

CRESCENTA VALLEY WATER DISTRICT

2700 Foothill Boulevard
La Crescenta, California

Agenda for the
Adjourned Regular Meeting of the Board of Directors
of the Crescenta Valley Water District
to be held on Tuesday, February 23, 2021 at 7:00 p.m.

Posted: Thursday, February 18, 2021 at 3:00 p.m.

TELE/VIDEO CONFERENCING NOTICE

[This meeting will be held by tele/video conference only.]

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom on March 18, 2020, the public may not attend the meeting in person.

Any member of the public may participate using a touchtone phone. You may select any of the following phone numbers (there are more than one for increased reliability during this time of increased phone traffic)

(669) 900-6833

(346) 248-7799

(929) 205-6099

(253) 215-8782

(301) 715-8592

(312) 626-6799

Then, enter Access Code: 861 8404 9497

Those members of the public who are able to and would like to additionally participate through computer may access the Zoom teleconferencing tool available at the following link –

<https://us02web.zoom.us/j/86184049497>

Public comment may be made either by emailing comments ahead of the meeting or by speaking over the phone. Emailed comments will be sent to the Board of Directors prior to the meeting and posted on the District's website. Comments may be sent to Christy Colby, Regulatory and Public Affairs Manager, at (818) 248-3925 or customerservice@cvwd.com by 3pm on February 23, 2021.

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 contacting the District by phone or in writing at the above email address. 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 District staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the District to provide the requested accommodation.

Any written materials distributed to the Board in connection with this agenda will be made available at the same time for public inspection at the District office located at the above address and posted on the District's website.

Call to Order and Determination of Quorum

Pledge of Allegiance

Adoption of Agenda

Public Comments

At this time, the public shall have an opportunity to comment on any non-agenda item relevant to the subject matter jurisdiction of the Board. This opportunity is non-transferable, and speakers are limited to one three-minute (3) comment.

Foothill Municipal Water District Report

1. Report on activities at Foothill Municipal Water District.

Consent Calendar

1. Consideration and approval of the Minutes of the Regular Board Meeting on February 9, 2021.
2. Ratification of Disbursements for January 2021.

Action Calendar

The public shall have an opportunity to comment on any action item as each item is considered by the Board prior to action being taken. This opportunity is non-transferable, and speakers are limited to one two-minute (2) comment.

1. **Technology Committee** – Formation of an ad-hoc committee to consider certain IT and other technology-related business including an IT Strategic Plan and cyber-security.
2. **2021 Water & Wastewater Cost of Service Study Update** – Update on the Financial Plan phase of the study as presented by Raftelis Financial Consultants
3. **Introduction of the CVWD Community Advisory Committee** – Introduce the members of the 2021 Community Advisory Committee and discuss takeaways from the first meeting with CVWD staff.
4. **New Emergency Electrical Generator at the La Granada Wastewater Lift Station, Project S-962**
 - a) Consideration and motion to authorize the General Manager to award a contract to the lowest responsible bidder, Affordable Generator Services, Inc. for the installation of a new emergency electrical generator at the La Granada wastewater lift station at a cost of \$192,235 and establish a contingency amount of \$19,224 (10% of contract) to cover the cost of unforeseen or additional work.
 - b) Consideration and motion to authorize the General Manager to enter into an agreement with APEX Manufacturing Solutions for SCADA programming and integration for said project at a cost not to exceed \$12,840.
 - c) Consideration and motion to authorize the General Manager to enter into an agreement with Cannon for construction management and inspection services for said project at a cost not to exceed \$64,160.
 - d) Request to transfer an additional \$50,000 from the Wastewater reserve fund to the Wastewater Capital Improvement (CIP) program to complete Project S-962.

5. **Well 12 Pump Replacement and Casing Rehabilitation , Project E-1028** – Consideration and motion to authorize the General Manager to award a contract to the lowest responsible bidder, Legend Pump and Well Services, Inc. for the rehabilitation of Well 12 at a cost of \$74,930 and establish a contingency amount of \$7,493 (10% of contract) to cover the cost of unforeseen or additional work.

Information Items

Written Communications to District/Board of Directors

General Manager's Report

Attorney Report

Reports of Committees

- Engineering Committee
- Finance Committee
- Employee Relations Committee
- Policy Committee
- Community Relations/Water Conservation Committee
- Emergency Planning Committee

Director's Oral Reports – Report on issues, meetings, or activities attended by Directors.

Closed Session - None

Board Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS

February 9, 2021

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District made at the Adjourned Regular Meeting on January 26, 2021, a Regular Meeting was held on February 9, 2021, at 7:00 p.m. through audio and video conference. A call-in number was clearly noted on the meeting Agenda, posted in accordance with the Brown Act, due to the COVID-19 pandemic, with President Sharon S. Raghavachary presiding.

At roll call, the following Directors and staff members were online:

Directors:	Sharon S. Raghavachary James D. Bodnar Kerry D. Erickson Ken R. Putnam Judy L. Tejeda
Attorney:	Thomas Bunn
General Manager:	Nem Ochoa
Director of Finance & Administration:	James Lee
Director of Engineering:	David Gould
Others Present:	Christy Colby, Regulatory & Public Affairs Manager Dennis Maxwell, Director of Operations Brook Yared, Engineering Manager Arturo Montes, Finance & Administration Manager Wendy Holloway, Customer Service Manager Pam Leddy, Administrative Assistant Tessa Allmon, Customer Service Representative

PLEDGE OF ALLEGIANCE

Director Putnam opened the meeting by leading the Directors and staff in reciting the Pledge of Allegiance.

ADOPTION OF AGENDA

It was moved by Director Tejeda, seconded by Director Erickson, and carried by a 5-0 roll call vote that the Agenda for the Regular Meeting of February 9, 2021 be adopted as presented.

AYES:	Director Raghavachary Director Bodnar Director Erickson Director Putnam Director Tejeda
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NOES:	None
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PUBLIC COMMENTS – Ms. Tyler requested consistent information be posted on the CVWD website to avoid confusion logging on to the Zoom audio and video conference website. Ms. Tyler complimented Mr. Gould on the presentation of the overview of CVWD’s water system given at the Engineering Committee meeting, and requested the handout provided to be placed on CVWD’s website.

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Colcord provided information on a program sponsored by Metropolitan Water District to help fund municipal water agencies with leak detection and repair programs to meet State water loss performance standards. Foothill Municipal Water District (FMWD) currently has three (3) rebate programs including the installation of a residential leak detection device, converting spray irrigation to drip irrigation, and funding residential Water Wise water audits. Mr. Colcord highlighted several educational events FMWD will be hosting including an online “Edible Gardening” class on February 20, 2021 and a rain barrel event during the month of March 2021.

CONSENT CALENDAR

It was moved by Director Tejeda, seconded by Director Raghavachary, and carried by a 5-0 roll call vote to approve the Minutes of the Regular Board Meeting held on January 26, 2021 through audio and video conference.

AYES: **Director Raghavachary**
 Director Bodnar
 Director Erickson
 Director Putnam
 Director Tejeda

NOES: **None**

ACTION CALENDAR

New Emergency Electrical Generator at the La Granada Wastewater Lift Station, Project S-962 – Mr. Ochoa announced a bid protest was received regarding this item on February 8, 2021. Legal counsel and staff will review the merits of the protest and provide a recommendation on the award of contract at the February 23, 2021 Board Meeting. Mr. Gould discussed aspects of the overall project along with concerns regarding landscaping and irrigation requests received from the community.

Local Hazard Mitigation Plan, Project M-1004 – Mr. Gould reported on the progress of the Local Hazard Mitigation Plan (LHMP) project. In April 2020 CVWD received notification from the California Governor’s Office of Emergency Services (Cal OES) in conjunction with the Federal Emergency Management Agency (FEMA) that CVWD’s application to prepare a LHMP had been approved, which must be completed by February 20, 2023. Mr. Gould reported that CVWD awarded a consultant contract to Tetra Tech, Inc., to prepare the LHMP in April 2020 using grant funding. The Core Planning Team (CPT) was developed consisting of team members from Tetra Tech., John Robinson Consulting, and CVWD. The Steering Committee was formed to support and advise the CPT and began meeting in October 2020, and includes Directors Raghavachary and Bodnar. Staff has created a web page on CVWD’s website which explains the LHMP, a list of the Steering Committee & Core Planning Team members and a form for the

community to ask questions or provide comments. Mr. Gould announced that a public audio and video conference meeting is tentatively scheduled for March or April to present the findings of the hazard profiles.

INFORMATION ITEMS – None

WRITTEN COMMUNICATIONS TO DISTRICT – None

REPORTS OF PERSONNEL – No report

GENERAL MANAGER – Mr. Ochoa announced the Communication Challenge, an interactive training and seminar to answer questions CVWD staff have submitted as they pertain to difficult communication issues. It will begin on March 1, 2021. Mr. Ochoa reported that the Water Education area located at the main office is being updated to include a self-guided tour for water and sewer education. Mr. Lee announced that the Community Advisory Committee will hold their first meeting of the year on February 17, 2021 to discuss the FY 2021/22 budget and rate study. Mr. Maxwell reported on emergency repairs made on Thursday, February 4, 2021 to a broken 6” shut off valve on 2300 block of Janet Lee and provided highlights of the Field and Maintenance Report. Mr. Gould reported that 96.5 MG of water was produced during the month of January 2021 which reflects 11% greater usage than 2020 and 16.5% greater than the 5-year average. The rainfall reported for the month of January is 4.15”, which remains 50% lower than the average. Mr. Gould highlighted current CIP and developer projects and provided information on the completion of the installation of base stations for the AMI Communications Network.

ATTORNEY – Mr. Bunn announced that a new Judge has been appointed to the ULARA adjudication case. Mr. Bunn reported that former CVWD General Manager, Dennis Erdman was appointed to the Board of the Metropolitan Water District.

REPORTS OF PERSONNEL – None

REPORTS OF COMMITTEES

Engineering Committee – Director Raghavachary reported that the Committee had met on January 27, 2021. An audio/video conference meeting is scheduled on March 2, 2021.

Finance Committee – Director Raghavachary reported that the Committee had not met; however, an audio/video conference meeting is scheduled on February 16, 2021.

Employee Relations Committee – Director Bodnar reported that the Committee had not met; however, an audio/video conference meeting will be scheduled as needed.

Policy Committee – Mr. Ochoa reported that the Committee had not met; however, an audio/video conference meeting will be scheduled as needed.

Community Relations/Water Conservation Committee – Mr. Ochoa reported that the Committee had not met; however, an audio/video conference meeting will be scheduled as needed.

Emergency Planning Committee – Director Tejeda reported that the Committee had not met; however, an audio/video conference meeting will be scheduled as needed.

Executive Committee – Director Raghavachary reported that the Committee had not met; however, an audio/video conference meeting will be scheduled as needed.

DIRECTORS' ORAL REPORTS

Director Erickson – No report

Director Bodnar – No report

Director Tejeda – No report

Director Putnam – No report

Director Raghavachary – No report

CLOSED SESSION – None

BOARD MEMBERS REQUESTS FOR FUTURE AGENDA ITEMS – Director Raghavachary requested a future agenda item be added for a potential new bond issuance for FY 2021/22.

ADJOURNMENT

There being no other business to come before the Board, at 8:19 p.m., the meeting was adjourned to February 23, 2021 at 7:00 pm.

APPROVED

Sharon S. Raghavachary
President

James Lee
Director of Finance & Administration

CASH DISBURSEMENTS LIST

JANUARY 2021



<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
0	1/26/2021	Calpers	PERS Contributions - January 2021	24,227.83	14,250.13
0	1/26/2021	Southern California Edison	Power purchased - January 2021	25,536.59	312.15
0	1/26/2021	Los Angeles County Public Works	E-1022 - permits -LA County Public Works	12,484.00	
0		Los Angeles County Public Works	Excavation permits - January 2021	2,244.00	
42053	1/7/2021	All American Landscape Co.	Monthly landscape maintenance - December 2020	511.00	189.00
42054	1/7/2021	ARC	E-1021 - Printing bid package	756.06	749.97
42055	1/7/2021	Bryan's Prompt Plumbing	Mills house - plumbing repair	112.50	37.50
42056	1/7/2021	Ernest Chan	Refund check - 2914 Piedmont	55.22	
42057	1/7/2021	Citibank	Finance fee - December 2020	24.34	18.35
42058	1/7/2021	Wendy Holloway	Reimbursement for mileage - July thru December 2020	20.82	10.25
42059	1/7/2021	Ara Issagholian	Refund check - 2723 Mountain Pine	5.65	
42060	1/7/2021	Elena Park	Refund check - 2864 Foothill	37.41	
42061	1/7/2021	Pump Check	Pump efficiency test booster pump - 4 sites	1,000.00	
42062	1/7/2021	Quadient Finance USA, Inc.	New ink cartridge for postage machine	85.79	82.42
42063	1/7/2021	Registrar- Recorder County Clerk	Election - cost incurred prior to cancellation	159.89	159.88
42064	1/7/2021	Archie Robb	Refund check - 2615 Pickens	44.46	
42065	1/7/2021	Dave Spain	Reimbursement for Distribution System review	129.95	
42066	1/7/2021	Spectrum Business	Office - data communication - December 2020	468.78	164.68
42067	1/7/2021	Adam Sutphin	Education reimbursement and books	1,128.57	
42068	1/7/2021	Darlene Telles	Reimbursement for Certification Grade 1	70.00	
42069	1/7/2021	Kevin Tenkman	Refund check -1941 Waltonia #201	19.42	
42070	1/7/2021	The Gas Company	Glenwood - gas purchased - December 2020	412.07	130.11
42071	1/7/2021	Tri-Xecutex Corp.	Security alarm monitoring - Jan/Feb/Mar 2021	153.36	62.64
42072	1/7/2021	UPS	Misc. shipping charges	25.40	24.39
42073	1/7/2021	Waste Management - Sun Valley	Plant - disposal service - January 2021	662.98	209.35
42074	1/7/2021	Jacob Whittaker	Education reimbursement	88.94	26.56
42075	1/12/2021	ACWA Joint Powers Ins Authority	Group health - January 2021	44,523.89	28,287.48
42076	1/12/2021	ACWA Joint Powers Ins Authority	Group health - February 2021	42,900.01	28,286.68
42078	1/12/2021	Aflac	Employee paid insurance - December 2020	1,364.30	1,100.00
42079	1/12/2021	Airgas National Carbonation	Well #2 - carbon dioxide rental tank - January 2021	58.56	
42080	1/12/2021	All in Sanitation	Lift station - sewage pump service		375.00

42081	1/12/2021	Aqua - Metric Sales, Co.	E-1020 - AMI Commentications Network - progress payment #1	20,722.87	
42082	1/12/2021	ARC	Monthly MPS Billing - December 2020	143.56	47.85
42083	1/12/2021	AT&T	Voice communication - December 2020	303.28	238.29
42084	1/12/2021	Regino Avalos	Monthly landscaping - December 2020	859.03	195.97
42085	1/12/2021	BC Laboratories, Inc.	Water analysis - January 2021	260.00	
42086	1/12/2021	California Water Environment	Telles - membership renewal	144.00	48.00
42087	1/12/2021	CCS Interactive, Inc.	Monthly website hosting - January 2021	170.00	
42088	1/12/2021	Centro Print Solutions	1099 Forms	82.56	79.31
42089	1/12/2021	Citibank	Misc. supplies - Costco - January 2021	157.00	144.95
42090	1/12/2021	Civiltec Engineering Inc.	E-1022 - pipeline design services - November 2020	17,985.00	
42091	1/12/2021	Clifton Larson Allen	FY 2019-20 audit - services through December 2020	5,675.25	6,399.75
42092	1/12/2021	Colonial Life & Accidents Ins.	Employee paid insurance - December 2020	228.67	
42093	1/12/2021	Crescenta Valley Publishing LLC	3 CV weekly ads - June, October, December 2020	950.00	
42094	1/12/2021	Crosono Construction, Inc.	E-1018 - Rosemont Reservoir Rehabilitation - Progress Payment #1	14,116.24	
42095	1/12/2021	CV Strategies	Strategic Communication Services - November 2020	2,469.25	505.75
42096	1/12/2021	DYI Home Center	Misc. hardware - December 2020	215.16	63.89
42097	1/12/2021	Eurofins Eaton Analytical, Inc.	Water analysis - December 2020	622.00	
42098	1/12/2021	Foothill Municipal Water	Theodore Payne Sponsorship	55.55	
42099	1/12/2021	Golden Bell Products, Inc.	Lift station degreaser		867.24
42100	1/12/2021	Granite Construction	Flood meter refund	188.49	
42101	1/12/2021	Graphic Products, Inc.	Misc. supplies - December 2020	370.87	385.99
42102	1/12/2021	Great America Leasing Corp.	Kyocera copier leases - January 2021	1,031.94	991.47
42103	1/12/2021	Gsolutionz Professional Services	Voice communication - January 2021	286.42	225.03
42105	1/12/2021	Harper & Associates Eng., Inc.	Edmund #2, Encinal & Eagle Canyon - Annual reservoir cleaning & inspection	14,700.00	152.30
42106	1/12/2021	Highroad Information Technology	Plant - SCADA Network cabling upgrade project	28,296.03	970.70
42107	1/12/2021	Home Depot Credit Services	Misc. hardware - December 2020	859.47	391.70
42108	1/12/2021	InfoSend, Inc.	Printing & postage for billing - November 2020	1,318.20	1,266.50
42109	1/12/2021	Integrated Tool Solutions, LLC	Jack hammer lift assist	428.17	445.64
42110	1/12/2021	Itron, Inc.	IMA Walkby annual renewal - May 2021 to April 2022	264.60	254.88
42111	1/12/2021	J's Maintenance Service, Inc.	Janitorial services - December 2020	807.12	
42112	1/12/2021	KR Nida Companies	Unit #46 - repair to back up camera	84.34	51.69
42113	1/12/2021	LA County Tax Collector	Property tax bill for 2020	7,020.45	2,340.13
42114	1/12/2021	LA Dept Water and Power	Power purchased - December 2020	64.47	
42115	1/12/2021	Lagerlof, LLP	Legal services - November 2020	5,444.80	1,195.20
42116	1/12/2021	Liebert Cassidy Whitmore	Labor law legal services - November 2020	1,147.59	251.91
42117	1/12/2021	Office Depot	Misc. supplies - December 2020	351.07	174.50
42118	1/12/2021	O'Reilly Auto Parts	Misc. parts - December 2020	140.09	85.86
42119	1/12/2021	Paper Cuts, Inc.	Paper shredding - December 2020	27.93	25.82
42120	1/12/2021	Paveco Construction, Inc.	Paving repairs - various locations	5,659.04	
42121	1/12/2021	Peerless Materials Company	Maintenance crew/Glenwood - rags	299.61	311.84

