

# 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)

ALESHIRE & WYNDER LLP  
Attorneys



## 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

June 19, 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, June 25, 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.

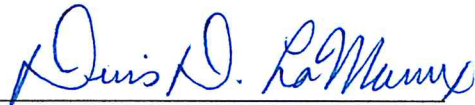
**PUBLIC COMMENT GUIDELINES:** The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting 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 June 11, 2014.
  - 6.2) Approval of minutes of workshop meeting held June 16, 2014.
  - 6.3) Payment of bills for June 25, 2014.
  - 6.4) Approval of Statement of Work (SOW) between the District and Ernst & Young for 2014-2015 Procedures to be performed related to Department of Water Resources 2015 Statement of Charges. (\$5,785.00 to \$7,231.00 – 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) Consideration and possible action on proposal received from The Mathis Group for the recruitment of Engineering/Grant Manager. (\$16,950.00 – Budgeted – President Mac Laren/General Manager LaMoreaux)
  - 7.2) Consideration and possible action on California Special Districts Association 2014 Board Elections. (General Manager LaMoreaux)
  - 7.3) Consideration and possible action on Board and staff attendance at conferences, seminars, and training sessions as follows:
    - a) Managing Multiple Priorities, Projects and Deadlines to be held July 23, 2014 in Lancaster.
    - b) FW Murphy courses to be held in Tulsa, Oklahoma: “Engine Basics” July 15 – 18, 2014; “AFR Operations” July 28 – August 1, 2014; and “IntelliSpark Ignition” September 9 – 12, 2014.
- 8) Information Items:
  - 8.1) Reports of Directors:
    - a) Meetings/General Report.
    - b) Standing Committee/Assignment Reports (Chair):
      - 1) Facilities Committee
      - 2) Finance Committee
      - 3) Personnel Committee
      - 4) Outreach Committee
      - 5) Water Supply & Reliability Committee
      - 6) Antelope Valley State Water Contractors Association
      - 7) Palmdale Recycled Water Authority

- 8.2) Report of General Manager.
  - a) Retirement actions. (Human Resources Manager Emery)
- 8.3) Report of Attorney.
- 9) Public comments on closed session agenda matters.
- 10) Closed session under:
  - 10.1) Conference with Legal Counsel – Existing Litigation: A closed session will be held, pursuant to Government Code §54956.9 (d)(1), to confer with legal counsel regarding pending litigation to which the District is a party. The title of such litigation is as follows: *Antelope Valley Ground Water Cases*.
- 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:** June 18, 2014 **June 25, 2014**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 6.4 – APPROVAL OF STATEMENT OF WORK (SOW) BETWEEN THE DISTRICT AND ERNST & YOUNG FOR 2014-2015 PROCEDURES TO BE PERFORMED RELATED TO DEPARTMENT OF WATER RESOURCES 2015 STATEMENT OF CHARGES.***

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**Recommendation:**

Staff recommends approval of the Statement of Work (SOW) between the District and Ernst & Young for 2014-2015 procedures to be performed related to Department of Water Resources 2015 Statement of Charges in the not-to-exceed amount of \$7,231.00.

**Background:**

The Palmdale Water District is a member of the State Water Contractors Independent Audit Association (IAA) and has been involved in these auditing activities for a number of years. The IAA hires an accounting/auditing firm on an annual basis to review the billings and financial statements prepared by the Department of Water Resources for State Water Project costs. The IAA has reviewed Ernst & Young's audit procedures and recommends IAA members approve the 2014-2015 SOW.

The cost to the District will range from \$5,785.00 to \$7,231.00 depending upon how many members of the IAA approve the SOW.

**Strategic Plan Element:**

Strategic Element 6.0 – Financial Management.

**Budget:**

These services are under Administration budget line item 1-02-4150-000 – Accounting Services.

**Supporting Documents:**

- Ernst & Young Statement of Work for FY 2014-2015



Ernst & Young LLP  
Suite 300  
2901 Douglas Boulevard  
Roseville, CA 95661

Tel: +1 916 218 1900  
Fax: +1 916 218 1999

RECEIVED

JUN 04 2014

May 30, 2014

Mr. Dennis Lamoreaux  
Palmdale Water District  
2029 East Avenue "Q"  
Palmdale, California 93550

Dear Mr. Lamoreaux:

In coordination with the Independent Audit Association (IAA), we have developed the Statement of Work (SOW) for the 2014-2015 Procedures to be performed related to the 2015 Statement of Charges. This SOW is pursuant to the Master Services Agreement (MSA) by and between EY and Palmdale Water District dated July 27, 2012, which describes the annual approval process of each SOW performed under the MSA.

Enclosed are two copies of our SOW, one for your records and another to be signed and returned to EY in the self-addressed, stamped return envelope provided. We have also enclosed your copy of the support letter from Dana Jacobson, IAA Secretary, recommending the approval of the SOW by Palmdale Water District.

If you have any questions about the enclosed SOW, please feel free to call me at (916) 218-1960.

Very truly yours,

Joe Pirnik  
Senior Manager

Enclosures

## INDEPENDENT AUDIT ASSOCIATION

### MEMORANDUM

Date: April 29, 2014  
To: Members of the Independent Audit Association (IAA)  
From: Dana Jacobson  
Subject: Ernst and Young 2014/2015 State Water Project Audit Contract – Recommended Approval and Execution

Enclosed is the 2014/2015 Statement of Work (SOW) that includes the procedures to be performed related to the 2015 Statement of Charges. In 2012 individual IAA Members approved a Master Services Agreement (MSA) with Ernst and Young. As per the MSA, each year the IAA will coordinate with Ernst and Young to develop a SOW for audit services to be provided in that year. The SOW is included by reference in the MSA, but it does not constitute an amendment to it. Only the SOW will be approved each year. This arrangement was designed to provide a more efficient annual approval process for subsequent SOWs.

The Exhibit B budget limit remains at \$50,000 and is only billed by Ernst and Young if additional work is reviewed and approved by the IAA. Exhibit C allows individual IAA Members to request Ernst and Young to undertake additional auditing services beyond those included in Exhibit A.

The IAA has reviewed Ernst and Young's proposed audit procedures and recommends that IAA Members approve and execute the 2014/2015 SOW. If you have any questions please contact me by telephone at (408) 630-2932 or by email at [djacobson@valleywater.org](mailto:djacobson@valleywater.org).

Sincerely,



Dana Jacobson, IAA secretary

Santa Clara Valley Water District

CC: Joe Pirnik, EY



## **Statement of Work**

This Statement of Work with the attached Exhibits, dated May 30, 2014 (this SOW) is made by Ernst & Young LLP ("we" or "EY") and Palmdale Water District on behalf of itself ("you" or "Client"), pursuant to the Agreement, dated May 30, 2014 (the Agreement), between EY and Palmdale Water District (the Agency).

Except as otherwise set forth in this SOW, this SOW incorporates by reference, and is deemed to be a part of, the Agreement. The additional terms and conditions of this SOW shall apply only to the Services covered by this SOW and not to Services covered by any other Statement of Work pursuant to the Master Services Agreement (MSA) by and between EY and the Agency dated July 27, 2012. Capitalized terms used, but not otherwise defined, in this SOW shall have the meanings in the MSA, and references in the Agreement to "you" or "Client" shall be deemed references to you.

### **Scope of services**

This SOW sets forth the terms and conditions on which EY will perform certain professional services as described in Exhibit A (the Services) for Agency, a member of the State Water Contractors Independent Audit Association (IAA), for the twelve months ending June 30, 2015. With the exception of paragraph 25, which is replaced in its entirety by the following:

Unless prohibited by applicable law, we may provide Client Information to other EY Firms (which are listed at [www.ey.com](http://www.ey.com)) and EY Persons, as well as external third parties providing services on our or their behalf, who may collect, use, transfer, store or otherwise process (collectively, "Process") it in various jurisdictions in which they operate in order to facilitate performance of the Services, to comply with regulatory requirements, to check conflicts, to provide financial accounting and other administrative support services or for quality and risk management purposes. We shall be responsible to you for maintaining the confidentiality of Client Information, regardless of where or by whom such information is Processed on our behalf.

Any changes to the above scope of work will be agreed upon in writing and signed by both parties and will amend this original SOW.

The Services are advisory in nature and will not constitute an audit performed in accordance with Generally Accepted Accounting Principles. EY will perform the Services in accordance with the Statement of Standards for Consulting Services (CS100) of the American Institute for Certified Public Accountants (AICPA). As part of your review of the terms of this Agreement, please refer to the enclosed letter from Mr. Dana Jacobson of the IAA Audit Contract Negotiating Committee dated April 29, 2014.

### **Your specific obligations**

You will not, and you will not permit others to, quote or refer to the Reports, any portion, summary or abstract thereof, or to EY or any other EY Firm, in any document filed or distributed in connection with (i) a purchase or sale of securities to which the United States or state securities laws (Securities Laws) are applicable, or (ii) periodic reporting obligations under Securities Laws. You will not contend that any provisions of Securities Laws could invalidate any provision of this agreement.

We also draw your attention to the reservations set out in paragraph 5 of the General Terms and Conditions of the MSA, as well as your management responsibilities under paragraph 6, your obligations under paragraphs 11 and 12, and your representation, as of the date hereof, under paragraph 26 thereof.

### **Specific additional terms and conditions**

The Services are advisory in nature. EY will not render an assurance report or opinion under the Agreement, nor will the Services constitute an audit, review, examination, or other form of attestation as those terms are defined by the American Institute of Certified Public Accountants. None of the Services or any Reports will constitute any legal opinion or advice. We will not conduct a review to detect fraud or illegal acts.

Notwithstanding anything to the contrary in the Agreement or this SOW, we do not assume any responsibility for any third-party products, programs or services, their performance or compliance with your specifications or otherwise.

We will base any comments or recommendations as to the functional or technical capabilities of any products in use or being considered by you solely on information provided by your vendors, directly or through you. We are not responsible for the completeness or accuracy of any such information or for confirming any of it.

Where our written consent under the MSA is required for you to disclose to a third party any of our Reports (other than Tax Advice), we will also require that third party to execute a letter substantially in the form of Exhibit D to this SOW. To the extent the Agency is permitted to disclose any written Report as set forth herein, it shall disclose such Report only in the original, complete and unaltered form provided by EY, with all restrictive legends and other agreements intact.

Unless prohibited by applicable law, we may provide Client Information to other EY firms, EY Persons and external third parties, who may collect, use, transfer, store or otherwise process such information in various jurisdictions in which they operate in order to provide support services to any EY Firm and/or assist in the performance of the Services.

After the Services under this SOW have been completed, we may disclose or present to prospective clients, or otherwise in our marketing materials, that we have performed the Services for you, and we may use your name solely for that purpose, in accordance with applicable professional obligations. In addition, we may use your name, trademark, service mark and logo as reasonably necessary to perform the Services and in correspondence, including proposals, from us to you.

You shall not, while we are performing the Services hereunder and for a period of 12 months after they are completed, solicit for employment, or hire, any EY personnel involved in the performance of the Services, provided, that you may generally advertise available positions and hire EY personnel who either respond to such advertisements or who come to you on their own initiative without direct or indirect encouragement from you.

