

CRESCENTA VALLEY WATER DISTRICT

**2700 Foothill Boulevard
La Crescenta, California**

**Agenda for the
Regular Meeting of the Board of Directors
of the Crescenta Valley Water District
to be held on Tuesday April 14, 2020 at 7:00 p.m.**

Posted: April 9, 2020 at 3:00 p.m.

TELECONFERENCING NOTICE

[This meeting will be held by teleconference 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: 253-900-481

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://zoom.us/j/253900481>.

Public comment may be made either by emailing comments that will be read aloud during the meeting or over the phone during the Public Comments period in the teleconferenced meeting. Emailed comments may be sent to Christy Colby, Regulatory and Public Affairs Manager, at (818) 248-3925 or customerservice@cvwd.com by 3pm on April 14, 2020.

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 March 10, 2020.
2. Consideration and approval of the Minutes of the Special Board Meeting on April 7, 2020.
3. Ratification of Disbursements for February 2020.

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. **FY 2020-21 Water and Wastewater Budgets** – Discussion regarding a summary of the District's financial position as it relates to the FY 2020-21 Water and Wastewater Budgets.
2. **Proposition 218 Notice** – Consideration and motion to adopt the Proposition 218 Notice to customers for proposed Water and Wastewater rate increases.
3. **Long-Term Infrastructure Reliability and Funding Roadmap** – Discussion regarding the District's Long-Term Infrastructure Reliability and Funding Roadmap as discussed at prior Board and committee meetings.
4. **COVID-19 Update** – Discussion regarding any actions taken by the General Manager as authorized by Resolution No. 758.

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.

Board Members' Request for Future Agenda Items

Closed Session

Adjournment

CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS

March 10, 2020

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Regular Adjourned Meeting on February 25, 2020, a Regular Meeting was held on March 10, 2020, at 7:00 p.m. at the District office at 2700 Foothill Blvd., La Crescenta, California, with President Kerry Erickson presiding.

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

Directors:

**James D. Bodnar
Kerry D. Erickson
Kenneth R. Putnam
Sharon S. Raghavachary
Judy L. Tejada**

Attorney:

Thomas Bunn

General Manager:

Nem Ochoa

Director of Finance & Administration:

James Lee

Director of Engineering:

David Gould

Others Present:

**Dennis Maxwell, Director of Operations
Brook Yared, Senior Engineer
Arturo Montes, Finance & Administration Manager
Pam Leddy, Administrative Assistant
Christy Colby, Regulatory & Public Affairs Manager
Frank Colcord, Foothill Municipal Water District
Kevin Kostiuk, Raftelis Financial Consultants, Inc.**

PLEDGE OF ALLEGIANCE

Director Erickson opened the meeting by requesting Director Bodnar to lead the Directors and staff in reciting the Pledge of Allegiance.

ADOPTION OF AGENDA

It was moved by Director Putnam, seconded by Director Tejada and carried by a 5-0 vote that the Agenda for the Regular Meeting of March 10, 2020 be adopted as presented.

PUBLIC COMMENTS – Marilyn Tyler thanked staff involved with the formation of the Community Advisory Committee.

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – No report

CONSENT CALENDAR

It was moved by Director Putnam, seconded by Director Tejeda , and carried by a 5-0 vote to approve the Minutes of the Regular Adjourned Board Meeting held on February 25, 2020 and to approve attendance of the Board of Directors at the ACWA Spring Conference to be held May 5-8 in Monterey, CA.

ACTION CALENDAR

2020 Water & Wastewater Cost of Service Study Update – Mr. Kostiuk, Project Manager from Raftelis Financial Consultants (RFC), presented the financial plan phase of the 2020 Water & Wastewater Cost of Service Study to ensure financial sufficiency to meet operating and maintenance costs, fund capital repairs and replacements, and ensure sufficient funding of District financial reserves. The three CIP scenarios presented included rate funding, bond funding, or both. Mr. Kostiuk shared the preliminary analysis with respect to designating a class for customers with large lots within the single-family customer class.

Long-Term Infrastructure Reliability and Funding Roadmap – *Mr. Ochoa introduced the members of the Community Advisory Committee to the Board of Directors – Frank Colcord, Shelley Powsner, Lester Robert, Kartik Sundram, Sherry Taylor, Tom Webb, David Weeshoff, and Jonas Williams – and thanked Marilyn Tyler for involvement with the committee.* Mr. Lee presented four (4) scenarios of infrastructure reliability and funding for discussion. Scenarios discussed included a short-term hybrid plan with one bond issuance and a refinance option, a long-term plan funded by rates only, and two long-term plans funded by bonds to catch up on deferred CIP projects while maintaining current reserves.

Following discussion:

The Board directed staff to have further discussion on the details of the Long-Term Infrastructure Reliability and Funding Roadmap through subsequent meetings.

FY 2020-21 Water and Wastewater Budgets – Mr. Ochoa began the discussion by sharing the cost savings measures included in the District's preliminary budget for FY 2020-21. Mr. Lee presented a detailed preliminary FY2021 operations budget by department.

Following discussion:

The Board directed staff to provide additional education to the community concerning bond issuances and rate increases.

Resolution No. 757 – Water and Wastewater Reserve Funding Policy – Mr. Ochoa requested consideration and motion to adopt Resolution No. 757 to amend Article 21 of the District's Rules and Regulations and establish the District's Reserve Policies. A draft of Resolution No. 757 was presented outlining the revisions that had been requested through Board and committee meetings.

Following discussion:

The Board directed staff to revisit the adoption of Resolution No. 757 to amend Article 21 of the District's Regulations and establish the District's Water and Wastewater Reserve Funding Policy.

Replacement of Pump & Motor Assembly for Glenwood Boosters 32 & 33 – Project E-1013 – Mr. Gould requested consideration and motion to authorize the General Manager to award a contract to the lowest responsible bidder Legend Pump and Well Services (Legend) at a cost of \$70,940, and establish a contingency amount of \$7,094 (10% of contract) to cover the cost of unforeseen or additional work and to find said project exempt from the provisions of the California Environmental Quality Act (CEQA).

Following discussion:

It was moved by Director Bodnar, seconded by Director Raghavachary and carried by a 5-0 vote to authorize the General Manager to award a contract to Legend at a cost of \$70,940, and establish a contingency amount of \$7,094 (10% of contract) to cover the cost of unforeseen or additional work and to find the said project exempt from the provisions of the California Environmental Quality Act (CEQA).

COVID-19 (Coronavirus) – Potential Impacts and District Response Plan – Mr. Ochoa discussed the CVWD Emergency Preparedness Plan during the COVID-19 pandemic.

Following discussion:

The Board directed staff to continue to update the CVWD website to keep members of the community informed of the measures being taken to ensure the delivery of safe drinking water.

INFORMATION ITEMS – None

WRITTEN COMMUNICATIONS TO DISTRICT – A letter dated March 6, 2020 from Marilyn Tyler in regards to the first meeting of the Community Advisory Committee.

REPORTS OF PERSONNEL – None

GENERAL MANAGER – Mr. Ochoa thanked the members of the community for their participation and engagement with the Community Advisory Committee. Mr. Ochoa announced the addition of a Fleet Life Cycle Cost Analysis Program and updated the Board on the Information and Technology (IT) department's transition to Highroad IT. Mr. Gould provided an update on the water production amount and rainfall for the month of February 2020.

ATTORNEY – No report

REPORTS OF COMMITTEES

Engineering Committee – David Gould reported that the Committee had met on March 6, 2020 at the CVWD Main Office. A meeting is scheduled for April 17, 2020 at 9:30 a.m.

Finance Committee – Mr. Lee reported that the Committee had met on March 6, 2020, at the CVWD Main Office. A meeting will be scheduled as needed.

Employee Relations Committee – Director Erickson reported that the Committee had not met; however, a meeting will be scheduled as needed.

Policy Committee – Director Erickson reported that the Committee had not met; however, a meeting will be scheduled as needed.

Community Relations/Water Conservation Committee – Director Tejeda reported that the Committee had not met; however, a meeting will be scheduled as needed.

Emergency Planning Committee – Director Tejeda reported that the Committee had not met; however, a meeting will be scheduled as needed.

Executive Committee – Director Erickson reported that the Committee had not met; however, a meeting will be scheduled as needed.

DIRECTORS' ORAL REPORTS

Director Bodnar – Director Bodnar shared that Jeff Kightlinger, CEO of Metropolitan Water District, has announced his plans to retire this year.

Director Raghavachary – Ms. Raghavachary thanked staff for connecting her to the correct streets and roads department to resolve an issue in her neighborhood.

