



PALMDALE WATER DISTRICT
A CENTURY OF SERVICE

October 23, 2024

BOARD OF DIRECTORS

W. SCOTT KELLERMAN
Division 1

DON WILSON
Division 2

CYNTHIA SANCHEZ
Division 3

KATHY MAC LAREN-GOMEZ
Division 4

VINCENT DINO
Division 5

DENNIS D. LaMOREAUX
General Manager

ALESHIRE & WYNDER LLP
Attorneys



**AGENDA FOR REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE PALMDALE WATER DISTRICT
TO BE HELD AT 2029 EAST AVENUE Q, PALMDALE
MONDAY, OCTOBER 28, 2024
6:00 p.m.**

NOTES: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Danielle Henry at 661-947-4111 x1059 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Additionally, an interpreter will be made available to assist the public in making **comments** under Agenda Item No. 4 and any action items where public input is offered during the meeting if requested at least 48 hours before the meeting. Please call Danielle Henry at 661-947-4111 x1059 with your request. (PWD Rules and Regulations Section 4.03.1 (c))

Adicionalmente, un intérprete estará disponible para ayudar al público a hacer **comentarios** bajo la sección No. 4 en la agenda y cualquier elemento de acción donde se ofrece comentarios al público durante la reunión, siempre y cuando se solicite con 48 horas de anticipación de la junta directiva. Por favor de llamar Danielle Henry al 661-947-4111 x1059 con su solicitud. (PWD reglas y reglamentos sección 4.03.1 (c))

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale or on the District's website at <https://www.palmdalewater.org/governance/board-activity/2024-meeting-agendas-minutes/> (Government Code Section 54957.5). Please call Danielle Henry at 661-947-4111 x1059 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 conduct its meeting will not be permitted, and offenders will be requested to leave the meeting. (PWD Rules and Regulations, Appendix DD, Sec. IV.A.)

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Pledge of Allegiance/Moment of Silence.
- 2) Roll Call.
- 3) Adoption of Agenda.
- 4) Public Comments for Non-Agenda Items.

- 5) Presentations:
 - 5.1) None at This Time.
- 6) Action Items - Consent Calendar (The public shall have an opportunity to comment on any action item on the Consent Calendar as the Consent Calendar is considered collectively by the Board of Directors prior to action being taken.)
 - 6.1) Approval of Minutes of Workshop Meeting held October 14, 2024.
 - 6.2) Approval of Minutes of Regular Board Meeting held October 14, 2024.
 - 6.3) Payment of Bills for October 28, 2024.
 - 6.4) Approval of Principal Engineer Position. (No Budget Impact – Human Resources Director Garcia/Personnel Committee)
 - 6.5) Approval of Changes to Associate Engineer and Senior Engineer Job Descriptions. (No Budget Impact – Human Resources Director Garcia/Personnel Committee)
 - 6.6) Approval to Reject Claim Received from Farmers Insurance on Behalf of Steven Dunner and Refer to Joint Powers Insurance Authority. (Finance Manager Hoffmeyer)
 - 6.7) Report on Cash Flow Statement and Current Cash Balances as of September 2024. (Financial Advisor Egan/Finance Committee)
- 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 Approval of Resolution No. 24-11 being a Resolution of the Board of Director of the Palmdale Water District Establishing Its Investment Policy. (No Budget Impact – Finance Manager Hoffmeyer/Financial Advisor Egan)
 - 7.2) Consideration and Possible Action to Increase Rate Assistance Program Monthly Credit to \$25.00. (No Budget Impact – Customer Care Supervisor Rosati/Finance Committee)
 - 7.3) Consideration and Possible Action on Authorization of the Following Conferences, Seminars, and Training Sessions for Board and Staff Attendance within Budget Amounts Previously Approved in the 2024 Budget:
 - a) None at This Time.
- 8) Information Items:
 - 8.1) Reports of Directors:
 - a) Standing Committees; Organization Appointments; Agency Liaisons:
 - 1) Personnel Committee Meeting – October 16. (Director Kellerman, Chair/President Mac Laren-Gomez/Director Dino, Alt.)
 - 2) Antelope Valley East Kern Water Agency (AVEK) Meeting – October 16. (Director Dino, Board Liaison/President Mac Laren-Gomez, Alt.)

- 3) Palmdale Fin & Feather Club Meeting – October 19. (Director Wilson/Director Kellerman, Alt.)
 - 4) Finance Committee Meeting – October 22. (Director Wilson, Chair/Director Kellerman/Director Sanchez, Alt.)
 - 5) Special Districts Association of North Los Angeles County (SDANLAC) Board Meeting – October 23. (Director Dino, CSDA Chapter President)
- b) General Meetings Reports of Directors.
- 8.2) Report of General Manager.
- a) Department Activity Updates:
 - 1) Information Technology Department. (Information Technology Manager Stanton)
 - b) October 2024 Written Report of Activities through September 2024.
- 8.3) Report of General Counsel.
- 9) Board Members' Requests for Future Agenda Items.
- 10) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dh



BOARD MEMORANDUM

DATE: October 28, 2024
TO: **BOARD OF DIRECTORS**
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***APPROVAL OF PRINCIPAL ENGINEER POSITION. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA/PERSONNEL COMMITTEE)***

Recommendation:

Staff and the Personnel Committee recommend that the full Board approves the addition of a Principal Engineer position as part of the Engineer classifications.

Alternative Options:

The Board can choose not to approve this recommendation.

Impact of Taking No Action:

The struggle to recruit a Senior Engineer position will remain.

Background:

The Engineering Department currently has three engineers: two at a Junior level, and one vacant position at a Senior level. The proposed addition of a Principal Engineer is to provide flexibility for recruitment from an Associate level to a Principal level. The Principal Engineer position would not be an addition to the headcount of the Department, but rather an addition to the progression of the Engineer classifications. This change would allow two engineers at maximum of Assistant level, and one engineer at a maximum of Principal level. The Junior, Assistant, Associate, and Senior Engineers are at salary ranges 31, 33, 35, and 38, respectively. The salary range for the Senior Engineer position will decrease to 37 to reflect the proposed changes to the job description and years of experience, while the recommended salary range for the Principal Engineer is 39.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 2 – Organizational Excellence.
This item directly relates to the District’s Mission Statement.

Budget:

This item has no budget impact.

Supporting Documents:

- Principal Engineer Job Description Draft Version
- Current Organizational Chart
- Proposed Organizational Chart

PRINCIPAL ENGINEER

FLSA Status: Non-Exempt

DEFINITION

Under direction, leads, oversees, reviews, and performs work activities and duties assigned to the engineering staff; assumes responsibility for the more difficult and complex tasks related to the design, construction, and maintenance of municipal water and related facilities; and performs related duties as required.

Distinguishing Characteristics

The Principal Water Engineer is the advanced, journey-level professional class responsible for administering and overseeing a variety of functions in the Engineering Department and for providing technical guidance to staff engineers, engineering consultants, engineering technicians, and support staff. This classification differs from the Senior Engineer class by its responsibility for administering and overseeing a variety of complex water engineering and water resources planning functions. This classification is distinguished from the next higher class of Engineering Manager, in that the latter has overall responsibility for the Engineering Department.

Supervision Received and Exercised

Receives direction from the Engineering Manager, the Assistant General Manager, or General Manager. May exercise technical and functional supervision over other engineering staff, including but not limited to, engineers and inspectors.

Essential Functions

Functions include, but are not limited to, the following:

- Serves as head of the Engineering Department in the absence of the Engineering Manager.
- Performs complex assignments requiring application of civil, structural, mechanical, electrical engineering principles in the planning, design, construction, operation and maintenance of water systems (production, transmission, distribution, pumping and storage facilities).
- Anticipates and solves complex engineering problems; develops and updates standards and guides for diverse engineering activities; and develops and updates District Standards, including coordinating with others on matters related to material and construction standards.
- Leads, oversees, reviews, and performs work activities and duties assigned to the engineering staff; performs a variety of difficult engineering and design activities such as

capital improvements and utility relocations, preparation of plans and specifications, cost estimates, grading plans, and hydraulic modeling and analysis.

- Plans, coordinates, prioritizes, supervises, and participates in the work of assigned engineering staff; discusses job progress with staff; provides motivation and training for assigned personnel; monitors work activities to ensure safe work practices, work quality and accuracy; and participates in the hiring and evaluation of assigned staff.
- Resolves conflicts or problems between staff and developers; makes presentations to the District Board; serves as the District's engineering liaison with City of Palmdale, Los Angeles County Public Works, Caltrans, and other organizations to plan and coordinate capital project work; and leads or participates in discussions regarding engineering projects.
- Prepares District's Five-Year Capital Improvement Plan and budget; manages the acquisition of grants and other external funding to supplement the District's Capital Improvement budget; writes and presents grant proposals to review committees; and assists in preparing the annual budget for the Engineering Department.
- Reviews and makes recommendations on technical reports and studies; performs studies requiring analysis of issues; prepares reports or correspondence, including staff reports, status reports, and other Federal, State and/or local jurisdictional reports and forms.
- Coordinates with City of Palmdale, water agencies, and outside consultants for a variety of project design work and related private development activities; reviews traffic and environmental reports, tentative maps, subdivision maps, site improvements and grading plans; and reviews legal descriptions and deeds for easements, quitclaim and rights-of-way as well as water improvement agreements and bond releases.
- Manages construction projects, including advertising the work, preparing contracts and specifications, preparing and processing addendums, reviewing and recommending the award of bids, and preparing agenda reports for the award of construction and design projects and other related public works matters.
- Interprets and enforces construction codes, plans, and specifications; determines right-of-way and easement requirements for construction projects; prepares engineering cost estimates; reviews public works bids and contract documents; coordinates inspections and authorizes progress payments.
- Develops negotiation strategies; participates in contract negotiations and administration; reviews work for conformity with District standards and project requirements.
- Performs plan checks and field engineering and construction staking; determines work procedures; prepares work schedules; signs engineering plans and specifications; implements, manages and coordinates the updating, maintaining, and archiving of engineering design documents, to include but not limited to, planning studies, record drawings and specifications, work procedures, and standard drawings.
- Serves as District's in-house expert on issues such as development standards, Master Plans or related planning studies, groundwater sustainability, recycled water development, computer-aided design, and environmental documentation required by the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).

- Manages and/or assists with plan check services and the processing of developer-led water improvement projects; manages and/or assists with the formation of assessment districts, and the determination of rates, fees, and charges for water improvements.
- Responds to and resolves difficult and complex inquiries and complaints from developers, contractors and the general public regarding fee schedules, engineering design, utility locations, policies, ordinances, and regulations.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

The following are minimal qualifications necessary for entry into the classification.

Education

The required qualification is a bachelor's degree from an accredited college or university in Civil Engineering or a related field.

Experience

The required qualification is a minimum of 8 years of progressively responsible professional experience including experience in directing the work of others involved in water and/or wastewater engineering.

License/Certificate:

- Possession of a valid Class C California driver's license.
- Possession of a certificate of registration as a Civil Engineer or other engineering discipline issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists.
- Possession of a Grade D2 Distribution Certificate and a Grade T2 Treatment Certificate within 6 months.

KNOWLEDGE/SKILLS/ABILITIES

The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Engineering principles and practices as applied to the planning, design and construction of water production, water treatment, transmission, and distribution facilities.
- Principles and practices of project development and administration.
- Complex principles and practices of water systems, engineering design and construction management.
- Mathematics as applied to the computation of distances, angles, areas, and traverses, including algebra, geometry, and trigonometry.

- Principles and practices of capital budget development and administration.
- Operational characteristics of engineering design and construction management standard equipment.
- Methods and techniques of supervision, training, and motivation.
- Applicable federal, state and local laws, codes, and regulations.
- Methods and techniques of scheduling work assignments, modern office procedures, practices, methods, and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation.
- Proper English, spelling, and grammar.
- Occupational hazards and standard safety practices.

Ability to:

- Oversee and participate in engineering design and construction management programs.
- Participate in the operations and activities of engineering design professional, technical, and support staff.
- Courteously respond to community issues, concerns, and needs.
- Analyze a complex issue and develop and implement an appropriate response.
- Prepare and administer a municipal budget.
- Analyze and evaluate new and existing service delivery methods and standard operating procedures.
- Plan, organize, train, evaluate, and direct work of assigned staff.
- Perform mathematical calculations quickly and accurately.
- Interpret, explain, and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team; make sound decisions within established guidelines and follow written and oral directions.
- Observe safety principles, and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing, and establish and maintain effective working relationships.
- Operate an office computer and a variety of word processing, drafting, and software applications, and perform complicated engineering design work.

REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. In addition, this position works in all weather conditions, including hot, wet, and cold

with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

Approved:

I have reviewed this job description with my supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

DRAFT



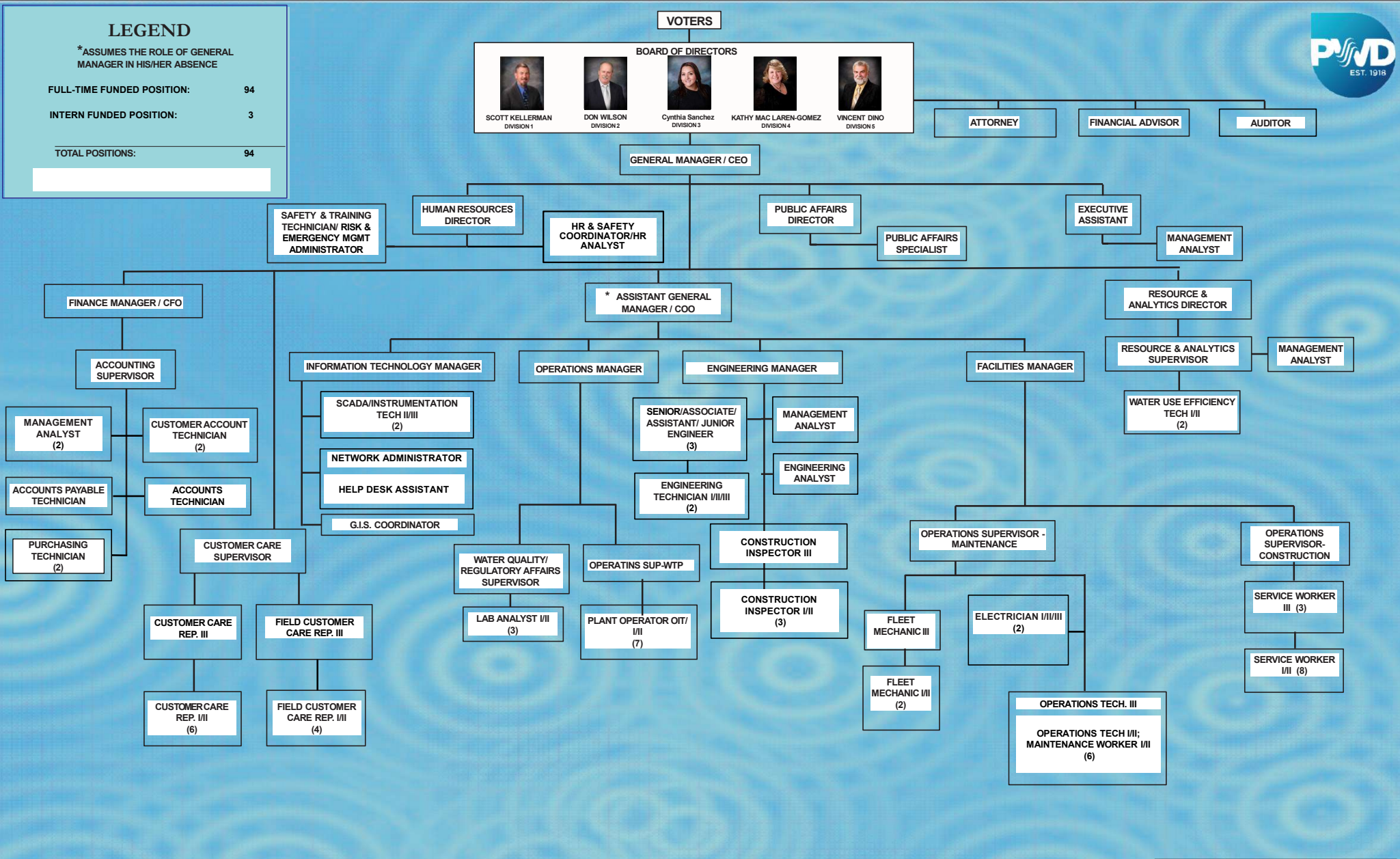
LEGEND

*ASSUMES THE ROLE OF GENERAL MANAGER IN HIS/HER ABSENCE

FULL-TIME FUNDED POSITION: 94

INTERN FUNDED POSITION: 3

TOTAL POSITIONS: 94



PALMDALE WATER DISTRICT ORGANIZATIONAL STRUCTURE

APPROVED: April 8, 2024



LEGEND

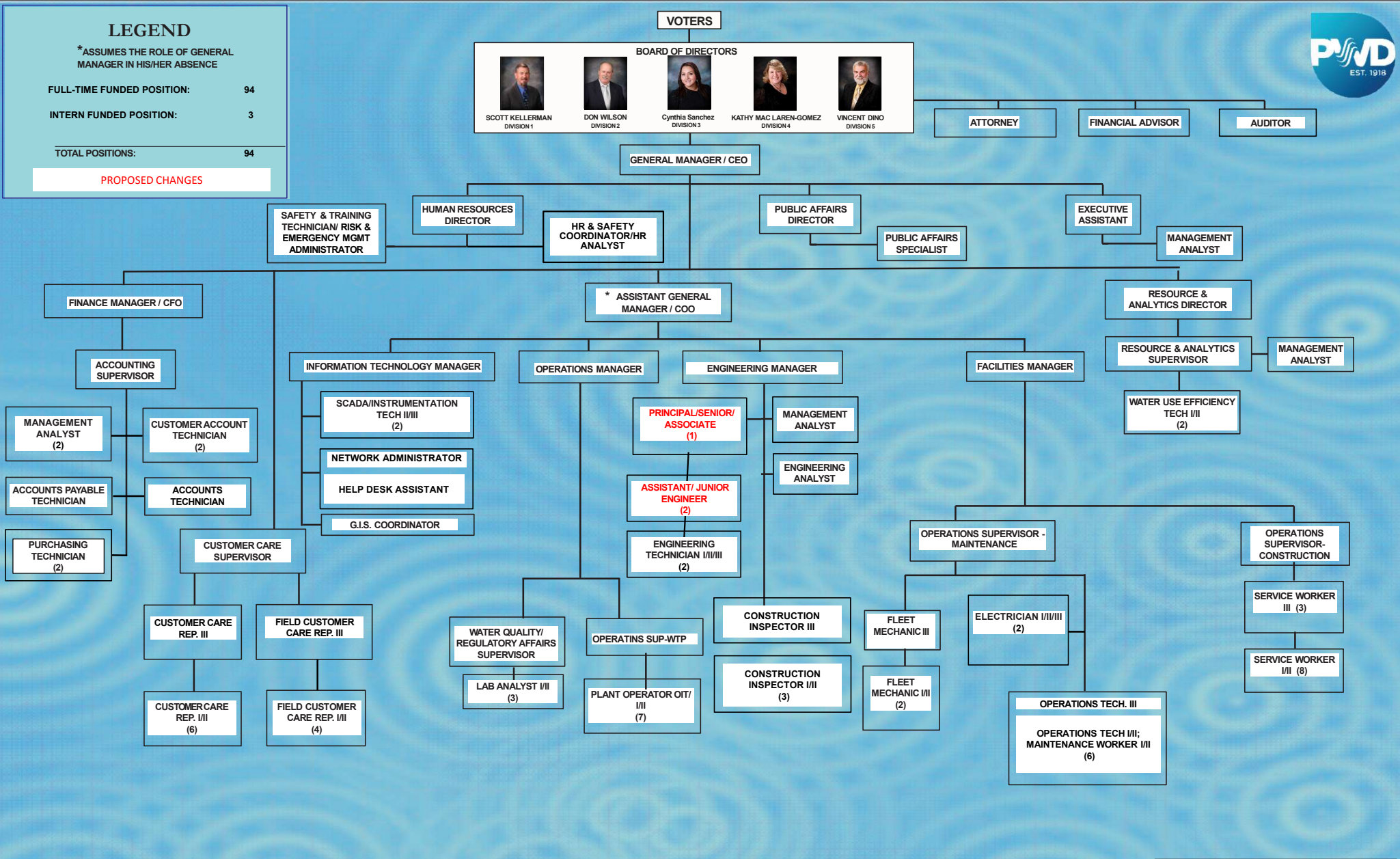
* ASSUMES THE ROLE OF GENERAL MANAGER IN HIS/HER ABSENCE

