

AGENDA
NOTICE OF REGULAR MEETING

TIME: 5:30pm

DATE: April 18, 2024

Location: Quartz Hill Water District
5034 W Avenue L, Quartz Hill

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ADOPTION OF AGENDA
Members of the public shall have an opportunity to comment on each agenda item as the Board is considering it, prior to action being taken.
5. PUBLIC COMMENT
6. DISCUSSION ITEM
None requested.
7. ACTION ITEMS
 - A. CONSENT CALENDAR
Matters listed under the consent calendar are considered routine and non-controversial and will be acted upon in one motion in the order listed below. There will be no separate discussion on these items unless requested by a Member of the Board or the public prior to the time the Board approves the items.
 1. Consideration and possible approval of the March 21, 2024, Minutes of the Regular Meeting of the Board of Directors.
and
 2. Consideration and approval of the check register.
 - B. ACTION CALENDAR
None requested.
8. INFORMATION ITEMS (Written reports included)
 - A. STAFF REPORTS

CORE VALUES

VISION • RESPECT • INTEGRITY • EXCELLENCE • LEGACY

1. Report by Administrative Supervisor
Debi Louie
 2. Report by Assistant General Manager
Brach Smith
 3. Report by General Manager
Brent Byrne
- B. REPORT BY DIRECTORS
C. REPORT BY ATTORNEY

9. DIRECTOR REQUESTS FOR FUTURE AGENDA ITEMS

10. CLOSED SESSION

- A. Conference with Legal Counsel
1. Existing Litigation (Paragraph (1) of subdivision (d) of Section 54956.9)
a. Diamond Farming/Bolthouse Farms Case/LA County
- B. Public Employee Performance/Discipline/Dismissal/Release
C. Personnel Matters

PUBLIC EMPLOYEE EMPLOYMENT

- D. Conference with Real Property Negotiators (Govt Code 54956.8)

Property: Parcel 3204-004-046

Agency negotiator: Brent Byrne

Negotiating party: Go Ogawa

Property: Parcel 3204016-020

Agency negotiator: Brent Byrne

Negotiating party: Jing Zhang

Property: Parcel 3204-0116-021

Agency negotiator: Brent Byrne

Negotiating parties: Kenny N. Qiu and/or Huiffen Li

Property: Parcel 3204-016-093

Agency negotiator: Brent Byrne

Negotiating party: Retirement Housing Foundation.

11. PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

12. ADJOURNMENT

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 Louie at (661) 943-3170, or inquire at Quartz Hill Water District's office, at least 48 hours prior to the meeting.



MINUTES of the REGULAR MEETING

TIME: 5:30pm

DATE: Thursday, March 21, 2024

Location: Quartz Hill Water District
5034 W Avenue L, Quartz Hill

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Vice President Holtz calls the meeting to order at 5:30 p.m.

2. ROLL CALL

Vice President Rod Holtz, Director Allen G. Flick, Sr., Director Lance Pierson, Director Dan Massari, Board Secretary Debi Louie, Assistant General Manager Brach Smith, General Manager Brent Byrne, and Brad Weeks of Charlton Weeks LLP.

Absent: President Sheldon Carter

Staff in Attendance: None

Members of the Public in Attendance: Taron Samvelyan, Arthur Gyurdzhyan, and Jim Krieger

3. PLEDGE OF ALLEGIANCE

Led by Director Massari

4. ADOPTION OF AGENDA

With no request for amendment, the agenda was adopted by assent.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC- Three-minute limit)

None

6. DISCUSSION ITEM

None

7. ACTION ITEMS

7.A. CONSENT CALENDAR

Matters listed under the consent calendar are considered routine and non-controversial and will be acted upon in one motion in the order listed below. There will be no separate discussion on these items unless requested by a Member of the Board or the public prior to the time the Board approves the items.

1. Consideration and possible approval of the February 15, 2024, Minutes of the Regular Meeting of the Board of Directors.

and

2. Consideration and approval of the check register.
The consent calendar is unanimously approved by assent.

7.B. ACTION CALENDAR

1. Consideration and possible action to approve a new Will Serve for 3 ADU's (additional dwelling units) on an existing multi-dwelling unit in our district already receiving water service at 42737 42nd St W, Lancaster, CA 93536.

