

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 July 23, 2014 at 7:00 p.m.**

Posted: July 18, 2014 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 July 8, 2014.
2. Ratification of Disbursements for June 2014.

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. **Emergency Preparedness Container at Edmund #1 Reservoir** – Consideration and motion to authorize the General Manager to enter into an agreement with CV Ready to store an emergency preparedness container at Edmund #1 Reservoir site.
2. **Ocean View Reservoir Overflow/Drain Pipe, Project M-934** - Consideration and motion to authorize the General Manager to enter into an agreement with Civiltec Engineering to provide engineering services for the design of the replacement of overflow/drain pipe for Ocean View Reservoir at a cost not-to-exceed \$25,650.
3. **2014 Updated Sewer System Management Plan** – Consideration and motion to approve the District's 2014 Updated Sewer System Management Plan (SSMP) in accordance with State Water Resources Control Board Order No. 2006-003
4. **Purchase of a New Truck with Valve Operating Equipment, Project C-946** - Consideration and motion to authorize the General Manager to purchase a new vehicle from Galpin Ford, new valve operating equipment from E.H. Wachs and truck body modifications from California Truck Equipment Company at a total cost of \$83,143.
5. **Discussion Regarding the District Drug/Alcohol Policy** – Discussion regarding the District's Drug/Alcohol Policy.

6. **Discussion of State Water Resources Control Board - Emergency Water Conservation Regulations** – Discussion and possible motion regarding the new State Water Resources Control Board’s emergency water conservation regulations as it relates to CVWD’s Water Conservation Alert System.
7. **Verdugo Road Water Main Break Event** – Discussion regarding the 12-inch water main break that occurred at Verdugo Road on July 1, 2014.

Information Items

Written Communications to District

Staff Reports

Secretary-Treasurer

1. Cash and Investments –July 23, 2014.

General Manager

1. Administrative Report.

District Engineer

1. Water Production Report –July 1 – 20, 2014.
2. Report on Administrative and Field Operations.

Program Specialist

1. Report on Water Conservation issues.
2. Report on Water Quality 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 July 18, 2014.

Finance Committee

1. Consideration of financial issues affecting the District.

Employee Relations Committee

1. Consideration of employee relations Committee meeting held on July 18, 2014.

Policy Committee

1. Consideration of policy issues affecting the District.

Community Relations/Water Conservation Committee

1. Consideration of Community Relations/Water Conservation Committee.

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

- **Public Employee Performance Evaluation (§54957)**
 - General Manager
- **Public Employee Appointment (§54957)**
 - General Manager (extension of contract)

Board Members' Request for Future Agenda Items

Adjournment

CRESCENTA VALLEY WATER DISTRICT REGULAR MEETING, BOARD OF DIRECTORS

July 8, 2014

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, made at the Adjourned Regular Meeting of June 17, 2014, a Regular Meeting was held on July 8, 2014, at 7:00 p.m. at the District office at 2700 Foothill Blvd., La Crescenta, California, with President James D. Bodnar presiding.

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

Directors:	James D. Bodnar Kerry D. Erickson Kenneth R. Putnam Kathleen M. Ross Judy L. Tejada
Attorney:	James D. Ciampa
General Manager:	Dennis A. Erdman
Secretary-Treasurer:	Ron L. Mitchell
District Engineer:	David S. Gould
Others Present:	Mark Hass, IT Manager Wendy Holloway, Customer Accounts Supervisor Larry Byers, Plant Superintendent

PLEDGE OF ALLEGIANCE

President Bodnar opened the meeting by asking Director Tejada to lead the Board and staff in reciting the Pledge of Allegiance.

ADOPTION OF AGENDA

It was moved by Director Tejada, seconded by Director Erickson and carried by a 5-0 vote that the Agenda for the Regular Meeting of July 8, 2014 be adopted as presented.

PUBLIC COMMENT – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Erdman reported that FMWD has not held a board meeting since June 16, 2014. There will be a managers meeting on July 9, 2014 and their next board meeting will be on July 21, 2014.

CONSENT CALENDAR

It was moved by Director Ross, seconded by Director Putnam and carried by a 5-0 vote to approve the Minutes of the Adjourned Regular Board Meeting held on June 17, 2014.

ACTION CALENDAR

Resolution No. 719 – Mr. Gould reported that Los Angeles County Flood Control District (LACFCD), who is authorized as the funding agency for the Greater Los Angeles County (GLAC), has requested that the District approve a resolution to adopt the 2014 Updated Greater Los Angeles County Region Integrated Regional Water Management (IRWM) Plan as part of the requirements for submittal of the grant application to Department of Water Resources (DWR) for the Rockhaven Well project. Mr. Gould said that the District has not adopted a resolution previously because this is the first time we have applied for funding with the Proposition 84 Grant. Staff has prepared a resolution based on a template prepared by LACFCD that states that by adopting the IRWM plan, CVWD can apply for future grant funding for the Rockhaven Well Project under programs such as the Proposition 84 Round 3 Integrated Regional Water Management Grant Program. It is staff's recommendation to adopt the 2014 Updated Greater Los Angeles County Region IRWM Plan so that CVWD can continue the grant application process for the Rockhaven Well Project.