Director Tejeda – No report

Director Putnam – No report

Director Erickson – No report

CLOSED SESSION – No reportable items

ADJOURNMENT

There being no other business to come before the Board, at 11:17 p.m., it was moved by Director Bodnar, seconded by Director Tejeda, and carried by a 5-0 vote that the meeting be adjourned to March 24, 2020 at 7:00 p.m.

APPROVED

Kerry D. Erickson
President

James Lee
Director of Finance & Administration

CRESCENTA VALLEY WATER DISTRICT

Teleconference Meeting

April 7, 2020

A Special Meeting of the Board of Directors was held on April 7, 2020 at 7:00 p.m. through teleconference due to the COVID-19 pandemic, with President Kerry D. Erickson presiding.

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

Directors:

**Kerry D. Erickson
James D. Bodnar
Kenneth R. Putnam
Judy L. Tejeda
Sharon S. Raghavachary**

Attorney:

Tom Bunn

General Manager:

Nem Ochoa

Director of Finance & Administration

James Lee

Director of Engineering

David S. Gould

Others Present:

**Christy Scott, Regulatory & Public Affairs Manager
Wendy Holloway, Customer Service Manager
Dennis Maxwell, Director of Operations
Arturo Montes, Finance & Administration Manager
Brook Yared, Senior Engineer
Pam Leddy, Administrative Assistant
Frank Colcord, Community Advisory Committee
Tom Webb, Community Advisory Committee**

PLEDGE OF ALLEGIANCE

President Erickson opened the meeting by leading the Board and staff in reciting the Pledge of Allegiance.

ADOPTION OF AGENDA

It was moved by Director Tejeda, seconded by Director Bodnar and carried by a roll call vote that the Agenda for the Special Meeting of April 7, 2020, be adopted as presented.

AYES:

**Director Tejeda
Director Bodnar
Director Putnam
Director Raghavachary
Director Erickson**

NOES:

None

PUBLIC COMMENT – Three written public comment letters were received from the public and were read aloud by Mr. Lee in the order they were received. A written comment was received from Mr. Tom Webb in regards to consideration for bond funding and refinancing current debt. A written comment was received from Ms. Marilyn Tyler requesting that the Board take into consideration the Coronavirus pandemic when consideration is made for the rate increases for the next fiscal year. A written comment from Mr. Frank Colcord was received outlining suggested edits to the Proposition 218 notice currently being considered.

ACTION CALENDAR

Authorization for the General Manager to Take All Actions Necessary in Response to the COVID-19 Pandemic

Mr. Ochoa requested consideration and motion to take all actions necessary to most appropriately protect the District and its ability to serve customers during the COVID-19 pandemic.

Following discussion:

It was moved by Director Bodnar, seconded by Director Raghavachary and carried by a 5-0 roll call vote to adopt Resolution No. 758 to authorize the General Manager to take all actions necessary in response to the COVID-19 pandemic to include correction of "The General shall provide the Districts Board of Directors any action taken using this authority at each subsequent District Board Meeting" to item number 6 of the resolution.

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

NOES: **None**

Consideration of Claim Damages Filed by Property Owner at 4809 Pennsylvania Ave. – Mr. Ochoa presented a claim for damages filed by Anthony Mulkern of 4809 Pennsylvania Ave.

Following discussion:

It was moved by Director Bodnar, seconded by Director Raghavachary and carried by a 5-0 roll call vote to reject the claim for damages received by Anthony Mulkern and direct staff to submit this claim to ACWA/JPIA for resolution.

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

NOES: **None**

Proposition 218 Notice - Mr. Ochoa presented for discussion and review of two (2) options of the Proposition 218 Notice to inform customers about proposed changes in the water and wastewater rates and allow the customers an opportunity to protest the proposed rate increases as outlined in the provisions of Proposition 218.

Following discussion:

The Board directed staff to make the requested revisions to the Proposition 218 Notice before approval.

Director Putnam exited the meeting.

Closed Session – No reportable action

Director Raghavachary exited the meeting.

ADJOURNMENT

There being no other business to come before the Board, at 9:41 p.m. it was moved by Director Tejeda, seconded by Director Bodnar and carried by a roll call vote that the Special Meeting be adjourned.

AYES: Director Tejeda
 Director Bodnar
 Director Erickson

NOES: None

APPROVED:

Kerry D. Erickson
President

James Lee
Director of Finance & Administration

CASH DISBURSEMENTS LIST

FEBRUARY 2020



<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
0		Los Angeles County Public Works	Excavation permits - various sites	1,100.00	
0		Southern California Edison Co.	Purchased power - February 2020	20,027.76	249.18
0		CalPERS	Contributions - January 2020	23,003.81	13,297.00
40625	02/11/2020	Morgen Durose	Wellness program reimbursement	75.18	25.06
40626	02/25/2020	Dennis A. Maxwell, Jr	Wellness program reimbursement	214.95	71.65
40627	02/07/2020	Christy Joana Scott	Health reimbursement	489.71	326.47
40628	02/07/2020	ACWA Joint Powers Ins. Authority	Group health - February 2020	39,421.05	25,919.81
40629	02/07/2020	ACWA/JPIA	Quarterly workers' compensation insurance policy	8,764.54	5,843.03
40630	02/11/2020	ACWA/JPIA	Annual auto & general liability policy	58,621.00	58,621.00
40631	02/11/2020	ADS LLC	Monthly sewer monitoring - January 2020		1,850.00
40632	02/11/2020	Airgas National Carbonation	Well #2 - carbon dioxide rental tank - January 2020	55.00	
40633	02/11/2020	Airgas USA, LLC	Monthly cylinder rental - January 2020	258.20	238.34
40634	02/11/2020	Akel Engineering Group, Inc.	GIS and hydraulic model update - December 2019	2,346.50	
40635	02/11/2020	Allen Pipeline, Inc.	D-19-96 - 3966 Pennsylvania - fire service installation & permit fees	13,634.68	
40636	02/11/2020	Alliance Outreach, LLC	Public relations services - District outreach program	4,300.00	
40637	02/11/2020	American Water Works Assoc.	Raymond Dodge - membership renewal	105.00	
40638	02/11/2020	Ameripride Uniform Services, Inc.	Uniform rentals - January 2020	1,120.55	334.71
40639	02/11/2020	Anawalt Lumber & Materials Co.	Misc. hardware - January 2020	185.85	
40640	02/11/2020	Apex Manufacturing Solutions	E-995 - chlorine injection blending modifications	1,020.00	
40641	02/11/2020	ARC	Monthly MPS billing - February 2020	681.39	227.13
40642	02/11/2020	AT&T	Voice communication - February 2020	267.62	210.27
40643	02/11/2020	Regino Avalos	Landscape maintenance - January 2020	859.03	195.97
40644	02/11/2020	BC Laboratories, Inc.	Water analysis	4,425.80	
40645	02/11/2020	BC Laboratories, Inc.	Water analysis	2,557.50	
40646	02/11/2020	Brik-Art	E-976 - Pickens Canyon vault repair	2,705.00	
40647	02/11/2020	Cargill, Inc.	Nitrate plant - 24 tons solar salt	5,400.24	
40648	02/11/2020	CCS Interactive, Inc.	Monthly website hosting - February 2020	170.00	
40649	02/11/2020	Cerdant, Inc.	Network security - February 2020	220.40	69.60
40650	02/11/2020	Citibank	Misc. supplies - February 2020	643.38	593.86
40651	02/11/2020	City of Glendale Water & Power	Purchased power - December 2019	31,800.16	27.26
40652	02/11/2020	City of Los Angeles	Capital and O&M installment payment for sewer treatment		331,219.00
40653	02/11/2020	Clark Pest Control, Inc.	Well #9 - monthly pest control service	152.35	12.65
40654	02/11/2020	Colonial Life & Accidents Ins.	Employee paid insurance - February 2020	228.67	
40655	02/11/2020	Contractor Compliance & Mont., Inc.	E-956 - Labor compliance service - December 2019	300.00	
40656	02/11/2020	Core & Main	E-995 - Pickens tunnel - 2" flow meter	159.97	