42122	1/12/2021	Pep Boys, Fleet Services	Unit #48 - 4 new tires	619.42	379.63
42123	1/12/2021	Prohealth Glendale Medical Group	Covid-19 tests	225.00	75.00
42124	1/12/2021	Public Water Agencies Group	Emergency Preparedness Program - Jan. 2021 & 1st Quarter 2021 assessment	1,838.75	
42125	1/12/2021	Ramco	Concrete & crushed misc. base - December 2020	26.50	
42126	1/12/2021	Sawyer Petroleum	Clear diesel - 478 gallons	1,394.16	370.59
42127	1/12/2021	Charles Scott	D-Job 19-93 - cancellation refund	6,817.31	
42128	1/12/2021	Charles Scott	Refund check - 2500 Hermosa		371.67
42129	1/12/2021	Scotty's Industrial Products	Jack hammer repair & bits	377.01	392.38
42130	1/12/2021	Southland Pipe Corp.	E-1008 - Steel pipe & fittings for construction	59,772.77	
42131	1/12/2021	Spectrum Business	Office - data communications - December 2020	3,615.56	1,270.32
42132	1/12/2021	Springbrook National User Group	Annual membership renewal	75.00	25.00
42133	1/12/2021	St. Water Resource Control Brd.	Maxwell - Grade T-2 certification renewal	60.00	
42134	1/12/2021	Star Ford	Unit #47 - repairs to exhaust system	678.48	415.83
42135	1/12/2021	SWRCB Accounting Office	Annual connections fees - July 2020 to June 2021	28,608.80	
42136	1/12/2021	Systemated Business Products	Letterhead stationary	327.55	314.70
42137	1/12/2021	T.T. Technologies, Inc.	Misc. tools	187.16	194.79
42138	1/12/2021	Tetra Tech, Inc.	M-1004 - consulting services - December 2020	10,967.50	
42139	1/12/2021	Underground Service Alert	Underground notifications	194.24	91.40
42140	1/12/2021	UniFirst Corporation	Uniform rental - December 2020	368.03	109.93
42141	1/12/2021	Univar Solutions USA, Inc.	Sodium hypochloride - Glenwood - 600 gals., Mills - 500 gals.	3,254.40	
42142	1/12/2021	Vision Service Plan Co-(CA)	Group vision - January 2021	267.75	178.50
42143	1/12/2021	Vulcan Materials Company	Mixed bobtail - December 2020	360.00	
42144	1/12/2021	Western Water Works	Misc. stock - December 2020	1,628.04	
42145	1/13/2021	Joel Steven Smith	Well 8 annual site lease - 2018, 2019, 2020	225.00	
42146	1/25/2021	Christy Joana Colby	Health reimbursement	374.38	249.58
42147	1/25/2021	Wendy Holloway	Wellness reimbursement	246.02	89.01
42148	1/25/2021	Dennis A. Maxwell, Jr.	Wellness reimbursement	225.00	75.00
42149	1/25/2021	Nemesiano Ochoa	Health reimbursement	136.79	91.19
42150	1/25/2021	Alex Sandoval	Wellness reimbursement	225.00	75.00
42151	1/25/2021	Brook Yared	Health reimbursement	24.00	16.00
42152	1/26/2021	Abe's Lock and Key	Office - repair door lock and extra keys	98.74	29.49
42153	1/26/2021	Affordable Generator Services, Inc.	Annual maintenance service - 2021	7,189.67	
42154	1/26/2021	Airgas USA, LLC	Misc. items for gasses	286.41	298.09
42156	1/26/2021	Apex Manufacturing Solutions	E-939 - SCADA support service - December 2020	17,640.00	1,249.79
42157	1/26/2021	Aqua - Metric Sales, Co.	E-1008 - 1 meters	15,070.49	
42158	1/26/2021	ARC	E-1022 - printing bid package	515.81	
42159	1/26/2021	AT&T Mobility	Voice communications - December 2020	1,126.20	336.39
42160	1/26/2021	BC Laboratories, Inc.	Water analysis - January 2021	4,040.00	
42161	1/26/2021	BC Laboratories, Inc.	Water analysis - January 2021	2,746.75	
42162	1/26/2021	BC Laboratories, Inc.	Water analysis - January 2021	2,533.75	

42163	1/26/2021	Wayne Boyce	Reimbursement - safety boots	163.26	66.68
42164	1/26/2021	California Water Environment	DuRose - membership renewal	144.00	48.00
42165	1/26/2021	CCS Interactive, Inc.	Everbridge - public notification email blast banner	35.00	
42166	1/26/2021	James Chin	Refund check - 5031 Humphrey Way	7.35	
42167	1/26/2021	Changho Chung	Refund check - 2930 Fairway #204	13.49	
42168	1/26/2021	Citibank	Misc. supplies Costco - December 2020	76.18	70.33
42169	1/26/2021	City of Glendale Water & Power	Power purchased - December 2020	28,347.35	
42170	1/26/2021	City of Los Angeles	O & M payment for sewer treatment - July 2020		414,398.00
42171	1/26/2021	City of Los Angeles	CIP payment for sewer treatment - July 2020		293,535.00
42172	1/26/2021	Clark Pest Control, Inc.	Monthly service at 4 sites - January 2021	228.75	21.25
42173	1/26/2021	CV Strategies	Strategic Communication Services - December 2020	437.50	
42174	1/26/2021	eNoise Control, Inc.	Paschall Booster Pump - sound blankets for motors	1,444.00	
42175	1/26/2021	Mary Essayan	Refund check - 2652 Sycamore	98.45	
42176	1/26/2021	Federal Express	Misc. shipping charges	13.83	13.27
42177	1/26/2021	Feeger-Lucas-Wolfe, Inc.	Mills - Booster B - pressure switch	328.80	
42178	1/26/2021	Foothill Municipal Water	Water delivery - December 2020	283,077.75	
42179	1/26/2021	Grainger	Misc. tools	61.69	64.20
42180	1/26/2021	Harper & Associates Eng., Inc.	E-1018 - Rosemont Reservoir - inspection services - December 2020	4,568.00	
42181	1/26/2021	Highroad Information Technology	UPS rack mount - Alert technology	19,974.68	6,307.77
42182	1/26/2021	InfoSend, Inc.	Printing & postage for billing - December 2020	1,419.72	1,364.03
42183	1/26/2021	J.L. Wingert Company	Replacement 2 chlorine metering pumps	5,220.11	
42184	1/26/2021	Armen Kara	Refund check - 4339 Briggs	94.90	
42185	1/26/2021	Alen Khachikian	Refund check - 4621 Dyer	58.45	
42186	1/26/2021	KR Nida Companies	Unit #47 - install new back up camera	550.83	337.60
42187	1/26/2021	LA Dept Water and Power	Power purchased - January 2021	53.83	
42188	1/26/2021	Lagerlof, LLP	Legal Services - December 2020	5,655.76	1,241.50
42189	1/26/2021	Sylvia Lagerstrom-Hall	Refund check - 5438 Pine Cone	371.59	
42190	1/26/2021	LJ's Access Systems, Inc.	Automatic gates at various sites - annual preventative service maintenance	732.30	299.10
42191	1/26/2021	Herbert Marshall	Refund check - 4337 Oak Dr.	210.13	
42192	1/26/2021	Garriet D. & Melanna Moore	Refund check - 3249 Mills	96.11	
42193	1/26/2021	Plumbers Depot, Inc.	Unit #53 - nozzle extension		239.67
42194	1/26/2021	Quinn Power Systems	Unit #54 - coolant	28.68	17.57
42195	1/26/2021	Raftelis Financial Consultants, Inc.	Cost of Service Study - December 2020	844.53	172.97
42196	1/26/2021	Red Wing Business Advantage	Spain - safety boots	322.69	131.78
42197	1/26/2021	Serge's Automotive	Unit #44 - water pump and upper hose assembly	471.82	289.17
42198	1/26/2021	Shell	Gas purchased - December 2020	1,588.00	474.33
42199	1/26/2021	Southwest Hydrotech	Paschall Booster pump maintenance - January 2021	2,671.82	
42200	1/26/2021	Dave Spain	Reimbursement - work jeans	116.81	34.89
42201	1/26/2021	Spectrum Business	Office - data communications - January 2021	103.59	36.39
42202	1/26/2021	Star Ford	Unit #47 - replace radiator hose		84.25

42203	1/26/2021	Darlene Telles	Reimbursement - uniform shirts	132.36	39.53
42204	1/26/2021	The Gas Company	Office - gas purchased - January 2021	257.02	81.16
42205	1/26/2021	Univar Solutions USA, Inc.	Sodium hypochloride - Glenwood - 700 gals., Mills - 800 gals.	4,447.74	
42206	1/26/2021	UPS	Misc. shipping charges	16.33	15.69
42207	1/26/2021	V10 Construction	Refund check - 4625 Ocean View		84.07
42208	1/26/2021	Wallace & Associates Consulting, Inc.	E-1008 - Construction Management & Inspection services - December 2020	12,908.00	
42209	1/26/2021	Wells Fargo Card Services	Colby - monthly e-mail charges, working lunches, FB ads	283.55	67.10
42210	1/26/2021	Wells Fargo Card Services	Holloway - memberships, computer supplies, misc. office supplies	956.25	318.75
42211	1/26/2021	Wells Fargo Card Services	Lee - Zoom meetings, misc. postage	83.84	33.86
42212	1/26/2021	Wells Fargo Card Services	Maxwell - Office repair supplies, working dinners, misc. vehicle repairs	2,090.73	183.15
42213	1/26/2021	Wells Fargo Card Services	Ochoa - working meals, tech. supplies	117.82	53.36
42214	1/26/2021	Westlake Ace Hardware	Misc. hardware - December 2020	110.22	80.32
42215	1/26/2021	Jacob Whittaker	Reimbursement - work jeans	151.74	45.32

Subtotals	824,726.33	<u>805,287.91</u>
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Total Disbursements for January 2021		<u><u>1,630,014.24</u></u>
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Payroll Report

Directors	1,440.00
Office Regular Payroll	210,488.00
Office OT	486.00
Plant Regular Payroll	114,565.00
Plant OT & Standby	10,882.00
Employer Payroll Taxes	27,609.00
Payroll Service Charges	<u>944.00</u>

Total Payroll for January 2021	<u><u>366,414.00</u></u>
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CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

To: Honorable President and Members of the Board of Directors
From: Nem Ochoa, P.E. – General Manager
Subject: Technology Committee

Action Item No. 1
February 23, 2021

ACTION ITEM:

Formation of an ad-hoc committee to consider certain Information Technology and other technology-related business including an IT Strategic Plan and cyber-security.

BACKGROUND:

In the past year, the District has changed the way it conducts business and provides service to both external and internal customers. The District has focused on becoming more efficient and reliable in the area of Information Technology (IT) because it plays such a critical role in facilitating the District's mission and vision. Additionally, with advancements in information technology and how information and data are utilized and shared, cyber-security has and will continue to be a top priority for the District.

DISCUSSION:

The District has taken a number of measures to become more efficient and reliable in IT and has accelerated progress of an IT strategic plan to ensure our current direction exceeds best management practices. Because of the critical nature of IT and other technology-related business and the amount of progress that has and will continue to be made in these areas, it would be advantageous to form an ad-hoc committee to elevate discussion and focus on these matters.

Accordingly, the proposed revisions to the 2021 Committee Assignments are shown below:

Emergency Planning:

Judy Tejada (Chairperson)
Ken Putnam

Engineering:

Sharon Raghavachary (Chairperson)
Judy Tejada

Employee Relations:

James Bodnar (Chairperson)
Kerry Erickson

Finance:

Sharon Raghavachary (Chairperson)
James Bodnar

Information Technology (Ad Hoc):

Kerry Erickson (Chairperson)
Sharon Raghavachary

Policy:

Ken Putnam (Chairperson)
James Bodnar

Community Relations & Water Conservation:

Kerry Erickson (Chairperson)
Judy Tejada

RECOMMENDATION:

It is recommended that the Board form a Technology Committee (ad hoc).

ENVIRONMENTAL REVIEW:

Not applicable

FUNDING AVAILABILITY:

Not applicable.

Prepared and Submitted by:

A handwritten signature in blue ink, appearing to read "Nem Ochoa", is written over a horizontal line.

Nem Ochoa, P.E.
General Manager

2021 CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
February 23, 2021

To: Honorable President and Members of the Board of Directors
From: James Lee – Director of Finance & Administration
Subject: 2021 Water & Wastewater Cost of Service Study Update

ACTION ITEM:

2021 Water & Wastewater Cost of Service Study Update – Update on the Financial Plan phase of the study as presented by Raftelis Financial Consultants.

BACKGROUND:

The District has restarted the rate study process after putting it on hiatus last fiscal year in association with the decision not to raise rates in light of the pandemic.

For the rate study, Raftelis Financial Consultants (RFC) is developing a Financial Plan to determine revenue requirements. This will inform what level of rates will be needed going forward. The Financial Plan precedes the next step of developing the Cost-of-Service Analysis and Rate Design, and it is included (Attachment 1).

The Financial Plan was presented and discussed at the February 16, 2021 Finance Committee meeting and the February 17, 2021 Community Advisory Committee (CAC) meetings. Staff presented four (4) scenarios for each of the Water and Wastewater Funds, and the Finance Committee has directed staff to share these scenarios with the Board. These scenarios represent “bookends” – reasonable lower and higher ranges in terms of financial and other policy decisions for the Finance Committee and the broader Board to direct staff with. They are presented as reference points for a productive conversation, not as recommendations.

The Financial Plan scenario that is ultimately selected will represent the “snapshot in time” that the Cost-of-Service Analysis and Rate Design will be based on, and it is ideal that the plan accommodate for a range of future financial and policy decisions. For example, the District began conversations about the Long-Term Infrastructure Reliability and Funding Roadmap (Roadmap) in January 2020, and the 2020 bond financing represented the first step toward fulfilling that vision. Financial and policy decisions may include the rate of replacing deferred water and wastewater infrastructure, the option of future bond issuances, the option to explore alternative means of treating wastewater, or meeting funding commitments such as OPEB.

The goal of today’s discussion is for the Board to direct staff toward a scenario based on discussion from the Finance Committee, CAC, and Board meeting, thereby completing the Financial Plan phase of the study, as the Cost-of-Service Analysis will be based on the Financial Plan.

The Cost-of-Service Analysis and Rate Design will be conducted through March, again with a Finance Committee meeting, CAC meeting, and Board meeting. The overall goal is to issue a completed rate study ahead of a Prop 218 notice that will need to be sent by mid-April. This is if the objective is for any

rate increase to be implemented by July 1, as they typically are. The schedule as currently expected is included (Attachment 2).

Raftelis will present the draft Financial Plan and be available for discussion.

RECOMMENDATION

Direct staff to adopt a Financial Plan scenario for the Water Fund and for the Wastewater Fund in a manner that accommodates for the Board's future financial and policy considerations.

Prepared by:

Submitted by:



Arturo Montes
Finance & Administration Manager



James Lee
Director of Finance & Administration

Attachment(s):

1. Financial Plan presentation (Raftelis)
2. Meeting Schedule (as currently expected)

Crescenta Valley Water District Board Meeting

Water and Wastewater Rate Study

February 23, 2021



Raftelis Project Team

Kevin Kostiuk, *Project Manager*

- Email: kkostiuk@raftelis.com
- Phone: 213.262.9309

Edward Takara, *Analyst*

- Email: etakara@raftelis.com
- Phone: 213.262.9303

Agenda

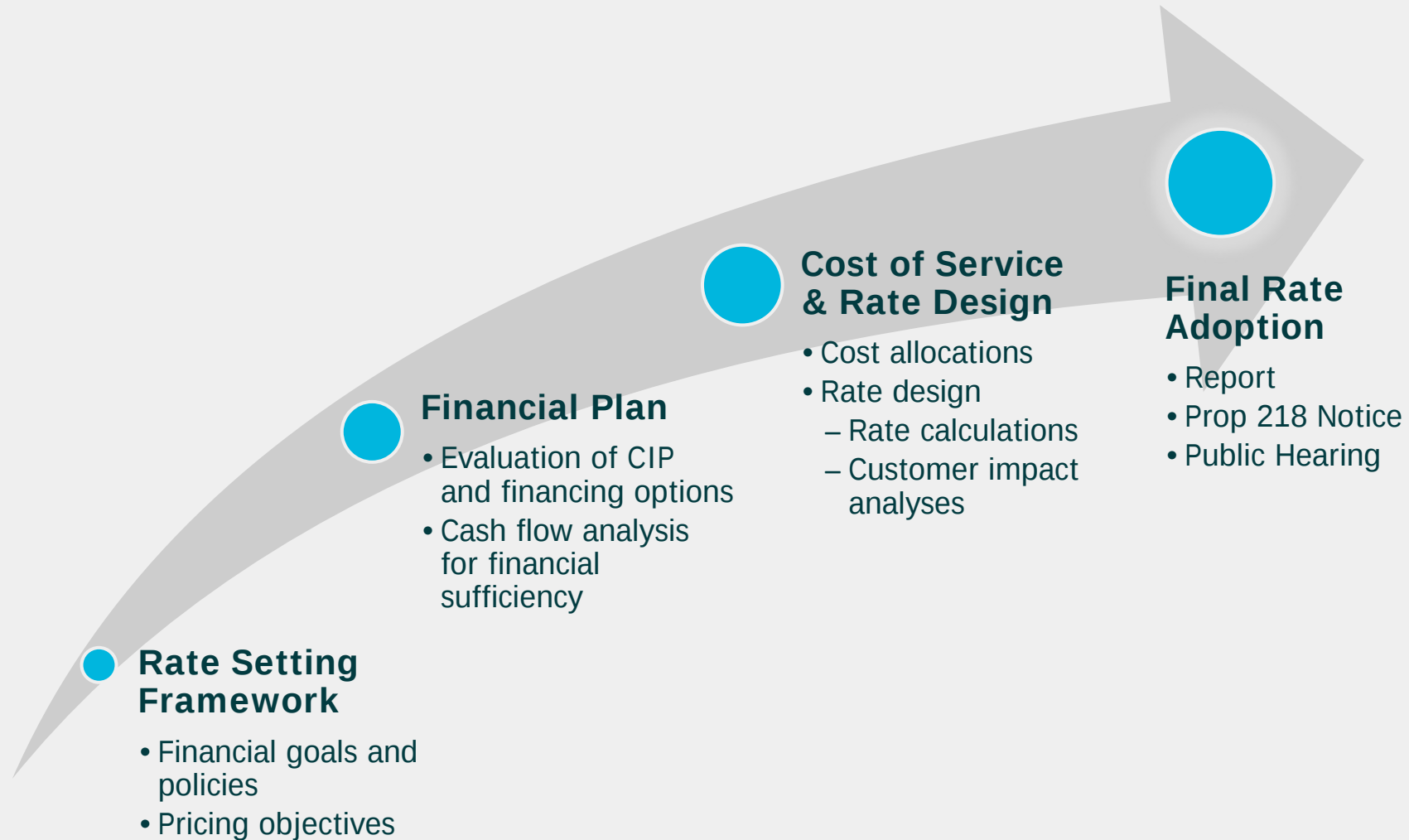
Water Financial Plan

- Assumptions
- Inputs
- Reserves Policies
- Financial Plan Scenarios

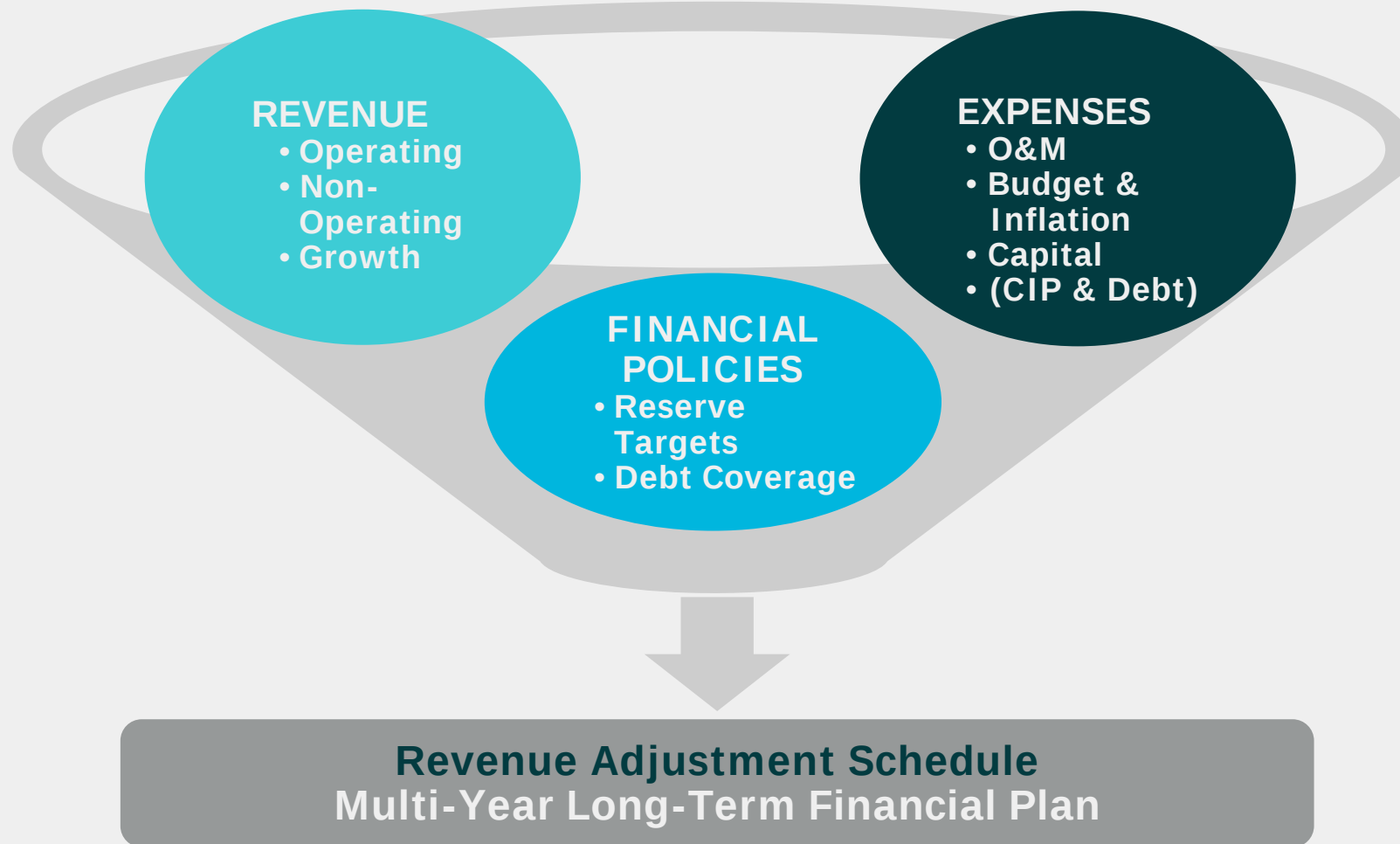
Wastewater

- Assumptions
- Inputs
- Reserves Policies
- Financial Plan Scenarios

Rate Study At A Glance



Cash Need Basis Approach



Water Financial Plan



Water - Inflationary Assumptions

	*FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
General Inflation	N/A	3%	3%	3%	3%
Salary	N/A	4%	4%	4%	4%
Benefits	N/A	8%	8%	8%	8%
Power	N/A	3%	3%	3%	3%
Non-inflated	N/A	0%	0%	0%	0%
Capital	N/A	4%	4%	4%	4%
Other Operating Revenues	N/A	1%	1%	1%	1%
Interest	N/A	2.25%	2.25%	2.25%	2.25%

