.61%         |
| Capitalized Construction                 | (88,053)              | (88,053)              |             | (1,000,000)           | 8.81%         |
| <b>Total Non-Cash Operating Expenses</b> | <b>\$ 642,811</b>     | <b>\$ 642,811</b>     | <b>\$ -</b> | <b>\$ 8,575,000</b>   | <b>7.50%</b>  |
| <b>Net Operating Profit/(Loss)</b>       | <b>\$ (1,003,756)</b> | <b>\$ (1,003,756)</b> | <b>\$ -</b> | <b>\$ (8,339,450)</b> | <b>12.04%</b> |
| <b>Non-Operating Revenues:</b>           |                       |                       |             |                       |               |
| Assessments (Debt Service)               | \$ 480,736            | \$ 480,736            |             | \$ 4,400,000          | 10.93%        |
| Assessments (1%)                         | 156,185               | 156,185               |             | 1,800,000             | 8.68%         |
| DWR Fixed Charge Recovery                | -                     | -                     |             | 100,000               | 0.00%         |
| Interest                                 | 14,335                | 14,335                |             | 25,000                | 57.34%        |
| Capital Improvement Fees                 | -                     | -                     |             | 150,000               | 0.00%         |
| State Grants                             | -                     | -                     |             | 485,000               | 0.00%         |
| Other                                    | 10,079                | 10,079                |             | 185,000               | 5.45%         |
| <b>Total Non-Operating Revenues</b>      | <b>\$ 661,335</b>     | <b>\$ 661,335</b>     | <b>\$ -</b> | <b>\$ 7,145,000</b>   | <b>9.26%</b>  |
| <b>Non-Operating Expenses:</b>           |                       |                       |             |                       |               |
| Interest on Long-Term Debt               | \$ 192,901            | \$ 192,901            |             | \$ 2,111,000          | 9.14%         |
| Amortization of SWP                      | 159,510               | 159,510               |             | 1,679,000             | 9.50%         |
| Water Conservation Programs              | 3,388                 | 3,388                 |             | 143,000               | 2.37%         |
| <b>Total Non-Operating Expenses</b>      | <b>\$ 355,799</b>     | <b>\$ 355,799</b>     | <b>\$ -</b> | <b>\$ 3,933,000</b>   | <b>9.05%</b>  |
| <b>Net Earnings</b>                      | <b>\$ (698,219)</b>   | <b>\$ (698,219)</b>   | <b>\$ -</b> | <b>\$ (5,127,450)</b> | <b>13.62%</b> |

### P & L BUDGET vs. ACTUAL



### DEPARTMENTAL - BUDGET vs. ACTUAL

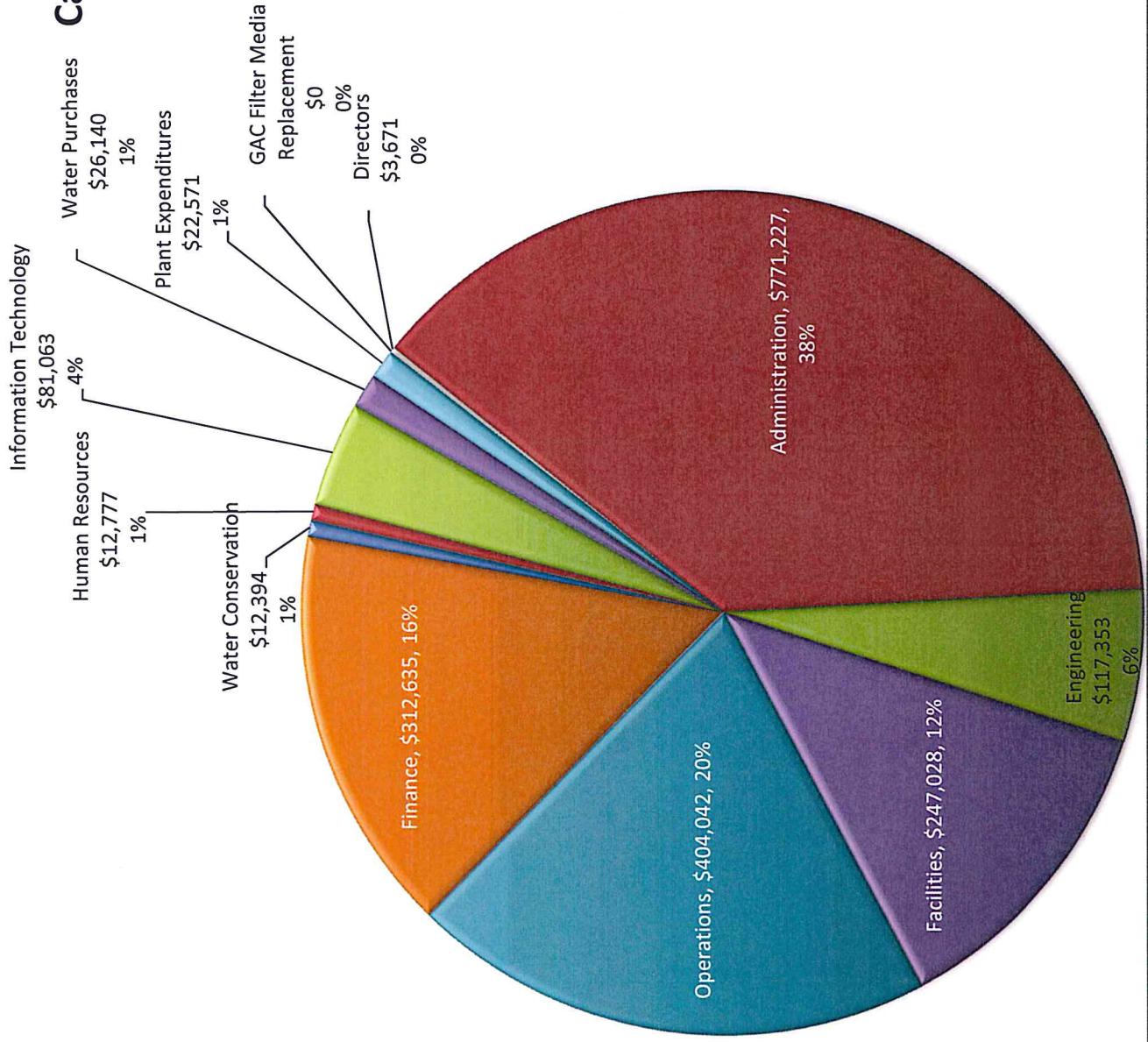




# Cash Operating Expenses

## YTD 01/31/14

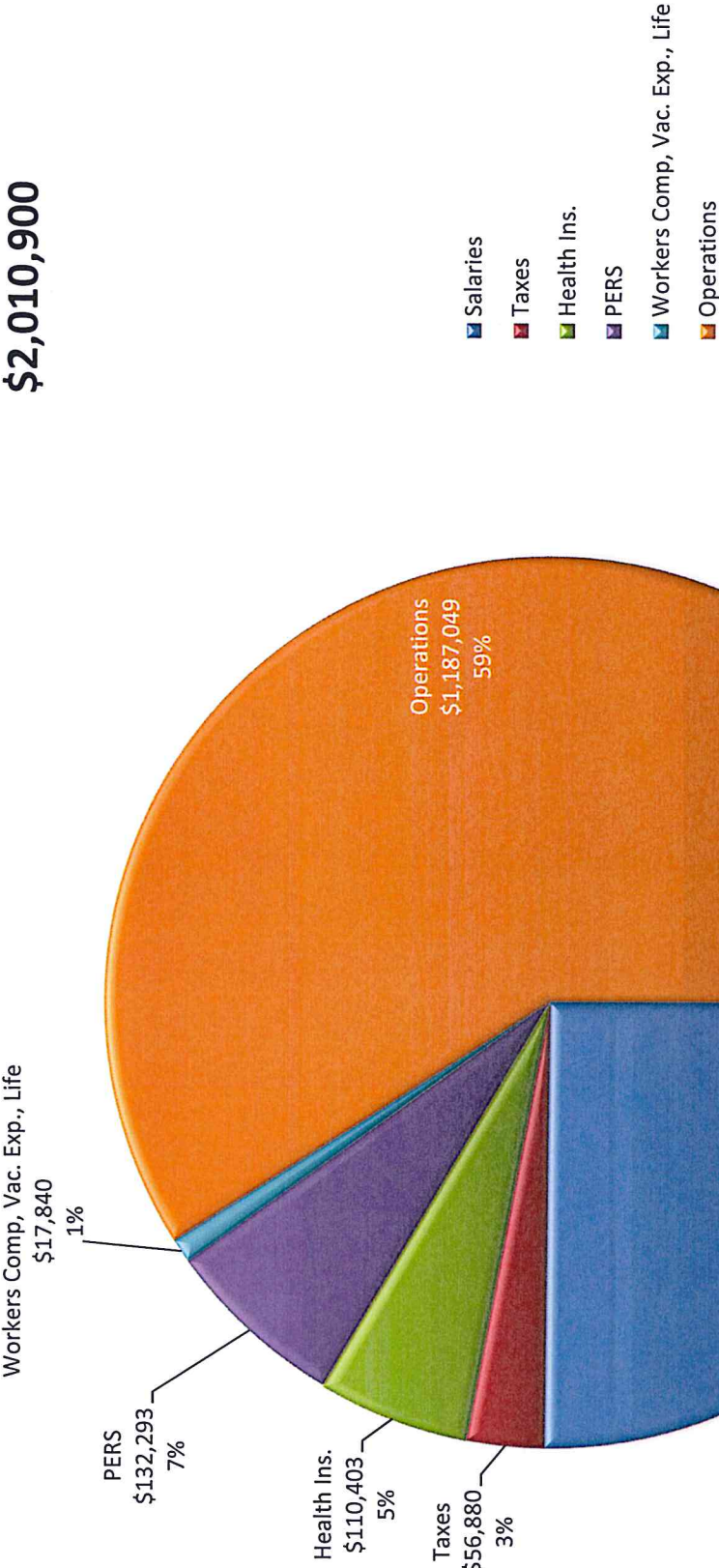
### \$2,010,900



Personnel to Operations Exp

YTD 01/31/14

\$2,010,900



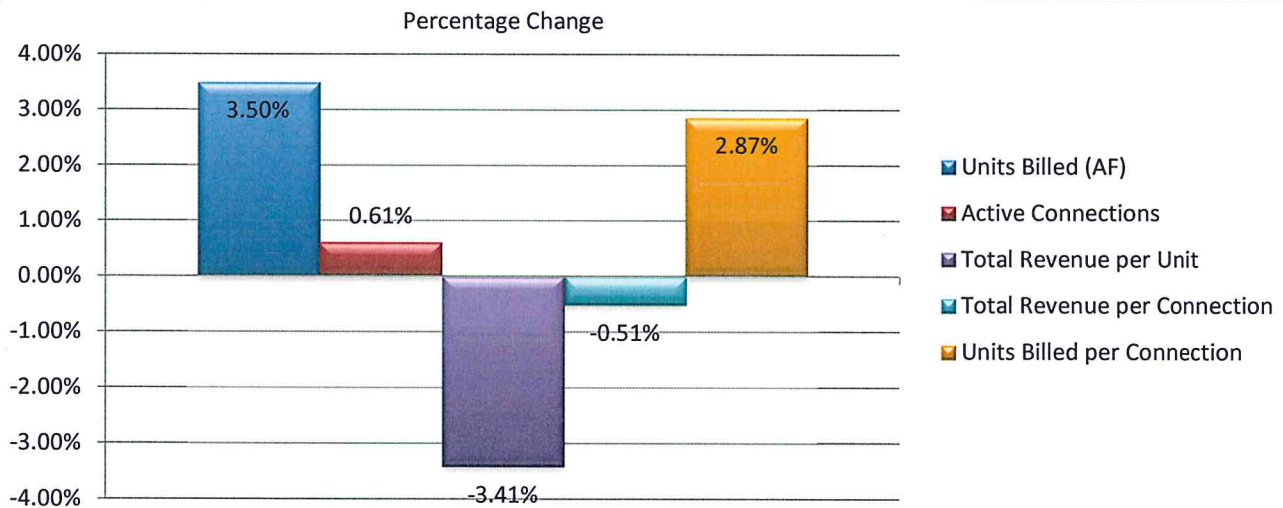
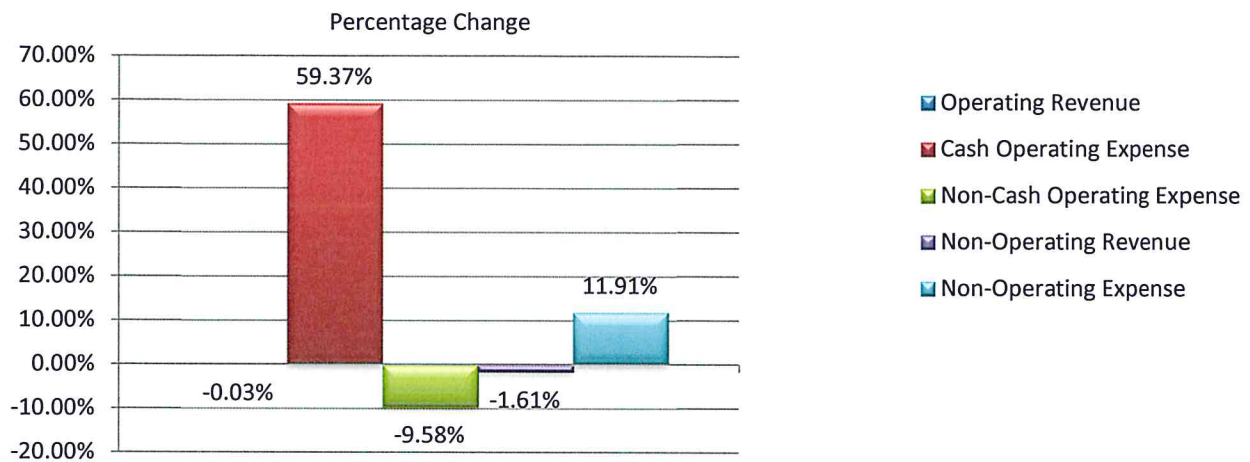


**Palmdale Water District**  
**Profit and Loss Statement**  
**Year-To-Year Comparison - January**

|  | 2013<br>January     | 2014<br>January       | Change              | %<br>Change     |              | Consumption Comparison |          |
|--|---------------------|-----------------------|---------------------|-----------------|--------------|------------------------|----------|
|  |                     |                       |                     |                 | Units Billed | 2013                   | 2014     |
| <b>Operating Revenue:</b>                |                     |                       |                     |                 |              | 411,324                | 425,717  |
| Wholesale Water                          | \$ 944              | \$ 23                 | \$ (921)            |                 | Active       | 26,194                 | 26,355   |
| Water Sales                              | 489,226             | 478,202               | (11,024)            | -2.25%          | Vacant       | 1,148                  | 998      |
| Meter Fees                               | 916,653             | 926,190               | 9,537               | 1.04%           |              |                        |          |
| Water Quality Fees                       | 82,265              | 84,806                | 2,541               | 3.09%           | Rev/unit     | \$ 4.01                | \$ 3.88  |
| Elevation Fees                           | 22,964              | 24,357                | 1,392               | 6.06%           | Rev/con      | \$ 57.73               | \$ 57.43 |
| Other                                    | 138,467             | 136,378               | (2,090)             | -1.51%          | Unit/con     | 15.70                  | 16.15    |
| <b>Total Water Sales</b>                 | <b>\$ 1,650,519</b> | <b>\$ 1,649,955</b>   | <b>\$ (563)</b>     | <b>-0.03%</b>   |              |                        |          |
| <b>Cash Operating Expenses:</b>          |                     |                       |                     |                 |              |                        |          |
| Directors                                | \$ 9,411            | \$ 3,671              | \$ (5,740)          | -60.99%         |              |                        |          |
| Administration                           | 177,509             | 771,227               | 593,718             | 334.47%         |              |                        |          |
| Engineering                              | 96,446              | 117,353               | 20,907              | 21.68%          |              |                        |          |
| Facilities                               | 218,619             | 247,028               | 28,410              | 13.00%          |              |                        |          |
| Operations                               | 360,301             | 404,042               | 43,741              | 12.14%          |              |                        |          |
| Finance                                  | 206,164             | 312,635               | 106,471             | 51.64%          |              |                        |          |
| Water Conservation                       | 17,537              | 12,394                | (5,143)             | -29.33%         |              |                        |          |
| Human Resources                          | 10,634              | 12,777                | 2,143               | 20.15%          |              |                        |          |
| Information Technology                   | 45,474              | 81,063                | 35,589              | 78.26%          |              |                        |          |
| Water Purchases                          | 156,723             | 26,140                | (130,583)           | -83.32%         |              |                        |          |
| Water Purchases-Prior Year OAP           | -                   | -                     | -                   |                 |              |                        |          |
| Water Recovery                           | (66,825)            | -                     | 66,825              | -100.00%        |              |                        |          |
| Capitalized Expenditures                 | 29,789              | 22,571                | (7,218)             | -24.23%         |              |                        |          |
| GAC Filter Media Replacement             | -                   | -                     | -                   |                 |              |                        |          |
| <b>Total Cash Operating Expenses</b>     | <b>\$ 1,261,780</b> | <b>\$ 2,010,900</b>   | <b>\$ 749,120</b>   | <b>59.37%</b>   |              |                        |          |
| <b>Non-Cash Operating Expenses:</b>      |                     |                       |                     |                 |              |                        |          |
| Depreciation                             | \$ 592,072          | \$ 553,924            | \$ (38,149)         | -6.44%          |              |                        |          |
| OPEB Accrual Expense                     | 147,678             | 165,223               | 17,545              | 11.88%          |              |                        |          |
| Bad Debts                                | 4,566               | 7,207                 | 2,641               | 57.85%          |              |                        |          |
| Service Costs Construction               | 30,122              | 4,510                 | (25,612)            | -85.03%         |              |                        |          |
| Capitalized Construction                 | (63,521)            | (88,053)              | (24,532)            | 38.62%          |              |                        |          |
| <b>Total Non-Cash Operating Expenses</b> | <b>\$ 710,916</b>   | <b>\$ 642,811</b>     | <b>\$ (68,105)</b>  | <b>-9.58%</b>   |              |                        |          |
| <b>Net Operating Profit/(Loss)</b>       | <b>\$ (322,178)</b> | <b>\$ (1,003,756)</b> | <b>\$ (681,578)</b> | <b>211.55%</b>  |              |                        |          |
| <b>Non-Operating Revenues:</b>           |                     |                       |                     |                 |              |                        |          |
| Assessments (Debt Service)               | \$ 506,512          | \$ 480,736            | \$ (25,777)         | -5.09%          |              |                        |          |
| Assessments (1%)                         | 219,564             | 156,185               |                     |                 |              |                        |          |
| DWR Fixed Charge Recovery                | -                   | -                     | -                   |                 |              |                        |          |
| Interest                                 | (5,316)             | 14,335                | 19,651              | -369.63%        |              |                        |          |
| Capital Improvement Fees                 | -                   | -                     | -                   |                 |              |                        |          |
| State Grants                             | -                   | -                     | -                   |                 |              |                        |          |
| Other                                    | 15,804              | 10,079                | (5,725)             | -36.22%         |              |                        |          |
| <b>Total Non-Operating Revenues</b>      | <b>\$ 736,564</b>   | <b>\$ 661,335</b>     | <b>\$ (11,850)</b>  | <b>-1.61%</b>   |              |                        |          |
| <b>Non-Operating Expenses:</b>           |                     |                       |                     |                 |              |                        |          |
| Interest on Long-Term Debt               | \$ 180,286          | \$ 192,901            | \$ 12,614           | 7.00%           |              |                        |          |
| Amortization of SWP                      | 128,945             | 159,510               | 30,565              | 23.70%          |              |                        |          |
| Water Conservation Programs              | 8,690               | 3,388                 | (5,302)             | -61.01%         |              |                        |          |
| <b>Total Non-Operating Expenses</b>      | <b>\$ 317,921</b>   | <b>\$ 355,799</b>     | <b>\$ 37,878</b>    | <b>11.91%</b>   |              |                        |          |
| <b>Net Earnings</b>                      | <b>\$ 96,466</b>    | <b>\$ (698,219)</b>   | <b>\$ (731,306)</b> | <b>-758.10%</b> |              |                        |          |

# YEAR-TO-YEAR COMPARISON

## January '13 -To - January '14



|                              | 2013    | 2014    | Change  |         |
|------------------------------|---------|---------|---------|---------|
| Units Billed (AF)            | 944     | 977     | 33      | 3.50%   |
| Active Connections           | 26,194  | 26,355  | 161     | 0.61%   |
| Non-Active                   | 1,148   | 998     | -150    | -13.07% |
| Total Revenue per Unit       | \$4.01  | \$3.88  | -\$0.14 | -3.41%  |
| Total Revenue per Connection | \$57.73 | \$57.43 | -\$0.29 | -0.51%  |
| Units Billed per Connection  | 15.70   | 16.15   | 0.45    | 2.87%   |

# Palmdale Water District

## Revenue Analysis

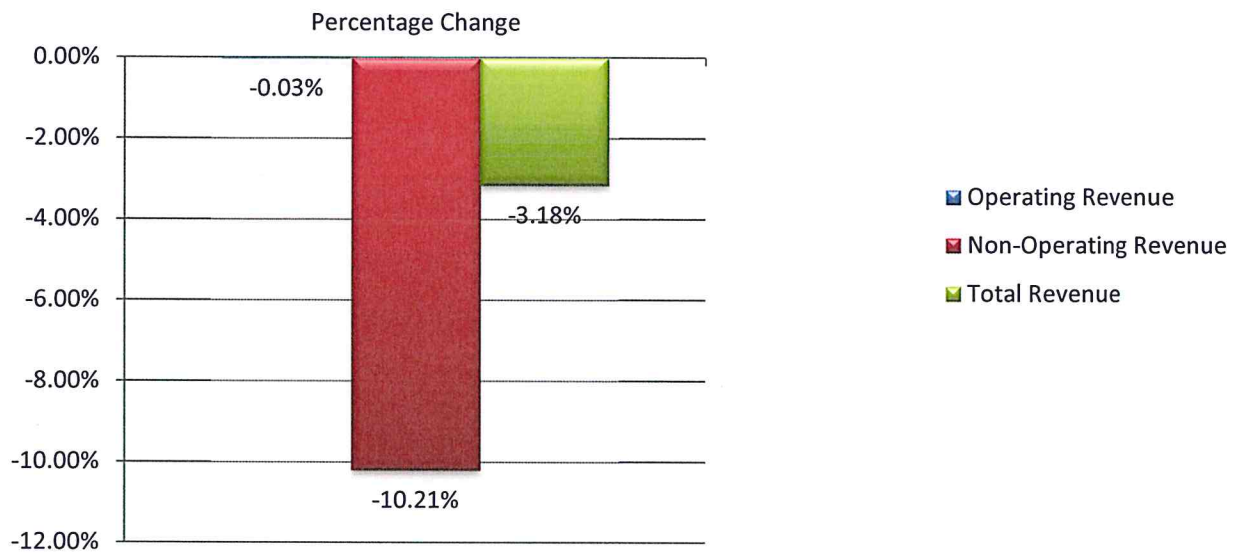
For the One Month Ending 1/31/2014  
2014

|                                     | 2013 to 2014 Comparison |                     |                      |              |
|-------------------------------------|-------------------------|---------------------|----------------------|--------------|
|                                     | January                 | Year-to-Date        | Change               | %            |
| <b>Operating Revenue:</b>           |                         |                     |                      |              |
| Wholesale Water                     | \$ 23                   | \$ 23               | \$ 225,000           | 0.01%        |
| Water Sales                         | 478,202                 | 478,202             | 9,053,000            | 5.28%        |
| Meter Fees                          | 926,190                 | 926,190             | 11,255,000           | 8.23%        |
| Water Quality Fees                  | 84,806                  | 84,806              | 1,638,000            | 5.18%        |
| Elevation Fees                      | 24,357                  | 24,357              | 525,000              | 4.64%        |
| Other                               | 136,378                 | 136,378             | 1,700,000            | 8.02%        |
| <b>Total Water Sales</b>            | <b>\$ 1,649,955</b>     | <b>\$ 1,649,955</b> | <b>\$ 24,396,000</b> | <b>6.76%</b> |
| <b>Non-Operating Revenues:</b>      |                         |                     |                      |              |
| Assessments (Debt Service)          | \$ 480,736              | \$ 480,736          | \$ 4,400,000         | 10.93%       |
| Assessments (1%)                    | 156,185                 | 156,185             | 1,800,000            | 8.68%        |
| DWR Fixed Charge Recovery           | -                       | -                   | 100,000              | 0.00%        |
| Interest                            | 14,335                  | 14,335              | 25,000               | 57.34%       |
| Capital Improvement Fees            | -                       | -                   | 150,000              | 0.00%        |
| State Grants                        | -                       | -                   | 485,000              | 0.00%        |
| Other                               | 10,079                  | 10,079              | 185,000              | 5.45%        |
| <b>Total Non-Operating Revenues</b> | <b>\$ 661,335</b>       | <b>\$ 661,335</b>   | <b>\$ 7,145,000</b>  | <b>9.26%</b> |
| <b>Total Revenue</b>                | <b>\$ 2,311,290</b>     | <b>\$ 2,311,290</b> | <b>\$ 31,541,000</b> | <b>7.33%</b> |

|                                     | 2013                |                     |                      |               |
|-------------------------------------|---------------------|---------------------|----------------------|---------------|
|                                     | January             | Year-to-Date        | Adjusted Budget      | % of Budget   |
| <b>Operating Revenue:</b>           |                     |                     |                      |               |
| Wholesale Water                     | \$ 944              | \$ 944              | \$ 175,000           | 0.54%         |
| Water Sales                         | 489,226             | 489,226             | 8,198,000            | 5.97%         |
| Meter Fees                          | 916,653             | 916,653             | 11,232,000           | 8.16%         |
| Water Quality Fees                  | 82,265              | 82,265              | 1,638,000            | 5.02%         |
| Elevation Fees                      | 22,964              | 22,964              | 550,000              | 4.18%         |
| Other                               | 138,467             | 138,467             | 1,250,000            | 11.08%        |
| <b>Total Water Sales</b>            | <b>\$ 1,650,519</b> | <b>\$ 1,650,519</b> | <b>\$ 23,043,000</b> | <b>7.16%</b>  |
| <b>Non-Operating Revenues:</b>      |                     |                     |                      |               |
| Assessments (Debt Service)          | \$ 506,512          | \$ 506,512          | \$ 4,300,000         | 11.78%        |
| Assessments (1%)                    | 219,564             | 219,564             | 1,500,000            | 14.64%        |
| DWR Fixed Charge Recovery           | -                   | -                   | 100,000              | -21.27%       |
| Interest                            | (5,316)             | (5,316)             | 25,000               | 0.00%         |
| Capital Improvement Fees            | -                   | -                   | 150,000              | 0.00%         |
| State Grants                        | -                   | -                   | 485,000              | 0.00%         |
| Other                               | 15,804              | 15,804              | 150,000              | 10.54%        |
| <b>Total Non-Operating Revenues</b> | <b>\$ 736,564</b>   | <b>\$ 736,564</b>   | <b>\$ 6,710,000</b>  | <b>10.98%</b> |
| <b>Total Revenue</b>                | <b>\$ 2,387,083</b> | <b>\$ 2,387,083</b> | <b>\$ 29,753,000</b> | <b>8.02%</b>  |

# REVENUE COMPARISON YEAR-TO-DATE

January '13-To-January '14





**Palmdale Water District**  
**Operating Expense Analysis**  
**For the One Month Ending 1/31/2014**  
**2014**

2013 to 2014 Comparison

|  | January           | Year-to-Date        | Adjusted Budget      | % of Budget    | January            | Year-to-Date       | Change | %              |
|--|-------------------|---------------------|----------------------|----------------|--------------------|--------------------|--------|----------------|
| <b>Cash Operating Expenses:</b>          |                   |                     |                      |                |                    |                    |        |                |
| Directors                                | \$ 3,671          | \$ 3,671            | \$ 114,500           | 3.21%          | \$ (5,740)         | \$ (5,740)         |        | -60.99%        |
| Administration                           | 771,227           | 771,227             | 3,490,000            | 22.10%         | 593,718            | 593,718            |        | 334.47%        |
| Engineering                              | 117,353           | 117,353             | 1,079,800            | 10.87%         | 20,907             | 20,907             |        | 21.68%         |
| Facilities                               | 247,028           | 247,028             | 3,408,500            | 7.25%          | 28,410             | 28,410             |        | 13.00%         |
| Operations                               | 404,042           | 404,042             | 5,453,500            | 7.41%          | 43,741             | 43,741             |        | 12.14%         |
| Finance                                  | 312,635           | 312,635             | 2,968,750            | 10.53%         | 106,471            | 106,471            |        | 51.64%         |
| Water Conservation                       | 12,394            | 12,394              | 270,000              | 4.59%          | (5,143)            | (5,143)            |        | -29.33%        |
| Human Resources                          | 12,777            | 12,777              | 215,300              | 5.93%          | 2,143              | 2,143              |        | 20.15%         |
| Information Technology                   | 81,063            | 81,063              | 828,600              | 9.78%          | 35,589             | 35,589             |        | 78.26%         |
| Water Purchases                          | 26,140            | 26,140              | 2,400,000            | 1.09%          | (130,583)          | (130,583)          |        | -83.32%        |
| Water Recovery                           | -                 | -                   | 250,000              | 0.00%          | 66,825             | 66,825             |        | -100.00%       |
| Capitalized Expenditures                 | -                 | -                   | (100,000)            | 0.00%          | (29,789)           | (29,789)           |        | -100.00%       |
| GAC Filter Media Replacement             | 22,571            | 22,571              | 2,143,500            | 1.05%          | 22,571             | 22,571             |        |                |
| <b>Total Cash Operating Expenses</b>     | <b>\$ -</b>       | <b>\$ 2,010,900</b> | <b>\$ 1,638,000</b>  | <b>122.77%</b> | <b>\$ 749,120</b>  | <b>\$ 749,120</b>  |        | <b>37.25%</b>  |
| <b>Non-Cash Operating Expenses:</b>      |                   |                     |                      |                |                    |                    |        |                |
| Depreciation                             | \$ 553,924        | \$ 553,924          | \$ 7,350,000         | 7.54%          | \$ (38,149)        | \$ (38,149)        |        | -6.44%         |
| OPEB Accrual Expense                     | 165,223           | 165,223             | 2,000,000            | 8.26%          | 17,545             | 17,545             |        | 11.88%         |
| Bad Debts                                | 7,207             | 7,207               | 100,000              | 7.21%          | 2,641              | 2,641              |        | 57.85%         |
| Service Costs Construction               | 4,510             | 4,510               | 125,000              | 3.61%          | (25,612)           | (25,612)           |        | -85.03%        |
| Capitalized Construction                 | (88,053)          | (88,053)            | (1,000,000)          | 8.81%          | (24,532)           | (24,532)           |        | 38.62%         |
| <b>Total Non-Cash Operating Expenses</b> | <b>\$ 642,811</b> | <b>\$ 642,811</b>   | <b>\$ 8,575,000</b>  | <b>7.50%</b>   | <b>\$ (68,105)</b> | <b>\$ (68,105)</b> |        | <b>-10.59%</b> |
| <b>Non-Operating Expenses:</b>           |                   |                     |                      |                |                    |                    |        |                |
| Interest on Long-Term Debt               | \$ 192,901        | \$ 192,901          | \$ 2,111,000         | 9.14%          | \$ 12,614          | \$ 12,614          |        | 7.00%          |
| Amortization of SWP                      | 159,510           | 159,510             | 1,679,000            | 9.50%          | 30,565             | 30,565             |        | 23.70%         |
| Water Conservation Programs              | 3,388             | 3,388               | 143,000              | 2.37%          | (5,302)            | (5,302)            |        | -1.67%         |
| <b>Total Non-Operating Expenses</b>      | <b>\$ 355,799</b> | <b>\$ 355,799</b>   | <b>\$ 3,933,000</b>  | <b>9.05%</b>   | <b>\$ 37,878</b>   | <b>\$ 37,878</b>   |        | <b>11.91%</b>  |
| <b>Total Expenses</b>                    | <b>\$ 998,609</b> | <b>\$ 3,009,510</b> | <b>\$ 14,146,000</b> | <b>21.27%</b>  | <b>\$ 718,893</b>  | <b>\$ 718,893</b>  |        | <b>31.38%</b>  |