It was moved by Director Ross, seconded by Director Tejeda to adopt Resolution No. 719, the 2014 Updated Greater Los Angeles County Region Integrated Regional Water Management Plan by the following roll call vote:

AYES:	Director Bodnar
AYES:	Director Erickson
AYES:	Director Putnam
AYES:	Director Ross
AYES:	Director Tejeda

NOES:	None
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Ocean View Reservoir Overflow Event – Mr. Gould reported that on June 23, 2014, the Ocean View Reservoir had an overflow. The level of the overflow outlet is 30 feet above the reservoir bottom and discharges into a 14 inch overflow pipeline to the catch basin, which is located at the intersection of Ocean View Blvd. and Conle Way. The water went from the 14 inch pipeline to a 10 inch pipeline that connects to a storm drain manhole in the intersection. CVWD crews popped the manhole cover in the intersection and found debris. The water inside the pipeline became pressurized due to blockage from the debris, which uplifted and damaged the existing asphalt/concrete pavement. On June 27, 2014 staff met with the Engineering Committee for discussion of the incident, investigation and an action plan. Staff met with the City of La Canada Flintridge and the Los Angeles County Flood Control District on June 30, 2014 and discussed ownership of the drain line, the storm drain system and the 10 inch overflow/storm drain from Ocean View Reservoir. CVWD videotaped the 10 inch overflow/storm drain and found a rock 10" in diameter that blocked the pipeline. Staff is meeting with the City of La Canada Flintridge on July 9, 2014 to discuss the repairs to the storm drain and the paving of the street and what the cost will be and then will report back to the Board.

Verdugo Road Water Main Break Event – Mr. Gould reported that on July 1, 2014 at 9:30 am, CVWD received a call about a water main break at the intersection of Honolulu Avenue, and Verdugo Road. Upon arrival, the crew observed water rushing out of a sink hole located at the westbound intersection of Verdugo Road. We found that a contractor doing work for the City of Glendale Public Works Department was doing horizontal drilling underneath and across

Verdugo Road and the drilling machine hit and punctured CVWD's 12" water main. The pressure and velocity of the water flow undermined the pavement. The valves were closed by 10:00 a.m., but not completely, so the water would not back up into the pipeline. Verdugo Road was shut down between Clifton Place and Montrose Avenue. CVWD crews excavated the hole to expose the pipe to determine the damage and this was completed around 2:30 pm. The 12 inch main was damaged on both sides and the pipe had to be removed and replaced. The crew removed the section of pipe and replaced it with a new 12 inch steel pipe with couplings to make the repair. This was completed by 5:30 p.m. and the local businesses and residents were back in service by 6:00 p.m.

INFORMATION ITEMS – The Signal: Newhall County Water District Board of Directors voted to drop their tiered water rate structure. LA Times: Thousands go without water as Detroit cuts service for nonpayment. LA Times: Southland falls short of achieving 20% voluntary cut in water use. Daily News: Turf Terminators eliminates high water usage with drought tolerant plants as no cost to homeowners. They use rebates from water companies to replace the yards. CV Weekly: Accident at Montrose and Ocean View. CV Weekly: Waterline break snarls traffic, creates sinkhole at Verdugo Road and Honolulu Avenue. Glendale Newspress: Road work causes water main break in Montrose.

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 July 8, 2014:

Cash Accounts	(\$363,368)
Great Pacific Securities	\$39,772
Bond Debt Service Fund Acct	\$62,313
Local Agency Investment Fund	\$1,741,806
Federal Farm Credit (78)	\$491,765
Federal Farm Credit (81)	\$947,510
Federal Farm Credit (83)	\$494,820
Federal Farm Credit (86)	\$939,510
Federal Farm Credit (87)	\$493,015
US Treasury (92)	\$932,810
US Treasury (93)	\$932,810
Federal Farm Credit (94)	\$920,650
Federal Farm Credit (95)	\$563,736

MTBE Contingency Funds

Local Agency Investment Fund	\$2,666,961
Great Pacific Securities	\$258,433
Federal Farm Credit (M-17)	\$1,000,470
Federal Farm Credit (M-18)	\$952,030
Federal Farm Credit (M-19) NEW	\$988,220

US Treasury (M-20)	\$992,870
US Treasury (M-21) NEW	\$997,370
US Treasury (M-22) NEW	\$996,430
Federal Farm Credit (M-23) NEW	\$995,730

Fund Balances at February 28, 2014

Water	\$15,002,299.13
Wastewater	\$4,699,767.01

Mr. Mitchell reported that the final field work for the audit will be August 4 – 7, 2014.

