

**ANTELOPE VALLEY-EAST KERN WATER AGENCY
 ANTELOPE VALLEY-EAST KERN WATER AGENCY FINANCING AUTHORITY
 SPECIAL BOARD MEETING AGENDA**

WEDNESDAY, DECEMBER 27, 2023, AT 5:30 PM

6450 WEST AVENUE "N," PALMDALE, CA 93551

**TELECONFERENCE LOCATION(S): 2856 Owens Way, Rosamond, CA 93560; 89 Alafaya
 Woods Blvd, Oviedo, FL 32765; 43102 – 28th St W, Lancaster, CA 93536; & ZOOM**

Teleconference: (669) 900-6833; ID No. 894 3572 7657#; PASSCODE: 0

Video Conference: <https://us02web.zoom.us/j/89435727657?pwd=ak1XbmprdfBUQnRZOWszWU91VHdyUT09>

****Please mute audio at all times unless speaking****

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL: Division 7 – **Gary Van Dam** _____; Division 6 – **Audrey Miller** _____; Division 5 – **Robert Parris** _____; Division 2 – **Keith Dyas** _____; Division 1 – **Drew Mercy** _____; Division 3 – **Frank Donato** _____; Division 4 – **George Lane** _____

OFFICERS: General Manager – **Matthew Knudson**; Attorney – **Jim Markman/Tilden Kim**; Board Secretary/Treasurer – **Holly Hughes**

4. VOLUNTARY PUBLIC ROLL-CALL – If any member of the public wishes to introduce themselves, please feel free to do so now.

5. PUBLIC COMMENTS AND PERIOD OPEN TO THE PUBLIC – If anyone wishes to address the board on any item not on the agenda, please feel free to do so now.

6. ADOPTION OF AGENDA

			Page
6(a-1)	Adoption of Agenda for Special Board Meeting of December 27, 2023	Board Order 6(a-1)	5

7. SPECIAL ITEM - NEW BUSINESS – AVEK FINANCING AUTHORITY – adjourn and convene to a special meeting of the Antelope Valley-East Kern Water Agency Financing Authority.

			Page
7(a-1)	Discussion of proposal from Metropolitan Water District to utilize AKEK’s JPA Financing Authority for issuance of Bonds for the High Desert Water Bank Project with no financial impact to AVEK customers (General Manager Knudson; Michael Engelbrecht, Wells Fargo Investments; James Markman and Lolly Enriquez, RWG General Counsel)		n/a
7(a-2)	Consideration and Possible Action on concurrence to authorize staff and legal counsel to proceed with reviewing necessary documents prepared by Metropolitan Water District financing team for future AVEK Financing Authority Board consideration (General Manager Knudson)	Financing Authority Board Order 7(a-1)	7

Adjourn and reconvene to the regular meeting of the Antelope Valley-East Kern Water Agency

8. ITEM(S) FOR CONSIDERATION AND POSSIBLE ACTION

a. Watermaster & Groundwater Stewardship Committee (RP/FD/AM)

Page

8(a-1)	Consideration and Possible Action on approval of the Memorandum of Understanding between AVEK and the Antelope Valley Watermaster to memorialize the Parties’ agreements with respect to AVEK’s role as interim Watermaster Administrator (General Manager Knudson)	Board Order 8(a-1)	19
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9. DIRECTORS REPORTS

10. ATTORNEY REPORT

11. REQUEST FOR FUTURE AGENDA ITEMS

12. CLOSED SESSION

- a. Possible Closed Session – Conference with Legal Counsel – Existing Litigation, to which the local Agency is a party pursuant to Government Code Section §54956.9(d)(1), one case, *CV Communities, LLC v. Antelope Valley-East Kern Water Agency*, Los Angeles County Superior Court Case No. 20STCV10953

13. CLOSED SESSION ANNOUNCEMENTS

14. ADJOURN TO A REGULAR BOARD MEETING SCHEDULED FOR TUESDAY, JANUARY 9, 2024, AT 5:30 P.M.

Note: The Board reserves the right to discuss and/or act on all the above agenda items.