Palmdale Water District

Operating Expense Analysis

For the One Month Ending 1/31/2014

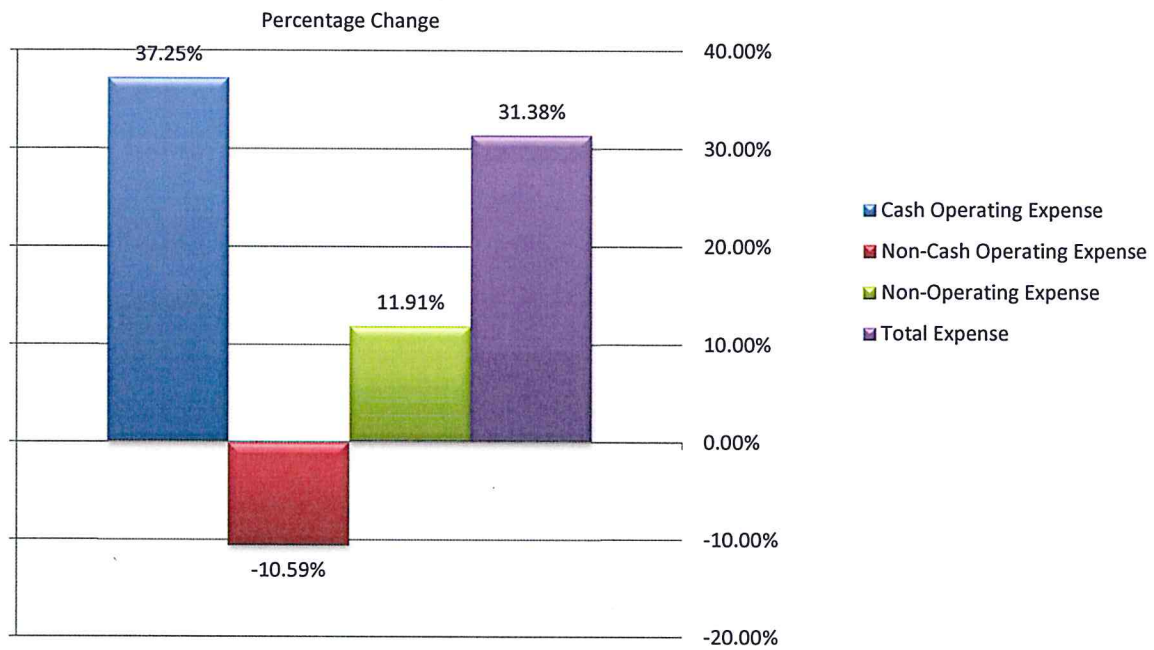
2013

2013 to 2014 Comparison

|  | January             | Year-to-Date        | Adjusted Budget      | % of Budget  |
|--|---------------------|---------------------|----------------------|--------------|
| <b>Cash Operating Expenses:</b>          |                     |                     |                      |              |
| Directors                                | \$ 9,411            | \$ 9,411            | \$ 117,500           | 8.01%        |
| Administration                           | 177,509             | 177,509             | 2,602,000            | 6.82%        |
| Engineering                              | 96,446              | 96,446              | 1,215,750            | 7.93%        |
| Facilities                               | 218,619             | 218,619             | 3,298,500            | 6.63%        |
| Operations                               | 360,301             | 360,301             | 4,944,250            | 7.29%        |
| Finance                                  | 206,164             | 206,164             | 2,789,000            | 7.39%        |
| Water Conservation                       | 17,537              | 17,537              | 239,750              | 7.31%        |
| Human Resources                          | 10,634              | 10,634              | 209,600              | 5.07%        |
| Information Technology                   | 45,474              | 45,474              | 728,000              | 6.25%        |
| Water Purchases                          | 156,723             | 156,723             | 2,600,000            | 6.03%        |
| Water Recovery                           | (66,825)            | (66,825)            | (100,000)            | 66.83%       |
| Capitalized Expenditures                 | 29,789              | 29,789              | 836,500              | 3.56%        |
| GAC Filter Media Replacement             | -                   | -                   | 1,638,000            | 0.00%        |
| <b>Total Cash Operating Expenses</b>     | <b>\$ 1,261,780</b> | <b>\$ 1,261,780</b> | <b>\$ 21,118,850</b> | <b>5.97%</b> |
| <b>Non-Cash Operating Expenses:</b>      |                     |                     |                      |              |
| Depreciation                             | \$ 592,072          | \$ 592,072          | \$ 7,250,000         | 8.17%        |
| OPEB Accrual Expense                     | 147,678             | 147,678             | 2,000,000            | 7.38%        |
| Bad Debts                                | 4,566               | 4,566               | 100,000              | 4.57%        |
| Service Costs Construction               | 30,122              | 30,122              | 125,000              | 24.10%       |
| Capitalized Construction                 | (63,521)            | (63,521)            | (1,000,000)          | 6.35%        |
| <b>Total Non-Cash Operating Expenses</b> | <b>\$ 710,916</b>   | <b>\$ 710,916</b>   | <b>\$ 8,475,000</b>  | <b>8.39%</b> |
| <b>Non-Operating Expenses:</b>           |                     |                     |                      |              |
| Interest on Long-Term Debt               | \$ 180,286          | \$ 180,286          | \$ 2,111,000         | 8.54%        |
| Amortization of SWP                      | 128,945             | 128,945             | 1,679,000            | 7.68%        |
| Water Conservation Programs              | 8,690               | 8,690               | 150,000              |              |
| <b>Total Non-Operating Expenses</b>      | <b>\$ 317,921</b>   | <b>\$ 317,921</b>   | <b>\$ 3,940,000</b>  | <b>8.07%</b> |
| <b>Total Expenses</b>                    | <b>\$ 2,290,617</b> | <b>\$ 2,290,617</b> | <b>\$ 33,533,850</b> | <b>6.83%</b> |

## EXPENSE COMPARISON YEAR-TO-DATE

### January '13-To-January '14



**Palmdale Water District**  
**2014 Directors Budget**  
For the One Month Ending Friday, January 31, 2014

|   | YTD<br>ACTUAL<br>2014 | ORIGINAL<br>BUDGET<br>2014 | ADJUSTMENTS<br>2014 | ADJUSTED<br>BUDGET<br>REMAINING | PERCENT<br>USED |
|---|-----------------------|----------------------------|---------------------|---------------------------------|-----------------|
| Personnel Budget:                                   |                       |                            |                     |                                 |                 |
| 1-01-4000-000 Directors Pay                         | \$ 1,800              | \$ 45,000                  | \$ -                | \$ 43,200                       | 4.00%           |
| Employee Benefits                                   |                       |                            |                     |                                 |                 |
| 1-01-4005-000 Payroll Taxes                         | 138                   | 5,500                      |                     | 5,362                           | 2.50%           |
| 1-01-4010-000 Health Insurance                      | 671                   | 54,000                     |                     | 53,329                          | 1.24%           |
| Subtotal (Benefits)                                 | 808                   | 59,500                     | -                   | 53,329                          | 1.36%           |
| Total Personnel Expenses                            | \$ 2,608              | \$ 104,500                 | \$ -                | \$ 96,529                       | 2.50%           |
| OPERATING EXPENSES:                                 |                       |                            |                     |                                 |                 |
| 1-01-4050-000 Directors Travel, Seminars & Meetings | 1,063                 | 10,000                     |                     | 8,937                           | 10.63%          |
| Subtotal Operating Expenses                         | 1,063                 | 10,000                     | -                   | 8,937                           | 10.63%          |
| Total O & M Expenses                                | \$ 3,671              | \$ 114,500                 | \$ -                | \$ 105,467                      | 3.21%           |



**Palmdale Water District**  
**2014 Administration Budget**  
For the One Month Ending Friday, January 31, 2014

|  | YTD<br>ACTUAL<br>2014 | ORIGINAL<br>BUDGET<br>2014 | ADJUSTMENTS<br>2014 | ADJUSTED<br>BUDGET<br>REMAINING | PERCENT<br>USED |
|--|-----------------------|----------------------------|---------------------|---------------------------------|-----------------|
| Personnel Budget:                                    |                       |                            |                     |                                 |                 |
| 1-02-4000-000 Salaries                               | \$ 53,087             | \$ 656,000                 |                     | \$ 602,913                      | 8.09%           |
| 1-02-4000-100 Overtime                               | 1,133                 | 7,500                      |                     | 6,367                           | 15.10%          |
| 1-02-4000-200 On-Call                                | 4,547                 | 60,000                     |                     | 55,453                          | 7.58%           |
| Subtotal (Salaries)                                  | \$ 58,767             | \$ 723,500                 |                     | \$ 664,733                      | 8.12%           |
| Employee Benefits                                    |                       |                            |                     |                                 |                 |
| 1-02-4005-000 Payroll Taxes                          | 5,531                 | 41,500                     |                     | 35,969                          | 13.33%          |
| 1-02-4010-000 Health Insurance                       | 8,036                 | 96,000                     |                     | 87,964                          | 8.37%           |
| 1-02-4015-000 PERS                                   | 12,074                | 132,500                    |                     | 120,426                         | 9.11%           |
| 1-02-4020-000 Worker's Compensation                  | -                     | 125,000                    |                     | 125,000                         | 0.00%           |
| 1-02-4025-000 Vacation Benefit Expense               | 17,305                | 35,000                     |                     | 17,695                          | 49.44%          |
| 1-02-4030-000 Life Insurance                         | 535                   | 7,500                      |                     | 6,965                           | 7.13%           |
| Subtotal (Benefits)                                  | \$ 43,480             | \$ 437,500                 | \$ -                | \$ 394,020                      | 9.94%           |
| Total Personnel Expenses                             | \$ 102,246            | \$ 1,161,000               | \$ -                | \$ 1,058,754                    | 8.81%           |
| OPERATING EXPENSES:                                  |                       |                            |                     |                                 |                 |
| 1-02-4050-000 Staff Travel                           | \$ 977                | \$ 8,000                   |                     | \$ 7,023                        | 12.21%          |
| 1-02-4050-100 General Manager Travel                 | 102                   | 5,000                      |                     | 4,898                           | 2.04%           |
| 1-02-4060-000 Staff Conferences & Seminars           | -                     | 3,000                      |                     | 3,000                           | 0.00%           |
| 1-02-4060-100 General Manager Conferences & Seminars | -                     | 4,500                      |                     | 4,500                           | 0.00%           |
| 1-02-4070-000 Employee Expense                       | 1,864                 | 40,000                     |                     | 38,136                          | 4.66%           |
| 1-02-4080-000 Other Operating                        | 237                   | 20,000                     |                     | 19,763                          | 1.19%           |
| 1-02-4110-000 Consultants                            | 3,038                 | 200,000                    |                     | 196,963                         | 1.52%           |
| 1-02-4125-000 Insurance                              | -                     | 300,000                    |                     | 300,000                         | 0.00%           |
| 1-02-4130-000 Bank Charges                           | 9,781                 | 130,000                    |                     | 120,219                         | 7.52%           |
| 1-02-4135-000 Groundwater Adjudication               | 40,717                | 400,000                    |                     | 359,283                         | 10.18%          |
| 1-02-4135-000 Groundwater Adjudication - Woods Class | 590,450               | 590,500                    |                     | 50                              | 99.99%          |
| 1-02-4140-000 Legal Services                         | 6,583                 | 200,000                    |                     | 193,417                         | 3.29%           |
| 1-02-4150-000 Accounting Services                    | 4,150                 | 25,000                     |                     | 20,850                          | 16.60%          |
| 1-02-4155-000 Contracted Services                    | 1,829                 | 29,000                     |                     | 27,171                          | 6.31%           |
| 1-02-4165-000 Memberships/Subscriptions              | 1,619                 | 210,000                    |                     | 208,381                         | 0.77%           |
| 1-02-4175-000 Permits                                | -                     | 15,000                     |                     | 15,000                          | 0.00%           |
| 1-02-4180-000 Postage                                | 286                   | 30,000                     |                     | 29,714                          | 0.95%           |
| 1-02-4190-100 Public Relations - Publications        | 150                   | 40,000                     |                     | 39,850                          | 0.38%           |
| 1-02-4190-900 Public Relations - Other               | -                     | 1,000                      |                     | 1,000                           | 0.00%           |
| 1-02-4200-000 Advertising                            | 13                    | 5,000                      |                     | 4,987                           | 0.26%           |
| 1-02-4205-000 Office Supplies                        | 3,713                 | 18,000                     |                     | 14,287                          | 20.63%          |
| 1-02-4215-200 Natural Gas - Office Building          | 621                   | 5,000                      |                     | 4,379                           | 12.43%          |
| 1-02-4220-200 Electricity - Office Building          | 2,851                 | 50,000                     |                     | 47,149                          | 5.70%           |
| Subtotal Operating Expenses                          | \$ 668,981            | \$ 2,329,000               | \$ -                | \$ 1,660,019                    | 28.72%          |
| Total Departmental Expenses                          | \$ 771,227            | \$ 3,490,000               | \$ -                | \$ 2,718,773                    | 22.10%          |

**Palmdale Water District**  
**2014 Engineering Budget**  
For the One Month Ending Friday, January 31, 2014

|  | YTD<br>ACTUAL<br>2014 | ORIGINAL<br>BUDGET<br>2014 | ADJUSTMENTS<br>2014 | ADJUSTED<br>BUDGET<br>REMAINING | PERCENT<br>USED |
|--|-----------------------|----------------------------|---------------------|---------------------------------|-----------------|
| <b>Personnel Budget:</b>                           |                       |                            |                     |                                 |                 |
| 1-03-4000-000 Salaries                             | \$ 46,092             | \$ 668,500                 |                     | \$ 622,408                      | 6.89%           |
| 1-03-4000-100 Overtime                             | 781                   | 6,500                      |                     | 5,719                           | 12.01%          |
| Subtotal (Salaries)                                | \$ 46,873             | \$ 675,000                 |                     | \$ 628,127                      | 6.94%           |
| <b>Employee Benefits</b>                           |                       |                            |                     |                                 |                 |
| 1-03-4005-000 Payroll Taxes                        | 5,555                 | 51,500                     |                     | 45,945                          | 10.79%          |
| 1-03-4010-000 Health Insurance                     | 9,707                 | 134,800                    |                     | 125,093                         | 7.20%           |
| 1-03-4015-000 PERS                                 | 14,800                | 133,500                    |                     | 118,700                         | 11.09%          |
| Subtotal (Benefits)                                | \$ 30,062             | \$ 319,800                 | \$ -                | \$ 289,738                      | 9.40%           |
| Total Personnel Expenses                           | \$ 76,934             | \$ 994,800                 | \$ -                | \$ 917,866                      | 7.73%           |
| <b>OPERATING EXPENSES:</b>                         |                       |                            |                     |                                 |                 |
| 1-03-4050-000 Staff Travel                         | \$ -                  | \$ 3,000                   |                     | \$ 3,000                        | 0.00%           |
| 1-03-4060-000 Staff Conferences & Seminars         | -                     | 2,500                      |                     | 2,500                           | 0.00%           |
| 1-03-4155-000 Contracted Services                  | 40,000                | 61,500                     |                     | 21,500                          | 65.04%          |
| 1-03-4165-000 Memberships/Subscriptions            | -                     | 2,000                      |                     | 2,000                           | 0.00%           |
| 1-03-4250-000 General Materials & Supplies         | -                     | 2,500                      |                     | 2,500                           | 0.00%           |
| 1-03-8100-100 Computer Software - Maint. & Support | 419                   | 13,500                     |                     | 13,082                          | 3.10%           |
| Subtotal Operating Expenses                        | \$ 40,419             | \$ 85,000                  | \$ -                | \$ 44,582                       | 47.55%          |
| Total Departmental Expenses                        | \$ 117,353            | \$ 1,079,800               | \$ -                | \$ 962,447                      | 10.87%          |



**Palmdale Water District**  
**2014 Facilities Budget**  
For the One Month Ending Friday, January 31, 2014

|   | YTD<br>ACTUAL<br>2014 | ORIGINAL<br>BUDGET<br>2014 | ADJUSTMENTS<br>2014 | ADJUSTED<br>BUDGET<br>REMAINING | PERCENT<br>USED |
|---|-----------------------|----------------------------|---------------------|---------------------------------|-----------------|
| <b>Personnel Budget:</b>                                    |                       |                            |                     |                                 |                 |
| 1-04-4000-000 Salaries                                      | \$ 97,005             | \$ 1,450,000               |                     | \$ 1,352,995                    | 6.69%           |
| 1-04-4000-100 Overtime                                      | 3,604                 | 36,500                     |                     | 32,896                          | 9.87%           |
| Subtotal (Salaries)   | \$ 100,609            | \$ 1,486,500               |                     | \$ 1,385,891                    | 6.77%           |
| <b>Employee Benefits</b>                                    |                       |                            |                     |                                 |                 |
| 1-04-4005-000 Payroll Taxes                                 | 11,735                | 111,000                    |                     | 99,265                          | 10.57%          |
| 1-04-4010-000 Health Insurance                              | 28,045                | 374,500                    |                     | 346,455                         | 7.49%           |
| 1-04-4015-000 PERS  | 27,605                | 278,000                    |                     | 250,395                         | 9.93%           |
| Subtotal (Benefits)   | \$ 67,386             | \$ 763,500                 | \$ -                | \$ 696,114                      | 8.83%           |
| Total Personnel Expenses                                    | \$ 167,995            | \$ 2,250,000               | \$ -                | \$ 2,049,109                    | 7.47%           |
| <b>OPERATING EXPENSES:</b>                                  |                       |                            |                     |                                 |                 |
| 1-04-4050-000 Staff Travel                                  | \$ -                  | \$ 2,500                   |                     | 2,500                           | 0.00%           |
| 1-04-4060-000 Staff Conferences & Seminars                  | -                     | 3,000                      |                     | 3,000                           | 0.00%           |
| 1-04-4155-000 Contracted Services                           | 3,983                 | 71,500                     |                     | 67,517                          | 5.57%           |
| 1-04-4175-000 Permits-Dams                                  | -                     | 50,000                     |                     | 50,000                          | 0.00%           |
| 1-04-4215-200 Natural Gas - Buildings                       | 745                   | 4,500                      |                     | 3,755                           | 16.56%          |
| 1-04-4220-200 Electricity - Buildings                       | 1,303                 | 30,000                     |                     | 28,697                          | 4.34%           |
| 1-04-4225-000 Maint. & Repair - Vehicles                    | 850                   | 45,000                     |                     | 44,150                          | 1.89%           |
| 1-04-4230-100 Maint. & Rep. Office Building                 | 325                   | 18,000                     |                     | 17,675                          |                 |
| 1-04-4235-110 Maint. & Rep. Equipment                       | 155                   | 7,500                      |                     | 7,345                           | 2.07%           |
| 1-04-4235-400 Maint. & Rep. Operations - Wells              | 7,796                 | 135,000                    |                     | 127,204                         | 5.77%           |
| 1-04-4235-405 Maint. & Rep. Operations - Boosters           | -                     | 65,000                     |                     | 65,000                          | 0.00%           |
| 1-04-4235-410 Maint. & Rep. Operations - Shop Bldgs         | 3,644                 | 10,000                     |                     | 6,356                           | 36.44%          |
| 1-04-4235-415 Maint. & Rep. Operations - Facilities         | 391                   | 15,000                     |                     | 14,609                          | 2.60%           |
| 1-04-4235-420 Maint. & Rep. Operations - Water Lines        | 25,007                | 275,000                    |                     | 249,993                         | 9.09%           |
| 1-04-4235-425 Maint. & Rep. Operations - Littlerock Dam     | -                     | 15,000                     |                     | 15,000                          | 0.00%           |
| 1-04-4235-430 Maint. & Rep. Operations - Palmdale Dam       | -                     | 15,000                     |                     | 15,000                          | 0.00%           |
| 1-04-4235-435 Maint. & Rep. Operations - Palmdale Canal     | -                     | 3,000                      |                     | 3,000                           | 0.00%           |
| 1-04-4235-455 Maint. & Rep. Operations - Heavy Equipment    | 1,800                 | 35,000                     |                     | 33,200                          | 5.14%           |
| 1-04-4235-460 Maint. & Rep. Operations - Storage Reservoirs | -                     | 5,000                      |                     | 5,000                           | 0.00%           |
| 1-04-6000-000 Waste Disposal                                | 777                   | 40,000                     |                     | 39,223                          | 1.94%           |
| 1-04-6100-100 Fuel and Lube - Vehicle                       | 22,195                | 130,000                    |                     | 107,805                         | 17.07%          |
| 1-04-6100-200 Fuel and Lube - Machinery                     | 2,967                 | 43,000                     |                     | 40,033                          | 6.90%           |
| 1-04-6200-000 Uniforms                                      | 1,918                 | 21,000                     |                     | 19,082                          | 9.13%           |
| 1-04-6300-100 Supplies - Misc.                              | 1,858                 | 47,500                     |                     | 45,642                          | 3.91%           |
| 1-04-6300-800 Supplies - Construction Materials             | 1,369                 | 45,000                     |                     | 43,631                          | 3.04%           |
| 1-04-6400-000 Tools   | 869                   | 12,000                     |                     | 11,131                          | 7.24%           |
| 1-04-7000-100 Leases -Equipment                             | 1,082                 | 15,000                     |                     | 13,918                          | 7.21%           |
| Subtotal Operating Expenses                                 | \$ 79,033             | \$ 1,158,500               | \$ -                | \$ 1,079,467                    | 6.82%           |
| Total Departmental Expenses                                 | \$ 247,028            | \$ 3,408,500               | \$ -                | \$ 3,128,575                    | 7.25%           |

**Palmdale Water District**  
**2014 Operation Budget**  
For the One Month Ending Friday, January 31, 2014

| YTD<br>ACTUAL<br>2014 | ORIGINAL<br>BUDGET<br>2014 | ADJUSTMENTS<br>2014 | ADJUSTED<br>BUDGET<br>REMAINING | PERCENT<br>USED |
|-----------------------|----------------------------|---------------------|---------------------------------|-----------------|
|-----------------------|----------------------------|---------------------|---------------------------------|-----------------|

Personnel Budget:

|                        |            |              |              |        |
|------------------------|------------|--------------|--------------|--------|
| 1-05-4000-000 Salaries | \$ 130,368 | \$ 1,734,000 | \$ 1,603,632 | 7.52%  |
| 1-05-4000-100 Overtime | 10,169     | 70,000       | 59,831       | 14.53% |
| Subtotal (Salaries)    | \$ 140,537 | \$ 1,804,000 | \$ 1,663,463 | 7.79%  |

Employee Benefits

|                                |           |            |         |        |
|--------------------------------|-----------|------------|---------|--------|
| 1-05-4005-000 Payroll Taxes    | 15,826    | 131,000    | 115,174 | 12.08% |
| 1-05-4010-000 Health Insurance | 29,414    | 343,000    | 313,586 | 8.58%  |
| 1-05-4015-000 PERS             | 35,469    | 324,000    | 288,531 | 10.95% |
| Subtotal (Benefits)            | \$ 80,709 | \$ 798,000 | \$ -    | 10.11% |

Total Personnel Expenses

|            |              |      |              |       |
|------------|--------------|------|--------------|-------|
| \$ 221,246 | \$ 2,602,000 | \$ - | \$ 2,320,923 | 8.50% |
|------------|--------------|------|--------------|-------|

OPERATING EXPENSES:

|   |            |              |           |                    |
|---|------------|--------------|-----------|--------------------|
| 1-05-4050-000 Staff Travel                              | \$ 1,331   | \$ 8,000     | \$ 6,669  | 16.63%             |
| 1-05-4060-000 Staff Conferences & Seminars              | -          | 9,500        | 9,500     | 0.00%              |
| 1-05-4120-100 Training - Lab Equipment                  | -          | 4,500        | 4,500     | 0.00%              |
| 1-05-4120-200 Training - SCADA Network                  | -          | 9,000        | 9,000     | 0.00%              |
| 1-05-4155-000 Contracted Services                       | 10,701     | 109,250      | 98,549    | 9.79%              |
| 1-05-4175-000 Permits                                   | -          | 45,000       | 45,000    | 0.00%              |
| 1-05-4215-100 Natural Gas - Wells & Boosters            | 5,086      | 236,000      | 230,914   | 2.16%              |
| 1-05-4215-200 Natural Gas - WTP                         | 323        | 3,000        | 2,677     | 10.76%             |
| 1-05-4220-100 Electricity - Wells & Boosters            | 103,299    | 1,515,000    | 1,411,701 | 6.82%              |
| 1-05-4220-200 Electricity - WTP                         | 13,890     | 125,000      | 111,111   | 11.11%             |
| 1-05-4230-110 Maint. & Rep. - Office Equipment          | -          | 500          | 500       | 0.00%              |
| 1-05-4235-110 Maint. & Rep. Operations - Equipment      | 2,490      | 22,500       | 20,010    | 11.07%             |
| 1-05-4235-410 Maint. & Rep. Operations - Shop Bldgs     | 414        | 6,000        | 5,586     | 6.90%              |
| 1-05-4235-415 Maint. & Rep. Operations - Facilities     | 2,011      | 45,000       | 42,989    | 4.47%              |
| 1-05-4235-445 Maint. & Rep. Operations - Telemetry      | -          | 2,250        | 2,250     | 0.00%              |
| 1-05-4235-450 Maint. & Rep. Operations - Hypo Generator | -          | 30,000       | 30,000    | 0.00%              |
| 1-05-4235-500 Maint. & Rep. Operations - Wind Turbine   | -          | 6,000        | 6,000     | 0.00%              |
| 1-05-4236-000 Palmdale Lake Management                  | 412        | 15,000       | 14,588    | 2.75%              |
| 1-05-4270-300 Telecommunication - Other                 | 236        | 2,750        | 2,514     | 8.60%              |
| 1-05-4300-300 Testing - Edison                          | -          | 9,000        | 9,000     | 0.00%              |
| 1-05-6000-000 Waste Disposal                            | 293        | 14,000       | 13,707    | 2.09%              |
| 1-05-6200-000 Uniforms                                  | 1,123      | 12,000       | 10,877    | 9.35%              |
| 1-05-6300-100 Supplies - Misc.                          | 5,016      | 15,000       | 9,984     | 33.44%             |
| 1-05-6300-200 Supplies - Hypo Generator                 | 899        | 6,750        | 5,851     | 13.32%             |
| 1-05-6300-300 Supplies - Electrical                     | -          | 3,500        | 3,500     | 0.00%              |
| 1-05-6300-400 Supplies - Telemetry                      | -          | 7,500        | 7,500     | 0.00%              |
| 1-05-6300-600 Supplies - Lab                            | 12,190     | 35,000       | 22,810    | 34.83%             |
| 1-05-6300-700 Outside Lab Work                          | 2,400      | 60,000       | 57,600    | 4.00%              |
| 1-05-6400-000 Tools                                     | 226        | 6,500        | 6,275     | 3.47%              |
| 1-05-6500-000 Chemicals                                 | 19,495     | 485,000      | 465,505   | 4.02%              |
| 1-05-7000-100 Leases -Equipment                         | 961        | 3,000        | 2,039     | 32.05%             |
| Subtotal Operating Expenses                             | \$ 182,796 | \$ 2,851,500 | \$ -      | \$ 2,668,704 6.41% |

Total Departmental Expenses

|            |              |      |              |       |
|------------|--------------|------|--------------|-------|
| \$ 404,042 | \$ 5,453,500 | \$ - | \$ 4,989,627 | 7.41% |
|------------|--------------|------|--------------|-------|

**Palmdale Water District**  
**2014 Finance Budget**  
For the One Month Ending Friday, January 31, 2014

|  | YTD<br>ACTUAL<br>2014 | ORIGINAL<br>BUDGET<br>2014 | ADJUSTMENTS<br>2014 | ADJUSTED<br>BUDGET<br>REMAINING | PERCENT<br>USED |
|--|-----------------------|----------------------------|---------------------|---------------------------------|-----------------|
| Personnel Budget:  |                       |                            |                     |                                 |                 |
| 1-06-4000-000 Salaries                                   | \$ 124,227            | \$ 1,645,000               |                     | \$ 1,520,773                    | 7.55%           |
| 1-06-4000-100 Overtime                                   | 3,298                 | 19,000                     |                     | 15,702                          | 17.36%          |
| Subtotal (Salaries)                                      | \$ 127,525            | \$ 1,664,000               | \$ -                | \$ 1,536,475                    | 7.66%           |
| Employee Benefits  |                       |                            |                     |                                 |                 |
| 1-06-4005-000 Payroll Taxes                              | 14,365                | 123,000                    |                     | 108,635                         | 4.53%           |
| 1-06-4010-000 Health Insurance                           | 28,260                | 317,000                    |                     | 288,740                         | 8.54%           |
| 1-06-4015-000 PERS                                       | 33,998                | 331,000                    |                     | 297,002                         | 4.41%           |
| Subtotal (Benefits)                                      | \$ 76,623             | \$ 771,000                 | \$ -                | \$ 694,377                      | 9.94%           |
| Total Personnel Expenses                                 | \$ 204,148            | \$ 2,435,000               | \$ -                | \$ 2,230,852                    | 8.38%           |
| OPERATING EXPENSES:                                      |                       |                            |                     |                                 |                 |
| 1-06-4050-000 Staff Travel                               | \$ -                  | \$ 250                     |                     | 250                             | 0.00%           |
| 1-06-4060-000 Staff Conferences & Seminars               | -                     | 1,000                      |                     | 1,000                           | 0.00%           |
| 1-06-4155-300 Contracted Services                        | 1,832                 | 21,000                     |                     | 19,168                          | 8.72%           |
| 1-06-4155-100 Contracted Services - Infosend             | 15,461                | 205,000                    |                     | 189,539                         | 7.54%           |
| 1-06-4165-000 Memberships/Subscriptions                  | 220                   | 500                        |                     | 280                             | 44.00%          |
| 1-06-4230-110 Maintenance & Repair - Office Equipment    | -                     | 1,000                      |                     | 1,000                           | 0.00%           |
| 1-06-4235-440 Maint. & Rep. Operations - Large Meters    | 2,757                 | 10,000                     |                     | 7,243                           | 27.57%          |
| 1-06-4235-470 Maint. & Rep. Operations - Meter Exchanges | 79,692                | 225,000                    |                     | 145,308                         | 35.42%          |
| 1-06-4250-000 General Material & Supplies                | 1,479                 | 6,000                      |                     | 4,521                           | 24.65%          |
| 1-06-4260-000 Business Forms                             | 2,889                 | 10,000                     |                     | 7,111                           | 28.89%          |
| 1-06-4270-100 Telecommunication - Office                 | 781                   | 12,000                     |                     | 11,219                          | 6.51%           |
| 1-06-4270-200 Telecommunication - Cellular Stipend       | 1,230                 | 17,000                     |                     | 15,770                          | 7.24%           |
| 1-06-4270-300 Telecommunication - Cellular               | -                     | 500                        |                     | 500                             | 0.00%           |
| 1-06-4300-200 Testing - Large Meter Testing              | 2,145                 | 21,500                     |                     | 19,355                          | 9.98%           |
| 1-06-7000-100 Leases - Equipment                         | -                     | 3,000                      |                     | 3,000                           | 0.00%           |
| Subtotal Operating Expenses                              | \$ 108,487            | \$ 533,750                 | \$ -                | \$ 425,263                      | 20.33%          |
| Total Departmental Expenses                              | \$ 312,635            | \$ 2,968,750               | \$ -                | \$ 2,656,115                    | 10.53%          |



