



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

TUESDAY, AUGUST 15, 2023, AT 5:30 PM

6450 WEST AVENUE "N," PALMDALE, CA 93551

**TELECONFERENCE LOCATION(S): 41031 – 40th St W, Palmdale, CA 93551; 2856 Owens
 Way, Rosamond, CA 93560; 9753 E. Ave. F-8, Lancaster, CA 93535**

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

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6(a-1)	Adoption of Agenda for Special Board Meeting of August 15, 2023	Board Order 6(a-1)	3

7. ITEM(S) FOR CONSIDERATION AND POSSIBLE ACTION

a. Personnel, Legal, and JPIA Committee (RP/AM/GV) 05/22/23

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7(a-1)	Consideration and possible action on Fiscal Year 2023/2024 Organizational Structure, Salary Range Adjustment for Maintenance Supervisor, and Job Description and Salary Range for Maintenance Technician II (General Manager Knudson)	Board Order 7(a-1)	4
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b. Finance Committee (FD/GL/KD) 07/20/23

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7(b-1)	Presentation on Fiscal Year 2023/2024 Budget (General Manager Knudson and Finance Manager Yates)		n/a
7(b-2)	Consideration and possible action on Resolution No. R-23-26, Approving the Budget for Fiscal Year 2023/2024 and Appropriating Funds Therefor (General Manager Knudson)	Board Order 7(b-2)	10

8. DIRECTORS REPORTS

9. ADJOURN TO A REGULAR BOARD MEETING SCHEDULED FOR TUESDAY, AUGUST 22, 2023, AT 5:30 P.M.

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

NOTICES

Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning (661) 943-3201 or writing to Antelope Valley-East Kern Water Agency at 6450 West Avenue N, Palmdale, CA 93551. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that Agency staff may discuss appropriate arrangements. Persons requesting disability-related accommodation should make the request with adequate time before the meeting for the Agency to provide the requested accommodation.

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: August 12, 2023, at 2:30 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 AUGUST 15, 2023

The Board of Directors adopted the following Board Order on August 15, 2023:

To adopt the Current Agenda for August 15, 2023, as presented.

Motion by _____

Second by _____

Carried _____

BOARD ORDER 6(a-1)

08-15-23

RECOMMENDED BOARD ORDER 7(a-1)

To the Board of Directors

FOR BOARD ACTION

**APPROVE FY 2024/2025 ORG STRUCTURE AND OTHER
ADJUSTMENTS/JOB DESCRIPTIONS AS NOTED**

The Board of Directors adopted the following Board Order on August 15, 2023:

To approve the (1) AVEK Organizational Structure for Fiscal Year 2023/2024; (2) approve changing the Salary Range for the Maintenance Supervisor Position from 47 to 48; and (3) approve the Job Description and Salary Range for the Maintenance Technician II Position, as presented and recommended by staff and the Personnel/Legal/JPIA Committee.

Motion by _____

Second by _____

Carried _____

BOARD ORDER 7(a-1)

08-15-23



Date: August 15, 2023
To: Board of Directors
From: Matthew Knudson, General Manager
Jon Bozigian, Operations Manager

Agenda Item: 7(a-1)

Subject: Consideration and possible action on Fiscal Year 2023/2024 Organizational Structure, Salary Range Adjustment for Maintenance Supervisor, and Job Description and Salary Range for Maintenance Technician II

Recommendation:

The Personnel, Legal, & JPIA Committee recommends that the Board:

- 1) Approve the attached “AVEK Organizational Structure – FY 2023/2024”; and
- 2) Approve changing the Salary Range for the Maintenance Supervisor Position from 47 to 48; and
- 3) Approve the Job Description and Salary Range for the Maintenance Technician II Position

Background:

The attached “AVEK Organizational Structure – FY 2023/2024” shows the approved positions for the Agency, salary ranges for each position, and the current reporting structure. Staff and the Personnel, Legal, & JPIA Committee is not recommending any changes to the number of employees, but is recommending the following refinements to be included in the FY 2023/2024 budget:

Maintenance Supervisor: The current salary range is 47 based on the approved Salary Schedule. The recommendation is to increase the salary range to 48 with the goal of compensating this position based on the responsibility and technical requirements, and also align this position with similar supervisor positions within the Agency. This equals a 2.5% increase from the current range.