GENERAL MANAGER – Mr. Erdman reported that we are in the final stages of the well rehabilitation program. When Well #8 is back in service on July 14th, the District will have rehabilitated five wells. On June 23rd, the Williams Reservoir overfilled and spilled approximately 75,000 gallons of water. This overflow caused pavement lifting at the intersection of Ocean View Blvd. and Foothill Blvd. This was discussed earlier in the Action Calendar. On June 26th, a District dump truck was struck broadside on the passenger side of the truck by a late model sedan. The occupants of each vehicle reported no injuries. The collision occurred at the intersection of Ocean View Blvd. and Montrose Avenue. The dump truck appears to have sustained significant damage and the District is working with our insurer to resolve this matter. The California Highway Patrol responded and will be preparing a report. On July 1st, a contractor for the City of Glendale drilled through a 12” water main located in Verdugo Road and Montrose Avenue. The water loss is approximately 800,000 gallons. CVWD crew members isolated the broken pipe and made the repair that took 6 hours to complete. Employee anniversaries this month include Carlos Alvarez, 25 years, Morgen DuRose, 13 years, Christina Olmedo, 8 years and Steve Dulay, 8 years. The District has worked 22 days without a lost time accident.

DISTRICT ENGINEER

Water Production – For the period of June 1 through June 30, 2014, water production averaged 138.9 million gallons per day, which is **3.1% less** than the daily average production of the same period in 2013. This is **3.0% greater** from the daily average production of the previous five years.

Rainfall: June 2014	0.00”
Season-to-date:	9.02”

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

Rainfall Update – 0.00” for June 2014. Rainfall total for 2013-14 is 9.03”.

Report on Engineering:

CIP Projects – Well Rehabilitation, E-934 – Well 9 – back in service. Well 12 – Back in Service. Well 5 – Back in service. Well 8 – Test pumping. Well 11 – Postpone to November 2014. Ocean View Chlorination Project – Piping project – Construction to start in July 2014. Building Project – finalizing design. Oak Creek MCC – Staff reviewing 100% plans and specification submittal.

Crescent Valley County Park - Local Groundwater Assistance Grant – Flow monitoring in Verdugo Wash – Install next week. Water quality sampling – obtained access permit. Monitoring Wells – Preliminary design under review.

Glendale – Rockhaven Well – Grant application by RMC due by July 21st to DWR. Reviewing agreement with legal counsel and GWP.

FMWD Issues – No Report.

ULARA – Working on 2013 Pump & Spreading Plan. Watermaster & Legal Counsel contracts expires on December 31, 2014. Working on new 3 year agreement.

Water Meter Replacement Program – Start FY 13/14 Water Meter Replacement Program – replaced 975 meters to date.

Report on Administrative and Field Operations:

Well Status – Well production capacity – increased to 2.3 MGD with Well 5 back in service.

Booster Pumps – Encinal Booster “A” to be installed next week.

Glenwood Nitrate Plant – No Report.

Water Quality – No Report.

Mills Plant – No Report.

Reservoirs/Booster Stations – No Report.

Field Maintenance and Operations update for June 16 – June 30, 2014

Water lateral leaks & repairs

- 2236 Maurice
- 3114 Brookhill
- 3324 Encinal
- 3040 Manhattan

Water Main Leaks – 6-inch main – Park Place. 12-inch main – Verdugo & Montrose.

Fire Hydrant Replacement – No Report.

Developer Projects – No Report.

General Maintenance – No Report.

SCADA/Telemetry System – No Report.

Sewer Maintenance – No Report.

PROGRAM SPECIALIST – No Report.

INFORMATION TECHNOLOGY – Mr. Hass reported that approximately 40% of accounts are using the online service, either for payments or just checking on their accounts.

ATTORNEY – Mr. Ciampa reported on revisions to the State wide NPDES permit that came out on July 3, 2014. They have also pushed back the schedule, and the next event will be on July 23, 2014. A workshop will be held at MWD with the State Board and will last approximately 6 hours where they will go over the permit and take Stake holder comments and answer questions.

REPORTS OF COMMITTEES

Engineering Committee – Director Bodnar reported that the Committee will meet on July 18, 2014 at 8:00 a.m.

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

Employee Relations Committee – Director Bodnar reported that the Committee will meet on July 18, 2014 at 10:00 am.

Policy Committee – Director Tejeda reported that the Committee met on June 24, 2014 and discussed the policy on disposal of surplus property and also discussed the policy on hiring relative of current employees.

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

Emergency Planning Committee – Director Bodnar reported that the Committee met on June 20, 2014 and discussed the possibility of allowing CV Ready to store an emergency container at the Edmund 1 Reservoir.

DIRECTORS ORAL REPORTS

Director Ross reported that she attended the Monk Hill Water Treatment Facility with Dennis Erdman and Christina Olmedo. She commented that due to the renovations, this is one of the oldest facility and the newest facility. She asked questions about solar panels on one of the reservoirs, and the guide didn't have any answers.

