

PALMDALE WATER DISTRICT

2029 East Avenue Q • Palmdale, California 93550 • Telephone (661) 947-4111

Fax (661) 947-8604

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 20, 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 26, 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.

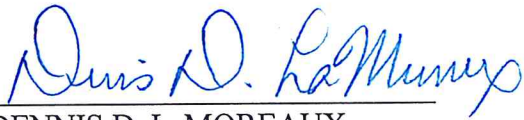
PUBLIC COMMENT GUIDELINES: The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will 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) No presentations scheduled at this time.

- 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 March 12, 2014.
 - 6.2) Payment of bills for March 26, 2014.
 - 6.3) Approval of Attorney Conflict Waiver for Palmdale Recycled Water Authority. (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) Consideration and possible action on proposal received from CWI Cal-West for purchase and installation of new audio equipment for main Board room. (\$26,400.00 – Non-Budgeted – Information Technology Manager Stanton/Facilities Committee)
 - 7.2) Consideration and possible action on presentation of Certificates of Appreciation to non-water-related organizations. (Director Estes/Outreach Committee)
 - 7.3) Consideration and possible action on Article 4 of the District’s Rules and Regulations relating to the Board of Directors. (General Manager LaMoreaux)
 - 7.4) Consideration and possible action on Board and staff attendance at conferences, seminars, and training sessions as follows:
 - a) OCT Water Quality Academy “3-Day Water Treatment Test Prep. Grade 5” to be held May 28 – 30, 2014 in McClellan.
- 8) Information Items:
 - 8.1) Reports of Directors: Meetings/Committee Meetings/General Report.
 - 8.2) Report of General Manager.
 - a) District vacancies.
 - b) Palmdale Recycled Water Authority status.
 - c) Monthly Department Reports.
 - d) 2014 Water Supply Status.
 - 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

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: March 19, 2014 **March 26, 2014**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 6.3 – APPROVAL OF ATTORNEY CONFLICT
WAIVER FOR PALMDALE RECYCLED WATER AUTHORITY***

Recommendation:

Staff recommends the Board approve the Attorney Conflict Waiver letter from Aleshire & Wynder for the Palmdale Recycled Water Authority.

Background:

The Board of Directors of the Palmdale Recycled Water Authority made the determination to rotate General Counsel for the Authority between the City of Palmdale's City Attorney's Office and the Palmdale Water District's General Counsel on an annual basis beginning in January of each year. The City Attorney's Office acted as General Counsel for the Authority for the 2013 year, and the District's General Counsel will serve as General Counsel for the Authority for the 2014 year.

An Attorney Conflict Waiver letter obtaining the informed written consent of both the Palmdale Water District and the Palmdale Recycled Water Authority must be obtained for Aleshire & Wynder, the District's new General Counsel, to act as General Counsel for the Authority for the 2014 year.

Strategic Plan Element:

This work is part of Strategic Element 2.0 Natural Resources Management.

Budget:

This item will not affect the budget.

Supporting Documents:

- Aleshire & Wynder LLP Attorney Conflict Waiver letter



**ALESHIRE &
WYNDER** LLP
ATTORNEYS AT LAW

Respond to Orange County
William W. Wynder
wwynder@awattorneys.com
Direct (310) 527 6667

Orange County
18881 Von Karman Ave., Suite 1700
Irvine, CA 92612
P 949.223.1170 • F 949.223.1180

Los Angeles
2361 Rosecrans Ave., Suite 475
El Segundo, CA 90245
P 310.527.6660 • F 310.532.7395

Inland Empire
3880 Lemon Street, Suite 520
Riverside, CA 92501
P 951.241.7338 • F 951.300.0985

Central Valley
2125 Kern Street, Suite 307
Fresno, CA 93721
P 559.445.1580 • F 888.519.9160

awattorneys.com

March 19, 2014

Hon. James C. Ledford, Jr.
Chair, Palmdale Recycled Water
Authority
38300 Sierra Highway
Palmdale, CA 93550-4798

Hon. Kathy Mac Laren
President, Board of Directors
Palmdale Water District
2029 East Avenue Q
Palmdale, CA 93550

Re: *Disclosure of Potential Conflict of Interests and Waiver re: Representation of
Palmdale Recycled Water Authority*

Dear Chair Ledford and President Mac Laren:

We are most pleased to have been appointed as the Palmdale Water District's General Counsel. As such, our firm will also be serving as General Counsel to the Palmdale Recycled Water Authority ("Authority") pursuant to the pre-existing structure of the Authority. As you know, the Authority is a joint powers authority, whose members are the City of Palmdale ("City") and the Palmdale Water District ("District"). We understand that the Authority's governing board has determined that it is in the best interests of the Authority to utilize the City's City Attorney's Office and the District's General Counsel to serve as General Counsel to the Authority, on a rotating basis. Under that structure, the City Attorney and District's General Counsel would rotate annually, with the transition to occur in January of each year.

Currently, the District's General Counsel is serving as Counsel to the Authority. Pursuant to the District's transition from its former firm to our firm as of March 3, 2014, we present this potential conflict disclosure and waiver request for our firm to also serve as Counsel to the Authority. This disclosure and waiver request is similar to the letter presented by the District's former counsel, Lagerlof, Senecal, Gosney & Kruse LLP, on November 6, 2013, which the parties have approved.

The California Rules of Professional Conduct preclude an attorney from representing a client in one matter and at the same time in a separate matter accepting as a client an entity whose interests potentially conflict to the client in the first matter without the informed written consent of each client (Rule 3-310(C)(1)).

This rule means that the partners and associate attorneys at my firm (including me), as attorneys for the District, are precluded from providing services for a new client (The Authority)

if at the same time, we represent an existing client (The District) in a matter where the Authority's interests could potentially be adverse to the District, without first obtaining the informed written consent of each client.

The specific rules that requires such consent are Rules 3-310 (A), (B) and (C) of the Rules of Professional Conduct, which provides as follows:

Rule 3-310. Avoiding the Representation of Adverse Interests

(A) For purposes of this rule:

(1) "Disclosure" means informing the client or former client of the relevant circumstances and of the actual and reasonably foreseeable adverse consequences to the client or former client;

(2) "Informed written consent" means the client's or former client's written agreement to the representation following written disclosure;

(3) "Written" means any writing as defined in Evidence Code section 250.