Inflationary assumptions are used to project individual O&M expenses, capital costs, and non-rate revenue streams

**FY = Fiscal Year. The fiscal year begins July 1 of each year and ends June 30 of the following year. FY 2021 represents the current fiscal year July 1, 2020-June 30, 2021*

Water Customer Accounts & Growth Assumptions

- › 1% annual growth in connections projected in financial model
- › Meter and Fireline counts for FY 2021

Meter Size	Inside District	Outside District	Private Fire (Inside)	Private Fire (Outside)
3/4"	5,011	1963	0	0
1"	666	211	1	0
1 1/2"	99	52	0	0
2"	44	21	4	4
3"	15	13	0	2
4"	2	0	33	36
6"	0	0	8	10
8"	0	0	4	2
10"	0	0	2	0
Total	5,837	2,260	52	54

Water Demand Assumptions

- Model assumes demand for FY 2021 of 1,163,172 kgal (3,570 AF)
 - Increase in water sales of 1.0% (11,517 kgal / 36 AF) based entirely on new connection growth

Customer Class	FY 2018	FY 2019	FY 2020	FY 2021
Residential				
Tier 1	357,000	359,833	369,342	373,035
Tier 2	295,000	254,473	275,757	278,515
Tier 3	122,614	99,699	121,334	122,547
MF/Com/Inst/SCH	393,750	362,377	337,476	340,851
Irrigation				
Tier 1	16,800	14,477	16,174	16,336
Tier 2	14,700	39,953	31,572	31,888
Total (kgal)	1,199,864	1,130,812	1,151,655	1,163,172
Total (AF)	3,682	3,470	3,534	3,570
<i>Change in Total Water Use (%)</i>		<i>-5.7%</i>	<i>1.84%</i>	<i>1.0%</i>

Water Revenues

Revenue Summary	FY 2020 <i>(Actuals)</i>	FY 2021 <i>(Model Estimated)</i>
Rate Revenue		
<i>Water Sales</i>	\$8,483,583	\$8,640,367
<i>Readiness to Serve Charge</i>	\$3,063,399	\$3,087,461
Other Operating Revenues	\$160,000	\$160,000
Non-Operating Revenues	\$200,000	\$238,000
CIP Source Revenues	\$452,500	\$277,500
Total Revenue	\$12,359,482	\$12,408,363

Water O&M Expenses

- FY 2022 values based on inflationary assumptions

O&M Category	FY 2020 (Actuals)	FY 2021 (Budgeted)	FY 2022 (Projected)
Water Supply	\$3,329,305	\$3,361,620	\$3,235,889
Compensation	\$2,086,022	\$1,893,113	\$1,968,838
Benefits	\$1,290,243	\$1,242,742	\$1,342,161
Plant – Water Operation	\$585,996	\$533,010	\$536,869
Distribution System	\$907,765	\$851,178	\$882,519
General and Administrative	\$812,663	\$889,548	\$916,114
Fire and Debris Recovery	\$12,000	\$12,000	\$12,360
Purchased Power	\$323,778	\$322,291	\$333,652
Total Expenditures	\$9,347,771	\$9,105,502	\$9,228,402
<i>Change in O&M Expenses (%)</i>		-2.6%	1.3%

Water Debt Service - Existing

- FY 2021 amended to reflect partial year payments for both

Borrowing	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025
Pac West Infrastructure	\$275,274	\$0	\$0	\$0	\$0
Revenue COP, Series 2020	\$290,000	\$558,238	\$581,381	\$579,781	\$580,781
Total Debt Service	\$565,274	\$558,238	\$581,381	\$579,781	\$580,781

Water Capital Improvement Plan - Adopted

Projects	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Water Supply	\$170,000	\$135,000	\$265,000	\$118,000	\$122,000	\$126,000
Water Storage	\$480,000	\$550,000	\$745,000	\$695,000	\$800,000	\$1,232,000
Water Distribution – Pipeline	\$2,300,000	\$2,600,000	\$2,800,000	\$3,000,000	\$3,200,000	\$3,400,000
Water Distribution – Other	\$710,000	\$830,000	\$175,000	\$86,000	\$89,000	\$92,000
Water Treatment	\$0	\$0	\$0	\$0	\$0	\$0
Technology	\$1,070,000	\$535,000	\$815,000	\$950,000	\$620,000	\$0
Public Safety/Emergency Response	\$165,000	\$0	\$50,000	\$151,000	\$169,000	\$150,000
Facilities & Planning	\$105,00	\$350,000	\$150,000	\$0	\$0	\$0
Total CIP (Nominal)	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
Total CIP (Inflated)	\$5,000,000	\$5,200,000	\$5,408,000	\$5,624,320	\$5,849,293	\$6,083,265

- *Capital costs are inflated 4% in each year beyond FY 2021*

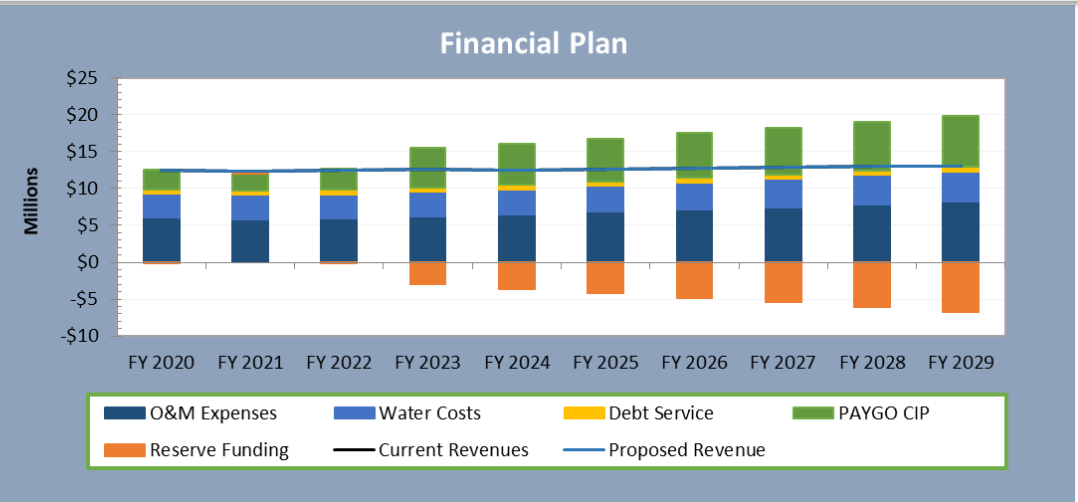
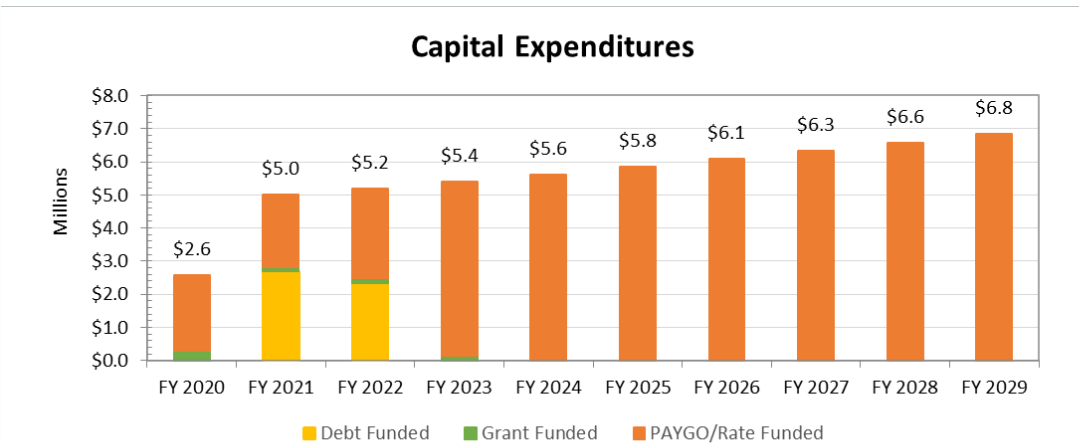
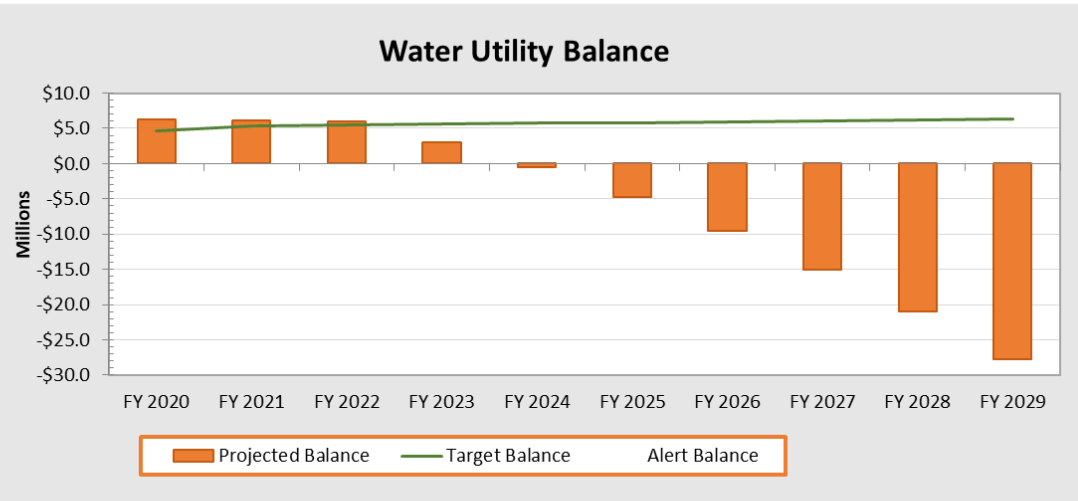
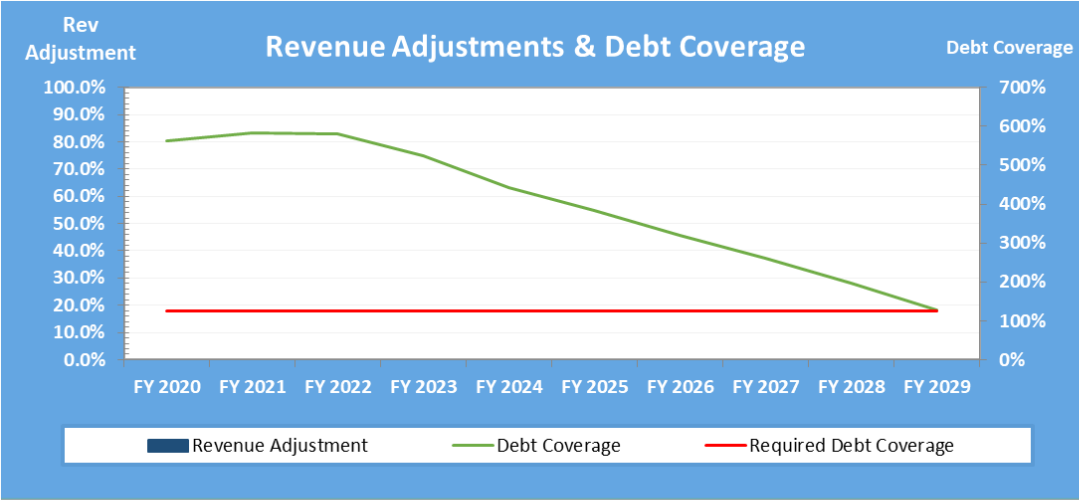
Water Reserves & Financial Policies

Reserve	Policy	FY 2021 Reserve Target
Operating	90 days of O&M expenses	\$1,478,938
Rate Stabilization	25% of Commodity Revenues	\$2,931,957
Emergency	One percent of total assets value	\$1,000,000
Total Reserves Target		\$5,410,895

Debt Service	Policy
Required Coverage*	125% of annual debt service
Target Coverage	200% of annual debt service

- **Debt Coverage Ratio = Net Operating Income / Debt Service*

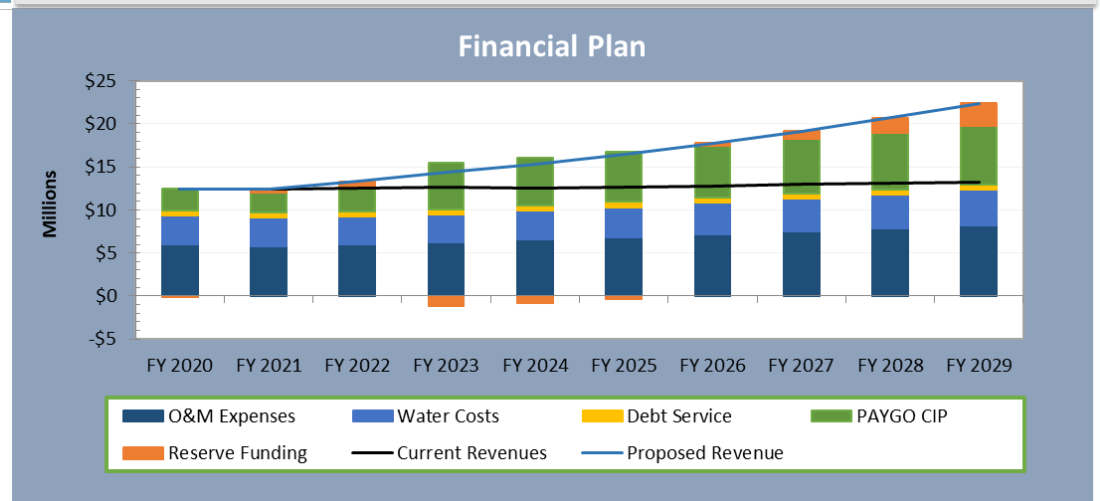
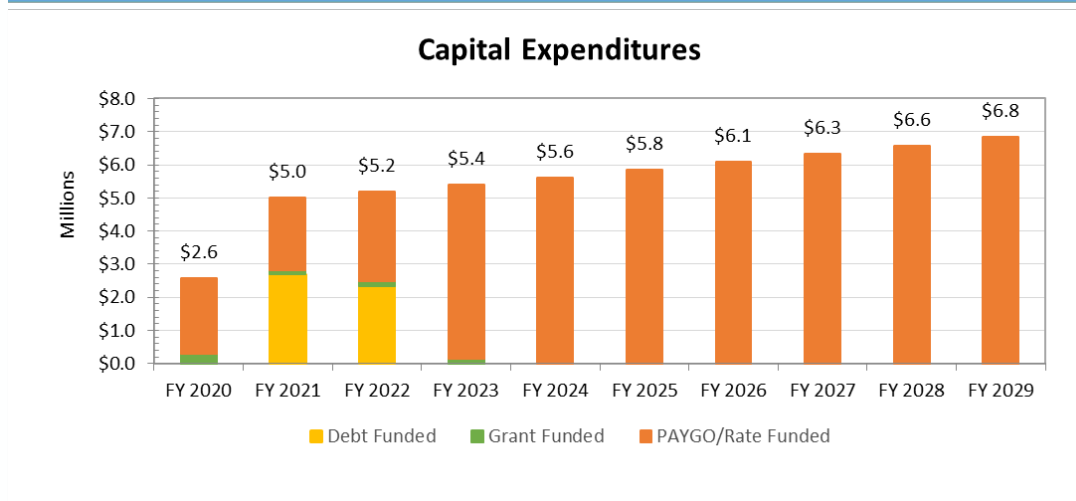
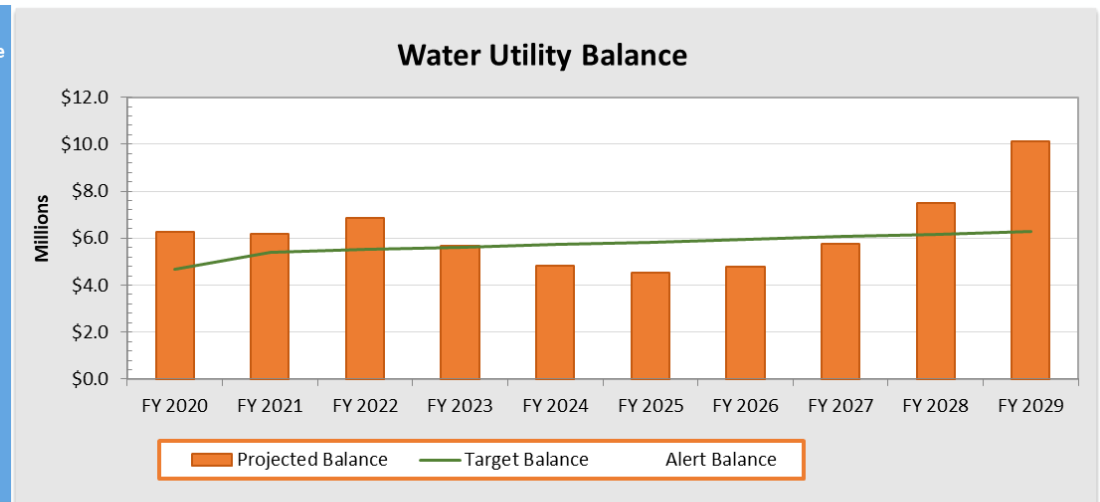
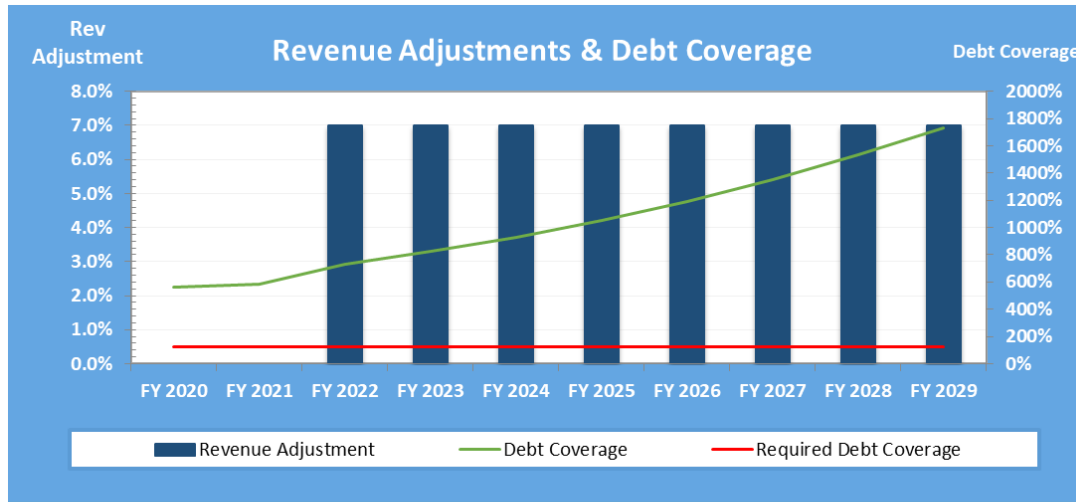
Financial Plan Status Quo: Existing Rates / No Revenue Increases