NOTICES

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A complete agenda packet containing all accompanying reports for this agenda is available by contacting the Board Secretary-Treasurer at hhughes@avek.org or (661) 943-3201, or at the Antelope Valley-East Kern Water Agency, 6450 West Avenue N, Palmdale, CA 93551. Board meetings are subject to audio recording.

Posted: December 22, 2023, at 12 p.m. by Holly Hughes, Board Secretary-Treasurer

RECOMMENDED BOARD ORDER 6(a-1)

To the Board of Directors

FOR BOARD ACTION

ADOPTION OF THE CURRENT AGENDA FOR DECEMBER 27, 2023

The Board of Directors adopted the following Board Order on December 27, 2023:

To adopt the Current Agenda for December 27, 2023, as presented.

Motion by _____

Second by _____

Carried _____

BOARD ORDER 6(a-1)

12-27-23

FINANCING AUTHORITY BOARD ORDER 7(a-2)

To the Board of Directors

FOR BOARD ACTION

**CONCURRENCE TO REVIEW DOCUMENTS PREPARED BY MET
WATER DISTRICT FOR FUTURE AVEK FINANCING BOARD
CONSIDERATION**

The Board of Directors adopted the following board order on
December 27, 2023:

Authoring staff and legal counsel to proceed with reviewing necessary documents prepared by Metropolitan Water District financing team for future AVEK Financing Authority Board consideration, as presented and recommended by staff and the Executive Committee.

Motion by _____

Second by _____

Carried _____

FINANCING AUTHORITY BOARD ORDER 7(a-2)

12-27-23



Date: December 27, 2023

Agenda Item: 7(a-1)

To: Board of Directors

From: Matthew Knudson, General Manager *M.K.*

Subject: **Discussion on proposal from Metropolitan Water District to utilize AVEK's JPA Financing Authority for issuance of Bonds for the High Desert Water Bank Project**

Information:

Metropolitan Water District has requested to utilize AVEK's existing JPA Financing Authority created in 2016 to issue ~\$180 million in bonds. Said bond proceeds would be used by Metropolitan for payments to AVEK towards the capital costs for the High Desert Water Bank (HDWB) project. This would allow Metropolitan to issue bonds for the capital costs associated with the HDWB and keep the debt service payments as an operating expense. As an operating expense, the lower fixed charge coverage requirement would reduce the impact on water rates for Metropolitan. Metropolitan will be the sole obligor for repayment of the bonds and is responsible for preparing the legal documents, offering statement, pricing and closing of the bonds, and preparing/posting the annual continuing disclosure.

The only actions required of AVEK are to authorize the issuance of bonds by the AVEK Financing Authority and amend the existing High Desert Water Bank agreement with Metropolitan to extend the term of said agreement to align with the bond repayments.

The AVEK Executive Committee, staff, and legal counsel have discussed this proposal and are supportive of the concept conditioned upon receiving the appropriate indemnification from Metropolitan Water District.

Michael Engelbrecht with Wells Fargo will be at the Board meeting to go through the attached presentation and be available to answer any questions the Board may have.

Fiscal Impact:

No financial impact on AVEK customers. Metropolitan Water District is sole obligor and pays debt service directly to bond trustee.

Attachments:

- Presentation prepared by Wells Fargo Bank outlining proposed JPA bond financing.
- Draft Indemnification Language

AVEK & MWD Partnership

Proposed JPA Bond Financing
AVEK High Desert Water Bank Program

December 27, 2023

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Important Information & Disclaimer

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Disclosures (continued)

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See additional important disclosures at the end of the Materials.

Proposed AVEK Water Agency Financing Authority Financing

Why the ask by Metropolitan?