FULL-TIME FUNDED POSITION: 94

INTERN FUNDED POSITION: 3

TOTAL POSITIONS: 94

PROPOSED CHANGES



PALMDALE WATER DISTRICT ORGANIZATIONAL STRUCTURE

APPROVED: OCTOBER 28, 2024



BOARD MEMORANDUM

DATE: October 28, 2024
TO: BOARD OF DIRECTORS
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***APPROVAL OF CHANGES TO ASSOCIATE ENGINEER AND SENIOR ENGINEER JOB DESCRIPTIONS. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA/PERSONNEL COMMITTEE)***

Recommendation:

Staff and the Personnel Committee recommend that the full Board approves the proposed changes to the Associate Engineer and the Senior Engineer job descriptions.

Alternative Options:

The Board can choose not to approve these recommendations.

Impact of Taking No Action:

The current job descriptions may restrict the pool of candidates for Engineer openings.

Background:

The Engineering Department currently has three engineers: two at a Junior level, and one vacant position at a Senior level. The proposed changes to the job descriptions clarify the license and certification requirements and minimize the years of experience.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 2 – Organizational Excellence.
This item directly relates to the District’s Mission Statement.

Budget:

This item has no budget impact.

Supporting Documents:

- Proposed Organizational Chart
- Redline Job Descriptions
- Draft Job Descriptions



LEGEND

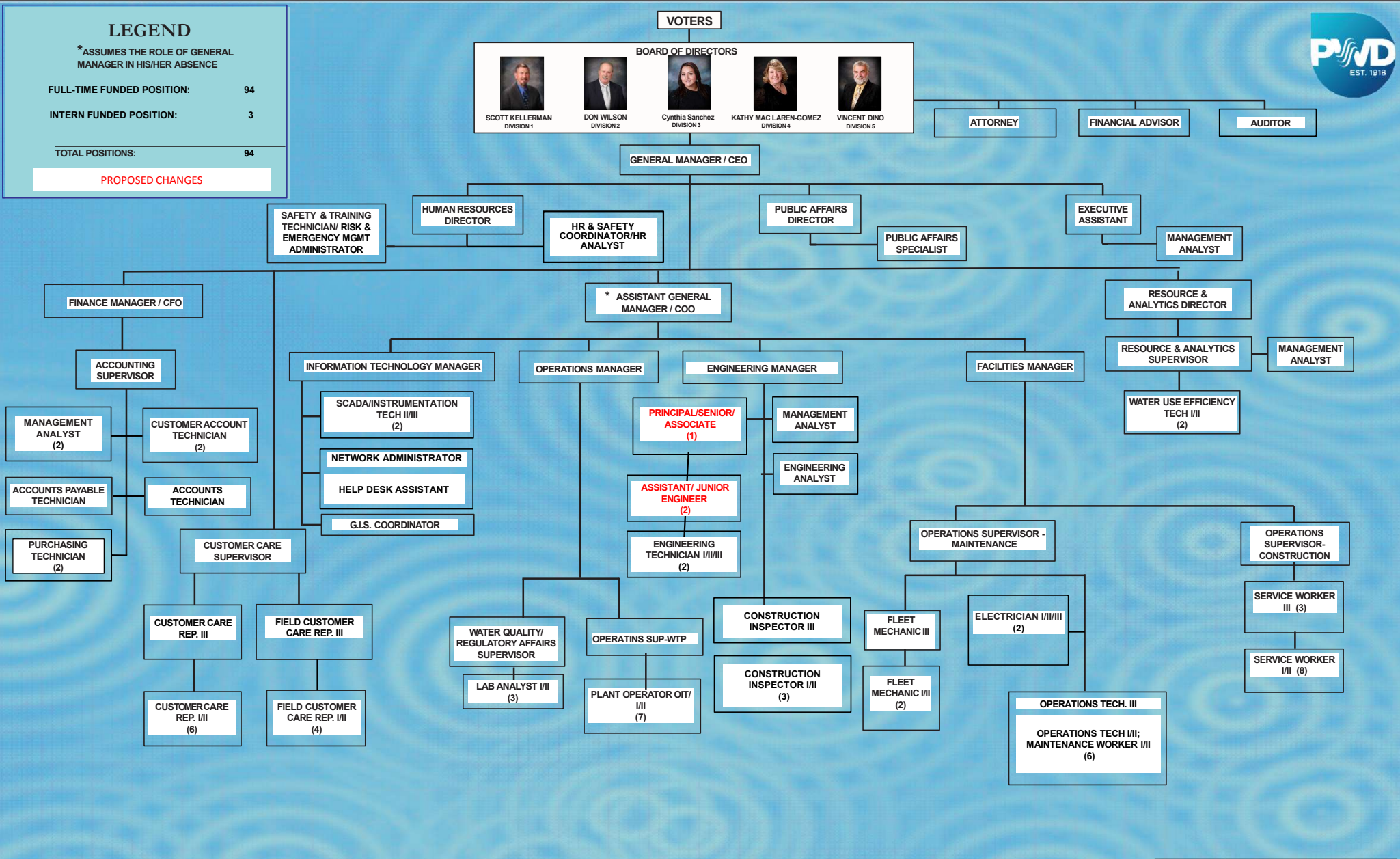
* ASSUMES THE ROLE OF GENERAL MANAGER IN HIS/HER ABSENCE

FULL-TIME FUNDED POSITION: 94

INTERN FUNDED POSITION: 3

TOTAL POSITIONS: 94

PROPOSED CHANGES



PALMDALE WATER DISTRICT ORGANIZATIONAL STRUCTURE

APPROVED: OCTOBER 28, 2024

ASSOCIATE ENGINEER

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, learns to perform and performs field and office engineering work involved in the design, construction, and maintenance of water facilities; performs other related duties as required.

Distinguishing Characteristics

The Associate Engineer is the fully qualified working level classification in the professional engineering series. Incumbents are expected to perform work of average difficulty. It differs from the Assistant Engineer class by its responsibility for more complex engineering projects requiring independent engineering analysis. Incumbents may be promoted to Senior Engineer only through competitive recruitment and examination.

Supervision Received and Exercised

Receives general supervision from the Senior Engineer and/or Engineering Manager. May provide technical and functional supervision over training personnel or staff.

Examples Of Essential Duties

Duties may include, but are not limited to, the following:

- Learns to perform and performs a variety of engineering and design activities such as construction and maintenance of water systems, including transmission mains, pump stations, pressure regulating facilities, reservoirs, water treatment plants and related water supply facilities.
- Inspects storm drains, sewers, water lines, water meters, hydrants, service lines, fire lines, cross connection control devices and related water operations and structures for various types of construction projects; re-inspects for compliance.
- Assists in the decision-making process and operational process for operating pumps, related flow and pressure control, water model and storage facilities by using a system control and data acquisition (SCADA) system; analyze and make recommendations for adjusting system flow and pressure requirements, control flows to meet consumer demands including fire flow demands and minimum pressure requirements.
- Reviews plans and estimates for construction and maintenance of water systems, review environmental reports; prepares contracts and specifications for projects; prepares engineering cost estimates; holds bid openings and maintains appropriate records; administers contracts and coordinates inspections.
- Develops and coordinates the preparation of funding applications and reporting for awarded funding.
- Participates in major water system planning and water supply management; assists making recommendations on technical reports and studies; performs studies requiring analysis of issues; prepares reports or correspondence, status reports, the annual Consumer Confidence Report for

water utility, Annual Notice of Extraction and Provisions of water as required by the California Water Code and other federal, state and/or local jurisdictional reports and form and preparation of Water Rights Information Management Systems (WRIMS).

- Performs plan checks for Water Improvement Plans;
- Maintains hydraulic software model and performs hydraulic calculations for domestic and fire flow; assists with SCADA programming, monitoring and operations support.
- Liaison to contractor representatives in coordinating contract projects; monitors project construction activity; coordinates project inspections; coordinates the review of related invoices and progress payments; prepares change orders, if necessary, for alteration of plans and specifications.
- Participates in contract negotiations and administration; reviews work for conformity with standards and project requirements; prepares and monitors project schedules and project budgets.
- Responds to inquiries and provides technical assistance to developers, contractors, and the public regarding fee schedules, procedural guidelines and standards, plans and specifications; provides information as appropriate and resolves service complaints.
- Utilize all skills, specialties, and experience to serve both internal and external customers including language skills, certifications, and knowledge.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- May attend meetings and participate in discussions regarding engineering activities or projects.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

(The following are minimal qualifications necessary for entry into the classification)

Knowledge of:

- Engineering principles and practices as applied to the planning, design, and construction of water production, water treatment, transmission, and distribution facilities.
- Principles and practices of project development and administration
- Principles and practices of water systems engineering design and construction management.
- Mathematics as applied to the computation of distances, angles, areas, and traverses, including algebra, geometry, and trigonometry.
- Principles and practices of project budget development and administration; methods and techniques of scheduling work assignments.
- Applicable federal, state, and local laws, codes, and regulations.
- Methods and techniques of scheduling work assignments.
- Modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation.
- Proper English, spelling, and grammar.
- Occupational hazards and standard safety practices.
- Skill to operate an office computer and a variety of word processing, drafting, and software applications.

Ability to:

- Perform professional engineering work, including project design; compile, analyze and synthesize engineering and other technical information.
- Prepare accurate plans, specifications, cost estimates, and engineering reports.
- Conduct technical and engineering research work.
- Conduct inspections and evaluate construction relative to approved plans and specifications.
- Prepare and maintain records and prepare reports for compliance; interpret and apply related laws, ordinances, and regulations; interpret, explain, and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines; follow written and oral directions.
- Observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective, professional working relationships.

EXPERIENCE AND TRAINING

Experience

~~Four~~Five years of progressively responsible professional experience in water facility or civil engineering equivalent to that of an Assistant Engineer classification at the Palmdale Water District.

Training

The required qualification is to possess a Bachelor of Science degree from an accredited college or university in Civil Engineering, Mechanical, Electrical, Chemical or Environmental Science.

License/Certificate

- Possession of a valid Class C California driver's license.
- Professional Engineer issued by the California State Board of Registration for Professional Engineers, Land Surveyors, and Geologists. ~~Current out of state Professional Engineer Certificate holders must obtain the California Professional Engineer Certificate within 6 months from time of appointment.~~
- Possession of a Grade D2 Distribution Certificate and a Grade T2 Treatment Certificate required within 6 months.

REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Approved: ~~October 2024~~[December 11, 2023](#)

I have reviewed this job description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

SENIOR ENGINEER

FLSA Status: Non-Exempt

JOB SUMMARY

Under general direction, performs field and office civil engineering work involved in the design, construction, and maintenance of municipal water facilities; performs other related duties as required.

Distinguishing Characteristics

The Senior Engineer class is characterized by its responsibility for the performance of professional engineering work of complex difficulty. It differs from the Associate Water Engineer class by its responsibility for more complex engineering projects requiring independent engineering analysis. This classification ~~is classification~~ is distinguished from the next higher class of Principal Water Engineer in that the latter has responsibility for administering and overseeing a variety of water operations functions.

Supervision Received and Exercised

Receives general supervision from the ~~Principal Engineer~~. ~~Engineer Manager~~. May provide technical, functional, and training supervision over training personnel or lower-level staff.

Examples Of Essential Duties

Duties may include, but are not limited to, the following:

- Performs professional engineering work for water production and distribution facilities ensuring technical competence and compliance with all current codes and criteria.
- Assists with preparation of the Five-Year Capital Improvement Plan and budget.
- Reviews plans, maps, specifications, reports and other information for accuracy and format; reviews for conformance to established engineering practices, and compliance with state and county laws, ordinances, and regulations; may prepare engineering conditions of approval for proposed developments.
- Performs plan checks for private development composite utility plans and water plans; hydraulic calculations for domestic and fire protection water systems; collects plan check and inspection fees; prepares bond agreements for public water improvements; prepares cost estimates for bonding.
- Designs or coordinates the design of various water works projects such as production wells, monitoring wells, reservoirs, booster stations, water mains, pressure regulating stations and water treatment facilities. Coordinates utility relocation projects.
- Corresponds with regulatory agencies, including the California Department Water Resources, Division of Drinking Water and SCAQMD regarding reporting requirements and compliance.
- Performs routine inspections of water wells, pump stations, reservoirs and other water facilities, tests for fire flow capacity and pressure of the water distribution system.
- Prepares contracts and specifications for water works projects; prepares engineering cost estimates; holds bid openings, reviews bids and contract document and maintains appropriate records; administers contracts, coordinates inspections and authorizes progress payments. Prepares change orders as necessary for the alteration of plans and specifications.

- Performs a variety of field surveys; conducts research studies for reporting, compliance and other informational purposes; performs CAD drafting.
- Responds to inquiries and provides technical assistance to developers, contractors, and the public regarding fee schedules, engineering design, utility locations, policies, ordinances, and regulations; conducts research studies and surveys and prepares reports.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Maintain the District's hydraulic water model, perform hydraulic analyses for planning purposes, assist with optimizing operations using the water model's energy module.
- Coordinate upgrades and improvements to the District's SCADA system, schedule relevant training for operations staff, maintain a working relationship with local SCADA integrators; help troubleshoot SCADA related problems as they arise.
- Coordinate with the Information System Department's GIS Technician; this includes data gathering and management, reviews and approve updates to the GIS maps, spatial analysis and working with professional GIS consultants to maintain the IWA's GIS-centric asset management system.
- As a designated representative, attends meetings and may participate in discussions regarding the District and external engineering activities or projects.
- Provides supervision, training and input for staff evaluations
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

(The following are minimal qualifications necessary for entry into the classification)

Knowledge of:

- Engineering principles and practices as applied to the planning, design and construction of municipal public works projects.
- Engineering design principles, strengths of materials, stress analysis methods and techniques utilized in the preparation of public works projects, designs, and related plans, specifications and cost estimates.
- The principles, equipment, and methods utilized in surveying and materials testing.
- Plan check; compliance and reporting requirements; NPDES; CEQA, applicable federal, state, and local laws, codes, and regulations.
- Methods and techniques of scheduling work assignments
- Modern office procedures, practices, methods, and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation.
- Proper supervision and training methods.
- Proper English, spelling, and grammar
- Occupational hazards and standard safety practices.
- Skill to operate an office computer and a variety of word processing, drafting, database, and hydraulic modeling software applications. Perform complicated engineering design work.

Ability to:

- Perform professional engineering work, including project design; compile, analyze and synthesize engineering and other technical information.
- Prepare accurate plans, specifications, cost estimates, and engineering reports.
- Conduct technical and engineering research work.
- Conduct inspections and evaluate construction relative to approved plans and specifications.

- Prepare and maintain records and prepare reports for compliance; interpret and apply related laws, ordinances, and regulations; interpret, explain, and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions.
- Observe safety principles and work in a safe manner.
- communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

EXPERIENCE AND TRAINING:

Experience

Possess ~~six~~^{seven} years of progressively responsible professional, municipal experience in water and/or wastewater engineering equivalent to that of an Associate Water Engineer classification.

Training

The required qualification is to possess a Bachelor of Science degree from an accredited college or university in Civil Engineering, Mechanical, Electrical, Chemical or Environmental Science.

License/Certificate

- Possession of a valid Class C California driver's license.
- Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists. Current out of state Professional Engineer Certificate holders must obtain the California Professional Engineer Certificate within ~~6~~¹⁸ months from time of appointment.
- ~~OR~~ Possession of a Grade D2 Distribution Certificate and a Grade T~~2~~³ Treatment Certificate required within 6 months.

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. In addition, this position works in all weather conditions, including hot, wet, and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved: ~~April 26, 2021~~October 2024

I have reviewed this job description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

ASSOCIATE ENGINEER

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, learns to perform field and office engineering work involved in the design, construction, and maintenance of water facilities; and performs other related duties as required.

Distinguishing Characteristics

The Associate Engineer is the fully qualified working level classification in the professional engineering series. Incumbents are expected to perform work of average difficulty. It differs from the Assistant Engineer class by its responsibility for more complex engineering projects requiring independent engineering analysis. Incumbents may be promoted to Senior Engineer only through competitive recruitment and examination.

Supervision Received and Exercised

Receives general supervision from the Senior Engineer and/or Engineering Manager. May provide technical and functional supervision over training personnel or staff.