Financial Plan Scenario 1:

7%/yr,

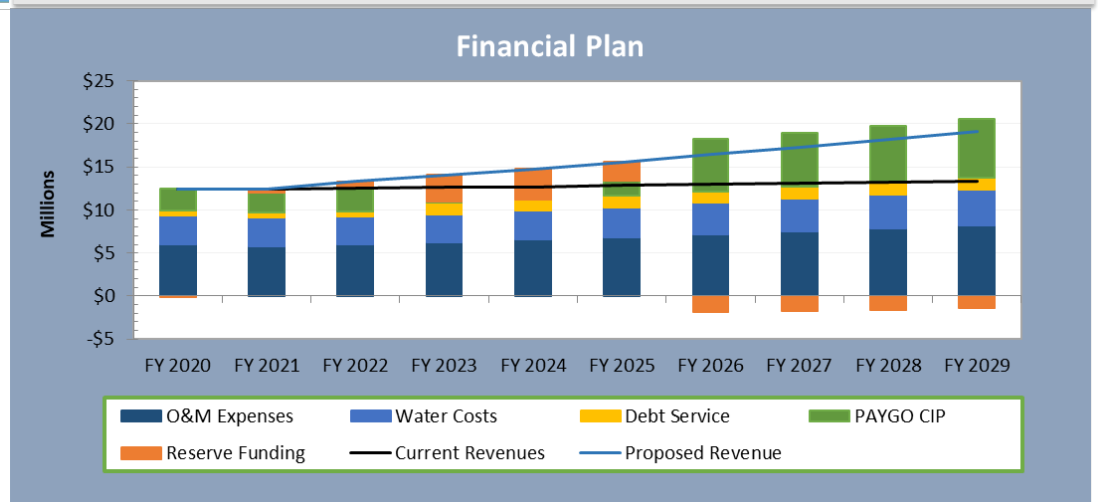
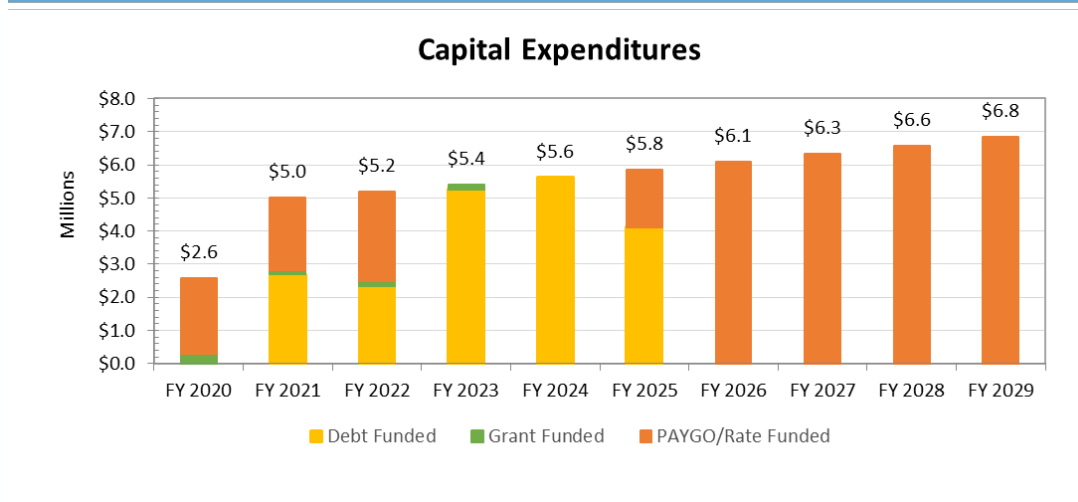
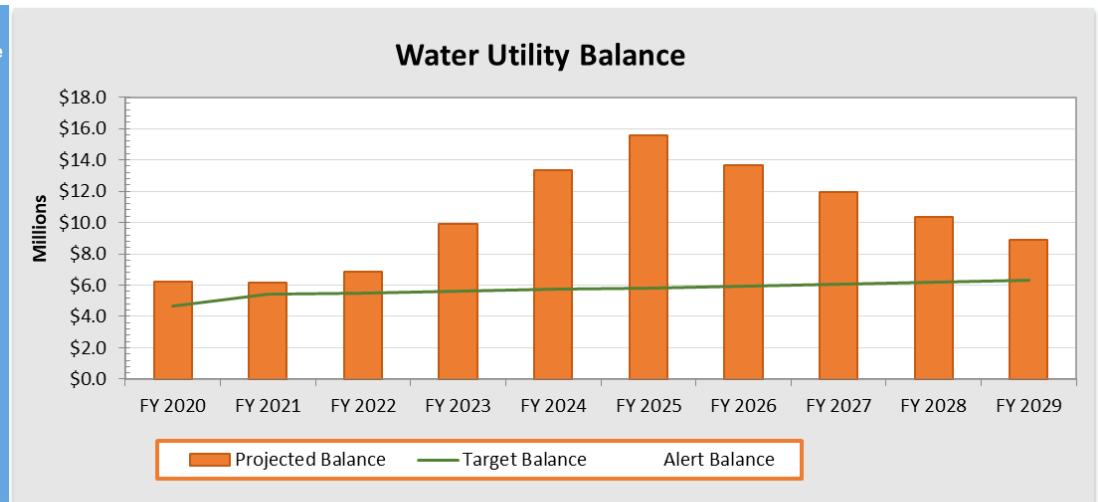
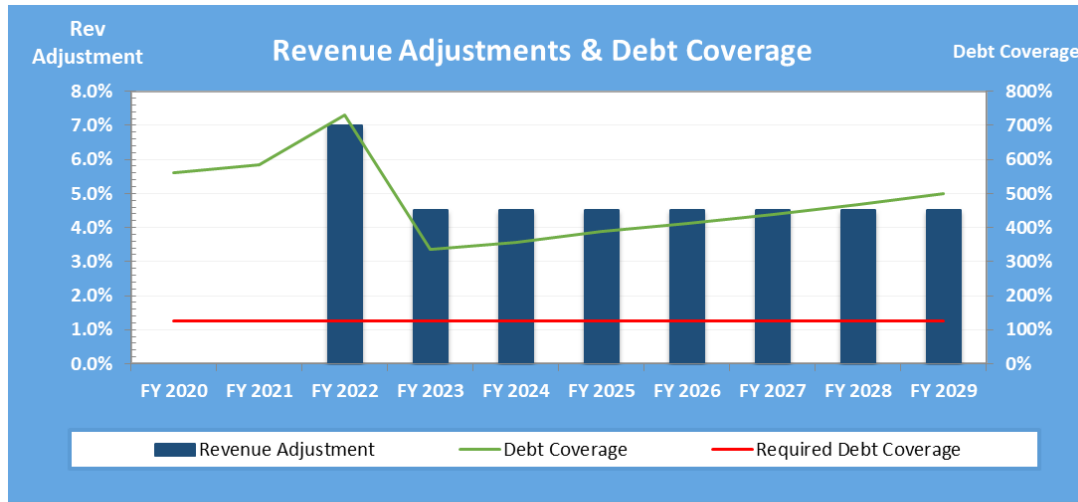
\$5M CIP/yr, 85-90 yr pipeline replacement plan (no bonds)



Financial Plan Scenario 2:

7%, then 4.5%/yr

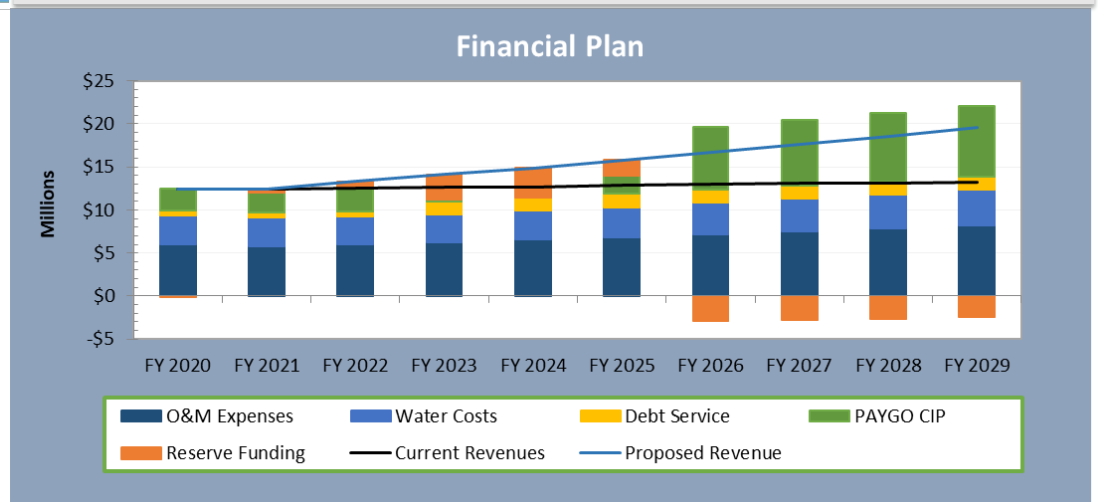
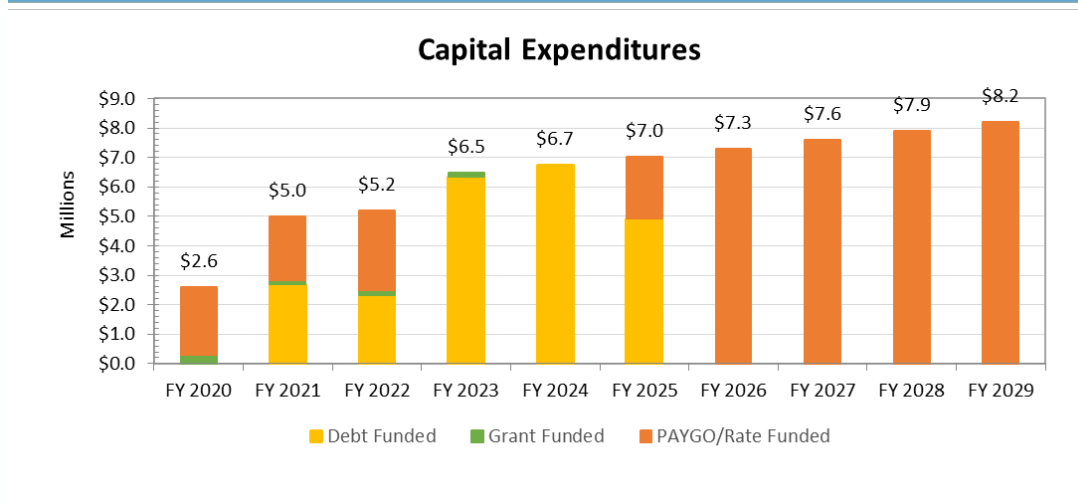
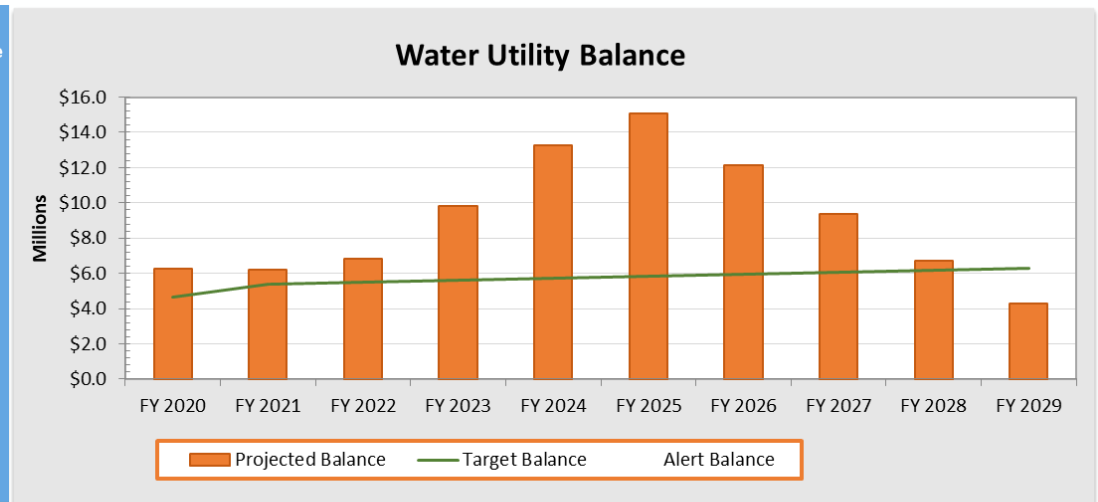
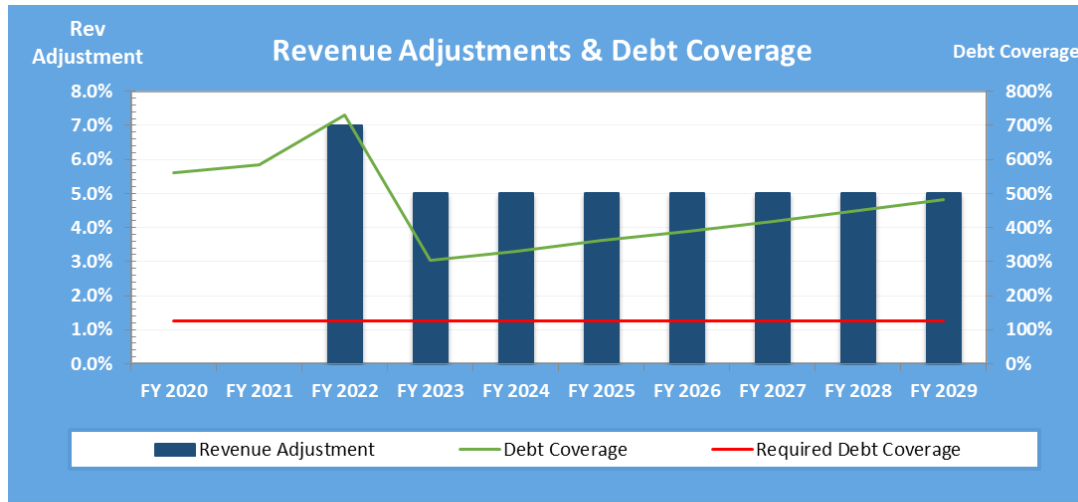
\$5M CIP/yr, 85-90 yr pipeline replacement plan (\$15M bonds)



Financial Plan Scenario 3:

7%, then 5%/yr

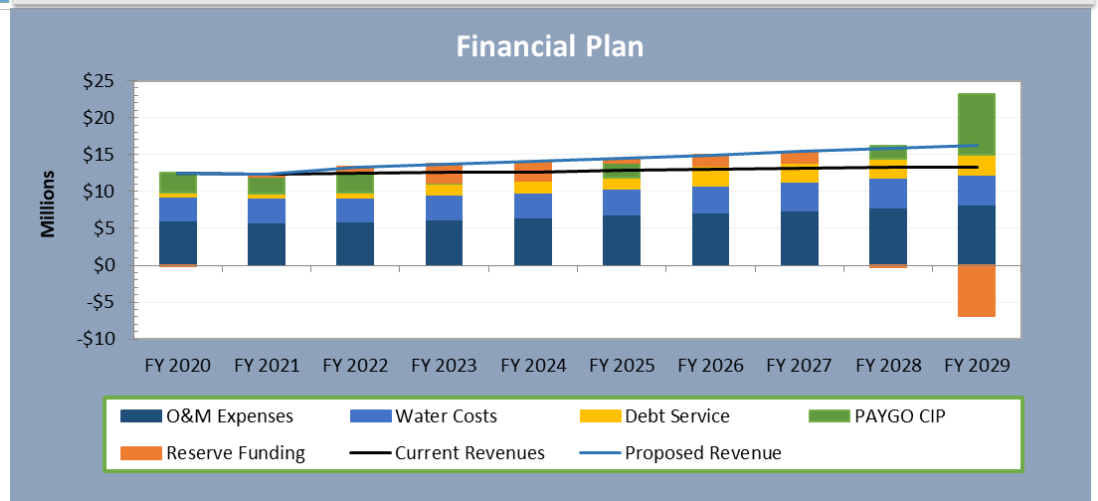
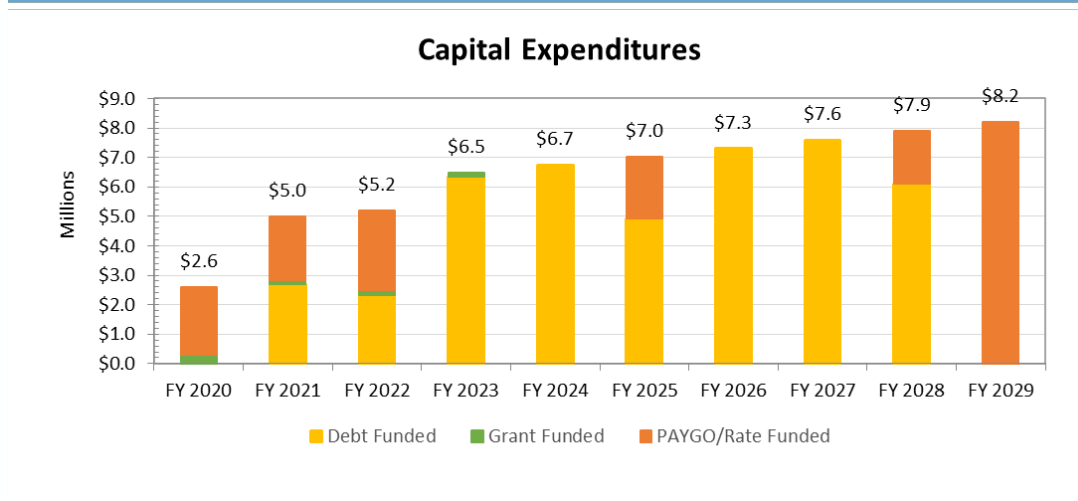
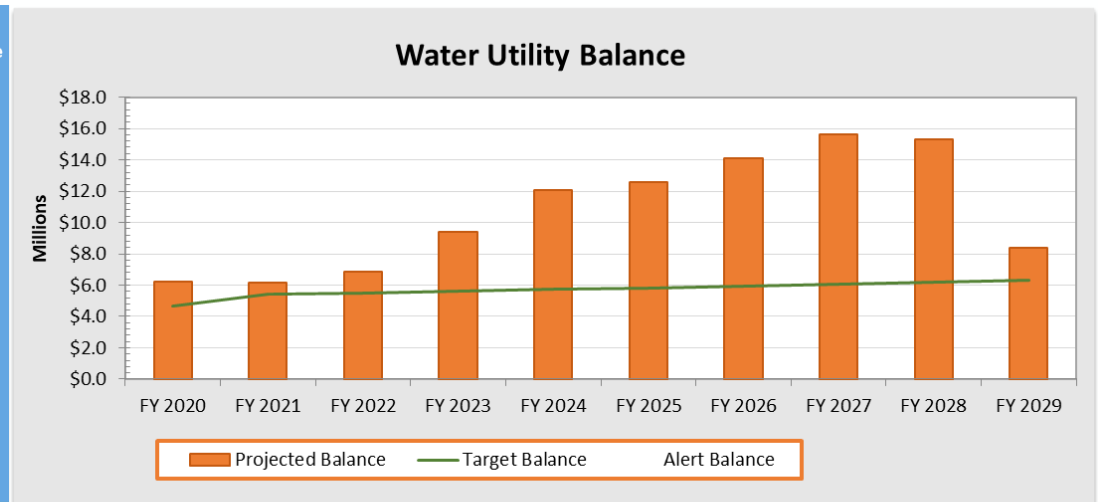
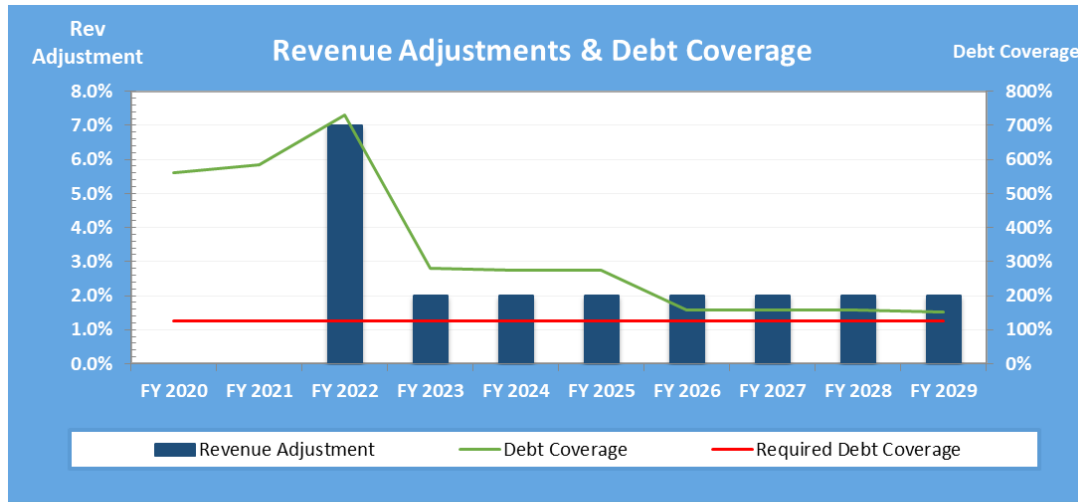
\$6M CIP/yr, 75 yr pipeline replacement plan (\$18M bonds)



