

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, September 15, 2015 at 7:00 p.m.**

Posted: September 11, 2015 at 3:00 p.m.

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.

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 (3) minute comment.

Foothill Municipal Water District Report

1. Report on activities at Foothill Municipal Water District.

Consent Calendar

1. Consideration and approval of Minutes of the Regular Meeting on September 1, 2015.
2. Ratification of Disbursements for August 2015.

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 (2) minute comment.

1. **Appeal of a High Water Bill** – Consideration and possible action to grant a request for relief from a high water bill by Mr. Ron McPherson at 2533 Olive Ave.
2. **ACWA Region 8 Elections** – Consideration and motion regarding the casting of the District's vote for ACWA Region 8 officers for the 2016-17 term.
3. **Management Positions – Superintendent and Program Specialist** – Consideration and motion to authorize the General Manager to change the title for the Program Specialist to the Regulatory Affairs/Public Information Manager and adopt a new salary scale for this position.
4. **Water and Wastewater Cost of Service Study, Project M-958** – Consideration and motion to authorize the General Manager to enter into an agreement for the Water and Wastewater Cost of Service Study as discussed by the Engineering and Finance Committees.
5. **Lower Pickens Canyon Pipeline Crossing Repair, Project E-957**
 - a. Report and discussion regarding the Lower Pickens Canyon pipeline crossing repair project.
 - b. Consideration and motion to authorize the General Manager to enter into agreements for the design and construction of temporary erosion control measure for the Lower Pickens Canyon pipeline crossing at cost of \$60,000.

Information Items

Written Communications to District

Staff Reports

Secretary-Treasurer

1. Cash and Investments –September 11, 2015.

General Manager

1. Administrative Report.

District Engineer

1. Water Production Report –September 1 – 11, 2015.
2. Report on Administrative and Field Operations.

Program Specialist

1. Report on Water Conservation issues.

Information Technology

1. Report of Information Technology issues.

Attorney

1. Report on legal and related matters relevant to the District.

Reports of Committees

Engineering Committee

1. Report of Engineering Committee meeting held on September 11, 2015.

Finance Committee

1. Report of Finance Committee meeting held on September 11, 2015.

Employee Relations Committee

1. Report of Employee Relations Committee meeting held on September 11, 2015.

Policy Committee

1. Consideration of policy issues affecting the District.

Community Relations/Water Conservation Committee

1. Consideration of water conservation issues affecting the District.

Emergency Planning Committee

1. Consideration of emergency planning issues affecting the District.

Director's Oral Reports

Report on issues, meetings, or activities attended by Directors.

Closed Session

- **Conference with Legal Counsel**

- o Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:
One case.

Board Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS

September 1, 2015

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Regular Meeting of August 11, 2015, a Regular Meeting was held on September 1, 2015, at 7:00 p.m. at the District office at 2700 Foothill Blvd., La Crescenta, California, with President Kenneth R. Putnam presiding.

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

Directors:

**James D. Bodnar
Michael L. Claessens
Kerry D. Erickson
Kenneth R. Putnam
Judy L. Tejeda**

Attorney:

Thomas S. Bunn

General Manager:

Thomas A. Love

Secretary-Treasurer:

Ron L. Mitchell

District Engineer:

David S. Gould

Others Present:

**Mark Hass, IT Manager
Wendy Holloway, Customer Accounts Supervisor
Christy Scott, Program Specialist
Larry Byers, Plant Superintendent**

PLEDGE OF ALLEGIANCE

President Putnam opened the meeting by asking Mr. Mitchell to lead the Board and staff in reciting the Pledge of Allegiance.

ADOPTION OF AGENDA

It was moved by Director Bodnar, seconded by Director Tejeda and carried by a 5-0 vote that the Agenda for the Regular Meeting of September 1, 2015 be adopted as presented.

PUBLIC COMMENT – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – All items on consent calendar were approved. Action Item 1 regarding the ACWA Region 8 nominations was approved to support the Region 8 nominating Committee's recommended list. Action Item 2 was approved to nominate Director Matthews to the ACWA Finance Committee for the 2016/17 term. Action Item 3 was approved to nominate Kathleen Tiegs as ACWA President. Ms. Jazmadarian reported that the overall conservation for FMWD for the month of July was 34%.

CONSENT CALENDAR

It was moved by Director Tejeda, seconded by Director Bodnar and carried by a 5-0 vote to approve the Minutes of the Regular Board Meeting held on August 11, 2015.

ACTION CALENDAR

Discussion Regarding Public Goods Charge –Mr. Mitchell reported that staff received an ACWA State Legislative Outreach Alert that indicates that when the legislature returns from recess for the final weeks of the session, there are signs that a proposed public goods charge or other tax on water bills could emerge in a policy bill or in a budget trailer bill form. Such a proposal could be billed as a drought response measure that would generate funding to assist disadvantaged communities that lack safe drinking water and/or have been severely impacted by the drought. ACWA is recommending that its members oppose this position on the current concept. The Public Water Agency Group (PWAG) is made-up of 17 public agency water suppliers and through its legal counsel; Mr. Jim Ciampa has sent a letter of opposition to Kevin de Leon, Senate President Pro Tempore and Toni Atkins, Speaker of the Assembly. It now appears that the Public Goods Charge issue will not be dealt with as a budget trailer bill in this legislative year. Mr. Ciampa has informed the PWAG group that he received a response from Senator Fran Pavely that she will be amending her will log bill, SB20, to strike all prior language and inset in its place new language to create a California Water Resiliency Investment Fund. Her office has indicated that they will not be moving the bill this year, but will start a conversation on a sustainable funding source for state and local infrastructure needs in 2016.

Following discussion:

It was moved by Director Claessens, seconded by Director Tejeda and carried by a 4-0 vote (1 abstained – Putnam) to authorize the General Manager to prepare a letter of opposition and send when appropriate.

Chloramination Treatment System Procurement and Installation at Williams Reservoir, Project E-733CS-3 – Mr. Gould reported on July 21, 2015, the Board authorized the General Manager to advertise for bids for the subject project. An optional pre-bid meeting was held on July 29, 2015; however, only one contractor attended the meeting. At that time staff determined that CVWD would get better results if this project was bid to suppliers rather than installation contractors. A revised request for quote was sent out on August 11, 2015 with a revised bid date of August 26, 2015 and revised engineer's estimate of \$45,000. On August 26, 2015 at 2:00 p.m. the District opened and read the bids and Cortech Engineering of Yorba Linda, CA was the apparent lowest responsible bidder at \$39,269.75 which is 12.1% less than the engineer's estimate. It is staff's recommendation to award the contract for the subject project to the lower responsible bidder, Cortech Engineering at a cost of \$39,269.75 and establish a 10% contingency fund of \$3,930.

Following discussion:

It was moved by Director Claessens, seconded by Director Tejeda and carried by a 5-0 vote to authorize the General Manager to award a contract to the lowest responsible bidder, Cortech Engineering, Inc., for the procurement and installation of the Chloramination Treatment System at Williams Reservoir at a cost of \$39,269.75 and establish a contingency amount of \$3,930 (10% of contract) to cover the cost of unforeseen or additional work.

Replacement of Motor Control Center at Oak Creek Reservoir, Project E-931 – Mr. Gould reported on March 2015, staff requested that Cannon provide quality control inspection services until CVWD's inspector was back at work. A contract was approved by the Board of Directors on April 17, 2015 for a cost of \$54,300, which included full-time inspection, daily and weekly reports, responses to request for information, verification of equipment delivery, coordination with CVWD personnel and with SCE and project close out. Cannon sent a letter requesting an additional \$11,000 to provide quality control inspection through site clean-up and demobilization. The contractor has completed the installation of the MCC, which is currently in service. The contractor is finalizing the project close-out punch list and should be completely done by September 4, 2015. The time needed from Cannon will be minimal to close-out the project. The original agreement for design services included a 10% contingency for additional costs; however, the agreement for quality control inspection services did not include the 10% contingency. Therefore, it is staff's recommendation to authorize the General Manager to enter into an amendment to the agreement with Cannon for quality control inspection services at a cost of \$11,000 to complete the project.

Following discussion:

It was moved by Director Bodnar, seconded by Director Claessens and carried by a 5-0 vote to authorize the General Manager to amend the agreement with Cannon Corporation at a cost of \$11,000 for quality control inspection services related to the replacement of the motor control center at Oak Creek Reservoir.

INFORMATION ITEMS – None.

WRITTEN COMMUNICATIONS TO DISTRICT – None.

REPORTS OF PERSONNEL

SECRETARY-TREASURER – Mr. Mitchell provided the Summary of Cash and Investment report which contained the following items:

Investment Portfolio Summary – as of August 28, 2015:

Cash Accounts	\$257,021
Great Pacific Securities	\$1,774,372
Bond Debt Service Fund Acct	\$202,461
Local Agency Investment Fund	\$1,248,885
Transfer from MTBE Reserve	\$2,000,000
Federal Farm Credit (78)	\$498,595
Federal Farm Credit (81)	\$974,410
Federal Farm Credit (83)	\$504,435
Federal Farm Credit (86)	\$980,310
Federal Farm Credit (87)	\$500,020
Federal Farm Credit (96)	\$959,028
Federal Farm Credit (97)	\$1,220,580

MTBE Contingency Funds

Local Agency Investment Fund	\$826,489
Great Pacific Securities	\$1,165,345
Transfer to Water Reserve	(\$2,000,000)
Federal Farm Credit (M-35)	\$820,064
Federal Farm Credit (M-36)	\$982,730
Federal Farm Credit (M-38A)	\$983,240
Federal Farm Credit (M-38B)	\$983,240
US Treasury (M-39A)	\$993,670
US Treasury (M-39B) SOLD	
US Treasury (M-40)	\$982,730

Fund Balances at July 31, 2015

Water	\$11,713,566.65
Wastewater	\$5,453,739.16

The Finance Committee discussed the meeting that was held on August 28, 2015 at 3:30 p.m. reviewing and discussing with Great Pacific Securities the District's Investment Policy and the investment strategies. The Committee and staff answered several questions from other members of the Board. The discussion concluded with the Board requesting that staff arrange for Great Pacific Securities to come back to a future meeting and make their presentation to the entire Board.

GENERAL MANAGER – Mr. Love reported that we have exceeded our conservation target by about 30 million gallons through August. He also reported on the impact of the District's revenue due to the drought conditions and talked about some of the cost savings that the District has already realized to counteract the loss of revenue.

DISTRICT ENGINEER

Water Production – For the period of August 1 through August 26, 2015, water production averaged 15.2 million gallons per day, which is **14.7% less** than the daily average production of the same period in 2014. This is **25.2% less** from the daily average production of the previous five years.

Rainfall: August 2015	0.00"
Season-to-date:	12.28"

Administrative and Field Operations – Mr. Gould provided a memorandum and discussed the following:

Rainfall Update – 0.00" for August 2015. Rainfall total for 2014-15 is 12.28".

Report on Engineering:

CIP Projects – Ocean View Chlorination Project – Building – Mobilization – Early November 2015. Treatment Equipment – Award of Contract. Electrical Work – Finalizing design. Site work for CVWD crews – Scheduled for early October 2015. Oak Creek MCC – Contractor working final punch list. Pipeline Projects – Under design. 2600 Block of Harmony Place, 2700 Block of Brookhill Avenue, 3900 Block of Park Place, 2800 Block of Prospect, and 4400 Block of Glenwood. Well 16 – Pipeline and

Building. Building & Facilities - Pre-construction meeting – August 28, 2015.
Mobilization – September 21, 2015. Pipeline – Install valve vault and final paving.
Behind schedule – Completion date – September 11, 2015. Pickens Canyon Slope Repair
– Aerial Topography complete; Property Mapping – 75% complete. Site investigation
report at September 11, 2015 Engineering Committee meeting.

Water and Wastewater Cost of Service Study – Proposal sent out on July 24, 2015.
Proposals due August 26, 2015. Consultant Interviews – September 2 – 9, 2015. Award
of Contract – September 15, 2015.

Crescent Valley County Park Stormwater Recharge Facility Study – Preliminary
Report – 45% complete. Task Force Meeting – Tentative set for October 2015.

Nitrate Removal Treatment Facility at Well 2 Project – Grant Application submitted
by LACFCD on August 7, 2015. Preliminary approval – November 2015. Construction
to start – April 2016. Working with APT Water on agreement for nitrate removal
treatment facility. CEQA - Negative Declaration, sent out “Notice of Intent: on August
28, 2015. Review period – August 28 – September 29, 2015. Public Hearing – October
6, 2015.

ULARA – Administrative Committee Meeting October 21, 2015.

La Canada Flintridge – Water Committee – No Report.

Water Meter Replacement Program – Received 1,000 new ¾” meter and 100 new 1”
meters. Started FY 15/16 water meter replacement program. Replaced 36 meters to date.

Report on Administrative and Field Operations:

Well Status – Well production capacity was averaging 2.0 MGD for August.

Field Maintenance and Operations update for August 1 – August 28, 2015

Water lateral leaks & repairs

- 4614 Hume
- 2860 Mayfield
- 2357 Mountain Ave.
- 4355 Rosemont
- 2156 Crescent Ave.
- 3048 Orange
- 5138 Pennsylvania
- 5545 Rock Castle
- 4712 New York
- 2365 Teasley
- 4526 Ramsdell

Water Main Leaks – 3900 Park Place.

Sewer Maintenance – 4800 Blocks of Janvier and Sunset. 2400 Blocks of Mountain,
Los Olivos, Fairmount. 4600 Block of Marellen. 2500 Block of Fairmount. 4600 – 4700
Blocks of Sunset. 4500 Block of Rosemont. 2300 Blocks of Chapman, Orange Cove,
Panorama, El Moreno, Mountain, Los Amigos. 4800 & 4900 Blocks of El Sereno. 4500
– 4800 Blocks of Briggs, including easement areas. 2400 – 2500 Blocks of Foothill.
4400 Block of Sunset. 2400 – 2500 Blocks of Mary, Community.

PROGRAM SPECIALIST –

Monitoring Report Submitted to State for August 2015:

Production Numbers *

- | | |
|---|--------|
| • Total Water Production July 2015: | 358 AF |
| • Total Water Production July 2013: | 486 AF |
| • Percent Reduction: | 29% |
| • Residential Gallons per Capita per Day(R-GPCD) June 2015: | 103 |

*Data was calculate using estimated numbers for August 26th – August 31st

Compliance Reporting*

- | | |
|---------------------------------------|----|
| • Days of outdoor Irrigation Allowed: | 2 |
| • Number of Water Waster Complaints: | 51 |
| • Number of Follow-ups: | 51 |
| • Number of Warnings: | 51 |
| • Number of Penalties: | 0 |

*Data as of 08/26/15, a breakdown of the specific violations is attached

Mandatory Water Reduction Goal

- | | |
|--|---------------------------|
| • Compliance Period: | June 2015 – February 2016 |
| • Compliance Goal | 380 AF |
| • Acre Feet Saved for July | 128 AF |
| • Acre Feet Saved to Date during compliance period | 407 AF |
| • Percent of Goal Achieved to Date | 107% |

Turf Rebates: *

- | | |
|--------------------------------------|-----------|
| • Pending Applications: | 83 |
| • CVWD Funds Remaining: | 0 |
| • Funds Submitted to MWD 2014/15 FY: | \$577,850 |
| • MWD Funds Received 2014/15FY: | \$479,250 |
| • MWD outstanding: | \$98,600 |
| • Square Feet Removed | 288,925 |

*Data as of 08/26/15

Ms. Scott also reported that the 2015 UWMP will be due to the Department of Water Resources July 1, 2016. Typically the District participates with FMWD, Valley, Rubio, and Lincoln in completing a regional style UWMP. FMWD received four responses to their RFP for consultant services as follows:

1. Arcadis - \$91,176
2. SA Associates - \$99,000
3. Risk Management Professionals Inc. - \$117,937 to \$135,577
4. Stetson - \$156,000

Interviews have been scheduled with the two lowest bidders. FMWD will enter into a contract with the selected consultant and CVWD will reimburse FMWD for CVWD's portion of the cost.

Upcoming Events: September 13, 2015: Descanso Gardens Drought Tolerant Landscape and Rain Barrel Event. 10:00 a.m. to 2:30 p.m. October 24, 2015: Smart Gardening Workshop 9:30 a.m. to 11:00 a.m.

INFORMATION TECHNOLOGY – No Report

ATTORNEY – Mr. Bunn congratulated the District regarding the letter received from the State Board on meeting our water conservation target. The State Board has sent out other letters and has started the enforcement process. Approximately 2/3 of agencies have met their conservation standards. They are giving a 1% grace period. Agencies that are 1% to 5% off their target (59 suppliers) received warning letters; if 5 to 15% off, they received a notice of violation and an information request with details on how they are conserving water and given 12 days to respond. If more than 15% off meeting standards (16 suppliers) they sat down with the State Board as well as receiving notice of violation and they were told how to achieve the conservation standards. Mr. Bunn also gave a legislative update. AB1 prohibits fining people with brown lawns, AB349 prohibits HOA from prohibiting drought tolerant landscaping and artificial turf and once the drought emergency is over they can't require them to remove it. Assembly Member Gatto's bill requires cities and counties to allow artificial turf on residential properties. SB7 requires water purveyors to require new developments have individual meters and it would prohibit the water purveyor from charging capacity or connection fees. SB20 was introduced to make well drilling logs public, but it is now the California Water Resilient Investment Act. This sets up a legislative fund for drought issues. The bill that we were concerned about for the water district's having to disclose all of its type of software they use, it's still there, however, it has been amended to address ACWA's chief concerns, which are the same security concerns that we have. The ACWA sponsored bill about Chromium 6 that allows people while they are building treatment plants to get variances from Chromium 6 standards has passed the legislature and is awaiting the Governor's signature. SB555 will require retail water suppliers to conduct annual water loss audits, by a 3rd party.

REPORTS OF COMMITTEES

Engineering Committee – Director Putnam reported that the Committee will meet on September 11, 2015 at 8:00 a.m.

Finance Committee – Director Bodnar reported that the Committee meeting was reported on in the Secretary Treasurers staff report.

Employee Relations Committee – Director Erickson reported that the Committee will meet on September 11, 2015 at 10:30 a.m.

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

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

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

DIRECTORS ORAL REPORTS

Director Erickson reported on a letter he received from the fire department regarding watering on slopes and hillsides in conjunction with water purveyors rules.

Director Claessens reported that he attended two financial committee meetings, including the one with Great Pacific Securities. On August 15, 2015, he attended the site visit for the Pickens Canyon Pipeline, and on August 27, 2015 he attended the CVTC meeting.

Director Tejeda reported that she attended the CV Alliance meeting and discussed the bank building in construction at Pennsylvania and Foothill Blvd., and the wall being built at the Pennsylvania onramp for a housing project.

Director Bodnar reported that on August 12th he attended the AWWA Seminar and saw 6 of CVWD's employee's there taking classes for their certifications. He attended the site visit for the Pickens Canyon Pipeline, and attended the Finance Committee meeting on August 28th. He also said that he is a new member of the City of Los Angeles Recycled Water Group.

Director Putnam reported that he attended a meeting of Central Basin Conservation Group and discussed how some agencies are spending a lot of money to get the message out to customers and having elaborate programs regarding water conservation.

CLOSED SESSION – None

ADJOURNMENT

There being no other business to come before the Board at 8:39 p.m., it was moved by Director Tejeda and seconded by Director Bodnar that the meeting be adjourned to September 15, 2015 at 7:00 p.m.