The Agency shall, among other responsibilities with respect to the Services, (i) make all management decisions and perform all management functions, including applying independent business judgment to EY work products, making implementation decisions and determining further courses of action in



connection with any Services; (ii) assign a competent employee within senior management to make all management decisions with respect to the Services, oversee the Services and evaluate their adequacy and results; and (iii) accept responsibility for the implementation of the results or recommendations contained in the Reports or otherwise in connection with the Services. The Agency hereby confirms that management of the Agency accepts responsibility for the sufficiency of the Services. In performing the Services neither EY nor EY's partners or employees will act as an employee of the Agency.

The Agency represents and warrants to EY that the Agency's execution and delivery of this Agreement has been authorized by all requisite corporate or other applicable entity action and the person signing this Agreement is expressly authorized to execute it on behalf of, and to bind, the Agency.

The performance of the Services and the parties' obligations in connection therewith are subject to the additional terms and conditions set forth in the MSA.

It is understood that the Agency is not bound by our findings in any controversy or disagreement between the Agency and the Department of Water Resources should the Agency disagree with our findings.

We would also request that, if any IAA member discovers discrepancies in billings or other financial statements relative to their State Water Project costs, in addition to your working with the Department to correct the error, please notify EY for potential future inclusion as part of their procedures related to all IAA members.

### **Fees and billing**

The General Terms and Conditions of the Agreement address our fees and expenses generally.

The total fees for these Services to be rendered to the Agency, as well as an allocation of the total fees for each member agency of the IAA, appear in Exhibits A and B attached (no procedures or fees have been allocated to Exhibit B in this contract). Our total fees pursuant to Exhibit A to be charged to all members of the IAA entering into agreements with us shall not exceed \$450,000 for the twelve months ending June 30, 2015. This agreement will not be effective unless, in addition to the Agency, a sufficient number of other IAA agencies enter into agreements with us for such Services whose combined allocated fee would represent not less than 80% of \$450,000 based on the 100% participation fee allocation (see column 2 at A-4). If all agencies who are presently participating in the Services rendered by our firm enter into agreements with us for this twelve-month period, the maximum fees for our Services to your Agency will not exceed \$5,785 for Exhibit A. However, if not all of the participating agencies enter into agreements with us for services during the twelve-month period ending June 30, 2015, the maximum fees to your Agency will vary between the above-mentioned amount and \$7,231, which represents the maximum fees should sufficient agencies enter into agreements with us with a combined allocated fee of not less than 80%, as stated above.

In addition to the maximum fees under Exhibit A, maximum fees under Exhibit B shall not exceed a total of \$50,000 or \$643 for the Agency unless agreed to by the IAA. As noted above, no procedures have been allocated to Exhibit B. Prior to any expenditures under Exhibit B, said work must be specifically requested in writing in advance of any work being performed. Areas of potential focus for Exhibit B projects could include procedures agreed to by EY and the IAA in advance related to one or more of the items identified in Exhibit A. In prior years Exhibit B special projects have included projects such as

assessing implementation and billing issues relating to the new SAP-based Cost Allocation and Repayment Analysis System (CARA), and studies to evaluate a pay-as-you-go system for funding conservation related operating costs incurred by the Department.

We have also included Exhibit C as part of this contract, which provides the opportunity for individual Contractors to enter into separate agreements for additional services with EY. There are currently no fees related to Exhibit C included herein.

The results of our procedures will include a presentation of our findings, observations and recommendations to be held in Sacramento, California for any interested Contractors. Any presentations requested at individual Contractor locations will be negotiated with the individual Contractor under Exhibit C and will be paid for by that Contractor.

Invoices for time and expenses will be billed monthly and are due upon receipt.

In witness whereof, the parties have executed this SOW as of the date set forth above.

**Palmdale Water District**

**Ernst & Young, LLP**

**Representative**

**Representative**



**Signature**

**Signature**

Dennis D. LaMoreaux

Darin Carlsen

**Printed Name**

**Printed Name**

General Manager

Partner

**Title**

**Title**

2029 East Avenue Q  
Palmdale, CA 93550

Ernst & Young LLP  
Suite 300  
2901 Douglas Boulevard  
Roseville, CA 95661

**Address**

**Address**

June 25, 2014

May 30, 2014

**Date**

**Date**

## EXHIBIT A

**I. SCOPE OF ENGAGEMENT**

- A-1 EY will work with the IAA, the State Water Contractors (SWC) Audit/Finance Committee, and any subcommittees thereof, and the Department of Water Resources (the Department) during the twelve months ending June 30, 2015 relating to matters currently being discussed between the SWC and the Department.

EY's Services to be rendered as described in this Exhibit shall be determined by the IAA at its discretion. These Services shall include:

1. Completion of the 2014/2015 procedures as outlined further below
2. Participation in all meetings of the SWC Audit/Finance Committee, which is a basic forum for communications between the State Water Project Contractors and the Department's staff on financial and accounting matters.
3. Cooperation with any subcommittees of the IAA assigned to study and resolve specific problem areas.
4. Review of reports and other documents prepared by the Department and disseminated at these meetings.
5. Provide an annual report setting forth the findings, comments, and recommendations related to our Services.

**Report definitions**

The assessment of Risk of Future Occurrence, included in the findings summary tables in the report, provides the IAA with a meaningful measurement of the likelihood of similar findings in subsequent years if this issue is not addressed by the appropriate parties. This assessment of Risk of Future Occurrence is based on knowledge obtained during discussions with Department of Water Resources personnel and performance of procedures under this Exhibit A. Below are the definitions used in the report of findings and recommendations for the twelve months ending June 30, 2015 and we concur with these definitions.

Risk of Future Occurrence:

- A. High – it is highly likely (or probable) that the error or process failure will be repeated
- B. Medium – it is more likely than not that the error or process failure will be repeated
- C. Low – it is possible that the error or process failure will be repeated

During the twelve months ending June 30, 2015, the Services will include the following procedures.

## 2014/2015 Procedures

The procedures for the fiscal year ended June 30, 2015 were designed using estimated budgeted hours of 3,000. We will perform all procedures included in items 1-6 below. We will perform the procedures in items 7-8 if time permits. As a part of these procedures, we will regularly meet with the IAA to discuss the progress under this engagement. We will also submit the Report to each agency setting forth the findings, observations, and recommendations related to our Services.

The following items represent the risks, risk factors, and procedures requested and determined by the Independent Audit Association (IAA) for the State Water Contractors (the Contractors) to be performed for the 2015 Statement of Charges (SOC) engagement:

### Primary Procedures (Items 1-6)

#### 1. Alpha Allocation Cycles

*Risk:*

- Incorrect Contractor charged and/or incorrect allocation of costs between Contractors.

*Risk Factors:*

- Potential for outdated alpha cycles and/or project activities have changed.
- Potential impact (\$204 million allocated by alpha cycle for 2012).
- Project Managers possible lack of understanding of allocation cycle when choosing how project costs will be allocated.
- Lack of communication between Project Managers and SWPAO.
- Current changes/updates that are being made by DWR.

*Areas of Focus:*

- Examine all Cost Centers from SAP to determine which Cost Centers represent alpha costs centers.
- Select alpha cycles with the largest total annual costs for testing.
- Review costs being posted to selected alpha cost centers for reasonableness based on activities charged to the cost center through examination of invoices posted and discussions with the project managers, as necessary.
- Review the current year alpha standardization activity performed by the Department.

#### 2. Delta Water Charge

*Risk:*

- Costs or credits in the Delta Water Charge may be inappropriate, incomplete or miscalculated.

*Risk Factors:*

- Calculation of the Delta Water Charge is a manual process.

- Reclassifications that occur can lead to double counting of costs.
- Magnitude of potential impact (Delta Water Charge represents large portion of costs).
- Charges highly impacted by future estimates which are subjective and judgmental.
- Misallocation of costs/credits between the Delta Water Charge and the Variable OMP&R.

*Areas of Focus:*

- Recalculate the Delta Water Charge used in the Statement of Charges.
- For prior year actual costs included in the calculation, compare costs in SAP to the Department's calculation and investigate variances over \$100K.
- Obtain an understanding of future estimates included in the calculation and perform appropriate procedures to test the reasonableness of such estimates.
- Test the Hyatt-Thermalito credit to the Delta Water Charge to ensure it is appropriate.

**3. System Power Costs – Variable Transportation**

*Risk:*

- Incorrect Contractor charged and/or incorrect allocation of costs between Contractors.

*Risk Factors:*

- Calculation of power allocation factors is a manual process.
- Contractors' total water deliveries, which are the basis of power usage, are preliminary amounts.
- Invoices are improperly allocated to system power costs.
- Lack of controls in reconciling information to SAP.
- Prior/current year costs are not "settled" until current/subsequent year(s).

*Areas of Focus:*

- Vouch power costs and power revenues from SAP greater than \$500K and test the appropriate classification of costs.
- Reconcile the 2013 PALPOC to UCABS-SAP. Recalculate appropriate inputs to the 2013 PALPOC (e.g., VORG credits, direct-to-plant transmission, etc.).
- Recalculate the 2013 calendar year power allocation factors used in UCABS (SAP) to allocate net power costs.
- Recalculate the billed amounts for the transportation variable cost components for 2013 for the five Contractors selected (to be provided by the IAA).

#### 4. Statement of Charges (SOC) Testing

*Risk:*

- Incorrect amounts billed to Contractors for each component by DWR.

*Risk Factor:*

- Statement of Charges do not reflect amounts billed by the Department causing incorrect billings during the charge year.

*Areas of Focus:*

- Determine that all SOC amounts are internally consistent and agree to the Bulletin 132-14 for five Contractors selected for testing (to be provided by the IAA).
- Agree the debt service amounts in the SOC Attachments to the appropriate debt service schedule.
- Test the BDCP charges added to the Contractors' minimum components.
- Comparison of the current year SOC Attachments to the prior year SOC Attachments.
- Reasonableness of manual adjustments.

#### 5. Bond Debt Service Recovery

*Risk:*

- Incorrect bond debt service charged to the Contractors.

*Risk Factor:*

- Amount billed could be different than amount due for principal and interest.
- WSRB Surcharge calculation is a manual process.

*Areas of Focus:*

- Reconcile the bond debt service from the WSRB schedules to the Statement of Charges.
- Obtain the WSRB Surcharge calculation and reconcile to the Statement of charges.



**6. Rate Management Credits:**

*Risk:*

- Rate Management Credits are improperly calculated based on the revenue and expenditures data in the funds available for rate management credits statement prepared by DWR.

*Risk Factor:*

- Calculation of Rate Management Credits is a manual process.
- Lack of review and approval of calculation
- Outdated information used to calculate credits due to the Contractors.

*Areas of Focus:*

- Obtain the rate management allocation schedule used for the 2014 Statement of Charges Rebill and review the allocation methodology for sample selected.
- Obtain the most recent funds available data schedule for the rate management credits and perform detailed testing of a sample of the largest amounts.
- Compare the figures selected for testing to the future forecasts, and investigate any significant differences.

**Other Procedures (Items 7-8)**

These procedures will only be performed as time permits after completion of items 1-6 above and consideration of the estimated 3,000 hour time budget.