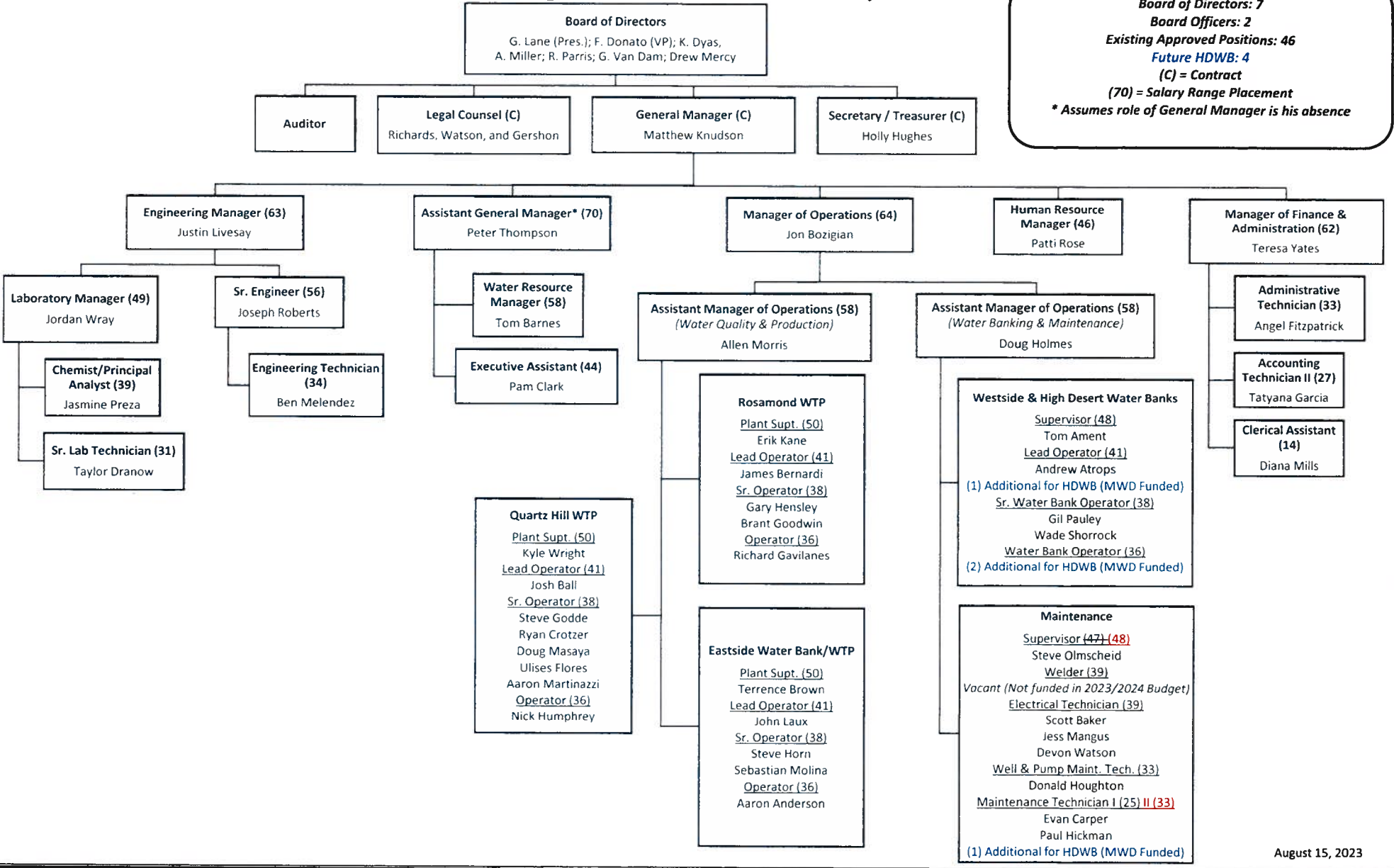
Maintenance Technician II: The current organizational structure has (2) approved Maintenance Technician I positions. To create an opportunity for growth and career advancement for the Maintenance Technician positions and to recognize the value they bring to the Agency, the recommendation is to create a Maintenance Technician II positions for the Agency at a salary range 33. This structure will be similar to what we currently have within the Water Treatment Plants, where an individual can advance to the next step if they meet certain certification, skills, and job knowledge/experience working within their field.

Attachments:

- AVEK Organizational Structure – FY 2023/2024
- Maintenance Technician II Job Description

AVEK Organizational Structure – FY 2023/2024

Board of Directors: 7
Board Officers: 2
Existing Approved Positions: 46
Future HDWB: 4
(C) = Contract
(70) = Salary Range Placement
*** Assumes role of General Manager is his absence**



August 15, 2023

Job Description
Maintenance Technician II

Job No. MO005

Salary Range 33 Non-Exempt

Position Summary:

Under the direction of the Maintenance Supervisor perform skilled work in the general repair and maintenance of treatment plants, well sites, distribution systems and other Agency facilities. Incumbents work on-call shifts, as scheduled. Night and weekend shifts may be required.