(B) A member shall not accept or continue representation of a client without providing written disclosure to the client where:

(1) The member has a legal, business, financial, professional, or personal relationship with a party or witness in the same matter; or

(2) The member knows or reasonably should know that:

(a) The member previously had a legal, business, financial, professional, or personal relationship with a party or witness in the same matter, and

(b) the previous relationship would substantially affect the member's representation; or

(3) The member has or had a legal, business, financial, professional, or personal relationship with another person or entity the member knows or reasonably should know would be affected substantially by resolution of the matter; or

(4) The member has or had a legal, business, financial, or professional interest in the subject matter of the representation.

(C): A member shall not, without the informed written consent of each client:

(1) Accept representation of more than one client in a matter in which the interests of the clients potentially conflict; or

- (2) Accept or continue representation of more than one client in a matter in which the interests of the clients actually conflict; or
- (3) Represent a client in a matter and at the same time in a separate matter accept as a client a person or entity whose interest in the first matter is adverse to the client in the first matter.

The purpose of the Authority is described in Section 2.3 of the *Joint Exercise of Powers Agreement Creating the Palmdale Recycled Water Authority* as follows:

2.3 Purpose. The purpose of the Agreement is to establish an independent public agency in order to study, promote, develop, distribute, construct, install, finance, use and manage recycled water resources created by the Sanitation Districts for any and all reasonable and beneficial uses, including irrigation and recharge, and to finance the acquisition and construction or installation of recycled water facilities, recharge facilities and irrigation systems.

We understand that the interests of the District are not currently adverse to the interests of the Authority. However, as the Authority begins operations, the interests of the District may differ from the Authority. For example, there could be disputes between the District and the Authority regarding the amount of Authority resources allocated to particular activities, or disputes regarding each member's responsibilities in the event of a claim brought against the District and Authority.

In the event there is a dispute over the activities of the Authority, the interests of the District may become adverse to the Authority. In the event such a dispute arises, where the interests of the District are adverse to the Authority, my firm and I would be obliged to disqualify ourselves from representing some or all of the entities in that dispute. The Authority acknowledges and consents, unless ethically impossible under the circumstances, to my firm continuing to represent the District in the event of a conflict between the District and the Authority.

In light of this potential conflict, it is appropriate for us to seek the Authority's informed written consent of our representation of the Authority on matters to which the Authority is potentially, but not currently, adverse to the District.

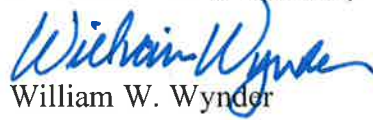
Accordingly, we request that the Authority approve this disclosure and consent acknowledging that (i) the Authority has been advised of Rule 3-310(c) and of the potential conflicts associated with our representation of the Authority while at the same time representing the District as its General Counsel; and (ii) the Authority consents to my firm concurrently representing the Authority and the District.

The Authority is encouraged to seek independent counsel at any time if the Authority seeks legal guidance in the approval of this consent.

We look forward to working with the Authority.

Very truly yours,

ALESHIRE & WYNDER, LLP



William W. Wynder

WW:pjq

William W. Wynder of Aleshire & Wynder, LLP, General Counsel for Palmdale Water District, has disclosed and explained that there exists potential conflicting interests in his firm's concurrent representation of the Authority and Palmdale Water District and has informed the Authority of the possible consequences of these conflicts. The Authority understands that it has the right to seek independent counsel before signing this consent or at any future time. The Authority desires to have the benefit of the representation by William Wynder and Aleshire & Wynder, LLP in connection with matters involving the Authority and consents and gives approval to such representation as well as consents and gives approval to William W. Wynder and Aleshire & Wynder, LLP to continue the representation of the Palmdale Water District.

James C. Ledford, Jr., Chair
Palmdale Recycled Water Authority
March __, 2014

Acknowledged:

Kathy Mac Laren
President, Board of Directors
Palmdale Water District
March __, 2014

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 19, 2014 **March 26, 2014**
TO: BOARD OF DIRECTORS **Board Meeting**
FROM: Jim Stanton, Information Technology Manager
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION
ON PROPOSAL RECEIVED FROM CWI CAL-WEST FOR PURCHASE
AND INSTALLATION OF NEW AUDIO EQUIPMENT FOR MAIN
BOARD ROOM***

Recommendation:

Staff and the Facilities Committee recommend entering into the attached proposal with CWI Cal-West at a cost not-to-exceed \$30,000.00 to replace and modernize the audio system in the Main Boardroom.

Background:

The current audio system in the Main Board room is approximately 21 years old and does not provide adequate audio coverage for the room. Audience members find it difficult to hear Director comments. Directors have difficulty hearing other Directors.

The proposed solution will be nearly identical to the current demo system and will include 8 new microphones, 1 mixer, 1 processor, 2 amplifiers, 2 ceiling mounted audience speakers, 7 monitor speakers, installation, testing, tuning and training.

Strategic Plan Element:

This work is part of the District Strategic Plan, 7.1, customer communications.

Budget:

This item is currently not funded in the 2014 budget.

Supporting Documents:

- CWI Cal-West proposal

42323 10th. Street West
Lancaster, Ca. 93534-7000

Date	Quotation #
2/28/2014	0094

Name / Address
Palmdale Water District 2029 East Avenue Q Palmdale, Ca. 93550 ATTN: Jim Stanton

Ship To
Same

Terms	Due Date	Rep	FOB
Due on receipt	3/24/2014	AS	Job Site

Description	Qty	Cost	Total
DEMO. SCM820 Automatic Microphone System 1 # SCM820 Automatic Mixer 1 # DFR-22 Audio Processor 7 # MX412-C Desk Microphone 1 # CVG18-B/C Lectern Microphone 2 # PA-40G power Amplifier 2 # PA-702 RMK Rack Kit 2 # SM-52T Speakers 7 # MS5 Monitor Speakers 1 # CP-400 Power Amplifier	1	22,000.00	22,000.00
LABOR to install test and room tune audio system	1	4,400.00	4,400.00
NOTE: DEPOSIT OF \$ 13,200.00 WITH ORDER. BALANCE DUE OF \$ 13,200.00 ON COMPLETION			
Please sign & remit to above address.		Total	\$26,400.00

Signature _____

Phone #	Fax #	E-mail	Web Site
661-945-0727	661-945-0728	al@avcwi.com	www.cwirentals.com

CWI CAL-WEST

42323 10th. Street West
Lancaster, Ca. 93534-7000

Quotation

Date	Quotation #
8/26/2013	2013-055

Name / Address
Palmdale Water District 2029 East Avenue Q Palmdale, Ca. 93550 ATTN: James Stanton

