



QUARTZ HILL WATER DISTRICT

5034 W Avenue L • Quartz Hill, CA 93536
661-943-3170 • www.qhwd.org

In accordance with the Americans with Disabilities Act of 1990, if requested, this agenda will be made available in an appropriate alternative format to persons with a disability. If you need disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call Debi Pizzo at (661) 943-3170, or inquire at Quartz Hill Water District's office, at least 48 hours prior to the meeting.

AGENDA

BOARD OF DIRECTORS

REGULAR MEETING

July 21, 2016 7:00pm

5034 W Avenue L, Quartz Hill, CA 93536

ITEM 1 ROLL CALL

ITEM 2 PLEDGE OF ALLEGIANCE

ITEM 3 ADOPTION OF AGENDA

Members of the public shall have an opportunity to comment on each agenda item as the Board, prior to action being taken, is considering it.

ITEM 4 PUBLIC COMMENT

At this time, members of the public shall have an opportunity to comment on any matter within the jurisdiction of the District, which is not on the agenda. (Guidelines available at meeting.)

ITEM 5 DISCUSSION ITEMS

None requested.

ITEM 6 ACTION ITEMS

All matters listed under the Consent Calendar are considered to be routine and non-controversial. The Board will act upon them by one motion in the order listed below. There will be no separate discussion on these items prior to the President of the Board reading the Action Item unless a Board member, staff, or member of the public, requests specific items be discussed and/or removed from the Consent Calendar for separate action.

A. CONSENT CALENDAR

1. Consideration and possible approval of the June 30, 2016 minutes of the Special Meeting Public Hearing.

and

2. Consideration and possible approval of the May check record.

B. AUTHORIZATION FOR STAFF TO ATTEND CONFERENCES, MEETINGS, SEMINARS AND TRAINING SESSIONS AS FOLLOWS:

1. Consideration and possible action to approve attendance of Matt Manning and Debi Pizzo at the Management & Supervisory Leadership Training Program hosted by Irvine Ranch Water District, September 20-22, 2016.

C. AUTHORIZATION FOR MEMBERS OF THE BOARD TO ATTEND CONFERENCES, MEETINGS, SEMINARS AND TRAINING SESSIONS AS FOLLOWS:

1. Consideration and possible action to approve attendance of General Manager at California Utility Executive management Association (CUEMO) Leadership Summit, September 7-9, 2016.

D. ACTION CALENDAR

1. Consideration and possible action to engage the services of MKN Engineering to update/modify the District Specifications Book.

ITEM 7 INFORMATION ITEMS (Written reports included)

A. Staff Reports

i. Report from Field or Office

None

ii. Report on Community Outreach

Debi Pizzo

iii. Report by Assistant General Manger

Brent Byrne

iv. Report by General Manager

Chad Reed

B. Reports by Directors

None

C. Reports by Attorney

ITEM 8 DIRECTOR REQUESTS FOR FUTURE AGENDA ITEMS

ITEM 9 CLOSED SESSION

A. Conference with Legal Counsel

1. Existing Litigation: (Paragraph (1) of subdivision (d) of Section 54956.9)

i. Diamond Farming/Bolthouse Farms Case/LA County

2. Anticipated Litigation:

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9

i. Agreement KWHW:JHH.mh 12-10-59-6 of February 4, 1959.

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:

i. Quartz Hill Water District v Dennis

B. Public Employee Performance/Discipline/Dismissal/Release.

C. Potential Well Sites 18 and 19.

ITEM 10 PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

ITEM 11 ADJOURNMENT

**QUARTZ HILL WATER DISTRICT
MINUTES OF THE BOARD OF DIRECTORS OF SPECIAL MEETING**

A Special Meeting of the Board of the Directors was held at 7:08p.m., on June 30, 2016, at 5034 West Avenue L, Quartz Hill, California pursuant to notice duly given.

A Regular Meeting was originally set for June 16, 2016. When a quorum was not present, President Flick announced that due to last minute notification of a work conflict, we would not have a quorum and would be unable to hold a meeting without three Directors. According to policy, this meeting would be rescheduled for the next Thursday unless a quorum is not again available. If that is the case, we will hold the meeting on the following week. Informational items not included at this Special Meeting.