Examples Of Essential Duties

Duties may include, but are not limited to, the following:

- Learns to perform a variety of engineering and design activities such as construction and maintenance of water systems, including transmission mains, pump stations, pressure regulating facilities, reservoirs, water treatment plants and related water supply facilities.
- Inspects storm drains, sewers, water lines, water meters, hydrants, service lines, fire lines, cross connection control devices and related water operations and structures for various types of construction projects; and re-inspects for compliance.
- Assists in the decision-making process and operational process for operating pumps, related flow and pressure control, water model and storage facilities by using a system control and data acquisition (SCADA) system; analyze and make recommendations for adjusting system flow and pressure requirements; and control flows to meet consumer demands including fire flow demands and minimum pressure requirements.
- Reviews plans and estimates for construction and maintenance of water systems; reviews environmental reports; prepares contracts and specifications for projects; prepares engineering cost estimates; holds bid openings and maintains appropriate records; and administers contracts and coordinates inspections.
- Develops and coordinates the preparation of funding applications and reporting for awarded funding.

- Participates in major water system planning and water supply management; assists and makes recommendations on technical reports and studies; performs studies requiring analysis of issues; prepares reports or correspondence, status reports, the annual Consumer Confidence Report for water utility, Annual Notice of Extraction and Provisions of water as required by the California Water Code and other federal, state and/or local jurisdictional reports and form and preparation of Water Rights Information Management Systems (WRIMS).
- Performs plan checks for Water Improvement Plans.
- Maintains hydraulic software model and performs hydraulic calculations for domestic and fire flow; and assists with SCADA programming, monitoring, and operations support.
- Liaison to contractor representatives in coordinating contract projects; monitors project construction activity; coordinates project inspections; coordinates the review of related invoices and progress payments; and prepares change orders, if necessary, for alteration of plans and specifications.
- Participates in contract negotiations and administration; reviews work for conformity with standards and project requirements; and prepares and monitors project schedules and project budgets.
- Responds to inquiries and provides technical assistance to developers, contractors, and the public regarding fee schedules, procedural guidelines and standards, plans, and specifications; provides information as appropriate and resolves service complaints.
- Utilize all skills, specialties, and experience to serve both internal and external customers including language skills, certifications, and knowledge.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- May attend meetings and participate in discussions regarding engineering activities or projects.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

The following are minimal qualifications necessary for entry into the classification.

Knowledge of:

- Engineering principles and practices as applied to the planning, design, and construction of water production, water treatment, transmission, and distribution facilities.
- Principles and practices of project development and administration.
- Principles and practices of water systems engineering design and construction management.
- Mathematics as applied to the computation of distances, angles, areas, and traverses, including algebra, geometry, and trigonometry.
- Principles and practices of project budget development and administration; methods and techniques of scheduling work assignments.
- Applicable federal, state, and local laws, codes, and regulations.
- Methods and techniques of scheduling work assignments.

- Modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation.
- Proper English, spelling, and grammar.
- Occupational hazards and standard safety practices.
- Skill to operate an office computer and a variety of word processing, drafting, and software applications.

Ability to:

- Perform professional engineering work, including project design; compile, analyze and synthesize engineering and other technical information.
- Prepare accurate plans, specifications, cost estimates, and engineering reports.
- Conduct technical and engineering research work.
- Conduct inspections and evaluate construction relative to approved plans and specifications.
- Prepare and maintain records and prepare reports for compliance; interpret and apply related laws, ordinances, and regulations; and interpret, explain, and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately; and organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines; follow written and oral directions.
- Observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective, professional working relationships.

EXPERIENCE AND TRAINING

Experience

Four years of progressively responsible professional experience in a water facility or civil engineering equivalent to that of an Assistant Engineer classification at the Palmdale Water District.

Training

The required qualification is to possess a Bachelor of Science degree from an accredited college or university in Civil, Mechanical, Electrical, Chemical Engineering or Environmental Science.

License/Certificate:

- Possession of a valid Class C California driver's license.
- Professional Engineer issued by the California State Board of Registration for Professional Engineers, Land Surveyors, and Geologists. Current out of state Professional Engineer Certificate holders must obtain the California Professional Engineer Certificate within 6 months from time of appointment.

- Possession of a Grade D2 Distribution Certificate and a Grade T2 Treatment Certificate required within 6 months.

REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, and repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot, and cold with extreme sun exposure. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Approved: October 2024

I have reviewed this job description with my supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job

SENIOR ENGINEER

FLSA Status: Non-Exempt

JOB SUMMARY

Under general direction, performs field and office civil engineering work involved in the design, construction, and maintenance of municipal water facilities; and performs other related duties as required.

Distinguishing Characteristics

The Senior Engineer class is characterized by its responsibility for the performance of professional engineering work of complex difficulty. It differs from the Associate Water Engineer class by its responsibility for more complex engineering projects requiring independent engineering analysis. This classification is distinguished from the next higher class of Principal Water Engineer in that the latter has responsibility for administering and overseeing a variety of water operations functions.

Supervision Received and Exercised

Receives general supervision from the Principal Engineer and/or Engineering Manager. May provide technical, functional, and training supervision over training personnel or lower-level staff.

Examples Of Essential Duties

Duties may include, but are not limited to, the following:

- Performs professional engineering work for water production and distribution facilities ensuring technical competence and compliance with all current codes and criteria.
- Assists with preparation of the Five-Year Capital Improvement Plan and budget.
- Reviews plans, maps, specifications, reports and other information for accuracy and format; reviews for conformance to established engineering practices, and compliance with state and county laws, ordinances, and regulations; may prepare engineering conditions of approval for proposed developments.
- Performs plan checks for private development composite utility plans and water plans and hydraulic calculations for domestic and fire protection water systems; collects plan check and inspection fees; prepares bond agreements for public water improvements; and prepares cost estimates for bonding.
- Designs or coordinates the design of various water works projects such as production wells, monitoring wells, reservoirs, booster stations, water mains, pressure regulating stations and water treatment facilities. Coordinates utility relocation projects.

- Corresponds with regulatory agencies, including the California Department Water Resources, Division of Drinking Water and SCAQMD regarding reporting requirements and compliance.
- Performs routine inspections of water wells, pump stations, reservoirs and other water facilities, tests for fire flow capacity, and pressure of the water distribution system.
- Prepares contracts and specifications for water works projects; prepares engineering cost estimates; holds bid openings; reviews bids and contract documents, and maintains appropriate records; administers contracts, coordinates inspections, and authorizes progress payments. Prepares change orders as necessary for the alteration of plans and specifications.
- Performs a variety of field surveys; conducts research studies for reporting, compliance, and other informational purposes; and performs CAD drafting.
- Responds to inquiries and provides technical assistance to developers, contractors, and the public regarding fee schedules, engineering design, utility locations, policies, ordinances, and regulations; conducts research studies and surveys, and prepares reports.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Maintains the District's hydraulic water model, performs hydraulic analyses for planning purposes, and assists with optimizing operations using the water model's energy module.
- Coordinates upgrades and improvements to the District's SCADA system, schedules relevant training for operations staff, maintains a working relationship with local SCADA integrators; and helps troubleshoot SCADA related problems as they arise.
- Coordinates with the Information Systems Department's GIS Technician; this includes data gathering and management, reviewing and approving updates to the GIS maps, conducting spatial analysis and working with professional GIS consultants to maintain the IWA's GIS-centric asset management system.
- As a designated representative, attends meetings and may participate in discussions regarding the District and external engineering activities or projects.
- Provides supervision, training, and input for staff evaluations.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

The following are minimal qualifications necessary for entry into the classification.

Knowledge of:

- Engineering principles and practices as applied to the planning, design, and construction of municipal public works projects.
- Engineering design principles, strengths of materials, stress analysis methods, and techniques utilized in the preparation of public works projects, designs, and related plans, specifications and cost estimates.
- The principles, equipment, and methods utilized in surveying and materials testing.

- Plan check; compliance and reporting requirements; NPDES; CEQA; applicable federal, state, and local laws, codes, and regulations.
- Methods and techniques of scheduling work assignments.
- Modern office procedures, practices, methods, and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation.
- Proper supervision and training methods.
- Proper English, spelling, and grammar.
- Occupational hazards and standard safety practices.
- Skill to operate an office computer and a variety of word processing, drafting, database, and hydraulic modeling software applications. Perform complicated engineering design work.

Ability to:

- Perform professional engineering work, including project design, and compile, analyze, and synthesize engineering and other technical information.
- Prepare accurate plans, specifications, cost estimates, and engineering reports.
- Conduct technical and engineering research work.
- Conduct inspections and evaluate construction relative to approved plans and specifications.
- Prepare and maintain records and prepare reports for compliance; interpret and apply related laws, ordinances, and regulations; and interpret, explain, and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately; and organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team; make sound decisions within established guidelines; and follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing, and establish and maintain effective working relationships.

EXPERIENCE AND TRAINING

Experience

Possess six years of progressively responsible professional municipal experience in water and/or wastewater engineering, equivalent to that of an Associate Water Engineer classification.

Training

The required qualification is to possess a Bachelor of Science degree from an accredited college or university in Civil, Mechanical, Electrical, Chemical Engineering or Environmental Science.

License/Certificate:

- Possession of a valid Class C California driver's license.

- Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists. Current out of state Professional Engineer Certificate holders must obtain the California Professional Engineer Certificate within 6 months from time of appointment.
- Possession of a Grade D2 Distribution Certificate and a Grade T2 Treatment Certificate required within 6 months.

PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. In addition, this position works in all weather conditions, including hot, wet, and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

Approved: October 2024

I have reviewed this job description with my supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date



BOARD MEMORANDUM

DATE: October 28, 2024
TO: BOARD OF DIRECTORS
FROM: Mr. Dennis J. Hoffmeyer, Finance Manager/CFO
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***APPROVAL TO REJECT CLAIM RECEIVED FROM FARMERS INSURANCE ON BEHALF OF STEVEN DUNNER AND REFER TO JOINT POWERS INSURANCE AUTHORITY. (FINANCE MANAGER HOFFMEYER)***

Recommendation:

Staff recommends that the Board reject the claim from Farmers Insurance on behalf of Steven Dunner and refer the claim to Joint Powers Insurance Authority for handling.

Alternative Options:

The Board can accept the claim.

Impact of Taking No Action:

The Board must take action.

Background:

The claimant has submitted a request for reimbursement related to water damage due to plumbing damaged from the water supplied by the District. The location of the residence is 2826 Fairfield Avenue. The date of the loss was October 14, 2023.

Strategic Plan Initiative/Mission Statement:

Not Applicable.

Budget:

Not Applicable.

Supporting Documents:

- Claim Form and photos

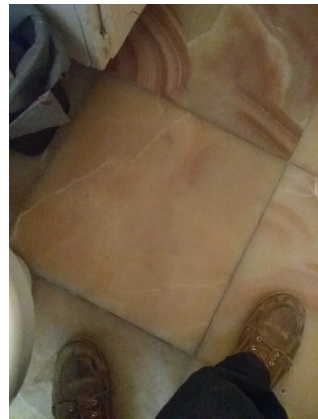
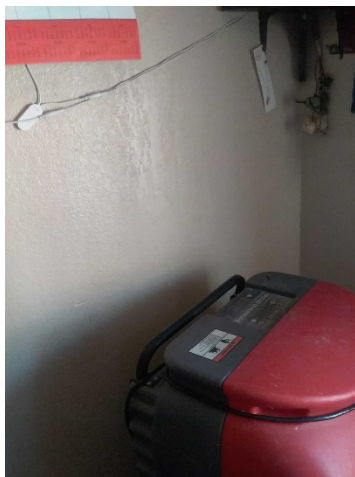
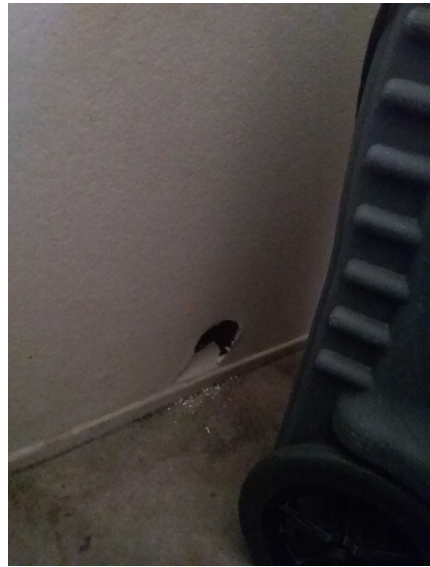
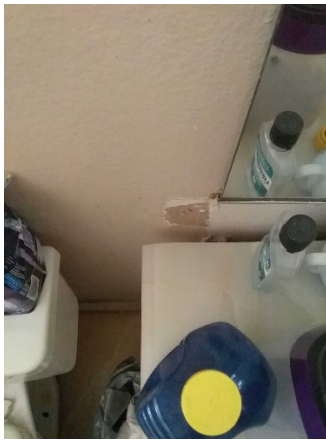
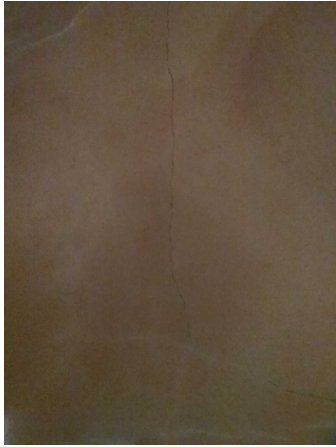
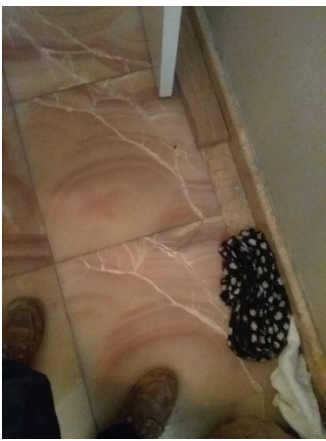
Claim Form

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

NAME OF DISTRICT:													
1	<p>Claimant name, address (mailing address if different), phone number, social security number, e-mail address, and date of birth. <i>Effective January 1, 2010, the Medicare Secondary Payer Act (Federal Law) requires the District/Agency to report all claims involving payments for bodily injury and/or medical treatments to Medicare. As such, if you are seeking medical damages, we MUST have both your Social Security Number and your date of birth.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Name: Lina Davidian Esq. Attorney for Farmers Ins</td> <td style="width: 50%; padding: 2px;">Phone Number: (818) 540-4427</td> </tr> <tr> <td style="padding: 2px;">Address(es): P.O. Box 248916 Oklahoma City, Oklahoma 73124-8916</td> <td style="padding: 2px;">Social Security No.:</td> </tr> <tr> <td></td> <td style="padding: 2px;">Date of Birth:</td> </tr> <tr> <td></td> <td style="padding: 2px;">E-mail: lina.davidian@farmersinsurance.com</td> </tr> </table>	Name: Lina Davidian Esq. Attorney for Farmers Ins	Phone Number: (818) 540-4427	Address(es): P.O. Box 248916 Oklahoma City, Oklahoma 73124-8916	Social Security No.:		Date of Birth:		E-mail: lina.davidian@farmersinsurance.com				
Name: Lina Davidian Esq. Attorney for Farmers Ins	Phone Number: (818) 540-4427												
Address(es): P.O. Box 248916 Oklahoma City, Oklahoma 73124-8916	Social Security No.:												
	Date of Birth:												
	E-mail: lina.davidian@farmersinsurance.com												
2	<p>List name, address, and phone number of any witnesses.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Name: Steven Dunner</td> </tr> <tr> <td style="padding: 2px;">Address: 4774 Park Granada #8412 Calabasas, California 91372</td> </tr> <tr> <td style="padding: 2px;">Phone Number:</td> </tr> </table>	Name: Steven Dunner	Address: 4774 Park Granada #8412 Calabasas, California 91372	Phone Number:									
Name: Steven Dunner													
Address: 4774 Park Granada #8412 Calabasas, California 91372													
Phone Number:													
3	<p>List the date, time, place, and other circumstances of the occurrence or transaction, which gave rise to the claim asserted.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Date: 10/14/2023</td> <td style="padding: 2px;">Time:</td> <td style="padding: 2px;">Place: 2826Fairfield Ave., Palmdale, CA 93550</td> </tr> <tr> <td colspan="3" style="padding: 2px;">Tell What Happened (give complete information):</td> </tr> <tr> <td colspan="3" style="padding: 5px;"> <p>This is a claim for subrogation, by Farmers Insurance for damages paid to its insured, Steven Dunner, for his property located at the above address. This is for water loss that occurred because of the Palmdale Water District's addition of substances to the water to harden the water that is supplied to the house, damaging the plumbing. This caused damage to the valve in the bathroom that broke and damaged the property.</p> </td> </tr> <tr> <td colspan="3" style="text-align: center; padding: 2px;">NOTE: Attach any photographs you may have regarding this claim.</td> </tr> </table>	Date: 10/14/2023	Time:	Place: 2826Fairfield Ave., Palmdale, CA 93550	Tell What Happened (give complete information):			<p>This is a claim for subrogation, by Farmers Insurance for damages paid to its insured, Steven Dunner, for his property located at the above address. This is for water loss that occurred because of the Palmdale Water District's addition of substances to the water to harden the water that is supplied to the house, damaging the plumbing. This caused damage to the valve in the bathroom that broke and damaged the property.</p>			NOTE: Attach any photographs you may have regarding this claim.		
Date: 10/14/2023	Time:	Place: 2826Fairfield Ave., Palmdale, CA 93550											
Tell What Happened (give complete information):													
<p>This is a claim for subrogation, by Farmers Insurance for damages paid to its insured, Steven Dunner, for his property located at the above address. This is for water loss that occurred because of the Palmdale Water District's addition of substances to the water to harden the water that is supplied to the house, damaging the plumbing. This caused damage to the valve in the bathroom that broke and damaged the property.</p>													
NOTE: Attach any photographs you may have regarding this claim.													
4	<p>Give a general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known at the time of presentation of the claim.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Total amount of damages to date are approximately \$30,000.00 for damage to the building and additional living expenses.</td> </tr> </table>	Total amount of damages to date are approximately \$30,000.00 for damage to the building and additional living expenses.											
Total amount of damages to date are approximately \$30,000.00 for damage to the building and additional living expenses.													
5	<p>Give the name or names of the public employee or employees causing the injury, damage, or loss, if known.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Palmdale Water District</td> </tr> </table>	Palmdale Water District											
Palmdale Water District													
6	<p>The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">\$30,000.00 to date</td> </tr> </table>	\$30,000.00 to date											
\$30,000.00 to date													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Date: 10/03/2022</td> <td style="padding: 2px;">Time: 11:37 am</td> <td style="padding: 2px;">Signature: Lina Davidian</td> <td style="padding: 2px; text-align: right;">BY: </td> </tr> </table>		Date: 10/03/2022	Time: 11:37 am	Signature: Lina Davidian	BY:								
Date: 10/03/2022	Time: 11:37 am	Signature: Lina Davidian	BY:										
ANSWER ALL QUESTIONS. OMITTING INFORMATION COULD MAKE YOUR CLAIM LEGALLY INSUFFICIENT!													