Director Erickson reported that on June 30th he went to Vandenberg to watch a satellite launch which they scrubbed due to water issue. He also went down to the 12 inch water main break. He commented on the District's excellent water quality report and that Glendale Water & Power have their report on their website and if a customer wants a copy they need to request one. He also commented on the CV Weekly article to be published, and supplied a copy to the Board.

Director Bodnar reported that he attended the Emergency Planning Committee meeting on June 20th and on June 23rd he visited the overflow site at Ocean View and Foothill. July 1st he visited the 12 inch water main break at Verdugo Road and Montrose. In August he will be attending the AWWA Education workshop at Santiago College.

Director Tejeda presented the water quality report from Coachella Valley Water District. She reported that she was in Mammoth and they still offer water with meals at the restaurants, however, in Catalina Island, they do not offer water with meals. There is a mandatory water conservation to cut back by 25%.

Director Putnam – No Report

CLOSED SESSION

No reportable Action.

ADJOURNMENT

There being no other business to come before the Board at 9:30 p.m., it was moved by Director Ross and seconded by Director Tejeda that the meeting be adjourned to July 23, 2014 at 7:00 p.m.

APPROVED

James D. Bodnar
President

Ron L. Mitchell
Secretary-Treasurer

CASH DISBURSEMENTS LIST

JUNE 2014



<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
0	6/24	Southern California Edison Co.	Power purchased	31,081.39	393.17
29939	6/3	Acme Wiping Materials	4 boxes rags	127.20	127.20
29940	6/3	Aflac	Employee paid insurance	1,363.73	
29941	6/3	AT&T Mobility	Cell phone service	1,796.96	598.98
29942	6/3	Auto Hutch	Unit #14 -New ignition coil pack and replace hoses and coolant	623.98	
29943	6/3	BC Laboratories, Inc	Water analysis	1,180.25	
29944	6/3	California Water Environment	Membership renewal & Collection Grade 1 renewal: Byers	188.00	37.00
29945	6/3	California Water Environment	Collection Grade 1 renewal: DuRose	77.00	
29946	6/3	Cannon	E-931 Oak Creek Reservoir MCC upgrade	3,191.25	
29947	6/3	Charles Z. Fedak & Company	Professional services for audit FY13/14	3,613.50	3,613.50
29948	6/3	Charter Communications	Fiber Optic Mills 05/2014	3,955.55	1,318.51
29949	6/3	Choice Pest Control	Monthly service Glenwood	194.75	90.25
29950	6/3	Colonial Life & Accidents Ins.	Employee paid insurance	183.61	
29951	6/3	DataProse Inc.	Printing and postage for controls 1-4	1,574.96	1,574.95
29952	6/3	Raymond Dodge	Reimbursement for supervisor training class	86.07	28.68
29953	6/3	Dennis A. Erdman	Mileage & meals reimbursement for ACWA Spring Conf.	356.67	118.89
29954	6/3	Great America Leasing Corp.	Kyocera copier lease	434.91	434.91
29955	6/3	Michael Grothe	Refund Check	43.00	
29956	6/3	KR Nida Companies	Install radios in Units #43 & #45	1,109.19	369.73
29957	6/3	LA Dept Water and Power	Power purchased	43.56	
29958	6/3	Lincoln Financial Group	Life and dental insurance for 06/2014	2,780.62	1,853.74
29959	6/3	Celeste Maeshiro	Turf rebate	750.00	
29960	6/3	Dennis A. Maxwell, Jr	Grade 4 Collection renewal	278.75	62.25
29961	6/3	McCall's Meter Sales & Service	Well #12 -Repair meter head assembly	426.84	
29962	6/3	McGraw-Hill Construction Publ.	Green sheet ad for E-733CS	1,309.58	
29963	6/3	MCR Technologies Inc	M-903A - Storm Recharge Facility, Grant	2,128.51	
29964	6/3	Ro Myung	Refund Check	25.90	
29965	6/3	New Image Landscape & Design	Cost to weed five well sites and five reservoir sites	3,220.00	