Ship To
Same

Terms	Due Date	Rep	FOB
Due on receipt	8/26/2013	AS	Job Site

Description	Qty	Cost	Total
SINGLE DEVICE LICENSE, IPAD, TPCONTROL AMX APPLICATION * IPAD AND WIFI ACCESS POINT NOT INCLUDED RECOMMEND IPAD1, IPAD2, OR IPAD MINI - 1024 X 768 - MINIMUM MEMORY - WIFI ONLY -NO CELL PHONE CUSTOMER WILL BE RESPONSIBLE FOR LAN & WIFI HARDWARE AND MANAGEMENT	1	750.00	750.00
SOFTWARE LABOR CONVERT PALMDALE 800X600 TP GUI INTO 1024X768 FOR IPAD SET UP TPCLOAD ACCOUNT WITH PIN AND TP DESIGN FILE CHANGE SOFTWARE TO ALLOW IPAD IN ADDITION TO OTHER TOUCH PANELS ON-SITE CONSULTING WITH IPAD PROFILE AND WIFI CONFIGURATION ON-SITE DOWNLOAD OF TP GUI AND SOFTWARE ON-SITE TESTING AND TRAIN CUSTOMER NOTE: PAYMENT 50% DUE WITH ORDER BALANCE DUE NET 15 DAYS	1	1,400.00	1,400.00
Please sign & remit to above address.		Total	\$2,150.00

FED. # 95-2213598

Signature _____

Phone #	Fax #	E-mail	Web Site
661-945-0727	661-945-0728	al@avcwi.com	www.cwirentals.com

- Article 4 dated 7-11-07
- Article 4, Appendix V dated 7-11-07
- Article 4 dated 5-14-08
- Article 4 dated 2-11-09

PALMDALE WATER DISTRICT RULES & REGULATIONS

ARTICLE 4

DATE: 7-11-07

CURRENT ARTICLE 4

- Y. Surplus Property:** Real property owned by the District that is determined by the Board to be unnecessary for District purposes.
- Z. Temporary Service:** Provision of water on a temporary basis for construction purposes.

ARTICLE 4: ORGANIZATION AND OPERATION OF THE BOARD OF DIRECTORS

4.01: NUMBER OF DIRECTORS

The number of Directors shall be five (5) members elected at large from the District, each to be a resident of one of the five voting divisions.

4.02: VOTING DISTRICTS

There shall be five (5) voting divisions with boundaries as established by the Board so as to equalize as best as possible the number of registered voters in each voting division. The boundaries of the voting divisions are set forth in the map attached hereto as Appendix A.

4.03: MEETINGS OF THE BOARD

Regular meetings of the Board shall be held on the second and fourth Wednesdays of each calendar month at 7:00 p.m., at the offices of the District or such other place as the Board may from time to time designate. When a regular meeting falls on a holiday, such meeting shall be held on the next business day.

4.04: OFFICERS OF THE BOARD

The officers of the Board shall be president, vice president, secretary and assistant secretary, to be elected by the Board at the first regular meeting of the Board in January. The Board may reorganize from time to time.

4.05: DUTIES OF OFFICERS:

Board President:

Duties: Conduct all meetings of the Board of Directors and shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including the following:

1. Call the meeting to order at the appointed time;
2. Follow the prepared agenda unless the Board concurs in any change;
3. Maintain order and enforce reasonable rules of decorum;
4. Enforce the Board's policies in relation to the order of business and the conduct of meetings;
5. Enforce reasonable limits upon the length of time and the number of occasions on which a person may speak at public hearings as well as other meetings of the Board;

6. Recognize any Board members or persons who desire to speak and protect the speaker who has the floor from disturbance or interference;
7. Explain what the effect of a motion would be if it is not clear to every member;
8. Rule out of order any comment by Board members, Staff, or members of the public not germane to the issue then before the Board;
9. Terminate debate after there has been reasonable opportunity for full discussion of any issue and further debate would be needlessly repetitive or otherwise not useful, and where proper, put the matter to a vote;
10. Rule on parliamentary procedure;
11. Put motions to a vote, and state clearly the results of the vote; and
12. Declare the meeting adjourned upon such vote by the Board, or when in his/her judgment any emergency or other cause requires adjournment.

Responsibilities: The President shall have all the rights to discuss and vote on any issues before the Board but not to move or second any motion. If the President wishes to move or second a motion he/she must pass the gavel to the Vice-President and step down as the presiding officer for that particular item. Responsibilities of the President include:

1. Sign all instruments, act, and carry out stated requirements and the will of the Board;
2. Form and disband all committees and appoint Committee members and chairs, subject to Board ratification;
3. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
4. Coordinate the District agenda with the General Manager;
5. Confer with the General Manager or designee on crucial matters which may occur between Board meetings;
6. Be responsible for the orderly conduct of all Board meetings;
7. Be the spokesman for the Board; and
8. Perform other duties as authorized by the Board.

Notwithstanding the delegation of such powers to the President, any action taken by a majority of the Board on any of the foregoing matters shall be determinative thereof.

Board Vice-President:

When the President resigns or is absent or disabled, the Vice-President shall perform the President's duties.

When the President disqualifies himself/herself from participating in an agenda item or becomes partisan in the debate on any such item, the Vice-President shall perform the duties of the presiding officer.

Secretary:

When the President and Vice-President resign or are absent or disabled, the Secretary shall perform the President's duties.

When the President and Vice-President disqualify themselves from participating in an agenda item or become partisan in the debate on any such item, the Secretary shall perform the duties of the presiding officer.

Duties:

1. Certify or attest to actions taken by the Board when required;
2. Sign the minutes of the Board meeting following their approval;
3. Sign the documents as directed by the Board on behalf of the District and sign all other items which require the signature of the Secretary of the Board; and
4. Perform any other duties assigned by the Board.

Responsibilities*:

1. Minutes of the Board meeting are recorded in some manner. These recordings are for use by the Secretary only for the purpose of preparing minutes for adoption at the next regularly scheduled meeting of the Board. Upon adoption of these minutes, the recording media will be reused or otherwise destroyed;
2. Minutes of each Board meeting are prepared and maintained;
3. Board records and other documents/reports are maintained, as required by law; and
4. Make sure Board officers received the correspondence addressed to them.

*NOTE: These are delegated to the General Manager. The Secretary shall perform such other duties and responsibilities as may be imposed by law or by a majority vote of the Board of Directors.

Assistant Secretary:

The Assistant Secretary shall act if the Secretary is absent or unable to act, and shall exercise all the powers of the Secretary on such occasion.

