April 7, 2014

Agenda for the Regular Meeting of the Commissioners of the Antelope Valley State Water Contractors Association to be held at the Palmdale Water District’s office at 2029 East Avenue Q, Palmdale

Thursday, April 10, 2014
6:30 p.m.

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

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the Palmdale Water District’s office located at 2029 E. Ave. Q, Palmdale. 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 Association to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.

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

1) Pledge of Allegiance.
2) Roll call.
3) Public comments for items not on the agenda.
4) Consideration and possible action on minutes of regular meeting held February 27, 2014.
5) Payment of bills.
6) Consideration and possible action on legal counsel representation for the AVSWCA. (General Manager Knudson/Ad Hoc Committee)

7) Consideration and possible action on professional services agreement with RMC Water and Environment to provide As-Needed Services related to the completion of the Antelope Valley Integrated Regional Water Management Plan (IRWMP) Update. (General Manager Knudson)

8) Report of General Manager.
   a) Update on the AVSWCA AB 1234 Training.
   b) Update on Antelope Valley IRWMP.
   c) Evaluation on participation in the Antelope Valley Home Show.

9) Report of Controller.

10) Reports of Commissioners.


12) Commission members’ requests for future agenda items.

13) Consideration and possible action on scheduling the next Association meeting.

14) Adjournment.
MINUTES OF REGULAR MEETING OF THE COMMISSIONERS OF THE
ANTELOPE VALLEY STATE WATER CONTRACTORS ASSOCIATION,
FEBRUARY 27, 2014.

A regular meeting of the Commissioners of the Antelope Valley State Water Contractors Association was held Thursday, February 27, 2014, at the Palmdale Water District at 2029 East Avenue Q, Palmdale. Vice Chair Alvarado called the meeting to order.

1) Pledge of Allegiance.

At the request of Vice Chair Alvarado, Commissioner Dyas led the pledge of allegiance.

2) Roll Call.

Attendance:
Robert Alvarado, Vice Chair
Leo Thibault, Treas.-Auditor
Kathy Mac Laren, Secretary
Keith Dyas, Commissioner
Neal Weisenbereger, Commissioner
Tim Clark, Alt. Commissioner

Others Present:
Matt Knudson, General Manager
Wayne Lemieux, Attorney
Tom Barnes, Controller
Brad Bones, LCID General Manager
Travis Berglund, LCID Assistant Manager
Dennis LaMoreaux, PWD General Manager
Dan Flory, AVEK General Manager
Dwayne Chisam, AVEK Asst. General Mng.
Danielle Henry, Administrative Assistant
8 members of the public

3) Public Comments for Items Not on the Agenda.

There were no public comments.


It was moved by Commissioner Dyas, seconded by Commissioner Mac Laren, and unanimously carried to approve the minutes of the regular meeting held January 23, 2014, as written.

5) Payment of Bills.
Commissioner Thibault reviewed the bills received for payment and then moved to pay the bills received from PWD in the amount of $529.72 for staff services; from AVEK in the amount of $479.44 for staff services; and from Burkey Cox Evans & Bradford CPAs in the amount of $6,000.00 for auditing services. The motion was seconded by Commissioner Dyas, and after clarification that the amount paid to Burkey Cox Evans & Bradford CPAs includes three audits covering 2010, 2011 and 2012, the motion unanimously carried.

6) Presentation on PWD’s Littlerock Creek Recharge and Recovery Project. (General Manager Knudson/David Ferguson of Kennedy Jenks)

Mr. David Ferguson, of Kennedy/Jenks, provided a detailed overview of PWD’s Littlerock Creek Recharge and Recovery project including project alternatives, sizing analysis, recovery wells, Antelope Valley sub-basins, storage volume loss, geology and groundwater conditions, groundwater quality, bedrock depth, geophysical investigations, satellite imagery, recycled water recharge options, water supply scenarios, summarized work to date, and the next steps of the project.

After a brief discussion of the project’s timeline and future partners on the project, the Commissioners thanked Mr. Ferguson for the presentation.

7) Presentation on the Association’s Website Tracking Statistics. (Controller Barnes)

Controller Barnes reviewed the Association’s website including the content addition of Commissioners pictures and biographies and the history of Littlerock Creek Irrigation District and informed the Commissioners that it will take time to provide statistics and encouraged suggestions on additional content followed by discussion of website management.

8) Consideration and Possible Action on AVSWCA Booth at the Home Show. (Commissioner Dyas)

After a brief discussion on the importance of participating in the Antelope Valley Home Show with the current drought conditions, it was moved by Commissioner Thibault, seconded by Commissioner Dyas, and unanimously carried to approve the Association’s participation in the Antelope Valley Home Show at the Antelope Valley Fairgrounds on March 21-23, 2014.
9) Consideration and Possible Action on Legal Counsel Representation for the AVSWCA. (General Manager Knudson)

After discussion of the current rotation of legal counsel, shared legal expenses between the member agencies, the various lengths of legal projects, options for longer rotation time frames, the need for legal counsel at each meeting, and the possibility of retaining one attorney for the Association, it was determined that the Ad Hoc Committee of Commissioner Thibault, Commissioner Mac Laren, and Commissioner Weisenberger meet to further discuss this issue and report at the next meeting.

10) Report of General Manager.

   a) Update on the AVSWCA AB 1234 Training.

