



**PALMDALE WATER DISTRICT**  
A CENTURY OF SERVICE

February 5, 2025

**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

**AGENDA FOR REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE PALMDALE WATER DISTRICT  
TO BE HELD AT 2029 EAST AVENUE Q, PALMDALE**

**MONDAY, FEBRUARY 10, 2025**

**5:00 p.m. – Mandatory Board Training**

**6:00 p.m. – Regular Meeting**

---

**DENNIS D. LaMOREAUX**  
General Manager

**ALESHIRE & WYNDER LLP**  
Attorneys

**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. 6 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/2025-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) Mandatory Board Training – Workplace Violence Prevention Plan. (General Counsel Early)
- 5) **Break Until 6:00 p.m.**
- 6) Public Comments for Non-Agenda Items.
- 7) Presentations:
  - 7.1) Legislative Updates. (Public Affairs Director Shay/Representatives for Antelope Valley State Legislators)
- 8) 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.)
  - 8.1) Approval of Minutes of Regular Board Meeting held January 27, 2025.
  - 8.2) Payment of Bills for February 10, 2025.
  - 8.3) Approval to Deny Leave to File Late Claim Received from Legal Needs APC on Behalf of Patricia Koibita and Claim Class and Refer any Further Action to Joint Powers Insurance Authority. (No Budget Impact – Finance Manager Hoffmeyer/Human Resources Director Garcia)
- 9) 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.)
  - 9.1) Consideration and Possible Action to Reschedule or Cancel the May 12, 2025 Regular Board Meeting due to Lack of a Quorum. (No Budget Impact – General Manager LaMoreaux)
  - 9.2) 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 2025 Budget:
    - a) None at This Time.
- 10) Information Items:
  - 10.1) Reports of Directors:
    - a) Standing Committees; Organization Appointments; Agency Liaisons:
      - 1) Antelope Valley East Kern Water Agency (AVEK) Meeting – January 28. (Director Dino, Board Liaison/President Mac Laren-Gomez, Alt.)
      - 2) Outreach Committee Meeting – January 30. (Director Dino, Chair/Director Sanchez/Director Wilson, Alt.)
      - 3) Palmdale Fin & Feather Club Meeting – February 1. (Director Wilson/Director Kellerman, Alt.)
      - 4) Special Districts Association of North Los Angeles County (SDANLAC) Board Meeting – February 5. (Director Dino, CSDA Chapter President)
    - b) General Meetings Reports of Directors.

- 10.2) Report of General Manager.
  - a) Department Activity Updates:
    - 1) Public Affairs Department. (Public Affairs Director Shay)
- 10.3) Report of General Counsel.
- 11) Board Members' Requests for Future Agenda Items.
- 12) Adjournment.



---

DENNIS D. LaMOREAUX,  
General Manager

DDL/dh



# BOARD MEMORANDUM

**DATE:** February 10, 2025

**TO:** **BOARD OF DIRECTORS**

**FROM:** Mr. Dennis J. Hoffmeyer, Finance Manager/CFO  
Mrs. Angelica Garcia, Human Resources Director

**VIA:** Mr. Dennis D. LaMoreaux, General Manager

**RE:** ***APPROVAL TO DENY LEAVE TO FILE LATE CLAIM RECEIVED FROM LEGAL NEEDS APC ON BEHALF OF PATRICIA KOIBITA AND CLAIM CLASS AND REFER ANY FURTHER ACTION TO JOINT POWERS INSURANCE AUTHORITY. (NO BUDGET IMPACT – FINANCE MANAGER HOFFMEYER/HUMAN RESOURCES DIRECTOR GARCIA)***

---

## **Recommendation:**

Staff recommends that the Board deny the leave to file late claim submitted by Legal Needs APC on behalf of Patricia Koibita and her claim class. Additionally, the District's attorney will need to issue a formal denial letter on behalf of the District. Once the denial letter is issued, any further claim will be referred to the Joint Powers Insurance Authority (JPIA) for handling.

## **Alternative Options:**

The Board can accept the late claim.

## **Impact of Taking No Action:**

The Board must take action.

## **Background:**

On May 15, 2024, a District employee was involved in an auto accident with Ms. Koibita. Following standard protocol, the employee submitted a driver's incident report along with photos documenting the accident scene. The District promptly reported the potential loss to the Joint Powers Insurance Authority (JPIA) on May 17, 2024. In response, JPIA assigned claim number 24-0829 and initiated the timeline for Ms. Koibita to file a claim.

To ensure proper oversight, senior claims adjuster Ms. Judy Shiu was assigned to monitor the case. She maintained communication with District staff regarding any potential claims and conducted periodic checks on the Los Angeles County Superior Court's website to track any filings under Ms. Koibita's name. On November 20, 2024, Ms. Shiu confirmed that Ms. Koibita had not filed a claim before the statute of limitations expired on November 15, 2024. With no formal claim submitted within the legal timeframe, the matter appeared to be resolved.

However, on January 22, 2025, Human Resources Director Garcia received an electronically submitted request for a waiver from Legal Needs APC seeking permission to submit a late claim

February 10, 2025

on behalf of Ms. Koibita. In accordance with established procedures, staff forwarded the request to JPIA for review and guidance. After thoroughly evaluating the circumstances, Ms. Shiu and the JPIA claims management team recommended denying the request for a late claim submission. This case underscores the importance of adhering to established claim procedures and statutory deadlines. The District's timely reporting and diligent monitoring ensured compliance with legal and insurance protocols, ultimately protecting its interests. Moving forward, continued vigilance in claim processing and adherence to legal deadlines will remain critical in safeguarding the District from unwarranted liabilities.