On motion by Director Massari, and second by Director Pierson, Will Serve Letter is approved unanimously.

2. Consideration and possible action to approve a new Will Serve for 2 ADU's (additional dwelling units) on an existing multi-dwelling unit in our district already receiving water service at 4150 W Avenue L, Lancaster, CA 93536.

On motion by Director Pierson, and second by Director Massari, Will Serve Letter is approved unanimously.

3. Consideration and possible action to approve Resolution 24-0321A, **RESOLUTION TO AMEND POLICIES, PROCEDURES, RULES, AND REGULATIONS, ARTICLE 8: RULES APPLICABLE TO EXISTING CONSUMERS 8.04. BILLING PROCEDURES SECTION D.5. TO INCLUDE ALL FORMS OF PAYMENTS THAT ARE NOT HONORED.**

On motion by Director Flick, and second by Director Massari, Resolution 24-0321A RESOLUTION TO AMEND POLICIES, PROCEDURES, RULES, AND REGULATIONS, ARTICLE 8: RULES APPLICABLE TO EXISTING CONSUMERS 8.04. BILLING PROCEDURES SECTION D.5. TO INCLUDE ALL FORMS OF PAYMENTS THAT ARE NOT HONORED.

4. Consideration and possible action to vote for a LAFCO Voting Member Representative for the term expiring May 2028.

On motion by Director Pierson, and second by Director Massari, Quartz Hill Water District casts their vote for Dirk Marks and ballot will be mailed tomorrow.

8. INFORMATION ITEMS (Written reports included)

A. STAFF REPORTS

1. Report by Administrative Supervisor
Debi Louie
2. Report by Assistant General Manager
Brach Smith
3. Report by General Manager
Brent Byrne

B. REPORT BY DIRECTORS

Director Pierson and Director Holtz report on Finance Committee Meeting

C. REPORT BY ATTORNEY

None



9. DIRECTOR REQUESTS FUTURE AGENDA ITEMS

None requested.

10. CLOSED SESSION

A. Conference with Legal Counsel

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

a. 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

B. Public Employee Performance/Discipline/Dismissal/Release

C. Personnel Matters

PUBLIC EMPLOYEE EMPLOYMENT

D. Conference with Real Property Negotiators (Govt Code 54956.8)

Property: Parcel 3204-004-046

Agency negotiator: Brent Byrne

Negotiating party: Go-Ogawa

Property: Parcel 3204016-020

Agency negotiator: Brent Byrne

Negotiating party: Jing Zhang

Property: Parcel 3204-0116-021

Agency negotiator: Brent Byrne

Negotiating parties: Kenny N. Qiu and/or Huiffen Li

Property: Parcel 3204-016-093

Agency negotiator: Brent Byrne

Negotiating party: Retirement Housing Foundation.

11. PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

— No reportable action.

12. ADJOURNMENT

Vice President Holtz called for any other business. When none presented, the meeting adjourned at 6:46pm.

Rod Holtz, Vice President

Attested: _____
Debi Louie, Board Secretary



Quartz Hill Water District
 Check/Voucher Register - CHECK REGISTER
 From 3/1/2024 Through 3/31/2024

<u>Document Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Spoiled</u>
3/21/2024	14107	ACWA JOINT POWERS INSURANCE AUTHORITY	27,384.12	No
3/21/2024	14108	AFSCME LOCAL 1902	592.21	No
3/21/2024	14109	ALESHIRE & WYNDER LLP (A&W)	997.69	No
3/21/2024	14110	Antelope Valley Window Cleaning	30.00	No
3/21/2024	14111	Antelope Valley East Kern Water Agency	19,070.72	No
3/21/2024	14112	Antelope Valley East Kern Water Agency	11,535.68	No
3/21/2024	14113	BRAUN ELECTRIC COMPANY, INC	365.75	No
3/21/2024	14114	DataProse, Inc.	4,851.61	No
3/21/2024	14115	MKN	1,897.78	No
3/21/2024	14116	PUBLIC WATER AGENCIES GROUP	1,268.23	No
3/21/2024	14117	RBC Inc	94.77	No
3/21/2024	14117	RBC Inc	3,465.00	No
3/21/2024	14117	RBC Inc	2,965.88	No
3/21/2024	14117	RBC Inc	2,994.76	No
3/21/2024	14117	RBC Inc	3,019.50	No
3/21/2024	14118	SUPERIOR TANK SOLUTIONS INC	134,000.00	No
Report Total			214,533.70	