**Palmdale Water District**  
**2014 Water Conservation Budget**  
**For the One Month Ending Friday, January 31, 2014**

|  | YTD<br>ACTUAL<br>2014 | ORIGINAL<br>BUDGET<br>2014 | ADJUSTMENTS<br>2014 | ADJUSTED<br>BUDGET<br>REMAINING | PERCENT<br>USED |
|--|-----------------------|----------------------------|---------------------|---------------------------------|-----------------|
| <b>Personnel Budget:</b>                                     |                       |                            |                     |                                 |                 |
| 1-07-4000-000 Salaries                                       | \$ 7,016              | \$ 168,500                 |                     | \$ 161,484                      | 4.16%           |
| 1-07-4000-100 Overtime                                       | -                     | 1,000                      |                     | 1,000                           | 0.00%           |
| Subtotal (Salaries)  | \$ 7,016              | \$ 169,500                 |                     | \$ 162,484                      | 4.14%           |
| <b>Employee Benefits</b>                                     |                       |                            |                     |                                 |                 |
| 1-07-4005-000 Payroll Taxes                                  | 1,001                 | 13,000                     |                     | 11,999                          | 7.70%           |
| 1-07-4010-000 Health Insurance                               | 1,526                 | 31,500                     |                     | 29,974                          | 4.85%           |
| 1-07-4015-000 PERS   | 2,850                 | 34,000                     |                     | 31,150                          | 8.38%           |
| Subtotal (Benefits)  | \$ 5,378              | \$ 78,500                  | \$ -                | \$ 73,122                       | 6.85%           |
| Total Personnel Expenses                                     | \$ 12,394             | \$ 248,000                 | \$ -                | \$ 234,607                      | 5.00%           |
| <b>OPERATING EXPENSES:</b>                                   |                       |                            |                     |                                 |                 |
| 1-07-4050-000 Staff Travel                                   | \$ -                  | \$ 1,000                   |                     | \$ 1,000                        | 0.00%           |
| 1-07-4060-000 Staff Conferences & Seminars                   | -                     | 1,000                      |                     | 1,000                           | 0.00%           |
| 1-07-4190-300 Public Relations - Landscape Workshop/Training | -                     | 1,000                      |                     | 1,000                           | 0.00%           |
| 1-07-4190-400 Public Relations - Contests                    | -                     | 1,000                      |                     | 1,000                           | 0.00%           |
| 1-07-4190-500 Public Relations - Education Programs          | -                     | 5,000                      |                     | 5,000                           | 0.00%           |
| 1-07-4190-700 Public Relations -General Media                | -                     | 3,000                      |                     | 3,000                           | 0.00%           |
| 1-07-4190-900 Public Relations - Other                       | -                     | 5,000                      |                     | 5,000                           | 0.00%           |
| 1-07-6300-100 Supplies - Misc.                               | -                     | 5,000                      |                     | 5,000                           | 0.00%           |
| Subtotal Operating Expenses                                  | \$ -                  | \$ 22,000                  | \$ -                | \$ 22,000                       | 0.00%           |
| Total Departmental Expenses                                  | \$ 12,394             | \$ 270,000                 | \$ -                | \$ 256,607                      | 4.59%           |

**Palmdale Water District**  
**2014 Human Resources Budget**  
For the One Month Ending Friday, January 31, 2014

| YTD<br>ACTUAL<br>2014 | ORIGINAL<br>BUDGET<br>2014 | ADJUSTMENTS<br>2014 | ADJUSTED<br>BUDGET<br>REMAINING | PERCENT<br>USED |
|-----------------------|----------------------------|---------------------|---------------------------------|-----------------|
|-----------------------|----------------------------|---------------------|---------------------------------|-----------------|

Personnel Budget:

|                                |           |            |           |        |
|--------------------------------|-----------|------------|-----------|--------|
| 1-08-4000-000 Salaries         | \$ 7,059  | \$ 97,000  | \$ 89,941 | 7.28%  |
| Employee Benefits              |           |            |           |        |
| 1-08-4005-000 Payroll Taxes    | 815       | 7,500      | 6,685     | 10.87% |
| 1-08-4010-000 Health Insurance | 1,545     | 19,200     | 17,655    | 8.05%  |
| 1-08-4015-000 PERS             | 669       | 6,500      | 5,831     | 10.30% |
| Subtotal (Benefits)            | \$ 3,029  | \$ 33,200  | \$ -      | 9.12%  |
| Total Personnel Expenses       | \$ 10,088 | \$ 130,200 | \$ -      | 7.75%  |

OPERATING EXPENSES:

|  |           |            |         |       |
|--|-----------|------------|---------|-------|
| 1-08-4050-000 Staff Travel                 | \$ -      | \$ 500     | \$ 500  | 0.00% |
| 1-08-4060-000 Staff Conferences & Seminars | -         | 500        | 500     | 0.00% |
| 1-08-4090-000 Temporary Staffing           | 1,571     | -          | (1,571) |       |
| 1-08-4095-000 Employee Recruitment         | 20        | 3,000      | 2,980   | 0.66% |
| 1-08-4100-000 Employee Retention           | 5         | 1,500      | 1,495   | 0.34% |
| 1-08-4105-000 Employee Relations           | 180       | 3,500      | 3,320   | 5.14% |
| 1-08-4110-000 Consultants                  | -         | 1,000      | 1,000   | 0.00% |
| 1-08-4120-100 Training-Safety Consultants  | 29        | 38,000     | 37,971  | 0.08% |
| 1-08-4121-000 Safety Program               | -         | 1,000      | 1,000   | 0.00% |
| 1-08-4165-000 Membership/Subscriptions     | -         | 1,600      | 1,600   | 0.00% |
| 1-08-4165-100 HR/Safety Publications       | -         | 1,000      | 1,000   | 0.00% |
| 1-08-6300-500 Supplies - Safety            | 883       | 33,500     | 32,617  | 2.64% |
| Subtotal Operating Expenses                | \$ 2,688  | \$ 85,100  | \$ -    | 3.16% |
| Total Departmental Expenses                | \$ 12,777 | \$ 215,300 | \$ -    | 5.93% |

**Palmdale Water District**  
**2014 Information Technology Budget**  
For the One Month Ending Friday, January 31, 2014

| YTD<br>ACTUAL | ORIGINAL<br>BUDGET | ADJUSTMENTS | ADJUSTED<br>BUDGET | PERCENT |
|---------------|--------------------|-------------|--------------------|---------|
| 2014          | 2014               | 2014        | REMAINING          | USED    |

Personnel Budget:

|                        |           |            |            |       |
|------------------------|-----------|------------|------------|-------|
| 1-09-4000-000 Salaries | \$ 16,250 | \$ 226,000 | \$ 209,750 | 7.19% |
| 1-09-4000-100 Overtime | -         | 2,500      | 2,500      | 0.00% |
| Subtotal (Salaries)    | \$ 16,250 | \$ 228,500 | \$ 212,250 | 7.11% |

Employee Benefits

|                                |          |           |           |        |
|--------------------------------|----------|-----------|-----------|--------|
| 1-09-4005-000 Payroll Taxes    | 1,914    | 16,000    | 14,086    | 11.96% |
| 1-09-4010-000 Health Insurance | 3,200    | 38,400    | 35,200    | 8.33%  |
| 1-09-4015-000 PERS             | 4,828    | 45,200    | 40,372    | 10.68% |
| Subtotal (Benefits)            | \$ 9,942 | \$ 99,600 | \$ 89,658 | 9.98%  |

Total Personnel Expenses

|           |            |      |            |       |
|-----------|------------|------|------------|-------|
| \$ 26,191 | \$ 328,100 | \$ - | \$ 299,409 | 7.98% |
|-----------|------------|------|------------|-------|

OPERATING EXPENSES:

|   |           |            |            |        |
|---|-----------|------------|------------|--------|
| 1-09-4050-000 Staff Travel                              | \$ -      | \$ 3,000   | 3,000      | 0.00%  |
| 1-09-4060-000 Staff Conferences & Seminars              | -         | 15,000     | 15,000     | 0.00%  |
| 1-09-4155-000 Contracted Services                       | 4,104     | 129,000    | 124,896    | 3.18%  |
| 1-09-4165-000 Memberships/Subscriptions                 | -         | 500        | 500        | 0.00%  |
| 1-09-4270-000 Telecommunications                        | 5,005     | 55,500     | 50,495     | 9.02%  |
| 1-09-8000-100 Computer Equipment - Computers            | 5,938     | 25,000     | 19,062     | 23.75% |
| 1-09-8000-200 Computer Equipment - Laptops              | -         | 5,000      | 5,000      | 0.00%  |
| 1-09-8000-300 Computer Equipment - Monitors             | -         | 2,000      | 2,000      | 0.00%  |
| 1-09-8000-400 Computer Equipment - Printers             | -         | 15,000     | 15,000     | 0.00%  |
| 1-09-8000-500 Computer Equipment - Toner Cartridges     | 68        | 3,000      | 2,932      | 2.28%  |
| 1-09-8000-550 Computer Equipment - Telephony            | -         | 2,500      |            |        |
| 1-09-8000-600 Computer Equipment - Other                | 327       | 35,000     | 34,673     | 0.94%  |
| 1-09-8100-100 Computer Software - Maint. and Support    | 4,020     | 70,000     | 65,980     | 5.74%  |
| 1-09-8100-140 Computer Software - Starnik               | 9,100     | 95,000     | 85,900     | 9.58%  |
| 1-09-8100-150 Computer Software - Dynamics GP Support   | 26,309    | 30,000     | 3,691      | 87.70% |
| 1-09-8100-200 Computer Software - Software and Upgrades | -         | 15,000     | 15,000     | 0.00%  |
| Subtotal Operating Expenses                             | \$ 54,872 | \$ 500,500 | \$ 443,128 | 10.96% |

Total Departmental Expenses

|           |            |      |            |       |
|-----------|------------|------|------------|-------|
| \$ 81,063 | \$ 828,600 | \$ - | \$ 742,537 | 9.78% |
|-----------|------------|------|------------|-------|



# ENGINEERING DEPARTMENT COMMITTED CONTRACTS AND PAYOUT SCHEDULE - MARCH, 2014

## Project Commitment and Payout Summary

| Work Order No. | Description   | Contractor/Consultant/ Supplier | Contractual Commitment | Payout to Date |
|----------------|---|---------------------------------|------------------------|----------------|
| 601-14         | Well No. 14A Rehabilitation                           | Best Drilling & Pump            | \$ 9,566               | \$ 0           |
| PL01           | Water System Master Plan Update                       | MWH                             | \$ 196,043             | \$ 0           |
| RCP03          | Annual Tank Maintenance Program                       | Superior Tank Solutions         | \$ 319,100             | \$ 0           |
| 403-14         | Dredging @ Lake Outlet Structure / Mechanical Repairs | Cushman Contracting             | \$ 300,000             | \$ 139,722     |
| 400-14         | Security Improvement Project                          | Exante 360                      | \$ 58,730              | \$ 19,729      |

## Project Payout Detail (Actual/Projected)

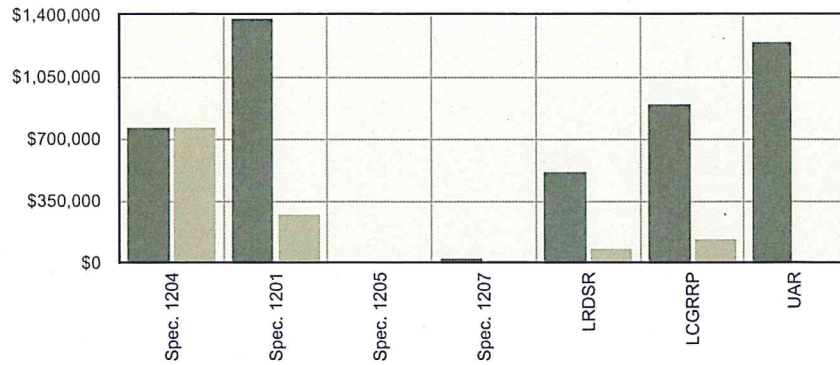
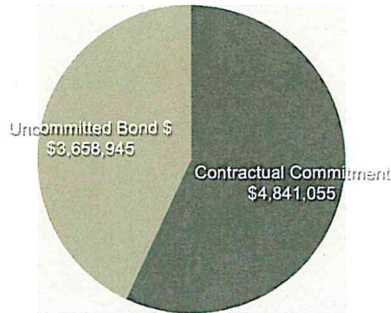
| Work Order No. | Jan      | Feb       | March      | April      | May        | June      | July      | Aug       | Sept      | Oct  | Nov  | Dec  |
|----------------|----------|-----------|------------|------------|------------|-----------|-----------|-----------|-----------|------|------|------|
| 601-14         |          |           | \$ 9,566   | \$ 150,000 | \$ 140,434 |           |           |           |           |      |      |      |
| PL01           |          |           |            | \$ 30,000  | \$ 30,000  | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 16,043 |      |      |      |
| RCP03          |          |           |            |            | \$ 319,100 |           |           |           |           |      |      |      |
| 403-14         |          |           | \$ 300,000 |            |            |           |           |           |           |      |      |      |
| 400-14         | \$ 6,509 | \$ 13,220 | \$ 15,000  | \$ 15,000  | \$ 9,001   |           |           |           |           |      |      |      |
| <b>Totals:</b> | \$ 6,509 | \$ 13,220 | \$ 324,566 | \$ 195,000 | \$ 498,535 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 16,043 | \$ 0 | \$ 0 | \$ 0 |

# PWD WATER REVENUE BONDS - SERIES 2013A

Contractual Commitment Uncommitted Bond \$

Contractual Commitment

Payout to Date



## Project Commitment and Payout Summary

| Project    | Work Order No. | Description  | CEQA     | Allocated Bond \$ | Contractual Commitment | Payout to Date | Uncommitted Bond \$ |
|------------|----------------|--|----------|-------------------|------------------------|----------------|---------------------|
| Spec. 1204 | 603-12         | Ave. Q - Q-3, Division and Sumac                   | 4/28/13  | \$725,000         | \$765,085              | \$765,085      | (\$40,085)          |
| Spec. 1201 | 606-11         | 20th, Puerta, Sweetbriar, and 22nd St. E.          | 5/8/13   | \$1,450,000       | \$1,387,042            | \$275,763      | \$62,958            |
| Spec. 1205 | 605-12         | Frontier, 31st St. E., etc. between Ave. Q and Q-4 | 5/8/13   | \$1,200,000       | \$0                    | \$0            | \$1,200,000         |
| Spec. 1207 | 607-12         | 10th St. E. between Ave. P and Palmdale Blvd.      | 6/16/13  | \$1,400,000       | \$23,510               | \$18,626       | \$1,376,490         |
| LRDSR      | 501-04         | Little Rock Sediment Removal (EIR/EIS/Permits)     | TBD      | \$975,000         | \$515,925              | \$79,061       | \$459,075           |
| LCGRRP     | 400-12         | Little Rock Recharge and Recovery (Feasibility)    | TBD      | \$1,500,000       | \$899,493              | \$137,719      | \$600,507           |
| UAR        | TBD            | Upper Amargosa Recharge (Project Capacity)         | 11/20/12 | \$1,250,000       | \$1,250,000            | \$0            | \$0                 |
| Totals:    |                |  |          | \$8,500,000       | \$4,841,055            | \$1,276,255    | \$3,658,945         |

## Project Payout Detail

| Date         | Project    | Description                                | Invoice No.   | Requisition No. | Payment Amount |
|--------------|------------|--|---------------|-----------------|----------------|
| Jul 8, 2013  | WRB        | Issuance Costs                             | N/A           | 2               | \$ 24,815.84   |
| Jul 9, 2013  | Spec. 1204 | BV Construction - Progress Payment #1      | 1             | 3               | \$ 98,552.53   |
| Jul 17, 2013 | Spec. 1207 | JT Eng. - Design Progress Payment          | 5187          | 4               | \$ 9,108.00    |
| Aug 5, 2013  | Spec. 1204 | BV Construction - Progress Payment #2      | 2             | 5               | \$ 145,175.44  |
| Sep 4, 2013  | Spec. 1204 | BV Construction - Progress Payment #3-4    | 3 and 4       | 6               | \$ 167,790.43  |
| Sep 30, 2013 | LRDSR      | Aspen - EIR/EIS Progress Payment           | 1116.002-01   | 7               | \$ 18,499.60   |
| Sep 30, 2013 | Spec. 1204 | BV Construction - Progress Payment #5      | 5             | 8               | \$ 46,862.08   |
| Oct 24, 2013 | Spec. 1204 | BV Construction - Progress Payment #6      | 6             | 9               | \$ 51,052.05   |
| Oct 24, 2013 | LRDSR      | Aspen - EIR/EIS Progress Payment           | 1116.002-02   | 10              | \$ 8,410.32    |
| Nov 7, 2013  | Spec. 1204 | BV Construction - Progress Payment #7      | 7             | 11              | \$ 87,960.50   |
| Dec 4, 2013  | Spec. 1204 | BV Construction - Progress Payment #8      | 8             | 12              | \$ 70,650.08   |
| Dec 4, 2013  | LRDSR      | Aspen - EIR/EIS Progress Payment           | 1116.002-03   | 13              | \$ 11,054.97   |
| Jan 2, 2014  | LCGRRP     | Kennedy/Jenks - Progress Payment           | 78236         | 14              | \$ 24,066.25   |
| Jan 2, 2014  | Spec. 1201 | BV Construction - Progress Payment #1      | 1             | 14              | \$ 29,925.00   |
| Jan 2, 2014  | Spec. 1204 | BV Construction - Progress Payment #9      | 9             | 14              | \$ 58,787.84   |
| Jan 2, 2014  | LRDSR      | Aspen - EIR/EIS Progress Payment           | 1116.002-04   | 14              | \$ 36,178.95   |
| Jan 2, 2014  | Spec. 1207 | JT Eng. - Design Progress Payment          | 5200          | 14              | \$ 9,518.00    |
| Jan 21, 2014 | Spec. 1201 | BV Construction - Progress Payment #2 & #3 | 2 & 3         | 15              | \$ 114,095.00  |
| Feb 24, 2014 | LRDSR      | Aspen - EIR/EIS Progress Payment           | 1116.002-05   | 16              | \$ 4,917.47    |
| Feb 24, 2014 | Spec. 1201 | BV Construction - Progress Payment #4 & #5 | 4 & 5         | 16              | \$ 131,743.15  |
| Mar 3, 2014  | Spec. 1204 | BV Construction - Retention Payment        | 10            | 17              | \$ 38,254.26   |
| Mar 3, 2014  | LCGRRP     | Kennedy/Jenks - Progress Payment           | 79010 & 80391 | 17              | \$ 113,652.66  |



**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:** March 5, 2014 **March 12, 2014**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.4 – CONSIDERATION AND POSSIBLE ACTION  
ON CONTRACT SERVICES AGREEMENT FOR GENERAL COUNSEL  
SERVICES BETWEEN THE DISTRICT AND ALESHIRE & WYNDER  
LLP.***

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**Recommendation:**

Staff recommends the Board approve the Contract Services Agreement for General Counsel Services between the District and Aleshire & Wynder LLP.

**Background:**

With the assistance of The Mathis Group, a Request for Proposals for providing general legal services for the District was developed and issued. These proposals were reviewed by an Ad Hoc Committee, Dr. Mathis, and staff. The Board then conducted extensive interviews and selected the firm of Aleshire & Wynder LLP to provide general counsel services for the District. The attached Agreement outlines the services and fee schedule for Aleshire & Wynder.

**Strategic Plan Element:**

This work is part of Strategic Element 5.0 Administrative Management.

**Budget:**

This is under Budget Item No.1-02-4140-000 Legal Services.

**Supporting Documents:**

- Contract Services Agreement for General Counsel Services between the District and Aleshire & Wynder LLP

**CONTRACT SERVICES AGREEMENT FOR  
GENERAL COUNSEL SERVICES  
PALMDALE WATER DISTRICT**

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This CONTRACT SERVICES AGREEMENT FOR GENERAL COUNSEL SERVICES (the "Agreement") is effective as of the \_\_\_\_ day of February 2014 by and between the law firm of ALESHIRE & WYNDER, LLP, a California limited liability partnership ("A&W"), and the PALMDALE WATER DISTRICT ("DISTRICT"). The governing body of the DISTRICT BOARD (herein "BOARD") and the executive officer of the District is the General Manager.

**1. APPOINTMENT**

District hereby appoints William W. Wynder as General Counsel, and hires A&W therefore to render the legal services as specified herein, including for water, environmental, special District, and public law legal services as specified herein, under the direction of the District Board.

A&W represents that it employs, or will employ at its own expense, all personnel required for the satisfactory performance of any and all tasks and services set forth herein. A&W shall not replace the designated General Counsel (or any successors to such person) without the Board's prior approval.

**2. SCOPE OF WORK AND DUTIES**

A. A&W will provide representation to District in all its legal matters except as otherwise designated hereby or by the Board.

B. Counsel will keep District informed as to the progress and status of all pending matters in accordance with such procedures as the District may establish from time to time. Counsel is expected to manage, control and oversee the delivery of legal services in a competent, professional, and cost-effective manner, and hereby agrees that all services performed shall be provided in a manner commensurate with competent professional standards. All legal services shall be properly supervised and all personnel shall be qualified to handle the work assigned.

C. All legal services shall be coordinated under the direction of the Board or General Manager of District. Nothing in this Agreement shall be construed in any manner as limiting the ultimate and absolute discretion of the Board, at any time, to assign or reassign any legal matter of District from or to A&W.

**3. DISTRICT DUTIES**

District agrees to provide such information, assistance, cooperation, and access to books, records, and other information, as is necessary for A&W to effectively render its professional services under this Agreement. To the extent District desires services to be rendered on site,



District, at District's expense, will make available sufficient office space, furniture, telephones, computers, facsimile machines, and secretarial support, as approved by the Board President or General Manager, as may be necessary therefor. District further agrees to abide by this Agreement, and to timely pay A&W's bills for fees, costs, and expenses.

**4. PERSONNEL**

In addition to William W . Wynder acting as General Counsel, A&W will provide additional attorneys who are qualified and have the expertise to render the predominate legal services hereunder. Assistant Counsel shall be Patty Quilizapa.

Assignments may be modified as provided in Section 2 above and except as so provided, A&W will exercise its discretion to utilize whichever attorney(s) (and staff) it determines to be best suited to its rendition of legal services under this Agreement, consistent with the competent and efficient rendering of legal services, and with a view toward rendering such services in an economically efficient manner.

**5. COMPENSATION**

A&W's fees will be charged on an hourly basis for all time actually expended. The compensation schedules are set forth in Exhibit "A" attached hereto and incorporated herein by this reference.

The rates in Exhibit A would remain in effect until at least July 1, 2017. Although the hourly rates of the attorneys at A&W are reviewed annually, no such increases shall apply to the District unless the fees specified in Exhibit A are amended by action of the Board.

**6. COSTS AND OTHER CHARGES**

A&W may incur various costs and expenses in rendering the legal services required by this Agreement which, if customary and necessary for the performance of legal services hereunder, shall be reimbursable by District. These costs and expenses are described in more detail in Exhibit "B". District agrees to reimburse A&W for these costs and expenses in addition to the hourly fees for legal services. Reimbursable costs shall not include any overhead or administrative charge by A&W, except as provided herein.

A&W may determine it necessary or appropriate to use one or more outside investigators, consultants, or experts in rendering the legal services required (particularly if a matter goes into litigation). District will be responsible for paying such fees and charges. A&W will not, however, retain the services of any outside investigators, consultants, or experts without the prior agreement of District. A&W will select any investigators, consultants, or experts to be hired.

The cost and expenses referred to herein include certain travel expenses; transportation, meals, and lodging; when incurred on behalf of the client. Generally, except in connection with litigation (travel costs to court and for discovery are chargeable), these will only be charged when outside of the area, and only with the prior agreement of District.

Finally, periodically, when on-site, A&W personnel may be required to make local and long-distance telephone calls, or make photocopies, or incur other expenses on behalf of the District as well as other clients. A&W will not be charged for such expenses and, in exchange, will not charge the District for calls made from our office or other locations to the District.

## **7. STATEMENTS AND PAYMENT**

A&W shall render to District a statement for fees, costs, and expenses incurred on a periodic basis (generally monthly). Such statement(s) shall indicate the basis of the fees, including the hours worked, the hourly rate(s), and a brief description of the work performed. Separate billing categories can be established to track costs associated with District funding categories or to track project costs, or such other basis as the District may direct. Reimbursable costs shall be separately itemized.

Payments shall be made by District within thirty (30) days of receipt of the invoice, except as stated herein or for those specific items on an invoice which are contested or questioned and are returned by District with a written explanation of the question or contest, within thirty (30) days of receipt of the invoice. Payments made more than thirty (30) days after the due date shall draw interest at the legal rate, however, payments may be made up to ninety (90) days after the due date without interest or any other penalty provided the basis for delay of payment is due to the Board not convening within thirty (30) days of receipt of the invoice.

## **8. PROHIBITION AGAINST SUBCONTRACTING OR ASSIGNMENT**

The experience, knowledge, capability and reputation of A&W, its partners, associates, and employees, was a substantial inducement for District to enter into this Agreement. Therefore, A&W shall not contract with any other person or entity to perform, in whole or in part, the legal services required under this Agreement without the written approval of District. In addition, neither this Agreement, nor any interest herein, may be transferred, assigned, conveyed, hypothecated, or encumbered voluntarily, or by operation of law, whether for the benefit of creditors, or otherwise, without the prior written approval of District. Adding attorneys to A&W, changes in the partnership, name changes and similar changes shall not be deemed a transfer or assignment requiring approval of District or amendment hereof.

## **9. INDEPENDENT CONTRACTOR**

A&W shall perform all legal services required under this Agreement as an independent contractor of District, and shall remain, at all times as to District, a wholly independent contractor with only such obligations as are required under this Agreement. Neither District, nor any of its employees, shall have any control over the manner, mode, or means by which A&W, its agents or employees, render the legal services required under this Agreement, except as otherwise set forth. District shall have no voice in the selection, discharge, supervision or control of A&W employees, servants, representatives, or agents, or in fixing their number, compensation, or hours of service.

## **10. INSURANCE**

A&W shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to District, during the entire term of this Agreement, including any extension thereof, the following policies of insurance:

(a) Comprehensive General Liability Insurance. A policy of comprehensive general liability insurance written on a per occurrence basis in an amount not less than a combined single limit of One Million Dollars (\$1,000,000.00), and One Million Dollars (\$1,000,000.00) products and completed operations.

(b) Workers' Compensation Insurance. A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for both A&W and District against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by the District in the course of carrying out the work or services contemplated in this Agreement.

(c) Automobile Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than a combined single limit liability of One Million Dollars (\$1,000,000.00). Said policy shall include coverage for owner, non-owner, leased and hired cars.

(d) Errors and Omissions Insurance. A policy of professional liability insurance written on a claims made basis in an amount not less than Three Million Dollars (\$3,000,000.00).

Except for the policy of professional liability insurance, all of the above policies of insurance shall be primary insurance and shall name District, its officers, employers and agents as additionally insured. Except for the policy of professional liability insurance, the insurer shall waive all rights of subrogation and contribution it may have against the District, its officers, employees and agents and their respective insurers. Except for the policy of professional liability insurance, all of said policies of insurance shall provide that said insurance may not be amended or canceled without providing thirty (30) days prior written notice by registered mail to the District. In the event any of said policies of insurance are cancelled, the attorney shall, prior to the cancellation date, submit new evidence of insurance in conformance with this Section to the District. Failure to do so is cause for termination.

## **11. INDEMNIFICATION**

A&W agrees to indemnify District, its officers, employees and agents against, and will hold and save each of them harmless from, any and all actions, suits, claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the work, operations or activities of A&W, its agents, employees, subcontractors, or invitees, provided for herein or arising from the acts or omissions of A&W hereunder, or arising from A&W's performance of or failure to perform any term, provision, covenant or condition of this Agreement, except to the extent such claims or liabilities arise from the negligence or willful misconduct of District, its officers, agents or employees.

## **12. NOTICES**

Notices required pursuant to this Agreement shall be given by personal service upon the party to be notified, or by delivery of same into the custody of the United States Postal Service, or its lawful successor; postage prepaid and addressed as follows:

DISTRICT: Palmdale Water District  
2029 East Avenue Q  
Palmdale, CA 93550  
Attention: Board President, Kathy Mac Laren (or whomever is serving as Board President at the time notice is given)

ATTORNEY: Aleshire & Wynder, LLP  
2361 Rosecrans Ave., Suite 475  
El Segundo, CA 90245  
(562) 527-6660 (office)  
wwynder@awattorneys.com  
Attention: William W. Wynder, Esq.

Service of a notice by personal service shall be deemed to have been given as of the date of such personal service. Notice given by deposit with the United States Postal Service shall be deemed to have been given two (2) consecutive business days following the deposit of the same in the custody of said Postal Service. Either party hereto may, from time to time, by written notice to the other, designate a different address or person which shall be substituted for that specified above.

## **13. NON-DISCRIMINATION**

In connection with the execution of this Agreement, A&W shall not discriminate against any employee or applicant for employment because of race, religion, marital status, color, sex, handicap, sexual persuasion, or national origin. A&W shall take affirmative action to ensure that applicants are employed, and that employees are treated fairly during their employment, without regard to their race, religion, color, sex, marital status, handicap, sexual persuasion, or national origin. Such actions shall include, but not be limited to the following: employment, promotion, demotion, transfer, duties assignment; recruitment or recruitment advertising; layoff of termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

## **14. TERM, DISCHARGE AND WITHDRAWAL**

This Agreement shall continue in effect, subject to modification of fees as provided in Section 5, until terminated by either party hereto. District may discharge A&W at any time. The Special Counsel shall have no right to hearing or notice, and may be discharged with or without notice. A&W may withdraw from District's representation at any time, to the extent permitted by law, and the Rules of Professional Conduct, upon at least sixty (60) days' notice to District.

In the event of such discharge or withdrawal, District will pay A&W professional fees and costs, in accordance with this Agreement, for all work done (and costs incurred) through the



date of cessation of legal representation. District agrees to execute, upon request, a stipulation in such form as to permit A&W to withdraw as District's attorneys of record in any legal action then pending. A&W shall deliver all documents and records of District to District, or to counsel designated by District, and assist to the fullest extent possible in the orderly transition of all pending matters to District's special counsel.

## **15. CONFLICTS**

(A) **General.** Except as provided below, A&W has no present or contemplated employment which is adverse to the District. A&W agrees that it shall not represent clients in matters either litigation or non-litigation against the District, except as provided below. A&W may have past and present clients or may have future clients, which, from time to time, may have interests adverse to District, and A&W reserves the right to represent such clients in matters not connected with its representation of the District.

If a potential conflict of interest arises in A&W's representation of two clients, if such conflict is only speculative or minor, A&W shall seek waivers from each client with regards to such representation. However, if real conflicts exist, A&W would withdraw from representing either client in the matter, and assist them in obtaining outside special counsel.

(B) **Antelope Valley Adjudication.** Excluded from the legal matters assigned to A&W hereunder is the Antelope Valley Groundwater Adjudication (the "Adjudication"), which consists of a group of lawsuits, as follows:

- *Los Angeles County Waterworks District No. 40 v. Diamond Farming Co., et al.*  
Los Angeles County Superior Court, CaseNo. BC 325 201;
- *Los Angeles County Waterworks District No. 40 v. Diamond Farming Co., et al.*  
Kern County Superior Court, Case No. S-1500-CV-254-348; and
- *Wm. Bolthouse Farms, Inc. v. City of Lancaster*  
*Diamond Farming Co. v. City of Lancaster*  
*Diamond Farming Co. v. Palmdale Water District*  
Riverside County Superior Court, Consolidated Action, Case Nos. RIC 353 840, RIC 344 436, RIC 344 668

Due to the fact that A&W currently represents another party to this matter, the District will continue with its current legal representation and written waivers will be obtained from each party before this Agreement becomes effective. A&W will not represent District in these matters or obtain confidential information from District pertaining to the matter.

## **16. ATTORNEY FEES AND COSTS**

If any legal action is necessary to enforce any provision hereof or for damages by reason of an alleged breach of any provision of this Agreement, the prevailing party shall be entitled to receive from the losing party all costs and expenses and such an amount as the court may adjudge to be reasonable attorney's fees.

**17. VENUE**

The venue of any action or claim brought by any party to this Agreement will be in Los Angeles County. Each party hereby waives any law or rule of the court, which would allow them to request or demand a change of venue.

**18. INTEGRATED AGREEMENT; AMENDMENT**

This Agreement contains all of the agreement of the parties and cannot be amended or modified except by written agreement. No prior oral or written understanding shall be of any force or effect with respect to those matters covered in this Agreement. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

**19. CORPORATE AUTHORITY**

The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that in so executing this Agreement the parties hereto are formally bound to the provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date of execution by the District.

Dated: \_\_\_\_\_, 2014

**“PALMDALE WATER DISTRICT**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Dated: \_\_\_\_\_, 2014

**“ALESHIRE & WYNDER, LLP”**

By: \_\_\_\_\_

David J. Aleshire, Esq.

## EXHIBIT A - FEE AGREEMENT

### A. GENERAL

We generally charge fees on an hourly basis only for time actually expended on behalf of a client. These rates may be discounted further for an agreed-upon number of hours per month of basic "general counsel" services. This discount for a fixed number of hours may serve as a monthly retainer, but given varying levels of District needs, a monthly retainer carries risks that the District will be overcharged when a minimal number of hours is required or that the Firm will be under-compensated when there is a demand for services beyond the expected level.

Below, we have proposed an hourly-rate approach that includes a discounted rate similar to what a monthly retainer arrangement provides. This discount would be for the first 25 hours, except given the added costs of transition of services, in the first year the discount would apply to the first 50 hour of general services for each month. However, if more than half of your general service hours are typically falling outside of the discount, we are prepared to adjust it.