ITEM 1 ROLL CALL

President Allen Flick, Sr., Vice President Powell, Director P. Powell, Director Sheldon Carter, K. Michael Scott, Board Secretary Debi Pizzo, Assistant General Manager Brent Byrne, and General Manager Chad Reed

Absent: None

Employees: None

Public in Attendance:

DRAFT

ITEM 2 PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Director Powell.

ITEM 3 ADOPTION OF AGENDA

On motion by Vice President Powell, second by Director P. Powell, agenda adopted unanimously.

ITEM 4 ACTION ITEMS

A. CONSENT CALENDAR

1. Consideration and possible approval of the May 19, 2016 minutes of the Special Meeting Urban Water Management Plan Public Hearing.
and
2. Consideration and possible approval of the May 19, 2016 minutes of the Regular Meeting of the Board of Directors.
and
3. Consideration and possible approval of the June 6, 2016 minutes of the Special Meeting of the Board of Directors.
and
4. Consideration and possible approval of the April check record.

On motion by Vice President Powell, and second by Director Carter, consent calendar unanimously approved.



B. ACTION CALENDAR

1. Consideration and possible action to vote for a CSDA candidate for their Board of Directors.

On motion by Vice President Powell, and second by Director P. Powell, the QHWD votes for Bill Nelson unanimously for CSDA Board of Directors.

2. Consideration and possible action to approve General Managers proposed budget for Fiscal Year 2017.

On motion by Vice President Powell, and second by Director Carter, the proposed budget for FY17 is unanimously approved.

ITEM 5. DIRECTOR REQUESTS FOR FUTURE AGENDA ITEMS

None requested.

DRAFT

ITEM 6. ADJOURNMENT

President Flick called for any other business. When none was presented, meeting was adjourned at 7:48pm.

President Flick

Attested: _____
Debi Pizzo, Board Secretary

Quartz Hill Water District
Check/Voucher Register
From 5/1/2016 Through 5/31/2016

| <u>Document Date</u> | <u>Document Number</u> | <u>Document Amount</u> |
|----------------------|------------------------|------------------------|
| 5/17/2016 | 1958 | 245.16 |
| 5/17/2016 | 1959 | 32.48 |
| 5/17/2016 | 1960 | 18.40 |
| 5/17/2016 | 1961 | 87.28 |
| 5/17/2016 | 1962 | 27.10 |
| 5/17/2016 | 1963 | 91.36 |
| 5/17/2016 | 1964 | 29.52 |
| 5/17/2016 | 1965 | 23.15 |
| 5/17/2016 | 1966 | 3.74 |
| 5/17/2016 | 1967 | 28.63 |
| 5/17/2016 | 1968 | 0.34 |
| Report Total | | 587.16 |

Quartz Hill Water District
 Check/Voucher Register - CHECK REGISTER
 APS
 From 5/1/2016 Through 5/31/2016