APPROVED

Kenneth R. Putnam
President

Ron L. Mitchell
Secretary-Treasurer

CASH DISBURSEMENTS LIST

AUGUST 2015



<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
0	8/24	Southern California Edison Co.	Power purchased	26,241.56	513.45
32295	8/5	American Van Equipment, Inc.	Aersol Can caddy for Unit #23A	19.79	19.79
32296	8/5	Associated Soils Engineering	E-940 Well 16 professional services	1,025.00	
32297	8/5	CalPers	Employee contributions for 07/2015	20,215.54	11,958.42
32298	8/5	Cannon	E-940 Services through 06/30/15 for Well 16	3,625.08	
32299	8/5	Armida N. Castro	Well site rent 7/1/15 to 6/30/16	75.00	
32300	8/5	Spectrum Business	Data communications Mills House	2,370.23	790.06
32301	8/5	Spectrum Business	Data communications Office	1,697.34	565.78
32302	8/5	Philip Chiu	Turf rebate	4,500.00	
32303	8/5	City of Glendale - Permits	Electrical permit for E-940 Well 16	2,177.41	
32304	8/5	City of Glendale Water & Power	E-940 Costs for electrical service at 2740 Hermosa (Rockhaven Well)	29,097.00	
32305	8/5	City of LA Bureau Sanitation	Sewerage Facilities Charge		4,337.71
32306	8/5	Cleantech Services, LLC	Deposit refund & charges for flooding meter	929.70	
32307	8/5	Colonial Life & Accidents Ins.	Employee paid insurance	183.61	
32308	8/5	Contractor Compliance & Mont Inc.	E-733CS Labor compliance services	340.00	
32309	8/5	Esther Coronado	Well site rent 07/01/15 to 06/30/16	75.00	
32310	8/5	Nozar Daylami	Turf rebate	3,200.00	
32311	8/5	Nelida Degidio	Turf rebate	3,800.00	
32312	8/5	Grainger	Exhaust fan for plant	66.36	22.12
32313	8/5	Brianne Keith	Well site rent 7/1/2015 to 6/30/2016	75.00	
32314	8/5	LA Dept Water and Power	Power purchased	47.14	
32315	8/5	Mimecast North America, Inc.	Email security	150.00	50.00
32316	8/5	Christina Olmedo	Mileage reimbursement	19.01	2.73
32317	8/5	Kim Rhoads	Mileage reimbursement	29.33	
32318	8/5	Royal Wholesale Electric	30 amp service for small generators	312.49	104.13
32319	8/5	Sawyer Petroleum	560 gal.clear diesel/Glenwood	1,162.89	387.62
32320	8/5	Mrs. Jo Ann Smith	Well site rent 07/01/15 to 06/30/16	75.00	
32321	8/5	Still Mor Automotive Inc.	Unit #36 - brakes & power steering repairs	475.89	158.63
32322	8/5	Sully-Miller Contracting Co.	Cold mix	543.20	
32323	8/5	The Gas Company	Gas purchased office	11.84	3.94
32324	8/5	Madeline Thomason	Turf rebate	400.00	
32325	8/5	Tri-Xecutex Corp	Annual check on secuirty alarms, smoke detectors and back-up bat	420.00	140.00
32326	8/5	UPS	Shipping charges plant	9.48	9.47

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
32327	8/5	Alan Verdi	Reimbursement for welding class and books	229.59	76.53
32328	8/5	Waste Management - Sun Valley	Disposal service office	699.07	233.02
32329	8/5	Western Water Works	4"x12"black nipple and repair clamp	191.08	
32330	8/5	Yellow Jacket Drilling Services, Inc.	M-903A - Final progress payment	3,108.25	
32331	8/11	A.O. Richardson Equipment Rentals, Inc.	Water truck rental for M-903A	541.36	
32332	8/11	Sarineh Aboolian	Turf rebate	4,400.00	
32333	8/11	ACV Systems, LLC	Repairs at Paschall Booster Station	1,366.80	
32334	8/11	ADS, LLC	Monthly monitoring		1,580.00
32335	8/11	All American Landscape Co.	Monthly maintenance main office	217.50	72.50
32336	8/11	Allstar Fire Equipment Inc	Restocking and shipping fee for returned items	25.80	
32337	8/11	Ambient Environmental, Inc.	Water sampling at Ordunio Reservoir and CV Park wells	600.00	
32338	8/11	Ameripride Uniform Services, Inc	Uniform Rentals	688.79	229.59
32339	8/11	Anawalt Lumber & Materials Co.	Misc Hardware	496.46	28.09
32340	8/11	Arrowhead Mountain Spring Wate	Distilled water	39.91	
32341	8/11	Associated Soils Engineering	E-947 compaction report	700.00	
32342	8/11	AVAYA Financial Services	Land line lease	380.69	126.89
32343	8/11	Sang Bae	Refund Check	40.04	
32344	8/11	BC Laboratories, Inc	Water sampling	1,055.20	
32345	8/11	BC Laboratories, Inc	Water sampling	1,871.25	
32346	8/11	Cannon	E-931 service through 06/2015	3,948.10	
32347	8/11	Capital One Commercial	Misc supplies	334.19	334.18
32348	8/11	Cargill, Inc - Salt Division	24.72 tons bulk solar salt	3,051.96	
32349	8/11	Cash-Petty Cash	Reimburse petty cash	335.05	53.60
32350	8/11	Choice Pest Control	Monthly service Glenwood & various sites	194.75	90.25
32351	8/11	City of Glendale Water & Power	Power purchased	32,531.60	77.75
32352	8/11	Dell Marketing L.P.	Lease contract	415.34	138.44
32353	8/11	Direct Connection	Water conservation post cards	1,577.23	
32354	8/11	Do-it Center	Misc hardware 07/2015	179.17	23.22
32355	8/11	Eurofins Eaton Analytical Inc.	Water analysis	360.00	
32356	8/11	Fedak & Brown LLP	Accounting services rendered during 07/2015	860.00	860.00
32357	8/11	Salim Ghaby	Turf rebate	1,500.00	
32358	8/11	Denise Gick	Turf rebate	2,760.00	
32359	8/11	Heidi and John Gilles	Turf rebate	3,400.00	
32360	8/11	Grainger	Exhaust motor for rest room/rec.room & wire brush wheels	325.92	242.92
32361	8/11	Luis Granados	Turf rebate	1,200.00	
32362	8/11	Great America Leasing Corp.	Kyocera Copier lease	434.91	434.91
32363	8/11	Hercules Industries, Inc	60- lockoff padlocks	404.50	
32364	8/11	Info-Com Business Products	Office chairs for Tom, Mark, Christy	889.76	889.76
32365	8/11	J&R Concrete Products, Inc	W4-1/2 boxes and meter reading lids in polymer and concrete	8,533.07	

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
32366	8/11	Just Tires, Inc.	Tire repair for unit #43	16.68	5.56
32367	8/11	Daniel Kimber	Turf rebate	1,800.00	
32368	8/11	L.A. County Dept. Public Works	Excavation permits	3,423.00	
32369	8/11	Velia La Garda	Turf rebate	2,400.00	
32370	8/11	Ethelinda Llanera	Turf rebate	3,000.00	
32371	8/11	Paul Lusby	Turf rebate	4,800.00	
32372	8/11	Kristin Maitlen	Turf rebate	1,500.00	
32373	8/11	Herb Marshall	Turf rebate	4,000.00	
32374	8/11	Marian Mc Naughton	Turf rebate	2,700.00	
32375	8/11	Steve and Anne Moser	Turf rebate	3,240.00	
32376	8/11	O'Reilly Auto Parts	Misc parts 07/2015	19.07	19.07
32377	8/11	Office Depot - Credit Plan	Misc supplies	491.43	451.92
32378	8/11	Orchard Supply Hardware	Misc hardware 07/2015	535.34	288.09
32379	8/11	Diane Papazian	Refund Check	34.85	
32380	8/11	Paper Cuts, Inc	Paper shredding	2.50	2.50
32381	8/11	Paveco Construction Inc	List 2014-15-15 - various paving locations	21,635.22	
32382	8/11	Monica Peplow	Turf rebate	1,200.00	
32383	8/11	Ramco	Crushed misc base	2,216.38	
32384	8/11	Maryann Roberts	Refund Check	128.22	
32385	8/11	David Scott	Turf rebate	2,600.00	
32386	8/11	Star Brite Bldg. Maintenance Inc	Janitorial service 08/2015	618.75	206.25
32387	8/11	Stemar Equipment & Supply Co.	4 - 25' fire hoses for pipeline maintenance	494.11	
32388	8/11	The Gas Company	Gas purchased Glenwood	26.13	8.71
32389	8/11	Trench Shoring Company	Steel plate at 5481 Ocean View	305.00	
32390	8/11	UPS	Shipping charges plant	9.48	9.47
32391	8/11	Greta Upton	Refund Check	39.14	
32392	8/11	Francisco Valero-Cuevas	Turf rebate	3,000.00	
32393	8/11	Vision Service Plan Co-(CA)	Group vision	284.15	189.42
32394	8/11	Ying Wang	Turf rebate	4,600.00	
32395	8/11	West Coast Pipe	E-940 160' - 8" weld bell 20' cml x cmc pipe	3,248.20	
32396	8/11	Western Water Works	12 - 4" stdx8" FC Repair clamps	1,375.05	
32397	8/11	Jenny Yu	Refund Check	82.89	
32398	8/20	Larry Byers	Dental Reimbursement	47.04	31.36
32399	8/20	Mark Hass	Dental Reimbursement	240.00	160.00
32400	8/20	Ron Mitchell	Health Reimbursement	131.27	87.51
32401	8/24	ABC Auto Electric	Repair rear brake light on unit #36	56.25	18.75
32402	8/24	Affordable Generator Services, Inc.	Inspection & service for generators #35,29,30,41,28	1,275.00	
32403	8/24	Aflac	Employee paid insurance	1,323.53	
32404	8/24	Airgas On-Site Safety Services, Inc	Cost to fix & calibrate gas detector	129.32	43.11

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
32405	8/24	Airgas USA, LLC	Cylinder rental	190.08	190.07
32406	8/24	Allstar Fire Equipment Inc	4" fire hydrant caps	390.99	
32407	8/24	Varzig Altounian	Refund Check	12.77	
32408	8/24	ARC	Monthly MPS billing	787.92	262.64
32409	8/24	AT&T	Enterprise voice communication	3,063.88	951.08
32410	8/24	AT&T Mobility	Cell phone service 07/2015	1,183.53	394.51
32411	8/24	BC Laboratories, Inc	Water analysis	915.50	
32412	8/24	Stan Brothers	Turf rebate	3,200.00	
32413	8/24	California Water Environment	Fall 2015 Collections test and membership Bryan Jones	319.00	
32414	8/24	California Water Environment	Fall 2015 Collections test and membership Jake Whitaker	319.00	
32415	8/24	Campbell's Automotive Service	Unit #1 - replace ignition coil	208.93	69.64
32416	8/24	City of Glendale Water & Power	Power purchased	54.79	
32417	8/24	Corporate Telecomm	Monthly maintenance	175.52	58.51
32418	8/24	County of Los Angeles	LAFCO Charges FY2015/16	4,219.20	
32419	8/24	County Sanitation District #2	Inert loads	1,830.48	
32420	8/24	Dataprose LLC	Postage and printing controls 1-4 for 07/2015	1,804.94	1,804.93
32421	8/24	Eurofins Eaton Analytical Inc.	Water analysis	162.00	
32422	8/24	First Choice	Coffee service plant	150.07	150.06
32423	8/24	Flagtime, U.S.A.	New USA and California flags at Main Office	94.00	94.00
32424	8/24	Gregory Foley	Turf rebate	2,400.00	
32425	8/24	Foothill Car Wash, Lube & Oil	Oil change and service unit #34	212.54	218.09
32426	8/24	Foothill Municipal Water	FMWD purchased water for July 2015	155,238.63	
32427	8/24	Gene's Paint & Body Shop	Repair bumper on Unit #44	1,418.37	472.79
32428	8/24	Grainger	Recloseable bags, nipples and safety fencing	299.98	71.71
32429	8/24	Hamilton Tool & Engineering	4" Pipe core drill bit for unit #3	327.00	109.00
32430	8/24	Joseph Ho	Refund Check		48.25
32431	8/24	Roger Hooks	Refund Check	46.79	
32432	8/24	J.G. Tucker & Son, Inc.	Repair/calibrate sewer gas detector		462.40
32433	8/24	Ruth Jacobson	Refund Check	1.27	
32434	8/24	Jung Sook Kim	Refund Check	9.81	
32435	8/24	Jarita Kirkwood	Turf rebate	1,350.00	
32436	8/24	LA Dept Water and Power	Power purchased	46.27	
32437	8/24	Lincoln Financial Group	Long Term and Dental insurance 08/2015	3,052.66	2,035.11
32438	8/24	Frances Mason	Turf rebate	1,800.00	
32439	8/24	Kenneth Munday	Turf rebate	1,500.00	
32440	8/24	Kevin Murphy	Turf rebate	4,400.00	
32441	8/24	New Image Landscaping & Tree Service, Inc.	Monthly landscape maintenance	827.50	152.50
32442	8/24	Northern Safety Co., Inc	Misc. first aid items	107.41	35.80
32443	8/24	John Oppenheim	Turf rebate	2,700.00	

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
32444	8/24	Sung Park	Turf rebate	900.00	
32445	8/24	Paveco Construction Inc	List 2014-15-19 - various paving locations	21,822.80	
32446	8/24	Plumbers Depot Inc	Misc sewer fittings		274.01
32447	8/24	Steve Polnicky	Refund Check	50.61	
32448	8/24	Younok Posluszny	Refund Check	11.05	
32449	8/24	San-San & Humphrey Price	Turf rebate	2,700.00	
32450	8/24	Ameri Ramirez	Turf rebate	1,380.00	
32451	8/24	Scotty's & Sons, Inc	Torx power Allen keyset	39.19	39.18
32452	8/24	Shell	Gas purchased	1,769.82	589.94
32453	8/24	Antonio Sistona	Refund Check	52.43	
32454	8/24	Young Jin Son	Refund Check	1.56	
32455	8/24	Stemar Equipment & Supply Co.	24"Street Brooms	132.27	132.26
32456	8/24	Steven Engineering Inc.	E-940 Back panel assembly for telemetry equipment	2,924.99	
32457	8/24	Sully-Miller Contracting Co.	Cold mix	1,013.55	
32458	8/24	Trench Shoring Company	Plywood for E-903A project	397.25	
32459	8/24	Chris Truelove	Refund Check	34.53	
32460	8/24	Underground Service Alert/SC	Underground notifications 07/2015	92.25	30.75
32461	8/24	Univar USA Inc	735 gal.bleach/Glenwood	1,186.55	
32462	8/24	UPS	Shipping charges	9.60	9.60
32463	8/24	Vulcan Materials Company	Cold mix	2,139.18	
32464	8/24	Wells Fargo Card Services	Gould: AWWA Seminar (reg. for 8 employees); Tri-State Seminar (reg. and hotel for 3 employees); books	1,478.02	492.67
32465	8/24	Wells Fargo Card Services	Hass: Monthly recurring charges; computer hardware; conference calling annual charge; parts for S-953	1,549.30	607.98
32466	8/24	Wells Fargo Card Services	Love: CUEMA Summit (reg); staff dinner before Board meeting	416.47	138.82
32467	8/24	Wells Fargo Card Services	Mitchell: CUEMA Summit (reg); windshield for Unit #36	532.44	154.73
32468	8/24	Wells Fargo Card Services	Scott: National Night Out deserts and prizes; Water Smart Innovations Conf (hotel deposit); misc. conservation supplies	862.07	93.43
32469	8/24	Wesco Distribution, Inc	Safety jacket for Jake Whittaker	122.23	40.73
32470	8/24	Western Water Works	Speed wrenches for valves, butt straps, weld elbows	2,715.19	68.67
32471	8/24	Whittier Fertilizer Co	120 bags of top soil for misc.jobs	289.73	
32472	8/24	Robert Wood	Reimburment for S-3 test & certification bonus	580.00	
32473	8/31	St Water Resource Control Brd.	System #190028 State General NPDES Permit	500.00	
Subtotals				<u>\$ 496,809.14</u>	<u>\$ 36,331.08</u>
Total Disbursements for August 2015				<u><u>\$ 533,140.22</u></u>	

CRESCENTA VALLEY WATER DISTRICT BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1
September 15, 2015

To: Honorable President and Members of the Board of Directors
From: Ron L. Mitchell – Secretary-Treasurer
Subject: Appeal of a High Water Bill

ACTION ITEM:

1. **Appeal of a High Water Bill** – Consideration and possible action to grant a request for relief from a high water bill by Mr. Ron McPherson at 2533 Olive Ave.

BACKGROUND:

Mr. Ron McPherson owns the property located at 2533 Olive Ave. and has lived there for over 25 years. Mr. McPherson's usage is consistently in tier 1 or low tier 2, with a high of 16 units over the last five years. While reading for the April 16 to June 15, 2015 billing period, the meter reader discovered that water was passing through the meter and found a leaking sprinkler valve. He turned off the irrigation valve to stop the leak and left a door hanger to explain what had happened. Mr. McPherson was billed for 212 units as a result of this leak.

On August 14, 2015 staff received a letter from Mr. McPherson (copy enclosed), explaining what happened and that the shutoff valve was now closed and the leak stopped. Staff then processed an adjustment in the amount of \$300.00, which is the maximum allowed under the District's policy. Mr. McPherson sent a letter dated September 1, 2015 (copy enclosed) requesting additional relief from his high water bill which staff is now bringing to the Board. Mr. McPherson recognized that it is his responsibility to pay for water he uses and requested that he pay the irrigation rate for this unusually high consumption.

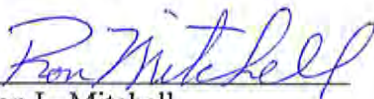
In similar situations, the Board has directed staff to recalculate the bill in question charging only tier 2 rates for all usage over the average consumption for that period. If staff uses that same methodology the average consumption for the June billing period for this account is 10 units and would not go into tiers 2-4. Total consumption was 212 units which mean that the extra 202 units would be billed at tier 2. Staff has prepared a "re-calculated billing" that shows the billing for the period would be \$1,286.56 instead of the \$2,160.04 which was billed or a difference of \$873.48. Since staff has already granted a \$300.00 adjustment, the additional credit would be \$573.48 (\$873.48-\$300.00) if the Board were to choose this solution.

RECOMMENDATION:

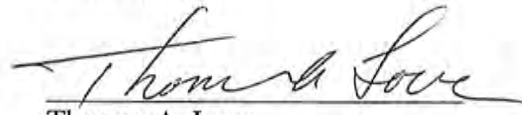
Staff has already provided the maximum adjustment for this account and is ready to place the remaining balance on an amortization schedule for Mr. McPherson.

Prepared by:

Submitted by:



Ron L. Mitchell
Secretary-Treasurer



Thomas A. Love
General Manager

Attachments:

g:\management\board meeting staff reports\2015\09-15-15 board memo - relief request 2533 Olive..docx

September 1, 2015

Ronald McPherson
2533 Olive Ave.
La Crescenta, CA 91214-1632

(818)640-3821

Account No. 010234-000

To: Board of Directors
Crescenta Valley Water District
2700 Foothill Blvd.
La Crescenta, CA 91214-3590

Re: Relief from High water bill

I would like to request additional consideration to lower my water bill. Perhaps billing at the irrigation rate would be appropriate in this case.

I have also included a copy of a letter from Ron Mitchell allowing me a one time credit of \$300.00. I would like to thank the water district for that adjustment.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ron McPherson', with a long, wavy horizontal line extending to the right.