The fee arrangement would be adjusted on July 1, 2016 by \$10 per hour for each category. Thereafter the rates would be subject to adjustment as agreed to between the District and the Firm. The overall contract would remain in effect until at least July 1, 2017, and thereafter until any other rate adjustment shall be made.

The Firm typically bills its clients on an hourly rate with the rate determined by the type of work. We charge in one-tenth (0.1) of an hour increments. We also utilize separate billing accounts based upon the District's departments, litigation matters, development projects, construction projects, and other unique matters. The monthly billing statements for fees and costs shall indicate the basis of the fees, including a detailed and auditable breakdown of the hours worked, the billable rates charged, and description of the work performed including the personnel who performed the work.

Our reimbursable expenses generally are as follows:

| REIMBURSABLE   |   |
|--|---|
| In house photocopies and faxes   | \$0.20 per page   |
| Postage, Out-of-Pocket Expenses, Outsourced Reproduction and Preparation of Trial Exhibits | Billed at our cost with no mark up.   |
| Travel time and Mileage  | <b>We would not charge for travel time to/from District offices</b> , but we do charge for travel time for litigation services. When charged, travel time is billed at the litigation services rate for the attorney(s) performing the work. The current IRS mileage rate is billed for all travel <i>other than to</i> District offices. |
| Subcontractors   | Should the District request that the Firm retain subcontractors, such as appraisers or expert witnesses or consultants, such costs will be billed at our cost with no mark up.  |

## EXHIBIT A - FEE AGREEMENT

### **B. HOURLY RATES\***

| PROPOSED RATES PER HOUR  |  |
|--|--|
| <b>1. Advisory Services &amp; Transactional Services:</b> Advisory Services are general counsel services such as communications with the District on general water issues, upcoming agendas, and Commission and Board meetings, with occasionally the need for limited legal or factual research. Transactional Services are those that require drafting of correspondence, memos, or contracts, which may require legal or factual research.  | <b>First 25 hours:</b> \$205/hr.<br><b>After 25 hours:</b><br><b>Partners &amp; Of Counsel:</b> \$235<br><b>Associates:</b> \$195<br><b>Paralegal:</b> \$150<br><b>Law Clerk:</b> \$90<br><b>Legal Assistant &amp; Clerical Support:</b> \$0<br><br>[For 1st year the discount for the 1st 25 hours shall apply to the first 50 hours] |
| <b>2. Litigation and Special Services:</b> Litigation and Special Services include litigation in any court or tribunal, and administrative proceedings in federal, State, county, or local forums, and special services when approved by General Manager such as labor and employment, real estate transactions, major contract negotiations, toxics wastes, and similar services.   | <b>Partners &amp; Of Counsel:</b> \$255<br><b>Associates:</b> \$205<br><b>Paralegal:</b> \$150<br><b>Law Clerk:</b> \$90<br><b>Legal Assistant &amp; Clerical Support:</b> \$0   |
| <b>3. Risk Management Litigation:</b> Litigation of tort claims against the District.  | <b>Blended Attorney Rate:</b> \$195<br><b>Paralegal:</b> \$150<br><b>Law Clerk:</b> \$90<br><b>Legal Assistant &amp; Clerical Support:</b> \$0   |
| <b>4. Public Finance Rates:</b> For public finance the fee structure shall be as follows:<br><br>(i) one and one-half (1 ½) percent of the first \$1 million executed and delivered; three-quarters percent of the next \$4 million executed and delivered; one-third percent of the next \$10 million; one-eighth percent of the next \$10 million; and one-tenth percent of any amount over \$25 million; subject to a minimum fee of Forty Thousand Dollars (\$40,000); and<br>(ii) For land-based issues (e.g., CFDs and Assessment Districts), a minimum additional fee of \$15,000 payable from a developer's deposit shall apply for the formation of each district or improvement area.<br><br>In the event that multiple series of bonds, loans or notes are issued, the foregoing fee schedule would be applied to each issue. Fees shall be contingent unless otherwise directed by the client. If contingent, payment of the fees is entirely contingent upon the successful execution and delivery of the bonds or notes to be payable on or after delivery except for out-of-pocket expenses. In addition to the foregoing, a fee of \$7,500 may be charged if a tax opinion is required. At the discretion of the District, District choose a non-contingent structure in lieu of the above schedule at the rate of \$400 per hour on a blended rate for all attorney time incurred. Fees may be adjusted upon negotiation with the Finance Director to the extent there are significant delays in the transaction or the transaction is extremely complex. |  |

\* Other rates may be subject to determination, such as where there is an opportunity to obtain cost recovery through a private party such as a developer.

\*\* These rates would remain in effect for 2 years until July 1, 2016 when they would increase by \$10 per hour.

**EXHIBIT B**  
**STATEMENT OF BILLING PRACTICES FOR LEGAL SERVICES**

The Firm's fees are charged on an hourly basis for all time actually expended. The current hourly design rate for the attorneys and staff working on this matter will be set forth in the billing statement. Annually, you will be provided with the prevailing hourly design rates for the attorneys who will spend the predominate amount of time on this matter. It should be understood that hourly rates are reviewed, and when appropriate, adjusted to reflect increases in seniority and experience as well as inflationary factors. However, when rates are specified in the contract, these rates control.

The Firm will incur various costs and expenses in performing legal services. These costs and expenses are separately billed to the client and include fees fixed by law or assessed by public agencies, long distance telephone calls, messenger and other delivery fees, postage, parking, and other local travel expenses, photocopying (charge of twenty cents (\$.20) per page) and other reproduction costs, clerical, staff overtime, computer-assisted research fees, travel costs, including mileage at the current IRS rate per mile, airfare, lodging, meals, and incidentals (but not travel costs to and from the District), and other similar items including deposition, reporter fees, and transcript fees. In addition, the client will be responsible for paying the fees of consultants and other outside experts who are retained after consultation with the client (mileage, reproduction and other costs are periodically adjusted in accordance with the Firm's actual costs).

It is understood that Firm will generally not charge for actual travel time, local or long-distance telephone calls or calls made to the District. In exchange, Firm shall not be charged for calls made or received at the District, whether local or long-distance, nor for copying charges since copying on-site will reduce the charge to the client.

Travel costs including mileage (current IRS rate), parking, airfare, lodging, meals, and incidentals are charged in connection with administrative or judicial proceedings, or when traveling outside of Los Angeles, Riverside, San Bernardino or Orange Counties unless special arrangements are made. Travel time may also be charged in connection with such proceedings.

The monthly billing statements for fees and costs shall indicate the basis of the fees, including the hours worked the billable rates charged, and description of the work performed. All bills are expected to be paid within thirty (30) day of the date of billing statement. In the event any statement remains unpaid for more than thirty (30) days after the date of the statement, interest thereon at the rate of ten percent (10%) per annum shall be due and payable thereafter on the unpaid balance.

It is expressly understood that the client may discharge Firm at any time. Firm may withdraw from representation at any time to the extent permitted under the Rules of Professional Conduct, upon reasonable notice to the client. In the event of such discharge or withdrawal, client shall pay Firm fees and costs in accordance with this agreement for all work done (and costs incurred) through the termination of Firm representation to Client. Upon such termination withdrawal, Firm shall deliver to client all of its files in this matter and any property in possession at Firm belonging to client.



**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** March 5, 2014 **March 12, 2014**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.5 – CONSIDERATION AND POSSIBLE ACTION  
ON PROPOSAL RECEIVED FROM THE MATHIS GROUP FOR  
RECRUITMENT OF PIO/CONSERVATION REVISED POSITION.***

---

**Recommendation:**

Staff recommends the Board approve the proposal received from The Mathis Group for the recruitment of the PIO/Conservation revised position in the not-to-exceed amount of \$15,560.00.

**Alternative Options:**

The alternative option is for District staff to develop a job description and recruit for a PIO/Conservation position.

**Impact of Taking No Action:**

If no action is taken on this item, District staff would need to develop a job description and recruit for a PIO/Conservation position in order to comply with recently approved Resolution No. 14-6.

**Background:**

Mrs. Claudette Beck, former Water Conservation Supervisor, retired in December, 2013. Due to the drought situation in California, the District determined that the Water Conservation Supervisor position is a critically needed position, and entered into a Temporary Employment Agreement with Retired Annuitant Claudette Beck and adopted Resolution No. 14-6 Authorizing an Exception to the 180-Day Wait Period Under Government Code Sections 7522.56 and 21221(h) for the temporary employment of Retired Annuitant Claudette Beck. One of the provisions of Resolution No. 14-6 is that the District must be actively recruiting to fill the Water Conservation Supervisor position.

At the last regular Board meeting, staff was given direction to contact The Mathis Group and obtain a proposal to recruit for a Community & Government Affairs Coordinator/Water Conservation Supervisor position. This proposal is attached.

**Strategic Plan Element:**

This work is part of Strategic Element 4.0 Personnel Management.

**Budget:**

This is under Budget Item No. 1-02-4140-000 Consultants.

**Supporting Documents:**

- Mathis Consulting Group Proposal for Recruitment of PIO/Conservation Revised Position



**March 3, 2014**

**To: Dennis LaMoreaux, General Manager  
Palmdale Water District**

**From: William Mathis, PhD.  
Management Consultant/Recruiter**

**RE: Proposal for Recruitment of PIO/Conservation Revised Position**

Thank you for the invitation to provide review of recruitment of a PIO Manager and revisioned job description for combined PIO and Conservation Manager.

Per request of President MacLaren, we are offering a proposal for merging job descriptions and recruitment of a new PIO and Manager of conservation efforts for PWD. This position will largely supplant the current role of Conservation Manager so the District will see little increase in the actual employee count.

### **Recruitment of PIO/Conservation Manager**

One of the conclusions from the Mathis Study 2013 recommends hiring a veteran (10 yr. experience) PIO manager and professional that can coordinate and lead an effective public outreach process for PWD and 218 process. The re-writing of the job description and recruitment will ensure applicants have the skills necessary for managing conservation efforts and outcomes as well as a new effort of social media and public outreach for the District. Routine guidelines pertaining to news articles and covering Board and District and cities coverage will be within the position's scope of work. A professional profile will be put into a brochure to ensure that the best candidate is recruited ASAP.

### **Activities**

1. Consult with General Manager and Board on this new position with the traits desired. GM to provide final approval of this staff position reporting to the GM.

2. Prepare and submit advertisements to 2-3 publications for an experienced PIO (Jobs Available); to be paid by District. Ads will be sent directly by consultant to known and capable professionals
3. Set dates for interviewing the top 5-6 applicants who meet criteria attached in the brochure/new job description.
4. GM and Board will provide a selection process even as the Manager works for the General Manger. This key appointment must maintain support of Board and Staff. Trust and competence are key indicators as well as knowing fundamentals of public communications, social media, newsletter and general public education.
5. Mathis group will background finalist's education, job experience and personal credibility.
6. Dr. Mathis may assist GM in final negotiation of benefits and start dates.

**Cost**

|   |                                       |
|---|---------------------------------------|
| Recruitment and re-write PIO/Conservation |                                       |
| Manager Position                          | \$15,950                              |
| (Expenses not to exceed)                  | 3,500                                 |
|   | <hr/>                                 |
|   | \$19,450                              |
| <br>Client Discount 20%                   | <br>\$3,890                           |
|   | <br><b><u>Total Cost \$15,560</u></b> |

Dr. Bill Mathis

---

Dennis LaMoreaux, General Manager

---

R. William Mathis, Management Recruiter

**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:** March 5, 2014 **March 12, 2014**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.6 – CONSIDERATION AND POSSIBLE ACTION  
ON PROPOSAL RECEIVED FROM THE MATHIS GROUP FOR  
CONDUCTING ADMINISTRATIVE / EXECUTIVE ASSISTANTS  
ORIENTATION AND COACHING.***

---

**Recommendation:**

Staff recommends the Board approve the proposal received from The Mathis Group for conducting Administrative/Executive Assistants orientation and coaching in the not-to-exceed amount of \$5,500.00.

**Alternative Options:**

The alternative option is to not conduct this orientation and coaching.

**Impact of Taking No Action:**

The orientation and coaching sessions would not take place.

**Background:**

The results of the Organizational Assessment conducted by The Mathis Group include recommendations to reclassify several positions. As a result, The Mathis Group has recommended orientation and coaching for support staff.

**Strategic Plan Element:**

This work is part of Strategic Element 4.0 Personnel Management.

**Budget:**

This is under Budget Item No. 1-02-4140-000 Consultants.

**Supporting Documents:**

- Mathis Consulting Group Proposal for Administrative/Executive Assistants Orientation and Coaching



**March 2, 2014**

**TO: Dennis LaMoreaux, General Manager  
Palmdale Water District**

**FROM: Janice Mathis  
Management Consultant**

**RE: Administrative/Executive Assistants Orientation and Coaching**

---

In recognition of the new culture being created at PWD, there is clear awareness for key executives to delegate, clarify roles, initiate new procedures, and measure the effective support services into a clearly powerful asset to key managers that include GM, AGM, Division Managers and others designated by the GM and AGM.

**Activities would include:**

- 1.** Interview and obtain lists of areas (initially) that the /Executive Assistant should expect from GM and AGM who will have new and clarified support;
- 2.** Assist current staff in developing a new orientation plan for the Executive Assistant/Office Manager. This orientation should include familiarity with all business, production and facilities within the PWD. The orientation will include meeting executive assistants to other 7-10 Districts, the Board, and special entities defined by the GM
- 3.** Assess with Dr. Mathis the initial negotiation areas with each key executive. General areas will include:
  - Schedule control and gate-keeping
  - Method of communication preferred by executives
  - Routine updates accomplished by?
  - Files and preparation for the work ahead
  - Direction for e-mail responding and updates for meetings, information and mail
  - Tracking subordinate due dates and reminders

- Editing quality of documents, final revisions and non-technical communications
- Managing agenda, keep meeting preparation and coordination with PIO, Clerk of Board, other executive Team members
- Contribute to positively improving the Administrative Culture to be positive, rumor-free, confidential, and set a model image of professional demeanor desired by the Executive Team.

4. Coach and problem solve with Executive Assistants and manager assistants and support staff as needed for next 6 months to encourage professional development and problem solving.

**Cost:** \$5,500 (plus travel expenses – not to exceed \$1,500, i.e., books/articles for review) and six sessions 2014

Hourly Rate: \$150.00

---

**Dennis LaMoreaux, General Manager  
Palmdale Water District**

---

**Janice Mathis, M.A.  
Management Consultant**

**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:** March 5, 2014 **March 12, 2014**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.7 – CONSIDERATION AND POSSIBLE ACTION  
ON RECRUITMENT FOR ONE SERVICE WORKER I POSITION.***

---

**Recommendation:**

Staff recommends the Board of Directors authorize staff to recruit and hire for the vacant position of Service Worker I.

**Alternative Options:**

The alternative is to not approve this recruitment.

**Impact of Taking No Action:**

The recently vacated Service Worker I position would remain vacant.

**Background:**

The position of Service Worker I was recently vacated and is a needed position in the Facilities Department. Staff recently recruited and filled three vacant Service Worker I positions from a well-qualified pool of candidates. Staff hopes to be able to fill this position from this pool of candidates. If not, a full recruitment process will begin.

**Strategic Plan Element:**

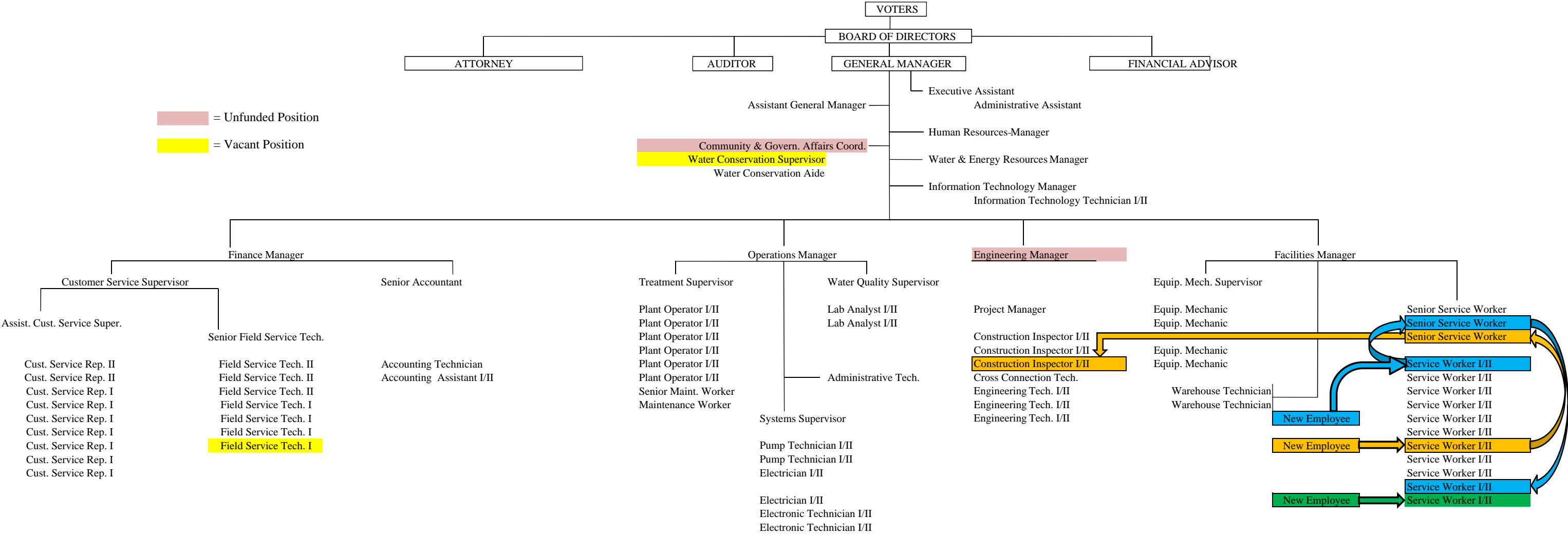
This work is part of Strategic Element 4.0 Personnel Management.

**Budget:**

The Service Worker I position is a budgeted position.

**Supporting Documents:**

- Organization Chart – Position Vacancy and Hiring Process Status



**SUMMARY TABLE**

| Hiring Process Authorization |                             | Filled By             |                     |          | Status   |
|------------------------------|-----------------------------|-----------------------|---------------------|----------|----------|
| Date                         | Position                    |                       |                     |          |          |
| 11/27/2013                   | Service Worker I/II         | New Hire              |                     |          | Complete |
| 11/27/2013                   | Service Worker I/II         | Senior Service Worker | Service Worker I/II | New Hire | Complete |
| 11/27/2013                   | Construction Inspector I/II | Senior Service Worker | Service Worker I/II | New Hire | Complete |
|                              |                             |                       |                     |          |          |

**Palmdale Water District**

**Position Vacancy and Hiring Process Status**

Date: February 19, 2014DDL

ADVANCE REGISTRATION DEADLINE: February 10, 2014

MEALS:      \_\_\_ YES      SPOUSE:      \_\_\_ YES      SPOUSES' TOUR:      \_\_\_ YES  
              \_\_\_ NO                \_\_\_ NO                \_\_\_ NO

**DEPARTMENTAL TRAVEL BUDGET:**

REGISTRATION: \_\_\_\_\_ TRAVEL: \_\_\_\_\_  
TOTAL REMAINING BALANCE: \_\_\_\_\_

**PROPOSED EXPENSES:** Registration: \_\_\_\_\_  
 Transportation: \_\_\_\_\_  
 Meals:\* \_\_\_\_\_  
 Miscellaneous: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

\*DIRECTORS: Expenses are outlined in Section 4.06.1 of the District's Rules and Regulations.  
\*FOR STAFF: Meal limitations are outlined on pages 30 and 31 of the District's Employee Manual.  
Please review these limitations.

**HOTEL ACCOMMODATIONS:** \_\_\_YES \_\_\_NO REGISTRATION DEADLINE: \_\_\_\_\_  
ARRIVAL DATE/TIME: \_\_\_\_\_ DEPARTURE DATE/TIME: \_\_\_\_\_

TYPE OF ACCOMMODATIONS: \_\_\_\_\_ SINGLE (1 PERSON)  
 \_\_\_\_\_ DOUBLE (2 PEOPLE)  
 \_\_\_\_\_ (2 PEOPLE/2 BEDS)

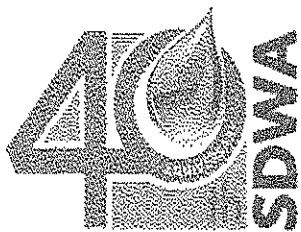
**AIRLINE RESERVATIONS:**             YES             NO

DEPART FROM \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ AM/PM  
(airport) (date) (time)

RETURN FROM \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ AM/PM  
(airport) (date) (time)

SUPERVISOR APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_





The Safe Drinking Water Act at 40

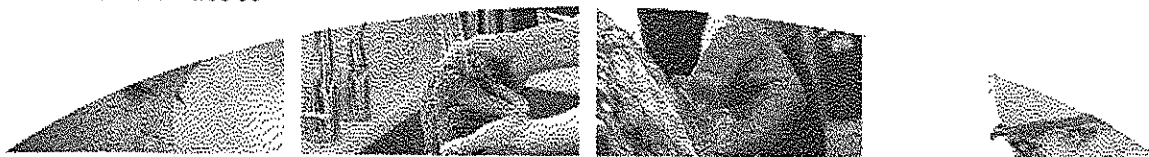
## 2014 CA-NV Section AWWA Spring Conference

March 24–27, 2014

Disneyland Hotel, Anaheim, CA

Join us at the 2014 Spring Conference (#CANVSC) on March 24-27 at the Disneyland Hotel in Anaheim. This year's theme celebrates the Safe Drinking Water Act at 40. SDWA changed forever how we access, treat and deliver water to the public. Along with a special track dedicated to SDWA issues, conference will feature new technical sessions, additional opportunities to earn contact hours, and other exciting industry activities.

- ° Earn up to 16 Contact Hours!
- ° FREE Contact Hours for individual, operator or administrative AWWA Members. (only \$20 for non-members)
- ° Several registration options are available!
- ° FREE Exhibit Hall Passes





CALIFORNIA-NEVADA SECTION  
American Water Works Association

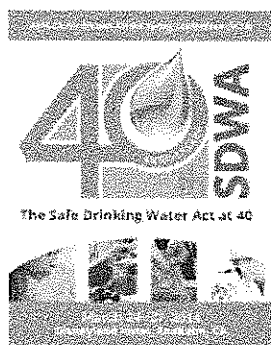
**JOIN THE COMMUNITY.  
MAKE A DIFFERENCE. INVEST IN YOURSELF.**  
Dedicated to leading, educating and serving the drinking water community



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#### Conference Theme:

*The Safe Drinking Water Act at 40*  
**March 24 - 27, 2014**  
**Disneyland Hotel - Anaheim, CA**

#### Quick Links:

[Technical Tours](#)  
[Committee Meeting Schedule](#)  
[General Conference Schedule](#)  
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[Hotel Room Reservations](#)  
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[Preliminary Technical Program](#)

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## You need to be at SC14!

### Here's Why:

Re-charge your passion for the profession. You are an important asset to your employer and/or business. When you come back re-charged, you will pass along that energy and enthusiasm to those with whom you work. Registering for this event does not cost, it actually pays with the following benefits!

- Earn up to 16 Contact Hours!
- FREE Contact Hours for individual, operator or administrative AWWA Members. All others pay only \$20.00
- Register for a Full Conference Registration before February 10 and pay only \$445 (member rate). Register after February 10 and before March 15 and save \$50! Register before February 10 and save \$100 off the Onsite rate. Full registration package includes the following: AWWards & Competitions Luncheons, A.M. & P.M Breaks, Two (2) Drink Tickets for Exhibitor Reception, Member Welcome Reception, Technical Sessions, Entrance to Exhibit Hall, Three (3) Prize Drawing Tickets and post-event access to online speaker PowerPoint presentations
- Two-Day Education Package available for Wednesday and Thursday \$225 (before February 11, excludes meals)
- FREE Exhibit Hall Passes

### Tuesday Technical Tour

**Day/Date:** Tuesday, March 25

**Pickup Time from Disneyland Hotel:** 8:30 AM

**Drop off Time at Hotel:** 12:30 PM

**Pickup Location:** Disneyland Hotel front entrance

**Location:** Metropolitan Water District, Robert B. Diemer Filtration Plant

**Cost:** \$40.00

**\*Contact Hours:** Four (4) \*Subject to change

### **Metropolitan Water District, Robert B. Diemer Filtration Plant**

The Robert B. Diemer Treatment Plant in Yorba Linda is one of the largest treatment plants in the United States. It uses conventional treatment techniques consisting of coagulation, flocculation, sedimentation, filtration, and disinfection to deliver up to 520 million gallons of water per day. A recently completed, six-year nearly \$300 million renovation introduced ozonation – the process of bubbling ozone gas through untreated water to disinfect it and improve its taste and aroma. Ozone replaces the traditional disinfection process, which relies on chlorine as the disinfectant to safeguard drinking water. The tour will include a brief history of the Metropolitan Water District and the aqueduct systems that feed water to the treatment plant. The tour will continue through the control center; the treatment facilities, including various states of water treatment water treatment; and the outflow piping tunnels.

Instructions: Security clearance is required for this tour. CA-NV AWWA will be providing MWD with a list of names of tour registrants 10 days before the tour. All participants must have a government issued photo-ID to enter the site. Anyone who didn't register in advance and/or does not have a valid photo ID should not board the bus for the facility.

Dress Recommendations: Please dress appropriately for a construction site (Must wear pants and closed-toe shoes comfortable for walking long distances and on uneven surfaces. Hard hats, safety vests and goggles will be provided by the water district.

Please click [HERE](#) for SC14 Conference Registration form, with Tour Registration Option.  
Please click [HERE](#) to register online.

### Wednesday Technical Tour

**Day/Date:** Wednesday, March 26

**Pickup Time from Disneyland Hotel:** 9:30 AM

**Drop off Time at Hotel:** 12:30 PM (Hosted luncheon in the Exhibit Hall is from 11:45 AM - 1:45 PM)

**Pickup Location:** Disneyland Hotel front entrance

**Location:** Orange County Water District

Cost: \$40.00

\*Contact Hours: Three (3) \*Subject to change

### **Orange County Water District's Groundwater Replenishment System (GWRS) - World's Largest Water Purification System for Potable Reuse**

The Groundwater Replenishment System (GWRS) takes highly treated wastewater that would have previously been discharged into the Pacific Ocean and purifies it using a three-step advanced treatment process consisting of microfiltration, reverse osmosis and ultraviolet light with hydrogen peroxide. The process produces high-quality water that exceeds all state and federal drinking water standards.

Operational since January 2008, this state-of-the-art water purification project can produce up to 70 million gallons (265,000 cubic meters) of high-quality water every day. This is enough water to meet the needs of nearly 600,000 residents in north and central Orange County, California.

The design and construction of the GWRS was a project jointly-funded by the Orange County Water District and the Orange County Sanitation District. These two public agencies have worked together for more than 30 years. They are leading the way in water recycling and providing a locally-controlled, drought-proof and reliable supply of high-quality water in an environmentally sensitive and economical manner.

IMPORTANT: Please click [HERE](#) for OCWD FACILITIES TOUR/VISIT PROTOCOL.

Please click [HERE](#) for SC14 Conference Registration form, with Tour Registration Option.

Please click [HERE](#) to register online.

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#### Registration

Click on the following link to register online: [Online Registration](#)

Click on the following link to download the registration form: [Download Registration Form](#)

Bulk Registration Available. Register 6 individuals and the 7th is free! [Download Bulk Registration Form](#)

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#### Hotel Reservations

Disneyland Hotel  
1150 Magic Way  
Anaheim, CA 92802

Make your room reservation now! The special rate for the conference is \$189.00. A limited number of rooms are reserved at this rate. To secure a room please contact the Disneyland® Resort by booking online 24/7 at <http://www.mydisneymeetings.com/qdccc14d> or by calling (714) 520-5005, M-F from 8 am to 5 pm PST and mentioning CA-NV American Water Works Association. Reservations must be made by Monday, March 03, 2014 or before the group rooms are sold out, so do not delay. Prevailing rates may apply after this date or when the group rooms are sold out, whichever occurs first. Rooms are subject to availability.

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#### Preliminary Technical Program

Click [HERE](#) to view.

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#### Committee Meeting Schedule

Click [HERE](#) to view schedule

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#### Disneyland Park Tickets

Click [HERE](#) to purchase specially-priced Disneyland® Resort Theme Park tickets.

These special ticket prices are not available once you arrive at the Resort.

Ticket store closes at 9:00 PM PST on Sunday, March 23, 2014.

Don't delay! Prices are subject to change without notice.

These specially priced tickets are intended only for guests that are participating in the CA-NV Section AWWA 2014 Spring Conference. Only the registered attendee is allowed to purchase tickets from this discounted ticket store link and they can purchase up to 8 tickets maximum. Disneyland reserves the right to contact the ticket purchaser to request event registration confirmation. If it is discovered that the purchaser of the ticket is not participating or attending this event it will be considered a misuse of this offer and ticket, and the ticket(s) will be blocked and will not be eligible for a refund. In addition these tickets cannot be purchased for the purpose of being resold.

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#### Discount Airline Tickets on Southwest Airlines

Beginning on February 15, 2014, CA-NV Section AWWA conference attendees will receive a discount and bonus Rapid Reward points from Southwest Airlines through SWABIZ account. Southwest Airlines is offering a 10% discount off Anytime & Business Select fares and a 5% discount off select Wanna Get Away Fares for travel to and from the conference. Book your travel between February 15th and March 7th to take advantage of the discounted rates. Discounts are available for travel from March 21st through April 1st. Click [HERE](#) for complete information.

