CRESCENTA VALLEY WATER DISTRICT
REGULAR MEETING, BOARD OF DIRECTORS
March 10, 2020

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

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

Directors:	**James D. Bodnar** **Kerry D. Erickson** **Kenneth R. Putnam** **Sharon S. Raghavachary** **Judy L. Tejeda**
Attorney:	**Thomas Bunn**
General Manager:	**Nem Ochoa**
Director of Finance & Administration:	**James Lee**
Director of Engineering:	**David Gould**
Others Present:	**Dennis Maxwell, Director of Operations** **Brook Yared, Senior Engineer** **Arturo Montes, Finance & Administration Manager** **Pam Leddy, Administrative Assistant** **Christy Colby, Regulatory & Public Affairs Manager** **Frank Colcord, Foothill Municipal Water District** **Kevin Kostiuk, Raftelis Financial Consultants, Inc.**

PLEDGE OF ALLEGIANCE

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

ADOPTION OF AGENDA

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

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

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – No report

CONSENT CALENDAR

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

ACTION CALENDAR

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

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

Following discussion:

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

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

Following discussion:

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

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

Following discussion:

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

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

Following discussion:

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

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

Following discussion:

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

INFORMATION ITEMS – None

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

REPORTS OF PERSONNEL – None

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

ATTORNEY – No report

REPORTS OF COMMITTEES

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

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

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

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

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

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

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

DIRECTORS' ORAL REPORTS

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

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

Director Tejeda – No report

Director Putnam – No report

Director Erickson – No report

CLOSED SESSION – No reportable items

ADJOURNMENT

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

APPROVED

Kerry D. Erickson	James Lee
President	Director of Finance & Administration