Financial Plan Scenario 4:

7%, then 2%/yr

\$6M CIP/yr, 75 yr pipeline replacement plan (\$18M + \$21M bonds)



Wastewater Enterprise



Wastewater - Inflationary Assumptions

Inflation	2021	2022	2023	2024	2025
General Inflation	N/A	3%	3%	3%	3%
Salary	N/A	4%	4%	4%	4%
Benefits	N/A	8%	8%	8%	8%
Power	N/A	3%	3%	3%	3%
Capital	N/A	4%	4%	4%	4%
Other Operating Revenues	N/A	1%	1%	1%	1%
Interest	N/A	2.25%	2.25%	2.25%	2.25%

Inflationary assumptions are used to project individual O&M expenses, capital costs, and non-rate revenue streams

Wastewater Customer Accounts & Growth Assumptions

- › 1% annual growth in connections projected in financial model
- › Customer EDUs / Accounts

Customer Class	Unit	FY 2020	FY 2021
Single Family	EDU	5,291	5,293
Multi-Family	EDU	2,669	2,671
Commercial/Institutional	Account	170	170
Primary School/Elementary	Account	4	4
Secondary School/Middle	Account	1	1
Commercial/Institutional	Account	1	1

Wastewater Flow

Customer Class	Unit of measure	FY 2020	FY 2021
Single Family	Kgal	415,921	420,080
Multi-Family	Kgal	128,876	130,165
Commercial/Institutional	Kgal	53,528	54,063
Total Residential & Non-Residential Flows		598,325	604,308

Wastewater Revenues

Revenue Summary	FY 2020 <i>(Actuals)</i>	FY 2021 <i>(Model Calculated)</i>
Rate Revenue		
Service & Usage Charges	*\$3,345,187	\$3,327,575
Other Revenue	\$36,500	\$36,500
Non-Operating Revenue	\$500	\$85,277
Total Revenue	\$3,382,187	\$3,449,372

** Net of Sewer Service Discount*

Wastewater O&M Expenses

- FY 2022 values projected based on inflationary assumptions

Operating Expenditures	FY 2019 <i>(Actuals)</i>	FY 2020 <i>(Actuals)</i>	FY 2021 <i>(Budgeted)</i>	FY 2022 <i>(Projected)</i>
Treatment and Disposal Charges	\$1,101,540	\$1,426,380	\$1,849,900	\$1,894,520
Labor	\$815,125	\$914,942	\$961,381	\$999,837
Compensation	\$761,255	\$796,000	\$794,305	\$857,849
Plant Operating	\$73,494	\$74,212	\$79,011	\$81,719
Collection System	\$82,891	\$93,773	\$116,222	\$120,466
General Administrative Expenses	\$244,945	\$281,159	\$341,607	\$352,015
Total Expenditures	\$3,079,250	\$3,586,466	\$4,142,426	\$4,306,406
<i>Change in O&M Expenses (%)</i>		16.5%	15.5%	4%

LA Treatment Costs

- FYE 2022 values from CVWD Water Budget

	FY 2019	FY 2020	FY 2021 <i>(Budgeted)</i>	FY 2022 <i>(Projected)</i>
Los Angeles Bureau of Sanitation (O&M)	\$692,015	\$859,300	\$1,119,000	\$1,186,680
Los Angeles Bureau of Sanitation (Capital)	\$409,525	\$567,080	\$730,900	\$707,840
Total Expenditures	\$1,101,540	\$1,426,380	\$1,849,900	\$1,894,520
<i>Change in O&M Expenses (%)</i>		29.5%	29.7%	2.4%

Wastewater Capital Improvement Plan - Adopted

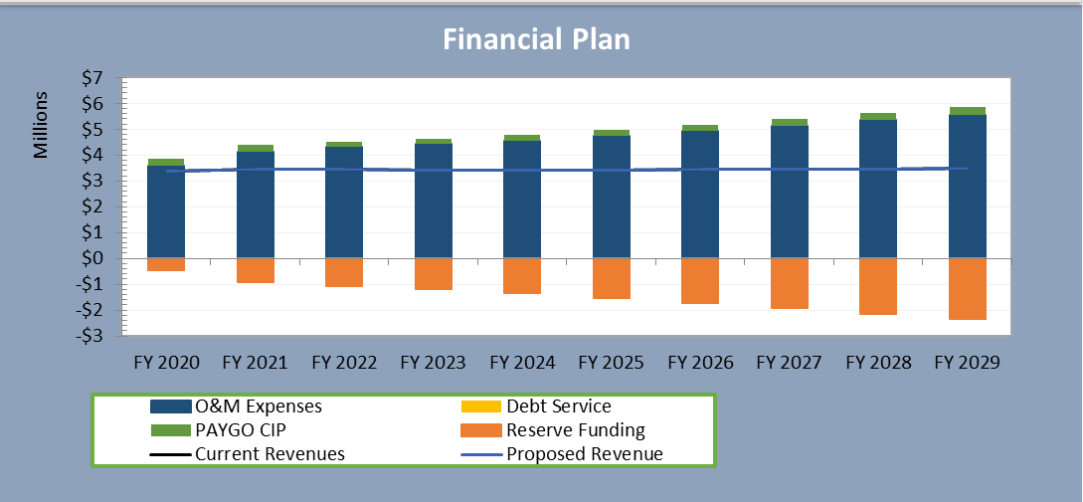
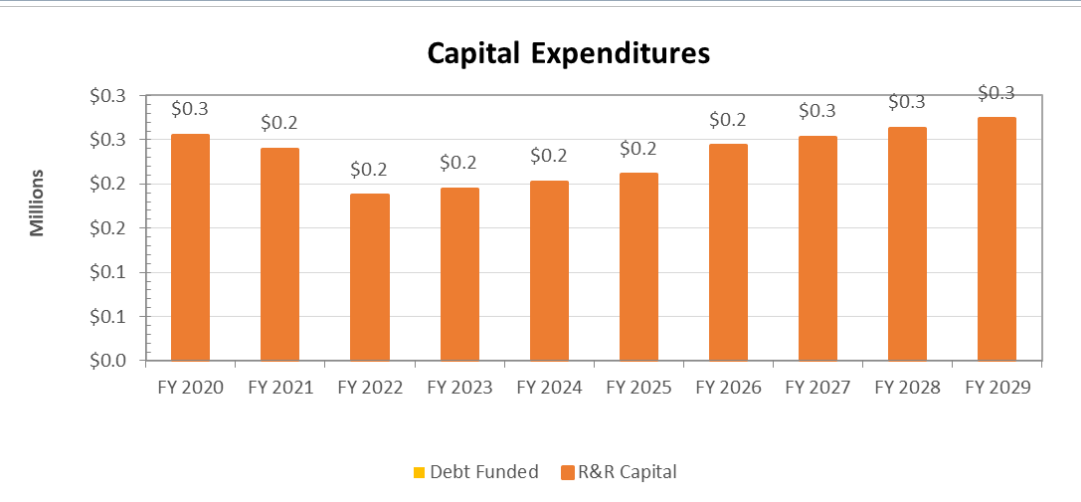
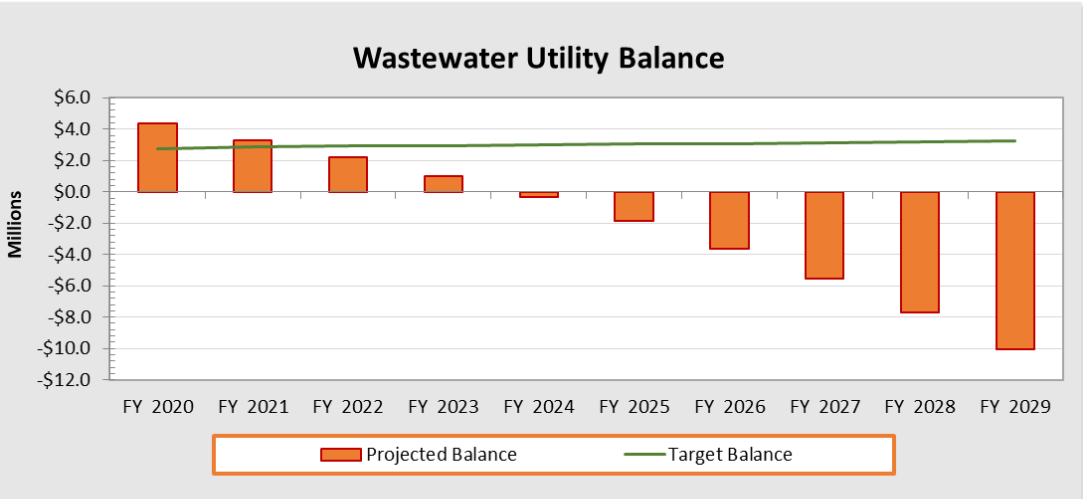
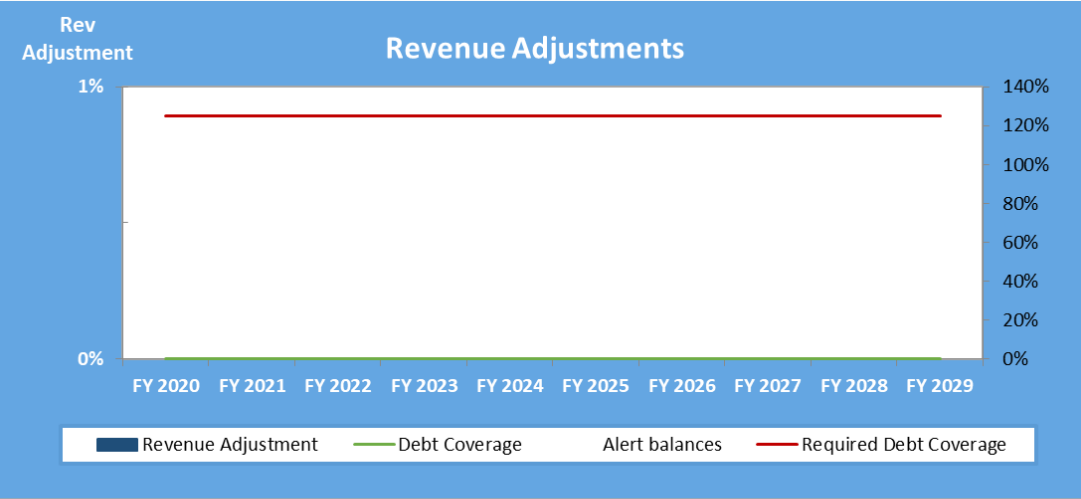
Projects	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Collections Systems	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Interceptor System	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Lift Station	\$75,000	\$0	\$0	\$0	\$0
Nitrate Plant Waste	\$0	\$0	\$0	\$0	\$0
Technology (Sewer Projects Only)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Public Safety/Emergency Response	\$0	\$0	\$0	\$0	\$0
Facilities & Planning	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Misc. Sewer Projects	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Capital Outlay	\$64,500	\$80,000	\$80,000	\$80,000	\$80,000
Total CIP (Nominal)	\$239,500	\$180,000	\$180,000	\$180,000	\$180,000
Total CIP (Inflated)	\$239,500	\$187,200	\$194,688	\$202,476	\$210,575

- Capital costs are inflated 4% each year out from FY2021

Wastewater Reserves & Financial Policies

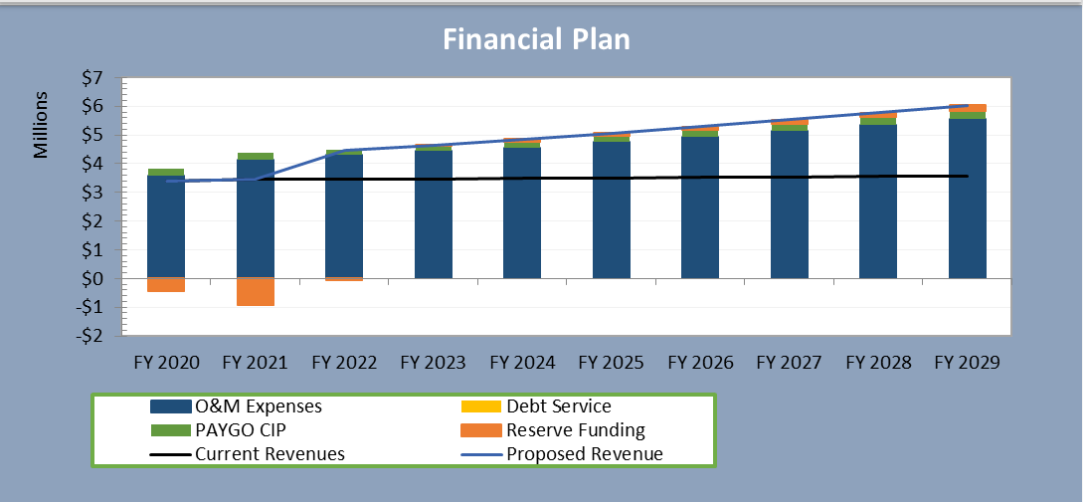
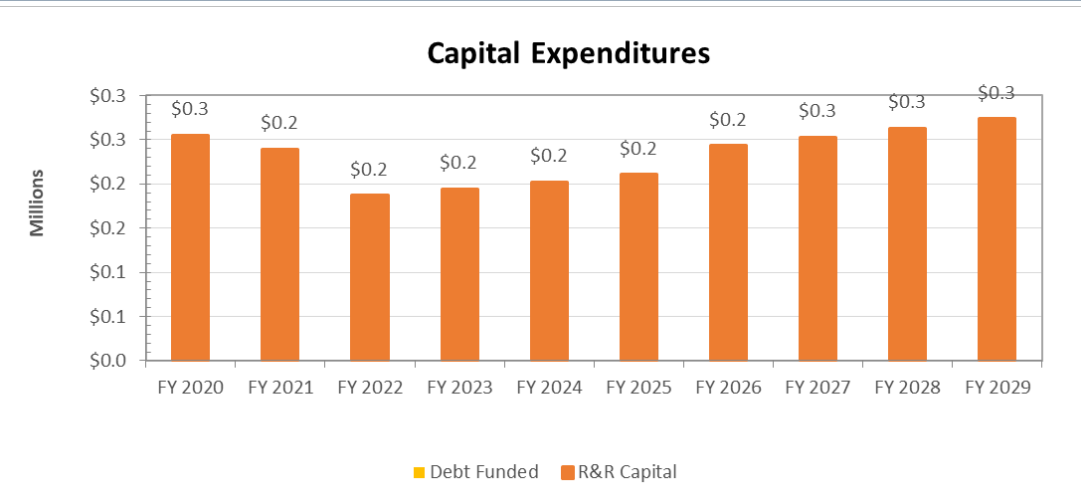
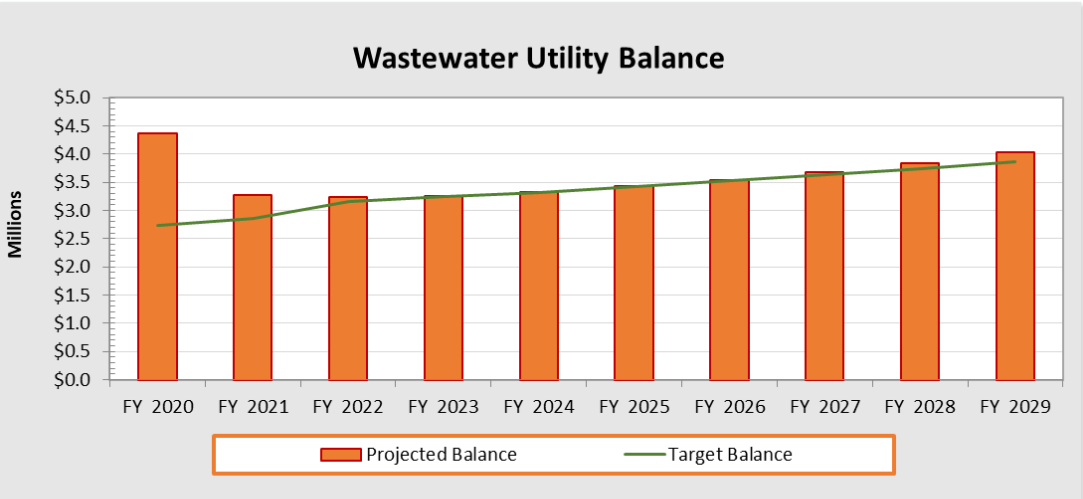
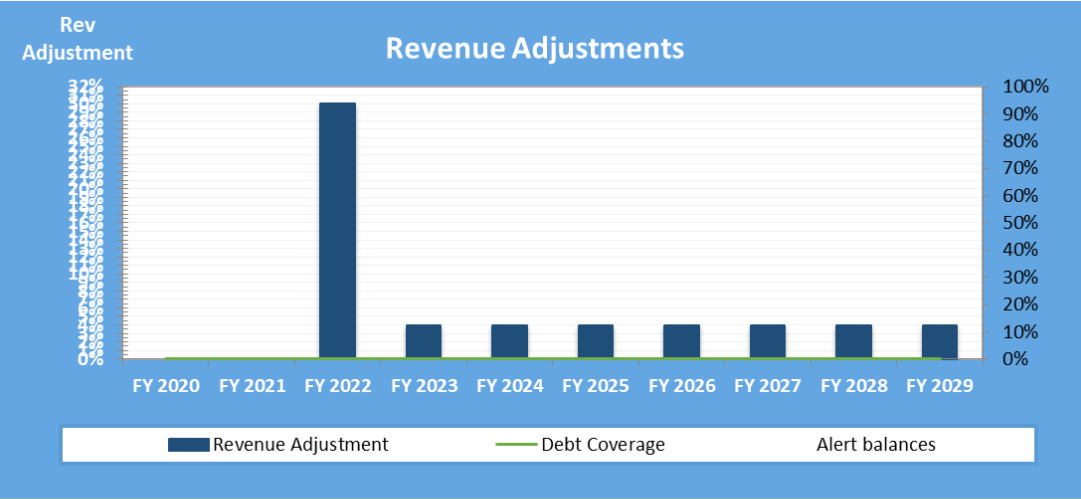
Reserve	Policy	FY 2021 Reserve Target
Operating	90 days of O&M expenses	\$1,035,607
Rate Stabilization	25% of Commodity Revenues	\$831,899
Emergency	\$1,000,000	\$1,000,000
Total Reserves Target		\$2,867,505