40657	02/11/2020	Core-Rosion Products	E-995 - ammonium & chlorine tanks for Pickens and Well 2	3,072.65	
40658	02/11/2020	Direct Connection	Christy Colby - business cards	52.33	50.27
40659	02/11/2020	Foothill Car Wash, Lube & Oil	Unit #48 - oil change	54.67	33.50
40660	02/11/2020	Gilmore Heating & Air Conditioning	A/C repair - Office, 3935 Pennsylvania rental	1,459.41	484.69
40661	02/11/2020	Grainger	Misc. supplies & equipment - February 2020	42.11	38.87
40662	02/11/2020	Gsolutionz Professional Services	Voice communication - February 2020	247.03	194.08
40663	02/11/2020	Harper & Associates Eng., Inc.	E-1006 - Markridge reservoir inspection services - December 2019	860.00	
40664	02/11/2020	Home Depot Credit Services	Misc. hardware - January 2020	451.49	469.91
40665	02/11/2020	J's Maintenance	Janitorial service - January 2020	1,040.33	332.67
40666	02/11/2020	J. De Sigio Construction, Inc.	E-1002 - 3200 Brookhill pipeline project progress payment	139,318.45	
40667	02/11/2020	John Robinson Consulting, Inc.	M-965 - Grant assistance consulting services - December 2019	3,090.00	
40668	02/11/2020	KR Nida Companies	Unit #51 - safety lighting & traffic advisor	743.21	455.51
40669	02/11/2020	Lagerlof, LLP	PWAG: Legal services - November & December 2019	98.40	21.60
40670	02/11/2020	Lagerlof, LLP	PWAG: Legal services October - December 2019	250.92	55.08
40671	02/11/2020	LANAIR Group, LLC	Infrastructure management agreement - February 2020	913.00	187.00
40672	02/11/2020	Lincoln Financial Group	Group Life & Disability Insurance - February 2020	941.78	627.85
40673	02/11/2020	Mail Finance	Quarterly - postage machine lease	188.66	181.25
40674	02/11/2020	Newegg, Inc.	Replacement of 3 workstations	1,926.57	642.17
40675	02/11/2020	O'Reilly Auto Parts	Misc. tools and parts - January 2020	211.91	150.51
40676	02/11/2020	Office Depot	Misc. supplies - January 2020	827.38	496.25
40677	02/11/2020	Paper Cuts, Inc.	Paper shredding - January 2020	2.60	2.40
40678	02/11/2020	Plumbers Depot, Inc.	Unit # 53 - Vactor truck - various hoses, clamps etc.	801.37	834.06
40679	02/11/2020	Portable Pipelines Systems	200 feet 1" potable water hose - stock for hose to hose hook up	1,177.41	
40681	02/11/2020	Ramco	Bobtail concrete and crushed misc. base - January 2020	376.89	
40682	02/11/2020	Rassac Air Systems	Glenwood plant - A/C and heat maintenance	146.25	48.75
40683	02/11/2020	Robertson's	5102 Parham - slurry for main line leak & driveway repair	943.89	
40684	02/11/2020	Royal Industrial Solutions	E-939 & E-995 controllers, Well #10 electrical soft starter	8,557.18	8.83
40685	02/11/2020	Sawyer Petroleum	Clear diesel - 354 gallons	1,195.49	317.78
40687	02/11/2020	Scotty's Industrial Products	Tools & tool repairs	610.97	635.85
40688	02/11/2020	Serge's Automotive	Unit #27 - replaced gas filters	140.73	86.25
40689	02/11/2020	Simpler Systems	Monthly maintenance - February 2020	500.00	
40690	02/11/2020	So Cal Compton Pipe Supply Co., Inc.	6 fire hydrants for stock	9,940.67	
40691	02/11/2020	Southwest Hydrotech	Pressure relief valve station - maintenance	3,465.39	
40692	02/11/2020	Spectrum Business	4103 Lowell - data communications - February 2020	55.49	19.49
40693	02/11/2020	Spectrum Business	Office - data communications - February 2020	2,113.91	742.72
40694	02/11/2020	Spectrum Business	Mills plant - data communications - February 2020	2,195.63	771.43
40695	02/11/2020	Springbrook Software, LLC	Springbrook upgrade	13,642.65	4,547.55
40696	02/11/2020	Staples Business Advantage	Misc. office supplies - January 2020	105.25	97.19
40697	02/11/2020	Sully-Miller Contracting Co.	Cold mix for temporary repairs - 6.24 tons	677.68	
40698	02/11/2020	Systemated Business Products	2,000 laser printer checks	123.19	118.35
40699	02/11/2020	The Gas Company	Plant - gas purchased - January 2020	437.57	138.17
40700	02/11/2020	Toro's Lawnmower & Garden	Misc. repairs & parts - January 2020	291.81	303.73
40701	02/11/2020	Underground Service Alert	Underground notifications - January 2020	229.02	107.77
40702	02/11/2020	Univar Solutions USA, Inc.	Sodium hypochloride - Glenwood - 500 gallons, Mills plant - 550 gallons	2,404.50	

40703	02/11/2020	UPS	Plant - shipping charges	41.11	39.49
40704	02/11/2020	Vision Service Plan Co-(CA)	Group vision - February 2020	278.46	185.64
40705	02/11/2020	Vulcan Materials Company	Mixed bobtail concrete	350.00	
40706	02/11/2020	Waste Management - Sun Valley	Office - disposal - February 2020	1,010.75	319.17
40707	02/11/2020	Water Quality & Treatment Solutions, Inc.	E-995 consulting fees, meeting reimbursements - December 2019	12,750.00	
40708	02/11/2020	Water Well Redevelopers Inc.	E-1011 - video taping for Well #16 casing	895.00	
40709	02/11/2020	Western Water Works	14 fire hydrants, misc. supplies for stock	2,461.56	
40710	02/11/2020	Yale Chase Materials Inc.	Unit #17 - annual maintenance	366.52	109.33
40711	02/11/2020	Yale Chase Materials Inc.	Unit #52 - annual maintenance		115.29
40712	02/11/2020	James Bodnar	Training reimbursement	12.45	3.50
40713	02/11/2020	Do-it Center	Misc. hardware - December 2019	1,187.71	233.83
40714	02/11/2020	Reliance Safety Consultants	Ammonia safety training, respirator FIT testing & medical evaluations	3,157.00	943.00
40715	02/18/2020	Kellen Boyce	Wellness reimbursement	225.00	75.00
40716	02/18/2020	Wendy Holloway	Wellness reimbursement	225.00	75.00
40717	02/21/2020	Brook Yared	Health reimbursement	336.00	224.00
40718	02/21/2020	County Clerk of Los Angeles	E-995 CEQA Notice of Exemption - Pickens Canyon Tunnel chlorine system	75.00	
40719	02/21/2020	AES Water, Inc.	E-976 - seismic instrument maintenance	2,430.00	
40720	02/24/2020	All American Landscape Co.	Office - landscape maintenance - February 2020	255.50	94.50
40721	02/25/2020	Anderson's Electric	Ocean View reservoir rolling gate	5,500.00	
40722	02/25/2020	Lemuel Arogones	Refund - cancellation of D-19-42 (3318 Alabama)	587.16	
40723	02/25/2020	Regino Avalos	Encinal reservoir - tree trimming and maintenance	2,285.00	
40724	02/25/2020	Kellen Boyce	Reimbursement for training class	43.02	12.85
40725	02/25/2020	City of Glendale Water & Power	Purchased power - January 2020	30,640.42	53.73
40726	02/25/2020	Dell Financial Services	Replacement of 5 engineering workstations	4,814.79	1,618.60
40727	02/25/2020	Foothill Municipal Water	Imported water purchased - January 2020	196,436.42	
40728	02/25/2020	Glendale Adventist Occ. Med.	Hep B vaccine and readings - 3 employees	386.95	158.05
40729	02/25/2020	Grainger	Misc. supplies & equipment - February 2020	64.48	26.33
40730	02/25/2020	Great America Leasing Corp.	Kyocera copiers rental - February 2020	898.76	863.50
40731	02/25/2020	J. De Sigio Construction, Inc.	E-1002 3200 Brookhill pipeline progress payment	127,791.15	
40732	02/25/2020	LA Dept. Water and Power	Purchased power - February 2020	52.85	
40733	02/25/2020	Lagerlof, LLP	Legal services - January 2020	264.92	58.15
40734	02/25/2020	Lincoln Financial Group	Group life & disability insurance - March 2020	941.78	627.85
40735	02/25/2020	Little Rascals Clubhouse	Refund check	38.76	
40736	02/25/2020	Northern Safety Co., Inc.	Jonathan Russo - rain gear	34.03	13.90
40737	02/25/2020	Paveco Construction, Inc.	Paving - various locations	23,491.47	
40738	02/25/2020	Pennsylvania Courts, LLC	Refund for flooding meter use	920.02	
40739	02/25/2020	Plumbers Depot, Inc.	Unit #33 - rack mounted computer for sewer inspection		7,213.28
40740	02/25/2020	Ralph Andersen & Associates	Consulting services - various financial matters - Nov. 2019 - Jan. 2020	1,027.13	210.37
40741	02/25/2020	Robert Brkich Const. Corp.	Refund for flooding meter use	925.00	
40742	02/25/2020	Royal Industrial Solutions	Misc. telemetry hardware	443.15	22.35
40743	02/25/2020	Shell	Gas purchased - January 2020	1,879.01	561.26
40744	02/25/2020	Spectrum Business	Mills plant - data communications - February 2020	196.08	68.88
40745	02/25/2020	The Gas Company	Office - gas purchased - February 2020	121.10	38.24
40746	02/25/2020	Toro's Lawnmower & Garden	Misc. repairs & parts - January 2020	198.16	206.23