Quartz Hill Water District
Cash Journal - Check Register
From 3/1/2024 Through 3/31/2024

1030 - (California
Bank & Trust)

Document Number	Effective Date	Transaction Description	Journal Vouchers	Type
01	3/4/2024	AUTHORIZE.NET-1015 (Feb transactions and batches)	12.40	JV
02	3/4/2024	BANKCARD USA-1015 (FEB 2024 SERVICES)	128.81	JV
03	3/4/2024	AUTHORIZE.NET-GENERAL (Feb transactions and batches)	379.70	JV
04	3/4/2024	BANKCARD USA-GENERAL (FEB 2024 SERVICES)	4,308.57	JV
05	3/7/2024	CINTAS (UNIFORM SERVICE) 03.01.24 Invoice	85.11	JV
06	3/7/2024	LINCOLN (03.07.24 PAYROLL)	1,978.08	JV
07	3/7/2024	EideBailly (Feb 2024 services)	7,415.00	JV
08	3/8/2024	CALPERS-PEPRA 03.07.24 PAYROLL	3,170.49	JV
09	3/8/2024	CALPERS-CLASSIC 03.07.24 PAYROLL	5,179.29	JV
10	3/12/2024	SCE Power Well 16 (01.29 to 02.27.24)	712.53	JV
11	3/12/2024	SCE Power Well 7 (01.29 to 02.27.24)	1,654.28	JV
12	3/12/2024	EDD 03.07.24 SIT PAYROLL TAXES	1,943.84	JV
12	3/12/2024	EDD 03.07.24 SDI PAYROLL TAXES	537.75	JV
13	3/13/2024	SCE Power Well 9 (01.29 to 02.27.24) SCE	2,075.83	JV
14	3/13/2024	IRS 03.07.24 SOCIAL SECURITY-TAXES PAYROLL	6,061.64	JV
14	3/13/2024	IRS 03.07.24 FIT PAYABLE-TAXES PAYROLL	4,184.19	JV
14	3/13/2024	IRS 03.07.24 MEDICARE-TAXES PAYROLL	1,417.64	JV
15	3/13/2024	SCE Power Multi (Well 08) 01.29 to 02.27.24 SCE	3,649.01	JV
15	3/13/2024	SCE Power Multi (well 5A) 01.03 to 01.31.24 SCE	3,294.24	JV
15	3/13/2024	SCE Power Multi (Well 06) 01.29 to 02.27.24	2,843.64	JV
15	3/13/2024	SCE Power Multi (Well 12) 01.29 to 02.27.24	2,424.17	JV
15	3/13/2024	SCE Power Multi (well 5A) 01.03 to 01.31.24	1,903.36	JV
15	3/13/2024	SCE Power Multi (Forecast Pump) 01.24 to 02.22.24	1,155.98	JV
15	3/13/2024	SCE Power Multi (Forecast Pump) 01.24 to 02.22.24 SCE	1,120.03	JV
15	3/13/2024	SCE Power Multi (Well 17) 01.12 to 02.12.24 SCE	1,035.72	JV
15	3/13/2024	SCE Power Multi (Well 15) 01.30 to 02.28.24	1,011.85	JV
15	3/13/2024	SCE Power Multi (Well 17) 01.12 to 02.12.24	563.73	JV
15	3/13/2024	SCE Power Multi (Cal Prop) 01.03 to 01.31.24 SCE	513.12	JV
15	3/13/2024	SCE Power Multi (Cal Prop) 01.03 to 01.31.24	425.82	JV
15	3/13/2024	SCE Power Multi (Ave M Pump) 01.02 to 01.30.24 SCE	190.04	JV
15	3/13/2024	SCE Power Multi (Tanks on Hill) 01.03 to 01.31.24	171.29	JV
15	3/13/2024	SCE Power Multi (Ave M Pump) 01.02 to 01.30.24	44.23	JV
15	3/13/2024	SCE Power Multi (turn out 70th) 01.03 to 01.31.24	32.54	JV
15	3/13/2024	SCE Power Multi (Ave N turnout) 01.03 to 01.31.24 SCE	22.40	JV
15	3/13/2024	SCE Power Multi (M4 and 50th) 01.03 to 01.31.24 SCE	17.04	JV
15	3/13/2024	SCE Power Multi (Ave N turnout) 01.03 to 01.31.24	7.87	JV
15	3/13/2024	SCE Power Multi (M4 and 50th) 01.03 to 01.31.24	6.49	JV
16	3/18/2024	So Cal Gas (Ave M pump station) 01.26 to 02.27.24	53.54	JV
17	3/20/2024	CINTAS (UNIFORM SERVICE 03.07 to 03.14.24) 2- Invoices	170.22	JV
18	3/20/2024	SO CAL GAS (OPERATIONS CENTER) 01.26 to 02.27.24	52.50	JV
19	3/21/2024	Cal Bank and Trust Analysis (Bank Fees)	1,709.52	JV
20	3/22/2024	CALPERS-PEPRA 03.21.24 PAYROLL	3,175.22	JV
21	3/22/2024	CALPERS-CLASSIC 03.21.24 PAYROLL	5,150.54	JV
22	3/25/2024	LINCOLN 03.21.24 PAYROLL	2,001.52	JV
23	3/26/2024	EDD 03.21.24 SIT PAYROLL TAXES	1,847.61	JV
23	3/26/2024	EDD 03.21.24 SDI PAYROLL TAXES	519.31	JV
24	3/27/2024	IRS 03.21.24 SOCIAL SECURITY-TAXES PAYROLL	5,853.92	JV