Financial Plan Status Quo: Existing Rates / No Revenue Increases



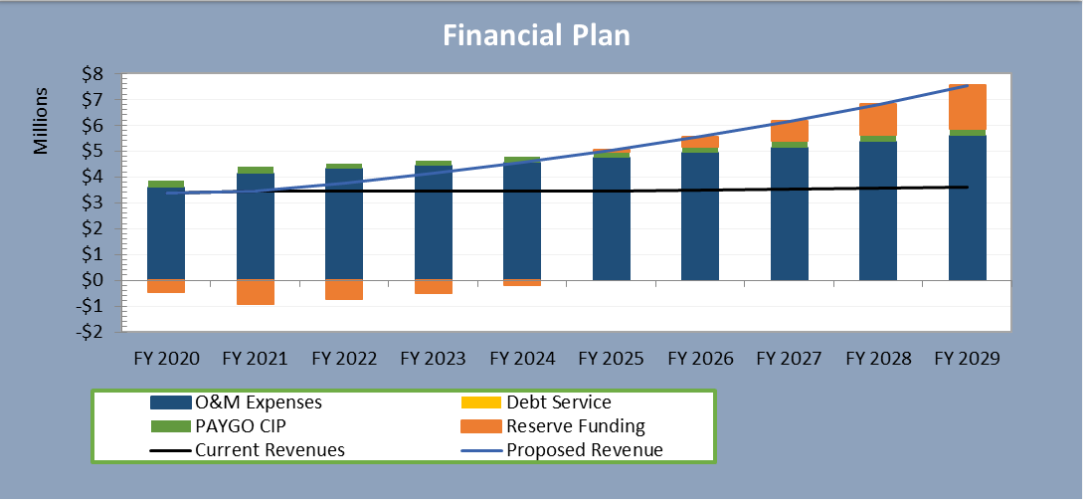
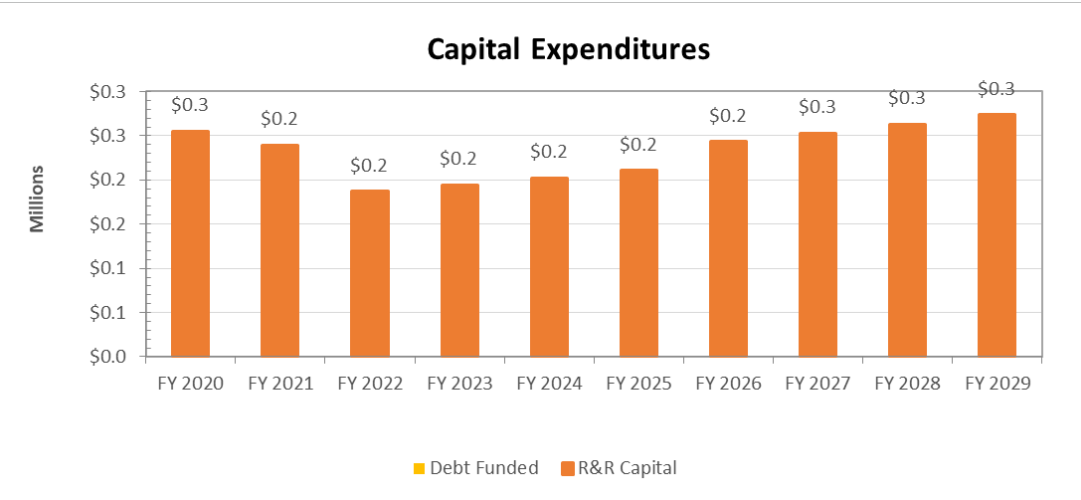
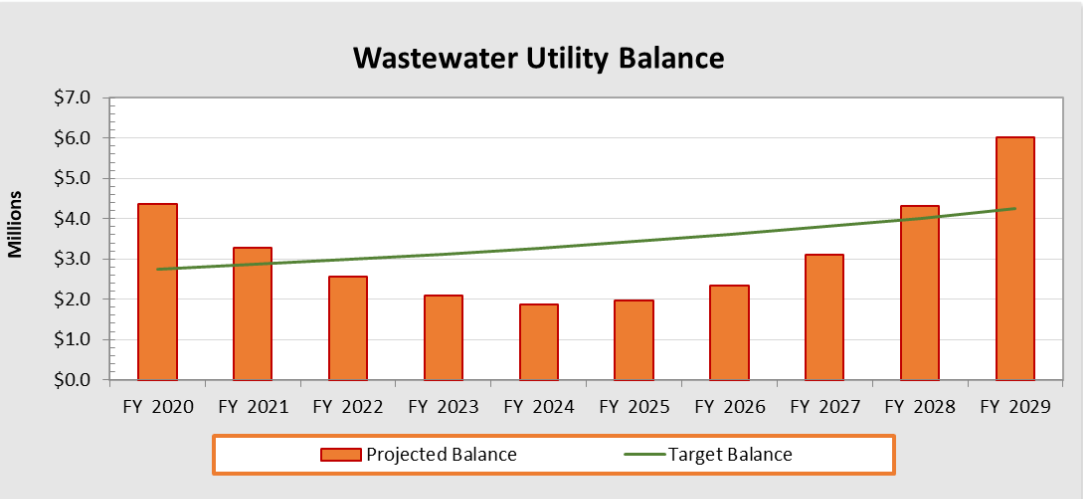
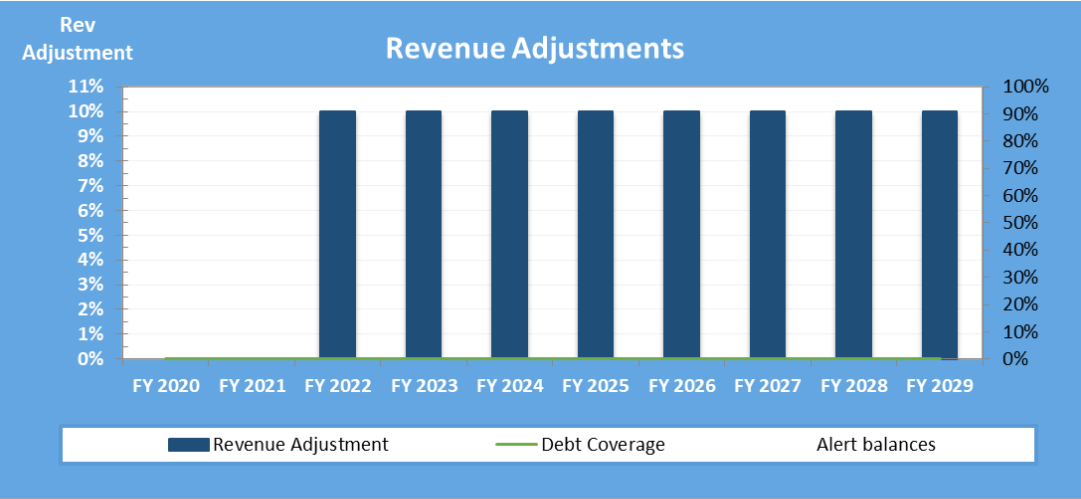
Financial Plan Scenario 1:

30%, then 4%/yr,
\$200K CIP/yr

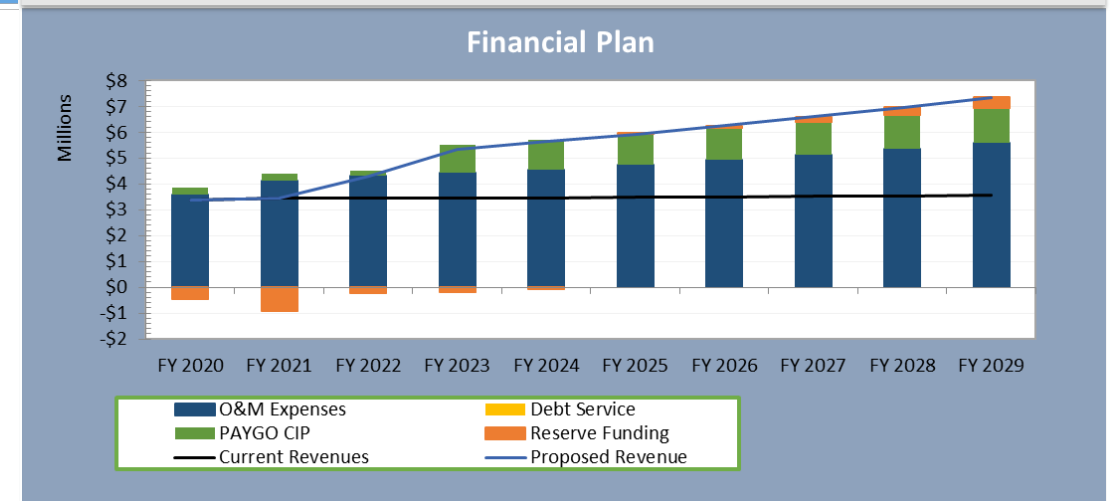
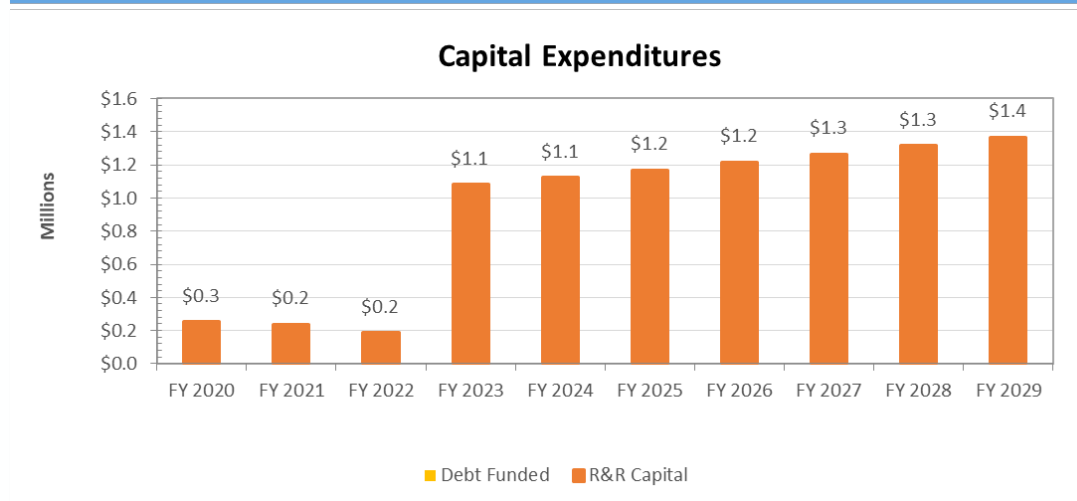
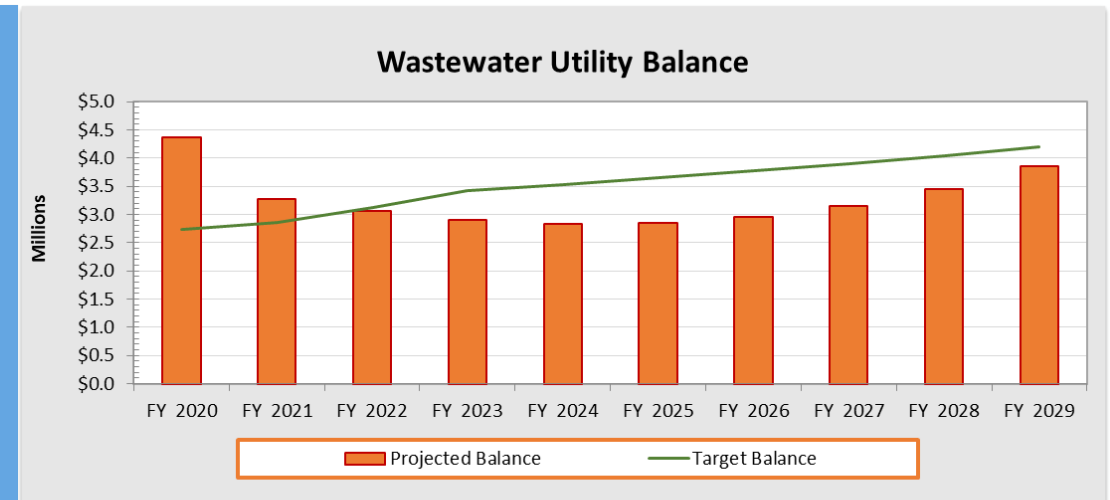
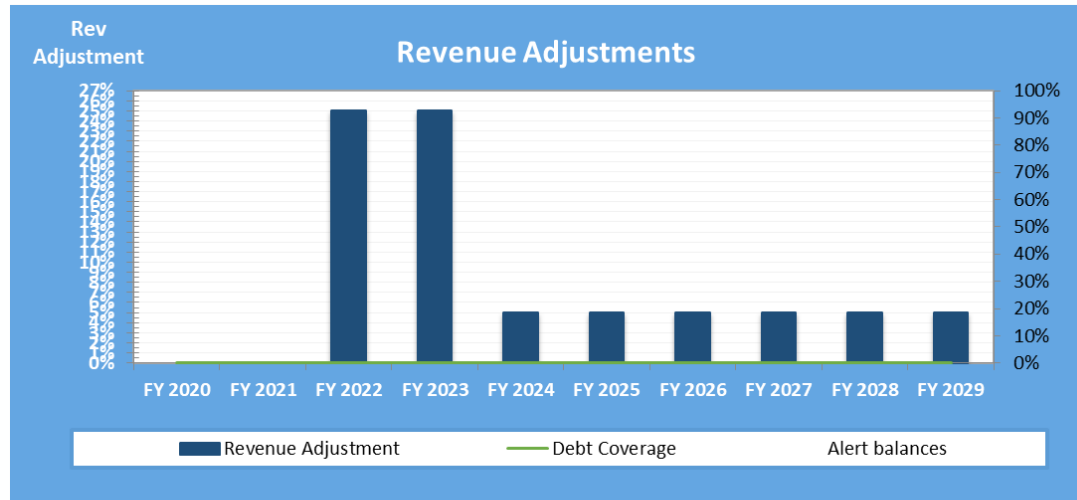


Financial Plan Scenario 2:

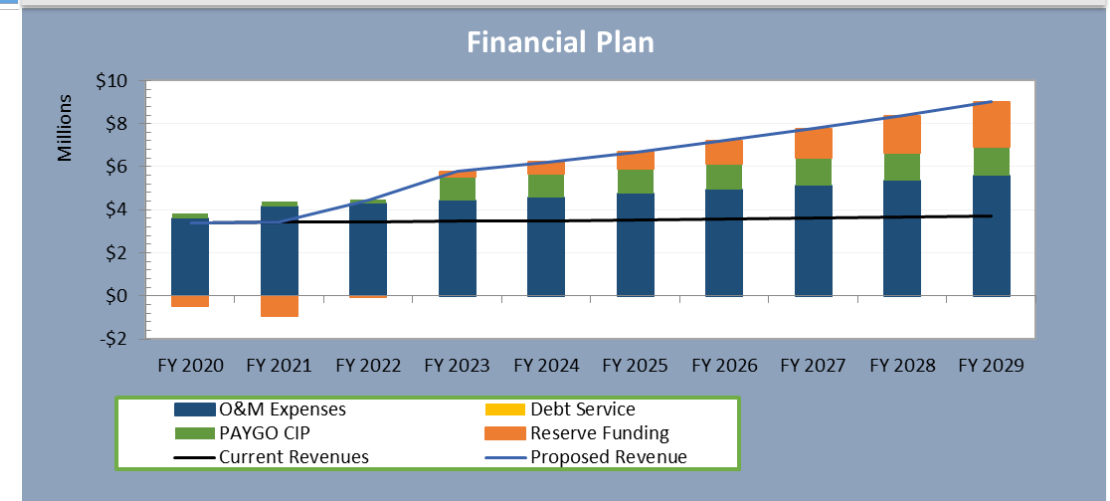
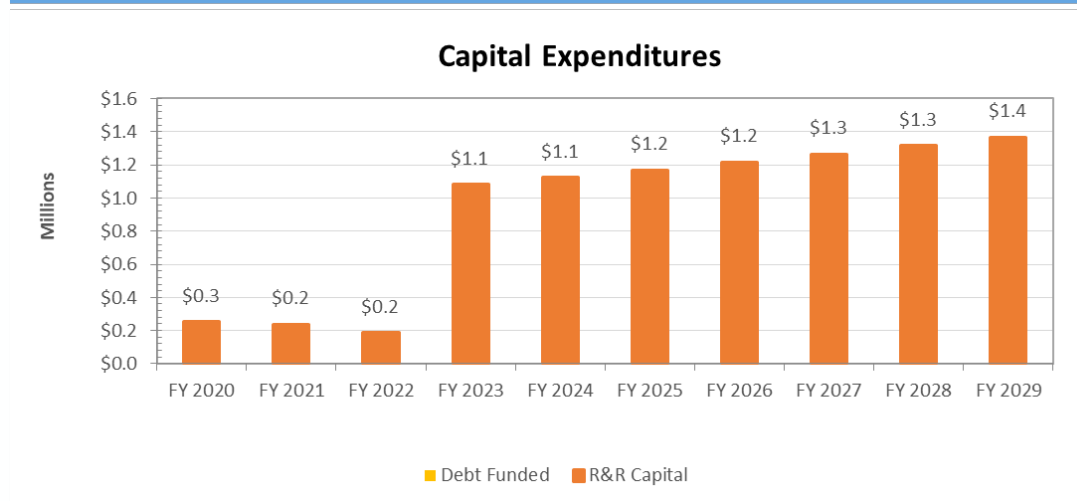
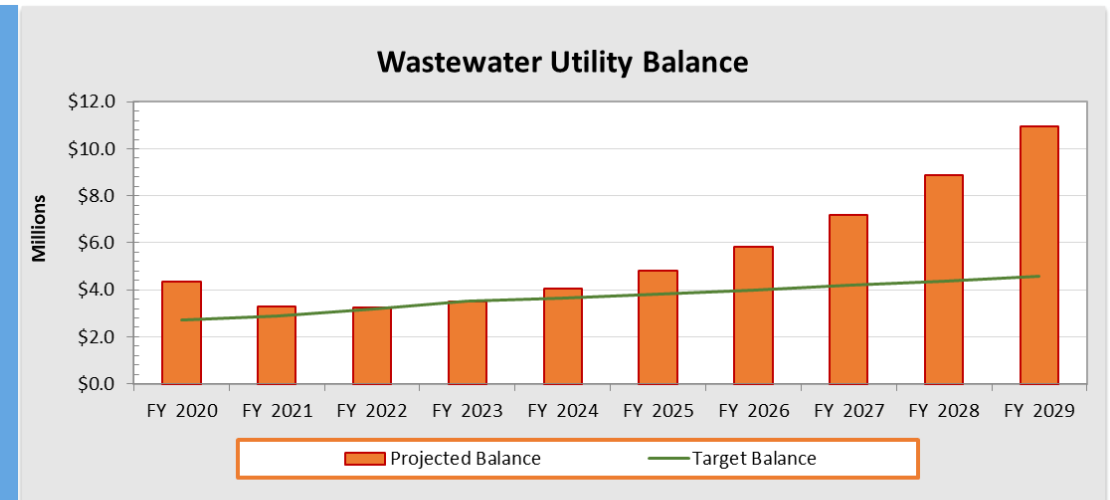
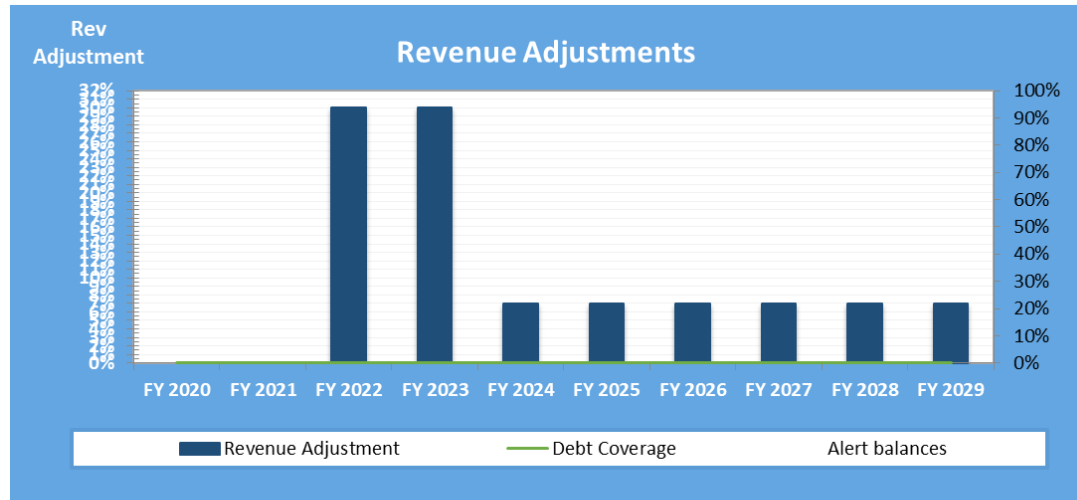
10%/yr
\$200K CIP/yr