   General Manager Knudson reviewed the AB 1234 Ethics Training invitation to be provided by Attorney Lemieux on March 27, 2014 from 6:30 p.m. to 8:30 p.m. at Palmdale Water District.

   b) Update on Antelope Valley IRWMP.

   He then stated that the public review period for the draft Integrated Regional Water Management Plan update has expired; that comments received were incorporated into the final Plan and submitted to the Department of Water Resources for review and comment with feedback expected by late April; that after this review, the next step is for each member agency to consider an MOU to adopt the Plan; and that reimbursement through grant funds under Prop. 84 continues to be worked on with RMC Water & Environment and DWR for outstanding invoices.


   Controller Barnes stated that he has nothing further to report.

12) Reports of Commissioners.

   Commissioner Thibault welcomed Commissioner Weisenberger to the Association Commission.

   There were no further reports of Commissioners.

Attorney Lemieux stated that the adjudication lawsuit is at a critical juncture and everyone is really hopeful for a resolution.

14) Commission Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

15) Consideration and Possible Action on Scheduling the Next Association Meeting.

It was determined that the next regular meeting of the Association will be held April 10, 2014 at 6:30 p.m. at PWD.

Vice Chair Alvarado then welcomed and introduced PWD Director Joe Estes as the PWD Alternate Commissioner and also welcomed Helen Velador, Director for the Palmdale Recycled Water Authority, after which Commissioner Thibault re-introduced LCID Director Lynn Burns.

16) Adjournment.

There being no further business to come before the Commissioners, the regular meeting of the Commissioners of the Antelope Valley State Water Contractors Association was adjourned.

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Secretary
February 7, 2014

Mr. Matthew Knudson  
General Manager  
Antelope Valley State Water Contractors Association  
c/o Palmdale Water District  
2029 East Avenue Q  
Palmdale, CA 93550

Subject: Antelope Valley IRWMP As-Needed Services

Dear Mr. Knudson:

RMC is pleased to submit this proposal to assist the Antelope Valley State Water Contractors Association (AVSWCA) with as-needed tasks related to the completion of the Antelope Valley Integrated Regional Water Management Plan (IRWMP) Update.

Over the past two years, RMC has worked with stakeholders to complete the Antelope Valley IRWMP Update and has completed successful grant funding applications for Proposition 1E Round 1, Proposition 84 Planning, and Proposition 84 Implementation Round 2 for the Region. With the Antelope Valley IRWMP Update complete, the AVSWCA is in need of additional support to ensure successful approval by the Department of Water Resources (DWR) and successful implementation of the plan. Once approved by DWR, there are supplementary tasks that may require RMC’s expertise, including support for the Regional Water Manager Group (RWMG) members in adopting the IRWMP and support for the Proposition 84 Round 3 application process in late 2014.

Scope of Work – Task Description
The scope of work to be performed by RMC may include, but is not limited to, the following activities:

- Coordinate/monitor DWR review of the IRWMP
- Attend stakeholder meetings as needed
- Provide support as needed for members of RWMG in their adoption of the IRWMP Update
- Advise on action items for Proposition 84, Round 3

Key Project Personnel
Project personnel for this work will include Brian Dietrick, Dawn Flores, and Brenda Ponton. The staff will bring the following expertise to the project:
Brian has over 20 years of experience in planning and design for water resources, wastewater, and recycled water projects. He has been involved with the Antelope Valley RWMG for a number of years, and most recently managed the team responsible for updating the Antelope Valley IRWMP. He also led the successful applications for Prop. 50 Round 1, Prop. 84 Planning, and Prop. 84 Round 2 Implementation grants in the Region.

Dawn brings experience in water resources planning, grant writing, water quality evaluation, advanced data analysis, and water resources modeling. She was responsible for helping the following IRWM Regions to meet new climate change requirements promulgated by DWR: Antelope Valley, Greater Los Angeles County, San Diego County, Santa Barbara County, Coachella Valley, and Upper Santa Margarita Watershed.

Brenda is a water resources planner experienced in integrated water resources planning, water supply assessment, and water quality data analysis. She assisted in the update of the Antelope Valley IRWMP and the Upper Santa Margarita Watershed IRWMP.

Budget

Table 1 below provides a breakdown of hours and costs per project participant and is for budgeting purposes only. This budget assumes that no more than 40 hours will be used for this work and that up to six trips will be made to the Region for meeting attendance (as needed). To the extent possible, conference calls will be utilized in lieu of meetings.

Table 1. Task Budget

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<tr>
<th>Firm</th>
<th>Name</th>
<th>Position</th>
<th>Rate</th>
<th>Hours</th>
<th>Total Cost</th>
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<td>RMC</td>
<td>Brian Dietrick</td>
<td>Project Manager</td>
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<td>Climate Change Tech.</td>
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<tr>
<td></td>
<td>TOTAL</td>
<td></td>
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<td>40</td>
<td>$8,642</td>
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</tbody>
</table>

1. ODCs such as mileage (rates will be those allowed by current IRS guidelines) will be billed at actual cost plus 10%.

Schedule & Deliverables

The proposed schedule for the as-needed services related to the Antelope Valley IRWMP is six months beginning Feb. 17th and ending Aug. 15th of 2014. Deliverables submitted by RMC may include, but are not limited to, draft notes from stakeholder meetings and conference calls facilitated by RMC. Other deliverables may be determined by RMC and AVSWCA as needed.

We look forward to proceeding with this work. Please call me at 310.566.6460 if you have any questions.

Sincerely,

Brian Dietrick
Principal-in-Charge