Ron McPherson



Crescenta Valley Water District

2700 Foothill Boulevard, La Crescenta, California 91214
Phone (818) 248-3925 Fax (818) 248-1659

Directors

Judy L. Tejeda
James D. Bodnar
Kerry D. Erickson
Kenneth R. Putnam
Michael L. Claessens

Officers

Thomas A. Love, P.E.
General Manager
Ron L. Mitchell
Secretary-Treasurer

August 27, 2015

Ronald McPherson
2533 Olive
La Crescenta, CA 91214

RE: Account No. 010234-000

Dear Mr. McPherson:

Mr. Love has reviewed your account and problem with excessive water consumption causing a high billing for water service for your residence. He has asked me to personally reply to your request for assistance in the form of an adjustment.

While payment for all water consumption provided through your meter is your responsibility, the District recognizes your efforts to correct the cause of the water loss and is agreeable to a one-time adjustment. This adjustment normally consists of a 50% reduction of all water in excess of normal usage for the periods involved. However, the credit is limited to an amount not to exceed \$300.00. Therefore, we have credited your account for \$300.00. Your new balance is \$1,806.58. If you would like to make payment arrangements, please contact our Customer Service Department.

Please remember that the District has provided a one time adjustment only and future billings for water, even though they may be large, will be your responsibility.

Sincerely,

CRESCENTA VALLEY
WATER DISTRICT

Ron L. Mitchell
Secretary-Treasurer

RLM/wh
cc: Thomas Love

August 14, 2015

Ronald Mc Pherson
2533 Olive Ave.
La Crescenta, Ca 91214-1632

(818)640-3821

Acct. # 010234-000

To: Crescenta Valley Water District
2700 Foothill Blvd.
La Crescenta, CA 91214-3590

Re: Relief from High water bill

I believe that I'm responsible for any water that I use. There was a sprinkler system with a broken body or valve that I was unaware was leaking. We have not used that system in over 10 years and it had a separate shutoff valve that is now closed.

I have lived in this house for over 25 years and currently there are 3 adults living there. If you review your records, I think you will find that I've always been in the low tier 2 usage. I take water conservation very seriously and did not waste water intentionally.

Any help you could give me on this matter would be greatly appreciated. Thank you very much.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ron McPherson', followed by a long, wavy horizontal line.

Ron McPherson

CRESCENTA VALLEY
WATER DISTRICT
2700 FOOTHILL BLVD
LA CRESCENTA, CA 91214-3590

ACCOUNT NUMBER	SERVICE ADDRESS
010234-000	2533 Olive Ave
DUE DATE	
	04/16/15 to 06/15/15
TOTAL CHARGES	AMOUNT ENCLOSED
	\$

Ron McPherson
c/o La Paloma
11240 Peoria Street
Sun Valley, CA 91352-1632

CRESCENTA VALLEY WATER DISTRICT
2700 FOOTHILL BLVD.
LA CRESCENTA CA 91214-3590

DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

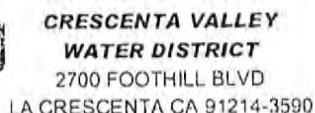
KEEP THIS PORTION FOR YOUR RECORDS

ACCOUNT NUMBER	SERVICE ADDRESS	DUE DATE	BILLING PERIOD
010234-000	2533 Olive Ave		04/16/15 to 06/15/15
METER NUMBER	CURRENT READ	PRIOR READ	USAGE
76152462	341	129	212

SUMMARY OF CHARGES

Previous Balance	\$164.20
Payment	(\$164.20)
Tier 1 - 10 x \$2.33 (Basic Usage)	\$23.30
Tier 2 - 202 x \$3.61 (Average Usage)	\$729.22
Tier 3 - 0 x 6.10 (High Usage)	\$0.00
Tier 4 - 0 x 8.75 (Excessive Usage)	\$0.00
FMWD Charge -212 x \$2.03 (Imported Water Cost)	\$430.36
Fixed Service Charge	\$36.18
Sewer Charge	\$67.50
TOTAL DUE	\$1,286.56

RECALCULATED BILLING STATEMENT



RONALD MCPHERSON
C/O C/O LA PALOMA
11240 PEORIA STREET
SUN VALLEY CA 91352-1632

010234-000

2533 OLIVE

07/23/15

04/16/15 to 06/15/15

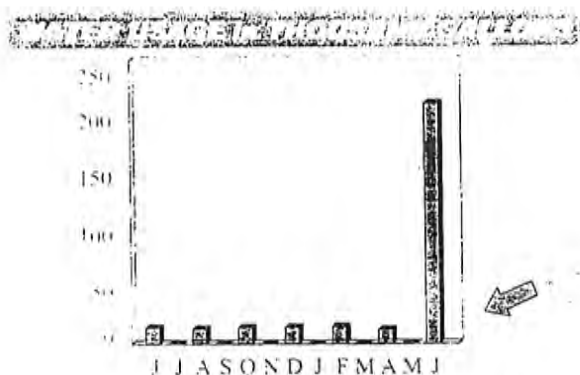
\$2,160.04

\$

CRESCENTA VALLEY WATER DISTRICT
2700 FOOTHILL BLVD
LA CRESCENTA CA 91214-3590

DETACH AND RETURN THIS REMITTANCE PORTION OF THE BILL WITH YOUR PAYMENT
KEEP THIS PORTION FOR YOUR RECORDS

ACCOUNT NUMBER	SERVICE ADDRESS	BILL DATE	DUE DATE	BILLING PERIOD	
010234-000	2533 OLIVE	06/15/15	07/23/15	04/16/15 to 06/15/15	
METER NUMBER	COMMENTS	PRIOR READ	CURRENT READ	USAGE (IN 1,000 GAL)	USAGE LAST YEAR
76152462		129	341	212	15



Due to the severity of the drought and mandatory water reductions from the state, the City of Davis is currently in Stage 2 of water conservation. Watering is only allowed on Tuesday and Saturday before 9:00 a.m. and after 5:00 p.m. mowing down any hardscape areas is prohibited. No watering or irrigating on days when the wind is blowing hard enough to cause overspray or during and 48 hours after a rain event. Residents can report waste of water on the District's website www.cvwd.com



If you have questions regarding this bill or dispute the amount charged, the District's Rules and Regulations (Article 8.05G) permit you to submit a complaint or request an investigation. This process must be commenced by you delivering the complaint or request to the District in writing at:

CVWD
teld

Utility Billing
Service Request Form

8/20/2015 - 9:15 AM

Request Number: 000164-08-2015
Account Number: 010234-000

Last Updated By: teld
On: 8/20/2015

Account Status: Active

Name: RONALD MCPHERSON
Billing Address: 11240 PEORIA STREET
SUN VALLEY, CA 91352

Home Phone:
Business Phone: 8185046161
Service Address: 2533 OLIVE

Request Date: 8/20/2015
Request Description: Check for leak, repairs made
Service Date: 8/20/2015

Water/Gas Meters	Route-Seq Read Dt	Serial No Cons	Register ID No Of Digits	MXU ID	Manufacturer	Model No	Reading
Existing Water Meter	26-0675 8/15/2015	76152462 5	 4		Ipearl	Ipearl.754	346

Location: AT FNC 2'E AT BT

0346722

Comments:

✓ - Meter Registering Accurately.
Not Vacant

Follow up needed? yes no

Serviced By: JSA

Date: 8/20/15

Time: _____

Utility Billing

Comments by Status



User: hollw
Printed: 09/02/2015 - 8:18 AM
Comment Status: Closed
Entry Dates: From: 06/12/2015 To: 06/12/2015

Entry Date	Close Date	Account No	Comment
06/12/2015	06/12/2015	010234-000	SD turned off irrigation valve to stop sprinkler leak. Left door hanger to explain. Rd 0341439
06/12/2015	07/01/2015	014783-000	mailed 6/6/15,
06/12/2015	07/01/2015	027143-000	06/12 - Will pay by 6/19 CALLED AND WILL PAY ON MONDAY 6/22 (LAS)
06/12/2015	07/01/2015	029899-000	Paid payment online thru her bank on May 30. Will contact her bank to she what is going on. Will resolve by 6/30/15

Records Printed: 4



USAGE HISTORY

08/26/2015 - 10:52 AM

Current Customer: 010234-000 Established On: 5/31/1989 Route # 26

Name: RONALD MCPHERSON Address: 2533 OLIVE

Meter #: 76152462 Meter Size: .75 Status: A U/M: Gallons Meter Install Date: 10/22/2013

2015		2014		2013		2012		2011	
Jan	0	Jan	0	Jan	0	Jan	0	Jan	0
Feb	16	Feb	15	Feb	6	Feb	13	Feb	13
Mar	0	Mar	0	Mar	0	Mar	0	Mar	0
Apr	13	Apr	11	Apr	7	Apr	11	Apr	10
May	0	May	0	May	0	May	0	May	0
Jun	212	Jun	15	Jun	5	Jun	10	Jun	10
Jul	0	Jul	0	Jul	0	Jul	0	Jul	0
Aug	5	Aug	14	Aug	5	Aug	9	Aug	11
Sep	0	Sep	0	Sep	0	Sep	0	Sep	0
Oct	0	Oct	15	Oct	4	Oct	10	Oct	9
Nov	0	Nov	0	Nov	0	Nov	0	Nov	0
Dec	0	Dec	15	Dec	15	Dec	6	Dec	10

3 yr average = 10,000

212 - 10 = 202,000

202 ÷ 2 = 101,000

101 × 8.75 = 883.75

101 × 2.03 = 205.03

1088.78

\$300 max
012-Ron

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
September 15, 2015

To: Honorable President and Members of the Board of Directors
From: Ron L. Mitchell – Secretary-Treasurer
Subject: ACWA Region 8 Board Elections

AGENDA ITEM

ACWA Region 8 Board Elections – Consideration and motion regarding the casting of the District's vote for ACWA Region 8 officers for the 2016-17 term.

BACKGROUND:

ACWA divides its members into geographic regions in order to recognize the opinions of all members throughout the state. The District is part of Region 8 which covers most of Los Angeles County and consists of a Chair, Vice Chair and Board Members elected from the various districts represented by the region.

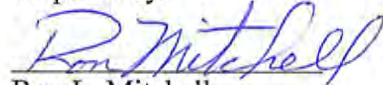
It is now time to elect the 2016-17 ACWA Region 8 officers and board members who will represent and serve the members of Region 8. Enclosed is the ballot that has a slate of candidates identified by the Region 8 Nominating Committee for the officers and board member positions. The District could vote the slate as presented or cast votes for individual candidates for the 2016-17 terms.

Staff recognizes several of the candidates listed and are comfortable that they would be excellent representatives for our region.

RECOMMENDATION:

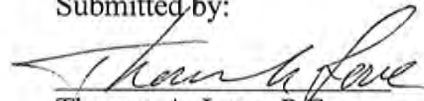
Staff has no recommendation for how the Board should cast the District's vote.

Prepared by:



Ron L. Mitchell
Secretary-Treasurer

Submitted by:



Thomas A. Love, P.E.
General Manager

OFFICIAL

REGION 8 Board Ballot

2016-2017
TERM

Clear Form



**Association
of California
Water Agencies**
Since 1910
Leadership • Advocacy
Information • Service

Please return completed
ballot by September 30, 2015

E-mail: anat@acwa.com
Mail: ACWA
910 K Street, Suite 100
Sacramento, CA 95814

General Voting Instructions:

- 1 You may either vote for the slate recommended by the Region 8 Nominating Committee or vote for individual region board members (please note rules & regulations for specific qualifications). Mark the appropriate box to indicate your decision.
- 2 Complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.

Region 8 Rules & Regulations:

At least one of the chair or vice chair positions must be an elected / appointed director from a member agency.

1

Nominating Committee's Recommended Slate

- ☐ I concur with the Region 8 Nominating Committee's recommended slate below.

Chair:

- **Michael Touhey**, Board President, Upper San Gabriel Valley Municipal Water District

Vice Chair:

- **Stephen L. Cole**, General Manager, Newhall County Water District

Board Members:

- **Frederick "Brian" Bowcock**, Director, Three Valleys Municipal Water District
- **William Cooper**, Director, Castaic Lake Water Agency
- **Gloria D. Gray**, Board President, West Basin Municipal Water District
- **Michael Holmes**, General Manager, Walnut Valley Water District
- **Melvin L. Matthews**, Director, Foothill Municipal Water District

Individual Board Candidate Nominations

(See Rules & Regulations before selecting)

- ☐ I do not concur with the Region 8 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

Candidates for Chair: (Choose one)

- ☐ **Michael Touhey**, Board President, Upper San Gabriel Valley Municipal Water District

Candidates for Vice Chair: (Choose one)

- ☐ **Stephen L. Cole**, General Manager, Newhall County Water District
- ☐ **Leonard E. Polan**, Director, Las Virgenes Municipal Water District

Candidates for Board Members: (Max of 5 choices)

- ☐ **Frederick "Brian" Bowcock**, Director, Three Valleys Municipal Water District
- ☐ **Stephen L. Cole**, General Manager, Newhall County Water District
- ☐ **William Cooper**, Director, Castaic Lake Water Agency
- ☐ **Gloria D. Gray**, Board President, West Basin Municipal Water District
- ☐ **Michael Holmes**, Director, Walnut Valley Water District
- ☐ **Melvin L. Matthews**, Director, Foothill Municipal Water District
- ☐ **Leonard E. Polan**, Director, Las Virgenes Municipal Water District
- ☐ **Michael Touhey**, Board President, Upper San Gabriel Valley Municipal Water District

2

AGENCY NAME

AUTHORIZED REPRESENTATIVE

DATE

Submit

ACWA Region 8 Rules & Regulations

Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association (ACWA Bylaw V, 6.).

Officers

At least one of the chair or vice chair positions must be an elected / appointed director from a member agency.

The term of the chair and the vice chair shall allow for two successive two-year terms allowing a maximum of four consecutive years as chair or vice chair.

The chair will appoint a secretary if one is deemed necessary.

Meetings

The Region 8 board shall approve all region programs and activities.

Region 8 shall have a general membership meeting annually in addition to those meetings at the ACWA conferences.

Attendance

If a region chair or vice chair is no longer allowed to serve on the Board of Directors due to his / her attendance, the region board shall appoint from the existing region board a new region officer. (ACWA Policy & Guideline Q, 1.)

If a region chair or vice chair misses three consecutive region board / membership meetings, the same process shall be used to backfill the region officer position. (ACWA Policy & Guideline Q, 1.)

If a region board member has three consecutive unexcused absences from a region board meeting or general membership business meeting, the region board will convene to discuss options for removal of the inactive board member. If the vacancy causes the board to fail to meet the minimum requirement of five board members, the region must fill the vacancy according to its rules and regulations. (ACWA Policy & Guideline Q, 3.)

Elections

All nominations received for the region chair, vice chair and board positions must be accompanied by a resolution of support from each sponsoring member agency, signed by an authorized representative of the Board of Directors. Only one individual may be nominated from a given agency to run for election to a region board. Agencies with representatives serving on the nominating committees should strive not to submit nominations for the region board from their agency. (ACWA Policy & Guideline P, 2.)

Election ballots will be e-mailed to ACWA member agency general managers and presidents.

The nominating committee shall consist of three to five members.

The nominating committee shall pursue qualified members within the region to run for the region board; consider geographic diversity, agency size and focus in selecting a slate, nominate both elected/appointed officials and staff

members as part of the Region 8 board; and preserve objectivity by not nominating a member of the nominating committee for any elected positions being considered.

See the current region election timeline for specific dates.

Endorsements

ACWA, as a statewide organization, may endorse potential nominees and nominees for appointment to local, regional, and statewide commissions and boards. ACWA's regions may submit a recommendation for consideration and action to the ACWA Board of Directors to endorse a potential nominee or nominee for appointment to a local, regional or statewide commission or board. (ACWA Policy & Guideline P, 3.)

Committee Recommendations & Representation

All regions are given equal opportunity to recommend representatives of the region for appointment to a standing or regular committee of the Association. If a region fails to provide full representation on all ACWA committees, those committee slots will be left open for the remainder of the term or until such time as the region designates a representative to complete the remainder of the term. (ACWA Policy & Guideline P, 4. A.)

At the first region board / membership meeting of the term, regions shall designate a representative serving on each of the standing and regular committees to serve as the official reporter to and from the committee on behalf of the region to facilitate input and communication. (ACWA Policy & Guideline P, 4. B.)

The chair and vice chair shall make all committee appointment recommendations to the ACWA committees, to be ratified by the Region 8 board prior to submission to the ACWA president for consideration.

Tours

ACWA may develop and conduct various tours for the regions. All tour attendees must sign a "release and waiver" to attend any and all region tours. Attendees agree to follow environmental guidelines and regulations in accordance with direction from ACWA staff; and will respect the rights and privacy of other attendees. (ACWA Policy & Guideline P, 6.)

Finances

See "Financial Guidelines for ACWA Region Events" document.

Amending the Region Rules & Regulations

ACWA policies and guidelines can be amended by approval of the ACWA Board of Directors.

The Region 8 Rules & Regulations can be amended by a majority vote of those present at any Region 8 meeting as long as a quorum is present.



RECEIVED

AUG 21 2015

CRESCENTA VALLEY
WATER DISTRICT

BOARD OF DIRECTORS

Brian Bowcock
David D. De Jesus
Carlos Goytia
Dan Horan
Bob Kuhn
Fred Lantz
Joseph T. Ruzicka

GENERAL MANAGER/CHIEF ENGINEER

Richard W. Hansen, P.E.

August 19, 2015

Thomas Love, General Manager
Crescenta Valley Water District
2700 Foothill Blvd.
La Crescenta, CA 91214

Dear Mr. Love:

As you are aware, the Association of California Water Agencies (ACWA) Region 8 Board election slate of candidates was released on July 31st. I am honored to be included as part of that slate and thank the nominating committee for their willingness to serve in this important function. Earlier this year I was appointed to the Region 8 board to complete an unexpired term. The slate nomination for the 2016-2017 terms further validates the contributions I can make by continuing to serve on this board.

With greater than 50 years of public water service, more than 12 years of service as an elected board member of Three Valleys MWD, 10 years as a director on the ACWA-JPIA board, and 15 years of service on ACWA's membership committee, I am poised to continue to support the efforts of the Association. I will continue to provide my perspective on issues facing the water industry on local, regional and statewide levels. I will work collectively and collaboratively with other members of the board to ensure improvement of the programs and initiatives to help improve water efficiencies for the Region 8 member agencies.

I am excited about the opportunities to partner with ACWA Region 8 members to create and build upon the great programs ACWA is recognized for. I humbly seek your support in my bid as an ACWA Region 8 board member as you cast your vote prior to September 30th. Thank you for your consideration.

Sincerely,

Frederick "Brian" Bowcock

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3

September 15, 2015

To: Honorable President and Members of the Board of Directors

From: Thomas A. Love – General Manager

Subject: **Management Positions – Operations Superintendent and Program Specialist**

ACTION ITEM:

1. **Management Positions** – Discussion and evaluation of Water Treatment and Distribution Superintendent position and Reclassification of Program Specialist position to Regulatory and Public Affairs Manager.

BACKGROUND:

Water Treatment and Distribution Superintendent (Superintendent) – The Superintendent is retiring from the Agency at the end of September. This provides an opportunity to evaluate the organizational structure and consider changes to improve efficiency and effectiveness. It is proposed that this position remain vacant for a period of time (not to exceed 12 months) in order to fully evaluate the position's duties, responsibilities and effectiveness. During this evaluation period each of the four supervisors will rotate in the position as Interim Superintendent for a period of 2-3 months. Per the provisions of the Employee Association Memorandum of Understanding the employee in the interim position will receive a 5% increase in base compensation while in the position.