4.06: DIRECTORS FEES:

Each member of the Board shall be compensated for attendance at regular and special meetings of the

Board, including committee meetings, at the rate of \$188.00 per day up to the maximum number of days per month approved by the Board and allowed by law. The maximum number of days of compensation for Directors shall be eight days per month as approved by the Board of Directors March 7, 2007. Each Director shall submit, on a form prepared by the District and signed by the Director, the number of days of attendance for which compensation is to be made. Compensable meetings are as outlined in Appendix "V" "Palmdale Water District Guidelines for Director Compensated Meetings and Activities."

4.07: DIRECTORS EXPENSES:

Each member of the Board is encouraged to participate in those outside activities and organizations which in the judgment of the Board further the interests of the District. Expenses incurred by each Board member in connection with such activities are reimbursable as set forth in Appendix "V" or where the Board member's attendance is specifically authorized in advance by the Board. The following rules apply:

- A. All expenses shall be reasonable and necessary.
- B. The most economical mode and class of transportation consistent with scheduling

requirements shall be used. Reimbursement for use of personal autos shall be at the current rate set by the Board.

- C. Expenditures for food shall follow the guidelines of \$10, \$15, and \$30 for breakfast, lunch and dinner, respectively, for a total of \$55 for a full day of travel. Expenditures for lodging shall be moderate and reasonable. Expenditures for alcohol shall not be considered a reimbursable expense.
- D. Expenses for guests of District representatives are reimbursable, provided such expenses are for the benefit of the District and the guest is identified.
- E. Requests for reimbursement, with appropriate receipts and documentation, shall be submitted on a form prepared by the District and signed by the Director, and shall be subject to periodic review by the Finance Committee.
- F. It is the intent that reimbursements shall be made from each Board member's equal share of the "Director's Travel" and "Director's Meetings & Seminars" approved annual budgets, subject to adjustments made by the Board in its

discretion. . . These accounts can only be adjusted by Board action. Credit limits for Director credit cards for payment of travel expenses shall be established according to the approved travel expense budget set for each Director.

All meetings, seminars, conferences, etc. approved by the Board for Board attendance and Directors registered to attend will be summarized and reported on a regular basis.

G. Directors shall complete a "Director Meeting Report Form" upon return from travel (Appendix "V").

H. Directors shall not accept gifts, dining, etc. from developers, contractors, or consultants that are, or could be, associated with District operations.

4.08: SPECIAL MEETINGS:

Special meetings of the Board shall be held at a time and place as may be designated by the presiding officer or by a majority of the members of the Board upon written notice of such meeting mailed and received by, or personally delivered to, each Board member at least 24 hours prior to such special meeting.

4.09: EMERGENCY MEETINGS:

In the case of an emergency involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a special meeting may be held without complying with the 24-hour notice requirement. A majority of the Board may determine that an emergency exists. All other special meeting requirements must nonetheless be met. Additionally, the minutes of such emergency special meeting shall list those persons notified or who were attempted to be notified. A copy of the roll call vote on any actions taken at such meeting shall be publicly posted for at least 10 days as soon after the meeting as possible. A closed session cannot be conducted at such emergency special meeting.

4.10: NOTICE OF MEETINGS:

A. Notice of each regular and special meeting shall be mailed and received by, or personally delivered to, each member of the Board and to each local newspaper of general circulation, radio or television station requesting such notice in writing, at least 24 hours before the time of the meeting. The call and notice of a special meeting must specify the time and place of the meeting and the business to be transacted.

Revised 7-11-07

B. Notice of meetings shall also be mailed at least one week prior to the meeting, where practicable, to any owner of property within the District who has filed a request for such notice. Requests for notice are valid for one year unless renewal is requested. The Board may establish a reasonable fee for such special notices.

4.11: CONDUCT OF DIRECTORS:

A. MEETINGS:

Meetings of the Board shall be governed in accordance with the principles of Robert's Rules of Order, as they may from time to time be revised. Directors shall adhere to a Code of Conduct approved March 14, 2007 as follows: In order to foster open dialogue and meaningful discussion during meetings of the Palmdale Water District, I promise to:

- Be willing - I choose to participate fully.
- Be kind - I choose to treat others with dignity and respect.
- Be open - I choose to consider new ideas and perspectives.
- Be truthful - I choose to share accurate facts about my situation.

There shall be a period reserved on the agenda for public comment, at which time members of the public may be heard on matters of interest to the District. No action may be taken by the Board on such matters. The Board may prescribe time limits for public comment as necessary.

B. INDIVIDUALLY:

Directors shall comply with all adopted policies and/or plans referencing their conduct. Examples include Section 4 of the Rules and Regulations and the Employee Communications Plan.

4.12: AGENDA:

The Secretary shall cause an agenda of each regular meeting of the Board to be posted at least 72 hours before the meeting, in accordance with applicable law. Upon a two-thirds vote of the Board members, the Board may consider matters for action which arose after notice of the meeting was given.

4.13: QUORUM:

The quorum consists of three Board members. A quorum must be present for the Board to take action on any matter.

4.14: ACTION BY BOARD:

A minimum of three Board members must approve a matter before the Board in order for the Board to take action on that matter.

4.15: CLOSED SESSIONS:

The Board may meet in closed session not open to the public to discuss matters of a confidential nature, including, but not limited to, discussions regarding matters posing a threat to the security of public buildings, consideration of personnel matters unless the employee requests a public hearing, meetings with designated representatives of the District prior to and during negotiations with employee organizations and to meet with District counsel regarding pending or threatened litigation pursuant to Government Code Section 54956.9. Prior to and after holding a closed session, the Board shall state the general reason for the closed session, and may consider only those matters covered in the statement.

ARTICLE 5: CONFLICT OF INTEREST CODE AND DISCLOSURE

The District has adopted a Conflict of Interest Code in accordance with state law and incorporates such Code herein. The District Conflict of Interest Code is attached hereto as Appendix B.