RECEIVED

OCT 03 2024







BOARD MEMORANDUM

DATE: October 28, 2024
TO: **BOARD OF DIRECTORS**
FROM: Mr. Bob Egan, Financial Advisor
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***REPORT ON CASH FLOW STATEMENT AND CURRENT CASH BALANCES AS OF SEPTEMBER 2024. (FINANCIAL ADVISOR EGAN/FINANCE COMMITTEE)***

Attached are the Cash Notes, the Investment Funds Report, and the Cash Flow Report as of September 2024. The reports was reviewed in detail at the Finance Committee meeting.

2024					
August to September 2024 Major account Activity					
acct 11469					
Balance	9/30/2024	3,650,222.60			
Balance	8/31/2024	2,582,293.66			
Increase		1,067,928.94		Taxes	
One month activity				YTD expected	5,302,990
Interest/Mkt value received		10,566.69		YTD received	6,076,156
Transfer from 11432		1,582,433.95			
Transfer from 11432		56,000.00		Increase	773,166
Transfer from 11475		22,344.97			
Transfer to 24016		(55,519.78)			
Transfer to Bank of Mellon		(547,896.89)			
Increase		1,067,928.94			
Acct 11475					
Balance	9/30/2024	599,431.19			
Balance	8/31/2024	619,045.61		all accounts	
Decrease		(19,614.42)		FACE	12,877,000
One month activity				Value	12,822,578
Transfer to 11469		(22,344.97)		Future earnings	54,422
		0.00			
Interest/Mkt value received		2,730.55			
Decrease		(19,614.42)	Int/Mkt	Month	YTD
			Jan	64,161.00	
			Feb	49,335.00	
			Mar	54,843.00	
Acct 11432			Apr	52,135.00	
Balance	9/30/2024	11,134,496.71	May	74,939.00	
Balance	8/31/2024	12,718,588.65	Jun	75,132.00	
Decrease		(1,584,091.94)	Jul	99,883.60	
One month activity			Aug	96,609.53	
Transfer to 11469		(1,582,433.95)	Sep	82,477.27	649,515.40
Transfer to 11469		(56,000.00)	Oct		
Transfer to 24016		(9,783.36)	Nov		
Interest/Mkt value received		64,125.37	Dec		
Decrease		(1,584,091.94)			
Acct 24016.					
Balance	9/30/2024	1,057,176.72		2023 interest	
Balance	8/31/2024	986,818.92		573,394	
Increase		70,357.80			
One month activity					
Interest/Mkt value received		5,054.66			
Transfer from 11432		9,783.36			
Transfer from 11469		55,519.78			
Increase		70,357.80			

<u>2024</u>			
<u>Third Quarter 2024 Major account Activity</u>			
	<u>acct 11469</u>		
	Balance	9/30/2024	3,650,222.60
	Balance	6/30/2024	2,844,610.61
	Increase		805,611.99
	<u>Three months activity</u>		
	Taxes received		297,876.84
	Interest/Mkt value received		35,831.12
	Transfer from 11432		2,377,975.73
	Transfer from 11475		22,344.97
	Transfer to CCB		(1,325,000.00)
	Transfer to 24016		(55,519.78)
	Transfer to Bank of Mellon		(547,896.89)
	Increase		805,611.99
	<u>Acct 11475</u>		
	Balance	9/30/2024	599,431.19
	Balance	6/30/2024	629,832.58
	Decrease		(30,401.39)
	<u>Three months activity</u>		
	Transfer to 11469		(22,344.97)
	Transfer to 11432		(38,728.06)
	Interest/Mkt value received		8,327.20
	Capital improvements received		22,344.44
	Decrease		(30,401.39)
	<u>Acct 11432</u>		
	Balance	9/30/2024	11,134,496.71
	Balance	6/30/2024	13,265,953.90
	Decrease		(2,131,457.19)
	<u>Three months activity</u>		
	transfer to 11469		(2,377,975.73)
	Transfer to 24016		(9,783.36)
	Transfer from 11475		38,728.06
	Interest/Mkt value received		217,573.84
	Decrease		(2,131,457.19)
	<u>Acct 24016</u>		
	Balance	9/30/2024	1,057,176.72
	Balance	6/30/2024	974,786.80
	Increase		82,389.92
	<u>Three months activity</u>		
	Transfer from 11432		9,783.36
	Transfer from 11469		55,519.78
	Interest/Mkt value received		17,086.78
	Increase		82,389.92

**PALMDALE WATER DISTRICT
INVESTMENT FUNDS REPORT
September 30, 2024**

September 2024

August 2024

June 2024

	<u>September 2024</u>		<u>August 2024</u>		<u>June 2024</u>	
Federal Agency Obligations	8,803,866.41	49.58%	11,469,007.10	63.61%	12,348,514.21	55.81%
Negotiable Certificates of Deposit	4,518,711.94	25.45%	4,657,726.54	25.83%	5,479,618.89	24.77%
Local Agency Investment Fund (LAIF)	13,575.57	0.08%	13,575.57	0.08%	13,424.11	0.06%
	<u>13,336,153.92</u>		<u>16,140,309.21</u>		<u>17,841,557.21</u>	
Cash and Cash Equivalents	4,332,003.75	24.40%	1,740,587.06	9.65%	4,131,989.69	18.68%
Accrued Interest	88,879.63	0.50%	149,581.02	0.83%	151,822.06	0.69%
	<u>17,757,037.30</u>		<u>18,030,477.29</u>		<u>22,125,368.96</u>	

**PALMDALE WATER DISTRICT
INVESTMENT FUNDS REPORT
September 30, 2024**

					<u>September 2024</u>	<u>August 2024</u>	<u>June 2024</u>
CASH							
1-00-0103-100	Citizens - Checking				1,076,488.08	896,239.87	2,653,046.14
1-00-0103-200	Citizens - Refund				-	-	-
1-00-0103-300	Citizens - Merchant				219,946.43	208,215.01	274,164.82
	Bank Total				1,296,434.51	1,104,454.88	2,927,210.96
1-00-0110-000	PETTY CASH				300.00	300.00	300.00
1-00-0115-000	CASH ON HAND				5,400.00	5,400.00	5,400.00
	TOTAL CASH				1,302,134.51	1,110,154.88	2,932,910.96
INVESTMENTS							
1-00-0135-000	Local Agency Investment Fund			Acct. Total	13,575.57	13,575.57	13,424.11
1-00-0120-000 UBS Money Market Account General (SS 11469)							
	UBS USA Core Savings				-	-	-
	UBS Select Government Preferred Fund				1,639,670.64	324,477.98	614,106.65
	UBS Bank USA Deposit Account				-	-	-
	Accrued interest				33,582.27	32,631.55	22,052.53
					1,673,252.91	357,109.53	636,159.18
US Government Securities							
CUSIP #	Issuer	Maturity Date	Rate	PAR	Market Value	Market Value	Market Value
				-	-	-	-
Certificates of Deposit							
	Issuer	Maturity Date	Rate	Face Value			
	Truist Bank	09/09/2024	5.200		-	250,012.50	249,862.50
1	Jersey Shore St Bank	10/15/2024	5.150	250,000	250,037.50	250,040.00	249,777.50
2	Industrial and Com Ny	10/18/2024	0.600	175,000	174,637.75	173,976.25	172,438.00
3	State Bank IL	11/25/2024	5.350	250,000	250,212.50	250,192.50	249,955.00
4	BMW Bank	12/11/2024	0.400	194,000	192,343.24	191,534.26	189,669.92
5	Wells Fargo Bank	12/27/2024	4.800	135,000	134,963.55	134,904.15	134,550.45
6	Mountainone Bank	01/13/2025	5.000	223,000	223,122.65	223,086.97	222,536.16
7	Banc of California	01/27/2025	5.200	250,000	250,355.00	250,367.50	249,767.50
8	Bank of Baroda NY	02/28/2025	5.300	250,000	250,672.50	250,725.00	250,000.00
9	JPMorgan Chase Bank	08/06/2025	5.050	250,000	250,625.00	250,345.00	-
					1,977,000	1,976,969.69	2,225,184.13
				Acct. Total	3,650,222.60	2,582,293.66	2,844,610.61
1-00-1110-000 UBS Money Market Account Capital (SS 11475)							
	UBS Bank USA Deposit Account				0.30	22,344.97	38,727.32
	Accrued interest				10,713.61	8,542.91	4,131.42
					10,713.91	30,887.88	42,858.74
US Government Securities							
CUSIP #	Issuer	Maturity Date	Rate	PAR	Market Value	Market Value	Market Value
91282CFQ9	US Treasury Note	10/31/2024	4.375	589,000	588,717.28	588,157.73	586,973.84
					589,000	588,717.28	588,157.73
Certificates of Deposit							
	Issuer	Maturity Date	Rate	Face Value			
					-	-	-
					-	-	-
				Acct. Total	599,431.19	619,045.61	629,832.58

1-00-0125-000 UBS Access Account General (SS 11432)							
UBS Bank USA Deposit Account					47,312.53	1,061.64	-
UBS Select Government Preferred Fund					1,342,786.48	249,771.01	374,496.96
Accrued interest					26,203.57	86,069.13	106,145.15
					1,416,302.58	336,901.78	625,226.53
US Government Securities							
CUSIP #	Issuer	Maturity Date	Rate	PAR	Market Value	Market Value	Market Value
912797GL5	US Treasury Bill	09/05/2024			-	599,826.00	594,264.00
912797GL5	US Treasury Bill	09/05/2024			-	599,826.00	594,264.00
91282CCX7	US Treasury Note	09/15/2024	0.375		-	1,497,585.00	1,484,715.00
91282CDN8	US Treasury Note	12/15/2024	1.000	1,000,000	992,660.00	989,180.00	980,740.00
9128283P3	US Treasury Note	12/31/2024	2.250	940,000	934,360.00	931,577.60	925,881.20
91282CDS7	US Treasury Note	01/15/2025	1.125	447,000	442,583.64	440,969.97	437,157.06
91282CDZ1	US Treasury Note	02/15/2025	1.500	400,000	395,580.00	394,008.00	390,656.00
91282CED9	US Treasury Note	03/15/2025	1.750	1,500,000	1,482,735.00	1,477,185.00	1,463,850.00
91282CED9	US Treasury Note	03/15/2025	1.750	500,000	494,245.00	492,395.00	1,463,850.00
91282CFK2	US Treasury Note	09/15/2025	3.500	1,500,000	1,493,115.00	1,486,800.00	1,472,985.00
91282CFK2	US Treasury Note	09/15/2025	3.500	775,000	771,442.75	768,180.00	761,042.25
91282CFK2	US Treasury Note	09/15/2025	3.500	1,214,000	1,208,427.74	1,203,316.80	1,192,135.86
					8,276,000	8,215,149.13	10,880,849.37
							11,761,540.37
Certificates of Deposit							
	Issuer	Maturity Date	Rate	Face Value			
	Comerica Bank Tx	08/16/2024	5.450		-	-	99,987.00
	Umpqua Bank	08/26/2024	5.350		-	-	249,970.00
	American Express Natl	08/26/2024	3.300		-	-	249,152.50
	Ally Bank	08/26/2024	3.150		-	-	249,092.50
	Homestreet Bank	09/30/2024	5.000		250,000.00	249,982.50	249,655.00
1	Continental Bank	11/21/2024	0.550	250,000	248,520.00	247,505.00	245,227.50
2	Beal Bank	03/12/2025	5.050	250,000	250,540.00	250,505.00	-
3	Bank of India	04/16/2025	4.950	250,000	250,642.50	250,432.50	-
4	Valley National Bank NJ	04/23/2025	4.950	250,000	250,682.50	250,437.50	-
5	Flagstar BK NA	09/11/2025	5.180	250,000	252,660.00	251,975.00	-
					1,250,000	1,503,045.00	2,343,037.00
							14,729,803.90
							18,217,671.20
Total Managed Accounts							
							15,397,726.07
							15,933,503.49
							18,217,671.20
1-00-1121-000 UBS Rate Stabilization Fund (SS 24016) - District Restricted							
UBS Bank USA Deposit Account					99.29	5,385.29	0.01
UBS Select Government Preferred Fund					-	27,391.29	10,179.95
Accrued interest					18,380.18	22,337.43	19,492.96
					18,479.47	55,114.01	46,656.34
Certificates of Deposit							
	Issuer	Maturity Date	Rate	Face Value			
	Blue Ridge Bank	09/26/2024	5.510		-	144,034.56	143,955.36
1	Popular Bank	10/24/2024	5.450	60,000	60,021.00	60,026.40	59,973.60
2	US Bank OH	12/13/2024	5.400	235,000	235,133.95	235,086.95	234,877.80
3	Morgan Stanley	02/10/2025	4.500	240,000	239,884.80	239,772.00	238,891.20
4	Bank Hapoalim B M	12/18/2025	5.200	250,000	253,657.50	252,785.00	250,432.50
5	Bank of America NA	10/02/2025	3.850	250,000	250,000.00	-	-
					1,035,000	1,038,697.25	928,130.46
							974,786.80
							22,125,368.96
TOTAL CASH AND INVESTMENTS							
							17,757,037.30
							18,030,477.29
							(273,439.99)
Increase (Decrease) in Funds							
1-00-1138-000 2024 Capital Lease - Project Funds (Citizens Business Bank)							
Construction Funds					46,712.71	100,571.46	100,571.46
					46,712.71	100,571.46	100,571.46
1-00-1139-000 2023A Bonds - Project Funds (BNY Mellon)							
Construction Funds					11,270,029.45	11,837,972.25	12,583,080.25
Issuance Funds					-	13,329.19	13,329.19
					11,270,029.45	11,837,972.25	12,583,080.25
1-00-1145-000 2024A Bonds - Project Funds (BNY Mellon)							
Construction Funds					20,583,185.59	20,647,869.11	20,807,124.00
Issuance Funds					-	9,311.44	9,311.44
					20,583,185.59	20,657,180.55	20,816,435.44



BOARD MEMORANDUM

DATE: October 28, 2024
TO: BOARD OF DIRECTORS
FROM: Mr. Dennis J. Hoffmeyer, Finance Manager/CFO
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF RESOLUTION NO. 24-11 BEING A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT ESTABLISHING ITS INVESTMENT POLICY. (NO BUDGET IMPACT – FINANCE MANAGER HOFFMEYER/FINANCIAL ADVISOR EGAN)***

Recommendation:

Staff recommends approving Resolution No. 24-11 updating the current Investment Policy for approval.

Alternative Options:

There is no alternative option.

Impact of Taking No Action:

The District will not have a current Investment Policy in effect.

Background:

It is required by law for the District to adopt an annual Investment Policy. The Policy is to invest funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of District funds with the primary objectives of the investment activities being safety, liquidity, and return on investments.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 4 – Financial Health and Stability.

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

Budget:

This item has no budget impact.

Supporting Documents:

- Resolution No. 24-11 – A Resolution of the Board of Directors of the Palmdale Water District establishing its Investment Policy.

RESOLUTION NO. 24-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PALMDALE WATER DISTRICT ESTABLISHING ITS INVESTMENT POLICY

1.0 POLICY

WHEREAS; the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern; and

WHEREAS; the legislative body of a local agency may invest monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 5922 and 53601 et seq.; and

WHEREAS; the Deputy Treasurer of the Palmdale Water District ("District") shall annually prepare and submit a statement of investment policy and such policy, and any changes thereto, and report same to the Finance Committee, and it shall be considered by the Board of Directors at a public meeting;

NOW THEREFORE; it shall be the policy of the District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of District funds.

2.0 SCOPE

This investment policy applies to all investment activities and financial assets of the District. These funds are accounted for in the annual district audit.

3.0 PRUDENCE

The standard of prudence to be used by investment officers shall be the "prudent investor" standard, pursuant to California Government Code 53600.3, and shall be applied in the context of managing an overall portfolio. Persons authorized to make investment decisions on behalf of local agencies investing public funds are trustees and therefore fiduciaries subject to the prudent investor standard. Investments shall be made with judgment and care, under circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 OBJECTIVES

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the District will diversify its investments by investing funds among a variety of securities with independent returns.

2. Liquidity: The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.

3. Return on Investments: The investment portfolio shall be designed with the objective of attaining a acceptable rate of return throughout budgetary and economic cycles, taking into account the District's investment risk constraints and the cash flow characteristics of the portfolio.

5.0 DELEGATION OF AUTHORITY

Pursuant to California Government Code 53607, the authority to invest public funds of the District is expressly delegated to the Board of Directors of the District (the "Board"). The Board re-delegates the investment function to the Board President or Vice President. The Board President or Vice President, with the concurrence of the Board Finance Committee, designate the District's Financial Advisor as the Deputy Treasurer who shall have the authority to act on behalf of the District and shall assume full responsibility for those transactions until the delegation is revoked or expires. The Board President or Vice President shall delegate the day-to-day operations of investing to the Deputy Treasurer, but not the responsibility for the overall investment program. All transactions will be reviewed by the Finance Committee on a monthly basis to assure compliance with this Investment Policy.

6.0 ETHICS AND CONFLICTS OF INTEREST

The Board, officers and employees of the District involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or which could impair their ability to make impartial investment decisions.

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Deputy Treasurer will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization, authorized to provide investment services to the District. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the District shall select only broker/dealers who are licensed and in good standing with the California Department of Business Oversight, the Securities and Exchange Commission, the Financial Industry Regulatory Authority or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Deputy Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the District's account with that firm has reviewed the District's Investment Policy and that the firm understands this policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of this Investment Policy. A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the District invests.

Further, all financial institutions and broker/dealers who desire to conduct investment transactions with the District must supply the Deputy Treasurer with a Certification Form and other documents as the Deputy Treasurer may reasonably deem necessary to make a determination that such financial institution or broker/dealer is reputable and trustworthy.

8.0 AUTHORIZED AND SUITABLE INVESTMENTS

The District is empowered by California Government Code 53601 et seq. to invest in the following:

- a. Bonds issued by the District.
- b. United States Treasury Bills, Notes and Bonds.
- c. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by, or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- d. Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), or by a state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 60% of the District's money which may be invested pursuant to this policy.
- e. Monies held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.