**7. New and Changed Master Data***Risk:*

- Incorrect allocation of costs (based on functional area selected).
- Incorrect recovery of costs (recovery determines Statement of Charges component).
- Incorrect funding source is used (capital fund versus operating funds).

*Risk Factors:*

- Lack of review by SWPAO
- Potential impact (initial setup of master data determines posting of costs in future periods).
- Project Managers' possible lack of understanding of allocation cycle when allocating costs.
- Lack of communication between Project Manager and SWPAO.

*Areas of Focus:*

- Use SAP to determine functional areas created and changed in the current year.
- Determine how costs are being allocated among and recovered from Contractors.
- Based on activities being performed and the analysis of costs posted to IO or WBS, determine if functional area, recovery, and funding are appropriate.

**8. Transportation Minimum Three-Year Average***Risk:*

- Transportation costs included in the three-year average may be inappropriate, incomplete or miscalculated.

*Risk Factor:*

- Calculation of the three-year average is a manual process.
- Charges highly impacted by future estimates which are subjective and judgmental.

*Areas of Focus:*

- Obtain an understanding of future estimates included in the calculation and perform appropriate procedures to test the reasonableness of such estimates.
- Recalculate the three-year average.

**II. FEES FOR EY SERVICES**

- A-2. Total fees for Exhibit A services performed by EY will not exceed \$450,000 (or 3,000 hours), including reasonable and necessary out-of-pocket expenses, which represent an estimated 3,000 hours to be incurred.

**III. ALLOCATION OF FEES**

- A-3. The maximum aggregate fee set forth in paragraph A-2 shall be apportioned among the agencies named in paragraph A-4 based on a basis consistent with prior years.

**IV. MAXIMUM AGGREGATE FEE FOR EACH AGENCY**

- A-4. The portion of the maximum aggregate fee set forth in paragraph A-2 applicable to each agency in conformity with the methodology set forth in paragraph A-3 is shown below:

Agency	Maximum fee for each agency, provided all agencies listed below enter into agreements with EY	Maximum fee for each agency, provided 80% of agencies listed below enter into agreements with EY	Percent of total
Alameda County Flood Control and Water Conservation District, Zone No. 7	\$ 21,896	\$ 27,370	4.9%
Alameda County Water District	11,408	14,260	2.5
Antelope Valley-East Kern Water Agency	39,341	49,176	8.7
Casitas Municipal Water District	5,432	6,790	1.2
Castaic Lake Water Agency	25,857	32,321	5.7
Central Coast Water Authority	12,354	15,443	2.7
City of Yuba City	2,607	3,259	0.6
Coachella Valley Water District	37,577	46,971	8.4
County of Kings	2,527	3,158	0.6
Crestline-Lake Arrowhead Water Agency	1,575	1,968	0.4
Desert Water Agency	15,142	18,928	3.4
Dudley Ridge Water District	13,132	16,415	2.9
Empire West Side Irrigation District	815	1,019	0.2
Kern County Water Agency	112,500	140,625	25.0
Littlerock Creek Irrigation District	625	781	0.1
Mojave Water Agency	22,489	28,111	5.0
Napa County Flood Control and Water Conservation District	7,884	9,855	1.8
Palmdale Water District	5,785	7,231	1.3
San Bernardino Valley Municipal Water District	27,867	34,834	6.2
San Gabriel Valley Municipal Water District	7,822	9,778	1.7
San Geronio Pass Water Agency	4,699	5,874	1.0
San Luis Obispo County Flood Control and Water Conservation District	6,790	8,488	1.5
Santa Clara Valley Water District	27,161	33,951	6.0
Solano County Water Agency	12,957	16,196	2.9
Tulare Lake Basin Water Storage District	<u>23,758</u>	29,698	<u>5.3</u>
Total	<u>\$ 450,000</u>		<u>100%</u>

V. PAYMENT SCHEDULE

This is the payment schedule for the Agency.

<u>July 31, 2014 Billing</u>	<u>August 31, 2014 Billing</u>	<u>September 30, 2014 Billing</u>	<u>October 31, 2014 Billing</u>	<u>November 30, 2014 Billing</u>	<u>Total Billing</u>
\$1,736	\$1,157	\$1,157	\$1,157	\$578	\$5,785

## EXHIBIT B

I. OTHER CONSULTING SERVICES

EY shall, during the twelve months ending June 30, 2015, perform other services if requested by the IAA. No such work shall be performed unless specifically authorized by the IAA in writing. Areas of potential focus for Exhibit B projects could include in depth procedures agreed to by EY and the IAA in advance related to one or more of the items identified in Exhibit A.

Total fees for such other consulting services shall 1) be agreed to prior to commencement of work, 2) be allocated among the agencies based on the same procedures included in the Exhibit A allocation, and 3) shall not exceed \$50,000, which represents an estimated 330 hours to be incurred, unless agreed to by the IAA, for the year ended June 30, 2015. Any part of the \$50,000 which is unused shall not be billed.

Agency	Maximum fee for each agency, provided all agencies listed below enter into agreements with EY	Percent of total
Alameda County Flood Control and Water Conservation District, Zone No.7	\$ 2,433	4.9%
Alameda County Water District	1,268	2.5
Antelope Valley-East Kern Water Agency	4,371	8.7
Casitas Municipal Water District	604	1.2
Castaic Lake Water Agency	2,873	5.7
Central Coast Water Authority	1,373	2.7
City of Yuba City	290	0.6
Coachella Valley Water District	4,175	8.4
County of Kings	281	0.6
Crestline-Lake Arrowhead Water Agency	175	0.4
Desert Water Agency	1,681	3.4
Dudley Ridge Water District	1,459	2.9
Empire West Side Irrigation District	91	0.2
Kern County Water Agency	12,500	25.0
Littlerock Creek Irrigation District	69	0.1
Mojave Water Agency	2,499	5.0
Napa County Flood Control and Water Conservation District	876	1.8
Palmdale Water District	643	1.3
San Bernardino Valley Municipal Water District	3,096	6.2
San Gabriel Valley Municipal Water District	869	1.7
San Geronio Pass Water Agency	522	1.0
San Luis Obispo County Flood Control and Water Conservation District	754	1.5
Santa Clara Valley Water District	3,018	6.0
Solano County Water Agency	1,440	2.9
Tulare Lake Basin Water Storage District	2,640	5.3
Total	\$ 50,000	100%

**EXHIBIT C****I. INDIVIDUAL CONTRACTOR AGREEMENTS**

EY may, during the twelve months ending June 30, 2015, perform other consulting services as requested by individual Contractors. These services will be performed and billed separately from the services outlined in Exhibits A and B.

The terms and conditions of any procedures performed under Exhibit C, including payment terms, will be outlined in a separate Statement of Work (SOW). These services, which will be agreed to by EY and the requesting Contractor in advance, will be documented in the example SOW attached to herein as Exhibit C-1. An Exhibit C-1 statement of work will be made available to any Contractor upon request. All other provisions of the Contractor's signed contract with EY for the twelve months ending June 30, 2015 will continue to be in effect.

Total fees for such other consulting services shall be agreed to with the individual Contractor prior to commencement of work. The fees for services provided under Exhibit C will be outside of those referenced in Exhibits A and B, and will be paid for directly by the requesting Contractor.



**EXHIBIT C-1****Statement of Work**

This Statement of Work with the attached Exhibit, dated May 30, 2014 (this SOW) is made by Ernst & Young LLP ("we" or "EY") and Palmdale Water District on behalf of itself ("you" or "Client"), pursuant to the Agreement, dated May 30, 2014 (the Agreement), between EY and Palmdale Water District (the Agency).

Except as otherwise set forth in this SOW, this SOW incorporates by reference, and is deemed to be a part of, the Agreement. The additional terms and conditions of this SOW shall apply only to the Services covered by this SOW and not to Services covered by any other Statement of Work pursuant to the Master Services Agreement (MSA) by and between EY and the Agency dated July 27, 2012. Capitalized terms used, but not otherwise defined, in this SOW shall have the meanings in the MSA, and references in the Agreement to "you" or "Client" shall be deemed references to you.

**Scope of services**

This SOW sets forth the terms and conditions on which EY will perform certain professional services as described [INSERT DEFINITION OF SERVICES] (the Services) for Agency, a member of the State Water Contractors Independent Audit Association (IAA), for the twelve months ending June 30, 2015. With the exception of paragraph 25 which is replaced in its entirety by the following:

Unless prohibited by applicable law, we may provide Client Information to other EY Firms (which are listed at [www.ey.com](http://www.ey.com)) and EY Persons, as well as external third parties providing services on our or their behalf, who may collect, use, transfer, store or otherwise process (collectively, "Process") it in various jurisdictions in which they operate in order to facilitate performance of the Services, to comply with regulatory requirements, to check conflicts, to provide financial accounting and other administrative support services or for quality and risk management purposes. We shall be responsible to you for maintaining the confidentiality of Client Information, regardless of where or by whom such information is Processed on our behalf.

Any changes to the above scope of work will be agreed upon in writing and signed by both parties and will amend this original SOW.

The Services are advisory in nature and will not constitute an audit performed in accordance with Generally Accepted Accounting Principles. EY will perform the Services in accordance with the Statement of Standards for Consulting Services (CS100) of the American Institute for Certified Public Accountants (AICPA).

**Your specific obligations**

You will not, and you will not permit others to, quote or refer to the Reports, any portion, summary or abstract thereof, or to EY or any other EY Firm, in any document filed or distributed in connection with (i) a purchase or sale of securities to which the United States or state securities laws (Securities Laws) are applicable, or (ii) periodic reporting obligations under Securities Laws. You will not contend that any provisions of Securities Laws could invalidate any provision of this agreement.

We also draw your attention to the reservations set out in paragraph 5 of the General Terms and Conditions of the MSA, as well as your management responsibilities under paragraph 6, your obligations under paragraphs 11 and 12, and your representation, as of the date hereof, under paragraph 26 thereof.

**Specific additional terms and conditions**

The Services are advisory in nature. EY will not render an assurance report or opinion under the Agreement, nor will the Services constitute an audit, review, examination, or other form of attestation as those terms are defined by the American Institute of Certified Public Accountants. None of the Services or any Reports will constitute any legal opinion or advice. We will not conduct a review to detect fraud or illegal acts.

Notwithstanding anything to the contrary in the Agreement or this SOW, we do not assume any responsibility for any third-party products, programs or services, their performance or compliance with your specifications or otherwise.

We will base any comments or recommendations as to the functional or technical capabilities of any products in use or being considered by you solely on information provided by your vendors, directly or through you. We are not responsible for the completeness or accuracy of any such information or for confirming any of it.

Where our written consent under the MSA is required for you to disclose to a third party any of our Reports (other than Tax Advice), we will also require that third party to execute a letter substantially in the form of Exhibit D to the Agreement. To the extent the Agency is permitted to disclose any written Report as set forth herein, it shall disclose such Report only in the original, complete and unaltered form provided by EY, with all restrictive legends and other agreements intact.

Unless prohibited by applicable law, we may provide Client Information to other EY firms, EY Persons and external third parties, who may collect, use, transfer, store or otherwise process such information in various jurisdictions in which they operate in order to provide support services to any EY Firm and/or assist in the performance of the Services.