| <u>Document Date</u> | <u>Check Number</u> | <u>Check Amount</u> | <u>Payee</u> |
|----------------------|---------------------|---------------------|--|
| 5/2/2016 | 11278 | 25.00 | Mike Bragg |
| 5/2/2016 | 11279 | 25.00 | Luis Campos |
| 5/2/2016 | 11280 | 78,242.00 | Continental Utility Solutions, Inc. |
| 5/2/2016 | 11281 | 296.00 | DataProse, Inc. |
| 5/2/2016 | | (296.00) | DataProse, Inc. |
| 5/2/2016 | 11282 | 25.00 | Travis Hagan |
| 5/2/2016 | 11283 | 250.00 | Debbie Crivello |
| 5/2/2016 | 11284 | 25.00 | Matt Manning |
| 5/2/2016 | 11285 | 25.00 | Debi Pizzo |
| 5/2/2016 | 11286 | 33.56 | The Gas Company |
| 5/2/2016 | | (33.56) | The Gas Company |
| 5/2/2016 | 11287 | 1,180.76 | Time Warner Cable |
| 5/2/2016 | 11288 | 25.00 | Matt White |
| 5/19/2016 | 11289 | 24,179.42 | ACWA JOINT POWERS INSURANCE AUTHORITY |
| 5/19/2016 | 11290 | 637.65 | Anthem Blue Cross |
| 5/19/2016 | 11291 | 340.56 | Artic Air & Refrigeration |
| 5/19/2016 | | 90.84 | Artic Air & Refrigeration |
| 5/19/2016 | 11292 | 483.41 | AT&T Mobility |
| 5/19/2016 | 11293 | 10,300.00 | Atwater Consulting Group |
| 5/19/2016 | 11294 | 85,369.70 | Antelope Valley East Kern Water Agency |
| 5/19/2016 | 11295 | 153.67 | Benz Sanitation, Inc |
| 5/19/2016 | 11296 | 708.50 | Bohn's Printing |
| 5/19/2016 | 11297 | 929.00 | Brent Byrne |
| 5/19/2016 | 11298 | 552.12 | Bankcard Center |
| 5/19/2016 | | 705.00 | Bankcard Center |
| 5/19/2016 | | 3,093.08 | Bankcard Center |
| 5/19/2016 | | 26.09 | Bankcard Center |
| 5/19/2016 | | 2,976.34 | Bankcard Center |
| 5/19/2016 | | 553.86 | Bankcard Center |
| 5/19/2016 | | 318.71 | Bankcard Center |
| 5/19/2016 | | 701.23 | Bankcard Center |
| 5/19/2016 | | 56.65 | Bankcard Center |
| 5/19/2016 | | 6,670.94 | Bankcard Center |
| 5/19/2016 | | 625.00 | Bankcard Center |
| 5/19/2016 | | 150.03 | Bankcard Center |
| 5/19/2016 | | 389.13 | Bankcard Center |
| 5/19/2016 | | 932.95 | Bankcard Center |
| 5/19/2016 | 11299 | 2,112.00 | California Public Employees Retirement System |
| 5/19/2016 | 11300 | 5,384.08 | California Public Employees Retirement System |
| 5/19/2016 | 11301 | 100.00 | Sheldon Carter |
| 5/19/2016 | 11302 | 2,453.00 | Charlton Weeks Attorneys at Law |
| 5/19/2016 | | (86.00) | Charlton Weeks Attorneys at Law |
| 5/19/2016 | 11303 | 770.00 | Clinical Laboratory of San Bernardino, Inc. |
| 5/19/2016 | 11304 | 75.00 | Cobb, Doerfler & Associate, CPA, Inc. |
| 5/19/2016 | 11305 | 359.57 | Culver Company |
| 5/19/2016 | 11306 | 3,116.29 | DataProse, Inc. |
| 5/19/2016 | 11307 | 75.00 | Double S Pest Control |
| 5/19/2016 | 11308 | 100.00 | Allen Flick |
| 5/19/2016 | 11309 | 149.01 | Frontier Communications |
| 5/19/2016 | 11310 | 590.65 | INX Building Maintenance Solutions |
| 5/19/2016 | 11311 | 405.26 | L.A. COUNTY WATERWORKS |

Quartz Hill Water District
 Check/Voucher Register - CHECK REGISTER
 APS
 From 5/1/2016 Through 5/31/2016

| <u>Document Date</u> | <u>Check Number</u> | <u>Check Amount</u> | <u>Payee</u> |
|----------------------|---------------------|---------------------|---|
| 5/19/2016 | 11312 | 5,831.30 | Lemieux & O'Neill A Professional Corporation |
| 5/19/2016 | 11313 | 1,005.00 | Lincoln Financial |
| 5/19/2016 | 11314 | 25.00 | Joe Lopez |
| 5/19/2016 | 11315 | 100.00 | James Powell |
| 5/19/2016 | 11316 | 100.00 | Peggy Powell |
| 5/19/2016 | 11317 | 11,441.61 | Southern California Edison |
| 5/19/2016 | 11318 | 932.03 | Southern California Edison |
| 5/19/2016 | 11319 | 434.42 | Southern California Edison |
| 5/19/2016 | 11320 | 589.89 | Southern California Edison |
| 5/19/2016 | 11321 | 1,308.22 | Southern California Edison |
| 5/19/2016 | 11322 | 100.00 | K. Michael Scott |
| 5/19/2016 | 11323 | 24.62 | The Gas Company |
| 5/19/2016 | 11324 | 15.89 | The Gas Company |
| 5/19/2016 | 11325 | 60.00 | Underground Service Alert/SC |
| 5/19/2016 | 11326 | 2,000.00 | Wells Fargo Bank |
| 5/31/2016 | 11327 | 372.50 | AFSCME LOCAL 1902 |
| 5/31/2016 | 11328 | 5,480.40 | California Public Employees Retirement System |
| 5/31/2016 | 11329 | 1,005.00 | Lincoln Financial |