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
29966	6/3	Christina Olmedo	Mileage reimbursement March - May 204	30.69	1,000.00
29967	6/3	Vivienne Payne	No sewer inspection needed - reimburse cust fee	823.41	
29968	6/3	Powers Electric Products, Co.	2 - 9" well sounders and 500' of cable	122.60	40.87
29969	6/3	David Rawlings	Reimbursement for uniforms	158,585.40	
29970	6/3	Robert Brkich Const. Corp	E-921 - and E-937	649.91	
29971	6/3	Robertson's	9.50 cubic yards slurry	750.00	
29972	6/3	Cecilia Rowley	Turf rebate	4,000.00	
29973	6/3	Nanda Rughunathan	Turf rebate	2,800.00	
29974	6/3	John Ryan	Turf rebate	1,960.43	653.48
29975	6/3	Sawyer Petroleum	641 gal.clear diesel fuel	507.00	169.00
29976	6/3	Complete Mobile Detailing	Cost to wash District vehicles	46.50	15.50
29977	6/3	Dave Spain	Airport parking for MWD state water project tour	54.48	
29978	6/3	Debra Suh	Refund Check	1,171.36	
29979	6/3	Sully-Miller Contracting Co.	11.80 tons cold patch	378.61	378.60
29980	6/3	Systemated Business Products	Stationary envelopes	158.55	
29981	6/3	Talley Corp.	1 - 20' mast and 1- 30' mast for wireless network	29.73	9.91
29982	6/3	The Gas Company	Gas purchased	51.02	
29983	6/3	Toro's Lawnmower & Garden	Oil change Honda generators	75.93	25.31
29984	6/3	United Traffic Service & Supply	Reflective collars and cones	7.20	7.20
29985	6/3	UPS	Shipping charges plant	356.25	118.75
29986	6/3	Urban Water Institute, Inc.	Urban Water Institute Annual Water conference for D. Erdman	264.55	176.36
29987	6/3	Vision Service Plan Co-(CA)	Vision insurance for 06/2014	750.00	
29988	6/3	Water Well Redevelopers Inc	E-934 Video log Well #5	350.00	
29989	6/3	Water Wise Consulting, Inc	Water audit for 3137 Harmony & 2950 Montrose	80.27	
29990	6/3	Dwight Yao	Refund Check	700.00	
29991	6/5	City of LA Canada Flintridge	Excavation permit for 5444 & 5458 Ocean View	649.59	433.06
29992	6/6	Ron Mitchell	Health Reimbursement	22,845.92	15,230.62
29993	6/10	CalPers	Employee contributions 05/2014	32,889.24	21,926.16
29994	6/12	ACWA/Joint Powers Ins. Authori	Health insurance for 07/2014	80.00	
29995	6/12	American Backflow	Membership renewal for Cory Whitman	530.27	176.76
29996	6/12	Ameripride Uniform Services, Inc	Uniform rentals 05/2014	60.16	20.06
29997	6/12	Anawalt Lumber & Materials Co.	Misc hardware 05/2014	783.01	
29998	6/12	Aqua - Metric Sales, Co.	Mini touch reader for iPerl meters	583.43	194.48
29999	6/12	ARC	Monthly bond plot	75.08	
30000	6/12	Arrowhead Mountain Spring Wate	Distilled water	380.68	126.90
30001	6/12	AVAYA Financial Services	Land line lease		

Check#	Check Date	Payable To	Description	Water		Wastewater	
				Amount	Amount	Amount	Amount
30002	6/12	BC Laboratories, Inc	Water analysis	1,894.25			
30003	6/12	Blastco Inc.	Flood meter refund	975.00			
30004	6/12	Bonnars Equipment Rentals	Monthly rentals 05/2014	169.40			
30005	6/12	Capital One Commercial	Miscellaneous office supplies	272.15			272.16
30006	6/12	Cargill, Inc - Salt Division	24.78 tons bulk solar salt	2,896.79			
30007	6/12	City of Glendale Water & Power	Power purchased	25,276.25			35.97
30008	6/12	City of LA Bureau Sanitation	ASSFC charges 3/1/14 to 4/30/14				358.55
30009	6/12	Corporate Telecomm	Phone land line lease	175.54			58.49
30010	6/12	Dell Marketing L.P.	Lease payment on Array server	1,732.56			577.52
30011	6/12	Do-it Center	Misc hardware 05/2014	829.75			257.20
30012	6/12	Kerry Erickson	ACWA Spring Conference: hotel	386.31			128.77
30013	6/12	Eurofins Eaton Analytical Inc.	Water analysis	246.00			
30014	6/12	First Choice	Coffee service plant	137.88			137.86
30015	6/12	Foothill Car Wash, Lube & Oil	Oil change for Units #34, #38, #13 and #36	305.36			101.79
30016	6/12	Andrea Gale	Refund Check	15.57			
30017	6/12	Pete Hilke	Mileage reimbursement	44.02			
30018	6/12	Home Depot Credit Services	Misc hardware 05/2014	318.37			74.24
30019	6/12	Itron, Inc	Software Maintenance Renewal 6/14 to 5/15	931.39			310.46
30020	6/12	J.G. Tucker & Son, Inc.	Calibrate equipment	146.89			48.96
30021	6/12	Joseph G. Pollard Co., Inc	Plastic Hydrant Bags	48.29			
30022	6/12	Mun Goo Kim	Refund for deposit applied to closing bill		3,172.00		99.00
30023	6/12	L.A. County Dept. Public Works	Excavation permits for various sites		4,446.08		
30024	6/12	L.A. County Dept. Public Works	Excavation permits for various sites				
30025	6/12	Logan Supply Co. Inc	70 rolls of 3/4" teflon tape and 70 rolls of 1/2" teflon tape	83.47			83.45
30026	6/12	Matt-Chlor Inc	Spare membrane cap	815.25			
30027	6/12	McMaster-Carr Supply Co	Stamping tag	10.54			10.53
30028	6/12	Mimecast North America, Inc.	Email security	150.00			50.00
30029	6/12	Haiairi Minasian	Refund Check	62.98			
30030	6/12	New Image Landscape & Design	Monthly landscaping	1,002.50			177.50
30031	6/12	Northern Safety Co., Inc	Safety glasses	112.74			37.58
30032	6/12	O'Reilly Auto Parts	Misc parts 05/2014	197.02			65.68
30033	6/12	Office Depot - Credit Plan	Misc supplies 05/2014	206.39			206.38
30034	6/12	Pacific Tek, Inc.	Synthetic oil for hydro excavator	28.82			9.61
30035	6/12	Paper Cuts, Inc	Paper shredding	2.50			2.50
30036	6/12	Paveco Construction Inc	List 75D - various paving locations	11,381.83			
30037	6/12	Ramco	Crushed Misc base	3,230.39			