After the Services under this SOW have been completed, we may disclose or present to prospective clients, or otherwise in our marketing materials, that we have performed the Services for you, and we may use your name solely for that purpose, in accordance with applicable professional obligations. In addition, we may use your name, trademark, service mark and logo as reasonably necessary to perform the Services and in correspondence, including proposals, from us to you.

You shall not, while we are performing the Services hereunder and for a period of 12 months after they are completed, solicit for employment, or hire, any EY personnel involved in the performance of the Services, provided, that you may generally advertise available positions and hire EY personnel who either respond to such advertisements or who come to you on their own initiative without direct or indirect encouragement from you.

The Agency shall, among other responsibilities with respect to the Services, (i) make all management decisions and perform all management functions, including applying independent business judgment to EY work products, making implementation decisions and determining further courses of action in connection with any Services; (ii) assign a competent employee within senior management to make all management decisions with respect to the Services, oversee the Services and evaluate their adequacy and results; and (iii) accept responsibility for the implementation of the results or recommendations contained in the Reports or otherwise in connection with the Services. The Agency hereby confirms that management of the Agency accepts responsibility for the sufficiency of the Services. In performing the Services neither EY nor EY's partners or employees will act as an employee of the Agency.

The Agency represents and warrants to EY that the Agency's execution and delivery of this Agreement has been authorized by all requisite corporate or other applicable entity action and the person signing this Agreement is expressly authorized to execute it on behalf of, and to bind, the Agency.

The performance of the Services and the parties' obligations in connection therewith are subject to the additional terms and conditions set forth in the MSA.

It is understood that the Agency is not bound by our findings in any controversy or disagreement between the Agency and the Department of Water Resources should the Agency disagree with our findings.

We would also request that, if any IAA member discovers discrepancies in billings or other financial statements relative to their State Water Project costs, in addition to your working with the Department to correct the error, please notify EY for potential future inclusion as part of their procedures related to all IAA members.

### Project deliverables

The matrix below lists the specific deliverables and related timelines that EY will provide to (insert Contractor).

Deliverable	Timeline	Comments

### Additional responsibilities

EY will provide (insert Contractor) with a timeline/schedule related to all project deliverables prior to the start of work on the project.

EY will notify (insert Contractor) in writing of any incremental changes to the original project estimate.

Production of all elements described in the "Project deliverables" section of this SOW is to be included in the cost breakdown under the "Pricing and payment terms" section below, agreed upon by (insert Contractor) and EY for this project.

### Fees and billing

Below is a summary of the current cost estimates for this SOW. Due to the complexities and variable nature of this project, actual costs could vary from these estimates. In the event costs are expected to exceed the estimate, EY will contact (insert Contractor) before performing any additional work.

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Out-of-pocket expenses incurred during this contract are not included in the above SOW estimated cost. Expenses include such items as travel, meals, accommodations, and other administrative expenses based on actual amounts incurred.

Invoices for time and expenses will be billed monthly and are due upon receipt.

IN WITNESS WHEREOF, the parties hereto have executed this SOW as of the day and year written below.

**Palmdale Water District**

**Ernst & Young, LLP**

**Representative**

**Representative**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

## EXHIBIT D

## FORM OF ACCESS LETTER

[Letterhead of EY]

[Addressee (e.g., third party seeking access to EY Report)]

[Month XX, 20XX]

[Street Address]

[City, State Zip]

Dear [ ] :

[Client] (the "Client") has informed Ernst & Young LLP ("EY") that it wishes to disclose to [party seeking access] (the "Recipient") EY's [describe report(s)] , dated [ ] , relating to [describe subject] (the "Report(s)"). EY has not placed any limitations on the Client's ability to disclose any contents of the Report relating to the tax aspects or structure of any transaction proposed by the Client.

EY performed Services only for the Client. EY did not undertake the Services on behalf of, or to serve the needs of, the Recipient or any other third party. As part of such services, EY did not audit the Client's financial statements, subsequent to the date(s) of the Report(s).

EY prepared the Report(s) solely for the Client. The Report(s) address[ es] only the issues identified by the Client, and [ is/are] based solely on information obtained by EY using the procedures specified by the Client or otherwise provided by or on behalf of the Client. The Report(s) [ is/are] subject to many limitations and [ do/does] not provide any form of assurance with respect to any of the information referred to therein. The Recipient understands and accepts the scope and limitations of the Report(s).

Except (1) where compelled by legal process (of which the Recipient will immediately notify EY and tender to EY, if it so elects, the defense thereof), (2) with respect to any contents of the Report relating to the tax treatment and tax structure of the proposed transaction (including any facts that may be relevant to understanding the proposed tax treatment of the proposed transaction), or (3) with EY's prior written consent, the Recipient will not, circulate, quote, disclose or distribute any of the Report(s) or any information contained therein, or any summary or abstract thereof, or make any reference thereto or to EY, to anyone other than the Recipient's directors, officers or employees or legal advisors who, in each case, need to know its contents in order to \_\_\_\_\_ , and who have agreed to be bound by the terms and conditions of this agreement to the same extent as the Recipient.

The Recipient further agrees that it will not, and will not permit others to, quote or refer to the Report, any portion, summary or abstract thereof, or to EY, in any document filed or distributed in connection with (a) a purchase or sale of securities to which the United States or state securities laws ("Securities Laws") are applicable or (b) periodic reporting obligations under Securities Laws. The Recipient will not contend that any provisions of Securities Laws could invalidate any provision of this agreement.

In further consideration of EY allowing the Recipient access to the Report(s) and the information contained therein, the Recipient agrees that:

1. It does not acquire any rights against EY, and EY does not assume any duties or obligations to the Recipient or otherwise, as a result of such access.
2. It will not rely on the Report(s) or any portion thereof and will make no claim that it has done so.
3. It will make no claim against EY, its partners, employees or affiliates, or other members of the global Ernst & Young network (collectively, the "EY Parties" that relates in any way to the Report(s), any information contained therein, or the Recipient's access to the Report(s).
4. To the fullest extent permitted by applicable law, it will indemnify, defend and hold harmless the EY Parties from and against any claim or expense, including reasonable attorneys' fees, suffered or incurred by any EY Party relating to any breach by the Recipient of any of its representations or agreements contained herein or the use or disclosure of the Report(s) or any portion thereof by anyone who received it directly or indirectly from or at the request of the Recipient.

Very truly yours,

Ernst & Young LLP

Accepted by:

[Addressee]

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



**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:** June 18, 2014 **June 25, 2014**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.1 – CONSIDERATION AND POSSIBLE ACTION  
ON PROPOSAL RECEIVED FROM THE MATHIS GROUP FOR  
RECRUITMENT OF ENGINEERING/GRANT MANAGER POSITION.***

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**Recommendation:**

Staff recommends the Board approve the proposal received from The Mathis Group for the recruitment of the Engineering/Grant Manager position in the not-to-exceed amount of \$16,950.00.

**Alternative Options:**

The alternative option is for District staff to develop a job description and recruit for the Engineering/Grant Manager position.

**Impact of Taking No Action:**

If no action is taken on this item, the Engineering/Grant Manager position will remain unfilled.

**Background:**

Assistant General Manager Knudson is performing the duties of both the Assistant General Manager and the Engineering Manager. The Engineering Manager position was revised to include grant writing responsibilities, and this position was approved with the adoption of the June 16, 2014 Organization Chart. This is a key position to the operations of the District.

**Strategic Plan Element:**

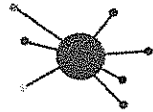
This work is part of Strategic Element 4.0 Personnel Management.

**Budget:**

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

**Supporting Documents:**

- Mathis Consulting Group Proposal for Recruitment of Engineering/Grant Manager Position



# Mathis Consulting Group

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*A Mathis Company*

May 30, 2014

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

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

**RE: Proposal for Recruitment of Engineer/Grant Writer Manager**

Thank you for the invitation to provide review of recruitment of an Engineer Manager and revisioned job description for combined Engineer and Grant Writer Manager.

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

## **Recruitment of the Engineer/Grant Writer Manager**

One of the numerous recommendations from the Mathis Study of 2013 recommends hiring a veteran Engineer (PE) and professional grant writer that can put together the technical and writing experience that will successfully bring broad new financial resources to PWD.

This process will require a new and approved job description that has a clear mandate to accomplish the following:

- a) Hire an experienced and well educated PE certified Engineer to provide additional bench strength to management at PWD;
- b) Hire PE Manager that has both experience in project management, grant writing and ability to politically connect with sources of financial grants, new infrastructure, and willingness to work with political leadership in searching for new finances;

- c) Have clear commitment by the Board to select and improve the management experience and professionalism required to upgrade the culture and performance at PWD;
- d) Enhance the interaction with new professionals resulting from Management changes that include the PIO-Conservation program and HR professionals. With promotions of existing professionals and stability for all of the management team, the District will complete the recommended transition to a high performance team;
- e) We view this position to be unique and difficult to hire the correct personnel for this job. This effort requires an experienced search with industry connections, access to the Engineering Community and Universities.

### **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 by the Personnel Committee.
2. Prepare and submit advertisements to 2-3 publications for an experienced Engineer and Grant Writer (Jobs Available); to be paid by District directly to Jobs Available. 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 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 professional engineering, grant writing, and an ability to search the political and professional opportunities to assist the financial well-being of PWD infrastructure and programs.
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 date.

**Cost**

Recruitment and re-write Engineer/Grant Writer Manager Position	\$15,950
(Expenses not to exceed)	3,500
Retainer to begin the process (\$6500)	<u>          </u>
	\$19,450
(Major client discount)	- <u>\$ 2,500</u>

**Total Cost \$16,950**

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:** June 18, 2014 **June 25, 2014**  
**TO:** BOARD OF DIRECTORS **Board Meeting**  
**FROM:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 7.2 – CONSIDERATION AND POSSIBLE ACTION  
ON CALIFORNIA SPECIAL DISTRICTS ASSOCIATION 2014 BOARD  
ELECTIONS***

---

Information for the California Special Districts Association (CSDA) 2014 election for Region 6, Southern Network, Seat C, is attached for your consideration. The District is asked to vote for only one candidate by August 1, 2014.

The candidates are as follows:

- Elaine Sullivan  
Leucadia Wastewater District
- Arlene Schafer  
Costa Mesa Sanitary District
- Judy Corl-Lorono  
Bighorn-Desert View Water Agency
- Sheryl Landrum  
Resource Conservation District of Greater San Diego
- Dan Kirby  
San Gabriel Valley Mosquito & Vector Control District



**California Special  
Districts Association**  
*Districts Stronger Together*

RECEIVED  
JUN 10 2014

## CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

### 2014 BOARD ELECTIONS

#### MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Region for Seat C. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your region in Seat C and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 1, 2014.**

If you do not use the enclosed envelope, please mail in your ballot to:

**California Special Districts Association**  
**Attn: 2014 Board Elections**  
**1112 I Street, Suite 200**  
**Sacramento, CA 95814**

Please contact Charlotte Lowe toll-free at 877.924.CSDA or [charlottel@cda.net](mailto:charlottel@cda.net) with any questions.