Quartz Hill Water District
Cash Journal - Check Register
From 3/1/2024 Through 3/31/2024

1030 - (California
Bank & Trust)

<u>Document Number</u>	<u>Effective Date</u>	<u>Transaction Description</u>	<u>Journal Vouchers</u>	<u>Type</u>
24	3/27/2024	IRS 03.21.24 FIT PAYABLE-TAXES PAYROLL	3,859.88	JV
24	3/27/2024	IRS 03.21.24 MEDICARE-TAXES PAYROLL	1,369.08	JV
<u>25</u>	<u>3/29/2024</u>	<u>COMPUTERSHARE-COP INTEREST INV-03.25.24</u>	<u>179,012.50</u>	JV
			266,453.08	

Quartz Hill Water District
 Check/Voucher Register
 From 3/1/2024 Through 3/31/2024

<u>Document Date</u>	<u>Document Number</u>	<u>Payee</u>	<u>Document Amount</u>
3/21/2024	3462	SEAN ARAGON	90.78
3/21/2024	3463	Casas Bonitas LP	22.50
3/21/2024	3464	MADISON CEREOLI	128.17
3/21/2024	3465	John Ellis	52.08
3/21/2024	3466	Justin Holtfreter	1,029.81
3/21/2024	3467	IH2 Property West	38.83
3/21/2024	3468	SHARON JONES	23.17
3/21/2024	3469	DUANE KELLEY	18.31
3/21/2024	3470	Walter Knee	156.43
3/21/2024	3471	GARY LANCASTER	44.53
3/21/2024	3472	DAWN E LOLLI	70.57
3/21/2024	3473	STEPHEN P MCILVAINE	81.48
3/21/2024	3474	MARK MERKLER	5.45
3/21/2024	3475	JEROME MITCHELL	89.06
3/21/2024	3476	SHARON NERSESIAN	62.31
3/21/2024	3477	PAULA NORRIS	36.54
3/21/2024	3478	Marine Papazian	235.56
3/21/2024	3479	Olga M Rios Ramos	51.77
3/21/2024	3480	ATONIA SOSA	46.59
3/21/2024	3481	TRINITY FINANCIAL SERVICES	217.92
3/21/2024	3482	LAURIE WALKER	112.39
3/21/2024	3483	CANDICE WILSON	43.20
Report Total			2,657.45

Community Relations

1. We take great pride each year in sharing our Annual Water Quality Report, also known as the Consumer Confidence Report. This provides our consumers with a complete review of our annual water quality sampling results and demonstrates we are providing potable water that meets or exceeds the State Regulatory Standards. Each year, we collect around 650 water samples at assorted intervals set by the State Water Boards. A State Certified Lab then analyzes each sample for contaminants. Any results found are then compiled on this report. The report includes only contaminants that had a 'result.' It also explains the high and low limits and where to find more information.