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
30038	6/12	Rassac Air Systems	Maintenance at Glenwood Plant	356.25	118.75
30039	6/12	Red Wing Shoe Store	Safety boots Cory Whitman	107.69	35.90
30040	6/12	Ryan Henco Flow Solutions Boston	6"couplings, elbows and pvc pipe	661.26	
30041	6/12	The Gas Company	Gas purchased 05/2014 Mills house	11.62	3.87
30042	6/12	Trench Shoring Company	Steel plate at 3344 Mary Street	675.00	
30043	6/12	Underground Service Alert/SC	Under ground notifications for 05/2014	91.12	30.38
30044	6/12	Univar USA Inc	622 gallons of bleach for Glenwood and Mills	4,186.37	
30045	6/12	University of Southern Califor	Membership renewal Cory Whitman	295.46	98.49
30046	6/12	UPS	Shipping charges plant	30.39	30.38
30047	6/12	Vulcan Materials Company	45.72 tons crushed base	1,008.27	
30048	6/12	Waste Management - Sun Valley	Disposal service plant	624.24	208.08
30049	6/12	Cory Whitman	Special License Comp	400.00	
30050	6/12	Xylem Inc.	M-903A: 2 - High level data loggers with cables and modems	3,342.04	1,800.00
30051	6/17	Cues, Inc	GX520 software support plan renewal for sewer camera equip.		41.05
30052	6/18	EmbroidMe	Orange Tee shirts with CVWD logo for Tyler Smith	123.16	
30053	6/19	County Clerk of Los Angeles	E-940 Notice of Intent fee	2,156.25	
30054	6/20	City of LA Canada Flintridge	Permit #14-153 for 4715 Ocean View	175.00	
30055	6/23	Los Angeles Police Department	Copy of police report for traffic accident on June 6, 2014	18.00	6.00
30056	6/24	Access Limited Construction	Flooding meter refund	940.00	
30057	6/24	ADS, LLC	Monthly monitoring		1,580.00
30058	6/24	Aflac	Employee paid insurance	1,363.73	
30059	6/24	Airgas USA, LLC	Monthly cylinder rental	169.55	169.54
30060	6/24	Ambient Environmental, Inc.	Water analysis	3,276.60	
30061	6/24	AT&T	Phone charges Main office, Glenwood and Mills	2,077.76	697.21
30062	6/24	AT&T Mobility	Cell phones charges	1,865.97	633.02
30063	6/24	AW Direct, Inc	Unit #43 - New lightbar	305.86	101.95
30064	6/24	Backflow Apparatus & Valve Co.	Quick connect adapter	163.59	
30065	6/24	BC Laboratories, Inc	Water analysis	374.00	
30066	6/24	Best Drilling & Pump, Inc.	Progress Payment #4 E-934 Well rehabilitation	23,047.00	
30067	6/24	Blastco Inc.	E-936 Edmund 1 roof replacement	191,381.78	
30068	6/24	Brithinee Electric	E-934 Motor for Well #5	3,682.98	
30069	6/24	C.V. Chamber of Commerce	Membership renewal	56.25	18.75
30070	6/24	Jorge Calderon	Refund Check	80.76	
30071	6/24	Cash-Petty Cash	Petty cash reimbursement	358.04	117.55
30072	6/24	Certified Laboratories	Cost for grease for backhoes	615.41	205.14
30073	6/24	Chemsearch	4 dozen Yield	322.07	322.07