Quartz Hill Water District
Check/Voucher Register - CHECK REGISTER
CDS
From 5/1/2016 Through 5/31/2016

| <u>Document Date</u> | <u>Check Number</u> | <u>Check Amount</u> | <u>Payee</u> |
|----------------------|---------------------|---------------------|---------------------------|
| 5/19/2016 | 11062 | 31.86 | Vista Equity LP |
| 5/19/2016 | 11063 | 28.95 | DLI PROPERTIES, LLC |
| 5/19/2016 | 11064 | 28.95 | Eagle Vista Equities, LLC |

Quartz Hill Water District
Check/Voucher Register
From 5/1/2016 Through 5/31/2016

| <u>Document Date</u> | <u>Document Number</u> | <u>Document Amount</u> |
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| 5/17/2016 | 1965 | 23.15 |
| 5/17/2016 | 1966 | 3.74 |
| 5/17/2016 | 1967 | 28.63 |
| 5/17/2016 | 1968 | 0.34 |
| Report Total | | 587.16 |



MANAGEMENT & SUPERVISORY LEADERSHIP TRAINING PROGRAM

(Hosted by Irvine Ranch Water District)

September 20 - 22, 2016

20 Contact Hours approved for license renewal

The management institute is for anyone in a leadership position. This affordable three-day course will teach you how to put effective management and supervisory skills to work for you and your organization. You'll learn to make better leadership decisions, communicate more effectively, avoid costly mistakes and get the results you want. Plan on attending yourself or sending other managers and supervisors (or prospective managers and supervisors) who would benefit from this superior skills program.

The three-day course includes: (classes meet each day from 8:00 a.m. to 5:00 p.m.)

- **Section 1 - The Art of Leadership.** Provides participants with knowledge of contemporary leadership principles, essential skills and general functions of management and the role of the manager.
- **Section 2 - The Leader's Role in Performance Management.** Provides models of communication and giving and receiving feedback. Offers opportunities to practice clarifying expectations, establishing standards, rewarding outstanding performance, and correcting unacceptable output while overcoming resistance.
- **Section 3 - The Leadership of Change.** Designed to help managers fully understand the nature and necessity of change, its impact on people, and how to meet the challenge it presents. Participants learn strategies that help speed up the process and minimize the productivity decline. Emphasis is placed on coaching and leading a team through a complex change situation.

- **Section 4 - Managing Conflict.** This workshop emphasizes skills needed in purposely and appropriately managing conflict, understanding and benefiting from emotions, converting mind-body integration principles into powerful tools, recognizing and expanding perceptions, operating from purpose and developing powerful conflict resolution communication methods.
- **Section 5 - Collaboration and Teams.** Effectively working with others is essential to maintaining a good work environment and efficient operations. How we communicate can either promote an effective team or cause barriers and conflict. This segment will provide training in tools proven to enhance communication skills. It will show participants how to communicate effectively with different personalities, diffuse emotional issues, and communicate in ways that build confidence and promote cooperation. The strengths and weaknesses of four communication styles will be examined. Practical exercises will be used to help participants learn to communicate more effectively in either a management or staff role.

Fees, Location & Registration Form

Fee: The fee for the three-day course is **\$499.00**, which includes all instruction, workbook, and handout materials.

Certification: A formal certificate will be prepared for participants who successfully complete the required course objective. This certificate is prepared and presented by Public Utilities and Waterworks Management Institute. An optional university certification is also available for the extra fee of **\$50** per participant and is presented by Utah State University. This Management/Leadership certificate is primarily for those needing university certification to meet training requirements for various professional affiliations. However, any participant desiring to receive a university certificate may do so by paying the **\$50** fee.