- f. Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Treasurers, other local agencies or Joint Powers Agencies.

Such investments shall be limited to securities that at the time of the investment have a term remaining to maturity of five years or less, or as provided above.

Such investments with a forward settlement date exceeding 45 days from the time of investment shall be prohibited from purchase.

The District shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

9.0 COLLATERALIZATION

All certificates of deposit must be collateralized by United States Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralizations on repurchase and reverse agreements will adhere to the amount required under California Government Code 53601(j)(2).

10.0 SAFEKEEPING AND CUSTODY

All security transactions entered into by the District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement evidence by safekeeping receipts.

11.0 DIVERSIFICATION

The District will diversify its investments by security type and institution. Assets shall be diversified to mitigate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities.

Diversification strategies shall be reviewed and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- a. Portfolio maturity dates shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- b. Maturities selected shall provide for stability of income and liquidity.
- c. Disbursement and payroll dates shall be covered through maturities of investments, marketable United States Treasury bills or other cash equivalent instruments such as money market mutual funds.

12.0 REPORTING

The Deputy Treasurer, after review by the Finance Committee, shall submit to each member of the Board an investment report at least quarterly. Pursuant to California Government Code 53646, the report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for District by third party contracted managers. The report will also include the source of the portfolio valuation. For funds which are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy, and (2) the District will meet its expenditure obligations for the next six months. The Deputy Treasurer shall maintain a complete and timely record of all investment transactions.

13.0 INVESTMENT POLICY ADOPTION

This Investment Policy shall be adopted by resolution of the District. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the Board.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Directors of Palmdale Water District held on October 28, 2024. Resolution No. 24-11 was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

President, Board of Directors
Palmdale Water District

ATTEST:

Secretary of the Board of Directors

APPROVED AS TO FORM:

Aleshire & Wynder, General Counsel

STATE OF CALIFORNIA)
)
COUNTY OF LOS ANGELES) ss.

I, Vincent Dino, Secretary of the Palmdale Water District, DO HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 24-11 of the Board of Directors of Palmdale Water District adopted at a Regular Meeting held on October 28, 2024 and that the same has not been amended or repealed.

Secretary, Board of Directors
Palmdale Water District

DATED: October 28, 2024

(S E A L)



BOARD MEMORANDUM

DATE: October 28, 2024
TO: **BOARD OF DIRECTORS**
FROM: Mrs. Tara Rosati, Customer Care Supervisor
 Mr. Dennis J. Hoffmeyer, Finance Manager/CFO
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***CONSIDERATION AND POSSIBLE ACTION TO INCREASE RATE ASSISTANCE PROGRAM MONTHLY CREDIT TO \$25.00. (NO BUDGET IMPACT – CUSTOMER CARE SUPERVISOR ROSATI/FINANCE COMMITTEE)***

Recommendation:

Staff and the Finance Committee recommend that the full Board approve increasing the Rate Assistance Program monthly service credit from \$20.00 to \$25.00.

Alternative Options:

The monthly service charge credit remains at \$20.00.

Impact of Taking No Action:

Financial burden caused for seniors and veterans due to the proposed rate increase.

Background:

The Palmdale Water District offers a Rate Assistance Program for our seniors, veterans, and low-income customers with priority on seniors and veterans. This Program is funded by the leasing of District property for cell towers and from the Palmdale Fin & Feather Club lease.

The District currently receives \$170,000.00 utilized for the Rate Assistance Program with additional funding expected. At the current credit of \$20.00 per recipient, we will assist 700 customers. If the credit is increased to \$25.00 per recipient, we will assist 560 customers. Additional lease funding is expected in early 2025 at which time the District will open additional funding to our customers.

Strategic Plan Initiative/Mission Statement:

This item is under Strategic Initiative No. 6 – Customer Care, Advocacy and Outreach.
 This item directly relates to the District’s Mission Statement.

Budget:

This item has no budget impact.

Supporting Documents:

- Current RAP Application



RATE ASSISTANCE PROGRAM (RAP) APPLICATION CALENDAR YEAR 2025

Low income Senior Veteran

Applicant's Name: _____ Tenant Yes No

Account Holder's Name: _____ Social Security # (last 4): _____

Service Address: _____ Date of Birth: _____

Account Number: _____ Phone: _____

Email Address: _____

- Number of person(s) in your household: _____ (Proof of residency required.)
Acceptable documents displaying the occupancy address are as follows:
 - Copy of last year's Federal or State income tax return (listing dependents)
 - Valid California Driver's license
 - Formal change of address form from USPS
 - Lease agreement
 - Voided blank checks with preprinted name and address
 - (For Minors) -Birth certificate, current year student I.D. card, or current year report card
- Total Gross Annual Household Income for all person(s) in your household: \$ _____ (This is income before deductions.)
- Can anyone else claim you as a dependent on his/her income tax return? Yes No
- Which utility CARE program are you currently enrolled in? Southern California Edison
Southern California Gas
(Please attach a copy of your most recent bill.)
- Attach a copy of a government issued picture I.D., veterans, or military I.D.
- Attach copy of most recent tax return, Social Security statement, wage statement, or other proof of income.
- Application acceptance period is November through June. New service may apply at the time new service is established.
- If you are a tenant, please attach copy of rental agreement and have property owner complete the Affidavit of Lessee Responsibility form, which can be obtained at the PWD office or website at www.palmdalewater.org.

Declaration and Self-Certification Statement

I declare that the information I have provided in this application and supporting documents is true and correct. I agree to provide proof of income in a form requested by PWD. I agree to inform PWD if I no longer qualify to receive rate assistance. I know that if I receive any rate assistance without qualifying for it, I may be required to pay back the amount of assistance received.

Applicant's Signature: _____ Date: _____

FOR PWD USE ONLY:

Date Received and Initials: _____

Processed By: _____

Date Approved: _____

Date Denied: _____

Please return application and supporting documents to:

Palmdale Water District
2029 E. Avenue Q
Palmdale, CA 93550

About RAP

The Palmdale Water District (PWD) is pleased to offer a Rate Assistance Program (RAP) to our customers who are 62 years of age or older, veterans or low-income families meeting the eligibility requirements identified below. If your household qualifies for a discount on your energy bill under the electric or gas CARE program(s), you may also qualify for rate assistance of twenty dollars (\$20) off the monthly service charge on your water bill.

To apply for RAP for your residence, please fill out this application and submit the required documentation to PWD. If approved, the rate assistance will become effective within sixty (60) days after the date of approval and is good for that calendar year only. If your application is not approved, you will receive a letter explaining the reason(s) for the decision. Applications will be accepted and processed in the order they are received, contingent upon the availability of funds.

If you need assistance in completing the application or would like more information about the program, call PWD at 661-947-4111, option 2, and speak to a Customer Care Representative, or visit our office at 2029 East Avenue Q, Palmdale, or go to our website at www.palmdalewater.org.

INCOME REQUIREMENTS

(Effective June 1, 2024 through May 31, 2025)

Source: California PUC Alternative Rates for Energy (CARE)

Number of person(s) living in residence	Maximum total "gross household income" from all sources
1-2	\$40,880
3	\$51,640
4	\$62,400
5	\$73,160
6	\$83,440
7	\$93,720
8	\$104,000
Each Additional Person	\$10,280

What Counts as Income?

Total gross household income is all revenues from all household members, from whatever sources derived, including but not limited to: wages; salaries and other employment-related compensation; interest; dividends; spousal and child support payments; public assistance payments; Social Security and pensions; rental income; income for self-employment; and all employment-related non-cash income.

What are the Qualifications?

- Must complete and submit application. Applications will be accepted on a first-come, first-served basis, contingent upon availability of funds. Low-income senior applications take priority; however, if funds are available, we will process veterans and low-income family applications in that order.
- Must participate in the Southern California Edison or Southern California Gas CARE program.
- Total gross household income cannot exceed the amounts shown on the "Income Requirements" table.
- Must be a PWD residential customer and receive water through a 1" (1 inch) or smaller meter.
- Must provide verification of age and household income as required by the District.
- May not be claimed as a dependent on another person's federal or state income tax return.
- If the applicant is a tenant, copy of the rental agreement must be attached to this application along with affidavit.
- May be required to provide proof of ownership by means requested by PWD.
- Must reapply annually and/or each time you move.
- Must notify PWD within thirty (30) days if you become ineligible.
- Assistance is nontransferable with property or applicant
- Applicant may not own more than one property.



RATE ASSISTANCE PROGRAM (RAP)

AFFIDAVIT OF LESSEE/TENANT RESPONSIBILITY FOR WATER BILLS

I, _____, do hereby affirm and say:

1. That I am the Landlord/Owner of the property located at _____
_____ Palmdale, CA. (Zip Code) _____
2. That this property is a single-family residence.
3. That the water account number is: _____.
4. That the following information, as provided, is true and correct to the best of my knowledge:
Lessee/Tenant responsible for paying the water bill:
Name: _____
Telephone: _____
5. That on _____ a lease/agreement was executed for the above described premises with said lease, requiring said lessee/tenant to be responsible for all water bills incurred during the term of the lease. This lease includes _____ (number of residents).
6. That the expiration of said lease/agreement is _____.

I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct. Executed this ____ day of _____, 20 ____.

By Landlord/Owner:

Name: _____

Social Security # (last 4): _____

Mailing address: _____

Telephones: Cell: _____ Home/Office: _____

Signature: _____



PROGRAMA DE ASISTENCIA TARIFARIO (PAT) SOLICITUD PARA EL AÑO CALENDARIO 2025

Bajos ingresos Veterano Mayor de 62 años

Nombre del solicitante: _____ Inquilino: Yes No

Nombre del dueño de la cuenta: _____ Ultimos 4 números del Seguro Social: _____

Dirección del servicio: _____ Fecha de nacimiento: _____

Número de cuenta: _____ Teléfono: _____

Correo electrónico: _____

- Número de personas en el hogar: _____ (Prueba de residencia requerida.)

Comprobante de residencia es requerido. Favor de anexa uno(s) documentos de la siguiente lista:

- Copia de la declaración de impuestos del año anterior (sólo la primera página donde se muestra el nombre de los dependientes). Otros comprobantes pudieran ser:
 - Copia de la licencia de manejar ó identificación del estado de California.
 - Copia del aviso de cambio de domicilio tramitado en USPS (correo).
 - Copia del contrato de arrendamiento.
 - Copia de un cheque en blanco cancelado con nombre y dirección.
 - Para menores de edad una copia del acta de nacimiento, ó copia de la identificación vigente de la escuela ó boleta escolar del año actual.

- Ingreso total bruto de todas las personas en el hogar: \$ _____ (Antes de deducciones.)

- Podría alguien mas incluirlo como dependiente en la declaracion de impuestos? Sí No

- En cual programa CARE está actualmente inscrito? Southern California Edison
(Agregue una copia de la factura más reciente.) Southern California Gas

- Adjunte una copia de una fotografía emitida por el gobierno, veteranos o militares I.D.
- Incluya una copia de su declaración de impuestos del año anterior, estado de ingresos del Seguro Social, prueba de ingreso anual ó algún comprobante oficial de ingresos.
- Aplicaciones serán aceptadas de Noviembre ha Junio. Nuevos solicitantes tendrán la oportunidad de aplicar cuando nuevo servicio es establecido.
- Si el solicitante es el inquilino, favor de anexar copia del contrato de arrendamiento y tambien el dueño de la propiedad debe completar un affidavit el cual se puede obtener en la oficina de PWD o en la página web: www.palmdalwater.org.

Declaración y autocertificación

Yo declaro que la información proveída en esta aplicación y la documentación presentada son correctas y verdaderas. Estoy de acuerdo en brindar prueba de ingresos en la forma requerida por PWD. Y comprendo que debo informar a PWD si ya no califico para recibir la asistencia. Y a su vez, comprendo que si recibo la asistencia sin calificar podría requerirse que pague el monto de la cantidad de asistencia recibida.

Firma del solicitante: _____ Fecha: _____

FOR PWD USE ONLY:

Date Received and Initials: _____

Processed By: _____

Date Approved: _____

Date Denied: _____

Favor de entregar la aplicación y documentación requerida a:

Palmdale Water District
2029 E. Avenue Q
Palmdale, CA 93550

En referencia a PAT

El Distrito del Agua de la Ciudad de Palmdale (PWD) se complace en ofrecer el programa de asistencia tarifario (PAT) para nuestros clientes de 62 años ó mayores, veteranos o familias de bajos recursos que reúnan los requisitos explicados mas adelante. Si su hogar califica para el descuento CARE en las facturas de electricidad ó gas entonces podría calificar para la asistencia del programa tarifario recibiendo veinte dólares (\$20) de descuento en el cargo mensual por servicio en su factura del agua.

Para aplicar por PAT por su residencia favor de llenar esta solicitud y agregar la documentación necesaria. Si la solicitud es aprobada, la asistencia será efectiva 60 días despues a partir de la fecha de aprobación y es unicamente para ese año calendario. Si la solicitud no es aprobada , usted recibirá una carta con una explicación por la decisión. Las solicitudes serán procesadas en el orden que sean recibidas hasta que los fondos sean agotados.

Si necesita ayuda llenando la aplicación ó necesita mas información acerca del programa, llame al PWD 661-947-4111, opción 8 (español) luego presione 2 para Servicio al Cliente en español, visite nuestra oficina ubicada en el 2029 E Avenue Q, Palmdale, ó visite nuestra página web: www.palmdalewater.org.

REQUISITOS DE INGRESO (Vigente del 1 de Junio del 2024 al 31 de Mayo del 2025) Fuente: California PUC Tarifas Alternativas para Energía (CARE)

Número de personas que viven en la casa	Máximo del ingreso bruto total de todas las fuentes
<u>1-2</u>	<u>\$40,880</u>
<u>3</u>	<u>\$51,640</u>
<u>4</u>	<u>\$62,400</u>
<u>5</u>	<u>\$73,160</u>
<u>6</u>	<u>\$83,440</u>
<u>7</u>	<u>\$93,720</u>
<u>8</u>	<u>\$104,00</u>
<u>Por cada persona adicional</u>	<u>\$10,280</u>

Que se considera ingreso?

Ingreso total bruto es el la acumulación de los ingresos de todos los integrantes del hogar provenientes de cualquier fuente: sueldos, salarios, compensaciones por empleo, intereses, dividendos, manutención marital, manutención de hijos, asistencia pública, pensiones del seguro social, ingresos por arrendamineto, ingresos provenientes de trabajar por cuenta propia y todas las retribuciones no monetarias por empleo.

Cuales son los requisitos?

- La solicitud tiene que ser llenada y entregada. Las solicitudes serán aceptadas en el orden que sean recibidas hasta agotar la disponibilidad de fondos. Dependiendo de la disponibilidad de fondos las solicitudes se procesarán en el siguiente orden de prioridad: personas de la tercera, veteranos de guerra y familias de bajos recursos.
- Debe participar en el programa CARE de Southern California Edison ó Southern California Gas.
- Si el solicitante es el inquilino, se requiere copia del contrato de arrendamiento y declaración jurada del propietario.
- La cantidad de ingreso total bruto del hogar no puede exceder la cantidad mostrada en la tabla de "ingresos requeridos".
- Debe ser cliente residencial del PWD con un medidor de agua de 1" (1 pulgada) ó menor.
- Debe proveer verificación de edad e ingreso requerido por el PWD.
- No ser declarado dependiente de otra persona en la declaración de impuestos federal ó estatal.
- Podría ser requerida una prueba de ser dueño de la propiedad.
- Tendrá que aplicar anualmente y/ó cada vez que se mude a otra propiedad dentro del PWD.
- Tendrá que notificar en un periodo de 30 das si ya no es elegible.
- La asistencia no es transferible con la propiedad o con el solicitante.
- El solicitante no puede poseer más de una (1) propiedad.



PROGRAMA DE ASISTENCIA TARIFARIO (PAT)

DECLARACION JURADA PARA CONFIRMAR QUE EL ARRENDATARIO
ES RESPONSABLE DEL PAGO DE FACTURAS DE AGUA

Yo, _____, por este medio expreso y afirmo:

1. Que soy el arrendador/dueño de la propiedad localizada: _____
_____ Palmdale, CA _____ (Codigo Postal)

2. Que esta propiedad es de uso residencial.

3. Que el número de cuenta del agua es: _____.

4. Que dentro de mi conocimiento, la información proveída es correcta y verdadera.

Arrendatario/Inquilino responsable de pagar la factura de

agua:Nombre: _____

Teléfono: _____

5. Que en la fecha: _____ un contrato de arrendamiento fué realizado para la propiedad
arriba mencionada y en dicho contrato de arrendamiento se especifica que el arrendatario/
inquilino arriba mencionado es responsable por las facturas de agua generadas durante el
periodo vigente del contrato de arrendamiento. Este contrato incluye _____ (Número de resi-
dentes)

6. La fecha de vencimiento del contrato de arrendamiento es: _____.

Yo declaro bajo pena de perjurio y bajo las leyes del estado de California que la infomación anterior
es verdadera y correcta. Ejecutado el día _____ del mes _____, 20_____

Nombre del arrendador/dueño: _____

Ultimos 4 números del Seguro Social: _____

Direccion de correo: _____

Teléfonos: Cell: _____ Casa/Oficina: _____

Firma del arrendador/dueño: _____

MINUTES OF MEETING OF THE FINANCE COMMITTEE OF THE PALMDALE WATER DISTRICT, SEPTEMBER 17, 2024:

A meeting of the Finance Committee of the Palmdale Water District was held Tuesday, September 17, 2024, at 2029 East Avenue Q, Palmdale, CA 93550. Chair Wilson called the meeting to order at 2:03 p.m.

1) Roll Call.

Attendance:

Committee:
Don Wilson, Chair
Scott Kellerman,
Committee Member

Others Present:

Scott Rogers, Acting Assistant General Manager
Dennis Hoffmeyer, Finance Manager
Bob Egan, Financial Advisor
Cynthia Sanchez, Committee Member Alternate
Danielle Henry, Executive Assistant
0 members of the public

2) Adoption of Agenda.

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

3) Public Comments for Non-Agenda Items.

There were no public comments for non-agenda items.

4) Action Items: (The Public Shall Have an Opportunity to Comment on Any Action Item as Each Item is Considered by the Committee Prior to Action Being Taken.)

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held August 20, 2024.

It was moved by Committee Member Kellerman, seconded by Chair Wilson, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Finance Committee meeting held August 20, 2024, as written.