40747 02/25/2020	Vision Service Plan Co.	Group vision - March 2020	278.46	185.64
40748 02/25/2020	Vulcan Materials Company	Mixed bobtail concrete	700.00	
40749 02/25/2020	Wells Fargo Card Services	Colby - Unit #2 repairs, training, meeting dinners, board workshop meeting	1,080.57	515.33
40750 02/25/2020	Wells Fargo Card Services	Gould - CWEA training	213.48	63.36
40751 02/25/2020	Wells Fargo Card Services	Hass - monthly reoccurring software/hardware, hardware supplies	549.22	99.71
40752 02/25/2020	Wells Fargo Card Services	Lee - working lunches	30.79	15.16
40753 02/25/2020	Wells Fargo Card Services	Maxwell - misc. tools, Ocean View reservoir maintenance, rental house repairs	4,381.43	1,232.25
40754 02/25/2020	Wells Fargo Card Services	Ochoa - working dinners, ACWA conference	706.32	162.12
40755 02/25/2020	Westlake Ace Hardware	Misc. hardware - January & February 2020	421.63	288.44
40756 02/25/2020	Jacob Whittaker	Educational reimbursement	140.91	42.08
40757 02/25/2020	Wil-Power Battery & DC Special	E-976 - 12-volt batteries	592.68	
40758 02/25/2020	Nemesciano Ochoa	Health reimbursement	1,380.00	920.00
Subtotals			\$ 867,755.29	\$ 470,228.93

Total Disbursements for February 2018

\$ 1,337,984.22

Payroll Report

Directors	\$ 1,990.00
Office Regular Payroll	\$ 141,657.00
Office OT	\$ -
Plant Regular Payroll	\$ 93,993.00
Plant OT & Standby	\$ 8,458.00
Employer Payroll Taxes	\$ 18,493.00
Payroll Service Charges	\$ 455.00

Total Payroll for February 2020

\$ 265,046.00

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1
April 14, 2020

To: Honorable President and Members of the Board of Directors
From: Nem Ochoa – General Manager
Subject: **Budget Discussion for FY 2020-21**

ACTION ITEM:

Discussion of the District's budget for FY 2020-21.

BACKGROUND:

The District's budget is composed of the Operating Budget and the Capital Budget.

The Operating Budget was presented by department during the March 10, 2020 Board meeting. The discussion summarized areas of increase for operational needs and areas of cost savings such as permanent staff reductions. There were no budget-specific comments, and there will be opportunities to discuss further.

Long-term needs for the Capital Budget have been discussed in various forums since January through the Long-Term Infrastructure Reliability and Funding Roadmap, and both the budget and Roadmap will remain placeholders for discussion at least until the FY 2020-21 budget is adopted.

Enclosed are two scenarios for the Water Fund and three scenarios for the Wastewater Fund. They differ in terms of the potential rate increase for each fund. The rate increases are based on the lower and upper limits of the draft Proposition 218 Notice discussed during the April 7, 2020 Special Board Meeting (0% and 7%, respectively) and further discussion (an additional 4% scenario for the Wastewater Fund).

The budget is based on two quarters of financial information to date. Q3 financial information will be available in late April and will sharpen projections. The budget scenarios are presented at this time in this form for the purpose of informing an appropriate maximum rate threshold to include as part of the Proposition 218 Notice.

RECOMMENDATION

Discussion and input from the Board of Directors on the preliminary budget for FY 2020-21.

Prepared by:



James Lee
Director of Finance & Administration

Submitted by:



Nem Ochoa
General Manager

Attachment(s): Budget scenario summaries

Crescenta Valley Water FY19-21 Budget
Summary of Revenues Expenses - Water Fund

7% Rate Increase

Summary of Revenues & Expenses - Water Fund						
	<i>Recorded</i>	<i>Recorded</i>	<i>Recorded</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
Revenue						7.00%
Water Sales - Service, Fixed	2,305,004	2,707,497	2,854,445	3,023,931	3,038,100	3,303,613
Water Sales - Metered, Variable	6,632,864	8,024,289	7,768,586	9,141,201	8,719,166	9,478,461
Interest Income - Water Reserve	180,134	311,694	263,458	200,000	180,000	200,000
Interest Income - MTBE Reserve	115,000	10,485	460	-	200	-
Other Income - Water	132,964	145,117	135,877	160,000	139,280	160,000
Construction Revenues	807,081	1,066,196	811,352	452,500	176,746	452,500
Total Revenue:	10,173,047	12,265,278	11,834,178	12,977,632	12,253,492	13,594,574
Emergency Funding from MTBE for TTHMs:			1,000,000			
O&M Expense						
Labor & Benefits	2,970,119	2,959,433	3,157,716	3,376,264	3,211,127	3,134,067
Imported Water Cost (Foothill Municipal WD)	3,045,346	3,087,280	3,767,540	3,332,019	3,294,094	3,305,950
Imported Water Cost (Glendale Water and Power)	150,944	155,200	175,000	157,850	80,000	138,960
Power Cost	694,548	697,000	714,425	695,671	671,560	744,368
Operating Cost	1,766,416	1,924,851	1,943,751	2,310,038	1,922,088	2,293,094
Total O&M Expense:	8,627,373	8,823,764	9,758,433	9,871,842	9,178,869	9,616,439
Debt Service	615,000	615,000	550,000	550,000	550,000	550,000
Cash Available for Capital	930,674	2,826,514	1,525,745	2,555,790	2,524,623	3,428,134
Capital, OPEB & Other Commitments						
Infrastructure	2,335,400	3,931,700	1,911,005	2,877,500	3,000,000	3,077,884
Capital Outlays & Equipment	45,177	120,000	167,899	288,000	164,000	250,250
OPEB Commitment	100,000	100,000	100,000	100,000	100,000	100,000
Total Capital, OPEB & Other Commitments:	2,480,577	4,151,700	2,178,904	3,265,500	3,264,000	3,428,134
Increase (Decrease) to Cash	(1,549,903)	(1,325,186)	(653,159)	(709,710)	(739,377)	0
Reserve Fund Balances						
Beginning Balance	3,719,947	3,170,820	2,345,634	5,587,475	5,587,475	4,848,098
From MTBE Fund (Transfer In)	1,000,000	500,000	3,895,000			0
Re-Payment of MTBE Fund (Transfer Out)				0	0	0
Ending Balance	3,170,820	2,345,634	5,587,475	4,877,765	4,848,098	4,848,098
Target	3,313,000	3,707,000	3,707,000	3,948,000	3,948,000	4,149,000
Above (Below) Target	(142,180)	(1,361,366)	1,880,475	929,765	900,098	699,098