Location: **Community Meeting Room at
15500 Sand Canyon Avenue
Irvine, CA 92618 (Driving Directions will be provided)**

-Hotel recommendations available upon request-

For further information, contact Chuck Christensen at 208-957-5350 or chuck@puwwmi.org

*****To reserve your seat, complete the registration form below and send it along with your payment information to Education & Training Services.*****

REGISTRATION FORM

Management & Supervisory Leadership Training Program
September 20 - 22, 2016 (Irvine, CA)

Name _____

Business Name _____

Business Address _____

City/State/Zip _____

Business Phone _____ Email Add. _____

Payment Fee: \$499.00 per student (Do you want the optional university certification?
Yes _____ No _____)

If yes to optional university certification, the total fee is \$549.00

Please make check payable to: EDUCATION & TRAINING SERVICES

Mail check to:

EDUCATION & TRAINING SERVICES
PUBLIC UTILITIES & WATERWORKS MANAGEMENT INSTITUTE
P.O. BOX 495
SALT LAKE CITY, UTAH 84110
ATTN: ACCOUNTS RECEIVABLE

*Call or email Chuck Christensen (see above) to make sure class is not full.

Article: "Industry Specific" Leadership Training for Utilities

From: Committee Newsletter 10/10/2012

By: Charles M. Christensen

Senior Member of Management Development Committee, AWWA

Institute Director, Public Utilities and Waterworks Management Institute

Topic: An open letter on Leadership Training to Public Utility and Waterworks Management.

"INDUSTRY SPECIFIC" LEADERSHIP TRAINING FOR UTILITIES

I recently heard from a water department general manager that the training his supervisors had attended in the Public Utilities & Waterworks Management Institute's 3-day Management and Supervisory Leadership Program had filled an important "niche" that had been missing in their utility's internal managers and supervisors development program. He went on to say that, for a number of years, he had been searching for a proper "Leadership" element to "balance out" the employee development program. The difference this time, after having tried numerous leadership classes in the past, was that the 3-day Management & Supervisory Leadership Program was **"INDUSTRY SPECIFIC," and the transfer of knowledge from the classroom to the workplace has proven to be at a superior level.**

Now I'm going to expound on why this conversation described above is so important:

Individual leadership is what employees look to in the day-to-day work environment. The number one reason people stay motivated through tough times is the same as the number one reason why people abandon hope – **the leader**. Workers are tuned in to their boss, not the organization!

The naturally gifted leader is a rarity. The majority of managers and supervisors require the right kind of leadership skill training to become successful motivators and successfully lead a utility organization in today's economy. Some years ago the Management Development Committee of AWWA (an all-volunteer group of industry leaders) identified five topics for the Basic Leadership course. **The goal is to train everyone in a leadership position (even first time, newly promoted supervisors) in these five skill-based areas of leadership.** The topics, (1) The Art of Leadership, (2) The Leader's Role In Performance Management, (3) Collaboration and Teams, (4) Managing Conflict, and, (5) The Leadership of Change, are designed to bring uniform excellence to leadership within the Public Utility and Waterworks industry.

An article in the Southwest Section Journal of AWWA, written by Larry Lloyd, General Manager of Beaver Water District in Arkansas, detailed the positive results Beaver Water District experienced by sending managers to the Basic and Advanced Management and Supervisory Leadership Institutes in Salt Lake City, Utah, where participants have gathered

several times each year for decades to learn and share Leadership experiences. **Larry Lloyd said:**

“While there are plenty of technical opportunities for continuing education, options for management and leadership training are normally very expensive or are too broad in their scope for those in the water and utility industry. Fortunately, there is an excellent, although little known option that is both cost effective and industry specific – The Public Utility and Waterworks Management Institute. We have sent all of our supervisors to the Basic Course and several of our managers to the Advanced Course. I can highly recommend the program.”

However, despite the great success of the Salt Lake Institute and widespread national participation, only a very small percentage of Public Utility & Waterworks managers and supervisors have been exposed to these proven leadership principles. Now, with training and travel budgets being slashed all over the country, the goal of introducing every leader to the Basic Course is in jeopardy.

WE ARE IN THE PROCESS OF CHANGING THAT STATISTIC TO A MAJORITY OF MANAGERS AND SUPERVISORS RECEIVING THE BASIC LEADERSHIP TRAINING.

This is being accomplished through a series of “Traveling Institutes” being taught across the country. We experimented with several “trial” Institutes in Arizona, California, Pennsylvania, Ohio, Kansas, Oregon, and New Jersey. Then, in 2010, we began teaching the program nationwide. **These three-day “local area” training programs allow participating utilities to pay only the very reasonable tuition fee which has not been raised since 1998, making this program the best value in quality training anywhere in the country. Being able to attend locally saves hundreds of dollars per attendee in airfare, hotel expenses, meals, etc.** During these several years of perfecting the “Traveling Institute” program, evaluations and increased participation have proven that this is the correct method, the most cost effective method to deliver this needed leadership training and make it possible for a majority of those in leadership positions to attend.