4.2) Discussion and Overview of Cash Flow Statement and Current Cash Balances as of August 2024. (Financial Advisor Egan)

Financial Advisor Egan provided an overview of the monthly Major Account Activity Report, the Investment Funds Report, and the Cash Flow Statement through August 2024, including account transfers, assessments received, capital improvement funds, interest and market values, and scheduled payments and then stated that the projected year-end balance is very healthy.

4.3) Discussion and Overview of Financial Statements, Revenue, and Expense and Departmental Budget Reports for August 2024. (Finance Manager Hoffmeyer)

Finance Manager Hoffmeyer reviewed in detail the Balance Sheet Report, the Profit and Loss Statement, the departmental budgets versus actual, and individual departmental reports for the period ending August 2024, including construction progress payments and anticipated grant funding, and stated that operating revenues are above the historical trend average at 67.2%, that expenses are below the historical trend average at 57.5%, and that most departments are at or below the traditional budgetary percentage of 66.7% followed by a brief discussion of continued water sale increases, of chemical and management expenses for Palmdale Lake, of increased staff expenses for Customer Care, of the status of 2023 and 2024 Meter Exchange Projects, and of water supply.

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

Finance Manager Hoffmeyer provided a brief overview of the Contractual Commitments and Needs Report for new and replacement capital projects, consulting and engineering support projects, new and replacement equipment, water quality fee funded projects, committed and projected capital expenditures, and projects paid out through the 2023A and 2024A Series Water Revenue Bonds in August 2024 and stated that grant funding is anticipated for the Avenue Q Recycled Water Pipeline project

4.5) Discussion and Possible Action to Create New Bank Account for Cash Flow Payments Related to the Pure Water AV Demonstration Facility and Palmdale Ditch Enclosure Federal and State Grant Programs. (Finance Manager Hoffmeyer/Financial Advisor Egan)

Finance Manager Hoffmeyer provided an overview of the invoicing received for these projects, the grant funding reimbursement process, and staff's recommendation to establish a new bank account in anticipation of future invoicing, and after a brief discussion of financial institution options and project payout amounts, it was moved by Committee Member Kellerman, seconded by Chair Wilson, and unanimously carried by all members of the Committee present at the meeting to authorize staff to create a new bank account for cash flow payments related to the Pure Water AV Demonstration Facility and Palmdale Ditch Enclosure Federal and State Grant Programs.

4.6) Discussion and Possible Action on a Recommendation for Performing a WIFIA Loan Interest Rate Reset through Re-Execution of the Loan Agreement. (Finance Manager Hoffmeyer)

Finance Manager Hoffmeyer provided a brief overview of the District's current WIFIA Loan rate and the opportunity to take advantage of declining loan rates through a rate reset, and after a brief discussion of potential interest savings and the contributing factors of decreasing rates, it was moved by Committee Member Kellerman, seconded by Chair Wilson, and unanimously carried by all members of the Committee present at the meeting to approve the recommendation for performing a WIFIA Loan Interest Rate Reset through re-execution of the Loan Agreement and that this item be presented to the full Board for consideration at a future Board Meeting.

4.7) Consideration and Possible Action on a Recommendation to Approve Computer Equipment Leasing Program. (Up to \$250,000.00 – Budgeted – Finance Manager Hoffmeyer)

Finance Manager Hoffmeyer provided an overview of the proposed Computer Leasing Program with First American, including the lease period options, the equipment covered, and the disposal of old equipment, and after a brief discussion of District equipment and the process for requesting equipment purchases through the Program, it was determined to table this item to the next Finance Committee Meeting.

5) Reports.

5.1) Finance Manager Hoffmeyer:

a) Accounts Receivable Overview.

Finance Manager Hoffmeyer provided a brief update on outstanding balances for accounts 60 days delinquent and stated that as of August 31, there are thirty-one payment arrangements totaling \$12,261.08 with \$3,464.19 collected to date and that arrangements related to leak applications continue to increase.

b) Revenue Projections.

He then stated that based on selling 14,500 AF of water, 2024 revenue is ahead of projections by approximately \$126,593.00 as of August 31.

5.2) Financial Advisor Egan:

a) Debt Service Coverage Status.

Financial Advisor Egan reported that the Debt Service Coverage for September 2023 to August 2024 is 2.11 and remains very strong after which Finance Manager Hoffmeyer stated that a transfer can now be made to the District's Rate Stabilization Fund with very minimal impact.

5.3) Other.

Finance Manager Hoffmeyer stated that staff is preparing the 2025 Budget and that a draft may be presented at the next Committee Meeting.

6) Board Members' Requests for Future Agenda Items.

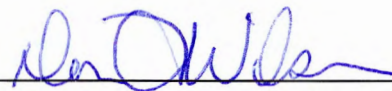
There were no requests for future agenda items.

7) Date of Next Committee Meeting.

It was determined that the next Finance Committee meeting will be held October 22, 2024 at 2:00 p.m.

8) Adjournment.

There being no further business to come before the Finance Committee, the meeting was adjourned at 3:25 p.m.



Chair

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, AUGUST 6, 2024:

A meeting of the Personnel Committee of the Palmdale Water District was held Tuesday, August 6, 2024, at 2029 East Avenue Q, Palmdale, CA 93550. Chair Kellerman called the meeting to order at 8:30 a.m.

1) Roll Call.

Attendance:

Committee:

Scott Kellerman, Chair

Kathy Mac Laren-Gomez,

Committee Member

Others Present:

Dennis LaMoreaux, General Manager

Angelica Garcia, Human Resources Director

Judy Shay, Public Affairs Director

Vincent Dino, Alt. Committee Member

Danielle Henry, Executive Assistant

1 member of the public

2) Adoption of Agenda.

It was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to adopt the agenda, as written.

3) Public Comments for Non-Agenda Items.

There were no public comments for non-agenda items.

4) Action Items: (The Public Shall Have an Opportunity to Comment on Any Action Item as Each Item is Considered by the Committee Prior to Action Being Taken.)

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held June 19, 2024.

It was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held June 19, 2024, as written.

4.2) Consideration on a Recommendation to Approve Reclassification of the Plant Operator III Position to Operations Supervisor. (No Budget Impact – Human Resources Director Garcia)

Human Resources Director Garcia provided an overview of the current Plant Operator positions and staff's recommendation to reclassify the Plant Operator III position to an Operation Supervisor position, adding management flexibility for the Leslie O. Carter Water Treatment Plant and the designation of a Chief Plant Operator, and after a brief discussion of succession planning, of the proposed salary range, and clarification that the Plant Operator III title would be eliminated, it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the recommendation of the reclassification of the Plant Operator III Position to Operations Supervisor and that this item be presented to the full Board for consideration at the August 26, 2024 Regular Board Meeting.

4.3) Consideration on a Recommendation to Approve a New Method of Calculating the District's Coverage of Benefit Premiums. (No Budget Impact – Human Resources Director Garcia)

Human Resources Director Garcia provided an overview of the current policy for calculating the District's coverage of benefit premiums and staff's recommendation to implement a new standardized method of calculating coverage based on full coverage of dental and vision at the lowest family tier plan and the addition of the blended average of the non-high deductible medical plan premium increases up to 10% to the prior year's coverage amount, excluding any decreases, and after a brief discussion of continuing the District's competitive benefit packages for retaining and recruiting staff, of the medical plans favored by staff, and of the Committee's request to review future premium increases that exceed 10%, it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the recommendation of a new method of calculating the District's coverage of benefit premiums and that this item be presented to the full Board for consideration at the August 26, 2024 Regular Board Meeting.

5) Reports:

5.1) Human Resources Director Garcia:

a) Update on Employee Events.

Human Resources Director Garcia provided an update on the District's site security patrol and staff recruitments and stated that a new hire tour is scheduled for September 26; that the employee holiday event will be held December 20 at the Hellenic Center; that the August 22 Engagement Committee Meeting will focus on creating a District-wide action plan as identified through the Employee Survey brainstorming sessions; that staff is preparing for Water Professional Appreciation Week scheduled for the week of October 7; and that staff will be conducting a thorough review of job descriptions and requirements to identify additional opportunities for succession followed by a brief discussion of staff's feedback from this year's employee summer event at MB2 in Santa Clarita compared to the 2023 event at Knott's Berry Farm, of the site security patrol reporting, and of a future Board presentation regarding the Employee Survey action plans.

b) Other.

There were no other reports.

6) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

7) Date of Next Committee Meeting.

There was no date set for the next Personnel Committee meeting.

8) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 9:01 a.m.



Chair



BOARD MEMORANDUM

DATE: October 28, 2024
TO: BOARD OF DIRECTORS
FROM: Dennis D. LaMoreaux, General Manager
RE: *REPORT OF GENERAL MANAGER.*

The following is the October 2024 report to the Board of activities through September 2024. It is organized to follow the District's 2022 Strategic Plan approved in October 2022 and composed of six strategic initiatives. The initiatives follow for reference. It is intended to provide a general framework to update the month's activities.

PWD 2022 STRATEGIC PLAN SUMMARY



Water Resource Reliability: *Resilience, Development, Partnership*

Support and participate with local agencies in the development of projects and policies that improve water reliability

Maximize state and federal funding opportunities for Pure Water AV

Support projects and initiatives that increase the resilience of the State Water Project

Develop water storage options for State Water Project supplies and improve groundwater capture capabilities

Strengthen stakeholder relationships and implement Littlerock Dam and Reservoir Sediment Removal Project



Organizational Excellence: *Train, Perform, Reward*

Offer competitive compensation and benefits package for employee recruitment and retention

Focus Succession Planning Program on ensuring an overlap of training for key positions

Continue providing transparency to our ratepayers through training for the ongoing achievement of the Districts of Distinction certification

Encourage cohesiveness, transparency, and integrity within the staff through Codes of Conduct and increased accountability

Ensure employees are trained on the Strategic Plan and the District's Values of Diversity, Integrity, Teamwork, and Passion

Improve safety for Directors, employees, and customers

Develop career paths at the District for interns and pursue state and federal funding for intern programs

Cultivate a positive culture and increase employee engagement



Systems Efficiency: *Independence, Technology, Research*

- Explore energy independence and evaluate the feasibility of energy options, including wind and solar
- Incorporate more energy efficient technologies into the District's infrastructure
- Research state-of-the-art treatment techniques to enhance systems efficiency
- Re-evaluate Lake Palmdale by-pass pipeline and pursue funding options
- Improve Palmdale Ditch to reduce water loss



Financial Health and Stability: *Strength, Consistency, Balance*

- Pursue grant funding for District projects and operations
- Maintain the five-year financial plan adopted as part of the 2019 Water Rate Study, including the five-year Capital Improvement Plan
- Conduct and adopt a 2024 five-year Water Rate Plan
- Build adequate reserve levels and achieve high-level bond rating
- Seek potential revenue sources from vacant District properties
- Monitor finances, operations, and projects affected by emergencies
- Digitize and document departmental workflows



Regional Leadership: *Engage, Lead, Progress*

- Continue to provide opportunities and information for local businesses and agencies to contract with the District
- Continue to collaborate with neighboring water agencies and move to include more agencies throughout and outside of the Antelope Valley through Greater Antelope Valley Mutual Response Agreements and emergency response exercises
- Develop working relationships and mutually beneficial projects with other water agencies in the District's region
- Develop strategies, alliances, and funding to make Littlerock Dam and Reservoir recreational again
- Continue Memorandum of Understanding with United Water Conservation District to combine political forces to obtain grant funding and research other joint cooperative regional efforts
- Continue representation on larger regional organizations such as the California Special Districts Association (CSDA) and the Association of California Water Agencies (ACWA) and assist with the growth and influence of the Special Districts Association of North Los Angeles County, a CSDA local chapter



Customer Care, Advocacy and Outreach: *Promote, Educate, Support*

Enhance customers' experience through communication and feedback

Expand and market additional payment options

Continue to increase public awareness of current programs and services through traditional and new media platforms

Engage elected officials and the public on the importance of local and state water reliability issues

Complete conversion to an Advanced Metering Infrastructure (AMI) to increase customers' knowledge of water use and promote customer self-help portal

Continue to increase public awareness of the on-going drought and the importance of conservation efforts

Publicize, engage, and educate the community about Pure Water AV

Overview

This report also includes charts that show the effects of the District's efforts in several areas. They are organized within each strategic initiative and include status of the State Water Resources Control Board's (SWRCB) former long-term conservation orders (20 x 2020), the District's total per capita water use trends, 2024 actual water production and customer use graph, mainline leaks, and the water loss trends for both 12- and 24-month running averages.



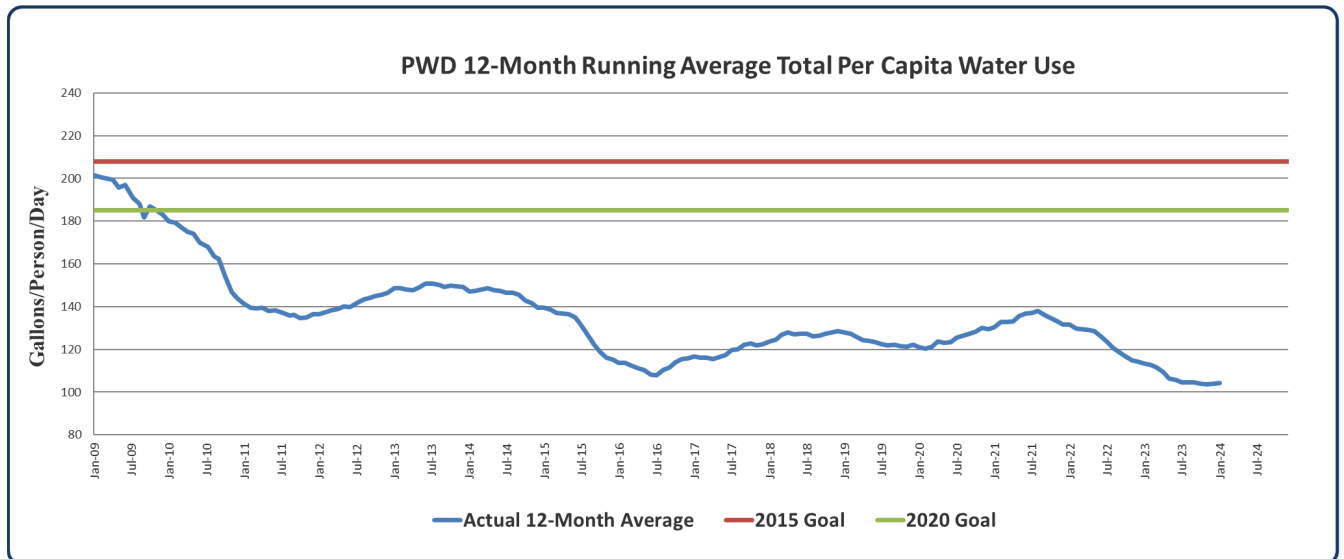
Water Resource Reliability *Resilience, Development, Partnership*

This initiative includes conservation efforts, water supply projects, and water planning. Recent highlights are as follows:

Overall Water Use Goals and Compliance

The 2020 Urban Water Management Plan was adopted by the District in June 2021. This report still uses the 20 x 2020 requirements. It does not relate the District's water use to the upcoming agency water budget requirement. The new "Making Conservation a Way of Life" regulations were approved on July 3, 2024. The District's use of a water budget-based rate structure is helpful in complying with the new regulations. Current staff estimates show the District is within 4% of complying with the new regulations when they become fully implemented in 2027.

The District’s compliance with the former 20 x 2020 law is evident from the chart titled “PWD 12-Month Running Average Total Per Capita Water Use:”



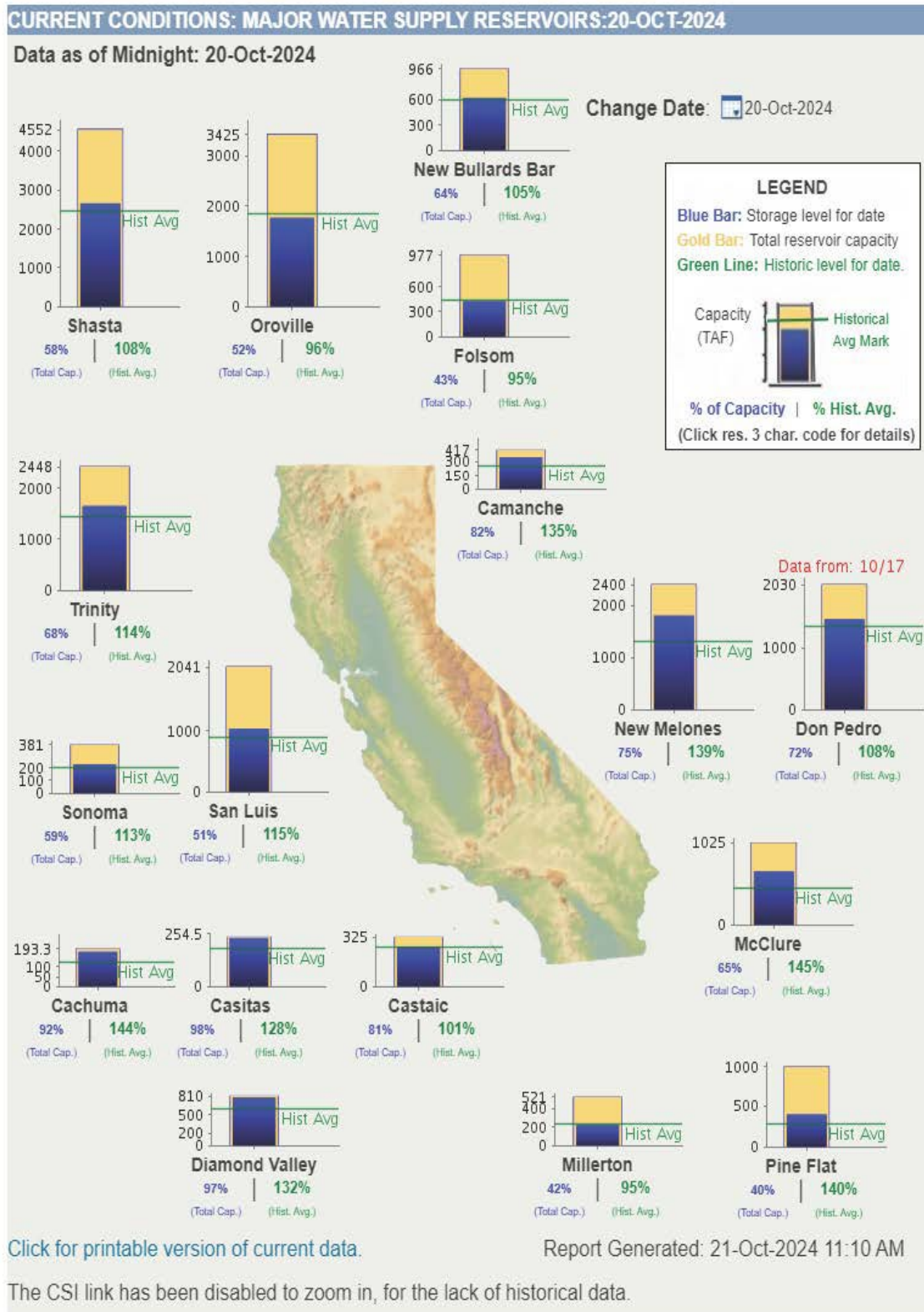
The District’s customers have cut their water use by **51.5%** from the baseline number of 231 re-established in the 2020 Urban Water Management Plan and met the 2020 Goal in early 2010. The current Metered-GPCD, gallons per capita per day, is now 112 showing our customers continued reduced usage.