Financial impact of debt service coverage

MWD Financial Target Ratios⁽¹⁾

- Debt Service Coverage: 2.0x – applies to direct debt service
- Fixed Charge Coverage: 1.2x – applies to fixed operating expenses

Metropolitan Water District of Southern California (MWD)

Credit Ratings

S&P: AAA

Moody's: Aa1

Outstanding Debt:

\$3.7 billion total debt outstanding

FY2025 Debt Service: \$303 million

Benefits to MWD of the proposed JPA Financing

- Capital payments (debt service) related to the High Desert Water Bank would continue to be an operating expense
- As an operating expense, the lower fixed charge coverage requirement would reduce the impact on water rates

MWD Coverage Targets Estimated Calculations

	Fiscal Year	FY2024 Budgeted Water Sales	Debt Service Coverage		Fixed Charge Coverage		Impact on \$/af
	<u>Debt Service</u> ⁽²⁾	<u>1.54 MAF</u> ⁽¹⁾	<u>2.0x</u>	<u>Aggregate</u>	<u>1.2x</u>	<u>Aggregate</u>	<u>Reduction</u>
Projected MWD	\$11,000,000	\$7.14/af	\$7.14/af	\$14.29/af	\$1.43/af	\$8.57/af	\$5.71/af

1. Source: MWD Mid-Cycle Budget Review, September 12, 2023, Series 2023A Official Statement

2. Projected FY debt service assumes \$180mm project fund, 30yr level annual amortization, MMD as of 12/13/2023, conservative spreads and COI due to structure.

Banking Agreement Capital Payments - Flow of Funds

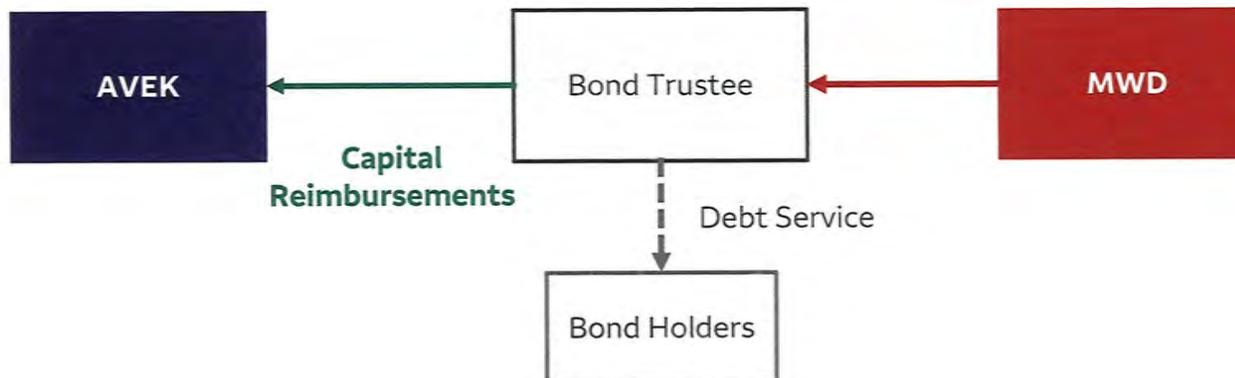
Existing High Desert Water Banking Agreement⁽¹⁾



In both Scenarios:

- Funds only flow to AVEK
- No funds flow out of AVEK

Proposed Amended HDWB Agreement with Proposed JPA Financing



1. Source: High Desert Water Banking Agreement

Projected Responsibilities

Proposed JPA Financing

- As presented at the November 1st Finance & Budget Committee meeting, Metropolitan would like to explore issuing bonds to finance the remaining \$180 million of capital costs related to the High Desert Water Bank via the AVEK Water Agency Financing Authority – a joint powers authority (JPA) AVEK established in 2016
- Outlined below are the projected responsibilities of the proposed financing