The current Superintendent is also the designated Chief Operator under the California Division of Drinking Water regulations. For the District's treatment and distribution system the designated Chief Operator must have certifications of at least T3 for treatment and D4 for distribution operations. Currently three additional CVWD staff hold these certifications, two of which are currently Systems Operators. During this interim period, one of the Systems Operators will be designated Interim Chief Operator (only for the purposed of regulatory compliance). Since this designation includes additional responsibilities the employee in the interim position will receive a 5% increase in base compensation.

Program Specialist - On January 6, 2015 the General Manager recommended that the Board approve a new job description; salary range and title change from Program Specialist to Regulatory and Public Affairs Manager. The roles and responsibilities of this position are described in the attached January 6, 2015 Board memorandum. The Board approved deferral of this matter until the new General Manager was selected.

In my role as General Manager I have reviewed the information prepared by the previous General Manager and discussed the roles and responsibilities of the subject position with management staff and industry colleagues. The conclusion of this evaluation is that the current job description does not fully describe the current position roles and responsibilities and should be updated.

I have also reviewed the salary range for the subject position and salary survey information previously prepared by the former General Manager and management staff. I have updated this information to include additional comparable responsibilities and comparable agencies. The updated results are consistent (within 5%) with the prior staff compensation survey results.

As an additional measure to ensure an objective evaluation' I retained the services of Lisa Ohlund of Ohlund Management and Technical Services to perform an independent and comprehensive compensation review. Ms. Ohlund specializes in staffing and organizational assessments for public utility agencies. The attached report, prepared by Ms. Ohlund, summarizes the independent evaluation process including methodology for developing a comparative analysis. The independent report salary comparison conclusions support a salary range for this position of \$8,214 - \$10,533 which is consistent with the salary survey completed by District staff in January 2015.

Budget Impact - The interim Water Treatment and Distribution organizational structure described above results in a reduction in annual compensation and benefit costs of \$136,630. This includes the vacant Superintendent position and the interim increases in base compensation. The reclassification of the Program Specialist to Regulatory and Public Affairs Manager, at the top step, result in an increase of \$34,670 including compensation and benefits. The net budget impact of these organizational changes is a reduction of \$101,960 in labor expense.

RECOMMENDATION:

It is my recommendation that the Board support and approve the revised job title change and new job description for the Regulatory and Public Affairs Manager position along with a proposed salary range of \$8,214 – \$10,533 per month (including longevity step) based on survey results.

The Employee Relations Committee discussed this matter on September 11th and recommend that the Regulatory and Public Affairs Manager position be established with a salary range of \$7,075 - \$9,211 per month (including longevity step).

The interim Water Treatment and Distribution organizational structure can be implemented under the General Managers administrative authority.

Prepared and Submitted by:



Thomas A. Love
General Manager

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1

January 6, 2015

To: Honorable President and Members of the Board of Directors

From: Dennis A. Erdman, P. E. – General Manager

Subject: **Change of Job Title**

ACTION ITEM:

1. **Change of Job Title** – Consideration and motion to authorize a change in job title from Program Specialist to Regulatory and Public Affairs Manager.

BACKGROUND:

The regulatory climate has changed dramatically over the past 10 years. There are numerous new regulations which have increased the cost, complexity, and time it takes to remain compliant and knowledgeable of all of the mandatory regulatory requirements. Better technology, information, and public concerns have brought more sampling requirements, reporting requirements, and system wide audits and studies to all water Districts.

Enhanced regulatory requirements coupled with pertinent issues the District has experienced including, a copper violation, NPDES permit violations, and MTBE contamination, created the need for a fulltime professional to manage and administer the District's regulatory responsibilities. As such, in 2008, all of the regulatory responsibilities were moved from the District Engineer position to the Program Specialist position. At that time of the change, the Program Specialist had been assisting with the compliance work.

Several months ago the job description and title for the Program Specialist position was changed to Regulatory and Public Affairs Manager in order to reflect the scope of the jobs current responsibilities. While the position still oversees and manages the District's Conservation Programs, the primary responsibility of this job is to ensure the safety and quality of the District's water and ensure that the District remains compliant with all regulatory agencies. The new job description for this position is attached.

The job description for the Program Specialist was defined and approved in 2003. The transformation of the Program specialist Position into the current Regulatory Position started in 2005 and was essentially completed in 2008. Over the last six years, the Program Specialist has done an exemplary job developing and maintaining a beneficial relationship with the State Water Board, formally the California Department of Public Health (CDPH), aided with the OSHA investigations and the reduction of penalties and fines, and negotiated the copper violation with CDPH to eliminate the additional treatment facilities which were recommended by District's own consultant Malcolm and Pirnie during the Copper and Lead Study they performed.

Job title and job description changes require review and comment from the Board of Directors and the Employee Relations Committee per District rules and regulations. This job title change and job description has been reviewed and accepted by the Employee Relations Committee.

The salary range for this position was derived by contacting each agency listed in the attached spreadsheet by telephone and asking which of their employees performed the following tasks:

- Who tracks and reviews the laboratory data
- Who prepares the Monthly Water Quality report
- Who submits the Annual Reports to the State
- Who handles any Stormwater or NPDES issues
- Who tracks and implements new regulatory requirements
- Who coordinates or prepares the UWMP
- Who serves and the primary contact with regulators

In most cases, the duties listed above spanned several positions. Out of the 28 agencies that responded, just over 50% had a person whom with the majority of these duties resided.

RECOMMENDATION:

It is my recommendation that the Board support and approve the revised job title change and new job description along with a proposed salary range for this position of \$8,214 – \$10,533 based on survey results.

After discussion, the Employee Relations Committee recommended that the range for the Regulatory and Public Affairs Manager position initially be established at \$6,898 to \$8,373 per month which is a 5% increase to the Program Specialist salary scale. Furthermore, the Committee proposed that this salary range (Regulatory and Public Affairs Manager) should be examined in conjunction with a review of all of the CVWD management position salary ranges. Staff has compiled a salary survey for management positions which has been the topic of several Employee Relations Committee meetings and remains an active discussion.

Prepared and Submitted by:

Dennis A. Erdman
General Manager



Ohlund Management & Technical Services, LLC

30111 Branding Iron Road, San Juan Capistrano, CA 92675

Phone: 949-842-3351

August 10, 2015

Mr. Thomas Love
General Manager
Crescenta Valley Water District
2700 Foothill Boulevard
La Crescenta, California 91214

Subject: Review of Proposed Reclassification of Program Specialist to Regulatory and Public Affairs Manager

Dear Mr. Love:

This report has been prepared in response to a request by the Crescenta Valley Water District (CVWD) for an independent review of the proposed reclassification of the Program Specialist position to Regulatory and Public Affairs Manager. The report is divided into three sections: Background, Review and Recommendations.

Background

On November 19, 2014 and January 6, 2015, the issue of the reclassification of the Program Specialist was heard by the Board of Directors. Staff noted that the regulatory compliance requirements of the District had changed substantially over the past decade, with the complexity and cost of compliance singled out as the primary changes. Due to Board changes and the imminent hiring of a new general manager, the Board deferred action and recommended that the new general manager review the reclassification request.

The initial job description for the Program Specialist was developed and approved in 2003 and was refined further in 2005. Importantly, starting in 2008, the Program Specialist managed two significant issues for the district: an Office of Safety and Health Administration (OSH) investigation and a California Department of Public Health (CDPH) copper violation. In both instances, the Program Specialist was integral to the negotiation of reduced fines and penalties; in the case of the copper violation, the Program Specialist's negotiations with CDPH resulted in the elimination of a requirement for additional treatment facilities.

In preparing the recommendation for reclassification, CVWD staff conducted an extensive compensation comparison, surveying 26 retail and 5 wholesale water agencies from nine California counties (Los Angeles, Orange, San Diego, Riverside, San Bernardino, Kern, Ventura, Santa Barbara and Monterey). While CVWD doesn't have any wholesale duties, the regulatory and public affairs duties of wholesale agencies were also included due to the similarity of duties and the presence of dedicated Regulatory/Public Affairs staff.

Of the retail agencies surveyed, the average number of connections was 12,624 with an average number of employees of 44, yielding a 3.42 employees per 1,000 connections ratio. CVWD has 8,000 connections and 34 employees, yielding a ratio of 4.2 employees per 1,000 connections. A ratio of employees per connection wasn't performed for the wholesale agencies as each agency has significantly less than 1,000 connections. These agencies had an average of 39 employees, compared to CVWD's 34 employees.

The survey was conducted via telephone; surveyed agencies' staff were asked seven (7) questions to determine the appropriate position to survey:

1. Who tracks and reviews the laboratory data?
2. Who prepares the Monthly Water Quality report?
3. Who submits the Annual Reports to the State?
4. Who handles any Stormwater or NPDES issues?
5. Who tracks and implements new regulatory requirements?
6. Who coordinates and prepares the Urban Water Management Plan (UWMP)?
7. Who serves as primary contact with regulatory agencies?

In most cases, the duties spanned at least two positions; 50% of the agencies had a position with whom the majority of the duties resided. The classification positions that performed these duties (in addition to the District Engineer or Superintendent for an agency) included:

1. Manager of Administration
2. Distribution Supervisor
3. Technical Regulatory Analyst
4. Director of Operations
5. Water Resources Manager
6. Director of Admin Services
7. Water Supply and Conservation Manager
8. Project Manager , Public Affairs Manager
9. Community and Government Affairs Coordinator
10. Regulatory Specialist
11. Conservation /Community Relations
12. Manager of Business and Regulatory Affairs
13. Administrative Services Manager
14. Water Quality Manager

Based upon the results of the survey, staff prepared a compensation survey that compressed these classifications down to four (4): Water Quality, District Engineer, Superintendent and Regulatory Affairs. Based upon the salary information received for the job classifications that corresponded to "Regulatory Affairs," staff calculated an average salary range of \$8,214-\$10,533.

Review

OMTS began our work by reviewing the relevant documents pertaining to the reclassification: Memoranda prepared by staff, the salary survey, proposed job description and various agenda packages and minutes related to the discussion of the reclassification.

We noted four significant changes in the job description from previous duties:

1. The proposed job description increases the duties and responsibilities of the position from a technical specialist to a manager.
2. The proposed job description includes supervisory duties
3. The proposed job description provides the ability to make necessary changes in Operations to ensure compliance.
4. Appointment as the District's primary public information contact and Public Information Officer (PIO).

Additionally, we noted that in conducting the survey and formulating the questions for determining responsibilities, no questions were posed regarding wastewater collection system regulatory requirement compliance or regarding the public affairs/public information duties.

In order to confirm the accuracy of the survey, OMTS obtained job descriptions/classifications for seven (7) of the surveyed agencies to compare the duties and responsibilities of these positions to the proposed reclassified position; emphasis was placed on Los Angeles area agencies as they are in the same competitive labor pool:

1. San Gabriel County Water District (Los Angeles County)
2. El Toro Water District (Orange County)
3. Newhall County Water District (Los Angeles County)
4. Camrosa Water District (Ventura County)
5. Valley County Water District (Los Angeles County)
6. Walnut Valley Water District (Los Angeles County)
7. West Basin Water District (Los Angeles County)

Our review found two inaccuracies: the CVWD survey incorrectly listed the regulatory affairs duties for Camrosa Water District as being split between Engineering and Operations and the salaries for these duties contained under Engineering and Operations; the Water Quality Manager position is dedicated to regulatory compliance; we have corrected the survey (Attachment 1) to include the salary for this position under the "Regulatory Affairs." Additionally, the West Basin Water District regulatory affairs position is incorrectly listed on the survey as "Manager of Business Development and Regulatory Affairs." The management staff was reorganized and a dedicated position, Technical Resources Manager is now responsible for regulatory compliance.

Our review confirmed that despite the importance of regulatory compliance, only three of the seven agencies: El Toro Water District, Camrosa Water District and West Basin Municipal Water District have dedicated regulatory affairs staff; most agencies split the duties between multiple staff, with one position ultimately responsible for management level compliance. Two of these three agencies, Camrosa's Water Quality Manager and West Basins' Technical Resource Manager are the only dedicated management level employees for regulatory affairs from the seven agencies examined. Two of these agencies, El Toro Water District and Camrosa Water District, provide both retail water distribution and sewer collection services; West Basin Water District provides regional water distribution services as well as wastewater treatment and recycling services.

After a review of the other four agency's job classification descriptions for classifications that have regulatory compliance responsibilities revealed that the management level responsibilities of ensuring compliance, signing regulatory reports, changing processes to ensure compliance and supervisory oversight of personnel rested primarily with the District Engineer or the Superintendent. Because Engineers and Operations Managers are required to be licensed by the state, it was difficult to assess whether the salary ranges reflected the licensing requirements or the level of responsibility, so comparison of the Regulatory Affairs classification was limited to those classifications that were dedicated to Regulatory Affairs. It should also be noted that none of the surveyed job classifications included public affairs duties in the classification responsibilities. These duties, while important, were considered by OMTS to be secondary to the responsibilities inherent in regulatory compliance and therefore are not considered part of the compensation analysis.

We desired to have at least four data points upon which to assess the accuracy of staff's recommended salary range. After additional calls, it was determined that Palmdale Water District's (Los Angeles County) Water and Energy Resources Director is responsible for all of the agency's regulatory compliance requirements, and would then be comparable to the other three agencies' classifications. While Palmdale doesn't provide sewer service, it does have solar and wind power generating facilities and must comply with regulatory requirements for these. The CVWD survey incorrectly listed the position that is responsible for regulatory compliance as the Community and Governmental Affairs Coordinator (CGAC). While the beginning salary for the CGAC is the same as the Water and Energy Resources Director, the top of the range is \$1,500 more per month.

As shown on Table 2 (attached), the average salary range for the four agencies surveyed is \$8,766-\$11,735 per month, or \$552 (6%) to \$1,202 (11%) higher than the January 6, 2015 recommended range by CVWD staff of \$8,214-\$10,533.

Recommendations

Compliance with regulatory requirements is arguably one of the most important requirements of a water/sanitary district. As CVWD staff noted, there have been significant regulatory changes affecting both the water and sewer industry over the past ten years and this trend will continue to challenge agencies. The emergency drought measures have challenged all agencies as reduced demand and higher temperatures means adjusting operating schedules to accommodate the longer age of water in the system. As the District has already experienced, a significant portion of the negative effects of the copper and MTBE violations experienced by the District were mitigated due to the focused knowledge and attention provided by the Regulatory Specialist. Wastewater collection systems will see an increasing concentration of solid material due to indoor water conservation; this lower volume may translate to increased potential for buildup in flat areas of sewers; outdoor conservation may mean that parkway tree's roots aggressively look for small cracks in clay sewer pipes to get water, increasing the chance for a spill due to root clogging. These systems will also benefit from having focused knowledge and attention provided to them.

Clearly the size of the agency can affect whether or not they dedicate personnel to regulatory compliance, or vest it with senior management. Depending upon the engineering or operations workload, those managers may or may not be able to adequately address compliance issues, and the agencies discover this when they have a problem. While the four agency survey results don't provide the breadth of information that the CVWD survey offers, it does show that the regulatory compliance

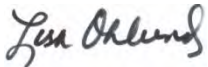
management responsibilities are highly valued and compensated by those agencies that have dedicated personnel to these duties. For those agencies that don't have dedicated personnel, the regulatory compliance management duties rested in senior management and compensation levels reflect this.

In considering this salary range for this position, we briefly examined CVWD's management level salaries and noted that the IT Administrator salary range would be comparable to the recommended Regulatory Affairs and Public Information Manager's range. Comparatively, IT skills are in great demand, but they can also be outsourced; regulatory compliance cannot; internal parity would seem to dictate some level of parity between these two positions.

Based upon our analysis and the breadth of the initial CVWD survey, we recommend that the Board reclassify the Program Specialist position to reflect the duties and responsibilities required by the District and that are being performed by the incumbent. We recommend that the salary range be set at the rate proposed by CVWD staff in January, 2015; i.e., \$8,214-\$10,533 for both purposes of internal parity and to reflect the value placed on the services provided and expertise required by the industry.

Additionally, we recommend that the job classification description be clarified to add responsibility for wastewater collection system regulatory requirements, and that this responsibility be reflected in the Sewer System Management Plan (SSMP), and in particular in the SSMP's Emergency Response Plan (ERP).

Sincerely,

A handwritten signature in dark ink, appearing to read "Lisa Ohlund". The signature is fluid and cursive, with the first name "Lisa" and last name "Ohlund" clearly distinguishable.

Lisa Ohlund
Principal

Table 1. Revised Survey

Compensation and Benefits Comparison (Monthly Gross Salary)

Regulatory Affairs Position

Based upon current information from Various Southern California Agencies

Agency	County	No. of Connections	No of Employees	Emp. Per 1,000 Connections	COLA Adj	Water Quailty Person / Hourly		District Engineer		Superintendent		Regulatory Affairs	
						Low	High	Low	High	Low	High	Low	High
Beaumont-Cherry Valley Water District	Riverside	16,100	34	2.11	1.00%			\$ 9,163	\$ 11,249			\$ 9,163	\$ 11,249
La Habra Heights County Water District	LA	1,978	10	5.06	2.00%					7,654	9,303		
Carpenteria Valley Water District	Santa Barb	4,400	20	4.55	2.00%				11,380				
Santa Fe Irrigation District	San Diego	7,300	44	6.03	3.00%							9,850	12,696
Rainbow Municipal Water District	San Diego	7,775	51	6.56	0.00%			10,360	13,594				
Marina Coast Water District	Monterey	8,000	36	4.50	2.00%								
Laguna Beach County Water District	Orange	8,500	42	4.94	1.50%	5,749	8,264			9,871	14,190		
Fallbrook Public Utility District	San Diego	8,900	68	7.64	2.00%	5,571	7,131			8,778	11,518		
San Gabriel County Water District	LA	9,100	15	1.65	1.50%	5,102	6,202	9,318	11,325			6,105	7,421
Hi-Desert Water District	San Bern	9,500	42	4.42	2.20%	5,295	6,948					9,991	13,109
Ramona Municipal Water District	San Diego	9,500	48	5.05	1.00%					7,249	9,955		
El Toro Water District	Orange	10,000	55	5.50	0.80%							6,210	9,122
Newhall County Water District	LA	10,000	33	3.30	2.00%		6,239						9,764
Camrosa Water District	Ventura	11,000	21	1.91	0.00%							8,333	11,083
Monte Vista Water District	San Bern	12,000	33	2.75	1.50%			9,762	12,806	6,505	8,537		
Yucaipa Valley Water District	San Bern	12,000	57	4.75	2.50%	5,862	7,694					7,556	9,917
Indian Wells Valley Water District	Kern	12,170	29	2.38	2.00%			7,400	10,542				
Valley County Water District	LA	12,400	24	1.94	2.00%					7,287	9,561		
Rowland Area County Water District	LA	13,500	26	1.93	1.30%							8,236	10,165
Mission Springs Water District	Riverside	14,000	37	2.64	2.00%								
South Coast Water District	Orange	15,000	86	5.73	1.70%								
Goleta Water District	Santa Barb	16,700	61	3.65	2.00%							9,799	11,276
East Valley Water District	San Bern	22,000	61	2.77	0.00%	7,065	8,589					7,994	9,717
Yorba Linda Water District	Orange	24,000	72	3.00	3.00%	7,348	8,952						
Walnut Valley Water District	LA	26,000	56	2.15	2.88%	5,432	8,483					7,297	11,354
Palmdale Water District	LA	26,400	84	3.18	0.60%							9,276	11,275
Calleguas Municipal Water District	Ventura	Wholesaler	63		0.40%					9,750	13,583	8,213	9,750
Central Coast Water Authority	Santa Barb	Wholesaler	30		1.14%	6,850	9,017		12,680				
Mojave Water Agency	San Bern	Wholesaler	38		0.00%							6,350	9,940
Three Valleys Municipal Water District	LA	Wholesaler	24		1.13%								
West Basin Municipal Water District	LA	Wholesaler	40		0.00%							9,543	
Average of Low and High Salary Ranges as reported from 31 agencies surveyed		Avg. No of Connection	Avg. No of Employees	Emp. Per 1,000 Connections	Avg. COLA	Water Quality		District Engineer		Superintendent		Regulatory Affairs	
						Low	High	Low	High	Low	High	Low	High
		12,624	43	3.42	1.46%	6,030	7,752	9,201	11,939	8,156	10,950	8,261	10,523
Average of Ranges Shown in Annual Compensation						72,365	93,023	110,407	143,273	97,875	131,395	99,132	126,271
Crescenta Valley Water District Monthly Compensation(includes longevity step)	LA	8,100	34	4.20	0.36%	6,569	8,373	8,915	11,744	7,142	9,031		
Crescenta Valley Water District Annual Compensation						78,828	100,476	106,980	140,928	85,704	108,372		
Difference between Average Salary Range vs. CVWD Low and High Salary Range						(539)	(621)	286	195	1,014	1,919	8,261	10,523