PALMDALE WATER DISTRICT RULES & REGULATIONS

ARTICLE 4

DATE: 7-11-07

APPENDIX V

- **GUIDELINES FOR DIRECTOR
COMPENSATED MEETINGS
AND ACTIVITIES**
- **DIRECTOR MEETING REPORT
FORM**

Palmdale Water District Guidelines for Director Compensated Meetings and Activities				
Organization/Affiliation	Meeting, Event, or Function	Criteria	Director Fee	Expenses
Palmdale Water District	Business Functions: Board meetings, Committee meetings, Appointed Position meetings (i.e. AVSWCA, Plant 42 ERAB), and General Manager initiated meetings.	All meetings and functions sponsored or conducted by the District; all Board-approved chair, member, and alternate committee and liaison assignments as provided; legislative meetings and trips for District related business.	X	X
	Internal District Activities: Staff meetings, Employee Lunches, Employee Appreciation Events, and Christmas Lunch/Dinner, etc.		-	-
	Water Awareness Activities: Landscape Workshops, Blue Ribbon Water Week, Water Awareness Month Activity, etc.	Director compensation only if scheduled to work a booth or some aspect of the event.	X	X
	Public Board and committee meetings of AVEK, LCID, CHWD, RCSD, LACWW District 40, and mutual water companies.	All meetings in this category can be claimed for compensation during the first year of a new director's term. All meetings and functions sponsored or conducted by these organizations where business with PWD is directly referenced as an agenda item can be claimed for compensation by all directors.	X	X
Antelope Valley water purveyors	Meetings of the Palmdale City Council, Palmdale Planning Commission, Los Angeles County Regional Planning, and Los Angeles County Board of Supervisors.	All meetings in this category can be claimed for compensation during the first year of a new director's term. All meetings and functions sponsored or conducted by these organizations where business with PWD is directly referenced as an agenda item can be claimed for compensation by all directors.	X	X
Areas Served by the District	Monthly meetings scheduled through completion of Plan.	Meetings will be compensated for one director per month unless an Ad-Hoc Committee is formed for this issue. Both assigned directors would then be eligible for attendance compensation.	X	X
Antelope Valley Integrated Regional Water Management Group	ACWA Spring and Fall Conferences (including ACWA/JPIA meetings), Federal and State Legislative Conferences, Region 8 meetings, ACWA-appointed committee meetings, Public Water Agency Group meetings, and other ACWA-sponsored events.	All meetings, functions, and tours, sponsored or conducted by this organization and confirmed in advance by PWD Board action.	X	X
Association of California Water Agencies (ACWA)	Annual Conference, educational functions, legislative meetings, CSDA-appointed committee meetings, and other CSDA-sponsored events.	All meetings, functions, and tours, sponsored or conducted by this organization and confirmed in advance by PWD Board action.	X	X
California Special Districts' Association (CSDA)	Annual briefings and water-related tours.	All meetings, functions, and tours, sponsored or conducted by this organization and confirmed in advance by PWD Board action.	X	X
Water Education Foundation	CSDA Governance Academy and Special District Institute Certificate of Completion.	All new directors are encouraged to complete one or both of these programs in their first two years on the Board in addition to any legally required training.	X	X
Director Training Programs	Annual dinner, monthly business meetings, business mixers, monthly luncheons, Christmas Parade, and other special events.	Attendance not compensable unless speaking on behalf of the District.	-	X
Palmdale Chamber of Commerce	Meetings of the A.V. Board of Trade, A.V. Building Industry Association, Palmdale Sheriff's Boosters, Chambers of Commerce, etc.	Attendance not compensable unless speaking on behalf of the District.	-	X
Other Antelope Valley Non-Governmental Organizations	Meeting of the Sanitation Districts of Los Angeles County Districts 14 and 20, Lahontan Regional Water Quality Control Board (Southern California), Lancaster City Council, town councils, etc.	Attendance not compensable unless speaking on behalf of the District.	-	X
Other Antelope Valley Governmental Organizations	Antelope Valley Fair, Home & Garden Show, Palmdale Fall Festival, Palmdale Thursday Nights at the Square, Summer Concerts, Puppy Festival, etc.	Attendance not compensable unless speaking on behalf of the District, scheduled to work a booth on behalf of the District, or otherwise act as a formal representative of the District.	-	-

Approved by Palmdale Water District Board of Directors on July 11, 2007

Appendix V

DIRECTOR MEETING REPORT FORM

NAME: _____ DATE: _____

NAME OF ORGANIZATION/MEETING:

LOCATION/DATE OF MEETING:

GENERAL SUBJECT MATTER OF MEETING:

KEY POINT(S) RELATING TO PWD OPERATIONS AND/OR POLICIES:

LIST OF NEW CONTACT(S) AND HOW THEY CAN BENEFIT PWD:

PALMDALE WATER DISTRICT RULES & REGULATIONS

ARTICLE 4

DATE: 5-14-08

PROPOSED REVISION TO ARTICLE 4: ORGANIZATION AND OPERATION
OF THE BOARD OF DIRECTORS:

4.11: CONDUCT OF DIRECTORS:

A. MEETINGS:

Meetings of the Board shall be governed in accordance with the principles of Robert's Rules of Order, as they may from time to time be revised. Directors shall adhere to a Code of Conduct approved March 14, 2007 as follows:

In order to foster open dialogue and meaningful discussion during meetings of the Palmdale Water District, I promise to:

- Be willing - I choose to participate fully.
- Be kind - I choose to treat others with dignity and respect.
- Be open - I choose to consider new ideas and perspectives.
- Be truthful - I choose to share accurate facts about my situation.

There shall be a period reserved on the agenda for public comment, at which time members of the public may be heard on matters

may prescribe time limits for public comment as necessary.

B. INDIVIDUALLY:

Directors shall comply with all adopted policies and/or plans referencing their conduct. Examples include Section 4 of the Rules and Regulations and the Employee Communications Plan.

C. USE OF DISTRICT LETTERHEAD BY DIRECTORS:

District letterhead shall only be used by Directors for District business. For most matters, prior board authorization is required before District letterhead may be used. However, the Board President or other authorized Director may use District letterhead for routine District matters, such as communication with the Association of California Water Agencies and other governmental agencies. Directors must use their own letterhead when writing letters to the editor of any newspaper or publication. Copies of any correspondence on District letterhead signed by a Director shall be distributed to all Directors.

PALMDALE WATER DISTRICT RULES & REGULATIONS

ARTICLE 4

**DATE: 2-11-09 AND LATER
REVISIONS AS NOTED**

- Y. **Temporary Service:** Provision of water on a temporary basis for construction purposes.

ARTICLE 4: BOARD OF DIRECTORS (BoD) (Revised 2-11-09)

4.01: NUMBER OF DIRECTORS

The number of Directors shall be five (5) members elected at large from the District, each to be a resident and voter of one of the five voting Districts.