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### \*Preliminary Conference Schedule

| *Subject to Change        |                                |
|---------------------------|--------------------------------|
| Monday, March 24, 2014    |                                |
| 7:00 a.m.                 | Registration Opens             |
| 7:00 a.m.                 | Committee Meetings             |
| 7:15 a.m.                 | Governing Board Meeting        |
| 9:00 a.m.                 | Certification Exams            |
| 6:30 p.m.                 | Membership Welcome Reception   |
| Tuesday, March 25, 2014   |                                |
| 7:00 a.m.                 | Registration Opens             |
| 7:30 a.m.                 | Top Ops                        |
| 9:00 a.m.                 | Opening Session                |
| 11:45 a.m.                | Rock Star AWWArds Lunch        |
| 12:45 p.m.                | Exhibit Hall Grand Opening     |
| 1:00 p.m.                 | Prize Drawings in Exhibit Hall |
| 1:30 p.m.                 | Technical Sessions             |
| 3:00-3:45 p.m.            | Break in Exhibit Hall          |
| 3:15 p.m.                 | Prize Drawings in Exhibit Hall |
| 6:00 p.m.                 | Exhibit Hall Reception         |
| TBD                       | Young Professional Mixer       |
| Wednesday, March 26, 2014 |                                |
| 7:00 a.m.                 | Registration Opens             |
| 8:00 a.m.                 | Technical Sessions             |
| 9:00 a.m.                 | Exhibit Hall Open              |
| 9:30-10:15 a.m.           | Break in Exhibit Hall          |
| 9:45 a.m.                 | Prize Drawings in Exhibit Hall |
| 10:00 a.m.                | Competitions                   |
| 11:40 a.m.                | Competitions Lunch             |
| 12:30 p.m.                | Prize Drawings in Exhibit Hall |
| 3:15-4:00 p.m.            | Break in Exhibit Hall          |
| 3:30 p.m.                 | Prize Drawings in Exhibit Hall |
| Thursday, March 27, 2014  |                                |
| 7:00 a.m.                 | Registration Opens             |
| 7:30 a.m.                 | Governing Board Meeting        |
| 8:00 a.m.                 | Technical Sessions             |



| FUNCTION  | FROM     | TO       |
|---|----------|----------|
| Board Meeting/Conference Kick-off                       | 7:15 AM  | 7:45 AM  |
| Technical Program Committee & Leadership Training       | 7:45 AM  | 9:45 AM  |
| Certification Exams                                     | 9:00 AM  | 12:00 PM |
| Welcome Membership Social                               | 6:30 PM  |          |
| COMMITTEE MEETING                                       | FROM     | TO       |
| Asset Management Committee                              | 11:30 AM | 12:30 PM |
| Awards Committee  | 2:00 PM  | 3:00 PM  |
| Backflow Cross Connection Cert. Committee               | 10:00 AM | 12:00 PM |
| Backflow Program Committee                              | 2:00 PM  | 3:00 PM  |
| Business Administration Division                        | 2:30 PM  | 3:00 PM  |
| Certification Board                                     | 3:00 PM  | 5:00 PM  |
| Communications & Customer Relations Committee           | 1:00 PM  | 1:30 PM  |
| Competitions Committee                                  | 2:00 PM  | 3:00 PM  |
| Desalination Committee                                  | 11:00 AM | 12:00 PM |
| Distribution System Water Quality Committee             | 10:30 AM | 11:30 AM |
| Education Committee                                     | 10:30 AM | 11:30 AM |
| Energy Committee  | 2:30 PM  | 3:30 PM  |
| Engineering & Construction Committee                    | 3:00 PM  | 4:00 PM  |
| Environmental Compliance Health & Safety Committee      | 1:30 PM  | 2:30 PM  |
| Financial Management Committee                          | 12:30 PM | 1:00 PM  |
| Government Affairs Committee                            | 1:00 PM  | 2:00 PM  |
| Information Management Committee                        | 1:30 PM  | 2:00 PM  |
| Management Development/Training Committee               | 2:00 PM  | 2:30 PM  |
| Materials Performance Committee                         | 11:30 AM | 12:30 PM |
| Membership Committee                                    | 3:00 PM  | 4:00 PM  |
| Meters Committee  | 10:30 AM | 11:30 AM |
| Operations & Maintenance Division                       | 2:30 PM  | 3:30 PM  |
| Operators Committee                                     | 10:30 AM | 11:30 AM |
| Operators Division                                      | 4:00 PM  | 5:00 PM  |
| Personnel Selection Committee                           | 4:00 PM  | 5:00 PM  |
| Pipeline Rehabilitation Committee                       | 1:00 PM  | 2:00 PM  |
| Recycled Water Committee                                | 12:30 PM | 1:30 PM  |
| Research Committee                                      | 3:00 PM  | 4:00 PM  |
| Safe Drinking Water Act Committee                       | 11:30 AM | 12:30 PM |
| Security Emergency Planning Committee                   | 11:00 AM | 12:00 PM |
| Source Water Quality Committee                          | 1:00 PM  | 2:00 PM  |
| Strategic Planning Committee                            | 4:00 PM  | 5:00 PM  |
| Systems Control Technology                              | 10:00 AM | 11:00 AM |
| Tanks, Reservoirs, and Structures Maintenance Committee | 12:30 PM | 1:30 PM  |
| Technical Program Committee Re-cap                      | 5:30 PM  | 6:00 PM  |
| Top Ops Challenge Committee                             | 1:00 PM  | 2:00 PM  |
| Water Distribution Division                             | 3:00 PM  | 4:00 PM  |
| Water For People  | 3:30 PM  | 4:30 PM  |
| Water Management & Efficiency Committee                 | 10:00 AM | 11:00 AM |
| Water Operations Certification Committee                | 12:00 PM | 1:00 PM  |
| Water Quality Analysis Committee                        | 11:30 AM | 12:30 PM |
| Water Quality Division Meeting                          | 4:00 PM  | 5:00 PM  |
| Water Quality Laboratory Analyst Cert. Committee        | 1:00 PM  | 2:00 PM  |
| Water Resources Division                                | 3:30 PM  | 4:30 PM  |
| Water Treatment Committee                               | 2:00 PM  | 3:00 PM  |
| Water Use Efficiency Certification Committee            | 2:00 PM  | 3:00 PM  |
| Water Well Technology Committee                         | 1:30 PM  | 2:30 PM  |
| COMMITTEE MEETING                                       | FROM     | TO       |
| Manufacturers & Associates Council (MAC)                | 8:00 AM  | 9:00 AM  |
| Young Professionals Committee                           | 6:00 PM  | 7:00 PM  |



## Technical Program - Tuesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

**TUESDAY, MARCH 25, 2014**

### Session 1 Safe Drinking Water Act

#### 40th Anniversary of the SDWA

**1:30 PM - 2:00 PM**

##### **Water Utility perspective of the Safe Drinking Water Act**

Mic Stewart, Metropolitan Water District of Southern California

Participants in this session will learn about the history of drinking water regulations in the United States, and how the Safe Drinking Water Act has impacted Water Supply Agencies in the United States during the past 40 years.

**2:00 PM - 2:30 PM**

##### **Looking Forward After 40 Years of the Safe Drinking Water Act**

J. Alan Roberson, AWWA Regulatory Affairs Office

Participants in this session will learn how the drinking water regulations have evolved since the Safe Drinking Water Act (SDWA) was initially passed in 1974. Participants will understand how the increase in the number of regulated contaminants and combined costs from the 20 regulations are impacting national compliance data. The participants will have an understanding of the 10 regulatory actions underway by the Environmental Protection Agency and how to potentially plan and "get ahead" of these 10 regulations.

**2:30 PM - 3:00 PM**

##### **Public Health perspectives on the Safe Drinking Water Act**

Bruce Macler, CA-NV AWWA Section Chair

Participants in this session will learn about how the Safe Drinking Water Act has improved drinking water quality delivered to Americans and the resultant benefits to public health in the United States.

**BREAK 3:00 PM - 3:45 PM**

**3:45 PM - 4:15 PM**

##### **Safe Drinking Water Act Impact on Drinking Water Research**

Rob Renner, Water Research Foundation

Participants in this session will learn how the Safe Drinking Water Act has impacted water research over the last 40 years.

**4:15 PM - 4:45 PM**

##### **Development and Advances in Analytical Methods That Have Occurred as a Result of the Safe Drinking Water Act**

Andy Eaton, Eurofins-Eaton Analytical

Participants in this session will learn about how the Safe Drinking Water Act has led to significant improvements in the accuracy of analytical methods for drinking water, along with improvements in sensitivity that have results in increases in our ability to detect trace contaminants. This creates a conundrum - we can now detect at levels that in many cases are below de minimis risk levels, but we also are able to detect compounds of public concern.

**4:45 PM - 5:15 PM**

##### **Safe Drinking Water Act (SDWA) Impact on State Drinking Water Program**

Cindy Forbes, California Department of Public Health

Participants in this session will learn about how the Safe Drinking Water Act has impacted the State of California's drinking water program during the past 40 years.



## Technical Program - Tuesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### Session 2

Security & Emergency Preparedness  
with Information Management

#### Emergency Fuel Planning

**1:30 PM - 3:00 PM**

##### **WARN Annual Meeting and Exercise**

Raymond Riordan, CalWARN

Participants will learn how the demand and need for fuel planning before an emergency is critical. Lessons learned from Hurricanes Sandy and recent events will be reviewed and the interdependent need on water sector response.

**BREAK 3:00 PM - 3:45 PM**

**3:45 PM - 5:15 PM**

##### **WARN Annual Meeting and Exercise Cont'd**

Raymond Riordan, CalWARN

### Session 3

Water Management and Efficiency  
with Recycled Water

**1:30 PM - 2:00 PM**

##### **Startup of the Santa Clara Valley Water District's Advanced Water Purification Center for Recycled Water – Transition from Construction to Operations**

Crystal Yezman, Santa Clara Valley Water District

Participants in this session will learn about the regulatory requirements for the District's operating permit; the highlights of UV validation, microfiltration and RO testing; development of the operations and maintenance budget; transition of equipment submittals from construction; and toxicity testing for brine disposal.

**2:00 PM - 2:30 PM**

##### **Design, Start-up and Permitting of a Demonstration-scale, Decentralized Water Recycling Facility to Promote Water Recycling and Sustainability**

Bill Moorhead, City of Anaheim and Zakir Hirani, MWH Americas

Participants will learn the process of developing and implementing a recycled water project in an urban environment that serves not only in the production of recycled water but also serves as an educational facility promoting environmentally sustainable technologies.

Water Management and Efficiency

**2:30 PM - 3:00 PM**

##### **Naked Water Surveys**

Patrick Crais, Blue Pandas and Blue Watchdog Conservation Inc. with Patrick Pilz, California American Water Company

Current water management practices by landscape companies are in a defensive posture due to a lack of understanding a comprehensive water management approach and not fully grasping the business opportunity. This presentation will equip listeners and readers with insights on practices and online water management tools gained over the last 4 years in Southern California region (San Diego, Los Angeles, and Ventura) by a water management company that works closely with landscape contractors and water agencies

**BREAK 3:00 PM - 3:45 PM**



## Technical Program - Tuesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

**3:45 PM - 4:15 PM**

### **How to Offer the Qualified Water Efficient Landscaper Training in Your Area**

Claire Nordlie, Sonoma County Water Agency

Participants in this session will learn about the QWEL Program (landscape professional training Program); the successes of the Program; a brief overview of the QWEL class topics (water management, soils, plant, how to calculate run times, irrigation scheduling etc); and how to bring the Program to their area.

**4:15 PM - 4:45 PM**

### **Landscape Water Management Return on Investment Calculator**

Deb Lane, City of Santa Rosa

This presentation will provide an overview of the City of Santa Rosa's Landscape Water Management Return on Investment Calculator and how it works by taking the audience through actual case studies.

**4:45 PM - 5:15 PM**

### **Decrease Operating Expenses by Removing Lawn**

Marcos Quezada, EcoTech Services, Inc.

Participants in this session will learn how water agencies can save money and water by replacing lawn areas with drought-tolerant landscapes at their facilities. A low-water-use garden requires less maintenance and it serves as a good example to the community. Various examples of renovated agency landscapes will be shown in this session.

## Session 4

### Desalination

**1:30 PM - 2:00 PM**

### **Regulatory Permitting as a Decision Driver in Ocean Desalination**

Kevin Thomas, RBF Consulting

Participants will learn key current and anticipated future regulations affecting ocean desalination,

and how the regulatory permitting process has and should be factored into major ocean desalination project siting and design.

**2:00 PM - 2:30 PM**

### **Rosarito Desal Plant Update**

Rod Posada, Otay Water District

This is an update of the status of the Rosarito Desalination plant including the progress with the environmental compliance and the Presidential Permit. Challenges associated with a project which will provide desalinated water to both sides of the Border between Mexico and the U.S. are described.

**2:30 PM - 3:00 PM**

### **Integrating Desalinated Seawater into Existing Supplies**

Brent Alspach, ARCADIS

Participants in this session will learn how major seawater desalination plant around the globe integrate water supplies, focusing on important lessons learned for Southern California.

**BREAK 3:00 PM - 3:45 PM**

**3:45 PM - 4:15 PM**

### **Status and Background of the SCWD2 Regional Desalination Program, Santa Cruz California**

Heidi R. Luckenbach, City of Santa Cruz

This presentation will provide an update to the scwd2 Regional Seawater Desalination Project, discusses the various hurdles and obstacles, and describes several possible outcomes.

**4:15 PM - 4:45 PM**

### **City of Oceanside Seawater Desalination Project Update**

Jason Dafforn, City of Oceanside

Participants will learn the current status of the City's desalination project; discussing the results from pilot testing, siting study, geophysical survey, and pump testing.



## Technical Program - Tuesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### Session 5

#### Water Treatment

**1:30 PM - 2:00 PM**

**Utilizing Enhanced Coconut Shell-Based GAC for 1,2,3-Trichloropropane Removal**

Adam Redding, Siemens Water Technologies

Participants will learn of the availability and performance of a novel activated carbon which can provide extended service life for the treatment of 1,2,3-TCP at California DPH standards. Enhanced coconut shell-based GAC has considerably faster adsorption kinetics while retaining the microporosity inherent to coconut shell-based carbons.

**2:00 PM - 2:30 PM**

**Challenges of Retrofitting Two SWTPs with Ozone**

Michael Hartlaub, East Bay Municipal Utility District

Participants of this session will learn of the challenges in maintaining an aging ozone system, planning for its replacement, and reevaluating process location due to regulatory changes.

**2:30 PM - 3:00 PM**

**Water Treatment Plant Operations Under Difficult Source Water Algal Bloom Conditions**

Gary Syfers, Ric Johnston, Heather Collins, Sajal Mitra, Laurie Hardy-Jenkins and Sabine Arweiler, MWD of Southern California

Participants will learn how to overcome water treatment challenges posed by difficult source water algae bloom conditions.

**BREAK 3:00 PM - 3:45 PM**

**3:45 PM - 4:15 PM**

**Two-Stage, Fixed-Bed Biological Treatment for Chromium VI and Co-Contaminants**

Chris Cleveland and Dr. Jess Brown, Carollo Engineers, Inc.

Participants in this session will learn about a cost effective, efficient fixed bed biological treatment system to treat for chromium VI and common co-contaminants in groundwater. Recent pilot testing results, regulatory status, and costs will be presented.

**4:15 PM - 4:45 PM**

**Pilot Testing Pitfalls - Raw Water vs Backwash Water Coagulation**

Peter von Bucher and Katie Belluomini, Carollo Engineers, Inc.

Participants in this session will learn the difference between raw water versus backwash water coagulation and how it affects the treatment of membrane backwash water. This presentation will summarize how pilot testing was used to select a process to treat a range of membrane backwash water qualities.

**4:45 PM - 5:15 PM**

**City of Clovis Expands Their Membrane WTP to 22.5 MGD by Changing Their Pretreatment Strategy and Adding Racks**

Richard Stratton, HDR Engineering

Participants will learn how to design modifications to an existing membrane plant; and to how to modify operations to adapt to actual water quality and existing plant limitations to achieve water production requirements using a direct membrane filtration mode of operation.





## Technical Program - Tuesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### Session 6

Research and  
Distribution System Water Quality

#### Disinfection Byproducts

**1:30 PM - 2:00 PM**

**Disinfection Byproduct Formation from the Intracellular Organic Matter of Cyanobacteria**  
Eric Wert, Southern Nevada Water Authority

Participants in this session will learn about how the pretreatment processes can damage cyanobacteria cells prompting the release of organic matter and disinfection byproduct precursor material.

**2:00 PM - 2:30 PM**

**Chlorate Occurrence, Formation and Control**  
Kenan Ozekin, Water Research Foundation

This presentation will summarize current knowledge on chlorite formation and control in drinking water.

**2:30 PM - 3:00 PM**

**The Occurrence and Control of Nitrosamines in Drinking Water**  
Stuart W. Krasner and Shannon Leavey, Metropolitan Water District of Southern California

Participants will learn about the formation and control of nitrosamines, an emerging class of disinfection by-products. Participants will learn about the sources of precursors, the impact of treatment and oxidation processes on these precursors, and the occurrence of nitrosamines in drinking water.

**BRAK 3:00 PM - 3:45 PM**

**3:45 PM - 4:15 PM**

**Disinfectant Control in the Distribution System**  
Scott Rovnpera, City of Benicia

Participants will learn how to maintain an adequate disinfectant level within a water tank using strategic mixing and residual control.

**4:15 PM - 4:45 PM**

**Localized Control of Disinfection By-Products by Spray. WaterRF Project 4413.**  
Harold Reed, American Water

Spray stripping inside storage tanks is often the simplest, most cost effective way to comply with the Stage 2 DBPR MCLs for Running Annual Average. Learn how to size, construct, and operate such systems.

**4:45 PM - 5:15 PM**

**DBP Reduction - We've Tried Everything But the Kitchen Sink**  
Joy Eldredge, City of Napa

Participants of this session will learn a multi-pronged approach to DBP Reduction in the treatment, transmission and distribution system of a medium sized water system that serves 80,000 people.

### Session 7

Management Development & Leadership

**1:30 PM - 2:00 PM**

**Leading a Public Process for Successful Completion of a Controversial Water Supply Project**  
Ron Penrose, Truckee Meadows Water Authority

Participants in this session will learn how to more effectively lead a public process resulting in successful completion of a controversial water supply project. A case study of the Truckee Meadows Water Authority's Glendale Water Supply Improvement Project will be presented.



## Technical Program - Tuesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

**2:00 PM - 2:30 PM**

### **BAYWORK and CA-NV AWWA: Partners in Workforce Reliability**

Cheryl Davis, San Francisco Public Utilities Commission

Participants will learn about BAYWORK's regional approach to improving workforce reliability

**2:30 PM - 3:00 PM**

### **RMS AWWA/WEA Supervisory Leadership Certification Program**

Richard Gerstberger, Tap Resource Development Group, Inc.

Participants will learn the design and delivery of the Rocky Mountain Section AWWA/WEA's Supervisory Leadership Certification Program along with its successes and lessons learned.

**BREAK 3:00 PM - 3:45 PM**

**3:45 PM - 4:15 PM**

### **Creating Effective Leadership & Organizational Sustainability Now**

Richard Gerstberger, Tap Resource Development Group, Inc.

Participants will learn about clear, effective, and aligned leadership and how to create it and imbed it in the organizations for the long term thereby making the organization sustainable.

**4:15 PM - 4:45 PM**

### **Creating a Strategic Workforce and Employee Development Plan**

Richard Gerstberger, Tap Resource Development Group, Inc.

Participants will learn how to create a strategic workforce planning and understand key concepts and proven strategies for addressing workforce and succession planning and knowledge retention issue within their organizations.

## Session 8

### Backflow Program

**1:30 PM - 2:00 PM**

#### **Survey: Do I Have To Look Past The Meter?**

Pete Peters, Cucamonga Valley Water District

A water supplier requires backflow prevention assemblies at the point of connection to a water user to protect their distribution system. A cross-connection control survey must be performed to assure the proper type of backflow prevention assembly is installed. A survey of a water user's facility may require the inspection of their internal piping system to determine the degree of hazard. This presentation will discuss the issues of going past the meter on your survey.

**2:00 PM - 2:30 PM**

#### **How to Respond to a Backflow Incident**

Marty Frieber, City of Anaheim

The public requires backflow protection to assure clean drinking water is maintained. No cross-connection control program is perfect, and a backflow incident may happen in an unprotected area. If an incident happens, technicians will need to respond to identify where the contaminant came from, how it got there, and what it is. This presentation will help participants organize an emergency response plan for a backflow incident.

**2:30 PM - 3:00 PM**

#### **What is An Approved Backflow Prevention Assembly?**

Paul Schwartz, USC Foundation for Cross Connection Control & Hydraulic Research

The installation of proper backflow protection helps assure we are properly protected from a backflow incident. Which assemblies should we install? This presentation will show us the process a product must go through to become an approved backflow prevention assembly and why it is important for our continued protection.

**BREAK 3:00 PM - 3:45 PM**



## Technical Program - Tuesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

**3:45 PM - 4:15 PM**

### **Creating Backflow Prevention Installation Specifications**

Matt Velardes, Irvine Ranch Water District

After a survey, we need to require the installation of backflow protection. The way the assembly is installed is important to assure it provides on-going backflow protection. This presentation will show us the importance of establishing installation drawings so backflow preventers are installed correctly the first time.

**4:15 PM - 4:45 PM**

### **Why Proper Testing of Backflow Preventers Matters**

Mike Ahlee, Ahlee Backflow Services

Once backflow protection is installed we are not done. Any mechanical piece of equipment can fail, and we need to periodically test backflow preventers to assure they continue to provide protection. This presentation will show us why we use a specific field test procedure and why it is important for a water supplier to follow up and be sure assemblies are tested correctly in the field.

## Session 9

### Operators

**1:30 PM - 3:00 PM**

### **Operator Round Table – Discussion, Problems, and Solutions**

Larry Lyford, Helix Water with Cor Shaffer, Santa Fe Irrigation District

This is the place to bring out your problems and solutions to your operations. We will discuss what we have learned and share experiences learned in real practical applications.

**BREAK 3:00 PM - 3:45 PM**

**3:45 PM - 4:15 PM**

### **Pipe Bursting Water Mains – The Basics on Where this AWWA M28 Manual of Practices Method Of Water Main Rehabilitation Is Effective.**

George Mallakis, TT Technologies, Inc.

Learn about the basics of pipe bursting. We will discuss the process, planning, design and applications of pipe bursting for water main distribution systems. Discussions on what existing pipe materials can be Pipe Burst and what new pipe materials are installed with the process. References will be made to AWWA's Rehabilitation of Water Mains M28 Manual of Water Supply Practices. Real life experiences will be shown where Pipe Bursting is being used and its effectiveness.

**4:15 PM - 4:45 PM**

### **Best Practices for Replacing Existing or Instating New Water Services Using the Trenchless Methods of "Split and Pull" and "Pneumatic Horizontal Boring Tools" in Water Distribution Systems**

Ty Green and George Mallakis, TT Technologies, Inc.

Participants will learn how to safely, properly, and efficiently use the trenchless methods and tools of "Split and Pull" for water service replacement / rehabilitation and pneumatic boring tools for new service installations.

**4:45 PM - 5:15 PM**

### **Chemical Metering Pump and Accessories**

Rich Hopkins, Hopkins Technical Products, Inc

Learn important chemical dosage mathematic equations and how to determine pump settings for stroke length and frequency. Also, learn proper installation of metering pump accessories and compatibility of chemical material. This presentation will also provide a review of chemical metering pump installations and determine what is incorrect.



## Technical Program - Tuesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### Session 10

#### Government Affairs

**1:30 PM - 2:00 PM**

**What is Lobbying? Lobbying and Advocacy 101**

Julie Minerva, Manatt, Phelps & Phillips, LLP

This session will answer all your lobbying and advocacy questions such as:

1. What is lobbying?
2. What gives people the right to lobby?
3. Why do we need lobbyists?
4. Why do lobbyists get involved with fundraising?
5. Why should people care about lobbying and politics?
6. Why do we have a government affairs department?

**2:00 PM - 2:30 PM**

**I Want to be Better at Advocacy: Top 10 List to Effective Lobbying and Advocacy**

Julie Minerva, Manatt, Phelps & Phillips, LLP

Attendees will learn the top ten list for effective lobbying. Consisting of case studies and the top ten list to apply these skills when meeting with legislators, in your professional and personal life.

**2:30 PM - 3:00 PM**

**Advocating for Water: 2014 Issues in the Legislature and Congress and How you Can Engage - Part I**

Julie Minerva, Manatt, Phelps & Phillips, LLP

Participants of this session will learn information and background on what issues are in front of the State Legislature and Congress, so that you can either engage your Government Affairs department, or allow you to schedule meetings with the Legislators offices to educate them on water issues.

**BREAK 3:00 PM - 3:45 PM**

**3:45 PM - 4:15 PM**

**Advocating for Water: 2014 Issues in the Legislature and Congress and How you Can Engage - Part II**

Rosalie Thompson, Metropolitan Water District of Southern California with Julie Minerva, Manatt, Phelps & Phillips, LLP

Continued from 2:30 PM presentation.

**4:15 PM - 5:15 PM**

**Its time to go the voters to raise money for infrastructure: A case study on how to successfully pass a special tax**

Rick Callender and Rachael Gibson, Santa Clara Valley Water District

This session will provide you an overview of the effort, describe the tools required, and provide the roadmap the agency followed to pass a local ballot measure.



## Technical Program - Wednesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

**WEDNESDAY, MARCH 26, 2014**

### Session 11-A

Research with  
Safe Drinking Water Act

#### CCL3 Compounds & Emerging Contaminants

**8:00 AM - 8:30 AM**

##### **Updates on Demonstration-Scale Hexavalent Chromium Treatment at Glendale, CA**

Xueying (Ying) Wu and Nicole Blute, Hazen and Sawyer with Ramon Abueg and Leighton Fong, City of Glendale Water and Power

Participants in this session will learn the recent developments of hexavalent chromium treatment at City of Glendale, CA.

**8:30 AM - 9:00 AM**

##### **Cost-Benefit Analysis of California's Hexavalent Chromium Drinking Water Standard: Some Practical Lessons for Public Water Systems**

Richard B. Belzer, Regulation, Risk, Economics & Information Quality Strategy & Analysis Consulting

A review of the Cr(VI) cost-benefit analysis shows that treatment is economically infeasible at all MCLs considered. This presentation explains why, and suggests practical ways that well-conducted cost-benefit analysis can improve the accuracy and effectiveness of public communications and advocacy.

**9:00 AM - 9:30 AM**

##### **Strontium in Drinking Water Supplies – State of Knowledge about this Emerging Contaminant**

Nicole Blute and Xueying (Ying) Wu, Hazen and Sawyer

Participants in this session will learn about strontium sources, regulatory status, treatment options, and research gaps for this contaminant currently being assessed for regulatory relevance in the UCMR3.

**BREAK 9:30 AM - 10:15 AM**

**10:15 AM - 10:45 AM**

##### **Treatment Considerations for Removing 1,2,3-Tri-Chloro Propane**

Stephanie Hearn, California Water Service Co.

Participants will benefit from the extensive planning efforts of a water supplier heavily impacted by TCP. This presentation will cover research in data trending and analysis, treatment options, and optimizing internal GAC media replacement procedures.

**10:45 AM - 11:15 AM**

##### **Bringing Biological Oxidation Filtration to California: Pilot Testing for Ammonia, Manganese, and Sulfide Removal**

Amlan Ghosh, Jacobs Engineering Group with Dawn White, Golden State Water Company

Participants in this session will learn about the design principles and operational practices involved in the implementation of a biological oxidation filtration process. In addition to discussion of the engineering analysis, this presentation will highlight the intricacies associated with the regulatory permitting of the full-scale process.

**11:15 AM - 11:45 AM**

##### **Chemically Enhanced Biological Filtration**

Patrick Evans, CDM Smith

Participants in this session will learn about an innovative approach to biological filtration and how it can help utilities meet water quality goals in a sustainable and cost-effective manner.





## Technical Program - Wednesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### LUNCH 11:45 AM - 1:45 PM

#### Session 11-B Safe Drinking Water Act

##### Regulatory Update

#### 1:45 PM - 2:15 PM

##### USEPA Drinking Water Regulatory Update

Corine Li, United States Environmental Protection Agency

Participants in this session will learn about the EPA's on-going and recent changes in drinking water regulations.

#### 2:15 PM - 2:45 PM

##### California Drinking Water Regulatory Update

Cindy Forbes, California Department of Public Health

Participants in this session will learn about the State of California's administrative organization changes as well as on-going and recent changes in drinking water regulations.

#### 2:45 PM - 3:15 PM

##### California Office of Drinking Water Relocation Status Update

Jacques DeBra, City of Davis (retired)

Following the AB145 legislative process during Summer 2013, the Governor's Office requested that the SWRCB assemble a Task Force to review and provide feedback on how the SWRCB might best approach transitioning the CDPH programs into the SWRCB structure. The Task Force is meeting regularly through the end of the Calendar Year and is comprised of representative stakeholders (including the CA-NV Section) who are engaged in the process.

#### BREAK 3:15 PM - 4:00 PM

#### 4:00 PM - 4:30 PM

##### Drinking Water Regulatory Update

J. Alan Roberson, AWWA Regulatory Affairs Office

Participants in this session will learn about the latest federal actions for the potential regulation of hexavalent chromium (Cr-6).

#### 4:30 PM - 5:00 PM

##### Update on NSF/ANSI Standard 61 Compliance for Concrete Structures

Joy Eldredge, City of Napa

The latest information and methods to determine acceptable compliance with CDPH to meet the ANSI/NSF Standard 61 for construction of concrete structures. An update on the status of proposed changes to parameters listed in Table 3.1 of Std 61.

#### 5:00 PM - 5:30 PM

##### UCMR Data Release and Outreach

Greg Kail, AWWA

#### Session 12

##### Tanks, Reservoirs & Structures Maintenance

#### 8:00 AM - 9:00 AM

##### Welded Tank - Roof Options

Leslie Scott, Paso Robles Tank

This presentation will educate attendees about various options for roof construction details for new welded steel tanks and refurbishment options for roof construction details on existing welded steel tanks.

#### BREAK 9:30 AM - 10:15 AM



## Technical Program - Wednesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### 10:15 AM - 10:45 AM

#### **City of Anaheim Public Utilities Department Linda Vista Reservoir and Pump Station Replacement Project Case Study - Replacement of Aging Vital Infrastructure**

Joseph Boyle and Dennis Phinney, Psomas with  
Kevin Peacock, DN Tanks

Design and construction considerations for replacing an aging reservoir and pump station. This project included construction of a 4 MG pre-stressed concrete tank and dual zone pump station on a tight site in a busy industrial community.

### 10:45 AM - 11:45 AM

#### **Tank Design and TOC**

Rich Horn, CBI with Leslie Scott, Paso Robles Tank

Attendees will learn about the various AWWA Standards available for Water Storage Tanks and what items to consider when locating a new tank including: hydraulics, topography, soils, FAA, zoning, etc. The presentation will also cover what factors to consider when sizing a new tank: peak load, fire protection, future growth and per capita water use. Attendees will also learn what to consider when selecting a new tank: economics, ground storage vs. elevated storage, different types available, etc.

### LUNCH 11:45 AM - 1:45 PM

#### **Tank Maintenance and Inspection**

Chip Stien, Tank Industry Consultants

Why spend the extra money to have your tank evaluated before you let a painting contract out for bid? Why not just add another coat of paint when the neighbors complain about the tank becoming unsightly? Come on...is your 50-year old tank really worth salvaging?

### 2:45 PM - 3:15 PM

#### **Design Considerations for Welded Steel Tank Construction Projects - Part I**

Leslie Scott, Paso Robles Tank

The objective of this presentation is to identify those aspects of the tank construction project that warrant special attention to achieve maximum structure and coating system life.

### BREAK 3:15 PM - 4:00 PM

### 4:00 PM - 4:30 PM

#### **Design Considerations for Welded Steel Tank Construction Projects - Part II**

Leslie Scott, Paso Robles Tank

Continued from 2:45 PM presentation.

### 4:30 PM - 5:00 PM

#### **Understanding Plural Component Epoxy Linings for Potable Water Storage Tanks**

Paul Trautmann, Sherwin Williams

Participants in this session will learn about plural component epoxy lining processes conforming to AWWA D102-11, Inside Coating System #3. It will provide a comparison of traditional epoxy lining versus ultra high solids epoxy lining as it relates to the total service life of the installed systems and quality of the water stored in the tanks. Participants will also learn about specification development, contractor qualification, and quality assurance processes as it relates to the application of plural component epoxy linings.



## Technical Program - Wednesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

**5:00 PM - 5:30 PM**

### **Storage Tank Expert Panel Discussion**

Patrick Sweeney, CSI Services with Leslie Scott, Rich Horn, Kevin Gallagher, Paul Trautmann, Paso Robles Tank

Participants in this session will learn from tank experts the answers to any questions that they may have with respect to water storage tanks. The moderated panel will be comprised of the day's speakers that will provide insight and knowledge to the many challenges with water storage facilities. Panel members will include: Leslie Scott, Paso Robles Tank; Rich Horn, CBI; Kevin Gallagher, Caldwell Tanks; Paul Trautmann, Sherwin Williams; and Kevin Peacock, DN Tanks.

### **Session 13-A**

Systems Control Technology with  
Communications & Customer Relations

**8:00 AM - 8:30 AM**

### **Increase Public Awareness using GIS -Tell Your Story with Story Maps**

Suzanne Timani, ESRI

Participants in this session will learn how to create a story map with GIS Online Tools from Esri and making it available to everyone your agency serves including planing a story map; deciding who your audience is; tricks for obtaining, choosing and storing the best images and creating descriptive content.

**8:30 AM - 9:00 AM**

### **Lessons Learned on our SCADA Upgrade**

Mike Maestas and Ed Diggs, Coachella Valley Water District

Participants will learn about the upgrade of the CVWD SCADA System. This session will cover the project implementation of the communication

network, remote terminal units (RTU) and lessons learned.

**9:00 AM - 9:30 AM**

### **SCADA - What It Means To Us!**

John G. Mora, Pechanga Water Dept.

Participants will learn about how our small water utility utilizes our SCADA System and how the real time data ensures safe water to our customers. We will also discuss how we utilize the SCADA system to monitor / control our assets in the field.

**BREAK 9:30 AM - 10:15 AM**

**10:15 AM - 10:45 AM**

### **The IOC - Integrated Operations Center: What It Does For Us!**

Karen Evans, Eastern Municipal Water District with Michael Espejo, Derceto, Inc

Participants will learn how the data is processed from SCADA, GIS, Energy Management, CMMS, maximo and other daily programs.

**10:45 AM - 11:15 AM**

### **Water Quality Data Management (LIMS)**

Kurtis Warne, SEMS R+Technologies

Participants in this session will learn best practices of managing your state water quality monitoring schedules. Attendees will be shown how a centralized database for storage of operational and lab result data is beneficial to the utility for automated state report generation and trending analysis of test results. Lastly, showing ability to eliminate data entry by connecting with Lab and SCADA.