Crescenta Valley Water FY19-21 Budget
Summary of Revenues Expenses - Water Fund

0% Rate Increase

Summary of Revenues & Expenses - Water Fund						
	<i>Recorded</i>	<i>Recorded</i>	<i>Recorded</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
Revenue						0.00%
Water Sales - Service, Fixed	2,305,004	2,707,497	2,854,445	3,023,931	3,038,100	3,087,489
Water Sales - Metered, Variable	6,632,864	8,024,289	7,768,586	9,141,201	8,719,166	8,858,374
Interest Income - Water Reserve	180,134	311,694	263,458	200,000	180,000	200,000
Interest Income - MTBE Reserve	115,000	10,485	460	-	200	-
Other Income - Water	132,964	145,117	135,877	160,000	139,280	160,000
Construction Revenues	807,081	1,066,196	811,352	452,500	176,746	452,500
Total Revenue:	10,173,047	12,265,278	11,834,178	12,977,632	12,253,492	12,758,363
Emergency Funding from MTBE for TTHMs:			1,000,000			
O&M Expense						
Labor & Benefits	2,970,119	2,959,433	3,157,716	3,376,264	3,211,127	3,134,067
Imported Water Cost (Foothill Municipal WD)	3,045,346	3,087,280	3,767,540	3,332,019	3,294,094	3,305,950
Imported Water Cost (Glendale Water and Power)	150,944	155,200	175,000	157,850	80,000	138,960
Power Cost	694,548	697,000	714,425	695,671	671,560	744,368
Operating Cost	1,766,416	1,924,851	1,943,751	2,310,038	1,922,088	2,293,094
Total O&M Expense:	8,627,373	8,823,764	9,758,433	9,871,842	9,178,869	9,616,439
Debt Service	615,000	615,000	550,000	550,000	550,000	550,000
Cash Available for Capital	930,674	2,826,514	1,525,745	2,555,790	2,524,623	2,591,924
Capital, OPEB & Other Commitments						
Infrastructure	2,335,400	3,931,700	1,911,005	2,877,500	3,000,000	2,241,674
Capital Outlays & Equipment	45,177	120,000	167,899	288,000	164,000	250,250
OPEB Commitment	100,000	100,000	100,000	100,000	100,000	100,000
Total Capital, OPEB & Other Commitments:	2,480,577	4,151,700	2,178,904	3,265,500	3,264,000	2,591,924
Increase (Decrease) to Cash	(1,549,903)	(1,325,186)	(653,159)	(709,710)	(739,377)	0
Reserve Fund Balances						
Beginning Balance	3,719,947	3,170,820	2,345,634	5,587,475	5,587,475	4,848,098
From MTBE Fund (Transfer In)	1,000,000	500,000	3,895,000			0
Re-Payment of MTBE Fund (Transfer Out)				0	0	0
Ending Balance	3,170,820	2,345,634	5,587,475	4,877,765	4,848,098	4,848,098
Target	3,313,000	3,707,000	3,707,000	3,948,000	3,948,000	3,994,000
Above (Below) Target	(142,180)	(1,361,366)	1,880,475	929,765	900,098	854,098

Crescenta Valley Water FY20-21 Budget
Summary of Revenues Expenses - Wastewater Fund

7% Rate Increase

Summary of Revenues & Expenses - Wastewater Fund						
	Recorded	Recorded	Recorded	Budgeted	Projected	Projected
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2020	FY 2020	FY 2021
Revenue						7.00%
Wastewater Sales - User Charges	2,988,079	3,033,860	3,291,114	3,305,000	3,130,235	3,562,643
Permits/ Connection Fees	34,000	77,863	81,147	36,500	38,440	36,500
Interest Income	196	283	540	500	800	500
	3,022,000	3,112,000	3,373,000	3,342,000	3,169,475	3,599,643
O&M Expense						
Labor & Benefits	1,470,286	1,416,617	1,576,379	1,710,942	1,546,074	1,625,626
City of LA Sewer Charges	950,537	1,097,781	1,119,000	1,426,000	1,462,000	1,849,900
Operating Cost	370,245	408,702	401,329	449,000	456,550	566,064
	2,791,068	2,923,100	3,096,708	3,585,942	3,464,624	4,041,590
Debt Service						
Cash Available for Capital	230,932	188,900	276,292	(243,942)	(295,149)	(441,947)
Capital, OPEB & Other Commitments						
Infrastructure	-	25,710	-	175,000	77,000	175,000
Capital Outlays & Equipment	362,388	36,290	-	80,000	75,000	64,500
OPEB Commitment			200,000	200,000	200,000	200,000
Total Capital, OPEB & Other Commitments:	362,388	62,000	200,000	455,000	352,000	439,500
Increase (Decrease) to Cash	(131,456)	126,900	76,292	(698,942)	(647,149)	(881,447)
Reserve Fund Balances						
Beginning Balance	4,878,298	4,746,842	4,873,742	4,950,034	4,950,034	4,251,092
						0
				0	0	0
Ending Balance	4,746,842	4,873,742	4,950,034	4,251,092	4,302,885	3,369,644
Target	3,313,000	3,707,000	3,707,000	2,630,000	2,630,000	2,717,650
Above (Below) Target	1,433,842	1,166,742	1,243,034	1,621,092	1,672,885	651,994

Crescenta Valley Water FY20-21 Budget
Summary of Revenues Expenses - Wastewater Fund

4% Rate Increase

Summary of Revenues & Expenses - Wastewater Fund						
	<i>Recorded</i>	<i>Recorded</i>	<i>Recorded</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2020	FY 2020	FY 2021
Revenue						4.00%
Wastewater Sales - User Charges	2,988,079	3,033,860	3,291,114	3,305,000	3,130,235	3,461,899
Permits/ Connection Fees	34,000	77,863	81,147	36,500	38,440	36,500
Interest Income	196	283	540	500	800	500
	3,022,000	3,112,000	3,373,000	3,342,000	3,169,475	3,498,899
O&M Expense						
Labor & Benefits	1,470,286	1,416,617	1,576,379	1,710,942	1,546,074	1,625,626
City of LA Sewer Charges	950,537	1,097,781	1,119,000	1,426,000	1,462,000	1,849,900
Operating Cost	370,245	408,702	401,329	449,000	456,550	566,064
	2,791,068	2,923,100	3,096,708	3,585,942	3,464,624	4,041,590
Debt Service						
Cash Available for Capital	230,932	188,900	276,292	(243,942)	(295,149)	(542,691)
Capital, OPEB & Other Commitments						
Infrastructure	-	25,710	-	175,000	77,000	175,000
Capital Outlays & Equipment	362,388	36,290	-	80,000	75,000	64,500
OPEB Commitment			200,000	200,000	200,000	200,000
Total Capital, OPEB & Other Commitments:	362,388	62,000	200,000	455,000	352,000	439,500
Increase (Decrease) to Cash	(131,456)	126,900	76,292	(698,942)	(647,149)	(982,191)
Reserve Fund Balances						
Beginning Balance	4,878,298	4,746,842	4,873,742	4,950,034	4,950,034	4,251,092
						0
				0	0	0
Ending Balance	4,746,842	4,873,742	4,950,034	4,251,092	4,302,885	3,268,901
Target	3,313,000	3,707,000	3,707,000	2,614,850	2,630,000	2,701,450
Above (Below) Target	1,433,842	1,166,742	1,243,034	1,636,242	1,672,885	567,451

Crescenta Valley Water FY20-21 Budget
Summary of Revenues Expenses - Wastewater Fund

0% Rate Increase

Summary of Revenues & Expenses - Wastewater Fund						
	<i>Recorded</i>	<i>Recorded</i>	<i>Recorded</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2020	FY 2020	FY 2021
Revenue						0.00%
Wastewater Sales - User Charges	2,988,079	3,033,860	3,291,114	3,305,000	3,130,235	3,327,575
Permits/ Connection Fees	34,000	77,863	81,147	36,500	38,440	36,500
Interest Income	196	283	540	500	800	500
	3,022,000	3,112,000	3,373,000	3,342,000	3,169,475	3,364,575
O&M Expense						
Labor & Benefits	1,470,286	1,416,617	1,576,379	1,710,942	1,546,074	1,625,626
City of LA Sewer Charges	950,537	1,097,781	1,119,000	1,426,000	1,462,000	1,849,900
Operating Cost	370,245	408,702	401,329	449,000	456,550	566,064
	2,791,068	2,923,100	3,096,708	3,585,942	3,464,624	4,041,590
Debt Service						
Cash Available for Capital	230,932	188,900	276,292	(243,942)	(295,149)	(677,015)
Capital, OPEB & Other Commitments						
Infrastructure	-	25,710	-	175,000	77,000	175,000
Capital Outlays & Equipment	362,388	36,290	-	80,000	75,000	64,500
OPEB Commitment			200,000	200,000	200,000	200,000
Total Capital, OPEB & Other Commitments:	362,388	62,000	200,000	455,000	352,000	439,500
Increase (Decrease) to Cash	(131,456)	126,900	76,292	(698,942)	(647,149)	(1,116,515)
Reserve Fund Balances						
Beginning Balance	4,878,298	4,746,842	4,873,742	4,950,034	4,950,034	4,251,092
						0
				0	0	0
Ending Balance	4,746,842	4,873,742	4,950,034	4,251,092	4,302,885	3,134,577
Target	3,313,000	3,707,000	3,707,000	2,594,750	2,630,000	2,680,000
Above (Below) Target	1,433,842	1,166,742	1,243,034	1,656,342	1,672,885	454,577

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
April 14, 2020

To: Honorable President and Members of the Board of Directors
From: Nem Ochoa – General Manager
Subject: **Proposition 218 Notification for Proposed Rates and Charges**

ACTION ITEM

Consideration and motion to approve the Proposition 218 Notice for Water Rates and Charges.