4.02: VOTING DISTRICTS

There shall be five (5) voting divisions with the boundaries as established by the BoD to equalize, as best as possible, the number of registered voters in each voting division. These boundaries shall be adjusted with approval of the Board when deemed necessary. Resolution 09-06 and the PWD Boundary and Elective Division Map are attached hereto as Appendix A.

4.03: MEETINGS OF THE BOARD (Revised 1-13-10)

4.03.1 REGULAR MEETINGS OF THE BOARD

Regular meetings of the Board are held on the second and fourth Wednesday of each calendar month at 7:00 p.m. or the time and dates set on the agenda when necessary. If the regular meeting falls on a holiday, the meeting time will be re-scheduled before or after that date as the Board directs. Meetings shall be run under the general guidelines of "Robert's Rules of Order" and in accordance with California's open meeting laws. Notice of each regular meeting shall be mailed and received by, or personally delivered to, each member of the Board. Notices shall be sent to a local newspaper of general circulation, radio or television station requesting such notice in writing, at least 72 hours before the time of the meeting. The call and notice of any meeting must specify the time and place of the meeting and the business to be transacted.

4.03.2 SPECIAL MEETINGS OF THE BOARD

Special meetings of the Board shall be held at a time and place as may be designated by the presiding officer or by a 3/5ths majority of the members of the Board. Written notice of such a meeting is to be mailed to and received by, or personally delivered to, each Board member at least 24 hours prior to such special meeting.

4.03.3 EMERGENCY MEETINGS OF THE BOARD

In case of an emergency involving matters upon which prompt action is necessary due to disruption or threatened disruption of public facilities, an emergency meeting of the Board may be held at a time and place as may be designated by the presiding officer without complying with the 24 hour prior notice requirement. All other meeting requirements must nonetheless be met. The minutes of such an emergency meeting shall list those persons notified or who were attempted to be notified. A copy of the roll call vote on any action taken must be posted for at least 10 days as soon after the meeting as possible.

4.03.4 QUORUM

The quorum consists of three Board Members. A quorum must be present for the Board to take action on any matter. A 3/5 Board majority is required for any action by the Board, except for a motion to adjourn or a motion to adjourn for a stated time.

4.04: OFFICERS OF THE BOARD

The officers of the Board shall be:

President, Vice President, Treasurer and Secretary.

The Board may reorganize from time to time upon a 3/5 majority vote of the Board or annually when called for by the President.

4.05: DUTIES OF OFFICERS

4.05.1 DUTIES AND OBLIGATIONS IN GENERAL

In addition to such duties and obligations imposed by law or by action of the Board of Directors, the duties of each officer of the District are as follows:

4.05.1.1 President

Preside over and conduct all meetings of the BoD and carry out the resolutions and orders of the Board. Exercise other powers and perform other duties as prescribed by the Board. Approve Board meeting agendas. Form or disband standing and ad hoc committees. Appoint committee members and the Chair of said committees. Write and/or sign correspondence in behalf of the BoD and PWD.

4.05.1.2 Vice President

Exercise the duties of the President in the absence of, when the President stands down or when the President is unable to continue in his/her duties due to any other reason.

4.05.1.3 Treasurer

Sign financial instruments as required and serve as the Finance Committee Chair. The Treasurer acts on behalf of the President in the event the President and Vice President are unable to do so.

4.05.1.4 Secretary

Certify or attest to the actions taken by the Board. Sign the minutes of the Board meeting following their approval.

4.06: BOARD OF DIRECTORS COMPENSATION (Revised 12-11-09)

The Board of Directors shall be compensated for attendance at regular and special meetings of the Board, including committee meetings, and other functions as approved in advance by the Board of Directors, at a rate of \$150.00 per day up to the maximum number of days per month and the maximum annual compensation allowable by law. In addition, Directors shall

be entitled to compensation for a day of service in attendance at all meetings and occurrences listed and as indicated in Appendix V, as the Board of Directors has determined those meetings and occurrences constitute performance of official duties rendered as members of the Board. Each Director shall submit, on a form provided by PWD and signed by the Director, the number of days of attendance for which compensation shall be made. Email or FAX submittal of the form shall be acceptable with signature to follow. Compensation for purely social functions is not allowable.

4.06.1 BOARD OF DIRECTORS EXPENSES

The Board of Directors shall be compensated for actual, reasonable and necessary expenses incurred for participating in activities approved in advance by the Board of Directors or as allowed as indicated in Appendix V attached hereto, and that further the goals and interests of PWD. Directors shall exercise prudence in all expenditures. Requests for reimbursement, along with receipts and documentation shall be submitted on a form provided by PWD and signed by the Director. Email or FAX submittal of the form shall be acceptable with signature to follow. All requests for reimbursement should be submitted to the General Manager monthly after the expenses were incurred or expenditures made. The Finance Committee shall periodically review Director's expense reports and shall prepare such reports and documents as may be required under Government Code Section 53065.5. This policy is intended to result in no personal gain or loss to a Director and no reimbursement shall be allowed for transportation, lodging, meals or incidental expenses of family members or guests of a Director traveling with the Director to an authorized event.

4.06.2 REPORTS TO GOVERNING BOARD

At the regular meeting of the Board following any meeting, conference, educational activity or other authorized event for which compensation for a

day of services or reimbursement of expenses is requested, the Director attending the event shall give a brief report on the meeting or event. If more than one Director of the District attended the same meeting, a joint report may be made. Reports may be written or oral.

4.07: CONDUCT OF THE BOARD OF DIRECTORS

The PWD Board of Directors shall at all times conduct itself in accordance with all applicable Federal, State and Local laws.

4.08: USE OF DISTRICT LETTERHEAD AND LOGO BY DIRECTORS

(Revised 10-10-12)

District letterhead and/or logo shall only be used by Directors for District business and may not be used for any personal matters including campaign materials. For most matters, prior Board authorization is required before District letterhead and/or logo may be used regardless of cost. However, the Board President or other authorized Director may use District letterhead and/or logo for routine District matters, such as communication with the Association of California Water Agencies and other governmental agencies. Directors must use their own letterhead when writing letters to the editor of any newspaper or publication. Copies of any correspondence on District letterhead signed by a Director shall be distributed to all Directors.

4.09: DIRECTOR BIOGRAPHIES (Revised 9-30-09)

The biography of a Director shall be limited to the Director's own qualifications and experience, and shall not include language that in any way makes reference to other Directors or their qualifications, character or activities.