I've provided each of you with the report. This year, I want to recognize Nicole's efforts in this job well done. My role was mostly supervisory.

2. Spring brings the Almond Blossoms and the Almond Blossom Parade. The district was represented with great staff participation and it was nice to see some Directors ride along.

Shut off for non-payment

As depicted in the table, 14 of the 122 customers that received a Door Tag had their water turned off, and three were closed out at the end of the next business day.

Debi Louie

Administrative Supervisor
 Board Secretary

	2024			
	Shut Off Notices/Door Tags Placed	Accounts Shut Off for non-payment	Unpaid Accounts Closed	Average Amount Past Due
January	132	24	5	80.9
February	140	19	2	90.64
March	122	14	3	59.9
Annual	394	57	10	
	2023			
January	123	11	0	79.45
February	130	24	2	65.45
March	106	17	0	96.86

1. Valve Turning and Flushing

As part of the routine annual maintenance of our distribution system, staff conduct valve turning and flushing. Exercising the District's valves prevents corrosion build-up and minimizes the chance of a valve lockup. This program also ensures that water quality standards are maintained. 239 valves have been exercised so far this year.



2. Facility Improvements

The District's facilities crew, Mr. Manning, Mr. Velasquez, and Mr. Rico have been working through District sites and performing upgrades to improve operations. This month they addressed issues caused by the rains in February. This included weed abatement at multiple sites and constructing a new structure at Well 6a to weatherproof the electrical components at that site.

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3. Leaks

Field staff continue to replace leaking service lines promptly, minimizing water loss and the interruption of an essential service to customers. After business hours leaks have been frequent and responded to swiftly by field staff. These savings keep operating costs to a minimum which helps stabilize/reduce rates.



4. Valve Replacements

The annual valve replacement program continues. Valves identified as defective during last year's valve exercising cycle have been scheduled for replacement throughout the year. Defective valves complicate isolation procedures and result in additional service interruptions during repairs.



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5. Cal-Prop Tank Recoat

The contractor has been steadily working on the original Cal Prop Tank for the past month. Since the last board meeting, they completed the sandblasting of the tank and started applying the final coat of paint to the interior ceiling. The project is scheduled for completion in early May.



6. Water Levels

Monthly monitoring of the district owned groundwater levels continues. These levels are currently stable and on par with historical averages. Proactive groundwater management is a priority of the District's commitment to preserving long-term reliable sources.

7. Water Availability

Monitoring of State water supply, groundwater supply, conservation cutbacks, and other available water resources continue to be a priority of management. Operational changes are made daily to utilize all available water resources and minimize production costs.

Thank you,

Brach Smith

Assistant General Manager

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Dear Directors,

The month of March was a productive time for the QHWD team. Although the weather wasn't cooperative, the Almond Blossom parade was a community outreach success, with several staff members and the Board of Directors attending the event. The District was able to showcase its most valuable resources, being the staff and equipment which ensure the delivery of safe/clean drinking water to our community.

The field crews remained busy with the typical seasonal service line leaks, mainline valve replacement, facility site maintenance, customer service, and training. The administrative staff continued the customer outreach services through contacting customers who used 175% of their respective monthly usage. Many customers expressed appreciation for the phone call. For more insight to the field operations and capital improvement projects please see Assistant General Manager Brach Smith report.

Key Activities:

Master Water Plan RFP

Mr. Smith has been providing data to the engineering team per their request. We have a meeting scheduled this month to review progress.

Developments

Solar Inverter Upgrades

The solar inverter upgrades are progressing. Thus far 16 of 17 inverters have been completed (see B. Smith AGM report). This project should allow the District to utilize solar production this summer to help offset power cost at pumping facilities, which ultimately helps keeps water rates equitable.