BACKGROUND

A draft Proposition 218 Notice was discussed during the April 7, 2020 Special Board Meeting. The enclosed notice incorporates updates resulting from discussion with the Board, the public, and staff. Substantive changes were intended to clarify customer understanding and to provide more complete rationale for proposing to raise the rates for both the water and wastewater enterprises.

The increase published in the notice sets the maximum allowable increase that the Board can adopt. There will be multiple opportunities leading up to and following the Public Hearing to determine the actual rate increase, if one is to be implemented.

Adopting the notice at the current meeting will provide the District the option to implement potential rate increases by July 1 of this year by initiating the statutory 45-day noticing window.

RECOMMENDATION

Staff recommends that the Board consider the Proposition 218 Notice for approval.

Prepared by:



James Lee
Director of Finance & Administration

Submitted by:



Nem Ochoa
General Manager

Attachment(s):

1. Prop 218 Notice



PUBLIC NOTICE OF PROPOSED INCREASE IN WATER AND WASTEWATER RATES AND CHARGES

Public Hearing to be held on Tuesday, June 9, 2020, at 6:00 p.m.

**Crescenta Valley Water District is considering an increase of up to 7% in water rates
and up to 7% in wastewater rates**

The District recognizes that the coronavirus has put a significant burden on its customers. Nevertheless, as we have communicated over the past several months, the District is in a perilous financial condition. First, water rates have not kept up with the District's costs, and the difference has been taken from reserves. If this continues, the District will have insufficient reserves for emergencies, such as the recent main break on Pennsylvania Avenue. The District could face insolvency in a few years. Second, much of the District's infrastructure is reaching the end of its useful life—about 80 years—and must be replaced. Third, the District has been assessed with a 65% increase in wastewater charges from the City of Los Angeles over the last 2 years. A rate increase is needed to cover rising maintenance costs and to replace aging infrastructure. By keeping rates and charges in line with expenses, the District will remain financially stable, which will allow us to adequately maintain facilities and continue providing reliable service. Delaying rate increases, even for a few months, means a higher percentage increase would be necessary to make up for the lost revenue.

CVWD recognizes that COVID-19 can impact the ability to make timely payments; thus, late fees and water shut-offs are suspended through June 30, 2020.

One way to address the aging infrastructure is with bonds. As we have communicated, the Board of Directors is in the process of evaluating bond financing for future capital improvement projects. But whether or not bond financing is obtained, a rate increase is necessary to cover current expenses.

WATER BILL IMPACT (IF APPROVED)	WASTEWATER BILL IMPACT (IF APPROVED)
If new rates are approved, a water bill for a typical residence with a 3/4-inch water meter using 17 units of water (17,000 gallons) during a two-month billing period would increase by \$11.38, from \$162.78 to \$174.16.	If new rates are approved, a wastewater bill for a typical residence with a 3/4-inch meter using 17 units of water (17,000 gallons) during a two-month winter billing period would increase by \$5.73, from \$80.60 to \$86.33.

TO ESTIMATE YOUR PROPOSED NEW WATER BILL GO TO WWW.CVWD.COM

CVWD provides both Water and Wastewater services in the community. Not all customers receive both services from the District. This notice applies to all customers who pay their water and/or wastewater bills to CVWD. Any rate increases would apply to each bill paid to CVWD for the services we provide to your residence.

Effective Date: If approved, the increased rates will become effective on all rates and charges on any bill generated after July 1, 2020

WHAT IS CVWD DOING TO REDUCE COSTS?

The District is committed to efficient operations and continuously evaluates every opportunity to reduce expenses. CVWD has reduced operational expenses by reducing the number of full-time employees, cross-training personnel to limit staffing levels, renegotiating long-term contracts, reducing benefits costs, and deferring maintenance and replacement of the District's aging facilities for multiple years.

WHY IS THERE A NEED FOR RATE INCREASES?

Here are the main reasons that CVWD will be adjusting the rates and charges:

MAJOR COST DRIVERS:	3-YEAR AVERAGE	PROJECTED 2020-21
Imported Water (Metropolitan Water / Foothill Municipal)	5%	5%
Labor (Cost of Living, Health Insurance)	5%	4%
Construction (Infrastructure)	3%	3%
Power (Combined SoCal Edison & Glendale Water & Power)	4%	5%

Local water supply – A lower yield of our groundwater supplies has required CVWD to buy more expensive supplemental water from Metropolitan Water District, which imports water from Northern California and the Colorado River.

Infrastructure maintenance and improvements – Aging pipes, reservoirs, pumps, wells and other District assets that are 80 years or older need replacement to avoid critical system failures. Capital improvements enhance water system reliability, improve water quality, and will reduce higher construction costs into the future.

Essential services – The Operations Department monitors water treatment, water demand, power costs, replaces meters, and makes emergency repairs. Customer Service addresses all customer needs, including service requests and analyzing usage to determine if a customer has a leak. Increases for major cost drivers are shown in the table above.

Wastewater services – The wastewater system's primary expense is the cost paid to the City of Los Angeles for treating the wastewater that is collected in the District's service area and sent to Los Angeles' treatment plant. The City of Los Angeles fees have increased by 65% over the last 2 years. Other major cost drivers include the maintenance of the wastewater collection system and the sewer interceptor line that transports all of CVWD's wastewater to the City of Los Angeles treatment plant in Glendale, California.

PROPOSED WATER RATE CHANGES

Water Meter Rates and Charges

Meter charges ensure that water is available for use at your tap whenever you need it, much like phone, cable, power or other utilities. Also known as fixed charges, they help pay for costs associated with operating and maintaining CVWD's water treatment and delivery system, and they are based on meter size.

<u>Meter Charges (per bi-monthly period) by size</u>	<u>Current Rate</u>	<u>Proposed Rate Effective 7/1/2020</u>
¾"*	\$54.10	\$57.89
1"	\$80.69	\$86.34
1 ½"	\$147.19	\$157.49
2"	\$227.01	\$242.90
3"	\$479.92	\$513.51
4"	\$852.17	\$911.82

* Nearly all Single Family Homes have a ¾" meter.

Usage Rates And Charges

Usage rates cover costs that vary based on the amount of water delivered, such as imported water and electricity costs. These rates are separated into three tiers for single-family residential customers. The rates are uniform for multi-family, commercial and schools. The rates are separated into two tiers for irrigation customers. All rates are based on bi-monthly usage (1 unit = 1,000 gallons).

<u>Usage Charges (per bi-monthly Period)</u>	<u>Current Rate (per unit)</u>	<u>Proposed Rate Effective 7/1/2020</u>
Tier 1 (1 to 10 units)	\$5.17	\$5.53
Tier 2 (11 to 26 units)	\$8.14	\$8.71
Tier 3 (27 units and up)	\$12.29	\$13.15
<u>Multi-Family, Commercial and Schools</u>	\$7.33	\$7.84

Fire Protection Charges*

Fire protection charges are for private fire services and provide readiness for fire protection.

<u>Fire Protection Charges (per bi-monthly period) by size</u>	<u>Current Rate</u>	<u>Proposed Rate Effective 7/1/2020</u>
1"	\$15.85	\$16.96
2"	\$24.46	\$26.17
3"	\$44.05	\$47.13
4"	\$77.83	\$83.28
6"	\$199.05	\$212.98
8"	\$408.15	\$436.72
10"	\$722.67	\$773.26

*Fire protection charges and irrigation rates typically do not apply to Single Family Homes.

Irrigation*

	<u>Current Rate (per unit)</u>	<u>Proposed Rate Effective 7/1/2020</u>
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Tier 1 (1 to 80 units)	\$5.66	\$6.06
Tier 2 (81 units and above)	\$10.89	\$11.65

Service addresses located within the Glendale annex area pay a \$0.40 tax per 2-month bill, collected by CVWD and paid to the City of Glendale.

PROPOSED WASTEWATER SERVICE CHANGES

SEWER: HOW IS MY WASTEWATER BILL DETERMINED?

The amount of wastewater put into the District's collection system is estimated based on the prior year's winter water usage, when water is used less. This usage — up to a two-month maximum of 20 units (20,000 gallons) for a single-family residence — is used to determine the bill for the next 12 months.

Winter Water Usage consists of the 2-month billing period that falls in the range of January through March, depending on the billing cycle.