Water Supply Information

- The AV Adjudication is now entering its ninth year, and the ramp down to the native safe yield is complete. The District’s 2024 groundwater production right is as follows: 7,978.08 AF, 11,620.12 AF of unused Carry Over from prior years, and 8,055 AF of water banked in Littlerock Wash for a total of 27,073.19 AF.
- The full 2024 Water Resources Plan is set. The goal is taking advantage of the available surface water and producing a minimum of 4,300 AF of groundwater using the native and unused Federal production rights. The SWP allocation is set at 40% for 2024.

The reason for the 40% allocation in a nearly average precipitation year can be seen in the following reservoir summary. As stated earlier this year, DWR was limited in its ability to move water through the Delta in the spring and summer due to salmon concentrations in the south Delta. While Oroville Reservoir was above average, this delayed filling San Luis Reservoir south of the Delta. Both reservoirs are currently near average for this date.

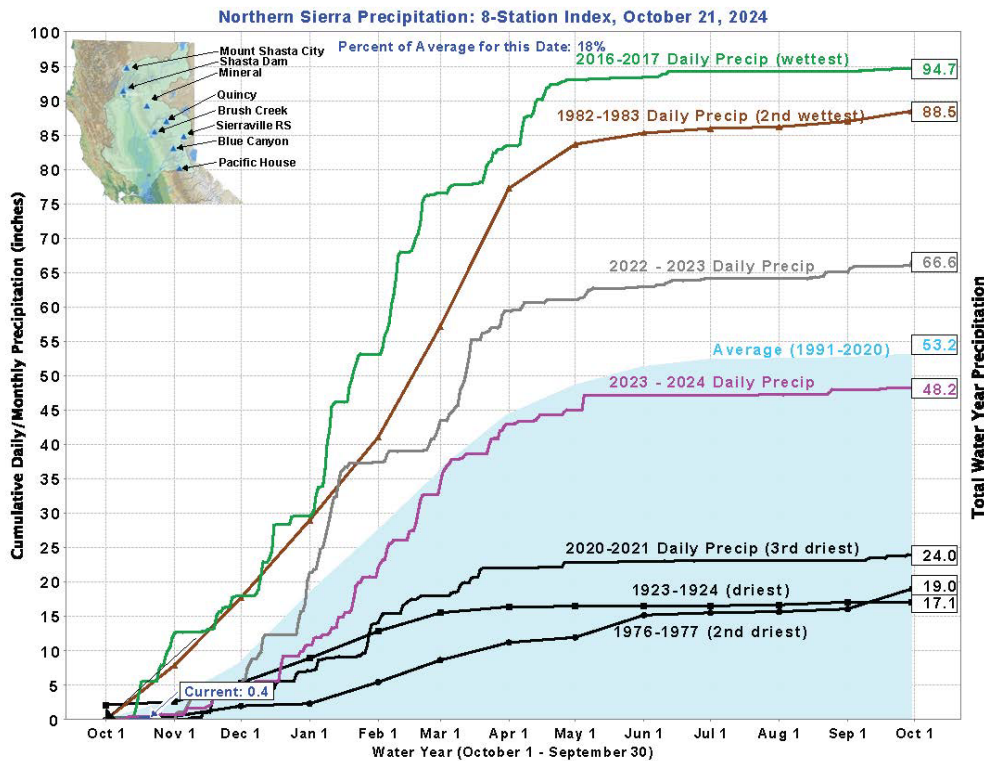
The October 21, 2024 reservoir summary is as follows:



We started the year off with a full and spilling Littlerock Dam and Reservoir. The diversions from Littlerock Reservoir stopped on June 24, 2024. This is because 5,322 AF of the diversion right of 5,500 AF was used in the current water year that began October 1, 2023. The remainder of water stored in Littlerock Reservoir will be available for use starting on October 1, 2024. However, the District will likely hold it until there is a better idea of this winter’s weather.

Precipitation in the area that contributes to the State Water Project ended the water year at 91% of average for the entire 2023-2024 Water Year (October through September). There has not been any significant precipitation yet this month.

The October 21, 2024 Northern Sierra precipitation is as follows:

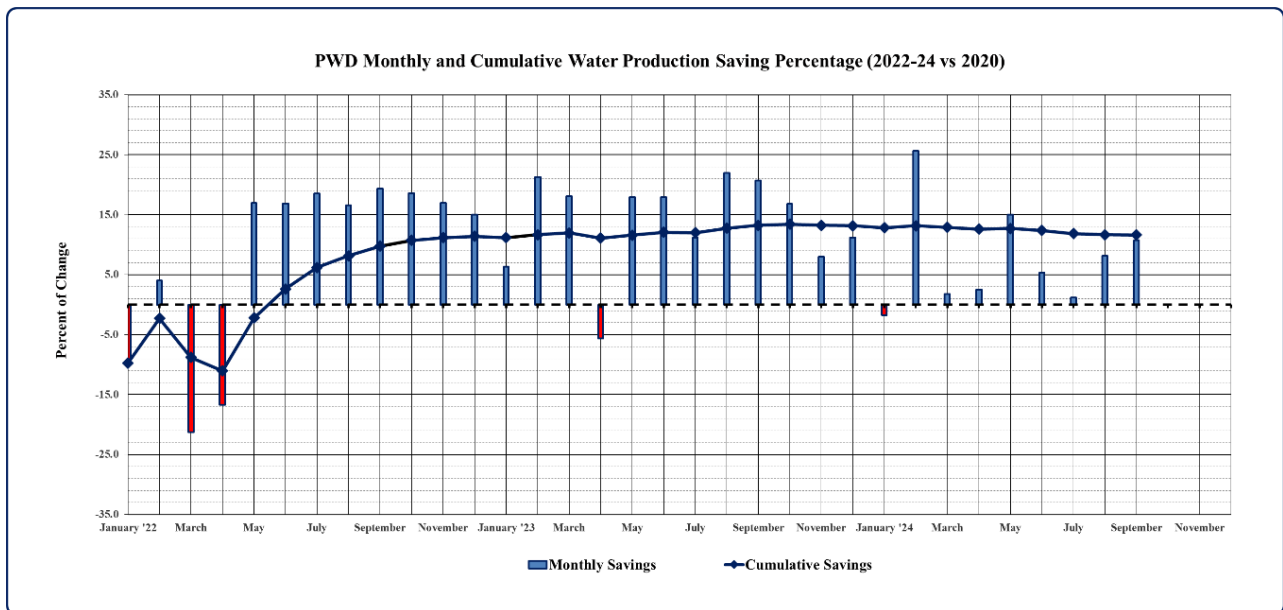
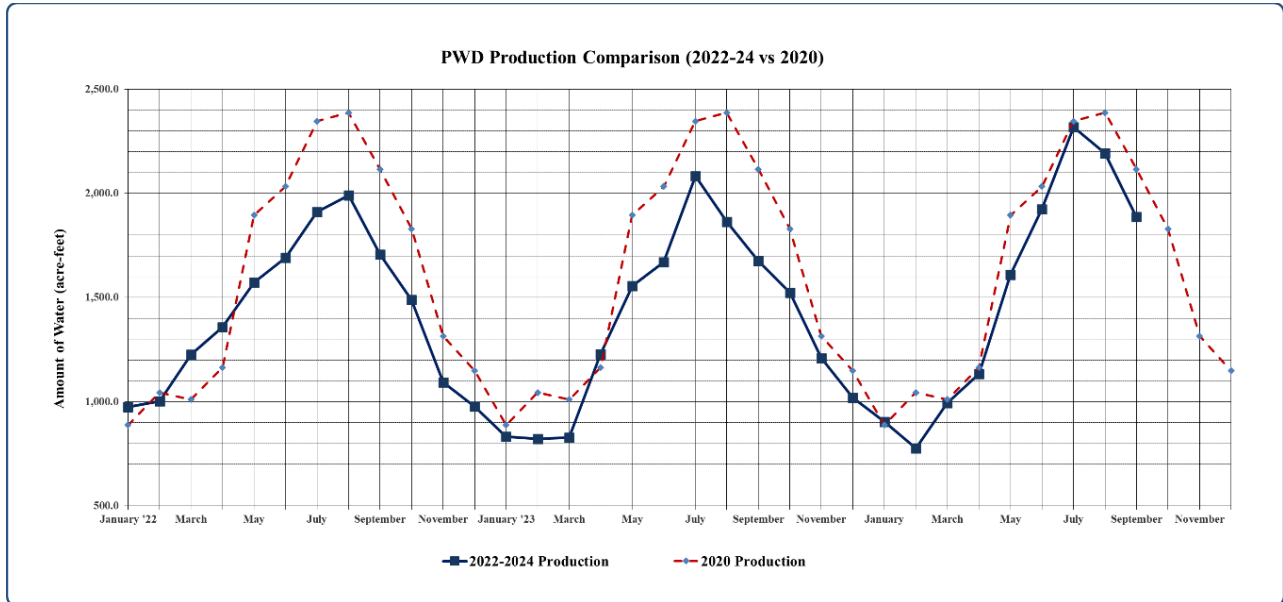


2021-2024 Drought and Wet Year Water Use Summary

The following graphs help to show the 2021-2023 drought response and current use, through 2024, by our customers. The first graph, “PWD Production Comparison (2022-24 vs 2020),” shows the monthly water production in both 2022-24 and 2020.

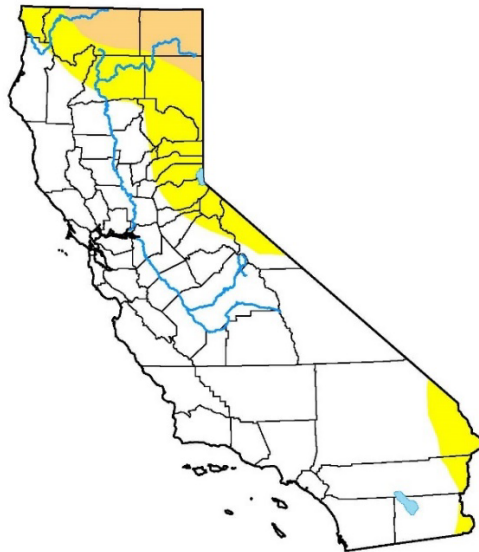
The second graph, “PWD Monthly and Cumulative Water Production Saving Percentage (2022-24 vs. 2020),” illustrates the difference between each month in 2022-

24 and 2020. Less production, or **savings** in 2022-24 is shown in **blue** and more production is shown in **red**. Despite ending mandatory conservation measures in March 2023, our customers have only recently started using more water due to the high temperatures last summer. The cumulative water savings is still 11.6% compared to 2020.



The end of the rainy season and the recent heat wave led to slight drought in some areas of California that is growing. These are shown on the following U.S. Drought Monitor illustrations dated August 13, 2024 and October 15, 2024:

**U.S. Drought Monitor
 California**



August 13, 2024
 (Released Thursday, Aug. 15, 2024)
 Valid 8 a.m. EDT

Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	77.29	22.71	5.32	0.00	0.00	0.00
Last Week 05-06-2024	77.26	22.74	5.32	0.00	0.00	0.00
3 Months Ago 05-14-2024	98.77	1.23	0.00	0.00	0.00	0.00
Start of Calendar Year 01-02-2024	96.85	3.35	0.00	0.00	0.00	0.00
Start of Water Year 09-26-2023	94.01	5.99	0.07	0.00	0.00	0.00
One Year Ago 08-15-2023	74.56	25.44	7.27	0.00	0.00	0.00

Intensity:
 None D2 Severe Drought
 D0 Abnormally Dry D3 Extreme Drought
 D1 Moderate Drought D4 Exceptional Drought

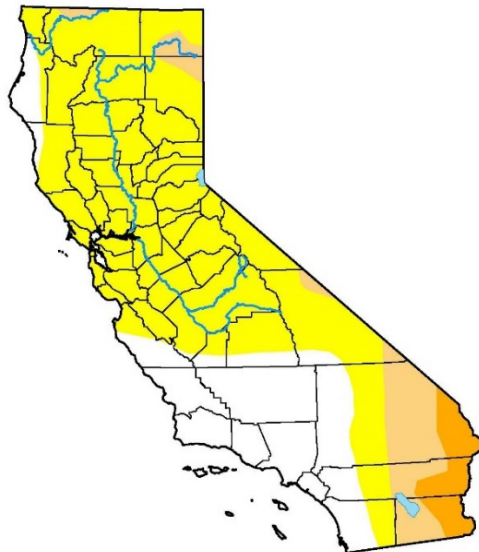
The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

Author:
 Curtis Riganti
 National Drought Mitigation Center



droughtmonitor.unl.edu

**U.S. Drought Monitor
 California**



October 15, 2024
 (Released Thursday, Oct. 17, 2024)
 Valid 8 a.m. EDT

Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	24.68	75.32	14.05	4.30	0.00	0.00
Last Week 10-08-2024	24.68	75.32	13.77	1.72	0.00	0.00
3 Months Ago 07-16-2024	78.80	21.20	1.62	0.00	0.00	0.00
Start of Calendar Year 01-02-2024	96.85	3.35	0.00	0.00	0.00	0.00
Start of Water Year 10-01-2024	28.40	71.60	10.67	0.08	0.00	0.00
One Year Ago 10-17-2023	84.32	5.68	0.00	0.00	0.00	0.00

Intensity:
 None D2 Severe Drought
 D0 Abnormally Dry D3 Extreme Drought
 D1 Moderate Drought D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

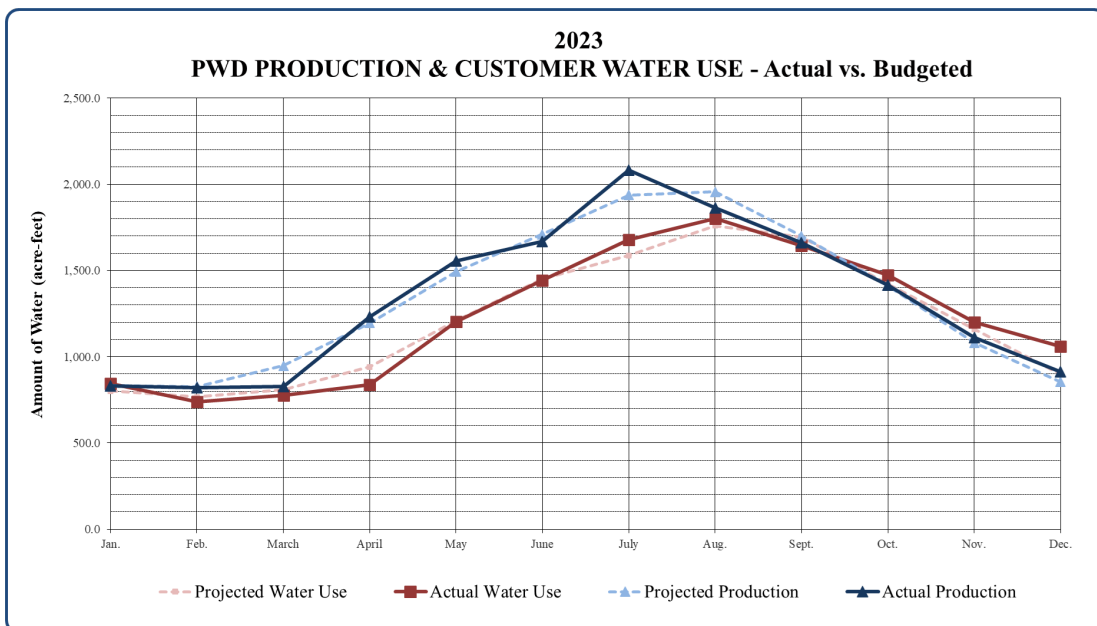
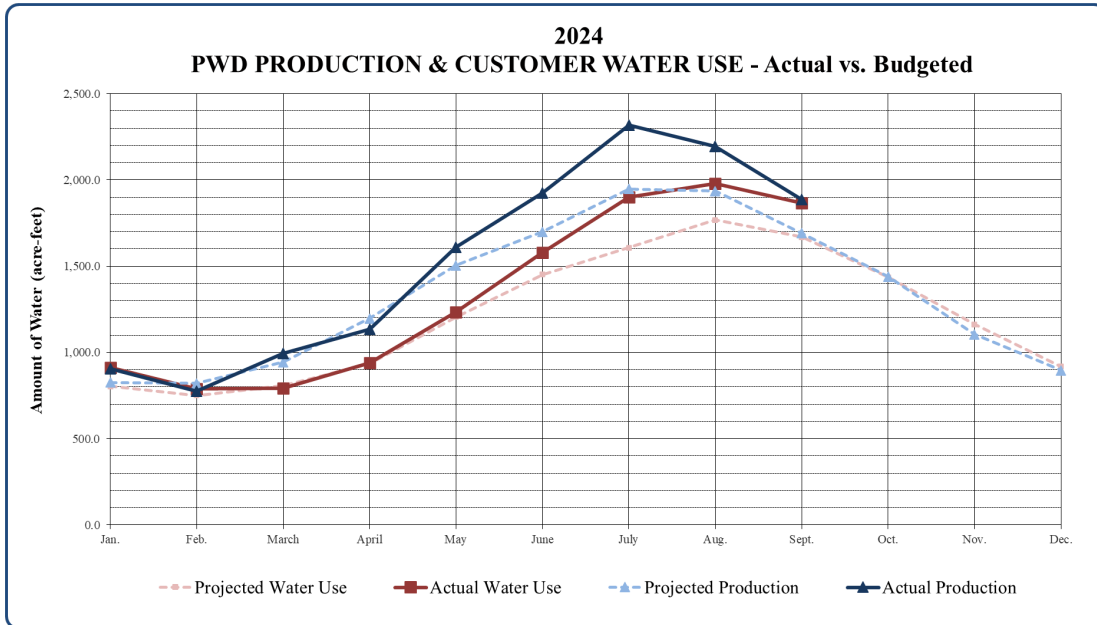
Author:
 Brian Fuchs
 National Drought Mitigation Center



droughtmonitor.unl.edu

2024 and Historical Water Use Information

- The following graph is the actual and projected monthly water consumption and production for 2024. The projected amounts are based on the prior five years of actual monthly information. The projected total consumption is based on the 2024 Budget amount of 14,500 AF. The 2023 graph shows the projected and actual water use for that year. This year's water use is now moving above projections due to the recent high temperatures.