Tasks	AVEK Water Agency Financing Authority	Metropolitan (MWD)	Notes
JPA Issuer	X		AVEK Board authorizes the issuance of bonds by the AVEK Water Agency Financing Authority
Obligor		X	MWD is sole obligor and pays debt service directly to the bond trustee
Legal Documents		X	Prepared by MWD
Offering Statement		X	Prepared by MWD and highlights MWD's obligation on cover of Official Statement and therein
Rating Agencies		X	Bonds would carry MWD's credit ratings – AVEK credit ratings not effected
Pricing & Closing of Bonds		X	MWD's financing team
Continuing Disclosure		X	MWD responsible for providing and posting annually

Projected Schedule of Events

Month	AVEK Water Agency Financing Authority	Metropolitan (MWD)
December	AVEK Board concurrence on process presented	
January	Amend HDWB Agreement	Amend HDWB Agreement Prepare bond documents Prepare offering statement
February	Board authorizes bond issue	Rating agency meetings
March		Bonds price and close

Disclosures (continued)

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If you have any questions or concerns about the disclosures presented herein, you should make those questions or concerns known immediately to Wells Fargo.

2Q23

Indemnification.

(a) To the fullest extent permitted by law, the District agrees to indemnify, hold harmless and defend the Agency and Authority (each an "Indemnified Party" and collectively, the "Indemnified Parties"), against any and all losses, damages, claims, actions, liabilities, costs, taxes and expenses of any conceivable nature, kind or character (including, without limitation, attorneys' fees and expenses, litigation and court costs, fees and expenses, amounts paid in settlement and amounts paid to discharge judgments) to which the Indemnified Parties, or any of them, may become subject under or any statutory law (including federal or state securities laws) or at common law or otherwise, arising out of or based upon or in any way relating to or in connection with:

(i) the Bonds, the District Documents or the execution or amendment hereof or thereof or in connection with transactions contemplated hereby or thereby, including the issuance, sale or resale of the Bonds;

(ii) the defeasance and/or redemption, in whole or in part, of the Bonds;
and

(iii) any untrue statement or misleading statement or alleged untrue statement or alleged misleading statement of a material fact contained in any offering statement or disclosure or continuing disclosure document for the Bonds or any of the documents relating to the Bonds (except for the Excluded Portions), or any omission or alleged omission from any offering statement or disclosure or continuing disclosure document for the Bonds of any material fact necessary to be stated therein in order to make the statements made therein, in the light of the circumstances under which they were made, not misleading (except for the Excluded Portions);

except in the case of the foregoing indemnification of the Indemnified Persons, to the extent such damages are caused by the willful misconduct of such Indemnified Party. In the event that any action or proceeding is brought against any Indemnified Party with respect to which indemnity may be sought hereunder, the District, upon written notice from the Indemnified Party, shall assume the investigation and defense thereof, including the employment of counsel selected by the Indemnified Party, and shall assume the payment of all fees and expenses related thereto, with full power to litigate, compromise or settle the same in its sole discretion; provided that the Indemnified Party shall have the right to review and approve or disapprove any such compromise or settlement. Each Indemnified Party shall have the right to employ separate counsel in any such action or proceeding and participate in the investigation and defense thereof, and the District shall pay the fees and expenses of such separate counsel; provided, however, that such Indemnified Party may only employ separate counsel at the expense of the District if in the judgment of such Indemnified Party a conflict of interest exists by reason of common representation or if all parties commonly represented do not agree as to the action (or inaction) of counsel.

(b) The rights of any persons to indemnity hereunder shall survive the final payment or defeasance of the Bonds.

Excluded Portions will likely be comprised of Agency and Authority disclosure and any disclosure from the Underwriters.

SPECIAL BOARD ORDER 8(a-1)

To the Board of Directors

FOR BOARD ACTION

APPROVE MOU BETWEEN AVEK AND AV WATERMASTER

The Board of Directors adopted the following board order on
December 27, 2023:

Approving the Memorandum of Understanding (MOU) between AVEK and the Antelope Valley Watermaster which defines the Parties' agreements with respect to AVEK's role as interim Watermaster Administrator, presented and recommended by staff and the AVEK Board of Directors.