LAFCO

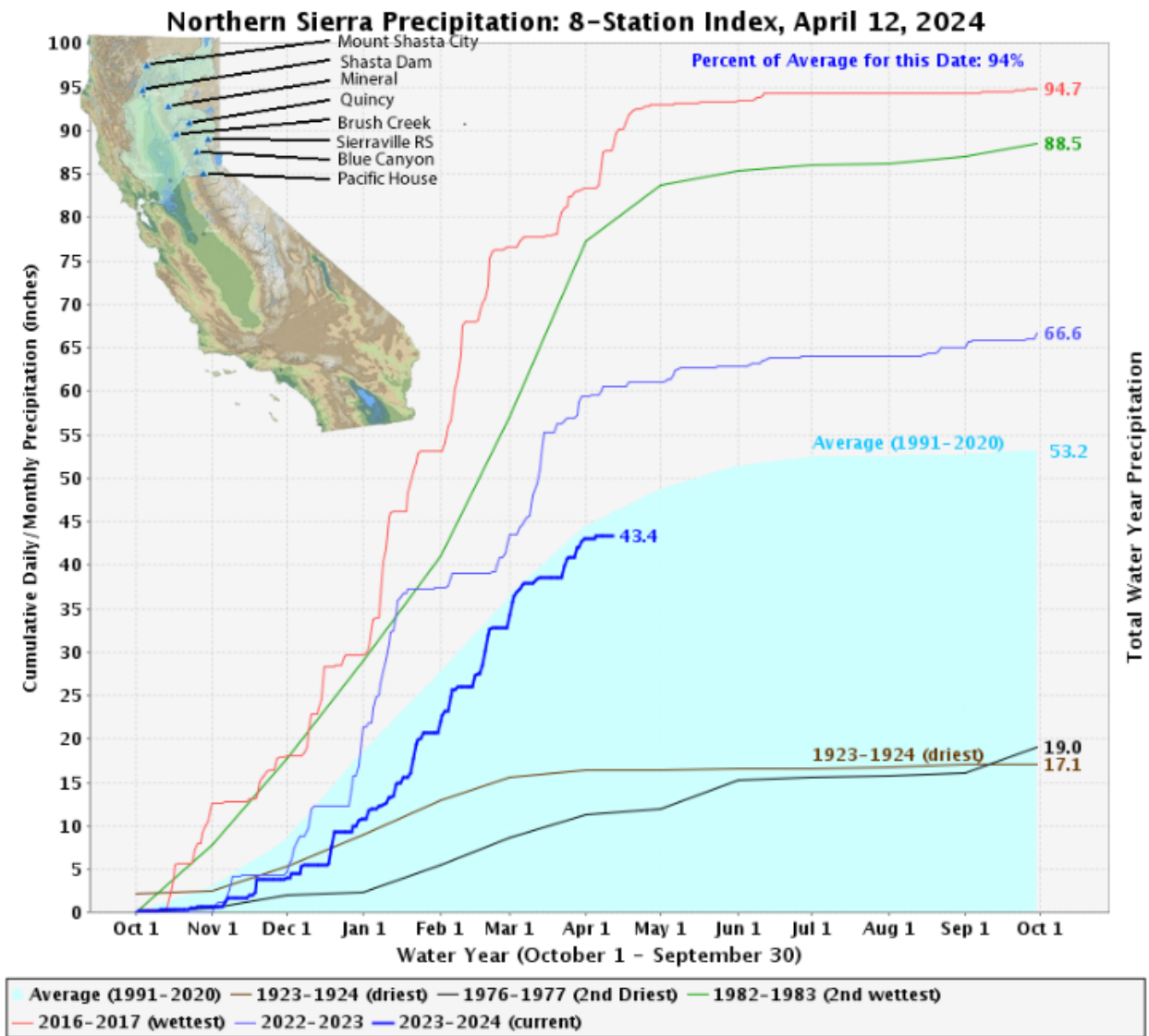
The application has been submitted and we will await LACWW-40 to complete the map/land description portion. Administrative Supervisor Mrs. Louie has been an instrumental part of the application process (kudos to her). This process is time-consuming and will most likely take place over the next few months.

Water Supply Report

The March water supply continued to be stable. Several reports have come out State reservoirs are at above average levels. The state's largest reservoirs, Shasta Lake and Lake Oroville, were measured at a respective 118% and 122% of their averages for early April, according to data from the California Department of Water Resources. That's important because all that snow is a

huge source of water for us and our landscapes in southern California. March usage was **up 27%** from last year, and **down 6.5% from 2020**.