**Strategic Plan Initiative/Mission Statement:**

Not applicable.

**Budget:**

Not applicable.

**Supporting Documents:**

- Application of Patricia Koibita for Leave to File a Late Claim dated January 22, 2025.



# BOARD MEMORANDUM

**DATE:** February 10, 2025  
**TO:** BOARD OF DIRECTORS  
**FROM:** Dennis D. LaMoreaux, General Manager  
**RE:** *CONSIDERATION AND POSSIBLE ACTION TO RESCHEDULE OR CANCEL THE MAY 12, 2025 REGULAR BOARD MEETING DUE TO LACK OF A QUORUM. (NO BUDGET IMPACT – GENERAL MANAGER LaMOREAUX)*

---

## **Recommendation:**

Staff recommends that the May 12, 2025 Regular Board Meeting be cancelled due to a lack of a Board quorum if three Directors plan to attend the 2025 ACWA Spring Conference.

## **Alternative Options:**

The May 12, 2025 Regular Board Meeting could be rescheduled to another time in May.

## **Impact of Taking No Action:**

A quorum may not be available to hold a Board Meeting.

## **Background:**

Board Directors have shown interest in attending the 2025 ACWA Spring Conference in Monterey. The first day of this Conference falls on the same day as the first Regular Board Meeting in May. Under Brown Act provisions, a quorum of the legislative body must participate in person from a physical location open to the public within the boundaries of jurisdiction.

## **Strategic Plan Initiative/Mission Statement:**

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

## **Budget:**

Cancelling or rescheduling the first Regular Board Meeting in May will not affect the budget.

## **Supporting Documents:**

- There are no supporting documents.

**MINUTES OF MEETING OF THE OUTREACH COMMITTEE OF THE PALMDALE WATER DISTRICT, NOVEMBER 26, 2024**

*A meeting of the Outreach Committee of the Palmdale Water District was held Tuesday, November 26, 2024, at 2029 East Avenue Q, Palmdale, CA 93550. Chair Dino called the meeting to order at 2:00 p.m.*

**1) Roll Call.**

**Attendance:**

Committee:  
Vincent Dino, Chair  
Cynthia Sanchez,  
Committee Member

**Others Present:**

Dennis LaMoreaux, General Manager  
Judy Shay, Public Affairs Director  
Claudia Bolanos, Resource and Analytics Director  
Dennis Hoffmeyer, Finance Manager  
Don Wilson, Committee Member Alternate  
Danielle Henry, Executive Assistant  
Patricia Guerrero, Management Analyst  
1 member of the public

**2) Adoption of Agenda.**

It was moved by Committee Member Sanchez, seconded by Chair Dino, 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 September 30, 2024.**

It was moved by Committee Member Sanchez, seconded by Chair Dino, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Outreach Committee meeting held September 30, 2024, as written.

**4.2) Discussion of 2024 Outreach Activities. (Public Affairs Director Shay)**

**a) Outreach Report.**

Public Affairs Director Shay provided a detailed overview of the written Outreach Report of current events through November 20 including press releases, customer outreach, social media highlights and participation at various events including the Water-Wise Workshop on Preparing Your Garden for Winter, two community workshop regarding the District's five-year revenue adjustments, and the Junior Water Ambassadors Academy and stated that staff received two PRism Awards from the Public Relations Society of America – L.A. Chapter; that staff received Certificates of Recognition from Assemblymembers Lackey and Carrillo during Water Professionals Appreciation Week; that staff created a video for the 50<sup>th</sup> Anniversary of the Safe Drinking Water Act; that staff participated in a holiday food drive and secured donations from Starbucks which was all delivered to SAVES; and that the announcement regarding the passing of former Director Dave Gomez acquired the most engagements on social media.

**b) Upcoming Events/2024 Plans.**

She then stated that upcoming events include the District's Holiday Toy Drive in December and a SDANLAC Membership Luncheon on February 19, 2025.

**5) Reports.**

**5.1) Water-Use Efficiency Activities. (Resource and Analytics Director Bolanos)**

Resource and Analytics Director Bolanos reported that staff conducted another classroom presentation reaching an additional 56 students; that the final presentation of the year is scheduled for next week; and that that approximately 1,000 students have been reached in total throughout 2024.

She provided a brief presentation on the "Water Cycle in a Bag" activity that was given to students during classroom presentations which visually demonstrates the water cycle and stated that the experiment has been well received and that students are sending staff pictures of their results from home.



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

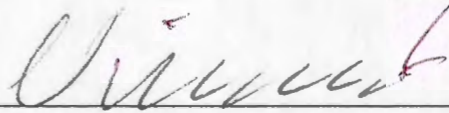
There were no requests for future agenda items.

7) **Date of Next Committee Meeting.**

It was determined that the next Outreach Committee meeting will be held January 30, 2025, at 2:00 p.m.

8) **Adjournment.**

There being no further business to come before the Outreach Committee, the meeting was adjourned at 2:11 p.m.



---

Chair