Financial Plan Scenario 3: 25%, 25%, then 5%/yr \$1M CIP/yr



Financial Plan Scenario 4: 30%, 30%, then 7%/yr \$1M CIP/yr – incorporate CIP into reserve policy target



Next



Rate Study Next Steps

- Community Meeting February 18
- Board Meeting February 23 – Financial Plan Scenarios
- Cost of Service Analysis and Rates



Thank you!

Contact:

Kevin Kostiuk

213-262-9309 / kkostiuk@raftelis.com

Edward Takara

213-262-9303 / etakara@raftelis.com

Attachment #2

FY 2021/22 - CVWD Meeting Schedule <i>(ongoing updates)</i>		
Date	Agenda	Status
2/8/2021	Meet with Managers to discuss expense Line items (discuss 1/22 Budget Input Worksheets)	✓
2/9/2021	Board Meeting	✓
Week of 2/15/2021	1st Budget Draft for Managers	✓
Week of 2/15 & 2/22	Finance Committee Meeting - Rate Study (Financial Plan) * Engineering Committee Meeting *	✓
Week of 2/15	Community Advisory Committee Meeting *	✓
2/23/2021	Board Meeting	
Week of 3/1	Finance Committee Meeting (Budget) *	
Week of 3/1	Community Advisory Committee Meeting *	
3/9/2021	Board Meeting 1st Budget Draft	
Week of 3/15	Finance Committee Meeting (Cost of Service & Rate Design / Budget) * Engineering Committee Meeting *	
Week of 3/15	Community Advisory Committee Meeting *	
3/23	Board Meeting - Review 218 / 2nd Budget Draft	
4/13	Board Meeting Review & Approve - Prop 218	
Week of 4/12	Send 218 Notice to Printer	
Week of 4/19	Send out Prop 218	
4/27	Board Meeting	
5/11	Board Meeting	
5/25	Board Meeting	
Week of 6/7	Prop 218 Letters - 45 days	
Week of 6/7	Public Hearing - Last Day for 218 protest letters - Water Rates Board Meeting	
6/22	Board Meeting	

* Subsequent meetings will be scheduled as needed.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3

February 23, 2021

To: Honorable President and Members of the Board of Directors
From: Christy J. Scott – Regulatory and Public Affairs Manager
Subject: Introduction of the CVWD Community Advisory Committee

ACTION ITEM:

Introduce the members of the 2021 Community Advisory Committee and discuss takeaways from the first meeting with CVWD staff.

RECOMMENDATION:

This item serves as a placeholder to introduce the 2021 Community Advisory Committee.

ENVIRONMENTAL REVIEW:

Not applicable

FUNDING AVAILABILITY:

Not applicable.

Prepared by:



Christy J. Colby
Regulatory and Public Affairs Manager

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 4

February 23, 2021

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – Director of Engineering
Subject: Award of Contract - New Emergency Electrical Generator at the La Granada Wastewater Lift Station, Project S-962

ACTION ITEM:

New Emergency Electrical Generator at the La Granada Wastewater Lift Station, Project S-962:

- a) Consideration and motion to authorize the General Manager to award a contract to the lowest responsible bidder, Affordable Generator Services, Inc. for the installation of a new emergency electrical generator at the La Granada wastewater lift station at a cost of \$192,235.06 and establish a contingency amount of \$19,224 (10% of contract) to cover the cost of unforeseen or additional work.
- b) Consideration and motion to authorize the General Manager to enter into an agreement with APEX Manufacturing Solutions for SCADA programming and integration for said project at a cost not-to-exceed \$12,840.
- c) Consideration and motion to authorize the General Manager to enter into an agreement with Cannon for construction management and inspection services for said project at a cost not-to-exceed \$64,160.
- d) Request to transfer an additional \$50,000 from the Wastewater reserve fund to the Wastewater Capital Improvement Project (CIP) program to complete Project S-962.

BACKGROUND:

CVWD has an existing wastewater lift station located at 1901 La Granada Way, next to Glenhaven Park, that collects sewage from about 35 homes. The wastewater lift station has a capacity of about 3,000 gallons and typically operates for about an hour a day to pump wastewater into the collection system. In case of an emergency, such as loss of electrical power, the lift station can hold wastewater for about 2 – 5 hours, depending on the time of day or night, before it will overflow into the street. To reduce the risk of a sewer overflow, alarms have been set to alert stand-by duty personnel and the Director of Operations, via text and phone, of a potential overflow. However, there could be a time lag between when personnel are first alerted to a power outage to when a portable emergency electrical generator can be deployed to the site, which could result in a sewer overflow. Therefore, staff recommended adding a new emergency electrical generator at the lift station as part of the FY 20/21 Wastewater CIP program.

DISCUSSION:

On December 8, 2020, the Board authorized the General Manager to advertise for bids for the subject project. A mandatory pre-bid meeting was held on January 21, 2021 and was attended by four (4) contractors. CVWD specifications indicate that only contractors who attend this meeting were allowed to bid on the project.

On February 3, 2021, at 2:00 PM, the District opened and read the following bid proposals.

	<u>Bidder</u>	<u>Total Bid Amount</u>
Low	Affordable Generator Services, Inc.	\$192,235.06
2	Taft Electric Company	\$226,856.00
3	Baker Electric, Inc.	\$285,192.00

Staff has reviewed the submitted bids and determined that Affordable Generator Services, Inc., of Santa Fe Springs, CA was the lowest responsible bidder for the project. The engineer's estimate was \$171,000 and the low bid was \$192,235.07 or 12.4% greater than the engineer's estimate.

Affordable Generator Services submitted all proper documentation to the District. The references provided to the District found the contractor to have carried out similar projects on schedule, in a professional manner, with a high standard of workmanship. Staff has also worked with Affordable Generator Services on past projects that have all been successfully completed, including the installation of the stationary emergency electrical generator at the Main Office.

Bid Protest:

On February 8, 2021, CVWD received a formal bid protest from Taft Electric Company (Taft) regarding the proposal received from AGS (see attached letter dated 2/8/21). Taft stated in their protest that AGS did not list subcontractors to perform the concrete and grading work for the project, as required by the bid documents and the Public Contract Code. Taft also stated that they request the Owner (CVWD) to deem AGS's bid as non-responsive.

Staff contacted AGS regarding the protest letter and requested a response regarding the use of subcontractors. Staff reviewed AGS bid package and they listed Rover Landscaping as the subcontractor for landscaping and irrigation work. AGS is also licensed as a B General Building Contractor and C-10 Electrical Contractor.

AGS sent a response letter that the subcontracting work mention in Taft's protest letter will be completed by employees of AGS under AGS's B General Building Contractor license. (See attached letter dated 2/18/21). Staff sent both letters to District's legal counsel for consultation and recommendation.

The Public Contract Code states:

Section 4106 - If a prime contractor fails to specify a subcontractor or if a prime contractor specifies more than one subcontractor for the same portion of work to be performed under the contract in excess of one-half of 1 percent of the prime contractor's total bid, the prime contractor agrees that he or she is fully qualified to perform that portion himself or herself, and that the prime contractor shall perform that portion himself or herself.

If after award of contract, the prime contractor subcontracts, except as provided for in Sections 4107 or 4109, any such portion of the work, the prime contractor shall be subject to the penalties named in Section 4111.

After discussion with Legal Counsel, the Board has three options regarding awarding the contract:

- Option 1: Accept AGS bid and award the contract to AGS as the lowest responsible bidder.
- Option 2: Find the bid offer from AGS non-responsive, reject their bid, and award the project to Taft as the lowest responsible bidder.
- Option 3: Reject all bids and re-bid the project.

SCADA Programing & Integration:

Staff requested a proposal from APEX Manufacturing Solutions (APEX) to provide programing and integration of the new emergency electrical generator into CVWD's main SCADA system. This will allow staff to monitor the status of the generator, provide alerts where there is a power outage and upgrade the monitoring and alarms for the lift station. APEX's proposed fee for the project is \$12,840 and should be completed by August 2021.

Construction Management & Inspection Services:

Staff requested a proposal from Cannon to provide construction management and inspection support (CM&I) services for this project. The proposal was based on the proposed construction schedule and CVWD's need for full-time inspection services. Cannon's proposed fee for the project is \$64,160, which covers the construction period from March 2021 to September 2021.

RECOMMENDATION:

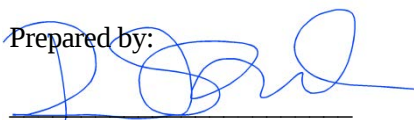
It is staff's recommendation to award the contract for the subject project to the lowest responsible bidder, Affordable Generator Services, to enter into agreements with APEX for SCADA upgrades and Cannon for CM&I services and to transfer an additional \$50,000 from the Wastewater reserve fund.

FUNDING AVAILABILITY:

There are sufficient funds available in the following account for the project:

Account Description	Project Costs
FY 20/21 Wastewater CIP Budget	\$175,000
Transfer funds from Wastewater Reserves (Approved 12/8/20)	\$160,000
Revised Project Budget	\$335,000
Construction Costs	(\$192,235)
10% contingency	(\$19,224)
Cannon - Design Services	(\$86,996)
Cannon - Construction Management Services	(\$64,160)
APEX - SCADA - Programming & Integration	(\$12,840)
Contact Administration, Soils Engineer & Misc. Costs	(\$6,000)
Construction /Design Cost - Total Cost Estimate	(\$381,455)
Request Additional Transfer funds from Wastewater Reserves	\$50,000
Amount Remaining in FY 20/21 Wastewater CIP	\$3,545

Prepared by:



David S. Gould, P.E.
Director of Engineering

Submitted by:



Nem Ochoa
General Manager

Attachments:

1. Bid Summary
2. Protest letter from Taft Electric Company dated 2/8/21.
3. Response letter from Affordable Generator Services dated 2/18/21.

Attachment #1

CRESCENTA VALLEY WATER DISTRICT

Title: Construction of Emergency Electrical Generator at La Granada
Wastewater Lift Station

E-Job No: S-962

Engineer's Estimate: \$171,000

Project Manager: David S. Gould

BID LOCATION: CVWD's Office

TIME: 2:00 PM

DATE: 2/3/21

BY: JB

CHECKED: DSG

			Engineers Estimate		Affordable Generator Services		Taft Electric Company		Baker Electric, Inc.	
ITEM	DESCRIPTION	QUANTITY	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT
1	Mobilization	Lump sum		\$10,000.00		\$21,972.77		\$6,986.00		\$8,380.00
2	Installation of New Emergency Electrical Generator	Lump sum		\$63,500.00		\$25,020.60		\$61,862.00		\$53,025.00
3	Site Improvements	Lump sum		\$20,500.00		\$28,249.61		\$24,244.00		\$35,758.00
4	Perimeter Fencing and Man-gates	Lump sum		\$10,000.00		\$31,892.79		\$36,552.00		\$101,322.00
5	Electrical Equipment and Conduit and Wiring	Lump sum		\$42,500.00		\$51,395.01		\$58,327.00		\$61,574.00
6	Landscape and Irrigation	Lump sum		\$24,500.00		\$33,704.28		\$38,885.00		\$25,133.00
			EE	\$171,000.00	LOW	\$192,235.06	2ND	\$226,856.00	3RD	\$285,192.00

Attachment #2

TAFT ELECTRIC COMPANY

An Employee-Owned Company

ELECTRICAL CONTRACTORS

STATE LICENSE #772245 DIR #1000000149

P. O. BOX 3416 - 1694 EASTMAN AVENUE - VENTURA, CALIFORNIA 93003 - (805) 642-0121 - FAX (805) 650-9015

Date: 2.8.21

Re: Crescenta Valley Water District: Project S-962 Construction of Emergency Electrical Generator at La Granada Wastewater Lift Station,
Which bid on 2.3.21 on or before 2pm

To whom it may concern:

This is a formal bid protest to the award of the above-mentioned project to the apparent low bidder AGS-Affordable Generator Services, Inc. We are protesting AGS as the apparent responsible lowest bidder due to them not listing several sub trades to perform various scopes of work on this project. They did not list a Subcontractor for Concrete spec section 03 11 07 thru 03 35 29 and license classification C-8, Grading and Asphalt paving spec section 31 00 00 and license classification C-12. Therefore, we respectfully request that the Owner deem their bid as non-responsive, and in violation of the California Contracting/Listing laws and award the above-mentioned project to the next responsible lowest bidder Taft Electric Company.

Respectfully,



Derrick R. Means

V.P. of Estimating

dmeans@taftelectric.com

cc

CVWD

Dir of Engr

AGS, Inc

File



AFFORDABLE GENERATOR SERVICES, INC.

13525 Larwin Circle, Santa Fe Springs, CA 90670

Tel: 562-864-6563 Fax: 888-651-5901 Email: gil@ags.la

www.affordablegeneratorservices.com

"Service with Accountability"

February 18, 2021

Mr. David Gould
CRESCENTA VALLEY WATER DISTRICT
2700 Foothill Blvd
La Cresenta, CA 91214

Re: Project S-962 – Construction of Emergency Generator at La Granada Wastewater Lift Station

Dear Mr. Gould,

As stated previously, AGS will handle the concrete/grading work under our B Contractor's license.

Again, we apologize for the miscommunication and thank you again for your consideration, we look forward to the possibility of working with you on this project. If you have any further questions, please feel free to phone either Cathy or myself.

Sincerely,

Gilbert Garcia
President/Owner

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 5

February 23, 2021

To: Honorable President and Members of the Board of Directors
From: Brook Yared, M.S., P.E. – Engineering Manager
Subject: Award of Contract – Well 12 Pump Replacement and Casing Rehabilitation, Project E-1028

ACTION ITEM

Well 12 Pump Replacement and Casing Rehabilitation , Project E-1028 – Consideration and motion to authorize the General Manager to award a contract to the lowest responsible bidder, Legend Pump and Well Services, Inc. for the rehabilitation of Well 12 at a cost of \$74,930 and establish a contingency amount of \$7,493 (10% of contract) to cover the cost of unforeseen or additional work.

BACKGROUND:

Well 12 was last rehabilitated and redesigned in 2014. At the time, CVWD was in the middle of a drought in the region and were experiencing a decline in groundwater level. The pump and motor assembly is currently designed for a flow rate of 250 gpm, in anticipation that water production rates would return to normal levels. Currently, Well 12 can produce between 90-100 gpm. By changing operations with a smaller pump and motor assembly, Well 12 would work more efficiently under current conditions.

Well 12 is CVWD's deepest well (drilled to 550 ft below ground) and a casing liner was installed in 2005. When originally drilled in 1948, Well 12 had a 16-inch casing, which is one of CVWD's narrowest wells. A 10-inch liner was installed in 2005 and since it's installation there has been no room available to install adequate well level measuring devices inside the well. To alleviate this situation, the design will be to convert the vertical turbine pump and motor to a submersible pump and motor assembly. This would provide additional area at the well head to install a well level transducer, which would provide more reliable data regarding the operation of Well 12.

Staff anticipates using Sonar Jetting as an advanced rehabilitation method to aide in scale removal. Well casings with liners installed often need additional rehabilitation work performed to make sure the aquifer formation remains open for water to flow through. Sonar Jetting is a low-cost process designed to help to penetrate past the liner casing and clean the original well casing. Staff has had success using Sonar Jetting on previous well rehabilitation projects.

DISCUSSION:

On January 27, 2021, staff sent out a Request for Quotes to six (6) pump and well contractors for the rehabilitation of Well 12. A mandatory pre-bid meeting web conference was held on February 11, 2021. Contractors were provided project details and a video of the site. The bid opening for the project was held on February 17, 2021 and the results are as follows:

	<u>Bidder</u>	<u>Total Bid Amount</u>
Low	Legend Pump and Well Services	\$74,930.00
2 nd	Best Drilling and Pump	\$81,650.00
3 rd	Weber Water Resources	\$104,233.24
4 th	General Pump Company	Declined to Bid

Legend Pump and Well Services of San Bernardino, CA was the apparent low bidder for the project, met the contract requirements and prevailing wage compliance. Staff reviewed their submitted references. All responding references have been pleased with their work on previous related projects. Staff has also worked with Legend Pump and Well Services in the past on well and booster pump projects, and the experience working with them has been positive.

The engineer's estimate was \$88,200 and the low bid was \$74,930 which is 15.0% lower than the engineer's estimate.

It is anticipated that Well 12 will achieve a production rate of 140 gpm, an additional 6.6 ac-ft/month. There is an approximate cost difference of \$700/ac-ft between import and local water production. CVWD would see a monthly cost savings of \$4,640, not including efficiency gains of the pump and motor assembly. The payback period for this work is estimated to be about 19 months.

ENVIRONMENTAL REVIEW:

This project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the CEQA Guidelines. This exemption covers the repair of existing facilities involving negligible or no expansion of existing use.