4.10: DIRECTORS' SOCIAL MEDIA COMMUNICATIONS POLICY

(Approved 11-14-12)

A. Introduction/Purpose: In light of advances in information and communications technology, the Board of Directors of Palmdale Water

District (the "District") adopts this policy to ensure continued compliance with the Brown Act in connection with certain social media and other electronic communications, while respecting a Director's right to express himself or herself on issues within the District's subject matter jurisdiction, and to enhance directors' communications with their constituents.

B. Application: This policy shall apply only to Directors' communications in the following social or electronic media:

- a. District's website;
- b. District's Facebook page;
- c. other Directors' individual Facebook pages, but only as to issues within the District's subject matter jurisdiction;
- d. water industry websites and blogs; and
- e. Palmdale community websites and blogs, but only as to issues within the District's subject matter jurisdiction.

C. Tone and Tenor of Communications: The Board acknowledges that all communications made by a District Director, whether in his or her capacity as a Director or in his or her individual capacity, have the potential to reflect on the District and the Board, as a whole. Directors' social media and other electronic communications shall be professional and civil, and shall not include profanity, personal attacks or racial slurs. In addition, in making such communications, Directors shall not disclose confidential or closed session information, particularly regarding ongoing litigation, personnel issues or proprietary District information.

D. District Website: Each Director may, from time to time, post informative newsletters to communicate District events and accomplishments to their constituents. Directors must refrain from using their newsletters to respond to any items included in another Director's

newsletter. Notwithstanding the foregoing, during the period that commences on the date that candidates may first submit papers to become a candidate for a position on the District's Board of Directors and ending on the day after the election for that position, Directors shall not post anything on the District's website and all existing posts will be removed from the District's website.

E. District Facebook Page:

1. Subject to the limitations set forth in subdivisions (b), (c) and (d) of this Section 5, Directors may post communications on the District's Facebook page that will not be reasonably construed to constitute the development of a collective concurrence or commitment to make a decision on a matter within the District's subject matter jurisdiction.
2. With respect to comments on the District's Facebook page, not more than two (2) Directors may comment on any post on the District's Facebook page; provided, however, that if a District Director posted the initial comment, then only one (1) other Director may comment on that post. Directors should refrain from knowingly commenting on any post that concerns an issue that it is reasonably anticipated the Board of Directors will consider in the future.
3. With respect to "likes" on the District's Facebook page, Directors may "like" any post or comment on that page so long as the post or comment concerns a prior event or occurrence; provided, however, that if a District Director posted the initial post or comment, then only one (1) other director may "like" that post or comment. For any posts or comments concerning future events or occurrences or issues that it is reasonably anticipated the Board of Directors will

consider in the future, directors should refrain from “liking” any such post or comment, and in all cases not more than two (2) Directors may “like” that same post or comment.

4. During the period that commences on the date that candidates may first submit papers to become a candidate for a position on the District’s Board of Directors and ending on the day after the election for that position, Directors shall not post any campaign-related comments or posts on the District’s website, nor “like” any campaign-related comments or posts made by any other person or entity and all existing posts will be removed from the District’s website.

F. Other Social Media Sites or Blogs, including Palmdale Community Sites:

1. For any substantive discussion regarding an issue within the District’s subject matter jurisdiction, the Director must include a disclaimer that the comment or statement made by the Director is the Director’s personal view or position and not the view or position of the District.
2. Upon becoming aware of a posting, comment or statement by a District Director on any website or blog (other than the District’s website or District’s Facebook page, as described in Sections 4 and 5, above), other Directors shall refrain from posting on the same website or blog comments or statements in response to that Director’s post, comment or statement if that post, comment or statement concerns subject matter that is within the District’s subject matter jurisdiction.

ADVANCE REGISTRATION DEADLINE:

MEALS: ___YES SPOUSE: ___YES SPOUSES' TOUR: ___YES
 NO NO NO

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: _____



A Non-Profit Educational Corporation
www.octwqa.org

3-Day Water Treatment Certification Test Prep - Grade 5

May 28 - 30, 2014 - McClellan, CA



☐ 3 - Day Water Treatment Test Prep. Grade 5

Day 1 - Title 22

Wednesday, May 28, 2014

Attendees will learn the following:

- Revised Tier 1, 2&3 Public Notice Information
- Revised Health Effects Language
- Revised Disinfection By-products
- Lead - Copper Rule Data

Day 2 - EPA Regulations

Thursday, May 29, 2014

Attendees will learn the following:

- Long Term 1 & 2, Enhanced Surface Water Treatment Rule
- Stage 1 & 2 Disinfectants and Disinfection By products Rule
- National Primary Drinking Water Standards
- Groundwater Rule

Day 3 - Oral Supervisor Questions

Friday, May 30, 2014

Attendees will learn the following:

- Oral Supervisor management questions
- Multiple topics
- Round table oral practice presentations and discussions in class.

Completed credits apply to the school's new
2 - year A.A.S. degree in water and wastewater technology

Class Location:

OCT Water Quality Academy
5840 Price Avenue
McClellan, CA 95652

Student Full Name: _____

Company Name: _____

Company Mailing Address: _____

City: _____ State: _____ Zip: _____

Student Contact Phone: _____

Email: _____



Visa



Visa Corporate



American Express



Master Card

Name/Company as it appears on the Credit Card: _____

CC# _____

_____/_____/____ Security Code _____

EXPIRATION DATE

PO# _____

Amount Total to be charged to card: \$ _____

All Classes run from 8:00 a.m. to 4:00 p.m.

TUITION FEE SCHEDULE:

☐ Based on State records,
my water - wastewater city/district
is classified as a *small water system* (any system
serving 10,000 or less), \$75.00 per course.

☐ Based on State records,
my water - wastewater city/district is
NOT classified as a *small water system*, (any system
serving 10,001 or more), \$500 per course.

Tuition must be paid prior to the first
day of class.

A 10% cancellation fee will be charged.

Note: If you are a Small Water System as registered with the State,
daily class fees will be \$25.00 under a USDA GRANT for the school.

CUSTOMER SERVICE:

Toll Free (866) 266-0028

Local: (916) 640-2114

Fax: (916) 640-1823

Fed I.D.

#20 - 8547253

MAIL

Complete and mail this
form with payment to:

OCT Water Quality Academy
5840 Price Avenue
McClellan, CA 95652

MINUTES OF MEETING OF THE FACILITIES COMMITTEE OF THE PALMDALE WATER DISTRICT, FEBRUARY 10, 2014:

A meeting of the Facilities Committee of the Palmdale Water District was held Monday, February 10, 2014, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Estes called the meeting to order.

1) Roll Call.