# CSDA BOARD OF DIRECTORS 2014 ELECTION

OFFICIAL BALLOT



**SOUTHERN  
NETWORK**  
REGION 6

**SEAT C**

term ends 2018

*Please vote for only one.*

- ☐ **Elaine Sullivan\***  
*Leucadia Wastewater District*
- ☐ **Arlene Schafer**  
*Costa Mesa Sanitary District*
- ☐ **Judy Cori-Lorono**  
*Bighorn-Desert View Water Agency*
- ☐ **Sheryl Landrum**  
*Resource Conservation District of Greater San Diego*
- ☐ **Dan Kirby**  
*San Gabriel Valley Mosquito & Vector Control District*

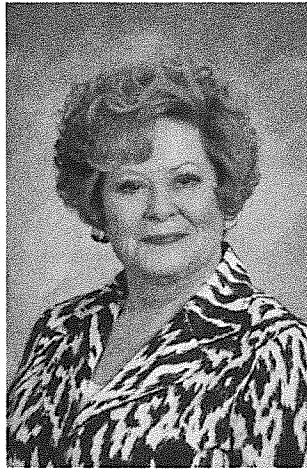
*All fields must be completed for ballot to be counted.*

*\*incumbent running for re-election*

SIGNATURE:	DATE:
MEMBER DISTRICT:	

Must be received by **5pm, August 1, 2014**. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814





**CSDA Region 6 Candidate Statement**

**Elaine Sullivan**

**Leucadia Wastewater District (LWD) Board Member  
Carlsbad, CA 92009**

I am seeking CSDA member's votes to re-elect me to represent Region 6 because I have a passion for special districts and I believe that I can use that passion to continue serving CSDA members. I have been on the CSDA Board of Directors since 2013 and serve on their Membership and Education Committees.

I believe that I bring a unique and proven set of skills from my 26 years of experience as past President, and a member of various committees with the LWD Board of Directors and the Encina Wastewater Authority's (EWA) Board. I have held these positions, with over 98% attendance.

During my tenure, both agencies have been recognized for numerous recognitions and awards, such as:

- LWD is a Special District Leadership Foundation (SDLF) District of Distinction (since 2008),
- LWD received SDLF District Transparency Certificate of Excellence,
- LWD received California Water Environment Association's (CWEA) 2012 Small Collection System of the Year Award,
- LWD received the California Society of Municipal Finance Officers 2013 Outstanding Financial Reporting Award (since 2010),
- EWA Outstanding Compliance with EPA regulations,
- EWA received CWEA's 2013 Treatment Plant of the Year Award.

LWD is currently debt-free and maintains one of the lowest rates in San Diego County.

Other public service experience includes:

- Serving 12 years as a member of the California Water Reuse Finance Authority Board,
- Serving 16 years with CSDA San Diego Chapter's Scholarship Committee and;
- Serving the Carlsbad Chamber of Commerce Ambassador Committee,

I have enjoyed committing my time and energy to CSDA's various continuing goals and engaging in new projects being launched. I would appreciate the opportunity to continue to contribute and serve the Special District Region 6; therefore, I ask for your ongoing support and vote.

# ELECT ARLENE SCHAFER

## CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

### REGION 6, SEAT C

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Arlene Schafer—Director  
Costa Mesa Sanitary District



#### PREVIOUS CSDA EXPERIENCE

- ◆ Board President (2009)
  - ◆ Board Vice President
  - ◆ Board Secretary
  - ◆ Finance Corporation
  - ◆ Task Force Committee
  - ◆ Legislation Committee
  - ◆ Fiscal Committee
  - ◆ Membership Committee
  - ◆ Recruitment & Planning Committee
- 

I would be honored to serve as your representative on the California Special Districts Association (CSDA) Board of Directors Region 6, Seat C. I believe my 24 years of experience as a local government leader that includes 15 years serving on CSDA in a variety of different capacities makes me the best candidate. In recent years, special districts have been scrutinized by the State legislature, grand juries and the press, which is why I believe it's important for CSDA to continue serving as an advocate for special districts by informing the legislature and the public the important and essential services we provide to our communities. Furthermore, I believe it's important for special districts to demonstrate good governance that will help earn the public's trust. If elected, I will work with the Board and staff to ensure cost efficient programs, education and training seminars are still available to you.

Currently, I am serving on the Board of Directors for the Costa Mesa Sanitary District (CMSD) where I have been a Board member for 16 years. CMSD provides solid waste and wastewater collection services to over 116,000 residents residing in the City of Costa Mesa and portions of Newport Beach and the unincorporated Orange County. I am proud to be part of an organization that has been a District of Distinction since 2009, earned the Transparency Certificate of Excellence and most recently, CMSD received Gold Recognition in Special District Governance.

If elected, I will continue to promote CSDA benefits to special districts and I will work collaboratively with CSDA Board of Directors on finding partnership opportunities for different services to help avoid membership dues from increasing. I believe my experience, knowledge and commitment to special districts will enable me to represent you well. Please vote for Arlene Schafer by **August 1, 2014**.

April 17, 2014

Candidate Statement

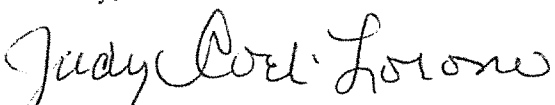
When I was first elected in 2007, I realized I knew nothing about being an elected official.

California Special Districts offered the Governance Academy. I graduated your classes and feel the opportunity allowed me to be a better citizen as well as a better Director for my water agency and my community. I have since taken your numerous online classes to keep up to date.

It would be my Honor to be the Candidate for our region and be able to contribute to the CSDA and therefore my constituents.

Thank you for this opportunity.

Sincerely,



Judy Corl-Lorono

President of Board of Directors

Bighorn Desert View Water Agency



Resource Conservation District of Greater San Diego County  
11769 Waterhill Rd., Lakeside, CA 92040  
Phone: (619) 562-0096 Fax: (619) 562-4799  
Website: [www.rcdsandiego.org](http://www.rcdsandiego.org)

**ELECT SHERYL LANDRUM  
CALIFORNIA SPECIAL DISTRICTS ASSOCIATION  
REGION 6, SEAT C**



**Sheryl Landrum  
District Manager**

CSDA member since 2009  
CARCD member since 2009  
RCD Employee since 2009  
Small business owner 2004-2009  
Controller/Accountant/Office Manager 1986-2012

My name is Sheryl Landrum and I am the District Manager of the Resource Conservation District of Greater San Diego and an Executive Director of the Fire Safe Council of San Diego County. It would be a privilege to serve as your representative on the CSDA Board of Directors for Region 6 and I promise to work hard to fulfill the CSDA's vision and goals.

As the District Manager of the RCD, our programs provide San Diego communities with educational and technical assistance in conservation/resource management. The RCD also manages the programs and funds of the Fire Safe Council of SD County which strives to keep San Diego fire safe.

For the past eighteen months, I have been working with the California Association of Resource Conservation Districts to develop a strong vision, standards of excellence, and messaging for RCDs to deliver to our communities and our legislators. I would like to aid the CSDA in its quest for respected acknowledgment as well.

This May I gave testimony before the Assembly and Senate Budget Committees for the release of 10 million dollars in State Responsibility Area fees. I also met with numerous other legislators to promote funding for Special District work as well. I am honored to advocate for Special Districts and to ask for funding for our much needed programs and services.

I am hard working and dedicated to excellence. My RCD's management of USFS grant funds is held as the standard of excellence by the USFS grant clearing house and my work with the SD County Fire Authority led them to ask for a long term MOU between our two agencies. I will bring the same level of excellence to the Board of the CSDA and respectfully ask for your vote.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Sheryl Landrum".

Sheryl Landrum, District Manager and Executive Director

## **Dan Kirby**

### **President, San Gabriel Valley Mosquito and Vector Control District**

Dan Kirby is a life-long Southern Californian and was appointed to the Monrovia City Council in March of 2003. After serving for two years, he was elected outright by a margin of three to one in 2005. He was appointed to the San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) in 2004 and now serves as its Board President. During his time in public office, Dan has built solid relationships with lawmakers locally and in Sacramento.



In addition to serving as President of the board, Dan serves as the Chair of the Personnel and Legislative Committees at the District. He participates regularly at the MVCAC Legislative days in Sacramento and represents SGVMVCD at state conferences.

Dan often refers to himself a life-long learner and demonstrates that with his passion is youth and education. He has worked with children at Kare Youth League in Southern California for over 35 years and has taught in the classroom at Rio Hondo Preparatory School in Arcadia since 1985.

As a youth counselor, Dan has travelled with students on educational tours, visiting no less than 48 states, six Canadian Provinces, and Baja California, Mexico.

Dan also has business experience. In 1985 Dan opened a graphic design, commercial printing and sign company, which he still manages today.

**MANAGING MULTIPLE PRIORITIES, PROJECTS AND DEADLINES****SEMINAR****July 23, 2014****Lancaster, CA**

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

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

One-Day Seminar

# MANAGING MULTIPLE PRIORITIES, PROJECTS AND DEADLINES

**Gain more control over your time, tasks and priorities than you ever thought possible!**

## Powerful Techniques that Make an Impact:

- Plans that really work — for today, next week, next month and next year — even if you've had trouble adhering to plans in the past.
- What to do first — when everything is a priority and expectations are high.
- Action plans that move projects ahead — even stalled ones.
- Innovative methods that really keep you on track through changing priorities, last-minute alterations, uncertainty, crises and chaos.

## July 2014 Locations and Dates

### CALIFORNIA

Anaheim — July 25  
Event #157342

Clarion Hotel Resort  
616 Convention Way

Burbank — July 24  
Event #157341

Marriott Hotel Airport  
2500 Hollywood Way

Carlsbad — July 16  
Event #157336

Hilton Garden Inn  
6450 Carlsbad Blvd.

Lancaster — July 23  
Event #157340

Oxford Suites  
1651 West Avenue K

Long Beach — July 17  
Event #157337

Holiday Inn Airport  
2640 North Lakewood Blvd.

Pasadena — July 18  
Event #157338

Courtyard by Marriott Old Town  
180 North Fair Oaks Ave.

San Diego — July 15  
Event #157335

Sheraton Hotel and  
Marina East Tower  
1380 Harbor Island Dr.

Santa Barbara — July 22  
Event #157339

Fess Parker's DoubleTree  
Resort  
633 East Cabrillo Blvd.

### HAWAII

Hilo — July 8

Event #157331  
Nanihoa Volcanoes Hotel  
93 Banyan Dr.

Honolulu — July 11

Event #157334  
Hyatt Regency Waikiki  
Resort and Spa  
2424 Kalakaua Ave.

Kona — July 9

Event #157332  
Royal Kona Resort  
75-5852 Alii Dr.

Lahaina — July 10

Event #157333  
The Royal Lahaina Resort  
2780 Kekaa Dr.

### MISSOURI

Columbia — July 22

Event #157137  
Stoney Creek Inn  
2601 South Providence Rd.

Kansas City — July 23

Event #157138  
Ramada Hotel and  
Conference Center  
1601 Universal Ave.