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
30074	6/24	Ali Ciardullo	Turf rebate	2,660.00	
30075	6/24	City of Glendale - Permits	Excavation permits	5,709.48	
30076	6/24	Coastline Equipment Co.	Unit #21 repairs of Komatsu	2,470.36	823.45
30077	6/24	Connectronics Corp.	Convert plug set	312.54	
30078	6/24	Crescenta Valley Tow Service	Tow unit 24 from Gene's Auto Body to Glenwood	91.22	30.41
30079	6/24	DataProse Inc.	Printing and postage for controls 1-4	1,506.35	1,506.35
30080	6/24	Direct Connection	Postage for Water Quality reports	928.33	928.33
30081	6/24	Dunn-Edwards Corporation	Misc supplies for main office repair	55.34	18.45
30082	6/24	Eurofins Eaton Analytical Inc.	Water analysis	624.00	
30083	6/24	Eurofins Eaton Analytical Inc.	Water analysis	394.00	
30084	6/24	First Choice	Coffee service plant	61.50	61.49
30085	6/24	Foothill Municipal Water	Water delivery	318,574.67	
30086	6/24	Fred M. Boerner Motor Co.	Unit #31 service of Vactor truck		489.77
30087	6/24	Gemini Group, LLC	Graphic design for water quality reports	1,792.50	1,792.50
30088	6/24	Harper & Associates Eng, Inc	E-936 - Edmund No. 1 reservoir roof	8,990.00	
30089	6/24	Tim Hollingsworth	Refund Check	50.10	
30090	6/24	J&R Concrete Products, Inc	W4- 1/2 poly outside covers, lids, and concrete meter boxes	2,495.01	
30091	6/24	Just Tires, Inc.	Unit #36-4 shocks/align/balance; Unit #27-4 tires, mount & bal.	1,414.64	471.55
30092	6/24	Lagerlof, Senecal, Gosney & Kr	Legal services 05/2014	3,446.00	1,250.00
30093	6/24	Lance Allen Company, Inc	Cost for copies	1,079.14	1,079.13
30094	6/24	Lincoln Financial Group	Long term disability and dental insurance	2,841.46	1,894.30
30095	6/24	Logan Supply Co. Inc	2" chip/paint brushes	24.10	24.09
30096	6/24	McCall's Meter Sales & Service	Well #10 - Upgrade meter head assembly	1,168.64	
30097	6/24	Samya McCoy	Turf rebate	6,000.00	
30098	6/24	Microflex Corporation	4 cases latex gloves	531.26	50.00
30099	6/24	Mimecast North America, Inc.	E-mail security	150.00	24.79
30100	6/24	Napa Auto Parts	Splash Guards	74.36	702.70
30101	6/24	Newegg, Inc.	DVR for security cameras and 2 laptop computers with bags	2,108.13	
30102	6/24	Paveco Construction Inc	List 75E - various paving locations	21,008.39	
30103	6/24	Plumbers Depot Inc	Unit #33 -Sewer camera repairs	107.69	200.53
30104	6/24	Red Wing Shoe Store	Safety boots for Raymond Dodge	975.00	35.90
30105	6/24	Robert Brkich Const. Corp	Flood meter refund	1,386.17	462.06
30106	6/24	Sawyer Petroleum	464.5 gal. clear diesel fuel	2,262.40	754.13
30107	6/24	Shell	Gas purchased 05/2014	58.86	58.85
30108	6/24	Staples Business Advantage	Misc supplies	618.75	206.25
30109	6/24	Star Brite Bldg. Maintenance Inc	Janitorial services		

<u>Check#</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Water Amount</u>	<u>Wastewater Amount</u>
30110	6/24	Sully-Miller Contracting Co.	6.03 tons cold patch	1,666.99	
30111	6/24	Sunstate Equipment Company	Dump Truck Rental	2,138.23	712.74
30112	6/24	Toro's Lawnmower & Garden	Cost to replace motor on hydro excavator	2,438.90	812.95
30113	6/24	Coleen Uchida-Tamny	Refund Check	25.14	
30114	6/24	United Traffic Service & Supply	Detour barricade rentals	612.24	219.19
30115	6/24	Univar USA Inc	1560 gal. bleach/Mills/Glenwood	2,649.19	
30116	6/24	Vince Varsh	Turf rebate	1,800.00	
30117	6/24	Water Well Redevelopers Inc	E-934 revideo Well #5	650.00	
30118	6/24	Wells Fargo Card Services	Erdman: ACWA Spring Conference - hotel	1,068.75	356.25
30119	6/24	Wells Fargo Card Services	Gould:Diner for crews working on lateral leak; supervisory class for R. Dodge; books; ads to sell surplus trucks; hard hats	619.70	164.76
30120	6/24	Wells Fargo Card Services	Hass:Monthly recurring charges; computer hardware & software; cell phone supplies	261.29	87.09
30121	6/24	Wells Fargo Card Services	Mitchell: Air tank for sewer maintenance	38.16	167.18
30122	6/24	Wells Fargo Card Services	Scott: Lunch with DHS inspector; WET meeting expenses	153.67	
30123	6/24	Western Water Works	200'-2"plastic pipe pipe and 30 valve caps	1,179.38	
30124	6/24	Jeffery Williams	Refund Check	37.09	
30125	6/24	Chong Yi	Turf rebate	1,200.00	
30126	6/27	City of Glendale - Permits	Cost estimate to move power pole at Well 8	300.00	
30127	6/27	City of LA Canada Flintridge	Excavation permit to replace fire hydrant	175.00	
Subtotals				\$ 1,010,758.87	\$ 76,032.30
Total Disbursements for June 2014				\$ 1,086,791.17	