Other Items

▪ **Littlerock Sediment Removal Project**

The Project consists of three phases. The Grade Control Structure is Phase 1 and was completed in January 2020. Phase II is the removal of 1.2 million cubic yards (CY) of sediment from the reservoir. Approximately 58,000 cubic yards of sediment were removed in 2022 using a single year California Fish and Wildlife permit. Staff continues to work with Aspen Environmental to secure all the necessary permits for multi-year sediment removal. No sediment was removed in 2023 due to having a full reservoir through the end of the year. No sediment will be removed this year either due to the amount of water remaining in the reservoir after reaching the maximum diversion amount.

▪ **Pure Water AV Project**

The District's goal of using recycled water for a reliable potable water supply is advanced water treatment and groundwater augmentation. The project is called Pure Water AV. The program management firm assisting the District with the Project is Stantec. Current activities include management of the construction contract with W. M. Lyles for the Demonstration Facility, refining the funding strategy for the full-sized Project, and working on potential grants.

Staff is working with the Sanitation Districts of Los Angeles County, District 20 (LASD), and the City of Palmdale as collaborators or partners in the Project. Pure Water AV will put the already highly treated tertiary recycled water to a higher beneficial use and satisfies LACSD's goals for use of the water. The City may be interested in the Project for the potential benefits to the area's parks and landscaping during droughts without having to expand the current purple pipe distribution system.

Related activities include the design, funding, and construction of a recycled water pipeline in Avenue Q from 30th Street East to the future demonstration facility. This pipeline will also provide additional access to recycled water for construction and Palmdale SOAR High School as a potential irrigation customer.

This project is funded by a state grant, PRWA, and PWD. The construction contract was awarded to American Pipeline Services on May 13, 2024. They are currently moving the bulk water dispenser, utility connections for the Demonstration Facility, and will begin on the pipeline later in October or early November.

- **Upper Amargosa Creek Recharge Project**

The Project's construction is complete. The Project partners, City of Palmdale, LA County Waterworks, and AVEK, are working toward finalizing the operation and maintenance agreement. The recharge yield in 2023 was very disappointing and will also be discussed to improve it in the future. Additionally, the City of Palmdale also notified the Project partners about the mitigation requirements and costs in 2021. Preliminary costs were stated at that time. However, there has not been any further action on the mitigation activities or finalizing the operation and maintenance agreement.

- **Littlerock Creek Recharge Project**

AVEK, LCID, and the District had an agreement with DWR and the AV Watermaster Engineer for a pilot project to use Littlerock Wash to recharge available Article 21, beyond the District's Table "A", SWP water in 2023. Due to the availability of Article 21 water until July 2023, a total of 8,055 AF was recharged through this program. 1,900 AF is planned for banking this way in 2024. Draft environmental work is complete for making this an ongoing recharge project.

- **2022 Strategic Water Resources Plan Update**

It is in the CEQA phase now with a draft E.I.R. that was released for public review and comment on September 27, 2024. The comment period will end on November 11, 2024. It looks at the water demands and supplies through 2050, identifies packages of projects to provide additional water supplies, looks at how they will be financed, and will ultimately be used to determine "Water Supply" fees within the Capital Improvement Fees paid by new water service connections.

- **Delta Conveyance Project**

Delta Conveyance Design and Construction Authority (DCA) is a joint power authority responsible for the environmental, design, and engineering of the Project and works with the Department of Water Resources (DWR) on the Project. The Board includes two seats for the East Branch, Class 8, of the California Aqueduct. The Class 8 agencies are AVEK, PWD, Littlerock Creek Irrigation District (LCID), Mojave Water Agency (MWA), Crestline-Lake Arrowhead Water Agency, San Gabriel Valley Municipal Water District, San Bernardino Valley Municipal Water District (SBVMWD), San Gorgonio Pass Water Agency, Desert Water Agency, and Coachella Valley Water District (CVWD).

The Delta Conveyance Project (DCP) Final EIR for the Project was completed in December 2023. DWR then certified the document and issued a Notice of

Determination naming the Bethany Alternative as the project moving forward. Work has begun to obtain the necessary permits for the project.

The Board of Directors was briefed by DWR and the DCA on the status of the Project and the updated cost estimate and benefit/cost analysis on June 24, 2024. The current cost estimate is \$20.12 billion with a benefit/cost ratio of 2.20. Continued participation in funding the District's share on planning and engineering over the next few years will be presented to the Board for consideration at the November 12, 2024 regular Board meeting.



Organizational Excellence *Train, Perform, Reward*

This initiative includes efforts to restructure staff duties and activities to more efficiently provide service to our customers. Recent highlights are as follows:

- Nearly 80 percent of the District's staff is required to have certifications or licenses issued by the State of California. Many of these have continuing education requirements which must be met by technical training. The District provides an education reimbursement that can be used by staff for these requirements.
- The District has continued to find ways for internships and training opportunities for college and high school students who are interested in the water industry.
- Staff is beginning to use the telecommuting policy. It allows schedules with a maximum of 25% of time working out of the office.
- An Employee Engagement survey was conducted last November. Information from the survey is being compiled, was presented to the Personnel Committee and staff in February, and meetings by staff to develop action plans addressing areas identified for improvement in the survey are now completed. The staff Engagement Committee also met to determine an action plan to address the District's overall results. That action plan and all the department plans have been distributed to staff.
- The Employee Handbook was last updated in 2022. Human Resources Director Garcia worked with staff representatives and legal on a set of updates to the Handbook that were approved by the Board at a regular meeting held July 8, 2024.

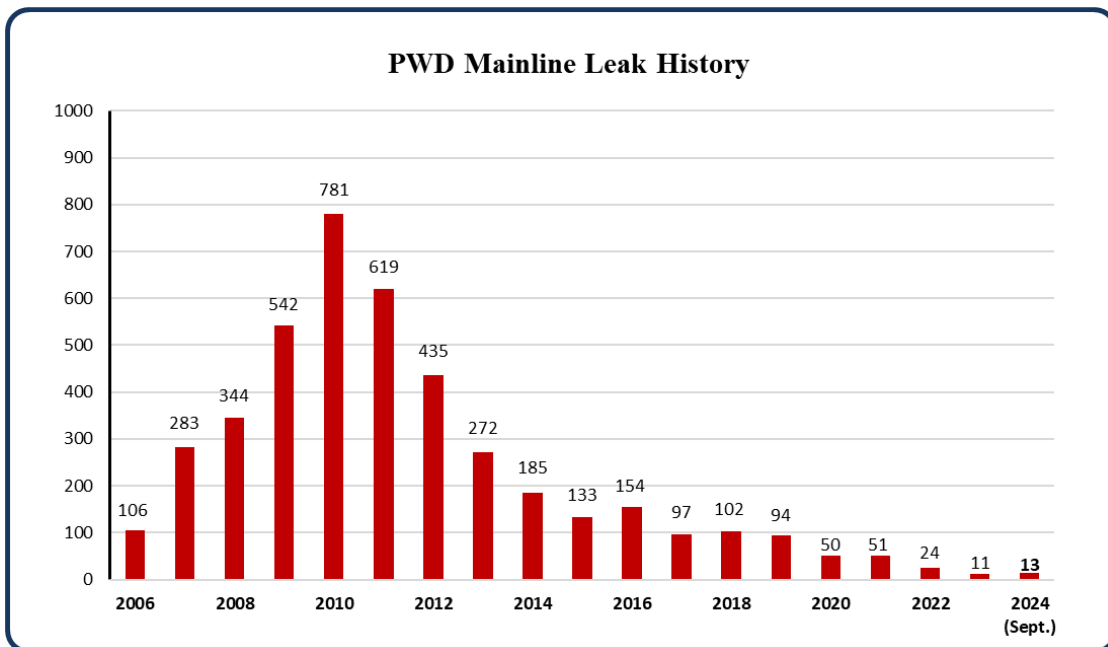
- Work is beginning to review and make any necessary updates to all the job descriptions. Once complete, they will be the basis of a salary survey to compare the compensation for positions in similar agencies.



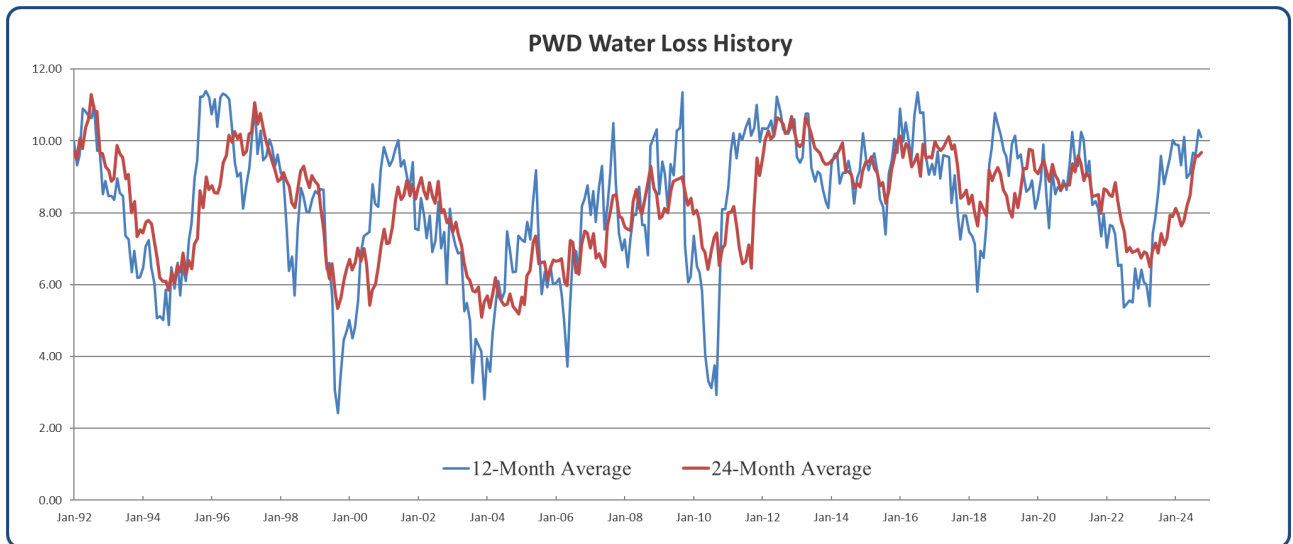
Systems Efficiency *Independence, Technology, Research*

This initiative largely focuses on the state of the District’s infrastructure. Recent highlights are as follows:

- The effects of the District’s past efforts in replacing failing water mains can be seen in the reduced number of mainline leaks. This is illustrated in the following chart titled “PWD Mainline Leak History.” These were thirteen mainline leaks and 52 service line leaks through September 30, 2024.



- The positive effect of both water main and water meter replacement programs is also shown on the chart titled “PWD Water Loss History.” The running average for water losses is less than 10%.



- Battery arrays for backup power are operational at four booster facilities. This program was funded and managed by the California Public Utilities Commission. These batteries are located at Well 5, the 3M booster site, the 45th Street Booster Station, and the Underground Booster Station. Staff is working with Terra Verde to make sure these systems are managed correctly.
- The District approved two solar PV projects to provide energy for wells, the Clearwell booster, and the Leslie O. Carter Water Treatment Plant in December 2022. One will be located north of the maintenance yard and will provide power for a set of wells. The other will be located between Avenue S and Avenue R-8 on the west side of the railroad tracks. It will provide power for the Clearwell booster and Leslie O. Carter Water Treatment Plant. Work on both of these facilities are currently under construction.

Additionally, PV solar companies are expressing an interest in vacant District-owned parcels. Staff and the attorney's office worked through State requirements regarding the sale or long-term lease of vacant land to allow the parcels to be used in this way.

- The Resources and Facilities Committee and Board approved contracts earlier this year to address improvements needed for the 6 Million Gallon (6M) tank used as the Clearwell for treated water from the Leslie O. Carter Water Treatment Plant. Tank Industry Consultants (TIC) was hired by the District a few years ago to inspect the District's tanks, including the 6M. The executive summary of their 2022 report was distributed to the Board on April 12, 2023 and is the basis of the awarded work.

Staff has completed some of TIC's recommendations. Other recommendations will be addressed when possible until the 6M can be taken out of service. This will be possible after the new 2950' booster station at the 3M tank is completed and the 3M can be used as the Clearwell. Meanwhile, staff is ensuring the 6M is operating safely. This includes removing the baffle curtain in 2023 due to finding pieces of it in transmission mains.



Financial Health and Stability *Strength, Consistency, Balance*

- Staff is working with RDN on the 2024 Water Rate Study Report. The initial results were presented to the Board at the regular meeting held August 12, 2024. The report was finalized, presented, and approved by the Board at a special meeting on September 16, 2024. It provided the basis of the Proposition 218 notice to customers on the rate plan. A virtual workshop was held and recorded on October 7, 2024. An in-person workshop is scheduled for October 23, 2024 at 5:00 p.m. in the Board room. The public hearing is scheduled for November 4, 2024.
- Standard & Poor's recently updated the District's subordinate bond rating as "A-" for the May bond issue. This bond issue will partially fund the Demonstration Facility and other needed projects.
- The District successfully closed the EPA WIFIA Loan for the Pure Water AV Demonstration Facility in June. These ensure the funding for constructing the Demonstration Facility.
- The District is seeking assistance from the State's SAFER Program to provide water service to the Alpine Springs Mobile Home Park on Sierra Highway. It has stopped using its well due to poor water quality, has several health violations, and now relies on hauled water. This will be considered a consolidation as the Alpine Springs MHP is currently a separate public water system.

Maria Kennedy, Kennedy Communications, is experienced with these programs and is contracted with the District to help accomplish this. A grant agreement is now in place to fund water hauling until the connection to the District is approved by the State, constructed, and operational. An extension of this agreement for 2025 has been submitted to the State.

The second draft engineering report was released on August 2, 2024 that incorporated comments from the June draft report. District staff provided comments and answered questions related to them. The report will be finalized in October and is expected to lead to State funding of the consolidation.



Regional Leadership *Engage, Lead, Progress*

This initiative includes efforts to involve the community, be involved in regional activities, and be a resource for other agencies in the area. Recent highlights are as follows:

- Activities of the Palmdale Recycled Water Authority (PRWA), AV Integrated Regional Water Management Plan (IRWMP), and Antelope Valley State Water Contractors Association (AVSWCA) have continued. The District has leadership positions in these organizations. District staff is active in the local chambers, AV EDGE, regional human resources, and public information organizations. This includes the recent AV EDGE efforts to help coordinate agencies to allow several large developments to move forward.
- The PRWA Board consists of two Palmdale City Councilmembers, two PWD Board Members, and a public director, Zakeya Anson. Construction of new purple pipes with PRWA is on hold as the District works on the Pure Water AV Project. However, PRWA did approve partial funding of the Avenue Q purple pipe project for construction water access and urban irrigation.
- The “PWD Water Ambassador Academy” (WAA) was held in April 2024. A one-day Junior WAA for high school students from Pete Knight High School was also held October 9, 2024.
- The District and other members of the Public Water Agencies Group (PWAG) share the services of an Emergency Preparedness Coordinator. This approach also helped the District successfully comply with the America’s Water Infrastructure Act (AWIA) of 2018 and respond to the COVID-19 event. It has also been critical in developing mutual aid agreements and more universal equipping of mobile generators.
- Staff has taken a lead role in developing and implementing a valley-wide mutual aid agreement for agencies and mutual water companies.

- **United Water Conservation District Memorandum of Understanding**

The District and United Water Conservation District (United) approved a memorandum of understanding (MOU) to work cooperatively on projects where our interests overlap. These include internships and cooperation with community colleges, combined recreational funding for Piru and Littlerock Reservoir recreational improvements, and assistance and funding of advanced treatment of recycled or brackish water for potable use projects.

There have been several meetings between District staff and United Human Resources staff to discuss apprenticeship programs, intern programs, and work with three community college districts to support water-related curriculum. The first action item from these meetings was the funding of PWD interns for 2022. Participation in interview panels and the development of a mutual aid agreement are also being done.

Recreation staff from United met with District staff and visited the Littlerock Recreation Area in March. They provided good advice and input on a rough plan for helping the Area open at some point. Staff worked with the Angeles National Forest (ANF) as the first step in clearing the prior recreational concessionaire's property in the recreational area. All the property now belongs to the ANF. A hazardous material survey is being funded by the District's existing deposit to begin the process of clearing the site.

Several other meetings have been held regarding the use of available State Water Project (SWP) supplies. District and United staff are working with other East Branch SWP contractors on ways to recategorize water and avoid having water go unused. This is expected to make additional water available for United and the District. Staff also collaborated with United on legislative issues and completed a 2,000 AF SWP exchange agreement in 2023.

Additional coordination will also be focused on both agency's advanced water treatment projects. The United project will treat brackish groundwater for potable use by the military. The PWD project, Pure Water AV, will treat tertiary water for potable use by our customers. Once Pure Water AV is more established, joint meetings with state and federal representatives will be held to obtain funding assistance.

The District also recently supported United's concerns and comments on potential changes to the designation of Piru Creek by the Angeles National Forest. These changes could affect the delivery of State Water Project Water to United, including exchanges with the District. A United facility tour was held on July 29, 2024 to assist newer directors for both agencies in understanding each district's operations.



Customer Care, Advocacy, and Outreach *Promote, Educate, Support*

This initiative includes efforts to better serve our customers. Recent highlights are as follows:

- The Rate Assistance Program reached capacity in February. Applications for 2025 will be accepted beginning in November 2024. Staff continually monitors the Program for openings. The Board approved changes to the program in 2023 and it provided assistance to 700 customer accounts in 2024.
- Staff successfully conducted virtual coffee meetings with Directors and their constituents, online “Let’s Talk H2O” meetings, issued regular internal and public newsletters, coordinated drive-through giveaways for customers, an in-person customer appreciation day, monitored and maintained the District’s social media, and assisted with information for the current drought. In-person workshops have also been held.