In the coming years we will continue contacting Public Utility and Waterworks organizations all over the country, letting decision makers know the dates and location of the Basic and Advanced Leadership Institute coming to your area. Again, effective leadership and effective “INDUSTRY SPECIFIC” leadership training are the keys to improving productivity and morale, which, in turn, will increase bottom line results. This monumental nationwide training effort will benefit the entire industry, and is worthy of your support. Please be thinking of “key” managers and supervisors (or prospective managers and supervisors) to send to the training when you are contacted.

For a two-page information sheet and registration form for the Basic Institute being taught in your area, please contact Chuck Christensen (208) 957-5350 or (801) 281-0107, or email at chuck@puwwmi.org

Charles M. Christensen has contributed articles to industry journals and other publications and is author of the textbook, “The Negotiation Edge.”

STAFF REPORT



July 12, 2016

To: President Flick and Board of Directors

From: Chad J. Reed

Subject: Leadership Summit

Recommendation:

Send the General Manager to the California Utility Executive Management Association (CUEMA) Leadership Summit

As the General Manager for QHWD I would like to attend the CUEMA training for Executive Staff. The training will be hosted in Monterey, CA. The purpose of this conference is to stay current on governance best practices, state laws, human resource issues, pension reform issues, budgeting, risk management, policies and procedures. CUEMA training as many of you know are very informative and beneficial to the District. The CUEMA has created the General Manager Leadership Summit as a way for different executive staff to come together with other special district leaders from throughout the state to network and learn more about your specific job responsibilities.

Fiscal Impact:

Cost of Summit: \$600 non-member/ \$475 member (we are currently not members)

Hotel: N/A

Meals: Up to ([\$55.00/day] B\$10.00, L\$15.00, D\$30.00)

Travel: N/A (Drive Company Car)

Total estimated Cost: (less then \$850.00)

Attachment:

Leadership Summit Flier



2016 LEADERSHIP SUMMIT September 7- 9, 2016

Don't miss this opportunity for leadership training and professional development! CUEMA's annual summit is the place to network and explore the water industry's most pressing issues. See you there!



Hyatt Regency Monterey Hotel and Spa

***One Old Golf Course Road
Monterey, CA 93940***

\$475
Member

Make reservations prior to **August 7, 2016**, to receive the discounted conference rate.

\$600
Non-Member



MKN & Associates, Inc.
P O Box 1230
Bakersfield CA 93302
661 873 4262

July 1, 2016

Brent Byrne
Assistant General Manager
Quartz Hill Water District
(Submitted Electronically)

RE: Water Standard Specifications and Drawings (2016 Update)

Dear Brent,

PROJECT UNDERSTANDING

It is our understanding that Quartz Hill Water District (QHWD or District) has developed and updates from time to time a set of standard documents that identify and provide guidance regarding general policies, general provisions, water system design criteria, standard specifications, and standard details. The document (hereinafter referred to as District Standards) is entitled *District Specifications for Developers and Contractors for Domestic Water System* and the current version is dated October 2006.

These District Standards are relied upon by District staff as well as potential developers during the design of water system improvements. During the course of regular use, District staff have identified areas of the Standards that are outdated, do not represent current District practices, do not represent current technology, or a combination of the above. Thus, QHWD wishes to update selected portions of the District Standards to eliminate inconsistencies.

This proposal identifies the scope of work items that MKN has identified as necessary to complete this task based upon our conversations to date. Michael K. Nunley & Associates, Inc. (MKN) is pleased to submit this proposal for the work tasks further defined below.

SCOPE OF WORK

MKN will perform the following services for this project:

- Review the District's existing District Standards,
- Review and compare existing District Standards against two other public utility standards (a CSD and a PUD),
- Attend a kickoff meeting with the District to solicit input regarding which specific changes the District has identified within the existing 2006 document and receive input on any additions,
- Collect available source documentation from the City (word documents, drawing markups, and AutoCAD drawings),
- Update the District Standards and provide a Draft for review by District Staff,
- Meet with the District to review the updated Standard Details and receive District comments, and
- Prepare Final District Standards.