St. Louis — July 21

Event #157136  
Ramada Plaza Hotel  
811 North 9th Street

### TEXAS

Austin — July 25

Event #157140  
Best Western Plus  
Austin City Hotel  
2200 South IH-35

Houston — July 24

Event #157139  
Hilton Hotel Southwest  
6780 Southwest Freeway



**FRED PRYOR SEMINARS**

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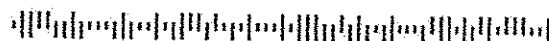
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PLANT OPERATOR

PWD

2029 E AVENUE Q

PALMDALE, CA 93550-4038



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<input checked="" type="checkbox"/>	<b>YES!</b> I'm ready to learn better ways to deal with multiple priorities — for only \$49. Enroll me today! Group discounts available; see page 7 for details.	<b>ID#</b> <b>288928</b>
<b>SEMINAR</b>	Seminars City: <u>LANCASTER</u>	
<b>1</b>	Seminars Date: <u>July 23, 2014</u> Event #: <u>157340</u>	
<b>YOUR ORGANIZATION</b>	Organization: <u>PALMDALE WATER DISTRICT</u>	
<b>2</b>	Address: <u>2029 E. AVENUE Q</u>	
	City: <u>PALMDALE</u> St: <u>CA</u> ZIP: <u>93550</u>	
	Tel: <u>661-947-4111</u> Fax: <u>661-947-8604</u>	
	Approving Mgr's Name: <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. _____	
	Job Title: _____	
	Email Address: _____ <input type="checkbox"/> Business <input type="checkbox"/> Home	
	<input type="checkbox"/> Quick Confirmation Please <input type="checkbox"/> email or <input type="checkbox"/> fax my confirmation to me within 48 hours.	
<b>WHO WILL BE ATTENDING</b>	<input checked="" type="checkbox"/> Mr. <u>MYNOR V. MASAYA</u>	
<b>3</b>	Job Title: <u>WATER TREATMENT SUPERVISOR</u>	
	Email Address: <u>mmasaya@palmdalewater.org</u> <input checked="" type="checkbox"/> Business <input type="checkbox"/> Home	
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. _____	
	Job Title: _____	
	Email Address: _____ <input type="checkbox"/> Business <input type="checkbox"/> Home	
	Please list additional names on a separate sheet.	
<b>METHOD OF PAYMENT</b>	<b>4</b>	
	<b>IMPORTANT: Send your payment now. Tuition is due before the seminar.</b> Make checks payable to Fred Pryor Seminars and return this form to: P.O. Box 219468, Kansas City, MO 64121-9468. Our federal ID# is 43-1830400 (FEIN).	
	Please add applicable state and local tax to your payment for programs held in Hawaii (4.16%), South Dakota (6%) and West Virginia (6%).	
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	4. <input type="checkbox"/> Charge to: <input type="checkbox"/> AmEx <input type="checkbox"/> Discover <input type="checkbox"/> MC <input type="checkbox"/> Visa Exp. Date: _____	
	Card Holder's Name: _____	
	Acct. #: _____	
	Tax-Exempt #: _____	
	Please attach a copy of your Tax-Exempt Certificate for payment processing.	

Note: If you've already registered by phone, by fax or online, please do not return this form.

REGISTRATION FORM — MANAGING MULTIPLE PRIORITIES, PROJECTS AND DEADLINES

One-Day Seminar

# MANAGING MULTIPLE PRIORITIES, PROJECTS AND DEADLINES

July 2014

## Locations and Dates

### CALIFORNIA

Anaheim .....	July 25
Burbank .....	July 24
Carlsbad .....	July 16
Lancaster .....	July 23
Long Beach .....	July 17
Pasadena .....	July 18
San Diego .....	July 15
Santa Barbara .....	July 22

### HAWAII

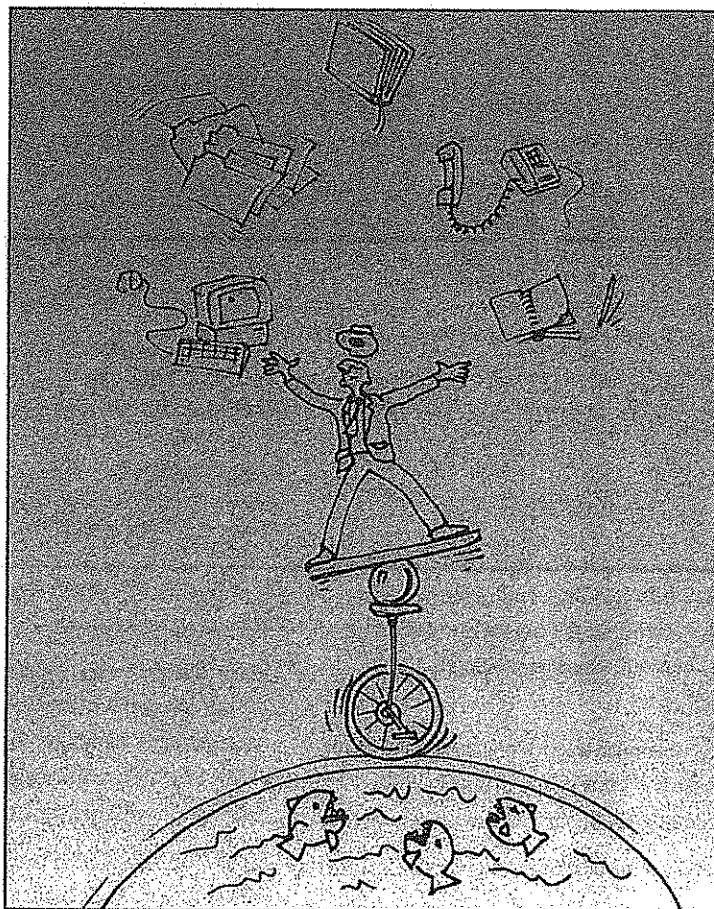
Hilo .....	July 8
Honolulu .....	July 11
Kona .....	July 9
Lahaina .....	July 10

### MISSOURI

Columbia .....	July 22
Kansas City .....	July 23
St. Louis .....	July 21

### TEXAS

Austin .....	July 25
Houston .....	July 24



**Gain more control over your  
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CPE credits.  
See details on page 7.

**FRED PRYOR SEMINARS**

**Prioritize crucial projects,  
manage conflicting demands,  
reduce pressure and master  
multiple tasks with confidence.**

#### Discover Organizational Skills:

- Learn precisely which projects to handle piece-meal and which to handle start to finish.
- Manage your priorities without conflict — even when answering to 2 or more supervisors.

#### Develop Smart, Legitimate Shortcuts:

- Gain expedient strategies to eliminate repetitive paperwork, red tape and other recurring frustrations that hinder your progress.
- Delegate work and responsibility — and be assured things will get done right and on time.

#### Manage Stress Caused by the Multiple Demands on Your Time:

- Present a cool demeanor when the heat is on — and look and feel in control of the situation.
- Discover clever methods for handling difficult people, and gain an advantage over tough personalities.



# Look at This Situation: Is it you?

Your inbox overflows with memos, reports, publications and more — and all of it needs your immediate attention.

You arrive at work to find *your most trusted and productive "right-hand" worker has called in sick.*

On your desk are 3 mind-bending, challenging projects and *today is the deadline* for two of them. You settle down to work.

The first telephone call of the morning comes in. *There's a crisis situation* that requires you to take immediate action.

Crisis averted, you turn your attention back to your deadline projects, but *you're constantly interrupted by phone calls.* Not only that, but *people keep popping in* with questions, problems and updates.

You suddenly realize, to your horror, you're due at a meeting in 10 minutes — and *you're completely unprepared.*

Lately, you've been having too many days like this.

## Is there a way to deal with it all?

Yes! Attend *Managing Multiple Priorities, Projects and Deadlines* and you can easily handle seemingly impossible priorities and demands — without the long work days, stress-filled schedules, burnout, chaos and panic that may have plagued you in the past.

This powerful one-day seminar teaches you the all-important skills to help you deal with dozens of top priorities. Filled with practical how-to strategies, this training will ensure you:

- Stop wasting time and get the clock working *for* you instead of *against* you.
- Take control of your multiple projects, even when they're all top priorities.
- Handle with ease all of the unexpected demands and unplanned situations that destroy the most careful scheduling.
- Stay cool, calm and collected when the pressure is overwhelming and stress threatens your effectiveness.

*If you're too busy to attend, enroll today!* For you, this seminar is truly a top priority!

## Is this seminar for you?

Check your score for these common productivity blocks:

	A Problem for Me	Not a Problem
Procrastination	<input type="checkbox"/>	<input type="checkbox"/>
Disorganization	<input type="checkbox"/>	<input type="checkbox"/>
Misplaced items	<input type="checkbox"/>	<input type="checkbox"/>
Interruptions	<input type="checkbox"/>	<input type="checkbox"/>
Lack of information	<input type="checkbox"/>	<input type="checkbox"/>
Too many commitments	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary correspondence	<input type="checkbox"/>	<input type="checkbox"/>
Meetings without goals	<input type="checkbox"/>	<input type="checkbox"/>
Inability to say "NO"	<input type="checkbox"/>	<input type="checkbox"/>
Difficulty listening	<input type="checkbox"/>	<input type="checkbox"/>
Unclear objectives	<input type="checkbox"/>	<input type="checkbox"/>
Too much socializing	<input type="checkbox"/>	<input type="checkbox"/>
Ineffective delegation	<input type="checkbox"/>	<input type="checkbox"/>
Confusion about priorities	<input type="checkbox"/>	<input type="checkbox"/>
Unrealistic time frames	<input type="checkbox"/>	<input type="checkbox"/>
Negativity	<input type="checkbox"/>	<input type="checkbox"/>
Poor communication	<input type="checkbox"/>	<input type="checkbox"/>
Other people's mistakes	<input type="checkbox"/>	<input type="checkbox"/>
Understaffing	<input type="checkbox"/>	<input type="checkbox"/>
Lack of feedback	<input type="checkbox"/>	<input type="checkbox"/>
A shift in priorities	<input type="checkbox"/>	<input type="checkbox"/>
Perfectionism	<input type="checkbox"/>	<input type="checkbox"/>
Paperwork	<input type="checkbox"/>	<input type="checkbox"/>
Too many goals	<input type="checkbox"/>	<input type="checkbox"/>
Deadline conflicts	<input type="checkbox"/>	<input type="checkbox"/>
Too many appointments	<input type="checkbox"/>	<input type="checkbox"/>

**Scoring:** Count the number of responses in the first column. If you scored:

**20 or More:** *Danger!* Ineffective priority management in your job and within your organization is seriously jeopardizing your ability to succeed and reach your goals. You are a prime candidate for overstress and job burnout. *Enroll today* to curtail a dangerous situation!

**10 to 20:** You will be unable to meet your goals and adhere to your high standards if you don't improve your current organizational skills. *Enroll today* to prevent an unmanageable situation from developing!

**Less Than 10:** You practice good priority management skills, and this seminar will help you become *even more* effective, productive and successful.

Only \$49 Enroll Today!