Duties/Responsibilities:

Essential duties include, but are not limited to the following:

- Perform a variety of general maintenance and repair work involving mechanical, welding, electrical, carpentry, plumbing, painting, roofing and cement work.
- Responsible for the maintenance and upkeep of Agency vehicles.
- Assist in well and/or pipeline disinfection.
- Repair, rebuild and/or replace pumping units of all sizes.
- Keep and maintain records related to work activities.
- Build and maintain positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Employ techniques and methods of building, well, pumps & motors, electrical, backflow devices, and pipeline maintenance work.
- Use of computer applications to enter and retrieve data.
- Perform related duties as assigned.

Qualifications:

Any combination of education and experience that provides the knowledge, skills, and abilities as described herein.

Experience:

- Any combination of experience and training that would provide the required knowledge and abilities.
- Three year of responsible journey experience performing duties similar to Maintenance Technician I.
- High School Diploma or GED

Licensure/Certification:

- Must have a Valid California driver's license with the ability to obtain a Class "A" license within two years.
- Possession of or ability to obtain within two years, a State Water Resources Control Board Grade I Water Distribution certificate.

- Possession of or ability to obtain within two years, a State Water Resources Control Board Grade II Water Treatment Operator certificate.

Knowledge of:

- Techniques and methods of building maintenance work.
- Computer applications to enter and retrieve data.

Skills to:

- Use hand and power tools.
- Use standard computer applications.

Ability to:

- Perform semi-skilled work in the repair and maintenance of Agency facilities.
- Know and understand operations and observe safety rules; analyze problem equipment; identify and locate equipment; interpret work orders; clearly explain jobs to others.
- Intermittently, sit while studying or preparing reports; bend squat, climb, kneel and twist while performing repair/maintenance activities; lift and carry weight up to 90 pounds.
- Use various hand and power tools and equipment.
- Learn to operate a variety of mechanized equipment such as backhoes, forklifts, small cranes and other related equipment.
- Learn to use basic welding and cutting techniques.
- Use a computer to complete required reports related to work activities.
- Work outdoors in a variety of weather conditions.
- Work assigned shift schedules and be available to take on-call time. Some overtime work will be required.
- Communicate clearly and concisely, both orally and in writing.
- Design and build electric systems.
- Understand electronic circuitry and related systems.
- Learn quickly and adapt to change.
- Establish and maintain effective working relationships.

Physical Requirements:

On a daily basis, this position requires the ability to climb, stoop, kneel, crouch, use hands and arms to reach, stand, walk, push or pull, use fingers to pinch or grasp and feel objects, talk, and hear. Work performed requires the ability to see both distance and close, distinguish colors and shades of color, and requires depth perception. This position requires the operation of a truck, tractor, or other moving equipment.

The incumbents in this position typically work inside in a dry atmosphere with occasional noise. There is daily exposure to dust and temperature changes. Work is typically performed around

machinery with moving parts or around moving objects or vehicles, and may have hands in water.

On an occasional basis, this position requires crawling, and balancing, with exposure to fumes, smoke, gases, chemicals, and may include working on slippery or uneven surfaces, or below ground and in confined spaces.

This position requires the ability to lift and carry up to 40 pounds, and push, or pull up to 100 pounds.

RECOMMENDED BOARD ORDER 7(b-2)

To the Board of Directors

FOR BOARD ACTION

ADOPT RESOLUTION R-23-26; APPROVING THE BUDGET FOR FISCAL YEAR 2023/2024 AND APPROPRIATING FUNDS THEREFOR

The Board of Directors adopted the following Board Order on August 15, 2023:

To adopt Resolution No. R-23-26, approving the Budget for Fiscal Year 2023/2024 and Appropriating Funds Therefor, as presented and recommended by staff and the Finance & Budget Committee.

Motion by _____

Second by _____

Carried _____

BOARD ORDER 7(b-2)

08-15-23



**Antelope Valley-East Kern
Water Agency**

ACTION ITEM

Date: August 15, 2023

Agenda Item: 7(b-2)

To: Board of Directors

From: Matthew Knudson, General Manager *M.K.*
Teresa Yates, Finance & Administration Manager

Subject: Consideration and possible action on Resolution No. R-23-26 Adopting Budget for Fiscal Year 2023-24

Recommendation:

Staff recommends that the Board of Directors approve Resolution R-23-26 to adopt the Agency's annual budget for fiscal year 2023-24.