## Technical Program - Wednesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### Session 13-B

#### Security & Emergency Preparedness

**11:15 AM - 11:45 AM**

##### **No Fuel, No Generator, No Water - Part I**

Jim Wollbrinck, San Jose Water Company

Learn the importance of conducting an Emergency Fuel Supply Assessment for utilities and what partnerships must be in place prior to an event that disrupts their normal supply. Without proper planning a utility will not have the fuel necessary to maintain water supply to customers and utility operations. This session will also summarize the lessons learned from Tuesday's WARN Meeting.

**LUNCH 11:45 AM - 1:45 PM**

**1:45 PM - 2:15 PM**

##### **No Fuel, No Generator, No Water - Part II**

Jim Wollbrinck, San Jose Water Company

Learn the importance of conducting an Emergency Fuel Supply Assessment for utilities and what partnerships must be in place prior to an event that disrupts their normal supply. Without proper planning a utility will not have the fuel necessary to maintain water supply to customers and utility operations. This session will also summarize the lessons learned from Tuesday's WARN Meeting.

**2:15 PM - 2:45 PM**

##### **Auxiliary Water Supply System: San Francisco's Guaranteed Firefighting Capability After A Major Seismic Event**

Heather Rhee, San Francisco Public Utilities Commission

Participants in this session will learn about the Auxiliary Water Supply System (AWSS) and how San Francisco's Bay water is used for fire suppression.

**BREAK 3:15 PM - 4:00 PM**

#### Security & Emergency Preparedness with Financial Management

**4:00 PM - 4:30 PM**

##### **The Heat is On: Updating SFPUC's finance and asset management systems in real time to support the 2013 Rim Fire**

Todd Rydstrom, San Francisco Public Utilities Commission

Participants will learn about the SFPUC's Finance and Administration checklist used to prepare, respond and conduct recovery activities for the 2013 Rim Fire.

#### Security & Emergency Preparedness

**4:30 PM - 5:30 PM**

##### **Lessons Learned from Recent Disasters**

Jim Wollbrinck, San Jose Water Company

Follow the lessons learned from the most recent disasters. To find out what will be presented, visit the committee webpage: <http://tinyurl.com/canv-sep> or the committee Facebook page at: [www.facebook.com/groups/AWWA.SEP/](http://www.facebook.com/groups/AWWA.SEP/)

### Session 14

#### Recycled Water

#### Potable Reuse

**8:00 AM - 8:30 AM**

##### **The Future of Recycled Water in California**

Rhodes Trussell, Trussell Technologies

Participants in this session will learn about the drivers for potable reuse and receive a high-level overview of the past, present, and future status of recycled water in California.



## Technical Program - Wednesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### 8:30 AM - 9:00 AM

#### **WaterReuse's Vision for Expanding Recycled Water Use**

David W. Smith, WaterReuse California

Participants in this session will learn what is being done to expand recycled water use in California.

### 9:00 AM - 9:30 AM

#### **Regulatory Setting for Potable Reuse**

Robert Hultquist, California Department of Public Health

Participants in this session will learn how California regulates indirect potable reuse and how it can regulate direct potable reuse within existing law. The session will show how the regulation of potable reuse works within the framework for the regulation of conventional drinking water sources. The session will explain why the various forms of potable reuse must be addressed using different California law codes. The need to provide treatment and water quality standards for the contaminants found in wastewater will be discussed.

### **BREAK 9:30 AM - 10:15 AM**

### 10:15 AM - 10:45 AM

#### **The Use of Critical Control Points for Quality Assurance**

Mehul Patel, Orange County Water District

Participants in this session will learn about operation of a large indirect potable reuse facility and the use of on-line analyzers to ensure process integrity.

### 10:45 AM - 11:15 AM

#### **A Framework for DPR Safety and Reliability**

Brian Pecson, Trussell Technologies

Participants in this session will learn about a framework for creating safe DPR systems based

on the following four "R" words—Reliability, the main goal of DPR, and the supporting concepts of Redundancy, Robustness, and Resilience.

### 11:15 AM - 11:45 AM

#### **The Role of Engineered Storage Basins in Direct Potable Reuse**

Andrew Salvesson and Eva Steinle Darling, Carollo Engineers, Inc.

Participants in this session will learn how to integrate an Engineered Storage Buffer into Direct Potable Reuse applications. The balance between treatment and monitoring will be explained.

### **LUNCH 11:45 AM - 1:45 PM**

### 1:45 PM - 2:15 PM

#### **Potable Reuse – What Do I Test For?**

Rick Zimmer, Eurofins Eaton Analytical, Inc.

Participants in this session will learn about all of the relevant regulatory, scientific and public relations considerations necessary to develop a comprehensive monitoring program for potable reuse projects.

### 2:15 PM - 2:45 PM

#### **Product Recovery Enhancement with Waste Minimization for the Expansion of the Leo J. Vander Lans Water Treatment Facility**

Paul Fu, Water Replenishment District of Southern California

Participants in this session will learn a technical approach to enhance product recovery in advanced recycled water treatment for potable reuse.





## Technical Program - Wednesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

**2:45 PM - 3:15 PM**

### **How Complicated Could It Be?**

Bob Holden, Monterey Regional Water Pollution Control Agency

Participants in this session will learn about the project drivers for the MRWPCA Groundwater Recharge Project, about the political and regulatory restraints, and the approach taken for making a successful potable reuse project.

**BREAK 3:15 PM - 4:00 PM**

**4:00 PM - 4:30 PM**

### **Key Components for Potable Reuse Outreach**

Patricia Tennyson, Katz & Associates

Participants in this session will learn what the key components of potable reuse public outreach are and some tips on how to implement them, based on successful outreach for projects that are up and running.

**4:30 PM - 5:00 PM**

### **Ozone as Pre-Treatment: Benefits and Challenges!**

Rajen Budhia and Uzi Daniel, West Basin Municipal Water District

West Basin MWD can produce more than 60 MGD of five types of recycled water for the LA region. To manage the highly variable wastewater influent and prevent the crippling fouling on MF membranes, Ozone has been installed - the first such pretreatment use in the country. However, not all silver bullets come with a silver lining. Ozone has also presented some very challenging situations in areas like water quality compliance, infrastructure protection and operations.

**5:00 PM - 5:30 PM**

### **A Potable Reuse and Wetlands Improvement Concept for Drought-Challenged El Paso, TX**

Brent Alspach, ARCADIS

A decade's long drought challenges El Paso's water supply. This paper will present a long-term solution that involves potable reuse via multi-barrier advanced treatment technologies. The Rio Bosque potable reuse concept will not only diversify EPWU's water supply portfolio, but also offer additional benefits to the community and the environment.

## Session 15-A

### Water Management and Efficiency

**8:00 AM - 8:30 AM**

### **Beyond Building Codes, Maximizing Efficiency**

Elizabeth Lovsted, Eastern Municipal Water District

Participants will learn about the potential for water savings in new development. Eastern Municipal Water District has developed a set of guidelines that can be used to increase water efficiency in new homes beyond existing code and ordinances.



## Technical Program - Wednesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### Water Management and Efficiency With Water Well Technology

**8:30 AM - 9:00 AM**

#### **Evaluation of Stream Depletion from Groundwater Pumping Using the Time-Series Thermal Method**

Derrick Williams, Stephen Hundt and Georgina King, HydroMetrics Water Resources Inc.

Participants in this session will learn about a study that estimated the impacts a municipal supply well has on flow in a nearby stream using a combination of traditional and novel field techniques, including aquifer tests and a time-series thermal method.

**9:00 AM - 9:30 AM**

#### **Recharge Assessment of the Northern California Lower Tuscan Aquifer System**

Joseph Turner and Timothy Godwin, Brown and Caldwell with Paul Gosselin, Butte County Department of Water and Resource Conservation

Participants in this session will learn the results of recharge assessment conducted for the Lower Tuscan Aquifer located in the northern California. Project is a regional groundwater study that analyzed aquifer stresses during agricultural pumping and assessed recharge sources.

**BREAK 9:30 AM - 10:15 AM**

### Water Management and Efficiency With Management Development & Leadership

**10:15 AM - 10:45 AM**

#### **Updating a Community's Water Management Portfolio: The City of Davis Case Study**

Paul Selsky, Brown and Caldwell with Jacques DeBra, City of Davis (retired)

Participants in this session will learn from the process that a California community has been undertaking to achieve a diversified water management portfolio over the past twenty years. Updating a community's water management portfolio requires a sustained multi-year effort using a diversified approach to transition over time.

### Session 15-B Water Well Technology

**10:45 AM - 11:15 AM**

#### **Avoiding High Arsenic, Chromium-6 and Nitrate Concentrations using Hydrogeologic Investigations**

Larry Ernst, Wood Rodgers, Inc.

Participants in this session will learn the importance of conducting a detailed hydrogeologic characterization of aquifer systems and how it plays a significant role in locating and designing wells to avoid the need for water treatment.

**11:15 AM - 11:45 AM**

#### **Representative Monitoring Plans to Meet EPA UCMR Requirements and Reduce Well Field Sampling Costs**

Bryan DeMucha, Wood Rodgers, Inc.

Participants in this session will learn about the strategies and necessary components of implementing a successful UCMR Monitoring Program.

**LUNCH 11:45 AM - 1:45 PM**



# Technical Program - Wednesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

**1:45 PM - 2:15 PM**

## **Water Supply Wells Acting As Vertical Conduits: Evaluation and Management**

Robert Gailey, The Source Group, Inc

Attendees of this presentation will learn about conditions when water supply wells act as vertical conduits, the significance for groundwater supply management, case examples and suggestions for management.

**2:15 PM - 2:45 PM**

## **Past, Present, and Future Use of Corrosion Resistant Steels for Ground Water Wells -**

Kevin McGillicuddy, Roscoe Moss Company

This presentation provides a review of corrosion resistant steels used in the construction of ground water production wells both in the past and present, lessons learned, and a look at what steel types may be available to extend well life to its maximum potential.

**2:45 PM - 3:15 PM**

## **Evaluating Water Quality with Data from Dynamic Dye Tracer and Sampling Techniques Used in Production Wells**

Cameron Tana, HydroMetrics Water Resources Inc.

Participants in this session will learn about resolution limitations of the dye tracer technique used to evaluate how to modify production wells to address water quality issues. The talk will outline methods for addressing the limitations so that well modification strategies are based on sound information.

**BREAK 3:15 PM - 4:00 PM**

## **Session 15-C**

### **Materials Performance**

**4:00 PM - 5:00 PM**

## **Residential 13-D Installations, Statistics, Components and Construction**

Bruce Lecair, National Fire Sprinkler Association

Attendees will learn of the California Residential Requirement adopted in 2011, the effectiveness of residential fire sprinkler systems, installation, design, components, water supply configurations, and the impacts of residential fire sprinklers on the public water supply system.

**5:00 PM - 5:30 PM**

## **How Are The Coatings And Paints Performing After Lowering The Voc Limit To 100 mg/L And Why HAE Rarely Specifies 100% Solids Coatings**

Krista Harper, Harper & Associates Engineering, Inc.

Participants in this session will learn how the new coatings and paints have been performing in the last 8 years, since South Coast Air Quality Management District lowered the VOC limit to 100 mg/L.



## Technical Program - Wednesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### Session 16

#### Communications & Customer Relations

##### 8:30 AM - 9:30 AM

##### **Three Reasons Why Public Outreach Campaigns Fail? And What We Can Do To Make Them Work.**

Stephen Groner, S. Groner Associates, Inc.

Participants in this session will learn three main pitfalls to engaging the public and what agencies can do to avoid them. This presentation will look at groundbreaking studies from the field of applied psychology and the world of advertising to highlight why campaigns fail and what steps programs can take to improve their success. Then look at case studies of campaigns that have worked and actually measured their results.

##### **BREAK 9:30 AM - 10:15 AM**

##### 10:15 AM - 10:45 AM

##### **Opportunities with Social Media: A Case Study based on Publicizing Annual Conservation Film Contest**

Luis Generoso, City of San Diego with Destree Bascos, Collaborative Services, Inc.

Participants in this session will learn about multiple approaches used in social media to promote a conservation film contest, ranging from creating a social media calendar to purchasing paid advertising.

Communications & Customer Relations with  
Management Development & Leadership

##### 10:45 AM - 11:45 AM

##### **Media Management: Make It Work For You**

Marlene Olsen, Goodstanding

How to manage your agenda with media: a response to the media should be a benefit to you and your organization most of the time. How to

evaluate a good opportunity, manage it and when you can say no.

##### **LUNCH 11:45 AM - 1:45 PM**

#### Communications & Customer Relations

##### 1:45 PM - 2:15 PM

##### **Partnership Development: Building and Expanding Message Exposure**

Luis Generoso, City of San Diego with Destree Bascos, Collaborative Services, Inc.

Participants in this session will learn how to identify and begin cultivating low-cost partnerships with aligning organizations and institutions.

##### 2:15 PM - 3:15 PM

##### **Website Renovation: How to Survive- A Case Study**

Shannon Reed, Irvine Ranch Water District

Participants in this session will learn how they can survive a website renovation. The session will feature a case study of IRWD's recent new website launch. Top tips to remember and key pitfalls to avoid will be included in the session.

##### **BREAK 3:15 PM - 4:00 PM**



## Technical Program - Wednesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

**4:00 PM - 4:30 PM**

### **What Are You Going to Post Today?**

Darcy Burke, Municipal Water District of Orange County

What are you going to post today? You have a website and now have joined the Social Media Revolution and have added Facebook, Twitter, Pinterest, Instagram and your very own YouTube channel to the conversation. So not that you are in the social media mix, what are you going to post or tweet today? This presentation will provide simple, proven strategies on managing your agency's content, communication channels, integration with traditional outreach efforts and save you time!

**4:30 PM - 5:00 PM**

### **Transparency in Government Websites**

Jessica H. Ouwerkerk, Municipal Water District of Orange County

Participants will learn how to implement Best Management Practices for transparency in local government websites.

**5:00 PM - 5:30 PM**

### **Water Issues Study Group by Mesa Water**

Stacy Taylor, Mesa Water District

Participants in this session will learn about the Water Issues Study Group (WISG) education program by Mesa Water District. WISG is open to Mesa Water ratepayers, community members, industry professionals, college students and others in academia, elected officials, and media.

## **Session 17-A**

### **Asset Management**

**8:00 AM - 8:30 AM**

### **CMMS - GIS Interface**

Kurtis Warne, SEMS Technologies

This session is to teach management and operators a better and easier way to manage the routine/preventive maintenance schedules. To change the current mindset of being reactive fixing equipment, but to be more proactive doing the necessary maintenance before it breaks. Lastly, showing the benefits that come with this approach including: extending the life of equipment/assets, better planning for capital improvement projects, better recordkeeping, ability to make better management decisions.

**8:30 AM - 9:00 AM**

### **Pushing down maintenance costs with a map-based Mobile MMS**

Sean Dingman, Websoft Developers

In this session participants will learn how a low-cost, map-based, Mobile MMS can significantly reduce maintenance expenditures by dramatically improving efficiency.

**9:00 AM - 9:30 AM**

### **Where to Start and how to Navigate the Request for Proposal (RFP) Process for Soliciting Vendors Offering work orders/asset Management Solutions**

Michael Hether, City of Napa with Sean Dingman, Websoft Developers Inc

Participants will learn where to start in understanding the asset management needs of an organization, as well as successfully navigate the RFP design and vendor selection processes.

**BREAK 9:30 AM - 10:15 AM**



## Technical Program - Wednesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### LUNCH 11:45 AM - 1:45 PM

#### Session 17-B

##### Research with Financial Management

#### 1:45 PM - 2:15 PM

##### **1,2,3-Trichloropropane: How it Got in Your Water Supply and How you can Recover the Costs of getting it Out.**

Todd Robins, Robins Borghei LLP

1,2,3-Trichloropropane is an "emerging contaminant" of growing significance in California. TCP was an impurity in pesticides used widely in California, and has now been detected in groundwater by nearly 90 water systems around the State. CDPH has announced its intent to develop an MCL for TCP in 2014. Proactive water suppliers in California are turning to the courts to ensure that the substantial costs of responding to TCP contamination are borne by the pesticide manufacturers whose products caused the contamination, rather than their ratepayers. Todd Robins, an attorney who represents these water suppliers, will discuss TCP's occurrence, sources and regulatory status, and explain how water suppliers can use legal action to protect their water supplies and their bottom lines when it comes to this emerging contaminant.

Research

#### 2:15 PM - 2:45 PM

##### **Iron and Manganese Removal by Oxidation and Filtration – Bench-scale Comparative Study**

Keisuke Ikehata, Pacific Advanced Civil Engineering, Inc.

Participants in this presentation will learn important chemistry and new insight on iron and manganese removal using pre-oxidation and filtration.

### Research with Recycled Water

#### 2:45 PM - 3:15 PM

##### **Enhancing the Soil Aquifer Treatment Process for Potable Reuse: Comparison of Two Disinfection Strategies**

Sangam Tiwari, Trussell Technologies

Participants will learn about the impact of two disinfection strategies, chlorination and ozonation, on soil aquifer treatment performance. Laboratory-scale soil column systems were used to simulate groundwater recharge of recycled water. Preliminary performance data (TOC, DOC, UVA, CECs, DBPs, etc) will be presented.

#### BREAK 3:15 PM - 4:00 PM

#### Session 17-C

##### Distribution System Water Quality with Research

#### 4:00 PM - 4:30 PM

##### **Results of Water Research Foundation Project 4307 - Managing Main Break Risks**

Timothy M. Thomure, HDR Engineering, Inc.

Participants in this session will learn about the microbial risks associated with main breaks, a "triage" approach to classifying main breaks, and response strategies that were tested in the lab and in the field to protect public health.





## Technical Program - Wednesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### 4:30 PM - 5:00 PM

#### **Brain Eating Amoeba found in Drinking Water Distribution Systems**

Willie Frehner, Southern Nevada Water Authority

Participants will learn what is known about *Naegleria fowleri*, will review some of the recent news stories, and how to protect yourself from a deadly infection.

### 5:00 PM - 5:30 PM

#### **Coliform Sampling and Testing Experiences in Potable Distribution Systems**

Rick Zimmer, Eurofins Eaton Analytical, Inc.

Participants in this session will learn about all of the factors that can contribute to Coliform positives in potable distribution system samples and strategies to minimize false positive occurrence.

## Session 18

Information Management with  
Security & Emergency Preparedness

### 8:00 AM - 8:30 AM

#### **Application of Open Source GIS in the Water Industry**

Ali Diba, Spatial Wave, Inc

Participants in this session will learn about Open Source GIS solutions and their applications in the water utility industry. This session will present some of the tools and will do a compare and contrast between commercially available tools and their open source counterpart.

### 8:30 AM - 9:00 AM

#### **How I Met Your Performance Indicators: The Journey from Raw Data to Dashboards at Anaheim Public Utilities**

Andrew Nguyen and Philip Bogdanoff, Anaheim Public Utilities

Participants will learn how to transform and communicate their raw data from columns of overwhelming numbers to simple but effective insights using Microsoft Excel and their own creative juices.

### 9:00 AM - 9:30 AM

#### **SCADA System Assessments using the Department of Homeland Security Control System Security Program.**

Brian Lightbody, Glenn Thorpe, Kevin McBride, and Jim Truett, San Diego County Water Authority

Participants will observe and engage in a panel discussion format recounting SDCWA experiences over the past four years developing the SCADA system to the levels found today and the experience of working with DHS in assessing the SCADA system using the CSET tool.

### **BREAK 9:30 AM - 10:15 AM**



## Technical Program - Wednesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### Information Management with Asset Management

**10:15 AM - 10:45 AM**

#### **Mobile Asset and Operations Management**

Ali Diba, Spatial Wave, Inc., San Bernadino  
Municipal Water District

Participants in this session will learn about application of mobile technology to streamlining the operations and maintenance of the water systems. They will also see the benefits of this technology to other groups within the organization including the water quality and engineering.

### Information Management

**10:45 AM - 11:15 AM**

#### **Operators Perspective of Implementing a CMMS system with the City of Redding Production and Distribution facilities**

Conrad Tona, City of Redding

Operators with the City of Redding began utilizing its CMMS (computerized maintenance management system) "Cartegraph" in March of 2012. Attendees will learn how to make their CMMS a success and achieve operator buy-in to the program.

**11:15 AM - 11:45 AM**

#### **Location Aware Mobile Solutions as a Way to Integrate Enterprise Solutions**

Jim Ollerton, Elsinore Municipal Valley Water District

Participants in this session will learn how Elsinore Valley Municipal Water District has increased productivity and service levels throughout the water district by deploying scalable solutions the bridge the information and critical processes between management and field. Thus allowing management to make

productive enterprise level decisions and the same time empowering the field to understand and participate in this process.

**LUNCH 11:45 AM - 1:45 PM**

**1:45 PM - 2:45 PM**

#### **Progress & Pitfalls in a Paperless Lab**

Amber M. Baylor, Santa Margarita Water District

Participants will learn the benefits and lessons learned of implementation of a paperless lab.

**2:45 PM - 3:15 PM**

#### **Organization Requirements for Sustainable Enterprise GIS**

Masoud Hoseyni, DCSE, Inc.

Participants will learn about the organizational requirements for a water/wastewater agency planning to implement and maintain a sustainable enterprise GIS. Roles of different departments in a typical agency and their interactions with each other will also be discussed.

## Session 19

### Meters

**8:00 AM - 8:30 AM**

#### **Advanced Metering Infrastructure - Creating a Business Case with the Triple Bottom Line**

Kimberly Zunino, City of Santa Rosa

The planning and process of creating a successful business case for deployment of an AMI system.



## Technical Program - Wednesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### **8:30 AM - 9:00 AM**

#### **A Long Road to Water Conservation: Lessons Learned in Implementing a fixed-network AMR system**

Sam Dillman and Alex Thomas, Long Beach Water Department

Participants in this session will learn the experiences gained by LBWD in implementing a fixed-network AMR system where transmission challenges are present.

### **9:00 AM - 9:30 AM**

#### **Residential Water Sprinklers - A Water Purveyor's Perspective**

Tara Sweet and Jose Rios, East Bay Municipal Utility District

Attendees will learn how East Bay Municipal Utility District has evolved with the 2011 California Residential Code requirement for residential fire sprinklers to be installed in all newly constructed one- and two-family dwellings.

### **BREAK 9:30 AM - 10:15 AM**

### **10:15 AM - 11:15 AM**

#### **Turbo v. Mag Meters**

Michele Harvey, Badger Meter

Over the years, Mag Meters have come down in cost making them an alternative for applications traditionally suited for Turbo Meters. However, while Mag Meters also offer more technology options than Turbo Meters, they are not always well suited for every application.

### **11:15 AM - 11:45 AM**

#### **Web Based Billing Software**

Jason Graves, Master Meter, Inc.

Billing Software in the ever growing utility market, and its abilities to bill for consumption

as provided from the utility to the consumer. Will demonstrate DMA (District Metered Areas) and/or DMZ (District Metered Zones) which will help utilities find potential leaks within their systems. Also will show how a utility can use our "Google Maps" to track meter reader routes and send work orders to the field via the internet and an air card without ever having to contact the meter reader in the field, as well as Arch View map layers to show where the utilities pipes, hydrants and meters are located within their system.

### **LUNCH 11:45 AM - 1:45 PM**

### **1:45 PM - 2:15 PM**

#### **How Much is Too Much and How Old is Too Old? Helix Water District's Evaluation Establishing an Updated Meter Replacement Program**

Dustin Ensminger, Helix Water District

Attendees will learn about the Helix Water District's evaluation and considerations to updating their meter replacement program.

### **2:15 PM - 2:45 PM**

#### **How to quickly and Effectively Deploy a Large Scale AMI System**

Bud Tickel and Ron Simons, City of Fresno and Eric Foley, Badger Meter

Participants will learn how the City of Fresno deployed a large scale AMI system. Participants will also learn how Fresno prepared the service locations, raised angle stops install boxes and prepared all locations for the installation of the new AMI meters, including main relocations from back yards to roadways and transferring customer connections.



## Technical Program - Wednesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

**2:45 PM - 3:15 PM**

### **Value of Water Data for Utilities**

Jeff Beckett, Burbank Water & Power

Participants in this session will learn why Burbank Water & Power went from an AMR walk by system (Itron 60w) to our reasoning to go with AMI fixed network.

**BREAK 3:15 PM - 4:00 PM**

**4:00 PM - 4:30 PM**

### **Large Large Meter Testing: Analysis, Calibration, Water Loss Controller Testing**

Mike Simpson, M.E. Simpson Co., Inc.

Large water meters are a vital component in any water distribution systems ability to control water loss and enhance revenues. The presentation will provide best management practice solutions and guidelines to better maintain and operate the Large Meters in their Utility's water distribution system.

**4:30 PM - 5:00 PM**

### **Joint Utility Sharing of AMI Infrastructure**

Bernard Dunham, Delta Engineering Sales, LLC

An overview of the inherent rewards of an AMI deployment, with the deployment strategy of a shared network and shared AMI infrastructure components. Maximized value, minimized investment.

**5:00 PM - 5:30 PM**

### **Increase Utility Return with Deployment of Large Non-Mechanical Metering Designs**

Bernard Dunham, Delta Engineering Sales, LLC

Traditional large meter applications have deployed Turbine and Compound meter designs for decades. Today's non-mechanical large meter designs offer increased accountability and longevity with greater Utility return upon

investment. Today's best investment for commercial-industrial applications.

## Session 20

### Engineering & Construction

**8:00 AM - 9:00 AM**

### **Case Study: Design Build of the Manteca Water Storage Tank and Booster Pump Station, DB is not only of WTP's**

Jeff Inferrera, ICM Group, Inc with Fernando Ulloa, City of Manteca and Alex Peterson, Kennedy/Jenks Consultants

Participants in the session will learn how the City of Manteca worked with a team of trusted consultants to complete a storage tank and pump station project using Design-Build methods to produce competitive bids and accelerated schedule.

Engineering & Construction with  
Tanks, Reservoirs & Structures Maintenance

**9:00 AM - 9:30 AM**

### **The Challenges of and Lessons Learned from Planning the Shut-Down of a Major Reservoir in the City of San Francisco**

Damaris Villalobos-Galindo, San Francisco Public Utilities Commission

Participants will learn the many challenges encountered and some of the solutions found in trying to accomplish the shut-down of a major reservoir in the City of San Francisco while continuing to provide customers with efficient and reliable water.

**BREAK 9:30 AM - 10:15 AM**



## Technical Program - Wednesday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### Engineering & Construction

#### 10:15 AM - 11:45 AM

##### **Is Design-Build Right For You? Perspectives From a Roundtable of Users**

Robert Granberg, City of Stockton with John Doller, Carollo Engineers, Richard Pyle, CH2M Hill, and Eric Petersen, Hawkins Delafield & Wood

Participants in this session will learn when design-build should be considered as a suitable project delivery method.

#### **LUNCH 11:45 AM - 1:45 PM**

#### 1:45 PM - 2:15 PM

##### **Everyone Dreads This Pipeline Replacement**

Kevin McDonnell, Marin Municipal Water District

Participants in this session will learn ways to address the worst of challenges in distribution system pipeline replacement. Marin MWD's story of doing the project that they dreaded for all the perceived challenges. The pipe needing replacement was installed in 1883 and is in a busy commercial district on the highest traffic count road in the county. For every step (planning, design, public participation and construction) a special approach was needed.

#### 2:15 PM - 3:15 PM

##### **Pressure Pipe Design**

Camille George Rubeiz, PPI

Participants in this session will learn about the design for surge pressure and fatigue of HDPE water and force main applications per the AWWA, ASTM and other publications. In addition to the design methods, the participants will learn about the use of PPI PACE software.

#### **BREAK 3:15 PM - 4:00 PM**

#### 4:00 PM - 4:30 PM

##### **Multiple HDD Water Main Installations Across Highway 29, Napa, CA**

Megan Thomas, City of Napa Public Works with Richard (Bo) Botteicher, Underground Solutions, Inc.

Participants will learn how the City of Napa successfully addressed system operational deficiencies by the installation of replacement infrastructure, and how a project was designed and constructed in the face of difficult site constraints and utility conflict.

#### 4:30 PM - 5:30 PM

##### **Lake Mead Intake No. 3 An Update on Progress, Challenges, and Response to Lowering Lake Levels**

Noah Hoefs, Southern Nevada Water Authority

Learn first-hand the issues, activities and challenges being faced and resolved on the Lake Mead Intake No. 3 project.



## Technical Program - Thursday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

**THURSDAY, MARCH 27, 2014**

### Session 21

#### Source Water Quality

**8:00 AM - 8:30 AM**

##### **Effect of Algal Activity on Particle Counts**

Terry L. Engelhardt, Hach Company

Participants in this session will learn how algal activity in source water can impact water quality, specifically pH, particle counts, and turbidity.

**8:30 AM - 9:00 AM**

##### **Reservoir Management Strategies for Minimizing Taste & Odor and Anoxic Conditions**

Philip Bogdanoff, City of Anaheim Public Utilities Department

Participants will learn about the approach used by the City of Anaheim in responding to taste & odor causing compounds in its raw water reservoir and the operational modifications made to the management of the reservoir to monitor and control future taste & odor events and/or anoxic conditions.

**9:00 AM - 9:30 AM**

##### **Prepare Now or Get Burned Later - What San Francisco Learned from the Rim Fire**

Mary Ellen Carroll, San Francisco Public Utilities Commission

Learn about the SFPUC's advanced planning that helped during the response including: ICS training, exercises, relationships with response agencies and key stakeholder and information/communications protocols including use of social media. Some of the areas that were critical and for which PUC was less prepared included: effects of fire suppression tactics on watersheds, mutual aid processes, documentation, financial reporting and information technology issues.

**BREAK 9:30 AM - 10:00 AM**

**10:00 AM - 10:30 AM**

##### **Implications of Water Quality Assessment from Source to Treatment**

Carl Spangenberg, Irvine Ranch Water District

Participants in this session will learn about lessons learned from case study in the development of a groundwater source and the outcomes on system delivery and treatment system.

**10:30 AM - 11:00 AM**

##### **Camp Pendleton's Efforts for Water Resources Sustainability**

Seval Sen, Brown and Caldwell with Khalique Khan, Marine Corps Base Camp Pendleton

Participants in this session will learn about Camp Pendleton's ongoing efforts for conservation of groundwater resource, salt and nutrient management, desalination of potable water, use of recycled water, and development of alternative sources of water supplies like indirect potable reuse.

**11:00 AM - 11:30 AM**

##### **Managing pH in Large Diameter Cement Mortar Lined Pipelines with Infrequent Usage**

Ali Sheikholeslami, East Bay Municipal Utility District

Participants in this session will learn about the water chemistry of cement mortar lining leaching, methods of dealing with elevated pH of low alkalinity water, in-line injection of CO<sub>2</sub> to control pH, and a project case study and lessons learned.





## Technical Program - Thursday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

**11:30 AM - 12:00 PM**

### **Mixing and Aeration for Source Water Reservoir Quality Improvement**

Peter S. Fiske, PAX Water Technologies, Inc. and John Tucci, Lake Savers, Inc.

Participants in this session will learn how active mixing and aeration can be utilized to lower algae formation and improve oxidative conditions in raw water reservoirs.

## Session 22

### Energy

**8:00 AM - 8:30 AM**

### **Reducing Energy Costs Through No-Cost or Low-Cost Improvements**

Katie Porter, ARCADIS with Karyn Igar, Mesa Water District

Participants in this session will learn how to gain energy cost efficiencies with their existing equipment and processes by examining alternate operational strategies.

**8:30 AM - 9:00 AM**

### **Air Valves for Flow Efficiency and Energy Savings**

Patrick Michael, Golden Sun Marketing

Air valves in a piping system are critical in eliminating air in a pipe line and also introducing air during a surge event. This presentation will discuss the function of air valves and how water and wastewater utilities can reduce energy consumption by the use of functioning and properly installed air valves in a pressurized pipe system. The three basic types of air valves will be reviewed, and a case studies will show the importance of air valves in saving energy costs.

**9:00 AM - 9:30 AM**

### **Addressing the Water-Energy Nexus With Water Loss Control**

Paul Thomas, Water Energy Innovations with Reinhard Sturm, Water Systems Optimization

Participants in this session will learn the importance and best practices of water loss control with both a water and energy perspective from experts in both areas. The presentation will include case studies of recent projects where both water and energy savings were targeted.

**BREAK 9:30 AM - 10:00 AM**

**10:00 AM - 10:30 AM**

### **SCE Rates and Energy Efficiency Program Service Changes**

Russell G. Johnson and James Pasmore, Southern California Edison

Times they are a changing. And so it is with SCE rates and energy efficiency program services and offerings. Many of you may be aware of the changes to many of SCE's rates to time-of-use (TOU). Learn about ways to increase your understanding of these new TOU rates and their potential impact to your operational costs. More importantly learn how Integrated Demand Side Management (energy efficiency, demand response and distributive generation) opportunities offered by SCE to potentially help you gain and retain control of your utility costs.