Motion by _____

Second by _____

Carried _____

BOARD ORDER 8(a-1)

12-27-23



Date: December 27, 2023

Agenda Item: 8(a-1)

To: Board of Directors

From: Matthew Knudson, General Manager *M.K.*

Subject: Consideration and possible action on approval of MOU between AVEK and the Antelope Valley Watermaster

Recommendation:

Staff recommends that the Board approve the attached Memorandum of Understanding (MOU) between AVEK and the Antelope Valley Watermaster which memorializes the Parties' agreements with respect to AVEK's role as interim Watermaster Administrator.

Background:

In the calendar year 2023, Hallmark Group ("Hallmark") served the role of Watermaster Administrator, but on December 7, 2023, Hallmark notified the Watermaster that it will not provide any services to the Watermaster after December 31, 2023. The Watermaster Board held a special meeting on December 14, 2023, to discuss options for engaging an interim Watermaster Administrator to fulfill the need for Watermaster staff and administrative services on a short-term basis until a permanent Watermaster Administrator is engaged. AVEK has offered to serve as the interim Watermaster Administrator role and the Watermaster Board has agreed to accept AVEK's offer.

The Watermaster and AVEK desire to memorialize the Parties' agreement and scope of services AVEK will provide as interim Watermaster Administrator. Paragraph 18.1.4 of the Judgment, allows AVEK to serve in such role, "subject to strict time and cost accounting principles so that the Judgment does not subsidize, and is not subsidized by AVEK." The attached MOU states that AVEK shall bill the Watermaster monthly for the services described in the MOU, at the then-current hourly rates for the AVEK personnel serving as Watermaster Administrator and administrative support staff, inclusive of benefits.

The proposed MOU will be presented to the Watermaster Board for consideration at the January 24, 2024, Watermaster meeting.

Strategic Plan Element:

- Goal 1: Groundwater Basins Stewardship

Attachments:

- Memorandum of Understanding between AVEK and the Antelope Valley Watermaster

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made and entered into effective as of January __, 2024 (“Effective Date”), by and between the Antelope Valley Watermaster (“Watermaster”), and Antelope Valley-East Kern Water Agency (“AVEK”), collectively referred to herein as the “Parties.”

RECITALS

1. The Watermaster, formed by the Antelope Valley Groundwater Cases Final Judgment, Santa Clara Case No. 1-05-CV-049053 signed December 23, 2015 (“Judgment”), is to administer the Judgment, in part through staff and administrative functions accomplished using one or more persons or entities commonly known as the “Watermaster Administrator.”

2. From 2016 through 2022, AVEK served as the Watermaster Administrator in accordance with Paragraph 18.1.4 of the Judgment, which allows AVEK to serve in such role, “subject to strict time and cost accounting principles so that [the] Judgment does not subsidize, and is not subsidized by AVEK.”

3. In calendar year 2023, Hallmark Group (“Hallmark”) served the role of Watermaster Administrator, but on December 7, 2023, Hallmark notified the Watermaster that it will not provide any services to the Watermaster after December 31, 2023.

4. The Watermaster Board held a special meeting on December 14, 2023, to discuss options for engaging an interim Watermaster Administrator to fulfill the need for Watermaster staff and administrative services on a short-term basis until a permanent Watermaster Administrator is engaged.

5. AVEK has offered to serve the aforementioned interim Watermaster Administrator role on a temporary, short-term basis, on the terms set forth herein, and the Watermaster Board has agreed to accept AVEK’s offer as further set forth herein.

6. The Watermaster and AVEK desire to memorialize the Parties’ agreements with respect to AVEK’s role as interim Watermaster Administrator as set forth below.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

AGREEMENT

1. **Recitals.** The Parties agree that the foregoing recitals are true and correct and are incorporated by reference herein.