Table 2. Regulatory Affairs Survey w/4 Agencies Data
Compensation and Benefits Comparison (Monthly Gross Salary)
Regulatory Affairs Position

Based upon current information from Various Southern California Agencies

Agency	County	No. of Connections	No of Employees	Emp. Per 1,000	COLA Adj	Regulatory Affairs	
						Low	High
El Toro Water District *3	Orange	10,000	55	5.50	0.80%	6,208	9,122
Camrosa Water District *14	Ventura	11,000	21	1.91	0.00%	8,333	11,083
Palmdale Water District *9	LA	26,400	84	3.18	0.60%	9,276	11,275
West Basin Municipal Water District *12	LA	Wholesaler	40		0.00%	11,245	15,461

Average of Low and High Salary Ranges as reported from 4 agencies surveyed		Avg. No of Connection	Avg. No of Employees	Emp. Per 1,000 Connections	Avg. COLA	Regulatory Affairs	
						Low	High
		15,800	50	3.16	0.35%	8,766	11,735
Average Annual Compensation						105,186	140,823
Crescenta Valley Water District Monthly Compensation(includes longevity step)	LA	8,100	34	4.20	0.36%	6,569	8,373
Crescenta Valley Water District Annual Compensation						78,828	100,476
Difference between Average Salary Range vs. CVWD Low and High Salary Range						2,197	3,362

CRESCENTA VALLEY WATER DISTRICT
Regulatory and Public Affairs Manager
CREATED 2015

Title: Regulatory and Public Affairs Manager

Reports to: The General Manager

Background: The Regulatory and Public Affairs Manager is responsible for ensuring the District remains in compliance with Federal, State, and Local requirements related to the utility operations of the District. In addition, this position is the District's primary point of contact in public affairs. It is the Regulatory and Public Affairs Manager's primary responsibility to ensure the safety and quality of the water the District provides to its customers and regulatory compliance of the District's water and wastewater operations within an increasingly demanding regulatory environment. Other areas of regulatory affairs which will be addressed by this position include health and safety compliance (OSHA), air quality compliance (AQMD), environmental compliance (CEQA), regional water quality control board matters (NPDES), and risk management (ACWA-JPIA). This management unit position performs complex and difficult work in the development and implementation of District programs while working closely with key District staff.

Oversees: The activities of the Water Conservation Specialist

Works closely with:

The District Superintendent, District Engineer, Finance Manager, IT Manager and the entire Regulatory Community in all its many expressions

Regulatory Reporting Duties:

- Oversee the timely and accurate fulfillment of all regulatory reporting requirements
- Ensures staff is trained in how to fulfill the reporting requirements
- Track progress, and intervene, if the responsible people are having difficulty with either the timeliness or accuracy of their reports
- Develop and maintain a mechanism to track all active permits, licenses, certificates, and other enabling instruments upon which the District depends for authorization to operate. This is known as the Master Regulatory Compliance Matrix
- Coordinate with appropriate staff the renewal, updates or close-outs of permits, licenses, and certifications contained in the Master Regulatory Compliance Matrix
- Follow legislative proposals and make recommendations regarding pending legislation which could impact the District's operation
- Develop and maintain active relationships with staff of regulatory agencies

Public Affairs:

- This position is the District's primary public information contact person
- This position will develop and maintain regular contact with media outlets serving the District
- During emergency situations, this position will serve as the District's Public Information Officer (PIO)

Monitor the System Operators' water quality related duties:

- Specify and communicate the activities and standards required to ensure water quality
- Assure that staff is adequately trained as it relates to the proper processes and procedures required to ensure water quality
- Continually update the Operators on new standards and procedures when changes occur
- Track to ensure that water quality standards are achieved
- Intervene when needed to make the changes necessary to ensure compliance
- Provide input on employee performance reviews as it relates to the portion of system operator workload directly connected to water quality

Monitor the Sewer Supervisor's regulatory compliance related duties:

- Specify and communicate the activities and standards
- Assure that staff is adequately trained as it relates to the proper processes and procedures required
- Continually update the Sewer Supervisor on new standards and procedures when changes occur
- Track to ensure that regulatory compliance is achieved
- Intervene when needed to make the changes necessary to ensure compliance
- Provide input on employee performance reviews as it relates to the portion of Sewer Supervisor's performance and workload directly related to regulatory compliance

Manage the Water Conservation Specialist:

- Provide direction to the Water Conservation Specialist in the development of programs and activities of the District's conservation efforts
- Ensure training which enables the Water Conservation Specialist to be effective in this role

Regulatory and Community Relationships

- Serves as primary contact to the Department of Public Health, the State Water Resources Control Board, OSHA, and AQMD

- Develops and maintains peer relationships within regulatory agencies, other local water districts, water wholesalers, and professional organizations
- Serves as primary contact for the press, media, and local community groups

Knowledge of (as it relates to water system operation):

- Rules and regulations of the Department of Public Health and the State Water Resources Control Board
- Rules and regulations of the California Department of Occupational Health and Safety, (CalOSHA)
- Rules and regulations of the SCAQMD and the California Air Resources Board
- Principles and practices of risk management and accident prevention
- Principles and practices of water supply and conservation
- Public relations and customer service

Ability to:

- Prepare concise reports, correspondence and other written materials using mathematical/statistical reasoning
- Accurately assemble and interpret various data and regulations
- Identify project and program needs and exercise initiative in carrying out assignments
- Prepare and monitor program and project budgets
- Professionally represent the District's policies programs and services with individual citizens, employees, community groups and other agencies
- Effectively use MS-Word, Excel, Power Point and other computer software
- Perform detailed work independently under challenging deadlines with multiple concurrent tasks
- Make effective presentations
- Communicate diplomatically and knowledgeably with District customers, employees and the general public
- Establish and maintain cooperative working relationships
- Drive a vehicle safely
- Pass a pre-employment physical/drug screen

Minimum Qualifications

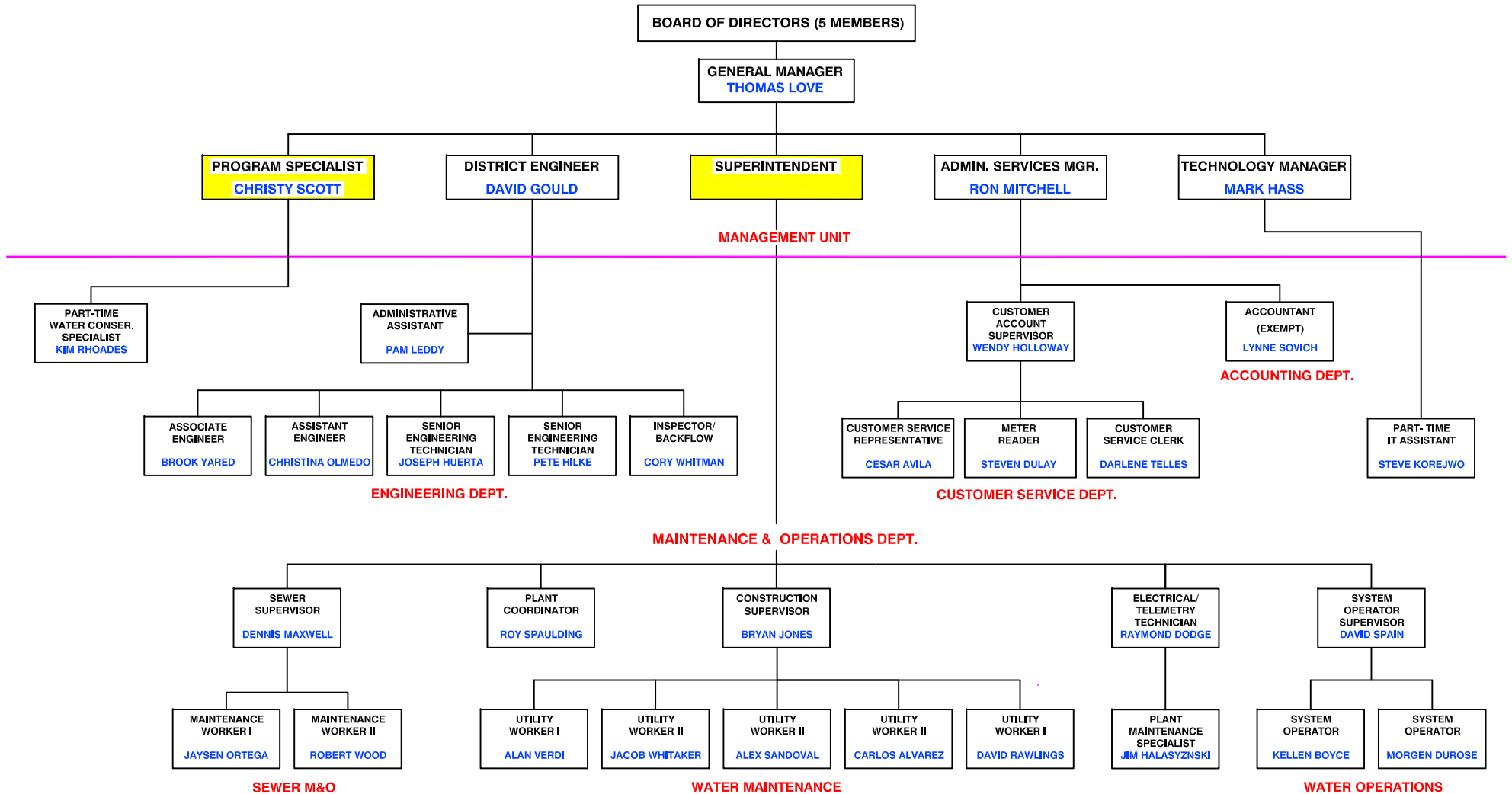
A Bachelor's Degree from an accredited college or university in public administration, communications, resource management, environmental studies, natural/physical sciences, engineering, or a closely related field. Also five years of increasingly responsible experience in public affairs, regulatory compliance, water resources, or project management in environmental science. Any combination of education and experience which would likely provide the necessary skills, knowledge and abilities is qualifying. A Master's Degree in engineering, environmental science, or public administration is a plus for this position. This position requires a valid class "C" California Driver's License.

I have reviewed this Job Description with my Supervisor and agree with its contents.

_____	_____
Employee Signature	Date

_____	_____
Supervisor Signature	Date

CRESCENTA VALLEY WATER DISTRICT ORGANIZATION CHART



ORGANIZATION CHART - FY 15/16

DATE: 6/26/15

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 4
September 15, 2015

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: Water and Wastewater Rate Study, Project M-958

ACTION ITEM:

Water and Wastewater Cost of Service Study, Project M-958 – Consideration and motion to authorize the General Manager to enter into an agreement for the Water and Wastewater Cost of Service Study as discussed by the Engineering and Finance Committees.

BACKGROUND:

Staff prepared a request for proposal (RFP) for a consulting firm to provide a wide range of professional services to CVWD relative to the preparation of a Water and Wastewater Cost of Service Study and the adoption of a new water and wastewater rates structure. (See attached). The RFP was reviewed with the Finance Committee on July 21, 2105 and the meeting minutes are also attached for review.

DISCUSSION:

Staff sent the RFP to nine (9) consulting firms that provided Water and Wastewater Cost of Service Study services for other water and wastewater agencies throughout Southern California.

The instructions for the RFP indicated that if any firm had questions regarding the RFP, they should be sent to CVWD prior to the proposal due date. Two (2) firms provided questions and staff responded to each question (see attached). The proposal was due on September 2, 2015 and three (3) firms provided proposals as shown below.

No.	Firm Name	Proposal	Cost
1	Black & Veatch Corporation	Submit	\$105,020
2	Raftelis Financial Consultants	Submit	\$117,266
3	RDN, Inc	Submit	\$105,110
4	Dudek	Declined	-
5	FCS Group	Declined	-
6	A & N Technical Services, Inc	No Response	-
7	Bartle Wells Associates	No Response	-
8	HF & H Consultants	No Response	-
9	MNS Engineers, Inc	No Response	-

The budget for this study was \$120,000 total, with \$60,000 from the Water Budget and \$60,000 from the Wastewater Budget for Administration Consulting services.

Staff has reviewed each proposal and provided input at the Engineering and Finance Committee meetings. Staff requests that each Board member review the proposals based on the RFP and provide comments at the Committee meeting.

Staff will use the information discussed at the meeting to rank each of the proposals in accordance with the attached ranking form. The weighted percentages and categories were discussed and can be adjusted accordingly.



REQUEST FOR PROPOSAL

PROFESSIONAL CONSULTING SERVICES FOR WATER AND WASTEWATER RATE STUDY PROJECT M-958

PROPOSAL DUE DATE: August 26, 2015

INTRODUCTION:

Crescenta Valley Water District (CVWD) invites interested professional civil engineering and/or government accounting firms, and/or firms specializing in cost of service studies, to submit a written proposal to provide consultant services for CVWD. As a Consultant, the selected firm or individual will be expected to provide a wide range of professional services to CVWD relative to the preparation of a water and wastewater cost of service rate study and the adoption of a new water and wastewater rates structure.

CVWD HISTORY

Crescenta Valley Water District was formed as the Crescenta Valley County Water District on December 14, 1950 by the vote of local residents. Organized under the provisions of Division 12 of the State of California Water Code, the District operates as a political subdivision of the State. The term "County" was officially deleted from the District's name in 1996.

In the early 1950's, the newly-formed District purchased the assets and consolidated the infrastructure of several small private water companies then in existence. This was made possible by voter approval of two capital improvement bonds with a value of \$1.35 million. By 1953, with rapid growth in the Crescenta Valley and surrounding foothill communities, it became apparent that the local groundwater supply was not going to be sufficient to meet the increasing demand. Residents from La Crescenta to Altadena voted to form the Foothill Municipal Water District (FMWD) to purchase and distribute imported water from the Metropolitan Water District of Southern California (MWD). By 1955, the District was augmenting its local well water with MWD water from the Colorado River. In the 1960's, MWD increased its supply by also contracting for Northern California water with the completion of the State Water Project. This blend of imported water which fluctuates from 60% to 50% groundwater versus imported water continues today as the source of supply for District customers.

In the 1970's, District officials were becoming aware of potential problems with private wastewater disposal systems (septic tanks) in the vicinity and potential impacts on the local groundwater supply. With federal funds available through the Clean Water Act, the District created two wastewater assessment districts in 1979 and sold bonds for the construction of 62 miles of wastewater mainline and 27 miles of house-connection laterals. Approximately 75% of the \$35 million cost was satisfied with federal grant money and the remainder through direct assessment of local property owners. The project also included the construction of 7 miles of large-diameter Wastewater interceptor through Glendale. All Wastewater system construction was completed in the mid-1980's.

The District is located in the Crescenta Valley area of Los Angeles County in the foothills of the San Gabriel Mountains, between the San Fernando and San Gabriel valleys.

The District provides water distribution and sewage collection within its boundaries to the unincorporated communities of La Crescenta, Montrose, and Verdugo City as well as a small portion of the City of La Canada-Flintridge. The District also serves water to a portion of the City of Glendale in the Montrose and La Crescenta areas that are outside District boundaries.

The District serves an area of approximately 4 square miles in relatively steep terrain ranging from 1200 feet to almost 3000 feet above sea level. The customer base is primarily residential with some light commercial along Foothill Blvd in La Crescenta and Honolulu Ave in Montrose. The District currently provides water to over 8,000 accounts representing a population of about 32,000. Customer growth is steady although the Crescenta Valley area is nearly built-out. Residential growth is occurring through increased housing density in the multiple-unit zoned areas (primarily Montrose) as well as limited in-fill housing development on random parcels in La Crescenta.

Water Production- Fiscal Year

The following table shows the CVWD's FY water production from FY 2010/11 to FY 2019/20:

Fiscal Year	GW (ac-ft)	GWP (ac-ft)	Import (ac-ft)	Total (ac-ft)	% Difference
2010/11	2,788		1,544	4,332	-2%
2011/12	3,099		1,460	4,559	5%
2012/13	3,075		1,582	4,658	2%
2013/14	2,372		2,410	4,782	3%
2014/15	2,146		1,876	4,022	-16%
2015/16	2,180	410	1,205	3,795	-6%
2016/17	2,580	540	1,080	4,200	11%
2017/18	2,700	515	1,085	4,300	2%
2018/19	2,960	450	990	4,400	2%
2019/20	3,170	465	865	4,500	2%

The table above shows a steady decrease in water production from FY 2013/14 to FY 2015/16 due to the recent drought conditions throughout the State. In future years, CVWD is planning for a slight increase in demand (except FY 2016/17) in the next five years. In addition, CVWD has a new water source that will be put into service in FY 15/16. CVWD has an agreement with Glendale Water and Power (GWP) to purchase local groundwater from a new well.

Water Customer Classification and Number of Accounts

The following table shows CVWD's water customer classification and the number of accounts CVWD provides these services:

Summary of CVWD Water Accounts by Classification							
Class	2010	2011	2012	2013	2014	Avg.	%
SFR	6,807	6,810	6,816	6,825	6,831	6,818	84%
MFR	705	715	684	691	698	699	9%
COM	345	345	345	341	340	343	4%
INST	54	54	52	51	50	52	1%
IRRG	61	61	59	65	65	62	1%
SCH	19	19	19	19	19	19	0%
FIRE	99	99	101	101	102	100	1%
Total	8,090	8,103	8,076	8,093	8,105	8,093	100%

Note: Water Classification: SFR – Single Family Resident; MFR – Multi Family Resident; COM – Commercial; INST – Institutional; IRRG – Irrigation; SCH – School; FIRE – Fire Service.

Water Demand – Customer Classification and Water Usage

The following table shows CVWD's water customer classification and water demand for each classification:

Summary of Water Demand by Classification (in ac-ft)							
Class	2010	2011	2012	2013	2014	Avg.	%
SFR	2,465	2,530	2,709	2,687	2,677	2,613	66%
MFR	885	885	909	917	905	900	23%
COM	182	178	183	188	183	183	5%
INST	87	88	82	84	77	83	2%
IRRG	124	107	158	166	137	138	3%
SCH	51	64	49	68	72	61	2%
FIRE	0	0	0	0	0	0	0%
Total	3,793	3,853	4,089	4,109	4,049	3,961	100%

The following tables above show that 93% of CVWD's customers are residential and that 89% of the water demand is for residential use. Water use has been remained steady for the last 3 years and water use will be decreasing in 2015 based on CVWD's water conservation program. In addition, CVWD has been working on a water meter replacement program since 2012 to replace 4,000 meter with new "smart" meters. CVWD has replaced 2,742 meters to date and plans to complete the 4,000 by the end of FY 16/17. As shown on the table below, CVWD's unaccountable water dropped from 12% to 8%.