<u>Single-Family Residence (per bi-monthly period)</u>	Current Rate	Proposed Rate Effective 7/1/2020
Service Charge	\$47.79	\$51.14
Usage Rate - maximum of 20 units based on prior year average winter water use. (New Single Family Residence accounts are assessed based on 8 units until winter water use can be established.)	\$1.93 (Per Unit)	\$2.07 (Per Unit)

<u>Multi-Family Residence (per bi-monthly period)</u>	Current Rate	Proposed Rate Effective 7/1/2020
Service Charge per Equivalent Dwelling Unit (EDU)	\$31.25	\$33.44
Usage Rate - maximum of 15 units per EDU based on prior year average winter water use	\$2.15 (Per Unit)	\$2.30 (Per Unit)

<u>Commercial / Institutional (per bi-monthly period)</u>	Current Rate	Proposed Rate Effective 7/1/2020
Usage Rate per 1,000 gallons	\$5.10 (Per Unit)	\$5.46 (Per Unit)
Minimum Charge	\$31.25	\$33.44

<u>All Schools (per bi-monthly period)</u> ADA (Average Daily Attendance)	Current Rate	Proposed Rate Effective 7/1/2020
Elementary School – Usage Rate per 100 ADA	\$84.86	\$90.80
Middle School – Usage Rate per 100 ADA	\$169.73	\$181.61
High School – Usage Rate per 100 ADA	\$254.59	\$272.41
High School – Customer Charge	\$31.25	\$33.44

Effective Date: If approved, the increased rates will become effective on all rates and charges on any bill generated after July 1, 2020.

PROTEST LETTERS:

Any CVWD customer or property owner within the CVWD water or wastewater service area may file a written protest of the proposed rate changes by sending a letter to: CVWD's main office, 2700 Foothill Boulevard, La Crescenta, CA 91214. A valid protest letter must include your name, a CVWD service address, a statement of protest, and an original signature. Only one written protest per parcel, filed by an owner or tenant, will be counted. For your convenience, there is a protest form available at www.cvwd.com. Electronic submittals of signed protest letters may be scanned and emailed to the District at customerservice@cvwd.com. All protests must be received at the address above no later than **June 9th, 2020 at 6:00 p.m.** Protest letters received prior to **June 5, 2020** at noon will be included in the agenda package distributed to the Board of Directors and posted online at www.cvwd.com.

WHEN WILL THE CVWD BOARD OF DIRECTORS CONSIDER ADOPTION OF NEW RATES AND CHARGES?

The Public Hearing will be held on Tuesday, June 9, 2020, at 6:00 p.m. Depending on further developments related to COVID-19, and subject to further notice, the hearing will be held either at the District's main office at 2700 Foothill Blvd., La Crescenta, CA 91214 or through teleconference. The District will post this information for the Public Hearing on the website, but you may call the District at 818-248-3925 to obtain the information. The Board of Directors will meet on June 23, 2020 at 7:00 p.m. to consider the proposed rate changes, either in person or through teleconference. The Board may adopt, reject, or modify the proposed rate structure. The Board cannot legally increase water rates and charges more than indicated in this notice.

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 Christy Colby by phone or in writing to the District at (818) 248-3925 or customerservice@cvwd.com. 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.

QUESTIONS?

This notice is also available on the CVWD website, www.cvwd.com, or at the CVWD main office. CVWD staff can assist in answering any questions about your bill between 8:00 a.m. and 4:30 p.m., Monday through Friday. If you have questions or need additional information, please call CVWD at (818) 248-3925 or e-mail customerservice@cvwd.com.

Crescenta Valley Water District
2700 Foothill Blvd.
La Crescenta, CA 91214

**IMPORTANT PROPOSED RATE
INFORMATION ENCLOSED**

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3
April 14, 2020

To: Honorable President and Members of the Board of Directors
From: Nem Ochoa – General Manager
Subject: Long-Term Infrastructure Reliability and Funding Roadmap

ACTION ITEM:

Discussion of the District's Long-Term Infrastructure Reliability and Funding Roadmap.

BACKGROUND:

The Long-Term Infrastructure Reliability and Funding Roadmap was introduced to the Board and members of the public during a board workshop on January 24, 2020 and discussed during subsequent Board, committee, and Community Advisory Committee meetings.

Following discussion during the March 10, 2020 Board meeting, a survey regarding bond funding was sent out to the community as part of the public outreach effort for increasing awareness regarding the Roadmap. The survey was sent by email to the majority of the District's customers and also shared through various social media outlets.

The results of the survey are enclosed.

RECOMMENDATION

Discuss the Roadmap.

Prepared by:



James Lee
Director of Finance & Administration

Submitted by:



Nem Ochoa
General Manager

Attachment(s):

- Community survey: bond funding preference



CRESCENTA VALLEY WATER DISTRICT

Constant Contact Survey Results

Survey Name: CVWD Water Bonds Survey

Response Status: Partial & Completed

Filter: None

4/9/2020 10:38 AM PDT

CVWD requires approximately \$70 million in infrastructure improvements over the next 10 years. (For a complete list, click here: <https://bit.ly/3b3W0Yp>). We need your input on issuing Water Bonds to fund the necessary improvements. Issuing bonds will allow CVWD to keep your annual water rate increases very close to the same as usual (from the historical 6% per year to 6.1% for the next 10-15 years), while allowing us to upgrade our infrastructure, protect reserves, and fund future projects and unanticipated needs. We can do more with virtually the same rate increase by stretching your dollar. This is because the interest rate percentage for bonds is lower than the construction inflation percentage. For detailed information, please review our Water Bond Fact Sheet here: (Link). Please Provide Us Your Input On Issuing Water Bonds And Take Our One-Minute Survey!

* Would you agree that the water district should issue bonds for critical infrastructure improvements?

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			106	71.1 %
No			43	28.8 %
No Response(s)			0	0.0 %
Totals			149	100%

* How much should the water district borrow?

Answer	0%	100%	Number of Response(s)	Response Ratio
\$10 - \$20 million			73	48.9 %
More than \$20 million			65	43.6 %
No Response(s)			11	7.3 %
Totals			149	100%

TextBlock:

Thank you for your feedback. Your input is very much appreciated to help guide us as we continue providing you clean and reliable water. Please join us at an upcoming Board of Directors meeting. Visit www.cvwd.com for more information.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 4

April 14, 2020

To: Honorable President and Members of the Board of Directors

From: Nem Ochoa, P.E. – General Manager

Subject: COVID-19 Update

ACTION ITEM:

Provide an update on the impact of COVID-19 on CVWD

BACKGROUND:

Since the onset of the COVID-19 pandemic, Federal, state, and local governments and regulatory agencies have issued orders and guidance to control the spread of COVID-19.

These pronouncements are continually evolving, and the District is striving to balance protecting its customers and staff while delivering an essential service. It is in the best interest of the District and the public it serves for the District to be able to react nimbly during such time. On April 7, 2020, the Board of Directors approved a resolution that authorizes the General Manager to take all actions necessary to most appropriately protect the District and its ability to serve customers during the COVID-19 pandemic.

The District has implemented several measures to that effect, including:

- Implemented staggered work schedules;
- Closed the District office to customer foot traffic;
- Placed late fees and water shutoffs on hold ahead of the Executive Order to do so;
- Increased messaging on the website and social media to facilitate alternative business practices;
- Increased messaging on the website and social media to assure the public that CVWD can provide reliable and safe drinking water (and sewer services) in this state of emergency;
- Ensured adequate supplies and materials are in stock and that the District's supply chain could sustain critical operations and production of safe drinking water;
- Engaged regional agencies in mutual-aid and assistance through weekly meetings;
- Engaged local and state authorities to obtain critical information through weekly meetings.

Staff has also introduced several activities to help employees deal with the current crisis and to boost morale and togetherness in spite of social distancing measures taken.

RECOMMENDATION:

Receive an update from staff on impacts of COVID-10 on CVWD.