2. **Services.** Subject to the terms of this MOU, AVEK shall perform the staff and administrative functions described in Exhibit A attached hereto and incorporated herein by this reference on a temporary, interim basis.

3. **Staff.** AVEK shall assign a staff member to serve as the Watermaster Administrator and as AVEK's principal in charge of coordination and communication with the Watermaster. Additional AVEK staff shall serve as administrative support staff who, together with the Watermaster Administrator, shall perform the tasks and services described in Exhibit A.

4. **Billing.** AVEK shall bill the Watermaster monthly for the services described herein, at the then-current hourly rates for the AVEK personnel serving as Watermaster Administrator and administrative support staff, inclusive of benefits.

5. **Term.** This MOU shall begin on the Effective Date, and shall continue until terminated by either AVEK or the Watermaster by serving written notice to the other party no less than thirty (30) days prior to the effective date of such termination.

6. **Independent Contractor.** AVEK is an independent contractor. Neither AVEK, nor any of its employees, are or shall be deemed to be employees of the Watermaster. AVEK has sole authority and responsibility to employ, discharge or otherwise control its employees. AVEK shall be solely responsible for, and shall hold Watermaster harmless from, all matters relating to the payment of AVEK's employees, agents, and subcontractors, including compliance with social security requirements, federal and State income tax withholding and all other regulations governing employer-employee relations. AVEK acknowledges that neither AVEK nor AVEK's employees are entitled to receive from the Watermaster any of the benefits or rights afforded employees of the Watermaster, including but not limited to reserve leave, sick leave, vacation leave, holiday leave, compensatory leave, Public Employees Retirement System benefits, or health, life, dental, long-term disability or workers' compensation insurance benefits.

7. **Amendments.** This MOU may not be varied except in writing signed by the Parties.

8. **Further Agreements.** Each party must do all such acts and execute all such documents as necessary to give effect to this MOU.

9. **Entire Agreement.** This MOU incorporates the entire understanding between the Parties and recites the whole consideration for the promises exchanged herein. It fully supersedes all prior agreements or understandings, written or oral, between the Parties hereto pertaining to the subject matter thereof.

10. **Execution by Counterpart.** This MOU may be executed in counterparts such that the signatures may appear on separate signature pages. A copy or an original, with all signatures appended together, shall be deemed a fully executed agreement. A facsimile version of any Party's signature shall be deemed an original signature. Each counterpart shall be deemed an original and the same document for all purposes.

[Signatures on following page]

IN WITNESS WHEREOF, the Parties have executed this MOU as of the Effective Date:

“Watermaster”

By: _____
[Name, Title]

“AVEK”

By: _____
[Name, Title]

EXHIBIT A

1. Monthly Board of Directors Meetings

- Attend and facilitate monthly Board of Directors meetings in person
- Endeavor to ensure meetings are conducted in a manner consistent with the Ralph M. Brown Act, Government Code §§54950, et seq.
- Coordinate signatures on all approved resolutions from acting Chairperson
- Facilitate the presentation of information at Board of Directors meetings

2. Monthly Advisory Committee Meetings

- Attend monthly Advisory Committee meetings
- Provide the Advisory Committee with advice, as needed

3. Bi-Annual Subarea Management Committee

- Attend the bi-annual Subarea Management Committee meetings in person and be available to answer any questions on the agenda

4. Monthly Meeting Preparation for Board of Directors and Advisory Committee

- Review agenda materials for Board of Directors and Advisory Committee meetings
- Endeavor to ensure any issues raised by the Board of Directors are addressed
- In coordination with Legal Counsel and the Watermaster Engineer, prepare the notice and agenda packet Board of Directors and Advisory Committee meetings
- Post the notices and agendas online
- Distribute agenda packets to Directors and Advisory Committee members, interested groups, and members of the public who have requested copies of the agenda packets
- Prepare a presentation for the Board of Directors meetings
- Maintain contact and notice database
- Prepare and post Meeting minutes