Summary of Unaccountable Water						
	2010	2011	2012	2013	2014	Avg.
Water Use (Kgal)	1,236,050	1,255,511	1,332,550	1,339,123	1,319,590	1,296,565
Water Use (Ac-ft)	3,793	3,853	4,089	4,109	4,049	3,979
Water Production (ac-ft)	4,299	4,425	4,654	4,693	4,415	4,497
Recorded Lost Water (ac-ft)	19	21	24	32	30	25
Unaccountable Water (ac-ft)	487	551	541	552	336	493
Percent Lost Water	11.3%	12.5%	11.6%	11.8%	7.6%	11.0%

Wastewater Usage- Fiscal Year

CVWD provides a wastewater collection system only and does not provide wastewater treatment. CVWD's wastewater is sent via a Wastewater interceptor line through the City of Glendale to the Los Angeles/Glendale Water Reclamation Plant. CVWD has a contract with the City of Los Angeles (CLA) for treatment and disposal of the wastewater based on flow and water quality. The following table shows the amount of wastewater sent to CLA per fiscal year.

	14-15		13-14		12-13		11-12		10-11	
	MG /month	MGD	MG /month	MGD	MG /month	MGD	MG /month	MGD	MG /month	MGD
July	46.44	1.49	44.67	1.43	49.25	1.59	48.69	1.57	45.84	1.48
August	46.27	1.48	44.42	1.42	48.02	1.55	46.97	1.52	43.84	1.41
September	40.39	1.35	41.55	1.39	46.91	1.56	46.29	1.54	43.58	1.45
October	44.61	1.43	44.79	1.44	47.25	1.53	48.29	1.56	44.36	1.43
November	42.31	1.41	43.04	1.44	47.15	1.57	46.23	1.54	44.53	1.48
December	45.39	1.45	46.62	1.50	49.71	1.60	48.73	1.58	49.68	1.60
January	45.08	1.45	46.42	1.49	47.03	1.52	49.77	1.61	47.44	1.53
February	40.73	1.46	40.10	1.43	42.37	1.51	47.51	1.64	43.41	1.55
March	46.00	1.45	46.32	1.49	46.02	1.48	50.84	1.64	47.02	1.52
April	44.00	1.45	44.03	1.47	45.45	1.52	47.72	1.59	43.83	1.46
May	45.00	1.45	44.89	1.44	45.94	1.48	50.23	1.62	47.47	1.53
June	44.00	1.45	44.65	1.49	44.62	1.52	48.84	1.63	46.69	1.56
Total Flow MG	530.22		531.49		559.72		580.13		547.67	

Wastewater Customer Classification and Number of Accounts

The following table shows CVWD's wastewater customer classification and the number of accounts CVWD provides these services:

Summary of CVWD Wastewater Accounts by Classification						
	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	Avg.
Single Family (EDU)	5,275	5,278	5,273	5,271	5,280	5,275
Multi-family (EDU)	2,540	2,540	2,540	2,546	2,548	2,543
Total Residential Units (EDU)	7,815	7,818	7,813	7,817	7,828	7,818
Total No. of Accounts Commercial	166	166	166	166	166	166
Total No. of Accounts School	6	6	6	6	6	6

CVWD's current wastewater rate structure is a flat rate for each equivalent dwelling unit (EDU), a combined fixed rate and variable rate for commercial and an average daily attendance for school accounts. Institutional water accounts are charged the same as a commercial account.

Previous Water and Wastewater Rate Studies

CVWD completed water and wastewater rate study in October 2007 that was prepared by Brown and Caldwell. The 2007 water rate study was used to revise CVWD's water rate structure with a 3-tier level water rate structure for FY 2007/08. The 2007 water rate study was prepared as part of the requirements for Proposition 218. In FY 2008/09, a 4th tier level was added to CVWD's water rate structure. The 2007 water rate study has been used as the basis for future water rate increases from FY 2007/08 to FY 2015/16.

The 2007 wastewater rate study was prepared to look at rate structure alternatives such as fixed cost for residential or volume based rate structure. At that time, the Board decided to remain with a fixed cost monthly Wastewater charge. The 2007 wastewater rate study was prepared as part of the requirements for Proposition 218 has been used as the basis for future wastewater rate increases from FY 2007/08 to FY 2015/16.

The 2007 water and wastewater rate study also updated CVWD's cashflow model that is used to annual update the cost of service and to create the annual budget. A copy of the cashflow model has been included as part of the RFP.

In 2012, CVWD had Black & Veatch prepare a volumetric wastewater rate study. The purpose of the study was to determine the possibility of an appropriate rate-based wastewater structure based on volume instead of a base rate wastewater charge and to meet the requirements for Proposition 218. After reviewing the study, the Board decided to remain with a base rate wastewater monthly charge.

SCOPE OF SERVICES

The anticipated basic Scope of Services will include but are not limited to the following:

A. Basic Study Objectives Water and Wastewater Rates

1. Evaluate water rate structure alternatives (for all service classes) including an analysis based on cost of service and other relevant factors. The alternatives shall include:
 - a. Tiered rate structure.
 - b. Tiered rate structure based on each parcel's allotment of groundwater and imported water.
 - c. Budget based tiered rate structure.
2. Evaluate wastewater rate structure alternatives (for all service classes) including an analysis based on cost of service and other relevant factors. The alternatives shall include. The alternatives shall include:
 - a. Existing fixed fee wastewater rate structure.
 - b. Fixed fee with variable rate component.
3. Develop water and wastewater rate structures that will allow CVWD to meet its financial obligations, specifically; ensuring long term financial stability of the Water and Wastewater Fund.
4. Assess the current rate structure's performance as a baseline for comparing recommended changes.
5. Assess the equity of recommended water and wastewater rates for all types of property ownership to include Single Family, Multi Family, Commercial, Institutional, Irrigation, and School uses.
6. Assess the sensitivity of the interaction between the water conservation elements of a tiered water rate structure and their impacts on the ability to fund water operations as well as their impact on the economic well-being of the community.
7. Break out cost components within billing structure for both water and wastewater rate in a manner similar to that used by other utilities. This could include separate billing line items for operations, bond financing, imported water costs, City of Los Angeles wastewater treatment costs, capital improvements, etc.

B. Study Requirements

1. The recommended rate structures shall be based on cost of service and shall be sufficient to meet the short and long-term revenue requirements of the CVWD Water Fund and Wastewater Fund.
2. The study shall recommend rates that consider and make provision for the following factors:
 - a. Current and future cost of providing water and wastewater service in accordance with established and anticipated standards and regulations.
 - b. Age and condition of water and wastewater systems and the need to fund long-term capital improvement/replacements for supply, treatment, and distribution infrastructure.
 - c. Funding requirements for all current long-term liabilities and debt obligations.
 - d. Impact of current and future environmental regulations.
 - e. Other impacts as identified.

3. The recommended rate structures shall provide direct identification of revenues appropriated to major funded activities and infrastructure.
 - a. Operation & Maintenance (O & M) expenses
 - b. Capital expenses and capital financing
 - c. Bond coverage requirement
 - d. Water supply costs
 - e. Wastewater treatment and disposal costs
4. The benefits of any proposed modifications shall be weighed against the financial impacts on ratepayers.
5. The recommended rates shall result in no decrease in stability of the revenue stream to the Water or Wastewater Fund, as compared to the current rate structure.
6. Consideration should be given to funding past and future depreciation.
7. The recommended rate structure and report shall be easy for CVWD's staff to administer and the customer to understand.
8. CVWD's utility billing systems must be able to implement the proposed water and wastewater rate structure.
9. Analyze the current and historical revenue and billing data to estimate relative reliability of rate forecasts for the base fiscal year through five subsequent fiscal years.
10. The recommended rate structure shall comply with the cost of service requirements of Proposition 218. It shall be demonstrated that the rates do not exceed the proportionate cost of serving each class of customers. A sound rationale related to the cost of service is required.

C. Study Elements

1. In making its rate structure recommendations, the Final Report shall explicitly include the following elements:
 - a. Current Rate Structure: Assess the current rate structure's performance as a baseline for comparing recommended changes.
 - b. Equity: Assess the equity of recommended water rates for all customer classes: single family residential, multi-family residential, commercial, institutional, irrigation, and school.
 - c. Conservation Impacts: Assess interaction between water conservation elements of the recommended rate structure and their impacts on the ability to fund water operations.
 - d. Sensitivity Analysis: Assess the ability of the revenue stream generated by the recommended rate structures to continue to fully fund water system costs and other costs under the impacts of future water quality and environmental regulations and standards.
 - Assessment is to include a sensitivity analysis where the long-term revenue generated under each alternative as well as the current rate structure shall be illustrated when confronted with the impacts of growth, drought, extreme rain, mandated requirements under current and upcoming federal and state programs, and major water quality improvements.
 - e. Impact of Other Water Costs: Assess impacts on recommended water rate structures due to potential need to purchase additional imported water if groundwater supplies decline.
 - f. Impact of Other Wastewater Costs: Assess impacts on recommended wastewater rate structures due to potential increases in cost from the City of Los Angeles.

- g. Comprehensive Summary of Recommended Rate Structure: Assess performance of each studied rate structure against current rate structure performance as baseline and provide recommendation on preferred rate structure.
 - h. Supporting Data: Provide data supporting conclusions and observations made for each of the areas above and site within study.
 - i. Provide a comparison of current water and wastewater system costs (operations, capital improvements, bonded debt) against appropriate industry benchmarks.
 - j. Provide a calculation of the bi-monthly water and wastewater bill for the average customer (as determined by water consumption) for each rate structure included in the analysis.
 - k. Provide a comparison of similar agencies (public and private) water and wastewater rates. Include in the comparison a sampling of water and wastewater rates of other California utility agencies that are similar in size.
2. It is of the utmost importance that the study methodology be fully transparent and understandable by the general public.

D. Services to be provided by the Consultant

- 1. Conduct a detailed review of the existing water and wastewater rates, status of the Water and Wastewater Funds and develop a general familiarity with CVWD's billing system as it relates to the Water and Wastewater Funds.
- 2. Meet or confer with staff as needed and attend up to four (4) meetings with CVWD Board and Committees as work sessions to present the interim status of the study and obtain their input.
- 3. Conduct analyses as required to address the scope of work.
- 4. Coordinate with CVWD's legal counsel regarding legal requirements
- 5. Preliminary Report and Draft Final Report.
 - a. Provide a preliminary report, for CVWD staff and legal counsel for review and comment, which summarizes the findings and recommendations of the study.
 - b. Provide a Draft Final Report to CVWD's Board of Directors for review and comments.
 - c. Be available for any additional work, if required, subsequent to presentation of the final report.
- 6. Supply a time schedule for developing the preliminary and final reports.
 - a. The final report shall be delivered to CVWD by March 2016.
- 7. Provide assistance during the Proposition 218 process.
- 8. Provide a Final Report.
 - a. The Final Report shall summarize the completed action of CVWD's Board of Directors, providing the final rates as adopted, the final rate structure, an explanation of how those rates were calculated, summary of the Prop 218 process and results of customer "voting," and projected revenue under the adopted rates and rate structure.
- 9. Be available to provide assistance in the event of a legal challenge.

E. Services to be Provided by CVWD

- 1. Furnish all reasonably available records and information, including financial reports, studies, budgets, water and wastewater account data and water production and consumption data, which are available from CVWD that is pertinent to proposed study.
- 2. Provide staff support and assistance as required and agreed to in advance of study.

PROPOSAL FORM AND CONTENT

A. Proposal Submittal

1. All pages of the proposal must be numbered consecutively. The proposal must be organized in accordance with the list of proposal contents. The proposal must provide specific and succinct responses to all questions and requests for information.
2. Consultants must address the Scope of Services as shown above.
3. Proposals and the fee schedule must be valid and binding for 120 days following the proposal due date and may become part of the agreement with CVWD.

B. Letter of Transmittal

1. Include a cover letter signed by a duly authorized representative of the firm.
2. The cover letter must include name, address, telephone number and e-mail address of the Proposer submitting the proposal.
3. In addition, the name, title, address, telephone number, fax number and e-mail address of the person or persons who are authorized to represent the Consultant and to whom correspondence should be directed shall be included.

C. Table of Contents

Include a clear identification of the submitted material by section and by page number.

D. Summary

1. Summarize the key provisions of the proposal.
2. Provide a statement describing why the Proposer is qualified to perform this work, the names of individuals who would serve as the Project Manager and CVWD's primary Point of Contact with the proposing firm.

E. Statement of Understanding

Include a detailed statement of understanding of the professional services to be provided for CVWD, and acknowledge CVWD's priority of maintaining transparent communications between CVWD and its residents and businesses. If there are services listed in the RFP that the Consultant will not be able to provide, please address such in your responses.

F. Background and Experience

1. Official name and address, and specify the type of entity (partnership, LLC, corporation, etc.)
2. Describe your firm's background and history; include number of years in business.
3. Describe the expertise your firm is able to provide CVWD.
 - a. Emphasize experience related legal challenges under Proposition 218.
 - b. If your firm has a recognized area of expertise, please describe that expertise.
4. List the location of the office that would serve CVWD.
5. Identify support staff services available (clerical support, engineers, municipal finance experts, Proposition 218 expertise, and other staff.)

G. Approach to Water and Wastewater Utility Rate Studies

1. Describe your view of the role of the Consultant in developing water and wastewater rate studies and supporting CVWD through the requisite Proposition 218 rate increase approval process.
2. Describe how you track and manage contract costs.

3. Describe how as Consultant you would work with CVWD and participate in Board meetings, community information meetings, and meetings with staff.
4. Describe your firm's practices regarding professional development, training, and keeping current in the law and legal matters the development and adoption of new utility rates.
5. Describe the methodology used to determine the water/wastewater rates for individual customers.
6. Provide information if a cost of service study that was performed by your firm was legally challenged in a Court of Law and what was the outcome.
7. List specialty services relative to a water or wastewater rate study which you do not provide. For any specialty services you do not directly provide, describe how you propose CVWD receive such services. If you propose to use a subcontractor, please name the firm if possible and the principal individual(s) from the firm who would provide service to CVWD.

H. Proposed Project Manager(s)

1. Name the persons who will be designated as the Project Manager and Point of Contact. Provide the following for each designee:
 - a. Certificates or licenses.
 - b. Description of education, including names of educational institutions, degrees conferred, and year of each degree.
 - c. Professional background and professional associations.
 - d. Experience with and knowledge of the law relating to the development and adoption of municipal utility rates.
2. Specific areas of expertise and training.
3. Provide names and qualifications, including years of experience, of members in the firm who would be able to provide professional services in support of the Project Manager and Point of Contact.
4. Provide contact information for five (5) similar clients for which services have been provided by the designated project team in the last three (3) years, so reference checks can be conducted. Also, include the contact person's name, agency, phone and e-mail address.
5. List all public clients for whom your firm currently provides or has provided services for in the past ten years. Indicate the services provided including compensation and reimbursement

I. Additional Services

1. Describe how the firm intends to charge for additional services such as attendance at additional community meetings or preparation of additional rate scenarios.
 - a. If an hourly rate basis is used for additional services, please state the hourly rates for each of the project team members. Provide this information in a table format.
 - b. If a separate individual or firm is proposed as a subcontractor to Proposer, specify the hourly rates for each type of service to be provided as well as the rates for any items which would be billed separately. Also provide information regarding the principal attorney(s) and firms that would provide such service(s)
2. Specify which items, if any, are billed separately and at what rate. Such items might include postage, duplicating/printing, etc. Specify if any overhead or administrative charge is added to billings for these items.

J. Agreement

1. The successful Consultant is expected to enter into a "not to exceed" agreement with CVWD that will be acceptable to CVWD Attorney. A copy of CVWD's standard Professional Services Agreement is attached to this RFP. Please provide any proposed changes in that form agreement along with your proposal.
2. In addition to indemnification and hold harmless language, the agreement also includes a requirement for:
 - a. Professional errors and omissions insurance in an amount of not less than \$2,000,000 per occurrence and \$2,000,000 aggregate.
 - b. General liability insurance in an amount of not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate.
 - c. Automobile liability insurance in an amount of not less than \$1,000,000 per accident.
 - d. Workers' compensation insurance as required by State law.
 - e. The firm chosen will name CVWD as a Certificate Holder for all of the above named insurance policies. CVWD shall be named as Additional Insured for the general liability as well as the automobile liability (including Non- owned Auto) insurance coverage.
 - f. All coverage must be provided by an insurance company authorized to do business in the State of California, with a rating of at least A, VII in the latest edition of Best's Insurance Guide.

K. Budget and Fee Schedule

1. The proposal shall include a total "not to exceed" budget and a fee schedule itemizing hourly rates and other direct costs. The proposal shall provide a task level itemization of estimated fees and the hours by team member.
2. CVWD has a limited budgeted to complete the study of \$120,000.
3. The District normally reimburses consultants for the actual cost for other direct expenses, excluding the use of computers, office equipment, hardware, or software materials.

L. Project Schedule

1. The proposal shall include project schedule that meets CVWD's schedule as shown below.
2. The project schedule shall list all tasks with start dates and end dates.

Proposed Project Schedule

RFP Availability	July 21, 2015
Submittal Deadline	August 26, 2015, 2:00 p.m.
Review Process	August 26 to September 1, 2015
Interview with Consultants & Finance Committee	September 2 – September 9, 2015
Contract Award	September 15, 2015
Kick Off Meeting	September 23, 2015
Preliminary Report	November 20, 2015
Draft Final Report	January 13, 2016
Final Report	February 10, 2016
Approval of Final Report	March 15, 2016

M. Additional Information

In this section, provide any other information the Proposer believes is applicable to the evaluation of the proposal or your qualifications for providing the proposed legal services. You may use this section to address those aspects of your services that distinguish your firm from other firms.

SUBMITTAL GUIDELINES

- A. Firms interested in submitting a Proposal to provide Consultant Services for a Water and Wastewater Rate Study shall submit:
- One (1) original unbound Proposal marked "ORIGINAL"
 - One (1) electronic version, in PDF format, on a CD, or "thumb-drive",
 - Seven (7) bound copies, marked "COPY,"
 - On or before the Submittal Deadline for Proposals in a sealed envelope marked, "CVWD – Water and Wastewater Rate Study Proposal" and "Do Not Open with Regular Mail."
 - The envelope shall be addressed to:
David S. Gould, District Engineer
Crescenta Valley Water District
2700 Foothill Boulevard
La Crescenta, CA 91214.
- B. Proposals may be submitted by US Mail, or delivered in person to the CVWD office, but must be received by **2:00 PM on August 26, 2015**. No e-mailed or faxed proposals will be considered.
- C. CVWD reserves the right to modify estimated contract award date, or any of the dates as shown.
- D. CVWD also reserves the right to waive non-substantial irregularities in any proposal, reject any or all proposals, to request additional information for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals and to waive any irregularities, if such would serve the best interests of CVWD as determined by CVWD's Board of Directors.
- E. CVWD may modify, clarify, or interpret the RFP by sending an addendum to each firm that originally received or requested an RFP. Any such addendum shall become part of the RFP and of any contract awarded
- F. The Consultant may make modifications to a proposal already submitted to CVWD, but must submit a written request to withdraw its proposal in order to make the modifications. It is the responsibility of the Consultant to ensure that modified proposals are resubmitted in accordance with the RFP submittal deadline.
- G. CVWD requires all Consultants to comply with all applicable federal and state laws, and the firm selected to provide Consultant services shall be an independent contractor. All persons employed by a firm in accordance with a contract resulting from the RFP will be employees of the firm and not employees of CVWD.
- H. CVWD is not liable for any costs incurred by the Consultant before entering into a formal contract. Costs for developing the proposal or any other such expenses incurred by the Consultant in responding to the RFP are entirely the responsibility of the Consultant, and shall not be reimbursed in any manner by CVWD.
- I. A Consultant may withdraw its proposal by submitting an email or written request to David Gould, District Engineer, to withdraw prior to 12:00 pm on August 28, 2015, in which event the proposal will be returned to the Consultant.
- J. Telephone questions regarding the RFP will not be accepted.