## Technical Program - Thursday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

**10:30 AM - 11:30 AM**

### **A Holistic Approach to Water System Energy Management**

Gaurav Agarwal, Riverside Public Utilities

Participants will learn to establish an energy baseline and estimate future energy projections, differentiate between energy consumption and energy cost, identify efficiency measures to reduce consumption in short and long terms, and maximize utilization of renewable resources.

## Session 23

### Water Treatment

**8:00 AM - 8:30 AM**

### **Upgrading Dual-Media Filters to Improve Performance at a 40-Year Old Water Treatment Plant**

Deborah Cohen, Kennedy/Jenks Consultants with Terry McKinney, City of Santa Cruz

Participants in this session will gain an understanding of how to evaluate and design filter upgrades for an aging water treatment plant, in order to improve filter performance, rehabilitate aging structures and equipment, enhance system reliability, and achieve consistent compliance with current and future regulatory requirements.

**8:30 AM - 9:00 AM**

### **Granular Media Filter Rehabilitation at the City of Santa Cruz's Graham Hill Water Treatment Plant- An innovative approach to media selection**

Gordon Williams, Trussell Technologies with Terry McKinney, City of Santa Cruz

Participants in this session will learn about the granular media selection process for the City of Santa Cruz's granular media filter rehabilitation project and the piloting project that was used to

verify the modeling results and determine maximum operating conditions.

**9:00 AM - 9:30 AM**

### **Ten Years of Water Treatment Experience Treating Ranney Collector Source Water from Collectors along the Mad River in Humboldt County**

Craig Thompson, Kennedy/Jenks Consultants with Dale Davidson and Steve Marshall, Humboldt Bay Municipal Water District

**BREAK 9:30 AM - 10:00 AM**

**10:00 AM - 10:30 AM**

### **City of Vacaville - Chlorine Conversion Project** Rich MacLean, City of Vacaville

How the City of Vacaville converted five of its wells and its 12 MGD DE-WTP from gas chlorine to Onsite Sodium Hypochlorite Generation Systems using only city staff to complete these conversion projects.

**10:30 AM - 11:00 AM**

### **Use of GAC Filter Caps for Controlling Chlorite Concentrations When Using Chlorine Dioxide as an Alternate Primary Disinfectant**

Jim McVeigh, City of San Diego Public Utilities Department

The City of San Diego's Otay WTP demonstrates the ability of GAC filter caps to effectively and reliably control chlorite concentrations resulting from chlorine dioxide treatment.



## Technical Program - Thursday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### 11:00 AM - 11:30 AM

#### **The Benefits of Chlorine Dioxide in Water Treatment**

Joseph Wong, Brown & Caldwell with Ana Corti, City of Pittsburg

Participants will learn that besides being an effective disinfectant chlorine dioxide is useful in many aspects in water treatment, including iron and manganese oxidation, taste and odor control, DBP reduction, and distribution system nitrification control.

### Session 24

#### Research

#### **Climate Change**

### 8:00 AM - 8:30 AM

#### **Climate Change Water and Public Health**

J. Alan Roberson, AWWA Regulatory Affairs Office

Participants in this session will learn the primary water and public health impacts of climate change on water utilities and adaptive management strategies for dealing with climate change.

### 8:30 AM - 9:00 AM

#### **Decision Making Under Climate Uncertainty**

Karen Raucher, Stratus Consulting Inc

Learn how other water agencies are changing/modifying their decision support methodologies in order to plan for an uncertain future, based on case study research performed for the Water Utility Climate Alliance.

### 9:00 AM - 9:30 AM

#### **The impact of the High Park Wildfire on source water quality and implications for treatment**

Fernando L. Rosario-Ortiz, Amanda K. Hohner, Jeffrey Writter, Kaelin Cawley, and R. Scott Summers, University of Colorado - Boulder

Participants in this session will learn about the impacts of forest fires on water quality and treatability.

### BREAK 9:30 AM - 10:00 AM

### 10:00 AM - 10:30 AM

#### **Community Water and Climate Change**

Karen Raucher, Stratus Consulting Inc

Participants will learn two things: 1) the results of a national survey looking at American attitudes about climate change and community water, and 2) how to use message maps to create communications that build support for agency climate related actions.

### 10:30 AM - 11:30 AM

#### **Climate Change and Water Resources**

John Andrew, California Department of Water Resources

Participants will learn about analytical approaches to climate change, as well as adaptation strategies.

#### Research

### 11:30 AM - 12:00 PM

#### **Biological Removal of Volatile Organic Chemicals from Groundwater - Results of a Bench-Scale Study**

Issam Najm, WQTS, Inc. with Melinda Rho, Los Angeles Dept. of Water & Power

Attendees will learn how bench-scale testing can be used to assess the efficiency of removal of various chemicals with biological treatment.



## Technical Program - Thursday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### Session 25

#### Financial Management

##### 8:00 AM - 8:30 AM

##### **Innovations in Water Rates – A Practical Guide to Rate Evaluation and Strategy**

Christine E. Boyle, Valor Water Analytics

Participants will learn the latest information on conventional rate setting and innovations in the field.

##### 8:30 AM - 9:30 AM

##### **Fiscal Sustainability - One Agency's Approach**

Tracy McCraner, San Diego County Water Authority with Robert Granthum, Carollo Engineers

Participants will learn the process the San Diego County Water Authority went through to charter a course to fiscal sustainability.

##### **BREAK 9:30 AM - 10:00 AM**

##### 10:00 AM - 10:30 AM

##### **Current State of Pension Plans at CalPERS**

Julian Robinson, CalPERS Actuarial Office

Participants will learn the current state of pension plans at CalPERS including the funding of CalPERS plans and the contribution requirements of employers.

##### 10:30 AM - 11:30 AM

##### **Private/Public partnerships - A Case Study: Poseidon Resources LP and California Pollution Control Financing Authority**

Reneé Webster-Hawkins

Participants will learn about Private/Public partnerships using the Poseidon Resources LP and California Pollution Control Financing Authority as a case study.

##### 11:30 AM - 12:30 PM

##### **Determining and Communicating Utility Support Services Costs through Indirect Cost Allocation and Overhead Analyses**

Brian Jewett, Black & Veatch with Tom Scalione, Vallecitos Water District

Participants will learn structured approaches to allocate support services costs across all the direct cost programs of a utility whether a special district or as part of a municipality as well as effective communication tools for presenting results and impacts.

### Session 26

#### Security & Emergency Preparedness with Information Management

##### 8:00 AM - 9:30 AM

##### **There's An App for That!**

Joe Abrams, Alliance for Community Solutions with James Wollbrinck, San Jose Water Company

This will provide session attendees with direct exposure to interesting and useful technology tools.

##### **BREAK 9:30 AM - 10:00 AM**

##### 10:00 AM - 11:30 AM

##### **Exploring Technology**

Joe Abrams, Alliance for Community Solutions with James Wollbrinck, San Jose Water Company

This is a continuing session from the Fall Conference 2013 to seek input directly from section members about their interest in technology.



## Technical Program - Thursday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

**12:00 PM - 1:00 PM**

### **CyberSecurity Panel Discussion**

Joe Abrams, Alliance for Community Solutions

This will be a wrap-up session on several sessions dealing with Cybersecurity...threats, solutions, planning for the future

### **Session 27-A**

#### **Pipeline Rehabilitation**

**8:00 AM - 8:30 AM**

### **AC Pipe Condition Assessment**

Hector Martinez and George Silva, Sweetwater Authority

Participants in this session will learn about new acoustic pipe testing technologies used in accessing the remaining useful life of asbestos cement pipe, and how in combination with GIS technology, how to best prioritize AC pipeline replacements.

**8:30 AM - 9:00 AM**

### **Valve and Hydrant Maintenance**

Russ Jackson, Mueller Service Co.

Attendees will learn the value of a properly planned and executed valve and hydrant maintenance program.

**9:00 AM - 9:30 AM**

### **Water Main Life Expectancies**

Dan Ellison and Dave Spencer, HDR

This topic discusses the different performance characteristics of different pipe materials and how statistical and field-condition assessment techniques can be used for determining when pipes need to be replaced or rehabilitated.

**BREAK 9:30 AM - 10:00 AM**

**10:00 AM - 10:30 AM**

### **Condition Assessment and Evaluation of an Existing Cathodic Protection System on an Existing 94 Year Old Water Transmission Main**

Jose L. Villalobos, V & A Consulting

This paper will present the findings of the condition assessment and the evaluation of the cathodic protection in terms of remaining useful life of the cathodic protection system and how this information will assist the City in terms of the overall asset management program.

**10:30 AM - 11:00 AM**

### **Casselberry Asbestos Cement Pipe Bursting Project: Moving Forward by Leaving it Behind**

Edward Alan Ambler, City of Casselberry

Participants in this session will learn how to design and permit an asbestos cement pipe bursting project. They will also learn about all regulations pertaining to pipe bursting of asbestos cement pipe and how they apply.

**11:00 AM - 11:30 AM**

### **Prestressed Concrete Cylinder Pipe Replacement & Rehabilitation Program**

Francisco Becerra and Ron Brown, Metropolitan Water District of Southern California

Attendees will learn of the findings of a condition assessment and pipe lining project for a Prestressed Concrete Cylinder Pipe. Information will be provided on how this case study assisted MWD in terms of cost effective pipeline rehabilitation.



## Technical Program - Thursday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### Session 27-B

#### Materials Performance

##### **11:30 AM - 12:30 PM**

##### **Stainless-Steel Full-Encirclement Repair and Service Connection Clamps**

Mark Langenhan, Total Piping Solutions

Attendees will learn about the new ANSI/AWWA C230 standard for stainless steel full encirclement repair clamps, including the use of, and proper installation of water main repair clamps.

##### **12:30 PM - 1:00 PM**

##### **Bonded Coatings Application for Ferrous Metal Surfaces: What You Need to Know to Get an Adequate Protection System**

Andy Streling, Mobile Pipe Lining and Coating

Participants will learn that the critical role of surface preparation along with well defended quality control in a performance specification is key to a successful end product when using bonded dielectric coatings. Attendees will understand the correct way to specify and assure that bonded coatings used with ferrous metal surfaces will provide the intended protection and design life.

### Session 28-A

#### Engineering & Construction

##### **8:00 AM - 8:30 AM**

##### **Large Valve Testing, Repair and Replacement Program**

John Farley, Riverside Public Utilities

Participants will learn about Riverside Public Utilities' large diameter valve testing, repair and replacement program including what factors are considered in identifying and assessing valves to be repaired or replaced.

##### **8:30 AM - 9:00 AM**

##### **How to Avoid the Kaboom of a Pressure Vessel**

Andre Harper and Joanna Rembis, Harper & Associates Engineering Inc

Participants of this session will learn the importance and requirements for inspecting and repairing pressure vessels per the API 650 Standard.

##### **9:00 AM - 9:30 AM**

##### **Pitfalls of Providing a Contractor Free Water**

Mike Wallace, Sweetwater Authority

Participants in this session will learn how difficult contractors can help you strengthen your specifications and how not to get drawn into directing the contractors' means and methods.

##### **BREAK 9:30 AM - 10:00 AM**





## Technical Program - Thursday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### Session 28-B

#### Asset Management

**10:00 AM - 10:30 AM**

##### **Saving Money Through Water Distribution System Asset Management**

Jeff Kirshberg, Rancho California Water District

Participants in this session will learn how to develop an agency-specific asset management plan with minimal cost and effort. As time progresses, the condition of water distribution facilities will deteriorate until such time as these facilities need to be repaired or replaced. By utilizing an advanced asset management approach, an agency is assured that its Capital Replacement Program recommendations will prioritize facility replacement based on risk, while accounting for additional monitoring costs. By proceeding in this deliberate manner, Agencies can provide the Level of Service desired, with minimum total life cycle costs to the rate payers.

**10:30 AM - 11:30 AM**

##### **Water Treatment Analytics System (IViewOps) to Improve Plant Operations, Maintenance and Asset Management by Providing Intelligence to DCS SCADA Systems for Physical and Chemical Processes, CMMS and Asset Management**

Dipankar Sen and Adnan Lodhi, College of Southern Maryland

Participants in this session will learn how to optimize their water plants in a manner that determines more optimal setpoints for the SCADA systems based on asset condition and actual capacity as opposed to design capacity using plant simulations; simultaneously, they will learn how to use the simulation of actual conditions to improve their corrective maintenance and preventive maintenance based on demand and capacity simulation of the plant,

and the availability or lack of standby capacity. From an asset management standpoint, this information can be used to reduce the life cycle cost and focus capital investments.

**11:30 AM - 12:00 PM**

##### **Setting Levels of Service at the South Tahoe Public Utility District**

Thomas Keown, Kennedy/Jenks Consultants with Julie Ryan, South Lake Tahoe Utility District

Utility managers and staff have been managing assets for decades. However, it is clear that what we have been doing in the past will not be sufficient to address the growing and increasingly complex challenges that lie ahead. This presentation focuses on how STPUD used advanced asset management concepts to develop their Level of Service objectives to help optimize their future capital and maintenance activities.

**12:00 PM - 12:30 PM**

##### **GIS-Based Methodology for Asset Data Enhancement and Risk Assessment of Water Distribution System**

David Lennier, City of Livermore with Michelle Kim, GHD, Inc.

Participants will hear about the City of Livermore's asset management planning efforts for its water distribution system. Outcomes included a data set for more proactive asset management, and better understanding of the risk profile and future funding requirements.



## Technical Program - Thursday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

### Session 29

#### Environmental, Health & Safety

##### **8:00 AM - 8:30 AM**

##### **Silica Dust and Water Agencies**

Dan Bresniker, Sweetwater Authority

This presentation will provide a brief description of silica hazards, present the findings of the Authority's silica study, and offer exposure control methods your utility may want to consider.

##### **8:30 AM - 9:00 AM**

##### **Navigating Environmental Planning and Clearance for Water Facility Demolitions**

Kim Gregory, California Water Service Company

Attendees will learn about the steps to safely navigate the environmental clearance requirements pertaining to water facility demolition projects. Guidance will be provided to help assess and plan for the necessary environmental preparatory and permitting tasks for a successful demolition project.

##### **9:00 AM - 9:30 AM**

##### **RCRA vs. NON-RCRA Waste: Understanding the Difference and Testing Requirements**

Kim Banks, CalScience

Water treatment operators increasingly need to be aware when a waste is RCRA or Non-RCRA and to ensure compliance with hazardous waste regulations. The presentation will provide a review waste classification requirements under Federal (RCRA) and CCR Title 22. It will also highlight the differences between Federal and State waste leachability methods and testing requirements.

##### **10:00 AM - 11:00 AM**

##### **Oil & Water DON'T Mix: Required Oil Spill Prevention (and SPCCs)**

Steven Lichten, ESCI EnviroServices, Inc.

Participants will learn the basic federal and state oil/petroleum spill prevention requirements applicable to nearly all water treatment and waste water facilities and will be provided with practical insights and suggestions to make these requirements (and any required SPCC Plans) more efficient and less costly to prepare, update and implement. Reducing reliance on expensive outside consultants and preventing violations is a key take-away.

##### **11:00 AM - 11:30 AM**

##### **EPA Stationary RICE NESHAP: The Meter is Running**

Samantha Wang, BlueScape Environmental

On January 14, 2013, EPA signed revisions to the 2010 RICE NESHAP. Compliance requirements vary significantly depending on installation date, engine size, and if qualified for emergency purposes. This presentation will help you navigate through the process of considering options and exploring the technical and cost issues.

##### **11:30 AM - 12:00 PM**

##### **Successfully Navigating the "Perfect Storm" of Current and Emerging Stormwater Regulatory Permit**

Garret Williams, E2 ManageTech

Participants in this session will learn about the new and emerging Storm Water and NPDES regulations, their implications for facility management, operational issues, construction projects, long range planning, and contracting. A systematic compliance approach and strategy is included.



## Technical Program - Thursday

All Sessions qualify for Contact Hours. Please be sure to scan in and out of each session.

**12:00 PM - 12:30 PM**

### **Bag Filters: Potential Uses for Discharges and Treatment**

Allyson Clark, California Water Service Co.

Bag Filters can provide an environmentally friendly approach to discharges and can also provide an alternative treatment for meeting water quality objectives.

**12:30 PM - 1:00 PM**

### **AWWA Environmental Compliance Guidebook: Beyond US Water Quality Regulations**

Christine Herndon, Herndon Solutions Group

Attendees will learn how to use "Environmental Compliance Guidebook: Beyond US Water Quality Regulations" and its features to keep their utilities compliant and safe.

## Session 30

### Safe Drinking Water Act

**8:30 AM - 9:00 AM**

### **Hex Chrome - What a Long, Strange Trip It's Been!**

Gary Lynch, Park Water Company

The history of the regulation of Chromium has been long and the process to the final development and proposal of a specific MCL for hexavalent chromium has been arduous, at best. This presentation will describe the history from beginning to end of this process.

**9:00 AM - 9:30 AM**

### **Planning for Compliance with California's Proposed Cr(VI) Regulation - Part I**

Steve Bigley, Coachella Valley Water District with Katie Porter, ARCADIS

This two-part presentation includes 1) a summary of treatment performance observed during our pilot testing of WBA, SBA, and RCMF;

and 2) a summary of the evaluation of compliance costs as presented by CDPH and CVWD's perspective on the impacts of this draft MCL to the utility.

**BREAK 9:30 AM - 10:00 AM**

**10:00 AM - 10:30 AM**

### **Planning for Compliance with California's Proposed Cr(VI) Regulation - Part II**

Steve Bigley, Coachella Valley Water District with Katie Porter, ARCADIS

Continued from 9:00 AM presentation.

**10:30 AM - 11:00 AM**

### **Review of CDPH's Economic Analysis of the Draft California Cr(VI) MCL**

Issam Najm, WQTS, Inc.

Participants in this session will learn about the cost assumptions made by CDPH in the development of the draft Cr(VI) MCL, and how they under-estimate the cost of compliance for many water systems.

**11:00 AM - 11:30 AM**

### **Federal Regulatory Update on Hexavalent Chromium**

J. Alan Roberson, AWWA Regulatory Affairs Office

Participants in this session will learn about the latest federal actions for the potential regulation of hexavalent chromium (Cr-6).

**11:30 AM - 12:00 PM**

### **The Latest Developments in Health Effect Research on Chromium(VI)**

David Kimbrough, Pasadena Water & Power

Participants will learn the latest developments in the science of hexavalent chromium health effects.



2014 Spring Conference (SC14)

March 24 - 27, 2014  
Disneyland Hotel  
Anaheim, CA

American Water Works Association  
California-Nevada Section  
**ATTENDEE REGISTRATION**

OCCUPATION CODES (please check one): ☐ WTR Water Utility ☐ CTR Contractor ☐ CNS Consultant ☐ MFG Manufacturer ☐ REF Manufacturer's Representative

☐ STU Student ☐ OPR Water Operator ☐ DIS Distributor ☐ EDU Educator ☐ RES Research Laboratory ☐ FED Federal Government ☐ STA State Government

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Attendee Email \_\_\_\_\_ AWWA Member # \_\_\_\_\_

Type of Membership (check one) ☐ Individual ☐ Organization ☐ Operator/Admin. ☐ Utility ☐ I am a CWEA/WaterReuse Member\* (same rate as CA-NV AWWA Member

Complimentary Spouse/Guest (If attending) \*Household members only. Does not include Water Industry Personnel. \_\_\_\_\_

| Member Registration Fees   | EARLY<br>On or Before<br>2/10/14 | PRE<br>On or Before<br>3/14/14 | ONSITE<br>On or After<br>3/15/14 | Subtotals |
|--|----------------------------------|--------------------------------|----------------------------------|-----------|
| <input type="checkbox"/> FULL REGISTRATION: Includes Volunteer Recognition Luncheon Competitions Lunch & Two Drink Tickets for Exhibitor Reception                       | \$445                            | \$495                          | \$545                            | \$ _____  |
| <input type="checkbox"/> Tuesday One-Day: Includes Volunteer Recognition Lunch & Two Drink Tickets for Exhibitor Reception   | \$225                            | \$275                          | \$315                            | \$ _____  |
| <input type="checkbox"/> Wednesday One-Day: Includes Competitions Lunch & Exhibit Hall Entrance  | \$225                            | \$275                          | \$315                            | \$ _____  |
| <input type="checkbox"/> *Wednesday Only - The Future of Recycled Water Preparing Your Utility for Potable Reuse Includes Competitions Lunch & Exhibit Hall Entrance     | \$225                            | \$275                          | \$315                            | \$ _____  |
| <input type="checkbox"/> EDUCATION PACKAGE Wednesday/Thursday Includes Technical Sessions & Exhibit Hall Entrance  | \$225<br>No Meals                | \$275<br>No Meals              | \$315<br>No Meals                | \$ _____  |
| <input type="checkbox"/> Thursday One-Day Includes Technical Sessions  | \$149                            | \$149                          | \$149                            | \$ _____  |
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| <input type="checkbox"/> RETIREE REGISTRATION - Must be: 1) Retired from all gainful employment. 2) A member of AWWA for at least 15 years. 3) At least 60 years of age. | FREE<br>No Meals                 | FREE<br>No Meals               | FREE<br>No Meals                 | \$ _____  |

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| <input type="checkbox"/> Wednesday Only - The Future of Recycled Water Preparing Your Utility for Potable Reuse Includes Competitions Lunch & Exhibit Hall Entrance | \$275                            | \$325                          | \$375                            | \$ _____  |
| <input type="checkbox"/> EDUCATION PACKAGE Wednesday/Thursday Includes Technical Sessions & Exhibit Hall Entrance   | \$275<br>No Meals                | \$325<br>No Meals              | \$375<br>No Meals                | \$ _____  |
| <input type="checkbox"/> Thursday One-Day Includes Technical Sessions   | \$149                            | \$149                          | \$149                            | \$ _____  |

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| <b>CONTACT HOURS</b>   |  |
| <input type="checkbox"/> FREE<br>(I am an individual, operator or administrative AWWA member)              |  |
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Check # \_\_\_\_\_ Payable to CA-NV AWWA (U.S. funds)

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Credit Card: ☐ Visa ☐ MC ☐ AMEX

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Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

Must be Zip Code in which your credit card statement is mailed

For copy of receipt please write email address: \_\_\_\_\_

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Registration Total: \_\_\_\_\_ Special Events Total: \_\_\_\_\_

Meal Total: \_\_\_\_\_ Contact Hours: \_\_\_\_\_

Total Amount Due: \_\_\_\_\_

Refund requests must be submitted in writing to the Section office by March 1, 2014. A \$50 administrative fee will be deducted from all refunds NO Refunds granted after March 1, 2014. By submitting this form, you are consenting to having your photo taken at the event which may be used for future Section promotions.

**PAYMENT & MAILING ADDRESS**  
CA-NV AWWA: 10435 Ashford Street  
Rancho Cucamonga, CA 91730, Phone: (909) 481-7200

**April 7, 2014**  
**Lancaster, CA**

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TOTAL REMAINING BALANCE:

ARRIVAL DATE/TIME: DEPARTURE DATE/TIME:

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# BASIC SUPERVISION

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## Required skills every supervisor must have

You'll be able to:

- Slash employee turnover costs and prevent hassles by using the best hiring and interviewing techniques.
- Unify employees into a smooth-running, productive team, despite differences in personality, background and age.
- Find the delicate balance necessary to effectively supervise friends and former peers.
- Establish supervisor-subordinate relationship boundaries that will be understood and respected.
- Identify difficult employees and handle them easily, appropriately and swiftly.
- Give constructive criticism that won't be taken personally — by even the most sensitive employee.
- Originate project plans and set goals that your team will support.
- Control absenteeism and tardiness.
- Develop a keen sense of timing for taking corrective action or firing an employee — and know the legal implications of your decisions.
- Best of all, gain confidence and win the respect of your boss, peers and team members.



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**SEMINARS**

# What is Your Role?

As a supervisor, you're the one in charge, but you know all too well your job description doesn't even begin to cover the many roles you actually fill. In today's world, supervisors and their teams have more complex relationships than ever before. A supervisor must be a friend, coach, boss and mediator. You're responsible for:

- Delegating
- Motivating and praising
- Delivering criticism and discipline
- Working under pressure
- Meeting tight deadlines
- Training new employees
- Organizing people, projects and schedules

*Again and again, day after day*

Regardless of your supervising experience, you can always benefit from new ideas and skills that will keep you at your peak performance. *Basic Supervision* is a one-day seminar power-packed with solid skills to help you maximize your role as a supervisor and fresh ideas to motivate you and your team.

*"This seminar presented new strategies to maximize employee performance for results."*

Carol Harris  
Director, Administrative/Labor Relations  
MTA New York City Transit

*"I was very impressed at the depth of subject content at this seminar; it was much more than I had expected!"*

Richard Land  
Area Sales Manager  
Norwest Mortgage, Inc.

*"Very refreshing ideas that I feel I can incorporate in my supervisory role as soon as I get back to work."*

Shari Zwiebel  
Clinic Manager  
Torrington Medical Group

*"Provided excellent overview of what is truly a life-long learning topic. Offered many positive insights and tips."*

Joe Isaacs  
Vice President  
American Hospital Association

You'll receive a comprehensive workbook that will serve as a dependable reference and refresher long after you've attended the seminar.

This valuable workbook contains:

- Indispensable planning and coaching checklists
- A listening awareness self-test
- The "Ideas-for-Action" plan
- The Employee Commitment Assessment
- The Practical Planning Checklist
- Charts, guidelines and other checklists to help you continue to draw on the information you learn at this content-rich seminar



## A Note From Our Supervisor, Fred Pryor

Dear Business Associate:

I'm not going to tell you just because we're in the training business we never have supervisory problems. We're all human, and that makes us subject to a variety of behaviors.

For much of my life, I have supervised others, and I can relate to what you must contend with as a supervisor today. It's one of the most challenging positions in an organization, and yet, in my opinion, it's the most rewarding.

Managing a happy and productive staff who work together smoothly to complete projects is not just a dream. It can be a reality for you — if you know the best way to handle the details.

We've made sure *Basic Supervision* gives you exactly what you need to be a cutting-edge supervisor. This is not Supervision 101 — instead, it's an enlightening, revitalizing and thoroughly enjoyable course to experience! We take great care to develop and present our seminars to provide critical, career-boosting information in a format that will interest and motivate you.

Sincerely,



Fred Pryor, Founder

P.S. I hope you can attend *Basic Supervision*. Remember, I personally guarantee your satisfaction. Put the techniques you learn in this seminar to work, and if you don't agree they help you significantly, we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*. That's how confident we are about the quality of *Basic Supervision*.

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# What You Will Learn:

This seminar  
will provide the spark  
you need to ignite a  
positive, productive day  
*every day.*

## **Create the “Ideas-for-Action” plan.**

Identify the areas that need improvement in your workplace and within your own supervisory skill set. This will build the foundation for your success.

**Make the transition to supervisor.** Effective supervisors know transitions come with the new title, and handling these changes is a predictable, normal part of taking on any supervisory role. Learn how to get the job under your total control.

**Overcome the early obstacles.** Successful supervisors recognize early on certain challenges will come up. How you choose to deal with them will have a critical effect on your relationship with your team. Such challenges include:

- Supervising friends while maintaining performance
- Supervising older, experienced employees or younger, inexperienced ones
- Steering clear of supervisory traps

**Get the work out.** Good, well-respected supervisors are able to give orders and instructions that are easily understood and readily accepted. You can acquire this skill by:

- Creating a basic work plan
- Learning smart ways to set goals and assess productivity
- Making job assignments stick — and work
- Using listening skills to your advantage

**Give it your personal best.** The style of leadership you choose depends on your employees and the tasks to be accomplished. Consider how you will guide your team through issues such as:

- Handling social/emotional relationships
- Being willing to take initiative
- Building a positive work climate
- Dealing with negative attitudes

**Adjust to the inevitable changes.** Top supervisors regularly assess employee performance and make changes when needed. Learn:

- When disciplinary action is needed
- How to avoid legal problems when you take disciplinary action
- Positive ways to encourage an employee to do a good job

## 10 Tips You'll Take Home

1. How to provide meaningful praise.
2. The best way to improve the productivity of a worker who is upset by a past criticism.
3. What you can do to enhance your communication skills for first-rate effectiveness.
4. How new supervisors can make the transition and take charge smoothly.
5. How to feel comfortable supervising friends and former peers.
6. The secret to keeping top performers at their maximum level without burning out.
7. How to get others to believe in your organization and view it as more than just a place to work.
8. How to increase departmental planning and decrease your hassles through scheduling.
9. The key to solving tough people problems and stimulating others to do their share.
10. How to become more organized and productive and, in turn, reduce your stress.

### More benefits for you when you attend *Basic Supervision*

- Discover 6 ways to discipline and obtain positive results.
- Gain 10 good habits to help improve your listening skills.
- Learn 4 effective methods for giving clear-cut instructions.
- Identify the 5 most common traps encountered by new supervisors and find out how to steer clear of them.

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# Supervisors Who Will Benefit From This Seminar:

## New Supervisors

You have the title. Now be sure you've got the skills to back it up and surpass the expectations of your boss. Learn the right skills before you adopt the wrong ones.

## Senior Supervisors

You haven't received any supervisory training in quite some time, and you want to brush up on your skills. Take with you the latest techniques in supervision that reflect today's work attitudes.

## Mid-Level Supervisors

You certainly are not new to supervising, but you're not quite where you want to be, either. Impress your coworkers and boss with a supervision style that may become the benchmark for success in your organization.

## "Non"-Supervisors

You are not considered a supervisor and you don't have the title — yet you are often called upon to supervise others. Gain the leading edge in how to supervise by taking this course. Whether or not you move on to an official supervisory position, you'll streamline your work with the valuable ideas you'll learn.

# Enroll for Supervisory Success

## Wouldn't you like to:

- give instructions that are clearly understood?
- coach new employees successfully?
- know when and what to delegate and stop worrying about the results?
- be able to assess yourself and others for maximum team-building?
- produce more in less time?
- feel less stress from the many demands placed on a supervisor?
- enjoy your job more?

Then *Basic Supervision* is for you!

# 10 million

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## What attending *Basic Supervision* will do:

You won't be the only one who enjoys the benefits of your enhanced supervisory skills. Everyone at your organization will benefit — your supervisor, your team and everyone else who profits from the stronger leadership, improved productivity and fresh insight you'll bring to the workplace.

- You'll move to the career track of success and become a more valuable employee — the kind of supervisor high-paying organizations want.
- You'll gain increased confidence about your own role as a supervisor while reducing the stress and negative aspects of your job.
- You'll take home reference information you can use again and again.

## Curious, but not convinced?

Consider this: In one fast-paced day, you'll gain an advantage that will continue to pay off for years to come starting the very next day.

## Compare Course Content

Look closely at the key learning points on pages 4 and 5. Compare it to any other course — you'll see we cover all of the essential elements of supervision in one fast-paced, well-designed day.

## Consider Practical Benefits

Examine the direct, hands-on benefits you'll gain from this course. You'll see we are committed to delivering a full range of powerful tools you can benefit from every day.

## Notice the Tuition Cost

We believe in quality training at a price that's affordable for you. Per registrant, this seminar will pay for itself almost immediately. Maximize your results and send your entire team at a discounted rate for 5 or more from the same organization attending the same event.

## Think About Time and Convenience Factors

We ensure you can attend at your convenience — we bring the seminar to an area near you, saving you the hassle, inconvenience and expense of travel. And one intensive day is all you need to invest.

## Consider the Value of Excellent Reference Materials

You'll receive a free comprehensive workbook filled with charts, lists and other indispensable materials that will serve as a handy on-the-job reference.

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**Quick Confirmation!** To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

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## Cancellations and Substitutions

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### Please Note

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.pryor.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
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# BASIC SUPERVISION

Required skills every supervisor  
must have

- Mesh people with diverse attitudes, backgrounds and styles into solid teams.
- **Feel better about your role as a supervisor** and gain a new feeling of confidence.
- Overcome the discomfort of becoming the boss of a former peer.
- Delegate the right way for total effectiveness.