- The water production split was 48% wells, 27% AVEK (due to AVEK annual shutdown)
- Average well runtime was 3.47 hours per day.
- Average demand was 1.64MGD
- 2020 February 153.22 Residential Gallons Per Capita Daily (R-GPCD)
- 2022 March 82.31 R-GPCD
- **2023 March 104.23 R-GPCD**

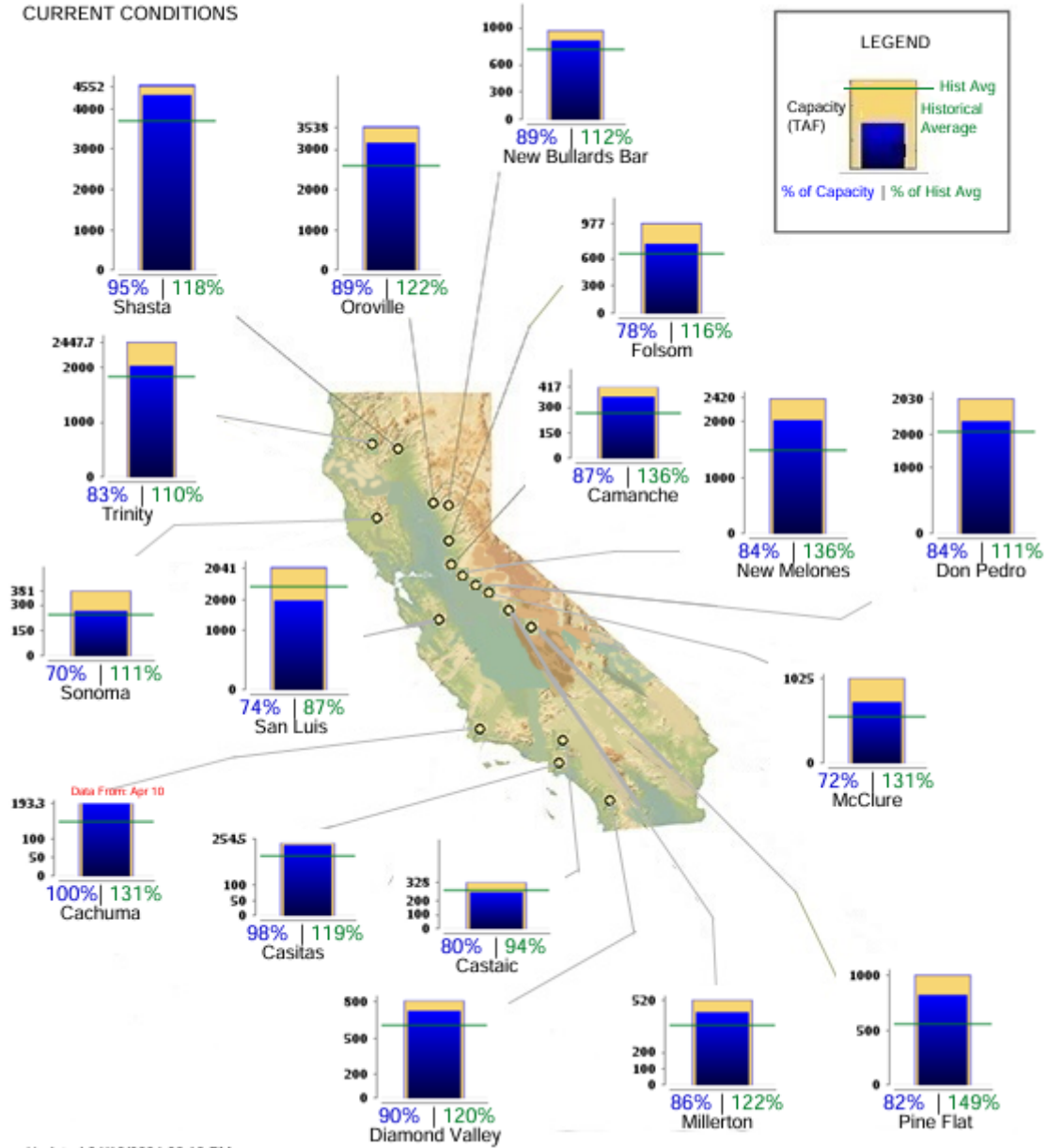


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CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS
 CURRENT CONDITIONS