- K. CVWD will accept written, emailed, pre-submittal questions from Consultants. The Consultants are encouraged to cover all questions in one request so that CVWD's staff can provide timely and effective responses. All pre-submittal questions about the RFP will only be accepted by email until **Friday, August 21, 2015 before 12:00 pm.**
- L. Responses to all questions will be e-mailed to all consulting firms on **Tuesday, August 25, 2015 by 12:00 pm.** It is each Consultants responsibility to response to CVWD's RFP updates and answers to pre-submittal questions. Any questions regarding the RFP should be directed to by email to David Gould, District Engineer at dgould@cvwd.com

REVIEW AND SELECTION PROCESS

Evaluation Criteria

The following information will be considered during the evaluation process. These are not listed in order of importance or priority:

- a. Experience and qualifications identified in the Proposal.
- b. Complete and clear response to requested matters in the Proposal.
- c. Adequate local availability, support to the Board and staff, and range of services offered.
- d. Demonstration of workload capacity and level of experience of the designated Project Manager and Point of Contact.
- e. Professional reputation for providing high-quality services and ability to work cooperatively with CVWD Council and staff.
- f. Service orientation and creativeness in finding solutions to difficult or complex issues.
- g. Demonstrated understanding of CVWD.
- h. Communication skills.
- i. Depth and breadth of experience and expertise in the practice of developing municipal water and Wastewater rates.
- j. Demonstrated sound judgment, integrity, and reliability as determined by the references provided.
- k. Capability to perform professional services promptly and in a manner that permits CVWD Council and staff to meet established deadlines and to operate in an effective and efficient manner.
- l. Demonstrated overall quality of work product as evidenced by quality of proposal.
- m. Cost of providing services. Note that while cost is important, it is not necessarily the most critical factor in evaluating a Proposal.
- n. Other qualifications/criteria as deemed appropriate by CVWD.

RECOMMENDATION:

Staff recommendation will be provided at the Board Meeting as well as the recommendation from the Engineering and Finance Committees.

ENVIRONMENTAL REVIEW:

N/A

FUNDING AVAILABILITY:

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

Account Description	Amount
Expense - Administrative Consultants – FY 15/16 Water and Wastewater Budget	\$120,000
Water and Wastewater Cost of Service Study	
Amount Remaining	\$XX,XXX

Prepared by:



David S. Gould, P.E.
District Engineer

Submitted by:

Thomas A. Love
General Manager

CRESCENTA VALLEY WATER DISTRICT

Professional Consulting Services

for Water and Wastewater Rate Study Project M-958

Date: August 31, 2015

The following are questions and responses from consultants for the Request for Proposal:

Q: Under Basic Study Objectives for Water Rates for Budget Based Rates, How should the landscape areas be addressed for each parcel in the study?

A: *Consultant should base this on an estimate of landscape area for the service area.*

Q: The RFP requested the consultant to compare CVWD's water and wastewater rates with other agencies. Should the rates be compared to rates within the State or Southern California?

A: *Rates should be compared against Southern California agencies only.*

Q: How does CVWD currently bill its customers?

A: *CVWD currently bills on a bi-monthly period and may go to monthly when Automated Meter Reading system is installed.*

Q: Will the proposed rate study include an analysis of CVWD's Capital Improvement Program?

A: *No, the proposed rate study will not include an analysis of CVWD's Capital Improvement Program*

Q: What is CVWD's billing software and can it handle additional fields?

A: *CVWD uses Spring Brook software and the software can handle additional fields*

Q: Will the consultant be required to attend Board or Committee meetings?

A: *The RFP indicated consultant will be required to attend up to four (4) meetings.*

Q: Would you provide us with a copy of CVWD's standard Professional Services Agreement?

A: *A Sample Professional Service Agreement is attached.*

Q: Would you provide clarification on Item A.1.b about tiered rate structures based on each parcel's allotment of groundwater and imported water?

A: CVWD's water supply averages 60% groundwater and 40% imported water. The concept is to allocate a portion of the water rate based on groundwater costs and a portion of the water rate based on imported water costs to each end user. There will be a two (or maybe three) tier rate structure for this, such that each customer pays a lower groundwater cost up to a certain number of units and will pay the more expensive imported water costs if they go over their groundwater allocation.

Q: Would you provide clarification the "customer voting" mentioned on page seven, item D.8.a?

A: "Customer voting" refers to the number of protest letters received by CVWD during the 45 day review period.

Proposals are due no later than 2:00 pm on Wednesday September 2, 2015 at the Crescenta Valley Water District's office located at 2700 Foothill Boulevard, La Crescenta, California.

If you have any questions or comments, please contact me at (818) 236-4119 or e-mail me at dgould@cvwd.com.

Very truly yours,

CRESCENTA VALLEY WATER DISTRICT

David S. Gould P.E.

District Engineer

DSG:sdi

Enclosures:

cc: Thomas Love – CVWD
Ron Mitchell – CVWD
Tom Bunn - Lagerlof, Senecal, Gosney & Kruse

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CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 5

September 15, 2015

To: Honorable President and Members of the Board of Directors

From: David S. Gould, P.E. – District Engineer

Subject: Lower Pickens Canyon Pipeline Crossing Repair Assessment Report, Project E-957

ACTION ITEM:

Lower Pickens Canyon Pipeline Crossing Repair, Project E-957

- a. Report and discussion regarding the Lower Pickens Canyon pipeline crossing repair project.
- b. Consideration and motion to authorize the General Manager to enter into agreements for the design and construction of temporary erosion control measure for the Lower Pickens Canyon pipeline crossing at cost of \$60,000.

BACKGROUND:

On May 30, 2015, a water main break occurred on the Lower Pickens Canyon pipeline crossing which is located on the slope near 5481 Ocean View Blvd. This pipeline is one of three pipelines that cross Pickens Canyon at three locations. This pipeline was installed in 1956 and repaired in 1972. The pipeline was repaired with a stainless steel clamp to restore water to the area. The pressure in the pipeline is approximately 150 psi and the natural slope above and below the pipeline was severely eroded by the water. The existing pipeline was also undermined and there is no soil supporting it.

Staff determined that the pipeline would have to be repaired or replaced to prevent any future leaks. Additionally, staff concluded that the slope would have to be replaced to provide a structural base for the pipeline to prevent any future erosion of slope.

DISCUSSION:

Work Completed to Date

- June 18, 2015 – Site Visit with AMEC
- July 7, 2015 – Award Contract to AMEC for Field Investigation
- August 4, 2015 – Field Investigation with AMEC, DMC Engineering and Montrose Search & Rescue
- August 10, 2015 – Field Crews repaired leak on the existing repair clamp including a shutdown
- August 11, 2015 – Award Contract to DMC Engineering for Topographic Survey and Property Mapping
- August 15, 2015 – Site Visit with Board Members
- August 28, 2015 – Preliminary assessment review by AMEC and Review with staff
- September 4, 2015 – Site Visit with a contractor, DJ Reynolds, Inc., about hillside slope repair and to provide a preliminary cost estimate
- September 4, 2015 – Field Crews repaired leak on the existing repair clamp
- September 9, 2015 – Site Visit with a contractor, J. DeSigio Construction, about pipeline replacement
- September 9, 2015 – Site Visit with a contractor, Underground Solutions, about pipeline replacement with HDPE pipe
- September 11, 2015 – Met with Engineering Committee and Consultants

Aerial Topographic Survey and Property Mapping

- August 4 – 26, 2015 – Aerial Topographic Survey and Property Mapping

Evaluation and Slope Repair

- See attached Report
- Review Recommendations

Pipeline Replacement Options

- Replace with Steel Pipe or HDPE Pipe in same location on easterly slope only
- Replace pipe (steel or HDPE) in new location along proposed access road on easterly slope.

- Crossing Pickens Canyon Channel – existing concrete exposed – remove and replace a minimum of 6’ to 8’ below channel
- Install a small diameter pipe inside the existing 8-inch water main (slip-lining)
- Relocate the pipeline connection to Pickens Canyon Road (westerly side) for easier access.

Permits

- See attached Report
 - o U.S. Army Corps of Engineers
 - o California Department of Fish and Wildlife
 - o California Regional Water Quality Control Board
 - o Los Angeles County

Preliminary Cost Estimate

Item No.	Task	Quantity		Cost/Unit	Cost
1	Preliminary Geotechnical Investigation Report	1	EA	\$11,000	\$11,000
2	Topographic Survey & Property Research	1	EA	\$14,420	\$14,420
3	Preliminary Design Report	1	EA	\$15,480	\$15,480
4	Property Owner Easements/Agreements	1	EA	\$2,000	\$2,000
5	Permits – LA County; Corp of Engineers, Processing, etc..	1	EA	\$10,000	\$10,000
6	Design – Slope and Pipeline	1	EA	\$65,000	\$65,000
7	Interim Condition - Slope Repair	1	EA	\$20,000	\$20,000
8	Construction - Slope Repair	1	EA	\$200,000	\$200,000
9	Construction - Pipeline Replacement/Repair	400	LF	\$350	\$140,000
10	Construction - Repair to Channel Crossing	100	LF	\$500	\$50,000
11	Inspection	1	EA	\$25,000	\$25,000
12	Misc.	1	EA	\$7,100	\$7,100
	Subtotal				\$560,000
	Contingency			20%	\$112,000
	Total Cost Estimate				\$672,000

Discussion – Engineering Committee Meeting

The project was discussed at length during the Engineering Committee Meeting. Mr. Gould provided an overview of the project. Mr. Greg Hamer and Ms. Eileen Bailiff from AMEC Foster Wheeler discussed the geotechnical investigation of the area that was eroded during the water main leak. Mr. Derek McGregor discussed the property line mapping, topography, and the location of the pipeline. Mr. McGregor recommended that a temporary erosion control plan be implemented in the short-term to minimize any further erosion during the upcoming rainy season.

Director Putnam talked about the long-term solution for providing water service to about 135 homes and suggested that staff look into performing a feasibility study for this. Director Erikson suggested re-using the existing pipe and installing a smaller pipe inside the existing pipe. Mr. Gould indicated that he will research this option and find out more information.

Mr. Gould indicated that the concrete encasement of the existing pipeline in the channel is exposed and should be buried to prevent a possible future break. It was suggested that staff meet with Los Angeles County Flood Control District regarding Pickens Canyon Channel. In addition, AMEC will investigate the soil material at the bottom of the channel.

It was suggested by the Engineering Committee that staff should proceed with preparing and installing temporary erosion control measures to protect the pipeline and slope during the upcoming rainy season.

RECOMMENDATION:

Mr. Gould suggested that an action item be placed on the Board agenda for staff to proceed with the design and construction of a temporary erosion control system for a cost of about \$60,000. In addition, the Engineering Committee recommended that AMEC and DMc Engineering attend the September 15, 2015 Board meeting to discuss the Lower Pickens Canyon pipeline crossing repair project. Finally, it was suggested that staff meet with the property owners to discuss the project after the Board meeting.

The Engineering Committee recommended that this project be included in the FY 15/16 CIP program and that staff reassess the CIP program such that projects currently under construction or part of a grant will continue and projects that have not started be put on hold until a more defined scope of work is reached on this project.

ENVIRONMENTAL REVIEW:

N/A

FUNDING AVAILABILITY:

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

Account Description	Amount
FY 15/16 Water CIP – Water Distribution Lower Pickens Canyon Pipeline Replacement	\$200,000
Costs to Date	<\$40,900>
Estimated for design and construction for temporary erosion control measures	<60,000>
Amount Remaining	\$99,100

Prepared by:



David S. Gould, P.E.

District Engineer

Attachment:

Submitted by:

Thomas A. Love

General Manager



September 9, 2015

Project 92310080

Mr. David Gould, P.E.
District Engineer
Crescenta Valley Water District
2700 Foothill Boulevard
La Crescenta, California 91214

Re: Pickens Canyon Slope Repair Evaluation

Dear Mr. Gould:

As authorized by Crescenta Valley Water District (CVWD), Amec Foster Wheeler (Amec) geologists and engineers evaluated erosion distress and slope repair options related to a CVWD water main that crosses Pickens Canyon. This letter presents background information, the results of our evaluation, and presents possible remedial actions.

BACKGROUND

The subject water main crosses Pickens Canyon in a generally east-west direction from Pickens Canyon Road to Ocean View Boulevard. A portion of the slope on the east side of Pickens Canyon below Vista del Arroyo Drive (west-facing slope) was eroded in June 2015 due to a break in the 8-inch water main pipe (pipe) that traverses the slope. The water main is located on private property within an existing CVWD easement. As soon as possible after the leak occurred, CVWD repaired the pipe. Following our site visit with you on June 18, 2015, Amec Foster Wheeler performed a field evaluation of the slope in the vicinity of the pipe break¹. Along the pipe alignment, there is an approximately 110 foot-high 1:1 (horizontal to vertical) descending west-facing slope and an approximately 110 foot-high 1:1 ascending east-facing slope across Pickens Canyon.

The June 18 site visit indicated that the pipe break caused significant erosion of the west-facing descending slope adjacent to the break. The extent of the erosion downslope of the break had not been assessed by CVWD because the location of the break and surrounding area are very difficult to access.

The site visit also indicated that at the break location, an approximately 6 foot-deep by 8-foot-wide gully several feet deep beneath the pipe has been eroded at least 20 feet up and 30 feet down the slope from the break. In addition to the significant erosion of soil beneath and near the pipe break, some of the concrete encasing the pipe was also eroded away. It is our understanding the slope underlying the pipe was further eroded during a storm event that occurred in July 2015.

¹ Amec Foster Wheeler proposal to CVWD: *Scope and Cost Estimate for Pickens Canyon Slope Repair Evaluation, La Crescenta, California*, dated June 29, 2015.

DATA REVIEW AND FIELD OBSERVATIONS

Prior to conducting the field program, Amec reviewed pertinent, available geologic information from the California Geologic Survey and US Geological Survey and also reviewed photographs and drawings for the pipeline provided by CVWD.

On August 4, 2015, Amec geologists Eileen Bailiff, CEG² and Daniel Costamagna, PG³ conducted a limited field program that included observing and documenting the slope conditions where the pipe is exposed including soil conditions and erosional features. The pipe repair work may require environmental permits. In addition, Nick Ricono, an Amec permitting specialist attended the August 4, 2015 site visit to observe conditions within the streambed and adjacent slopes. Also present during the site visit were representatives from CVWD and Montrose Search and Rescue. Photographs from the field visits are included as Attachment A to this letter report.

General Description of Slope condition

The west-facing slope in the vicinity of the pipe break is approximately 110 feet high from the bottom of the canyon to the top of the slope backyards of homes along Ocean View Boulevard at the top of the slope. The elevation of the west-facing slope ranges from 2148 feet above mean sea level (msl) to 2037 feet msl in the canyon bottom. The slope is covered with brush and numerous trees. The bottom of the canyon is covered with dense trees and is lined with cobbles and boulders. There was a small flow of water along the canyon bottom at the time of the field visit.

Where observed, the upper approximate 75 vertical feet of the slope (elevation 2074 to 2149 feet msl) is underlain by older terrace deposits consisting of poorly- to moderately-indurated interbedded silty and clayey sands with gravels. This portion of the slope is approximately 1½:1 (horizontal to vertical) or slightly steeper grade. At an approximate elevation of 2074 feet msl, the slope transitions to an approximate 1:1 slope until it reaches the lower 6 to 7 feet of the main slope where it steepens to ½:1. The lower portion of the slope is underlain by slightly to moderately weathered and highly fractured granitic bedrock. Boulders and large cobbles up to 2 feet in diameter were observed upstream of the pipeline crossing at the bottom of the canyon. The transition of slope from 1½:1 to 1:1 is the contact between the older terrace deposits and the underlying granitic bedrock. Soil ranging from approximately 3 to 10 inches thick has developed over the bedrock and terrace deposits and extends to the toe of slope.

The pipe break occurred approximately 47 feet below the top of the slope (elevation 2101 msl) where the pipe was located within the terrace deposits. In the area of the pipe break, severe erosion occurred; creating an approximate 8-foot by 10-foot wide cavity that ranges from 3 to 7 feet in height. The width of the feature varies from approximately four feet near the slope face to

² CEG: California Certified Engineering Geologist

³ PG: California registered Professional Geologist

Mr. David S. Gould, P.E.
Crescenta Valley Water District
September 9, 2015
Page 3

approximately 10 feet near the innermost side of the cavity. It is our understanding, additional erosion occurred after a storm event in July 2015. The current configuration of the cavity has a minor overhang and an uprooted tree was located on top of the pipe (see photos). Approximately 70 linear feet of pipe is currently exposed between elevation 2110 and 2047 msl with some portions hanging above the ground surface (see photos). Erosion of the slope beneath the pipe alignment varies in depth from approximately 2 to 4 feet. The protective concrete pipeline encasement was also eroded away following the pipe break. Loose material consisting of eroded terrace deposits, fractured bedrock, and pieces of concrete are located beneath the exposed portion of the pipe (see photos). An approximate 2-foot diameter concrete support block for the pipe is also exposed and has been undermined by erosion of the slope (see photos). Near the toe of slope the water line is completely encased in concrete where it passes beneath the stream and extends up the east-facing canyon slope.

No cracking or other evidence of slope creep or extension were observed adjacent to or upslope of the erosion cavity.

CONCEPTUAL DESIGN FOR REPAIRS

It is our understanding CVWD is considering various options for long term use of the pipeline but needs to complete temporary repairs to the slope for the upcoming wet season. Access to the slope and pipeline is limited and will require clearing of the slope and removal of the debris underlying the pipeline using hand tools. Amec has prepared the following recommendations for a fast-track temporary repair of the west-facing slope and protection of the pipe. The recommendations consider a proposal from D.P. Reynolds Corporation, which was prepared following their visit to the site with CVWD the week of August 31, 2015. The D.P. Reynolds proposal is presented as Attachment B to this letter.

Upper Slope (Approximate Elevation 2115 to 2060):

Where the pipe break occurred, approximately 6 to 7 vertical feet of material washed out from beneath the pipeline. This part of the slope is underlain by terrace deposits (silty sand with gravel) and the slope is approximately 1:1 or slightly flatter. Repair of upper portion of the slope will require removal of the loose material prior to placement of the repair materials.