Background:

The Agency adopts an annual budget for its fiscal year ending June 30th based on certain assumptions and anticipated revenues and expenditures. The fiscal year 2023-24 budget is based on 40,000 AF of anticipated water deliveries to customers and the anticipated expenses to meet that demand. The budget also includes a financial summary for budgeted capital expenditures for capital asset projects and replacements, IT equipment and projects, debt principal payments and water deliveries for banking. The fiscal year 2023-24 budget results in a surplus of \$8,139,030 which will fund reserves and capital expenditures.

RESOLUTION NO. R-23-26

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY-EAST KERN WATER AGENCY ADOPTING ITS BUDGET FOR FISCAL YEAR 2023-24

WHEREAS, the Antelope Valley-East Kern Water Agency has determined that the Agency shall annually adopt a budget; and

WHEREAS, the Board of Directors has reviewed the Fiscal Year (FY) 2023/24 Budget, including the Operating and Non-Operating Budget and Capital Expenditures.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Antelope Valley-East Kern Water Agency hereby:

1. Adopts the FY 2023/24 Budget (Attachment A).
2. Appropriates the Capital Expenditures, Debt Principal Payments, and Water Banking Expenditures for FY 2023/24 as shown in Financial Summary (Attachment B).
3. Authorizes the General Manager to adjust the allocations within each fund, provided however, the total appropriations for the entire fund do not exceed the amounts approved in this budget resolution.

President, Board of Directors

I, the undersigned, hereby certify: That I am the duly appointed and acting Secretary of the Antelope Valley-East Kern Water Agency, and that at a special meeting of the Board of Directors of said Agency held on August 15, 2023 the foregoing Resolution No. R-23-26 was duly and regularly adopted by said Board, and that said resolution has not been rescinded or amended since the date of its adoption, and that it is now in full force and effect.

DATED: August 15, 2023

Board Secretary-Treasurer

**Antelope Valley-East Kern Water Agency
Budget
Fiscal Year 2023-24**

		2023-24 Budget
OPERATING REVENUES		
4100	Water Sales	\$ 29,906,000
4200	Water Banking Sales	\$ -
4300	Water Transfers/Exchanges	\$ 5,629,500
4900	HDWB Reimbursements & Fees	\$ 60,000
		\$ 35,595,500
 OPERATING EXPENSES		
5000	Water Purchases	\$ 12,225,000
5100	Water Delivery & Treatment	\$ 3,287,200
5200	Maintenance & Supplies	\$ 1,621,150
5300	Fees & Services	\$ 3,502,750
5400	Travel & Transportation	\$ 453,200
5500	Personnel Expense	\$ 9,153,120
5600	Other Expense	\$ 109,500
5700	Depreciation	\$ 8,400,000
		\$ 38,751,920
 NON-OPERATING REVENUES		
4400	Property Tax Revenues - 1%	\$ 6,150,150
4400	Property Tax Revenues - DS Voter Approved	\$ 34,950,000
4500	Investment Income	\$ 3,505,000
4600	Other Income	\$ 1,355,000
4700	Lab Income	\$ 65,000
		\$ 46,025,150
 NON-OPERATING EXPENSES		
5800	State Water Contract	\$ 32,600,000
5900	COP/Bond Interest & Fees	\$ 2,129,700
		\$ 34,729,700
 Surplus/(Deficit)		\$ 8,139,030

**Antelope Valley-East Kern Water Agency
Financial Summary
Fiscal Year 2023-24**

The following summarizes the budgeted financial activity for fiscal year 2023-24.

Beginning Cash Reserve Balance at 6/30/23		<u>\$</u>	<u>124,648,229</u>
add: 2023/24 Budget Surplus		\$	8,139,030
2023/24 Depreciation		\$	8,400,000
less: 2023/24 Capital Budget Expenditures		\$	(7,315,000) ¹
2023/24 IT Budget Expenditures		\$	(350,000) ²
2023/24 Debt Principal Payments		\$	(5,510,000) ³
Agency Water Banking		\$	(12,000,000) ⁴
Estimated Cash Reserve Balance at 6/30/24		<u>\$</u>	<u>116,012,259</u>

¹ Capital expenditures include \$3.75M in aging infrastructure projects for tank rehabilitations and building repairs and improvements, \$565K for project design work, \$3M for asset replacement projects.

² IT expenditures for the fiscal year include aging IT equipment replacement and SCADA system upgrades.

³ Debt Principal payments due in fiscal year 2023-24 are \$4.815M for 2016 Water Revenue Refunding Bonds and \$695K for 2017 Clean Renewable Energy Bonds.

⁴ The Agency is budgeting \$12M for State Water Project deliveries to be banked at AVEK water banking facilities during the 2023-24 fiscal year. This capitalized cost will be expensed when the banked water is recovered and delivered to customers.