Attendance:

Facilities Committee:

Joe Estes, Chair

Vincent Dino, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager

Robert Alvarado, PWD Director

Matt Knudson, Assistant General Manager

Tim Moore, Facilities Manager

Kelly Jeters, Systems Supervisor

Dawn Deans, Executive Assistant

0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Dino, seconded by Chair Estes, 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 Regular Meeting Held November 18, 2013.

It was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried to approve the minutes of the Facilities Committee meeting held November 18, 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 infrastructure management and the Littlerock Dam Sediment Removal Project.

Chair Estes then requested Department Heads provide the Committee with a list of their goals, important projects for 2014, and prioritization of these projects after which General Manager LaMoreaux recommended each Department Head also provide an overview of their department's function.

4.3) Discussion and Possible Action on Updating Board Microphones. (Chair Estes)

General Manager LaMoreaux stated that all three types of microphones are available for the Committee's review, and after review of the microphones, it was recommended that the Board try a different type of microphone at the next Board meeting and that staff obtain estimates for wireless microphones for presentation at a future meeting.

4.4) Discussion and Possible Action on Proposals Received for Preparing Master Plan Update. (Assistant General Manager Knudson)

Assistant General Manager Knudson provided an overview of the preparation of the District's current Master Plan, as well as staff's recommendation to accept the proposal received from MWH for preparing the District's Master Plan Update, and after a brief discussion of the proposal, of the budgeted cost, and of MWH's familiarity with the District, it was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried that the Committee concurs with staff's recommendation to accept the proposal received from MWH for preparing the District's Master Plan Update in the not-to-exceed amount of \$200,000.00 and that this item be presented to the full Board for consideration at the second regular Board meeting in February.

4.5) Consideration and Possible Action on Acceptance of Proposal, and Award of Contract to, Cushman Contracting Corporation, With Respect to Construction of Palmdale Lake Outlet Dredging and Repair. (\$300,000.00 – Budgeted – Assistant General Manager Knudson)

Assistant General Manager Knudson provided an overview of the proposal received from Cushman Contracting Corporation for the construction of the Palmdale Lake Outlet dredging and repair, as well as staff's recommendation to accept the proposal received from Cushman Contracting Corporation for this construction, and after a brief discussion of the process and critical nature of this work, it was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried that the Committee concurs with staff's recommendation to accept the proposal, and award a contract to, Cushman Contracting Corporation, with respect to the construction of the Palmdale Lake outlet dredging and repair on a time and materials basis with a not-to-exceed amount of \$300,000, which has been budgeted for this work, and that this item be presented to the full Board for consideration at the first regular Board meeting in February.

5) Information Items.

5.1) Other.

Assistant General Manager Knudson provided a brief update on the status of the new underground booster station and the successful reduction of THM's in this area.

There were no additional information items.

6) Board Members' Requests for Future Agenda Items.

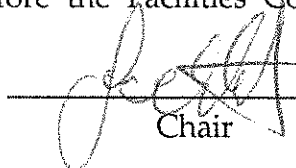
Chair Estes requested "Status Report from Department Heads on department goals, important projects for 2014, and prioritization of these projects" be placed on the next agenda for consideration.

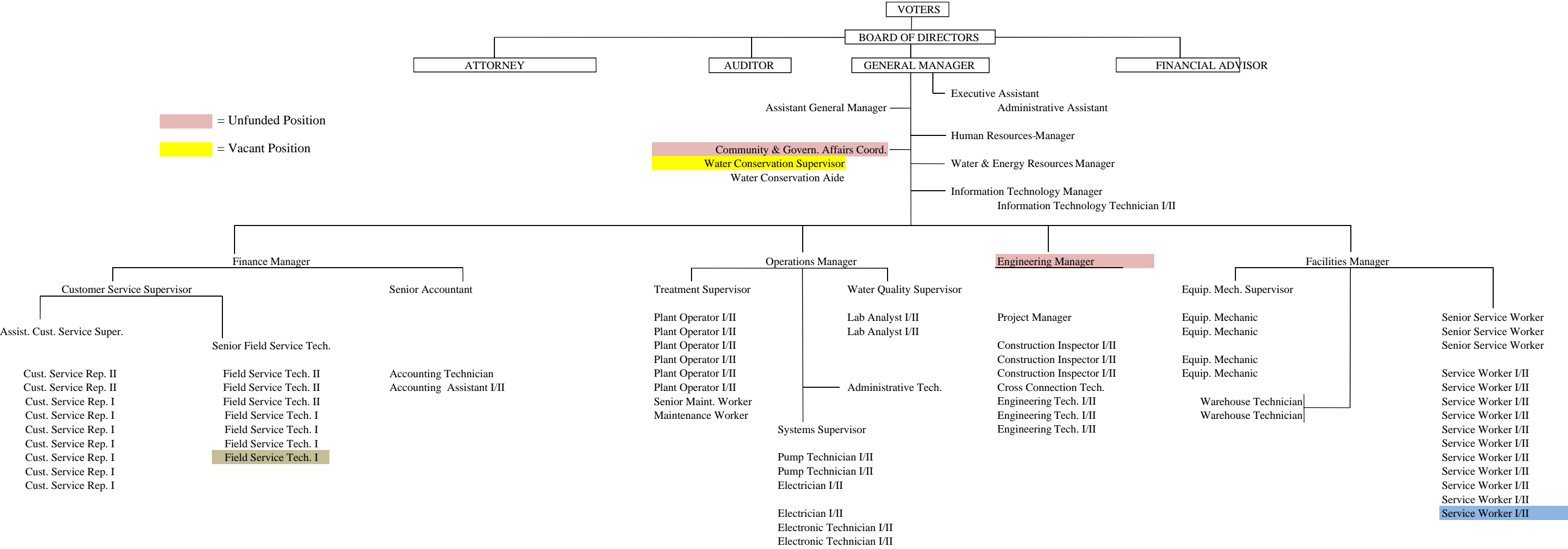
He then requested an item be placed on the agenda for the next regular Board meeting for "Consideration and possible action on restricted access for all Directors to all facilities."

There were no further requests for future agenda items.

7) Adjournment.

There being no further business to come before the Facilities Committee, the meeting was adjourned.


Chair



SUMMARY TABLE

Hiring Process Authorization		Filled By			Status
Date	Position				
2/26/2014	Field Service Tech. I				In Process
3/12/2014	Service Worker I/II				In Process

Palmdale Water District

Position Vacancy and Hiring Process Status

Date: March 20, 2014DDL