One approach would be to place a geo-filter fabric underneath the pipeline and up the sidewalls over the top of the original slope. Following placement of the filter fabric, 1½ inch diameter gravel would be used to back fill the eroded portion of the slope to the top of the pipe. The gravel would be wrapped in the filter fabric to keep fine materials out of the gravel. This “gravel blanket” could then be covered with 12 inches of soil, shotcrete or concrete, or rock to protect it. A concrete cutoff wall or similar feature could be installed at the toe of the gravel backfill where the slope steepens (approximately elevation 2060) to support the gravel backfill on the slope. This concrete wall would be keyed into the underlying bedrock deposits to the degree possible. A drain pipe extending from the back of the eroded area to the face of the slope would be installed above the cutoff wall to allow water to drain from beneath the pipeline. The conceptual

Mr. David S. Gould, P.E.
Crescenta Valley Water District
September 9, 2015
Page 4

design does not include engineering calculations which may be needed for construction of the cutoff wall.

An alternate method would be to wrap the pipeline in foam for protection and then pour concrete around it and beneath it, as described in Attachment B. The concrete would have a drainage swale along the top of the concrete to collect surface runoff and the concrete would include subdrains below the pipeline to help remove water that could otherwise accumulate beneath the concrete. The larger eroded area adjacent to the pipeline would be repaired using a pipe and board retaining system with backfilling using imported soil over a geogrid and subdrain system.

A rough estimate of the cost for the repair of the upper part of the slope is \$100,000 (see Attachment B).

Lower Slope (Approximate Elevation 2060 to 2050):

On the lower part of the slope where the pipeline is exposed and several feet in the air, the slope is approximately 1:1 or steeper and there is some concrete around the lower-most portion of the pipeline. A remedial approach would be to clean out debris beneath the pipeline and then place concrete to fill the eroded portion of the slope beneath the pipe and over the pipe for protection. The concrete would need to be a stiff mortar-consistency so that it could be placed by hand. The concrete would extend from beneath the cutoff wall (mentioned above) to the portion of the lower slope where the pipe is currently encased in concrete. Horizontal drain pipes could be installed through the concrete to help prevent water from accumulating beneath/behind the concrete.

The lower-most portion of the pipe appears to have been subjected to erosion and scour by water moving down the canyon. Additional protection for the lower-most portion of the pipe could be provided by applying a shotcrete wall that is anchored (doweled) into the existing bedrock on the slope and extending approximately 3 feet on either side of the pipe.

A rough estimate of the cost for the repair of the lower part of the slope is \$100,000 (see Attachment B).

Bottom of canyon:

The concrete encasement around the pipeline is exposed in the canyon bottom and may be subject to erosion with the potential of being washed out if there is heavy runoff and large debris (rocks/boulders) moving down the canyon this winter. Stabilization of the grade in the creek bottom may help protect the pipeline from getting undermined and having the concrete broken away. A possible grade stabilization measure to protect the pipeline and its encasement would be to install a below-grade concrete wall on the order of 2 or 3 feet thick and 6 to 8 feet deep or down to competent rock, whichever is shallower. The wall would be long enough to cross the bottom part of the canyon where the pipeline encasement is currently exposed. The wall would be downgradient and adjacent to the current pipeline encasement. There are also other approaches that we can discuss for protecting the pipeline in the bottom of the canyon.

Mr. David S. Gould, P.E.
Crescenta Valley Water District
September 9, 2015
Page 5

A cost estimate was not prepared for stabilization and protection of the pipe across the canyon bottom. We can provide an estimate following further discussion with CVWD and with input from D.P. Reynolds Corp. and other hillside repair contractors.

Engineering and Permits

The repairs described in the previous section of this letter include a cutoff wall and placement of backfill. Engineering design will be required, depending on the remedial approach selected. Engineering design costs are estimated to be as much as \$50,000.

The upper part of the slope would not require environmental permits to conduct the repairs. As previously mentioned to CVWD, however, environmental permits are required to conduct work in the canyon bottom because Pickens Canyon is considered a "blue-line stream". Environmental permits for work in blue-line streambeds are generally required from the California Department of Fish and Wildlife (Streambed Alteration Agreement), U.S. Army Corps of Engineers (Nationwide Permit 12), and the California Regional Water Quality Control Board (Individual 401 certification). Because the work is the repair of an existing facility, California Environmental Quality Act (CEQA) permitting will most-likely not be required.

There are exemptions to the above-mentioned permits, however, if there is an "immediate threat to life or property". The exemptions allow for expedited permitting, including after-the-fact permitting as long as agencies are notified ahead of time that the work will be performed. The emergency permitting process often can be completed in two to three weeks. If no exemptions are in place, the permitting process can take three or four months.

In order to obtain the exemptions, CVWD will need to make requests to the various agencies. Amec can assist CVWD in further evaluating what permits would be required for the proposed repairs, making the exemption requests, and in obtaining the permits. The estimated cost for permitting assistance is approximately \$5,000.

Engineering permits may be required from Los Angeles County or other agencies prior to performing the repairs. Additionally, CVWD may need to work closely with the property owners at the top of the slope for access and repair work, if needed on private property.



Mr. David S. Gould, P.E.
Crescenta Valley Water District
September 9, 2015
Page 6

Closure

We appreciate the opportunity to assist CVWD in evaluating the repairs needed for the slope and protection of the pipeline. Please contact either of the undersigned if you have questions or need more information regarding this report or our recommendations.

Sincerely,
Amec Foster Wheeler Environment & Infrastructure, Inc.

A handwritten signature in black ink that reads "W. Greg Hamer".

W. Greg Hamer, P.G., C.E.G.
Principal Hydrogeologist
Direct Tel.: 949 574-7093
E-mail: greg.hamer@amecfw.com

A handwritten signature in black ink that reads "James J. Weaver".

James J. Weaver, G.E.
Geotechnical Area Manager
Direct Tel.: 323.889.5374
E-mail: jay.weaver@amecfw.com

Attachment A Photos
Attachment B Slope Repair Proposal from D.P. Reynolds Corporation



ATTACHMENT A

Photos



Photo 1

Eroded area adjacent to pipe break, upper portion of slope

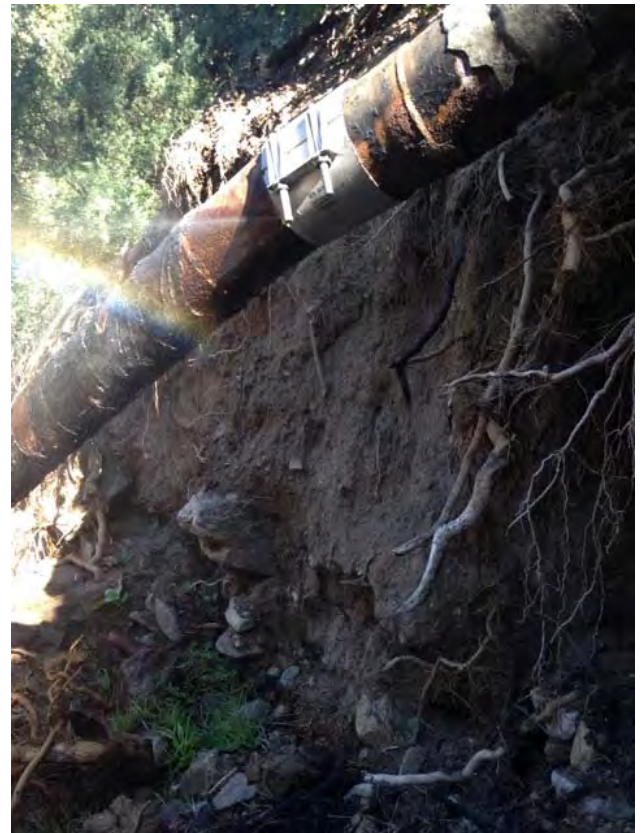


Photo 2

Eroded area adjacent to pipe break, upper portion of slope.



121 Innovation Drive
Suite 200
Irvine, California 92617

PROJECT # 0092310080
AMEC REP EB
DATE June 18, 2015

Pickens Canyon Slope
Repair Evaluation
La Crescenta, California
SITE VISIT PHOTOGRAPHS



Photo 3

Eroded area showing
slope overhang



Photo 4

Exposed and
unsupported sections of
pipe, lower portion of
slope



121 Innovation Drive
Suite 200
Irvine, California 92617

PROJECT # 0092310080
AMEC REP EB
DATE June 18, 2015

Pickens Canyon Slope
Repair Evaluation
La Crescenta, California
SITE VISIT PHOTOGRAPHS



Photo 5

Exposed and unsupported pipe and unsupported thrust block.

Photo 6

Exposed and unsupported pipe looking up from toe of slope



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ATTACHMENT B

Slope Repair Proposal from D. P. Reynolds Corporation

P R O P O S A L

September 8, 2015

Amec Foster Wheeler
121 Innovation, Suite 200
Irvine, CA 91617

ATTENTION: Greg Hamer

PROJECT: Cresenta Valley Slope Repair

We propose to furnish all labor, material and equipment as necessary to accomplish the work as described below at the above subject project.

Bottom of Canyon ---

- Clean all debris as needed to install shotcrete wall.
- Construct a shotcrete wall that will extend 3 feet on either side of the existing concrete backfill. This wall will also require excavation of any loose debris at the toe so the base of the new wall can be doweled into or set on competent material.
- Install mira drain and a sub-drain behind the new wall. This drain will daylight at the face of the new shotcrete wall.

NOTE: The wall will be approximately two feet thick.

The total for this section is \$52,700.00

D.P. Reynolds Corporation

Lower part of Slope ---

- Remove all debris as necessary to complete the backfill.
- Construct temporary shoring to allow for the installation of concrete backfill. This backfill will encase the failing thrust block and extend one foot above the existing pipeline.
- Wrap the exposed pipe in foam before the installation of the concrete to help protect the existing pipe.
- Install 3 sections of sub-drains in this area to help water from accumulating behind the pipe and new backfill.
- After the pipe has been backfilled create a concrete drain swale over the repaired area to collect surface run off.

The total for this section is \$46,800.00

Upper part of the Slope ---

- Remove all loose and unwanted debris to repair the failed area.
- The upper repair will be accomplished using two methods of repair;
 1. The failed area directly below and extending 3 feet to either side of the existing pipe will be backfilled with concrete. The existing pipe will be wrapped in foam for protection and backfilled one foot above the pipe. A drain swale will then be constructed on top of the backfill to collect area surface drainage. This section will also include sub-drains below the pipe line to help eliminate subsurface water.

D.P. Reynolds Corporation

2. The large failure adjacent to the pipeline will be repaired using a pipe and board retaining system. We will also utilize geogrid and sub-drains in this recompaction. This area will be restored with recompacted imported soil.

The total for this section is \$98,300.00

Thank you for the opportunity to bid on this project for you. If you have any questions feel free to contact us.

Respectfully submitted,



D.P. REYNOLDS CORPORATION
DJ Reynolds

D.P. Reynolds Corporation

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

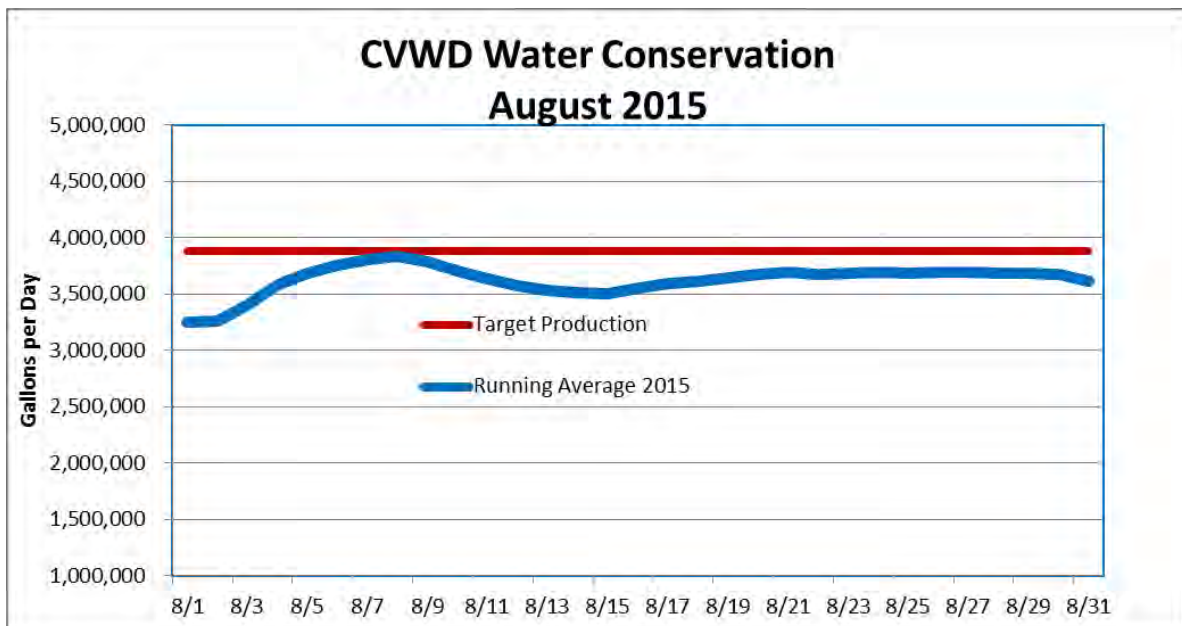
September 15, 2015

Staff Report

To: Honorable President and Members of the Board of Directors
From: Thomas A. Love, General Manager
Subject: General Managers Report

The Crescenta Valley community continues to exceed the State mandated water conservation goal of 24%. The State Water Resources Control Board has issued clarification on compliance and enforcement. Compliance will be determined on a cumulative basis not month by month.

August water production was 3.61 million gallons per day (MGD) compared with 5.11 MGD in 2013 representing a 29% reduction in water use. Cumulative water consumption June to August was 3.49 MGD compared with the conservation target of 3.75 MGD.



This month there are six staff anniversaries: Bryan Jones – 20 years; Lynne Sovich – 11 years; Brook Yared – 8 years; Peter Hilke and Cesar Avila – 3 years; and Alan Verdi – 2 years.

As of September 1st, the district has worked 448 days without a lost time accident. At the present time two employees remain on medical leave, both employees are expected to return to work within 3 months.

August General Manager Meetings:

August 4 th	National Night Out
August 7 th	Civic Alliance Breakfast with Congresswoman Judy Chu
August 13 th	Water System Tour – SCADA/Electrical

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

September 15, 2015
Staff Report

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: District Engineer – Staff Report

1. **Water Production Report**

- Sept 1 – 10 – Water Production – 47%/ 53% split – 35.2 MG for the time period.
Average use – 25.7% less than 2014 and 30.7% less than 5-yr average
SWRCB Conservation – 29.3% less than June 2013 – Feb 2014 period

2. **Rainfall Update**

- 0.00" for August 2015
- Rainfall total for Rainfall Year 2014/15 – 12.28"

3. **Report on Engineering**

- **CIP Projects**

- o Ocean View Chlorination Project
 - Building
 - Mobilization – Early November 2015
 - Treatment Equipment – Shop Drawing Review
 - Electrical Work – Finalizing design
 - Site Work for CVWD crews – Scheduled for October 2015
- o Oak Creek MCC
 - Project Complete
- o Pipeline Projects – Under Design
 - 2600 Block of Harmony Pl, 2700 Block of Brookhill, 3900 Block of Park Pl
 - 2800 Block of Prospect & 4400 Block of Glenwood
- o Well 16 – Pipeline & Building
 - Building & Facilities
 - Mobilization – September 14, 2015
 - Pipeline
 - Completion date – September 11, 2015
- o Pickens Canyon Slope Repair
 - To be discussed at meeting

- **Water and Wastewater Cost of Service Study**

- o To be discussed at meeting

- **Crescenta Valley County Park Stormwater Recharge Facility Study**

- Preliminary Report – 45% complete
- Task Force Meeting – Tentative set for October 2015

- **Nitrate Removal Treatment Facility at Well 2 Project**

- Grant Application - Preliminary approval – November 2015
- Sent Out RFP for Design Services – Award – October 6, 2015
- CEQA - Negative Declaration
 - Review period – August 28 – September 29, 2015
 - Public Hearing – October 6, 2015

- **ULARA**
 - Administrative Committee Meeting – October 21, 2015
- **La Canada Flintridge – Water Committee**
 - No Report
- **Water Meter Replacement Program**
 - FY 15/16 water meter replacement program – Replaced 65 meters to date

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

- **Wells - Status**
 - Well production capacity was averaging 2.0 MGD for September.

5. **Field Maintenance & Operations – Sept 1 – 10, 2015**

- **Water lateral leaks & repairs**
 - 2336 Henrietta
 - 2614 Pontiac
 - 3037 Prospect
 - 4355 Rosemont
 - 2156 Crescent Ave
 - 5439 Ocean View Blvd
 - 2463 Montrose Ave
 - 1956 Waltonia Avenue
- **Water Main Leaks**
 - Pennsylvania & Altura – Mills Pumphouse
- **Sewer Maintenance**
 - 4100 - 4500 block of Rosemont
 - 2300 blocks - Chapman, Orange Cove, Panorama, El Moreno, Mountain & Los Amigos
 - 4800 & 4900 blocks of El Sereno
 - 4500 - 4800 blocks of Briggs including easement areas
 - 2400 – 2500 blocks of Foothill
 - 4400 block of Sunset
 - 2400 - 2500 blocks of Mary and Community

CRESCENTA VALLEY WATER DISTRICT

WATER PRODUCTION REPORT

September 1 - September 10, 2015

Well Production:	16,038,016	Gals		
Gravity Production:	417,000	Gals	% GW	47%
Purchased Water:				
FMWD:	18,752,125	Gals		
City of Glendale:	0	Gals	% Import	53%
TOTAL:	35,207,141	Gals		
	108.05	ac-ft		
Glenwood Nitrate Water Reclamation Plant:*	0		*Included in Well Production	

WATER DEMAND COMPARISON

	Average Daily Usage (gals)	Current Period Change	Average Daily Usage (gals)	Percentage Change
September 1, 2015 - September 10, 2015	3,520,714			
September 1, 2014 - September 10, 2014	4,741,318	-25.7%		
5-yr Average - September 2010 - 2014	5,078,309	-30.7%		
SWRCB CONSERVATION REGULATIONS			3,490,737	
June 1, 2015 through Feb 29, 2016				
BASELINE CONSERVATION			4,939,538	-29.3%
June 1, 2013 through Feb 28, 2014				

RAINFALL: September 1 - September 10, 2015

0.00"

Season-To-Date:

12.28"

2015/16 Fiscal Year Water Production			Groundwater Production Water Rights		Purchased Water Production Tier 2 Allocation		FMWD Water Supply Allocation Plan	
Month	Actual Total Water Production (ac-ft)	Projected Total Water Production (ac-ft)	Month	Well Production (ac-ft)	Month	Imported Water Production (ac-ft)	Month (July 15 - June 16)	Imported Water Production (ac-ft)
July	315	380	October	212	January	127	July	161
August	344	360	November	191	February	119	August	176
September*	326	345	December	159	March	150	September*	174
October		315	January	175	April	138	October	110
November		265	February	147	May	136	November	60
December		265	March	189	June	154	December	60
January		265	April	184	July	161	January	60
February		265	May	152	August	176	February	60
March		310	June	159	September*	174	March	65
April		335	July	154	October		April	80
May		365	August	168	November		May	100
June		375	September*	153	December		June	110
Total to Date	985	1,085	Total to Date	2,043	Total to Date	1,336	Total to Date	1,216
Projected	3,764	3,845	Water Rights	3,294	Tier 2	2,154	WSAP	2,009
% of Projected	25.6%	28.2%	% of Rights	62%	% of Allocation	62%	% of Allocation	61%
Remaining	2,860	2,760	Remaining	1,251	Remaining	818	Remaining	793

NOTE:

1) Blue Numbers - Estimate Total Water Production

*Estimate for September 2015

Monthly Rainfall - 1970/71 - 2014/15 (Oct.- Sept.)