Deliverables:

- *Three (3) hard copies and one (1) PDF copy of the Draft District Standards.*
- *Three (3) hard copies and one (1) PDF copy of the Final District Standards.*
- *One (1) electronic copy (MS Word) of the standard specifications and one (1) electronic copy (AutoCAD) of the standard drawings.*

Assumptions:

- *Any changes to General Policies and General Provisions (specifically legal or insurance related) will be developed by the District and provided to MKN for inclusion.*
- *MKN will develop recommended updates for all nine (9) Standard Specifications as listed on the TOC.*
- *MKN will develop recommended updates for all eleven (11) Standard Details as listed on the TOC.*
- *MKN will develop standard specifications in MS Word format. It is understood that the District does not have original copies of the details in MS Word and thus the originals will need to be developed from the hard copies.*
- *MKN will develop standard details in AutoCAD format. It is understood that the District does not have original copies of the details in AutoCAD format and thus the originals will need to be developed from the hard copies.*
- *Meetings will be held at the offices of QHWD.*

BUDGET

MKN proposes to complete this work on a time and materials basis with a budget not to exceed \$14,190 in accordance with the attached budget estimate and fee schedule.

Thank you for providing MKN with the opportunity to provide professional services for your project. If you have any questions regarding this proposal, please let me know. We are happy to answer any questions you may have and look forward to working with you.

Sincerely,



Joshua T. Nord, PE
Principal

Attachment: Budget Spreadsheet
Fee Schedule

Quartz Hill Water District- Water Standard Specifications and Drawings (2016 Update)

| Tasks | Project Manager | Assistant Engineer | Senior Design Technician | Administrative Assistant | Total Hours (MKN) | Subtotal Labor (MKN) | ODCs (MKN) | Total Cost |
|---------------------------|-----------------|--------------------|--------------------------|--------------------------|-------------------|----------------------|---------------|------------------|
| District Standards Review | 4 | | | 2 | 6 | \$ 780 | \$ - | \$ 780 |
| District Standards Update | 8 | 40 | 60 | 16 | 124 | \$ 12,180 | \$ 300 | \$ 12,480 |
| Meetings | 4 | | | | 4 | \$ 680 | \$ 250 | \$ 930 |
| Subtotal | 16 | 40 | 60 | 18 | 130 | \$ 13,640 | \$ 550 | \$ 14,190 |
| TOTAL BUDGET | | | | | | | | |
| | 16 | 40 | 60 | 18 | 130 | \$ 13,640 | \$ 550 | \$ 14,190 |

| Billing Rates | \$/hr |
|--------------------------|-------|
| Project Manager | 170 |
| Senior Project Engineer | 160 |
| Project Engineer | 140 |
| Assistant Engineer | 120 |
| GIS Specialist | 120 |
| Senior Design Technician | 87 |
| Administrative Assistant | 50 |

Mileage to be reimbursed at IRS rate





MKN & Associates, Inc.
PO Box 1604
Arroyo Grande, CA 93421
805 904 6530

FEE SCHEDULE FOR PROFESSIONAL SERVICES

ENGINEERS AND TECHNICAL SUPPORT STAFF

| | |
|--------------------------|----------|
| Project Manager | \$170/HR |
| Senior Project Engineer | \$160/HR |
| Project Engineer | \$140/HR |
| Senior Planner | \$130/HR |
| Assistant Engineer | \$120/HR |
| Hydraulic Analyst | \$120/HR |
| GIS Specialist | \$120/HR |
| GIS Technician | \$100/HR |
| Senior Design Technician | \$87/HR |
| Administrative Assistant | \$50/HR |

Routine office expenses such as computer usage, telephone charges, office equipment and supplies, incidental postage, copying, faxes, etc., are included in the hourly rates.