[www.pryor.com](http://www.pryor.com)

**FW MURPHY COURSES**  
**"ENGINE BASICS" July 15 – 18, 2014**  
**"AFR OPERATIONS" July 28 – August 1, 2014**  
**"INTELLISPARK IGNITION" September 9 – 12, 2014**  
**Tulsa, Oklahoma**

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: \_\_\_\_\_



## Palmdale Water District Facilities Shop

# Memo

**TO:** Matt Knudson  
**FROM:** Randy Hardenbrook/Tim Moore  
**DATE:** 6-17-14  
**RE:** Training

6/18/14

RECOMMEND APPROVAL  
BY BOARD.

M.K.

Palmdale Water District operates six natural gas engines permitted by AV AQMD for continuous operation. These natural gas engines are a vital part of our water distribution system. Two of the engines are the primary source of power for well 11 and 15. When these engines are out of service for repairs, these two wells cannot be operated. The four remaining engines power four additional wells and ten boosters during power outages and during Edison "time of use" (summer months, noon to 6:00 PM). Again, our ability to move water is severely hampered when one of these engines is out of service.

To comply with our permit conditions these engines require regular maintenance including testing and adjusting of ignition and fuel systems to maintain emissions within permit limits. Permit conditions also require source testing by a third party every 24 months or 8760 hours. We typically need to perform source testing on four engines per year. Source testing consists of collecting samples of exhaust gases under controlled conditions and having those samples lab-analyzed to demonstrate emissions compliance.

Despite Shop staff having no formal training in natural gas engine emissions, fuel systems and controls and ignition systems and controls, the mechanics do an admirable job in keeping our natural gas engines running and in compliance but could be much more efficient with the appropriate training. Shop staff continues to encounter failures of our natural gas engines ignition and air-fuel ratio controls causing excessive exhaust emissions violating AQMD permit conditions. Considerable staff time is required to troubleshoot these failures and perform repairs. In addition to violating permit conditions, these failures also impact our ability to successfully source test engines requiring return trips of our source test contractor and additional cost of approximately \$3000.00 per occurrence.

Most of our engines are equipped with control systems manufactured by FW Murphy or predecessor companies acquired by Murphy. Several of these engines have obsolete systems still in service which we anticipate updating over the next several years with current production Murphy controls to take advantage of the efficiencies inherent in standardization.

FW Murphy offers emissions training twice per year at their facility in Tulsa, OK. In addition, they offer training on their ignition and fuel system controls twice a year. The next available emissions course, "Engine Basics", begins on July 15<sup>th</sup> and runs through July 18<sup>th</sup> at a cost of \$795.00 followed by "AFR Operations" on July 28<sup>th</sup> through August 1<sup>st</sup> at a cost of \$895.00. September 9<sup>th</sup> through September 12<sup>th</sup> is the



next available IntelliSpark Ignition class at a cost of \$795.00. Airfare and hotel expense would be approximately \$1100.00 per class for a total cost of \$5785.00 for all three classes per attendee.

To improve the efficiency of Shop staff and to continue to insure that these vital assets remain available for District use, I would like approval to schedule 1 technician for this training at this time and budget for 2 additional technicians to attend training next year.

Attached is the syllabus for each class and the 2014 training schedule from FW Murphy.

Randy Hardenbrook  
Equipment Mechanic Supervisor  
Palmdale Water District  
2029 East Avenue Q  
Palmdale, Ca. 93550



## **Emission Controls Training Program Plan For 2014**

Enovation Controls and Murphy are pleased to announce the Emission Controls System training programs for the calendar year 2014.

Murphy has made changes to the training programs offered to their distributors, customers and end users. This document describes the training programs for the EICS, AFRC and Ignition System product lines. Located at the end of this document is the training schedule for the calendar year 2014.

We advise that travel and accommodation arrangements be made no more than two weeks prior to the start of the course. This recommendation is advised due to the possibility of the course schedule being changed. All registered participants will be notified as to status the class 18 calendar days prior to the scheduled start date.

Participants can cancel their attendance anytime before the notification without penalty. Cancellation after the two week notice may be subject to a cancellation fee.

**Notice:** Anyone wishing to attend these courses can register on line at <http://www.fwmurphy.com/training/intellispark-eics-and-afr-training> or by contacting their local Murphy Master Distributor for registration information. Master Distributors can be located by visiting [http://www.fwmurphy.com/dealer\\_search/](http://www.fwmurphy.com/dealer_search/).

## **Courses Offered In 2014**

---

<b>ENGINE BASICS .....</b>	<b>3</b>
<b>AFR OPERATIONS.....</b>	<b>5</b>
<b>AFR-FI OPERATIONS.....</b>	<b>6</b>
<b>EICS OPERATIONS TRAINING PROGRAM .....</b>	<b>7</b>
<b>INTELLISPARK IGNITION TRAINING .....</b>	<b>8</b>
<b>CUSTOM TRAINING OFFERED.....</b>	<b>9</b>
<b>TRAINING CALENDAR.....</b>	<b>10</b>

## Engine Basics

**This course is considered a prerequisite to all other Air Fuel Ratio classes.** The core purpose of this course is to bring all future course participants up to a competent level of understanding of the basic operations of a gas fired internal combustion engine and emissions creation and regulation.

This course will be offered 2 times this year. Each course session is scheduled to last 3.5 days and will begin on Tuesday at 8:30 am and will last until Friday at 12:00 pm. In an effort to make this course the most effective possible for all participants, the student count will be capped at a maximum of 16 participants with a minimum of 8 participants for each class.

Course enrollment will be closed three weeks prior to the start of the class.

We understand that some potential participants are already familiar with the operation of gas fired internal combustion engines. In these cases, prior to the participant attending this course, he or she has the option to test out of this course. The **"Test Out Option"** must be applied for and taken 30 days prior to the start of the scheduled course. In order to test out of this course, the participant must take a test, administered by the participant's supervisor, covering the course material and is required to score a 70% or better on this exam. The test is strictly a closed book, no resource exam and must be taken in one sitting during a specified time period. Particulars on the "Test Out" option are available through our distributors or by contacting the Murphy training personnel.

We encourage everyone to participate in the training classes. There is more taught in the class than the "Test Out Option" reflects.

The **"Engine Basis 101"** course curriculum includes:

- **Combustion Theory** – A review and discussion of combustion as it pertains to internal combustion engines, how combustion is affected by outside sources and how combustion affects the engines exhaust emissions.
- **Ignition Theory** – A review and discussion of ignition systems, past, present and future, as well as the basic components of the ignition system, how they affect the operation of the engine and how it can affect exhaust emissions.
- **Catalyst Theory** – A review and discussion of how catalytic converters work, how they are designed and how they reduce the exhaust pollutants. This course will also cover basic troubleshooting, installation and maintenance of the converter systems.
- **Fuel System Basics** – A review and discussion of the fuel system designs and components used on gas fired internal combustion engines. The course will cover

carburetors, mixers, regulators, other fuel delivery systems and how their operation effects the engine's exhaust emissions. The course also covers the basic maintenance and troubleshooting of these components.

- ***EPA Emissions Regulations*** – The course is a discussion of the current EPA and State Regulations surrounding engine exhaust emissions
- ***Exhaust Gas Analyzer Basic*** – A review and discussion of exhaust gas analyzer operations and maintenance. This course will be a generic review of analyzers and will not be manufacture specific.
- ***Engine Type Review*** – A review and discussion of engine types, makes and models. This course will also cover the identification of engine types.
- ***CC/MPI Product Identification*** – A review and discussion of the products offered by Murphy Power Ignition and Compliance Controls. This course will also review the next level of training courses that are offered through Compliance Controls/Murphy Power Ignition Training Program.

Course List Price - \$795.00



## AFR Operations

The core purpose of this course is to familiarize the participant with the proper installation, operation and troubleshooting of the AFR-1R, AFR-9R, AFR-64R and AFR-64L air fuel ratio controllers.

This course will be offered 2 times this year. Each course session is scheduled to last 3.5 days and will begin on Tuesday at 8:30 am and will last until Friday at 12:00 pm. In an effort to make this course the most effective possible for all participants, the student count will be capped at a maximum of 8 participants and a minimum of 4 participants for each class.

The course enrollment will be closed three weeks prior to the start of the class.

Participants are required to have a working knowledge of a Windows® based personal computer. **It is recommended that all participants supply their own laptop computer.** If a laptop computer is not available, a limited number of loaner computers are available at the training facility. Requests for the use of the loaner computers need to be made 3 weeks prior to the start of the class.

The “AFR Operations” course curriculum includes:

- **Component Identification** – A review and discussion of the components used in conjunction with these products
- **Component Installation** – A review and discussion of the proper installation procedures for all of the components used in conjunction with these products
- **System Setup** – A review and discussion of the proper setup and operation of these systems
- **Hands-on Training** – A practical look at the operation of the systems review in this course. Participants will be required to setup the systems and achieved a desired exhaust emissions level on a working engine.
- **Systems Troubleshooting** – A review and discussion covering the troubleshooting of the AFR systems and engine related problem. Participant will be required to troubleshoot the systems in a hands-on application on a working engine.

Course List Price - \$895.00



## AFR-FI Operations

The core purpose of this course is to familiarize the participants with the proper installation, operation, programming and troubleshooting of the **AFR-FI** air fuel ratio controller designed for lean burn, fuel injected, natural gas engines. This course is designed to be a site specific training program.

The timing of the training course must be coordinated between Compliance Controls and the master distributor. Onsite training will be provided with each system sold through the Compliance Controls distribution network. Please contact your FW Murphy master distributor for details of the course.

Course List Price – Contact your local distributor



## EICS Operations Training Program

The core purpose of this course is to familiarize the participant with the proper installation, operation and troubleshooting of the **EICS – Engine Intergraded Control System**.

This course will be offered 3 times this year. Each course session is scheduled to last 3.5 days and will begin on Tuesday at 8:30 am and will last until Friday at 12:00 pm. In an effort to make this course the most effective possible for all participants, the student count will be capped at a maximum of 8 participants and a required minimum of 4 participants for each class.

The course enrollment will be closed three weeks prior to the start of the class.

Participants are required to have a working knowledge of a Windows® based personal computer. **It is recommended that all participants supply their own laptop computer.** If a laptop computer is not available, a limited number of loaner computers are available at the training facility. Requests for the use of the loaner computers need to be made 3 weeks prior to the start of the class.

**“EICS Operations” course curriculum includes:**

- **Component Installation** – A refresher review of the installation procedures for all of the components used in conjunction with these products.
- **System Software** – A review and discussion on the installation and use of the PC based software used in conjunction with these products
- **System Setup** – A review and discussion of the proper setup and operation of these systems.
- **Hands-on Training** – A practical look at the operation of the systems review in this course. Participants will be required to setup the systems and achieved a desired exhaust emissions level on a working engine.
- **Systems Troubleshooting** – A review and discussion covering the troubleshooting of the AFR systems and engine related problem. Participants will review and practice the use of the PC based plotting software. Participant will be required to troubleshoot the systems in a hands-on application on a working engine.

Course List Price - \$795.00







## IntelliSpark Ignition Training

The core purpose of this course is to train the participant in the proper installation, operation, programming and troubleshooting of the **Murphy IntelliSpark Ignition Systems IS-8, IS-16 and IS-32** ignition systems.