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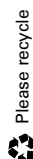
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NAME: \_\_\_\_\_

ADVANCE REGISTRATION DEADLINE: \_\_\_\_\_

MEALS:      ☐ YES      SPOUSE:      ☐ YES      SPOUSES' TOUR:      ☐ YES  
                 ☐ NO                              ☐ NO                              ☐ NO

**DEPARTMENTAL TRAVEL BUDGET:**

REGISTRATION: \_\_\_\_\_ TRAVEL: \_\_\_\_\_

TOTAL REMAINING BALANCE: \_\_\_\_\_

**PROPOSED EXPENSES:**    Registration: \_\_\_\_\_  
   Transportation: \_\_\_\_\_  
   Meals:\*                              \_\_\_\_\_  
   Miscellaneous:                      \_\_\_\_\_  
   TOTAL:                                      \_\_\_\_\_

\*DIRECTORS: Expenses are outlined in Section 4.06.1 of the District's Rules and Regulations.

\*FOR STAFF: Meal limitations are outlined on pages 30 and 31 of the District's Employee Manual.

Please review these limitations.

**HOTEL ACCOMMODATIONS:**    ☐ YES    ☐ NO    REGISTRATION DEADLINE: \_\_\_\_\_

ARRIVAL DATE/TIME: \_\_\_\_\_ DEPARTURE DATE/TIME: \_\_\_\_\_

TYPE OF ACCOMMODATIONS:      \_\_\_\_\_      SINGLE (1 PERSON)  
   \_\_\_\_\_      DOUBLE (2 PEOPLE)  
   \_\_\_\_\_      (2 PEOPLE/2 BEDS)

**AIRLINE RESERVATIONS:**      ☐ YES      ☐ NO

DEPART FROM \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ AM/PM  
   (airport)                              (date)                              (time)

RETURN FROM \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ AM/PM  
   (airport)                              (date)                              (time)

SUPERVISOR APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_



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*For the complete course agenda, see pages 4 and 5.*



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**1** How to make your writing **easier to understand and more interesting to read** by applying proper punctuation, basic grammar rules and guidelines to help you standardize your style

**2** How to **polish letters, memos, proposals and other written documents** to make them more powerful and professional

**3** How to **use the right word at the right time**, whether it's capital/capitol, accept/except, affect/effect, its/it's or dozens of other confusing word pairs

**4** How to **spot sneaky usage mistakes** that can destroy your credibility

**5** How to **become the resident "Eagle Eye"** who never misses a mistake and knows where to find quick answers to questions about spelling, grammar, punctuation and style

**6** How to **spell even the trickiest words**, conquer the most difficult-to-remember spellings and win yourself the reputation of being a walking *Webster's*

**7** How to **point out errors to others** in a tactful way that helps eliminate repeating costly and embarrassing mistakes

**8** How to **catch mistakes before it's too late** by using professional proofreading techniques, a simple-to-follow checklist and tips on how to concentrate despite deadlines and distractions

## And much more!

See the course agenda on pages 4 – 5 for an overview of the whole workshop.

## Special memorandum

To: Secretaries, Administrative Assistants,  
Managers and Supervisors—*anyone* who  
writes, prepares or proofreads business  
letters, memos, reports, proposals  
or presentations

From: Robb Garr

When you put words on paper, they make a powerful statement about you and your organization. Are you satisfied with the message your writing conveys? If not, more powerful, polished business writing is just two days away.

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And, because good editors make great writers, we'll teach you proofreading and editing techniques that will help you make others' words clearer and more effective than ever before and add sparkle to your own writing.

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See you there!



Robb Garr  
President  
SkillPath Seminars

P.S. Even "old pros" benefit from this valuable training. It's based on *the most current* guidelines and up-to-date practices affecting business writing today.



# Course Agenda

## DAY 1:

### Brought to you by SkillPath— The Smart Choice® for people serious about success

SkillPath trains thousands of achievement-oriented professionals like you every month, from organizations of all sizes and all types—business, government, health care, education and the military. Our seminar leaders are a select group of trainers at the top of their profession—skilled teachers with a tremendous depth of knowledge in their respective topic areas. Our commitment to providing you with the highest-quality learning experience possible has made SkillPath the fastest-growing training company in the world. Attend this seminar and experience for yourself the positive effect of powerful ideas, skillfully presented.

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your company's door or provide customized, you-pick-the-day training on any program pertinent to your organization's training goals. Or let our staff of professional trainers add sparkle to your next corporate or association meeting with a stimulating keynote speech designed just for you. Whether you have 3 or 300 people to train, SkillPath is the answer. For complete details and a no-obligation quote, call 1-800-873-7545 and ask for the on-site training department.

### Getting started: Transforming a blank page into a bold message

- Freewriting: What it is and how to use it to produce a great first draft in half the time
- Are your paragraphs in a confusing, illogical order? Here's how to tell and how to fix the problem
- Great words and phrases for linking paragraphs together so your readers don't have to stumble through your document
- How to guard against the deadly mistake of leaving important points out because you're so focused on the little stuff

### Understanding the ground rules

- Take the confidential Writer's Discovery Analysis to identify areas you want to polish
- Understand how business writing is uniquely different from other types of writing
- Discover your natural style—it's the key to reader-friendly, interesting writing
- How to "do your homework"—you'll be amazed at how effortlessly the words flow after that
- Put the "Know Thy Reader" commandment into practice and double the impact of your message

### Perfecting your grammar and usage skills

- The most troublesome words in business and how to erase any uncertainty about using them
- When a personal, casual style is important—never underestimate the power of contractions
- A concise refresher on how to correctly use verb tenses, subject-verb patterns and pronouns and their antecedents
- The "best-of-the-best" desktop references you'll want at your fingertips for quick answers

- Ensure or insure? Affect or effect? Making the right choice between confusing words like these just became a whole lot easier!
- When it's okay to bend the "rules" to make your point clearly
- Are abbreviations and acronyms really proper in business writing? This insight will shed light on the issue
- The unwritten rules about the appropriate and inappropriate use of jargon
- BONUS: A handy reference list of conjugations for 120 irregular verbs!

### Avoiding embarrassing mistakes

- Can't remember if the punctuation goes inside or outside the quotation marks? Here's how to avoid this pitfall
- Follow this widely accepted guideline for when to spell out numbers and when to use figures
- Avoid these blunders when using apostrophes—they scream "Rookie!"
- When adding hyphens, dashes and other marks for emphasis ... know when you've gone overboard
- To capitalize or not to capitalize? These tips will eliminate any question
- A refreshing overview of how to use punctuation marks correctly every time
- Your guide to international correspondence—follow this to the letter to ensure you put your best foot forward

### Spelling every word correctly every time

- An intriguing spelling technique that many national spelling champs secretly rely on
- How to stop having to look up the same word in the dictionary over and over
- Prefixes and suffixes made easy
- How to take the confusion out of pluralizing letters, abbreviations and numbers
- DANGER: If you think your spell-checker takes the place of the human eye, you're asking for trouble



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## DAY 2:

### Grabbing your reader's attention with powerful openings and closings

- The "bible" on how to write openings that reel readers in
- How to construct a closing so action-oriented it's like a shot of adrenaline to your reader
- Real-world insight into humor and when—if ever—it should be used in business
- How to avoid the trap of wordy opening paragraphs that leave the reader wondering "Huh?"
- Tough but necessary questions to ask yourself after you've written the opening paragraph

### Persuading, influencing and convincing for results

- Super techniques that give you powerful psychological leverage over your reader
- The proven connection between the use of personal pronouns and the results your business writing gets
- Undeniably effective tips for winning the reader over to your way of thinking
- How to make a strong and logical written argument without coming across like a bulldozer
- Stop! If you want to avoid a negative reaction from the reader, take this precautionary step

### Projecting credibility and professionalism

- The 12 most damaging blunders in business writing—sidestep these at all costs
- How to curb the use of worn-out business clichés and what to say instead
- Hard-and-fast rules when working with a team on a writing project
- How to develop a sixth sense for damaging, biased and sexist language so you can make absolutely sure your writing is "clean"
- Get a firm grip on how to deliver bad news in writing—without a doubt, you *will* need this someday

### Expanding your professional skills

- EXCLUSIVE: How to choose a style manual that works for your organization
- Just released! The latest, most professional business writing formats ... for letters, memos, proposals, reports and more
- A crash course in building winning business proposals
- How to write memos and e-mail that today's busy professional can digest in 60 seconds or less
- Field-tested letter-writing techniques that pay off in three big ways
- Don't miss a single one of these six elements when writing a report ... they're all essential!
- Straight from the mouths of direct mail pros: Creating sales letters that bring in the orders
- How to write a press release that gets glowing coverage your company president will thank you for
- The art of writing crisp, clear instructions

### Editing and proofreading like the pros

- Four amazing proofreading secrets that will automatically push your accuracy rate to 99%—or higher
- Editing and proofreading symbols the pros use to simplify and speed up the revision process
- Relax ... this team approach takes the fear out of proofing technical or financial data
- How to proofread quickly and accurately under pressure
- How to shut out phones, voices and other distractions when proofing in a busy office (It's like sitting in an airtight bubble!)
- Catching typographical errors—yes, it's tricky, but these tips will help shine the spotlight on them
- Keep your sanity with this proofreader's checklist that ensures perfection down to the very last detail
- Proofreading a foreign language? Here are helpful rules that will calm your nerves
- How to do a final "sanity check" before your document goes out the door so you can sleep like a baby that night
- Editing techniques that will work miracles on your document

Just two fascinating days—that's all it takes to gain these practical new skills



**Program hours:**  
9:00 a.m. to 4:00 p.m.  
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### Another great reason to attend ...

#### Your trainer Suzanne Povey, Tia Black or Chad Prewett

Suzanne, Tia and Chad are established professional writers and experts in every aspect of business writing—including spelling, grammar, usage, punctuation and structure.

In this fun and empowering session, they'll dig deep into their extensive writing backgrounds to teach you how to produce the professional documents critical in business today. From the simplest memo to the most complex proposal, you'll learn their hard-won secrets to writing top-notch documents faster, more easily and with greater impact.

These highly motivating trainers know firsthand about the fears and "I-can't-do-it" attitudes that prevent many businesspeople from "sparkling" on paper. They'll dispel your doubts, one by one, in this technique-packed session that builds strong, confident writers—from the inside out.

It's no wonder these writing pros receive the highest marks from attendees—they're applauded for their keen insight into the writing challenges they face on the job and for their welcomed solutions.

Spend two days in this unforgettable training session and you'll walk out an effective, confident and powerful business communicator—thanks to the priceless support, knowledge and training savvy of these true masters of the written word.



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—Margaret Afonso  
Administrative Assistant  
Sandvik, Inc.

"I learned some things about writing that will be very useful. It changed the way I think about business writing."

—Rose Duarte  
Engineer Designer  
Collins-Pina Engineering

"The seminar was very useful to me. The information about basic writing gave me some tools for my job and new business opportunities."

—Frances L. Moffett  
Office Specialist II  
Adult and Family Services

"The seminar brought me up to date with current business writing trends. Things have changed since college. Plus, it's always good to get a fresh outlook on style and grammar issues that may differ from office opinion."

—Melissa Schneider  
Marketing Coordinator  
Illinois Bankers Association

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## Important information

**Our registration table opens at 8:15 a.m. on the first day.** When you arrive at the hotel, please check the directory for the exact location of the seminar. Our registrars will greet you, assist you with your registration (or collect your Express Admission Ticket), hand you your seminar materials and direct you toward your seat. You'll also want to take the opportunity to meet other professionals from your local area. Introduce yourself! You may meet a new friend. Plan to be registered and ready to go by 8:50 a.m.

**We begin each day at 9:00 a.m. on the dot and wrap up at 4:00 p.m.** Lunch is on your own from 11:45 a.m. to 1:00 p.m. Why not invite another participant to dine with you? You can share information, review the morning and make each day even more enjoyable.

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- 3. Practicality is emphasized.** You will leave this seminar with specifics you can apply immediately. And you won't go home empty-handed. You'll leave this workshop with a Certificate of Attendance; a soundly researched, unabridged workbook; and step-by-step guidelines for using the information you've just learned. We promise you'll get results your very next day back at work.
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Ms. \_\_\_\_\_

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Ms. \_\_\_\_\_

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Ms. \_\_\_\_\_

Approving Supervisor  
Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

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Workshop date: \_\_\_\_\_

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**MINUTES OF REGULAR MEETING OF THE WATER SUPPLY & RELIABILITY COMMITTEE OF THE PALMDALE WATER DISTRICT, NOVEMBER 25, 2013:**

*A regular meeting of the Water Supply & Reliability Committee of the Palmdale Water District was held Monday, November 25, 2013, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dexter called the meeting to order.*

**1) Roll Call.**

**Attendance:**

Water Supply & Reliability Cmte:  
Gordon Dexter, Chair  
Gloria Dizmang, Committee  
Member

**Others Present:**

Dennis LaMoreaux, General Manager  
Vincent Dino, PWD Director Elect  
Jon Pernula, Water & Energy Resources Manager  
Matt Knudson, Engineering Manager  
Dennis Hoffmeyer, Senior Accountant  
Dawn Deans, Executive Assistant  
1 member of the public

**2) Adoption of Agenda.**

It was moved by Committee Member Dizmang, seconded by Chair Dexter, and unanimously carried to adopt the agenda, as written.

**3) Public Comments.**

There were no public comments.

**4) Action Items:**

**4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held October 21, 2013.**

It was moved by Committee Member Dizmang, seconded by Chair Dexter, and unanimously carried to approve the minutes of the Water Supply & Reliability Committee meeting held October 21, 2013, as written.

**4.2) Presentation of Monthly Water Demand and Supply Status. (Water & Energy Resources Manager Pernula)**

Water & Energy Resources Manager Pernula reviewed the water supply projections and charts included with the agenda packet and stated that projections are

close to production and consumption; that the initial State Water Project allocation is only 5%; and that anticipated 2014 carry-over water remains at 3,180 acre feet.

**4.3) Status on the Operations of the State Water Project. (Water & Energy Resources Manager Pernula)**

Water & Energy Resources Manager Pernula stated that the initial State Water Project allocation is 5% and then reviewed reservoir levels and the additional water in Oroville Reservoir.

**4.4) Consideration and Possible Action on Entering Into and Funding Purchase Options in the 2014 State Water Contractors Dry Year Water Transfer Program. (\$25,000.00 – Budgeted – Water & Energy Resources Manager Pernula)**

Water & Energy Resources Manager Pernula provided an overview of the Dry Year Water Transfer Program, and after a brief discussion of the amount of water available to the District and the cost of the Program, it was moved by Committee Member Dizmang, seconded by Chair Dexter, and unanimously carried to present this item to the full Board for consideration at the next regular Board meeting with the Committee's recommendation for approval.

**4.5) Consideration and Possible Action to Recommend Approval of the Cooperative Agreement Between the City of Palmdale, Antelope Valley East Kern Water Agency, Palmdale Water District, and Los Angeles County Waterworks District No. 40, Antelope Valley to Design, Construct, Operate and Maintain the Upper Amargosa Creek Flood Control, Recharge, and Habitat Restoration Project. (\$1.25 Million – Water Revenue Bond Funding – Engineering Manager Knudson)**

Engineering Manager Knudson provided an overview of the Cooperative Agreement, and after a brief discussion of the Agreement, the location and capacity of the recharge facilities, the amount of water available to the District, and the adjudication process, it was moved by Committee Member Dizmang, seconded by Chair Dexter, and unanimously carried to present this item to the full Board for consideration at the next regular Board meeting with the Committee's recommendation for approval.

**5) Project Updates.**

**5.1) Palmdale Recycled Water Authority. (General Manager LaMoreaux)**

General Manager LaMoreaux stated that a Palmdale Recycled Water Authority meeting was held last week; that the Authority considered staffing for next year; and that Carollo Engineers is merging the City's and District's Master Plans after which Engineering Manager Knudson stated that a draft of the major sections of the merged plan was received last week.

**5.2) Water Purchase Opportunities. (Water & Energy Resources Manager Pernula)**

Water & Energy Resources Manager Pernula stated that water purchase opportunity negotiations are ongoing, and a meeting is scheduled tomorrow with the District's consultant to review non-State Water Project opportunities.

**5.3) Water Banking Opportunities. (Water & Energy Resources Manager Pernula)**

Water & Energy Resources Manager Pernula stated that the District may pull its water in the Antelope Valley Water Bank next year through an exchange agreement with AVEK.

**5.4) Littlerock Dam Sediment Removal Project. (Engineering Manager Knudson)**

Engineering Manager Knudson stated that the aerial and topographic map of Littlerock Reservoir has been updated from the 1994 map; that the storage capacity of the Reservoir has been reduced from 3,500 acre-feet to 2,580 acre-feet due to sediment accumulation; that annual sediment inflow is approximately 70,000 cubic-yards per year, which highlights the importance of removing the sediment; that a productive meeting was held a few weeks ago with the Forest Service; and that the goal is to begin the public scoping process for this Project in January, 2014.

**5) Information Items.**

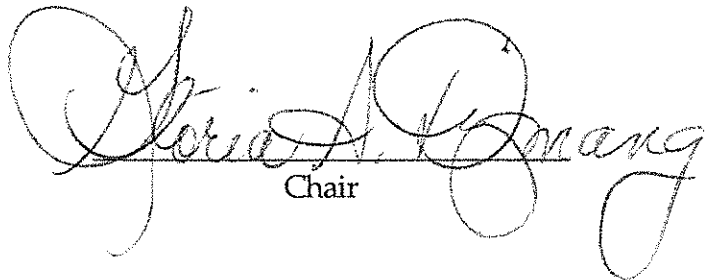
Water & Energy Resources Manager Pernula stated that with current dry year conditions and with a 10% State Water Project scenario, the District will be able to meet its 2014 demand provided water is available in Littlerock Reservoir but that no carry-over water would be available for 2015.

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

There were no requests for future agenda items.

7) **Adjournment.**

There being no further business to come before the Water Supply & Reliability Committee, the meeting was adjourned.

  
Chair

**MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE  
WATER DISTRICT, NOVEMBER 25, 2013:**

*A meeting of the Personnel Committee of the Palmdale Water District was held Monday, November 25, 2013, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Mac Laren called the meeting to order.*

**1) Roll Call.**

**Attendance:**

Personnel Committee:

Kathy Mac Laren, Chair

Gloria Dizmang, Committee  
Member

**Others Present:**

Dennis LaMoreaux, General Manager

Vincent Dino, PWD Director Elect

Jennifer Emery, Human Resources Manager

Matt Knudson, Engineering Manager

Tim Moore, Facilities Manager

Mynor Masaya, Treatment Plant Supervisor

Amanda Williams, Water Quality Supervisor

Dennis Hoffmeyer, Senior Accountant

Dawn Deans, Executive Assistant

2 members of the public

**2) Adoption of Agenda.**

It was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to adopt the agenda, as written.

**3) Public Comments.**

There were no public comments.

**4) Action Items:**

**4.1) Consideration and Possible Action on Approval of Minutes of Meeting  
Held October 16, 2013.**

It was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to approve the minutes of the Personnel Committee meeting held October 16, 2013, as written.

**4.2) Consideration and Possible Action on Removing Freeze on Merit Incentives. (\$45,200.00 – Budgeted but Frozen – General Manager LaMoreaux)**

Chair Mac Laren clarified the Committee's position on their review of the District's Compensation Policy after which General Manager LaMoreaux provided a summary of the Compensation Policy.

It was then moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to present removing the freeze on merit incentives to the full Board for consideration at the next regular Board meeting with the Committee's recommendation to remove the freeze on merit incentives.

General Manager LaMoreaux then clarified the District's hiring process and the frequency of conducting salary surveys.

**4.3) Consideration and Possible Action on Removing Freeze on Bonus Incentives. (\$58,000.00 – Budgeted but Frozen – General Manager LaMoreaux)**

General Manager LaMoreaux recommended any earned bonus incentives for 2013 be awarded and the Compensation Policy be reviewed for revisions in 2014 followed by discussion of the Policy and the District's finances.

It was then moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to present removing the freeze on bonus incentives to the full Board for consideration at the next regular Board meeting with the Committee's recommendation to remove the freeze on bonus incentives.

**4.4) Discussion and Possible Action on Compensation Plan Section of Employee Handbook. (Human Resources Manager Emery)**

Human Resources Manager Emery recommended that the "Bonus Pay" section of the District's Compensation Plan section of the Employee Handbook be changed to a "Non-Cumulative Merit Award" to clarify the intent of this pay, and after a brief discussion of the purpose of this pay and of remaining competitive, it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried that the "Bonus Pay" section of the Compensation Plan section of the Employee Handbook be revised to a "Non-Cumulative Merit Award" and that this revision be



presented to the full Board for consideration with the Committee's recommendation for approval.

**4.5) Discussion and Possible Action on Alcohol-Drug Free Workplace Section of Employee Handbook. (Human Resources Manager Emery)**

Human Resources Manager Emery provided an overview of proposed revisions to the District's Alcohol-Drug Free Workplace Policy, and after a brief discussion of the revisions, it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried that the revised Alcohol-Drug Free Workplace Section of the Employee Handbook be presented to the full Board for consideration with the Committee's recommendation for approval.

**4.6) Consideration and Possible Action on Recommending Filling Three Vacant District Positions as Follows: Service Worker I/II, Service Worker I/II, and Construction Inspector I/II. (Budgeted – General Manager LaMoreaux)**

General Manager LaMoreaux provided an overview of the need for these positions, and after a brief discussion of advertising the positions in-house, it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to present filling three vacant District positions as follows: Service Worker I/II, Service Worker I/II, and Construction Inspector I/II to the full Board for consideration at the next regular Board meeting with the Committee's recommendation for approval and that the Construction Inspector I/II position be advertised in-house prior to being open to the public.

**4.7) Consideration and Possible Action on Recommending Concurrently Funding the Assistant General Manager Position and Defunding the Engineering Manager Position. (\$13,000.00 – General Manager LaMoreaux)**

General Manager LaMoreaux stated that this item is a result of the Organization Assessment conducted by The Mathis Group, and after a brief discussion of the role of the Assistant General Manager position, it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to present concurrently funding the Assistant General Manager position and defunding the Engineering Manager position to the full Board for consideration at the next regular Board meeting with the Committee's recommendation for approval.

**4.8) Discussion and Possible Action on Annual Cost of Living Adjustment as Part of 2014 Budget. (\$36,000.00 – General Manager LaMoreaux)**

After a brief discussion of the amount of the 2014 cost of living adjustment, it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried that staff include anticipated merit incentives, non-cumulative merit awards, and a cost of living amount of \$36,000.00 in the draft 2014 budget, with the understanding that some items may be set aside during budget discussions, and that this be presented to the full Board for consideration with the Committee's recommendation for approval.

**5) Project Updates.**

**5.1) Status on Organizational Assessment. (General Manager LaMoreaux)**

General Manager LaMoreaux stated that five firms responded to the Legal Counsel Request for Proposals; that the number of firms to be included in full Board interviews may be reduced; and that these interviews are anticipated to be scheduled in January.

He then stated that a formal proposal will be received from The Mathis Group for completing the recommendations in the Organizational Assessment; that meetings with senior staff will be conducted prior to receipt of this proposal; and that the anticipated amount of the proposal will be included in the draft 2014 budget.

**6) Information Items.**

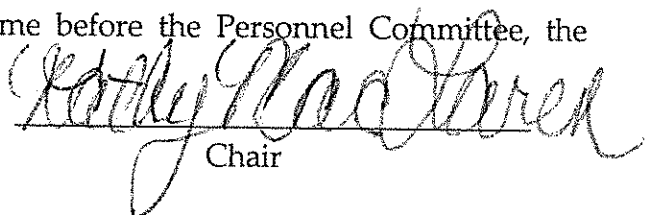
There were no further information items.

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

There were no requests for future agenda items.

**8) Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned.

  
Chair

**MINUTES OF MEETING OF THE FINANCE COMMITTEE OF THE PALMDALE  
WATER DISTRICT, FEBRUARY 3, 2014:**

*A meeting of the Finance Committee of the Palmdale Water District was held Monday, February 3, 2014, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dizmang called the meeting to order.*

**1) Roll Call.**

**Attendance:**

Finance Committee:  
Gloria Dizmang, Chair  
Vincent Dino, Committee  
Member

**Others Present:**

Dennis LaMoreaux, General Manager  
Robert Alvarado, PWD Director  
Matt Knudson, Assistant General Manager  
Mike Williams, Finance Manager  
Dennis Hoffmeyer, Senior Accountant  
Bob Egan, Financial Advisor  
Dawn Deans, Executive Assistant  
0 members of the public

**2) Adoption of Agenda.**

It was moved by Committee Member Dino, seconded by Chair Dizmang, and unanimously carried to adopt the agenda, as written.

**3) Public Comments.**

There were no public comments.

**4) Action Items:**

**4.1) Consideration and Possible Action on Approval of Minutes of Meeting  
Held November 13, 2013.**

It was moved by Committee Member Dino, seconded by Chair Dizmang, and unanimously carried to approve the minutes of the Finance Committee meeting held November 13, 2013, as written.

**4.2) Discussion and Possible Action On:**

- a) Committee Goals
- b) Committee Actions in Support of the Strategic Plan.

General Manager LaMoreaux stated that this item has been placed on each Committee agenda for the Committees to begin reviewing and developing goals for discussion at the upcoming Strategic Plan workshops to ensure the Committee's goals coincide with the Strategic Plan followed by discussion of several other Strategic Plans.

**4.3) Discussion and Overview of Cash Flow Statement and Current Cash Balances as of December 31, 2013. (Financial Advisor Egan)**

Financial Advisor Egan reviewed the investment funds and cash flow reports as of December 31, 2013, including the increase in year-end cash due to assessments received, capital improvement fees, redevelopment funds, and items scheduled for payment in December postponed to January and then informed the Committee that a Rate Stabilization Fund has been established and provided a review of market values on the District's investments.

**4.4) Discussion and Overview of Financial Statements, Revenue and Expense and Departmental Budget Reports for December 31, 2013. (Finance Manager Williams)**

Finance Manager Williams stated that he has been on vacation, and his reports will be presented at the Board meeting.

**4.5) Discussion and Overview of Committed Contracts Issued. (Engineering Manager Knudson)**

Assistant General Manager Knudson reviewed payments for projects funded from the Water Revenue Series 2013A Bonds, provided a project update on several of these projects, and then stated that the Committed Contracts and Payout Schedules for capital projects and projects funded by the Water Quality Fee will be provided at the next Committee meeting.

**4.6) Consideration and Possible Action on Request for Proposals for Preparing a Rate Study. (General Manager LaMoreaux)**

General Manager LaMoreaux stated that a working draft of the Request for Proposals for preparing a rate study has been developed and is on hold until a new legal services contract is finalized followed by discussion of the distribution list for the Request for Proposals.

**4.7) Discussion and Possible Action on Budget Development and Approval Process. (General Manager LaMoreaux)**

General Manager LaMoreaux reviewed the current budget process and staff's recommendation to revise this process with a goal of adopting a final budget for the next year by Thanksgiving, and after a brief discussion, the Committee concurred with staff's recommendation.

**5) Information Items.**

General Manager LaMoreaux stated that the Executive Summary will be prepared for the 2014 Budget and the 2014 Budget published followed by a brief discussion of the content of the Executive Summary.

Finance Manager Williams stated that the audit is under way, and the state auditors will be at the District today to verify additional information.

Financial Advisor Egan then reviewed the basis for the District's debt service ratio.

There were no further information items.

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

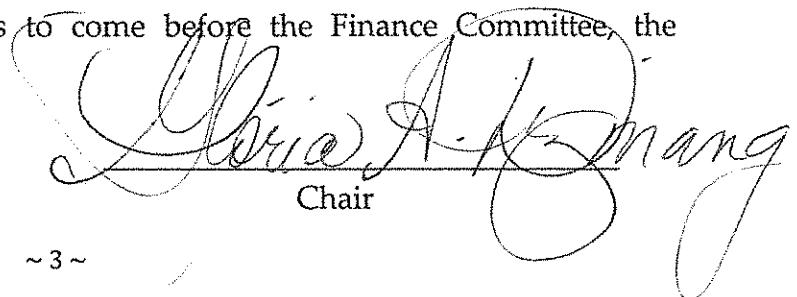
It was discussed that a financial planning calendar, including the Proposition 218 process, will be prepared for review by the Board.

There were no requests for future agenda items.

It was then stated that the next Finance Committee meeting will be held March 3, 2014 at 9:30 a.m.

**7) Adjournment.**

There being no further business to come before the Finance Committee, the meeting was adjourned.

  
Chair

**MINUTES OF MEETING OF THE OUTREACH COMMITTEE OF THE PALMDALE  
WATER DISTRICT, FEBRUARY 5, 2014:**

*A regular meeting of the Outreach Committee of the Palmdale Water District was held Wednesday, February 5, 2014, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dizmang called the meeting to order.*

**1) Roll Call.**

**Attendance:**

Outreach Committee:  
Gloria Dizmang, Chair  
Joe Estes, Committee  
Member

**Others Present:**

Dennis LaMoreaux, General Manager  
Robert Alvarado, PWD Director  
Matt Knudson, Assistant General Manager  
Jim Stanton, Information Technology Mngr.  
Danielle Henry, Administrative Assistant  
Dawn Deans, Executive Assistant  
Claudette Beck, Retired Annuitant  
0 members of the public

**2) Adoption of Agenda.**

It was moved by Committee Member Estes, seconded by Chair Dizmang, and unanimously carried to adopt the agenda, as written.

**3) Public Comments.**

There were no public comments.

**4) Action Items:**

**4.1) Consideration and Possible Action on Approval of Minutes of Meeting  
Held December 9, 2013.**

After a brief discussion, it was moved by Committee Member Estes, seconded by Chair Dizmang, and unanimously carried to approve the minutes of the meeting held December 9, 2013, as written.

**4.2) Discussion and Possible Action On:**

- a) Committee Goals
- b) Committee Actions in Support of the Strategic Plan.

General Manager LaMoreaux stated that this item has been placed on each Committee agenda for the Committees to begin reviewing and developing goals for discussion at the upcoming Strategic Plan workshops to ensure the Committee's goals coincide with the Strategic Plan followed by discussion of a communications plan outlining an overall approach on addressing District issues.

**4.3) Summary on "Before the First Drop" Legislative Meetings. (Chair Dizmang/General Manager LaMoreaux)**

Chair Dizmang stated that she, former Committee Member Alvarado, and General Manager LaMoreaux met with local legislative officials or their representatives to review the "Before the First Drop" program; that the meetings were excellent with a good exchange of information with one exception; that as a result of these meetings, the City and the District will now begin sharing information between newsletters and local cable television; and that she recommends similar meetings be held with the Board of Directors of the different Chambers of Commerce.

**4.4) Discussion and Possible Action on Editorial Meeting With the Antelope Valley Press. (Chair Dizmang)**

Scheduling an editorial meeting with members of the Antelope Valley Press to convey information about the District and to address any concerns from the Antelope Valley Press was discussed along with potential topics for discussion, including the "Before the First Drop" presentation, the organizational assessment and moving forward, the 2014 budget and rate change, the upcoming Proposition 218 process, and the drought, and it was determined that General Manager LaMoreaux schedule the editorial meeting with the Antelope Valley Press.

**5) Information Items.**

**5.1) Status of District Website Redesign. (Information Technology Manager Stanton)**

Information Technology Manager Stanton stated that a production site for the website redesign will be on line for review by February 21 with an anticipated go-live date of April 1 followed by discussion of ensuring transparency.



**5.2) Review of Annual District Workshops/Events. (Water Conservation Aide Trevino)**

Retired Annuitant Beck reviewed the schedule of the District's workshops and topics of the Cash for Grass Program and rebates and then stated that the District will participate in the Home and Garden Show in March; that the District will not participate in Thursday-Night-on-the-Square as this venue has changed; that a plant sale will be held June 14; and that the Antelope Valley Resource Conservation District is hosting an Open House and plant sale on May 4 and in October, and the District will participate in these workshops.

**5.3) Other.**

General Manager LaMoreaux stated that staff has developed an internal drought team to determine how the District will address water supply issues for 2014; that steps are outlined in the 2010 Urban Water Management Plan for addressing water shortages; that the Governor has requested a 20% voluntary water use reduction, and the District is supporting this message; and that depending on supply updates due in March, District-wide messages will be distributed to customers.

Information Technology Manager Stanton reviewed the free "Like us on Facebook" window cling followed by discussion of developing a window cling specific to the District as the water supply situation develops.

There were no additional information items.

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

Chair Dizmang stated that "Discussion and possible action on presentations to Chamber of Commerce Board members" and "Discussion and possible action on editorial meeting with the Antelope Valley Press" will be placed on the next agenda.

There were no further requests for future agenda items.

It was then stated that the next Outreach Committee meeting will be held March 5, 2014 at 3:00 p.m.

7) Adjournment.

There being no further business to come before the Outreach Committee, the meeting was adjourned.

  
Chair