DIRECT PROJECT EXPENSES

| | |
|---|-------------------------------|
| Outside Reproduction | Cost |
| Subcontracted or Subconsultant Services | Cost + 10% |
| Travel & Subsistence (other than mileage) | Cost |
| Auto Mileage | Current IRS Rate - \$.575/mi. |

Assistant GM Report
July 21st, 2016 Board Meeting

1. The future Treatment Facility Site 18 continues to develop. Management recently attended a Chrom +6 and Arsenic treatment seminar outlining new technologies on treatment options. Further sampling has taken place this month to help shape a pilot study for the 3 wells. A pilot project with cost is anticipated for the August agenda.
2. The Meter replacement program has commenced and successfully replaced most of the faulty radio meter. A random selection of these "old" meters were bench tested to determine the potential lost revenue...we are glad to report these meters were all within AWWA standards for accuracy (not losing unaccounted water). Which translates to the meters were simply not producing the radio signal any longer, but were accounting for all the water which passed through them.

| Meter # | Low Flow 3gpm | Medium Flow 15gpm | High Flow 20+gpm |
|---------|------------------|-------------------|------------------|
| | Percent Accuracy | | |
| 1 | 100 | 100 | 100 |
| 2 | 100.1 | 100.3 | 100.3 |
| 3 | 100.1 | 100.1 | 100.3 |
| 4 | 100.1 | 100.1 | 100.3 |
| 5 | 100.3 | 100.1 | 100.3 |

3. The Annual Valve Turning and Flushing program has resumed. Exercising the District's mainline valves annually prevents corrosion build up and minimizes the chance of a valve to lock up. This program also ensures that water quality standards are maintained.
4. Monthly monitoring of the District owned ground water levels continues. These levels are currently stable and on par with historical averages. Proactive ground water management is a priority of the Districts commitment to preserving long term reliable sources.
5. QHWD Field crews are replacing mainline valves ranging in size from 6"-12", which have failed to operate due to age. Failed valves create water quality issues along with the inability to isolate certain sections of mainline. The inability to isolate specific sections of mainline results in the field crews having to involve further streets and mainline, resulting in unnecessary interruptions for customers and extra loss water for flushing. Four valves were installed during the first two weeks of April.
6. Field staff continues to replace leaking service lines promptly, minimizing loss water. After business hours leaks have been frequent and responded to swiftly by field staff to minimize loss water. These savings keep operating cost to a minimum which help stabilize/reduce water rates.
7. Online safety training provided by the Districts insurance provider at no additional cost continues to be a success amongst staff, resulting in cost savings for the District by not having to hire safety consultants.
8. Monitoring of State water supply, ground water supply, conservation cut backs, and other available water resources continue to be a priority of management.

Thank you,

Brent Byrne
Assistant General Manager


May and June 2016

Community Outreach



INCREASED WATERING DAYS!

Due to the ever changing regulations regarding water conservation and usage, we are happy to announce increased watering days based on **DATE** of the **MONTH** and your **ADDRESS**, instead of days of the week.




ODD HOUSE NUMBERS
water on odd dates
(i.e. 1st, 3rd, 5th)



EVEN HOUSE NUMBERS
water on even dates
(i.e. 2nd, 4th, 6th)

While there are no set hours or limitations, we all need to work together to keep a conservation goal of 25% in mind. The Governor has indicated that if he sees usage "ramp up" too quickly, he could reinstate the previous STRICT regulations.

Additionally, effective June 1, 2016, you will no longer incur a drought surcharge if you break out of Tier 2. Thank you for your ongoing efforts and feel free to call (661) 943-3170 if you have any questions.




Billing Inserts



**QUARTZ HILL
WATER DISTRICT**
3034 W Avenue L • Quartz Hill, CA 93536
661-943-3170 • www.qhwd.org

UPDATE:

Due to the ever changing regulations regarding water conservation and usage, we are happy to announce increased watering days! You will now water based on the **DATE** of the month and your address, instead of days of the week.

If your house number is **ODD**, you can water on odd dates (i.e. 1st, 3rd, 5th), and if your house number is an **EVEN** number your days are 2nd, 4th and so on.

While there are no set hours or limitations, we all need to work together to keep a conservation goal of 25% in mind. The Governor has indicated that if he sees usage "ramp up" too quickly, he could reinstate the previous STRICT regulations.

Additionally, effective June 1, 2016, you will no longer incur a drought surcharge if you break out of Tier 2.

Thank you for your ongoing efforts and feel free to call if you have any questions.

Debi Pizzo
Board Secretary

Bulk email & automated call regarding odd even watering dates

Concluded Classroom educational visits for this school year.

Antelope Valley Water Partners Workshops Continue