Submitted by:



Nem Ochoa, P.E.
General Manager

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

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

GM Report
April 14, 2020

General Managers Report Topics:

- GM Activities

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

- Water Production
- Hydrology Report
- Engineering Projects
- Operational Activities

STAFFING

One (1) employee has a work anniversary in April. Arturo Montes – 2 years

As of April 9th the District has gone 142 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

Management Staff Meetings	- April 6 th , April 13 th
FMWD Retail Managers Meeting	- April 8 th
PWAG COVID-19 Update Meeting	- March 6 th
ACWA Webinar: COVID-19 Response	-April 9 th

Submitted by:



Nem Ochoa
General Manager

Engineering and Operations

April 14, 2020
Staff Report

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – Director of Engineering
Subject: Engineering & Operations – March 2020

1. **Water Production Report**

- March 1 – 31 – Water production – 61%/39% split – 86.2 MG for the time period
- Average use – 5.6% greater than 2019 and 5.9% below than 5-yr average

2. **Rainfall Update**

- 5.89” for March 2020
- Rainfall Total for Rainfall Year 2019/20 – 14.38”

3. **Report on Engineering**

- **CIP Projects**
 - Pipeline Replacement – 4600 - 4800 Blocks of Pennsylvania - Complete
 - Markridge Reservoir Rehabilitation
 - Re-coating Exterior; Filling – 4/3/20; Back in Service – 4/10/20
 - Well 16 – Well Rehabilitation
 - Estimated completion date April 15, 2020
 - Booster Pump Replacement
 - On Hold
- **Nitrate Removal Treatment Facility at Well 2 Project**
 - Out of Service for Repairs
- **Grant Program**
 - Hazard Mitigation Grant Program (HMGP) – Approved for next round; Submit – 4/21/20
- **Water Meter Replacement Program**
 - On Hold

4. **Report on Administrative and Field Operations**

- Wells Status – Well production capacity steady at 1.88 mgd

5. **Developer Projects**

- 4520 Montrose – New 6 Units – Plan Check
- Waiting on Developer
 - 4521 Briggs/2413 Foothill – New 70 Units
 - 3900 Park Place – New 28 Units
 - 2341 Mira Vista – New 6 Units
 - 2345 Mira Vista – New 4 Units
 - 2314 Montrose – New 5 Units
 - 1961 Waltonia – New 6 Units

6. **FMWD** – No Report

7. **Street Projects**

- Verdugo Paving Project – City of Glendale – On Hold

8. **Field Maintenance & Operations – March 1, 2020 – March 31, 2020**

- **Water Lateral Leaks & Repairs**

5504 Goss Canyon 2398 Mayfield 4340 Cloud
2357 Teasley

- **Large Water Meter Replacement**

- No Report

- **Water Main Leaks**

- No Report

- **Valve Replacement**

- No Report

- **Fire Hydrant Repair**

- No Report

- **Booster Pump Maintenance**

- No Report

- **Reservoir Maintenance**

- No Report

- **Sewer Maintenance – March 1, 2020 – March 31, 2020**

- On hold

- **Sewer Manhole Repair**

- No Report

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

March 1 - March 31, 2020

Well Production:	51,664,978	Gals		
GWP Production:	0	Gals		
Gravity Production:	1,290,554	Gals	% GW	61%
Purchased Water:				
FMWD:	33,198,975	Gals		
City of Glendale:	0	Gals	% Import	39%
TOTAL:	86,154,507	Gals		
	264.40	ac-ft		
Glenwood Nitrate Water				
Reclamation Plant:*	2,000		*Included in Well Production	

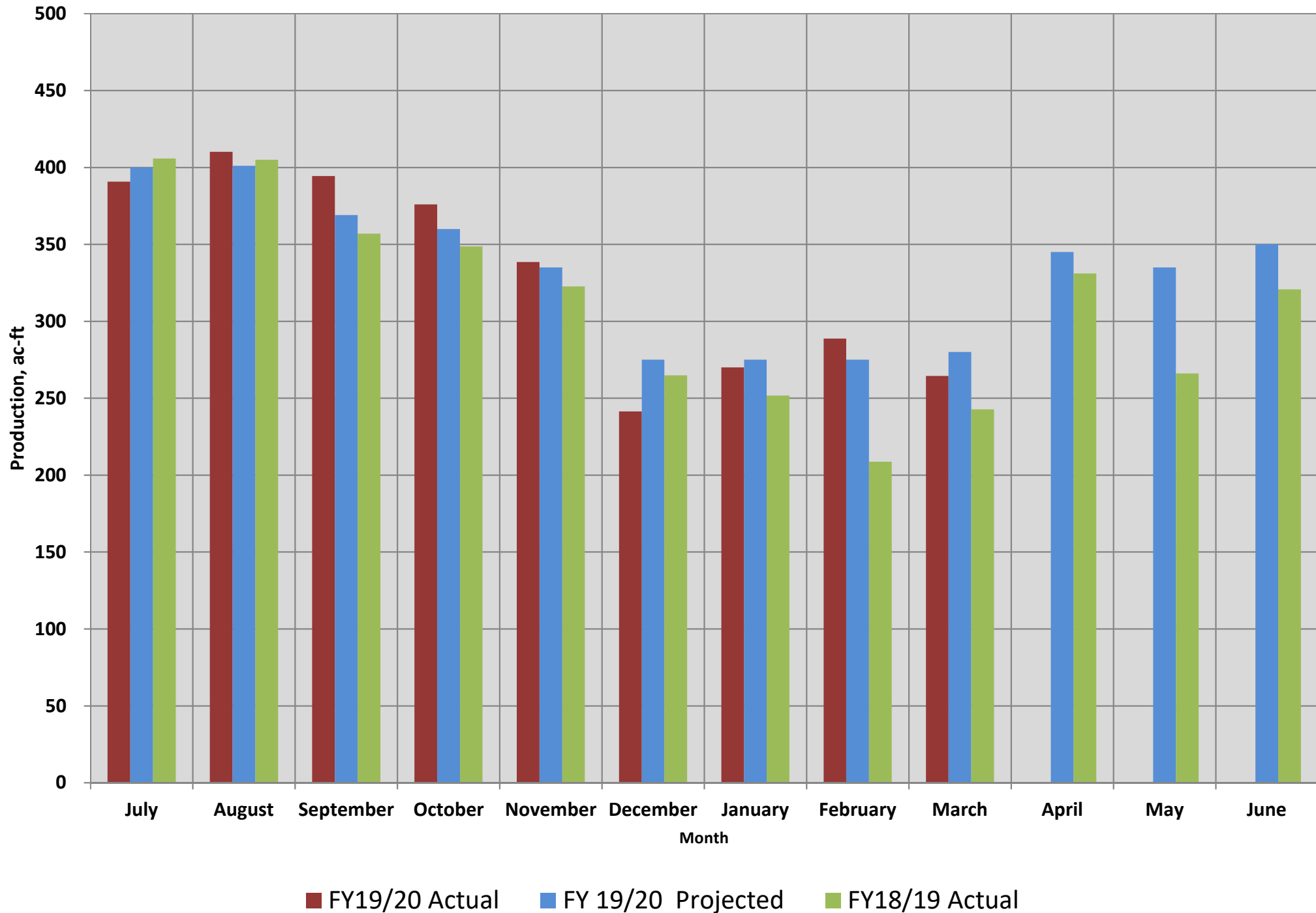
WATER DEMAND COMPARISON

Time Period			Average Daily Usage (gals)		Current Period Change			
March 1 - March 31, 2020			2,660,782					
March 1 - March 31, 2019			2,519,148		5.6%			
5-yr Average - March 2015 - 2019			2,827,634		-5.9%			
RAINFALL: March 1 - March 31, 2020			5.89"					
Season-To-Date:			14.38"					
2019/20 Fiscal Year Water Production			WY 19/20 - Groundwater Production Water Rights		GWP (Well 16) Water Production - 2020		Purchased Water Production Tier 2 Allocation - 2020	
Month	Actual Total Water Production (ac-ft)	Projected Total Water Production (ac-ft)	Month	Month	Month	Well Production (ac-ft)	Month	Imported Water Production (ac-ft)
July	391	400	October	166	January	0	January	102
August	410	401	November	171	February	0	February	130
September	394	369	December	161	March	0	March	102
October	376	360	January	168	April		April	
November	339	335	February	158	May		May	
December	241	275	March	163	June		June	
January	270	275	April		July		July	
February	289	275	May		August		August	
March	264	280	June		September		September	
April		345	July		October		October	
May		335	August		November		November	
June		350	September		December		December	
Total to Date	2,974	2,970	Total to Date	986	Total to Date	0	Total to Date	334
Projected	4,004	4,000	Water Rights	3,294			Tier 2	2,154
% of Projected	74.4%	74.3%	% of Rights	30%			% of Allocation	15%
Remaining	1,026	1,030	Remaining	2,308			Remaining	1,820

NOTE:

1) Blue Numbers = Estimated Water Production

Monthly Water Production: FY19/20 Actual, FY 19/20 Projected & FY18/19 Actual



Monthly Rainfall - 1963/64 - 2019/20 (Oct.- March)