FUNDING AVAILABILITY:

There are sufficient funds available in the following account for the project:

Account Description	Amount
FY 20/21 Water CIP– Groundwater Water Supply	\$95,000
Estimated Construction Cost	(\$74,930)
10% contingency for unforeseen or additional work	(\$7,493)
Sonar Jetting & Videotape Inspection	(\$6,800)
Misc Costs - CVWD Labor, Inspection, Permitting, etc...	(\$5,600)
Total Cost Estimate	(\$94,923)
Amount Remaining in Water CIP – Groundwater Water Supply	\$177

RECOMMENDATION:

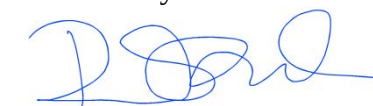
It is staff's recommendation to award the contract for the subject project to the lowest responsible bidder, Legend Pump and Well Services for the rehabilitation of Well 12 with the goal of increasing groundwater production and improving pumping efficiency.

Prepared by:



Brook Yared, M.S., P.E.
Engineering Manager

Submitted by:



David S. Gould, P.E.
Director of Engineering

Attachments: Bid Summary

Title:

Pump Replacement and Casing Rehabilitation of Well 12

E-Job No:

E-1028

Eng'r's Est.:

\$88,200

Proj. Manager:

Brook Yared

BID LOCATION:

CVWD's Main Office

TIME:

2:00 PM

DATE:

2/17/2021

BY:

CHECKED:

DSG

DATE:

2/17/2021

CRESCENTA VALLEY WATER DISTRICT

ITEM	DESCRIPTION	QUANTITY	Engineers Estimate		Legend Pump and Well Services		Best Drilling and Pump		Weber Water Resources		General Pump Company		
			UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	
1	Mobilization and Demobilization	1	LS	\$15,000.00	\$15,000.00	\$13,450.00	\$6,000.00	\$6,000.00	\$12,507.14	\$12,507.14	Declined to Bid		
2	Remove Existing Pump Assembly, Line Shaft and Column Pipe	1	LS	\$8,000.00	\$8,000.00	\$5,000.00	\$3,500.00	\$3,500.00	\$4,800.00	\$4,800.00			
3	Wire Brush Casing and Airlift/Bail Sediment	24	Hr	\$300.00	\$7,200.00	\$485.00	\$325.00	\$7,800.00	\$308.33	\$7,399.92			
4	Chemical Treatment Using Acids and Dispersants	1	LS	\$18,000.00	\$18,000.00	\$17,600.00	\$16,800.00	\$16,800.00	\$51,824.17	\$51,824.17			
5	Mechanical Development	12	Hr	\$400.00	\$4,800.00	\$545.00	\$450.00	\$5,400.00	\$308.33	\$3,699.96			
	New Submersible Discharge Head and Discharge Piping	1	LS	\$11,000.00	\$11,000.00	\$2,240.00	\$26,500.00	\$26,500.00	\$13,930.00	\$13,930.00			
6	New Submersible Pump & Motor Assembly	1	LS	\$16,000.00	\$16,000.00	\$6,050.00	\$7,500.00	\$7,500.00	\$3,164.10	\$3,164.10			
7	Column Piping and Chemical Feed Tube	205	L.F.	\$35.00	\$7,175.00	\$46.88	\$9,610.00	\$30.00	\$21.99	\$4,507.95			
8	Start-up and Testing	1	LS	\$1,000.00	\$1,000.00	\$2,800.00	\$2,000.00	\$2,000.00	\$2,400.00	\$2,400.00			
				Engineers Estimate	\$88,175.00	low	\$74,930.00	2nd	\$81,650.00	3rd	\$104,233.24	4th	\$0.00

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

February 23, 2021

To: Honorable President and Members of the Board of Directors
From: Nem Ochoa, General Manager
Subject: **General Manager Report**

General Managers Report Topics:

- GM Activities

The following are some highlights in this month's report:

- Update on Preparation of UWMP and Risk & Resilience Assessment
- Finance, Administration & Public Outreach Dashboard
- Gratefulness Challenge
- CWEA Award

STAFFING

As of February 18th the District has gone 457 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

FMWD Managers Meeting	- February 10 th
Finance Committee Meeting	- February 16 th
LHMP Steering Committee Meeting	- February 17 th
Community Advisory Committee Meeting	- February 18 th
CV Town Council Meeting	- February 18 th
Management Staff Meetings	- February 15 th , February 22 nd

Submitted by:



Nem Ochoa
General Manager



Crescenta Valley Water District – Finance, Administration & Public Outreach Report for < January 2021 >

Customer Service & Administration Activity

**Service
Requests**
267

**Meter
Downloads**
104

**New
Sign-Ons**
46

**Closed
Accounts**
31

**Meter
Re-Reads**
299

- Employee Assistance Program webinar
- “Supervisory Basics” professional development program developed and implemented
- “Mindfulness Challenge” completed (*wellness program*)
- “Gratefulness Challenge” kicked off (*wellness program*)

Public Outreach Corner

- **Website Traffic** –
 - 3,063 visits
 - Direct: 1,523
 - Google: 1,239
 - Other: 301
 - ‘Pay My Bill’ was the top page
 - Low-Income Discount page accounted for increased traffic
- **Social Media** –
 - 5 Facebook posts
 - “Smelled Like Chlorine” post elicited most social media “reactions” to date
- **Conservation** –
 - Gardensoft – 85 users
 - 62 accessed directly through CVWD



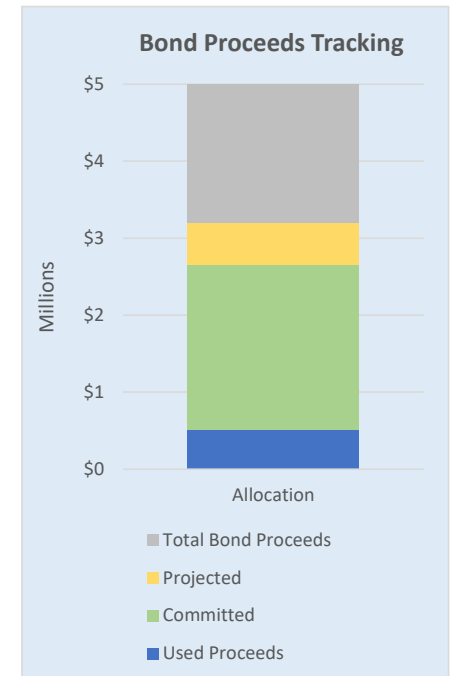
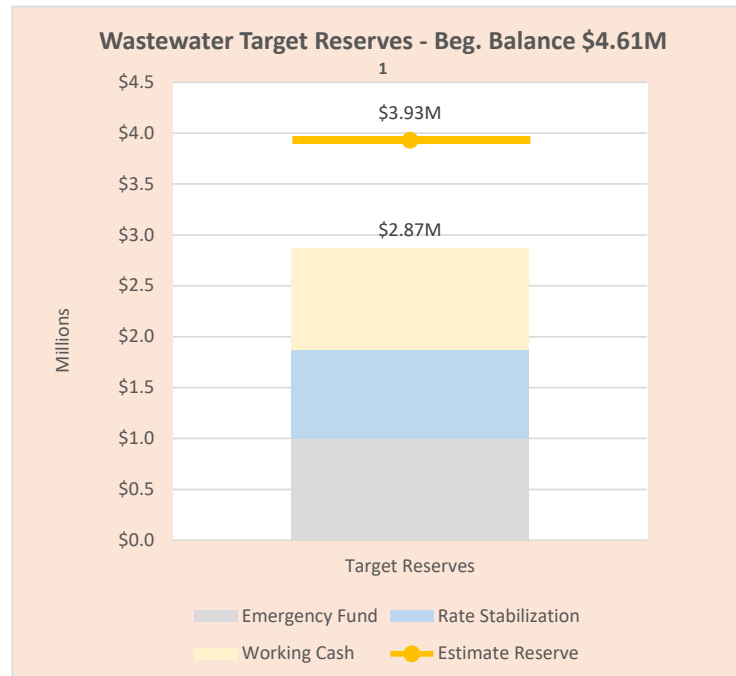
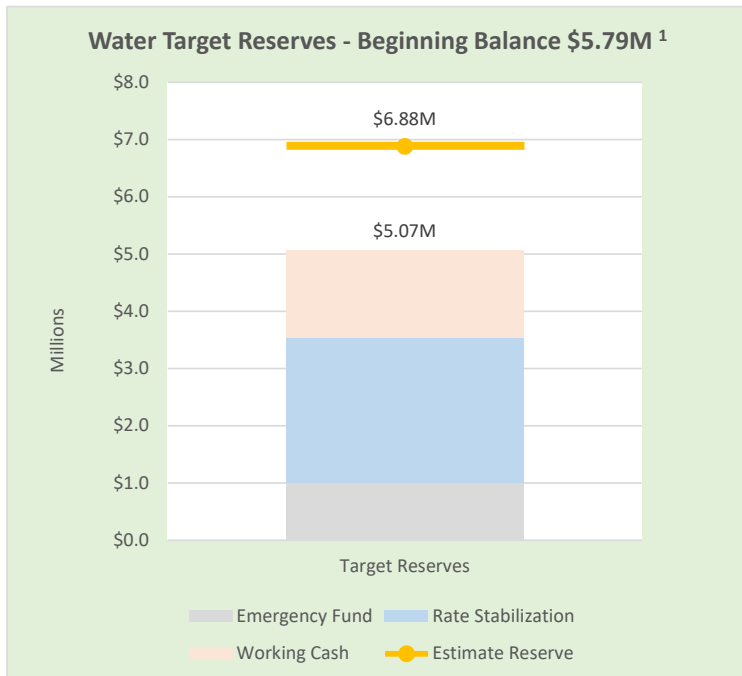
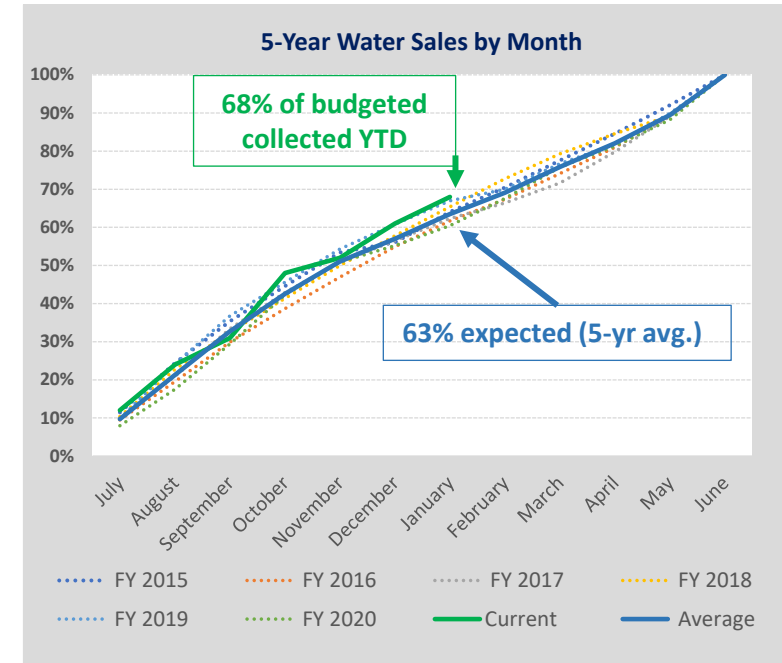
Crescenta Valley Water District – Finance, Administration & Public Outreach Report for < January 2021 >

Water Fund - revenues & operating expenses

Proj. Revenue	\$13,759,934		Proj. Expense	\$9,786,536	
Budget	\$12,621,363	109%	Budget	\$9,513,892	103%

Wastewater Fund - revenues & operating expenses

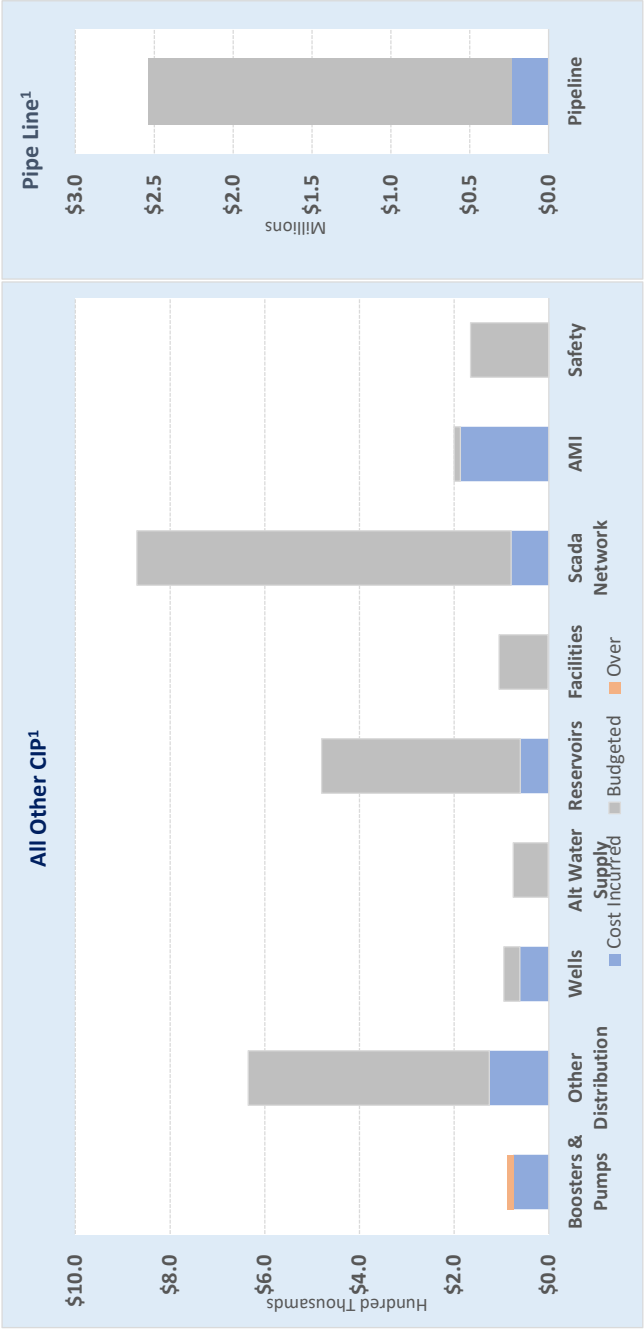
Proj. Revenue	\$3,531,312		Proj. Expense	\$3,975,010	
Budget	\$3,364,575	105%	Budget	\$4,049,989	98%



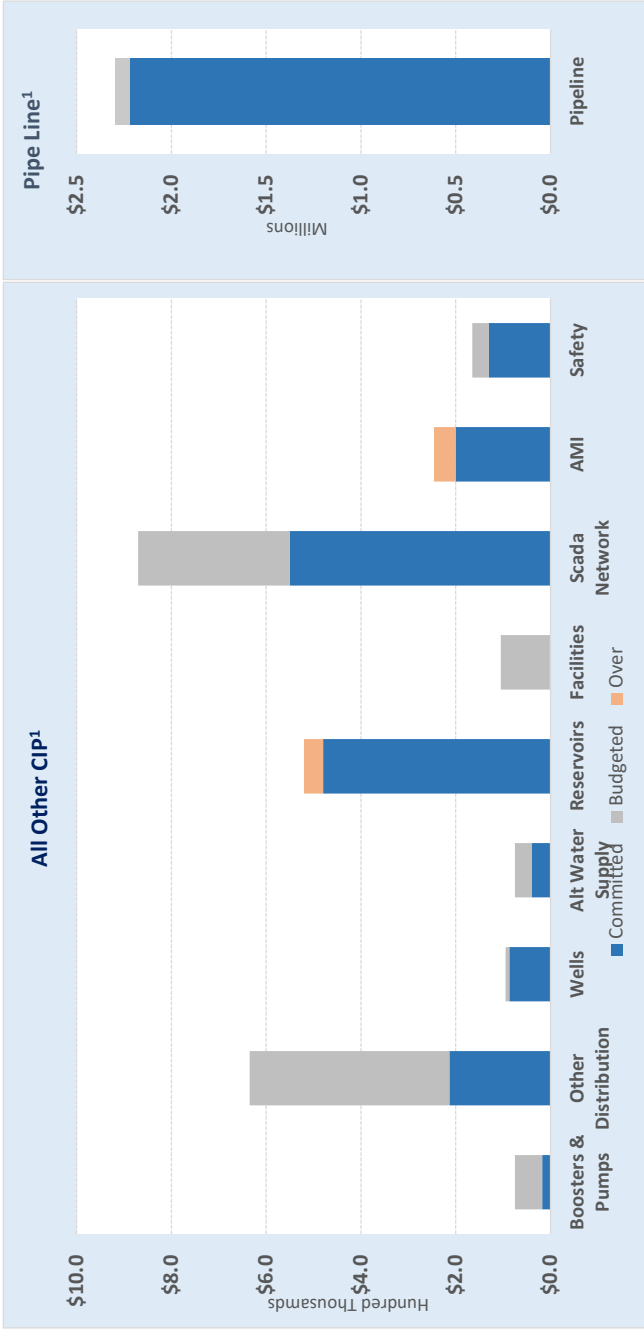
1. CVWD Reserve Policy adopted on 7/28/20



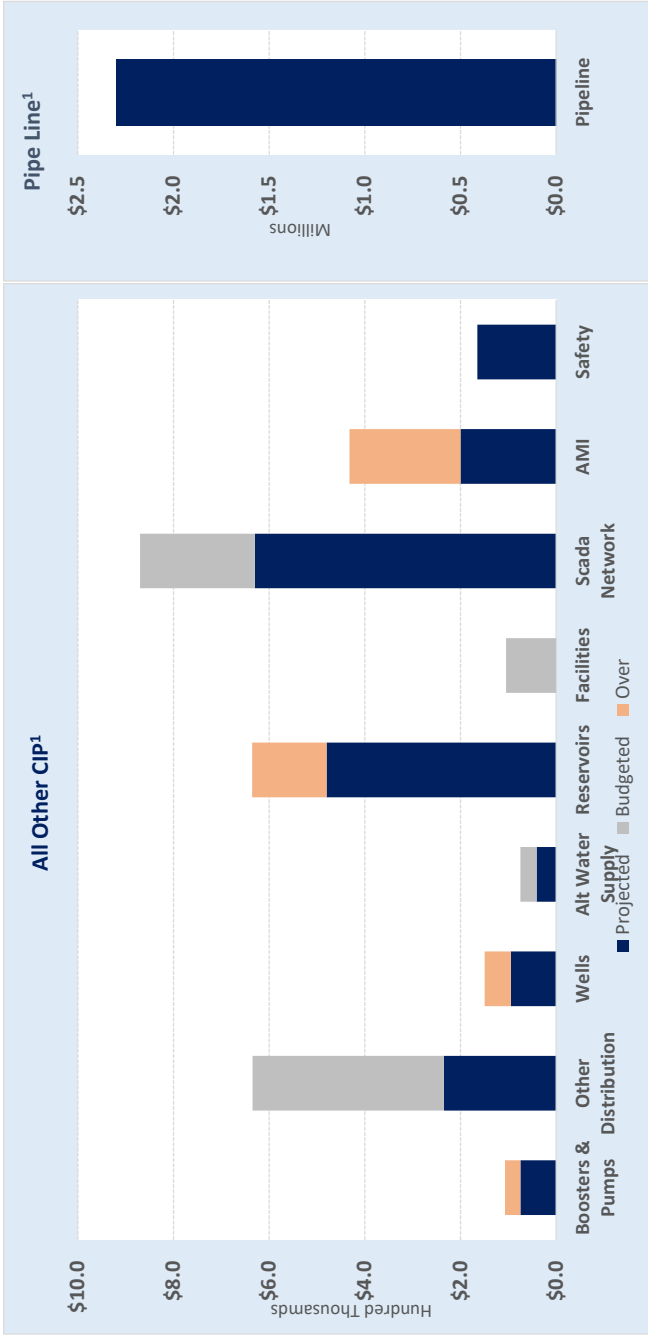
CIP Costs Incurred to Date



CIP Costs Committed to Date



CIP Projected vs. Budgeted



1. Pipelines CIP reported separately to preserve scale of the graph