This course will be offered 2 times this year. Each course session is scheduled to last 3.5 days and will begin on Tuesday at 8:30 pm and will last until Friday at 12:00 pm. In an effort to make this course the most effective possible for all participants, the student count will be capped at a maximum of 8 participants and a minimum of 4 participants required for each class.

The course enrollment will be closed three weeks prior to the start of the class.

### IntelliSpark Ignition Training Course curriculum will include:

- **Component Identification & Operation** – A review and discussion of the components used in conjunction with these products and how they are designed to operate.
- **Component Installation** – A review and discussion of the proper installation procedures for all of the components used in conjunction with these products.
- **System Design** – An in depth look at the engineering behind the design of the MPI ignition systems.
- **System Setup** – A review and discussion of the proper setup and operation of these systems.
- **System Installation** – Participants will be required to install an ignition system on a working engine using different crankshaft/camshaft arrangements.
- **Oscilloscope Training** – A general overview of the operations of an oscilloscope as it pertains to the use with ignition systems
- **Hands-on Training** – A practical look at the operation of the systems review in this course. Participants will be required to setup the systems on a working engine.
- **Systems Troubleshooting** – A review and discussion covering the troubleshooting of the ignition systems and engine related problem. Participant will be required to troubleshoot the systems in a hands-on application on a working engine.

Course List Price - \$795.00

## **Custom Training Offered**

**Custom Training** – Custom, onsite training is available to all distributors, customers and end users on any Murphy AFRC and Ignition products. These training courses can be customized to fit your particular needs.

Please contact your FW Murphy Master Distributor for details.

Course List Price – Contact your local distributor

Murphy - Emission Controls

Training Sessions

**2014**

January							February							March						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					
April							May							June						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
July							August							September						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													
October							November							December						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

Unavailable Dates

Holidays - Closed Dates

Weekends - Closed Dates

Training Course Color Coding

Engine Basics

AFR

EICS Operations

Ignition





by **ENOVATION** CONTROLS

Murphy - Emissions Training- Schedule by Course							
Course Name	Class Dates					Attendees	
	First Day	Start Time	Last Day	End Time	Total Days	Minimum	Maximum
Engine Basics	Tuesday, February 04, 2014	8:30 AM	Friday, February 07, 2014	12:00 PM	3.5	6	16
	Tuesday, July 15, 2014	8:30 AM	Friday, July 18, 2014	12:00 PM	3.5	6	16
AFR Operations	Monday, February 17, 2014	8:30 AM	Thursday, February 20, 2014	12:00 PM	3.5	4	8
	Monday, July 28, 2014	8:30 AM	Thursday, July 31, 2014	12:00 PM	3.5	4	8
IntelliSpark Ignition	Tuesday, March 25, 2014	8:30 AM	Friday, March 28, 2014	12:00 PM	3.5	4	8
	Tuesday, September 30, 2014	8:30 AM	Friday, October 03, 2014	12:00 PM	3.5	4	8
EICS Operations	Tuesday, March 11, 2014	8:30 AM	Friday, March 14, 2014	12:00 PM	3.5	4	8
	Tuesday, June 10, 2014	8:30 AM	Friday, June 13, 2014	12:00 PM	3.5	4	8
	Tuesday, August 19, 2014	8:30 AM	Friday, August 22, 2014	12:00 PM	3.5	4	8

Murphy - Emissions Training - Schedule by Date							
Course Name	Class Dates					Attendees	
	First Day	Start Time	Last Day	End Time	Total Days	Minimum	Maximum
Engine Basics	Tuesday, February 04, 2014	8:30 AM	Friday, February 07, 2014	12:00 PM	3.5	6	16
AFR Operations	Monday, February 17, 2014	8:30 AM	Thursday, February 20, 2014	12:00 PM	3.5	4	8
EICS Operations	Tuesday, March 11, 2014	8:30 AM	Friday, March 14, 2014	12:00 PM	3.5	4	8
IntelliSpark Ignition	Tuesday, March 25, 2014	8:30 AM	Friday, March 28, 2014	12:00 PM	3.5	4	8
EICS Operations	Tuesday, June 10, 2014	8:30 AM	Friday, June 13, 2014	12:00 PM	3.5	4	8
Engine Basics	Tuesday, July 15, 2014	8:30 AM	Friday, July 18, 2014	12:00 PM	3.5	6	16
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EICS Operations	Tuesday, August 19, 2014	8:30 AM	Friday, August 22, 2014	12:00 PM	3.5	4	8
IntelliSpark Ignition	Tuesday, September 30, 2014	8:30 AM	Friday, October 03, 2014	12:00 PM	3.5	4	8

**MINUTES OF MEETING OF THE FACILITIES COMMITTEE OF THE PALMDALE WATER DISTRICT, MAY 20, 2014:**

*A meeting of the Facilities Committee of the Palmdale Water District was held Tuesday, May 20, 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

Peter Thompson II, Operations Manager

Jim Stanton, Information Technology Manager

Kelly Jeters, Systems Supervisor

Mynor Masaya, Treatment Plant Supervisor

Amanda Williams, Water Quality 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 April 16, 2014.**

It was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried to approve the minutes of the Facilities Committee meeting held April 16, 2014, as written.



**4.2) Consideration and Possible Action on Award of Contract to Calgon Carbon for Replacement of F300 GAC With F400 GAC and Continued Reactivation Services of F400 GAC. (\$1,199,588.60 – Budgeted – Operations Manager Thompson II)**

Operations Manager Thompson II and Water Quality Supervisor Williams provided an overview and results of staff's research into the best type of GAC along with the proposals received for supplying GAC and staff's recommendation to award a contract to Calgon Carbon, and after a brief discussion of the GAC and the Water Quality Fund, it was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried that the Committee concurs with staff's recommendation to award a contract to Calgon Carbon for the replacement of F300 GAC with F400 GAC and continued reactivation services of F400 GAC in the not-to-exceed amount of \$1,199,588.60 and that this item be presented to the full Board for consideration.

**4.3) Consideration and Possible Action on New Digital/Wireless Voting System for Main Boardroom. (\$30,000.00 – Non-Budgeted – Information Technology Manager Stanton)**

Information Technology Manager Stanton reviewed the proposal received for providing a new digital/wireless voting system for the main Boardroom, and after a brief discussion of the proposal and of other software options, staff was directed to obtain additional proposals for this work and proposals for other options and present same at a future Committee meeting for consideration.

General Manager LaMoreaux then informed the Committee that staff is working with the Antelope Valley College's interior design program for a layout and design of the Board room.

**5) Information Items.**

**5.1) Status Report on 2014 Engineering, Facilities, and Operations Department Goals, Projects, and Functions. (Assistant General Manager Knudson)**

Assistant General Manager Knudson provided a status report on several budgeted projects including the Water Master Plan update, the Water Rate Study, the rehabilitation of Well No. 14, the dredging work at the water treatment plant inlet/outlet structure, the storage tank recoating, and the meter replacement project.

Chair Estes then requested a wish list of 2015 budget items be presented to the Committee at a future date.

**5.2) Update on Chromium VI. (Operations Manager Thompson II)**

Operations Manager Thompson II and Water Quality Supervisor Williams provided an overview of the new Chromium VI regulations, how these regulations will affect the District and potential costs, and staff's recommendation for addressing the regulations.

**5.3) Other.**

There were no additional information items.

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

There were no requests for future agenda items.

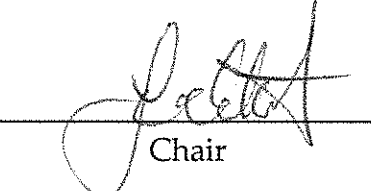
It was stated that the next Facilities Committee meeting will be held June 17, 2014 at 8:15 a.m.

**7) Tour of Leslie O. Carter Water Treatment Plant at 700 East Avenue S, Palmdale. (Chair Estes)**

At 9: 07 a.m., Chair Estes stated that the Committee will now tour the Leslie O. Carter Water Treatment Plant. The tour concluded at 10:21 a.m.

**8) Adjournment.**

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

  
Chair



**MINUTES OF MEETING OF THE OUTREACH COMMITTEE OF THE PALMDALE  
WATER DISTRICT, MAY 21, 2014:**

*A regular meeting of the Outreach Committee of the Palmdale Water District was held Wednesday, May 21, 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 Manager  
Claudette Beck, Retired Annuitant  
Danielle Henry, Administrative Assistant  
Dawn Deans, Executive Assistant  
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 April 2, 2014.**

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 April 2, 2014, as written.

**4.2) Review of May, 2014 Water News. (Retired Annuitant Beck)**

Retired Annuitant Beck reviewed the articles for the May issue of Water News followed by discussion of the articles, revisions, landscape watering tips to save water, topics for future landscape workshops, and future articles, and the Committee concurred with the content of the May, 2014 Water News.

**4.3) Consideration and Possible Action on District Membership in Antelope Valley Hispanic Chamber of Commerce and African-American Chamber of Commerce. (Committee Member Estes)**

After a brief discussion of these Chambers and of the cost of membership, it was moved by Committee Member Estes, seconded by Chair Dizmang, and unanimously carried that the Committee concurs with District membership in the Antelope Valley Hispanic Chamber of Commerce and African-American Chamber of Commerce and that this item be presented to the full Board for consideration.

**4.4) Discussion and Possible Action on June 14 Plant Sale. (General Manager LaMoreaux)**

General Manager LaMoreaux distributed an ad for the June 14 Plant Sale and stated that several vendors have been scheduled for the Plant Sale.

**5) Information Items.**

**5.1) Status of District Website Redesign. (Information Technology Manager Stanton)**

Information Technology Manager Stanton reviewed several sample web site wire frames and stated that staff is scheduled to meet tomorrow to review the wire frames.

**5.2) Status of Booth Preparation for Four-Points Swap Meet. (General Manager LaMoreaux)**

General Manager LaMoreaux stated that the initial meeting with the consultants and staff for the Water Rate Study was held earlier today and that as the District's message and strategy is developed for the Study, the booth will be included in the July and/or August timeframe.

**5.3) Other.**

Retired Annuitant Beck reviewed the District's entry for ACWA's Best in Blue Recognition Program, and it was determined that the District's new PIO/Conservation Director submit the District's entry into this Program followed by discussion of the timeframe for hiring a PIO/Conservation Director.

There were no additional information items.

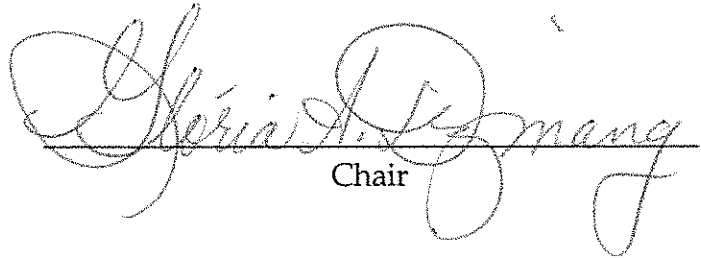
**6) Board Members' Requests for Future Agenda Items.**

There were no requests for future agenda items.

It was then stated that the next Outreach Committee meeting will be held June 10, 2014 at 5:30 p.m.

**7) Adjournment.**

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

  
Chair