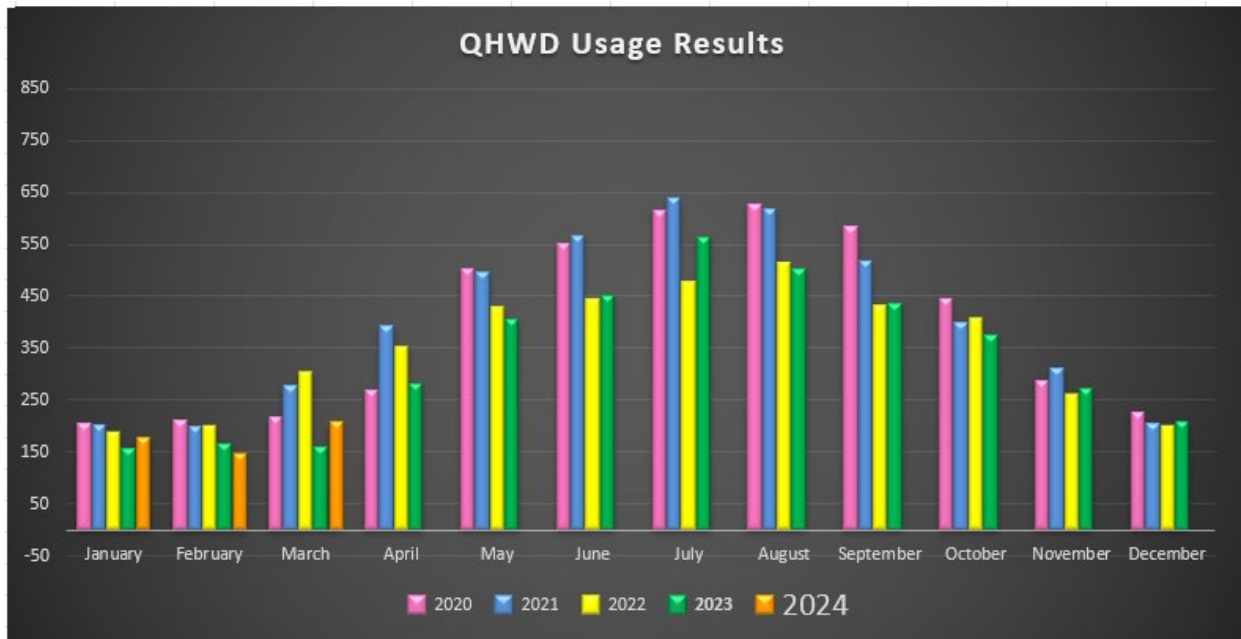
Midnight - April 11, 2024



Daily Reservoir Storage Summary: <https://cdec.water.ca.gov/reservoir.html>

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Income/Expense Report

February is one of the lower months for revenues the District typically sees due to water demands (sales). Overall the month was positive by fully funding depreciation, however two factors made the bottom line appear negative. One factor being an unrealized loss in the investment accounts performance (\$18,482), and the other being a billing adjustment (\$21,343) which was flagged through an internal audit for the commercial account code. Again, the depreciation fund (non-cash operating expense) was fully funded. We are anticipating March revenues to be higher than budgeted, as water sales were up 27% from 2023.

The capital improvements projects are proceeding on budget and the ancillary projects associated with the capital improvement are also tracking on budget (i.e. truck purchases, solar inverters, Cal Prop pumps, tanks coatings).

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Quartz Hill Water District
Statement of Revenues and Expenditures
From 2/1/2024 Through 2/29/2024

	Current Period Actual	Year to Date	YTD Budget - Original FY_23
Revenues	355,837.40	4,735,657.64	6,795,236.00
Expenses	278,111.26	3,681,119.51	5,834,256.78
Net Income (Loss) Subtotal	77,726.14	1,054,538.13	960,979.22
Professional Services-Other	9,532.84	73,163.88	106,000.00
Non-Cash Operating Expenses	82,199.04	662,599.10	0.00
Net Income (Loss) Total	<u>(14,005.74)</u>	<u>318,775.15</u>	854,979.22

This concludes my report, and as always please contact me with any questions or concerns at brentb@qhwd.org.

Thank you,

Brent Byrne

General Manager

CORE VALUES

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