5. Application Processing

- Review all applications to determine completeness prior to providing applications to the Watermaster Engineer
- Endeavor to ensure the applicant(s) are compliant with all reporting requirements and financial obligations

6. Website Administration

- Post meeting minutes
- Post public hearing notices
- Coordinate with the Webmaster to address any website technical issues
- Update the website calendar to reflect upcoming meetings

7. Point of Contact, Office Hours, Phone Calls, Advise on Administrative Processes, Assist Potential Applicants Electing Not to Submit Application

- Serve as the point of contact for questions from interested parties and members of the public

- Provide information to interested parties and members of the public on administrative processes
 - Assist potential applicants who elect not to submit an application
- 8. Develop Annual Replacement Water Purchase**
- Facilitate the Annual Replacement Water Purchase with the Antelope Valley State Water Contractors Association for the Watermaster Board review and approval
- 9. Compliance with Obligations Per Judgement, Rules & Regulations**
- Coordinate with Legal Counsel and the Watermaster Engineer to facilitate the Watermaster's compliance with its obligations per Judgement, Rules & Regulations as outlined in Table 1 of the Rules and Regulations
- 10. Regulatory Compliance for Well Metering & Production Reports**
- Coordinate with the Watermaster Engineer to facilitate regulatory compliance for well metering and production reports
- 11. Coordinate & Conduct Financial Transactions, Ledgers, Subledgers, Records, Budget, Cash Flow, Report Reviews**
- Complete timely recording of financial transactions in the general ledger and related subledgers
 - Prepare the annual budget
 - Report on projected cash flows to enable the Board of Directors to establish sufficient operating cash reserves
- 12. Prepare and Distribute Fixed and Variable Assessment Billings and Manage Payments and Ledgers**
- Complete timely Fixed and Variable Assessment billings
 - Manage payments and ledgers
 - Prepare invoice mailings to producers
 - Process and record payments in the general ledger
- 13. Contract and Insurance Administration**
- Renew insurance administration
 - Renew USGS annual contract for groundwater level and water quality monitoring
- 14. Coordinate & Assist with Maintaining Rules & Regulations**
- Coordinate with and assist Legal Counsel to maintain rules and regulations
- 15. Conduct Financial Audit**
- Close the Watermaster's accounting year
 - Coordinate timing of audit with independent auditors
 - Prepare schedules and narratives requested by the independent audit staff to facilitate timely issuance of the annual audit report

16. Facilitate Election

- Develop and email notice of commencement of the election to Exhibit 4 Parties
- Email nominations letter to Exhibit 4 Parties
- Develop and email Ballot Election to Exhibit 4 Parties
- Coordinate the Bi-Annual election in coordination with the City of Palmdale
- Present final results to Board of Directors

17. Identify unauthorized Pumping in Basin

- Develop list of potential unauthorized pumping in the Basin identified by Watermaster Engineer, public, or Parties to the Judgment
- Develop, in coordination with Legal Counsel and Watermaster Engineer, a letter to confirm identified potential unauthorized pumping
- Distribute letter
- Develop summary report for Board of Directors

18. PRA Requests

- In coordination with Legal Counsel, the Watermaster Engineer, and other Watermaster Directors, officers, and employees as appropriate, respond any Public Records Act requests

19. Enforcement Actions

- Assist Legal Counsel in initiating enforcement actions approved by the Board of Directors

20. Watermaster Administrator RFQ/RFP and Procurement

- Develop a request for qualifications and request for proposals for a permanent Watermaster Administrator
- Mail/email RFQ/RFP
- Schedule interviews
- Conduct interviews
- Conduct reference checks
- Develop summary report for Board of Directors
- Present summary report for Board of Directors to enable the Board of Directors to select a Watermaster Administrator