PAYROLL REPORT
June-14

Directors	\$	2,160
Office Regular Payroll	\$	125,382
Office OT	\$	541
Plant Regular Payroll	\$	95,770
Plant OT and Standby	\$	10,845
Employer Payroll Taxes	\$	17,360
Payroll Service Charges	\$	356
Total	\$	<u>252,414</u>

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Agenda Item No. 1
July 23, 2014

To: Honorable President and Members of the Board of Directors
From: Dennis A. Erdman – General Manager
Subject: CV Ready Container

AGENDA ITEM

CV Ready Container – Consideration and motion to authorize a request from CV Ready to place a storage container on District property.

BACKGROUND:

CV Ready is a community organization dedicated to emergency preparedness, emergency response, and resiliency. The organization is comprised of citizen volunteers and receives organizational support and guidance from the Department of Public Health. CV Ready is now in its third year as an organization and they are executing plans that support the mission of the organization. Part of this plan includes locating supplies, and equipment in strategic locations within the community. One location that has been identified as a critical area is Briggs Terrace.

CV Ready is asking CVWD for permission to use a portion of the Edmund I reservoir site to store a metal cargo container. This container would house material and supplies that would be used in the event that the Briggs Terrace area needed to shelter in place. CVWD staff and Directors have visited the Edmund I site and identified a location in the northwest corner of the property that is suitable for placing the container contemplated by CV Ready. The container will be approximately eight feet wide by 20 feet long by eight feet high. Due to the slope of the site and fencing, the container will not constitute a visual obstruction to the neighboring properties.

Attached is an email from Mr. Don Ross of CV Ready that provides more information related to why they would like to place a container on the Edmund I Reservoir site and the types of materials that may be stored in the container.

CVWD has cooperated with CV Ready in one prior instance and has granted permission to CV Ready to store a small utility trailer at CVWD's Rosemont reservoir. Staff is prepared to help CV Ready by grading a level pad for the proposed storage container.

RECOMMENDATION:

It is recommended that the Board of Directors authorize the request from CV Ready to place a storage container on District's Edmund I Reservoir property.

Prepared and submitted by:



Dennis A. Erdman
General Manager

Dennis Erdman

From: Don A. Ross <dr101x@yahoo.com>
Sent: Monday, July 07, 2014 8:46 PM
To: Dennis Erdman
Cc: Roger Young; Daniel Limonadi; Michael Seales; Steve Pierce
Subject: Briggs Terrace Storage Shed

Dennis,

We would like to thank the CVWD for considering our request to place an 8'x20' storage container at the CVWD site on Edmund Ave. in the Briggs Terrace portion of La Crescenta.

The Crescenta Valley Fire Safe Council/CV Ready has identified Briggs Terrace as our most 'geographically vulnerable' area of unincorporated La Crescenta. The area of more than 300 homes has only one vehicular access in & out, contains narrow and winding streets, and is subject to wildfires, mud/rockslides, earthquakes and wildlife predation. It's heavy urban tree/shrub canopy and relatively urban housing density also add to potential problems.

There are several scenarios that could close off vehicular access to the area, the worst possible one is a geologically caused surface rupture across Shields Ave. due to a quake on the Sierra Madre Fault. A quake on the fault could cause a road displacement of several feet and rupture pipelines(gas, water & sewer). Broken lines losing water could further undermine the roadway and cause a sinkhole. Briggs Terrace could be cut off from vehicular access for several days or more.

CV Ready has budgeted funds to purchase a storage container to hold equipment and supplies to aid Briggs Terrace residents deal with problems which might occur should the area lose its vehicular access during an emergency situation in the area. Also note that a secondary purpose is to diversify the storage CERT supplies/equipment around the community. The following is a list of the types of things that might be stored in the container as budget funds or donations are made available:

Admin. Supplies/Equipment

Office supplies/equipment, forms, tables, chairs, pop-ups, storage bins, dry-erase or chalkboard, lights, extension cords, maps, cable ties, tape, clamps, etc.

Medical Supplies/Equipment

Basic CERT medical supplies, Trauma Kit, 1st Aid supplies, Triage tarps, backboards/stretchers, cots, etc.

Tools & Equipment

Hand tools, small tools, ladders, pumps, hoses, buckets, pry bars, cribbing, protective gear, fire extinguishers, etc.

Communications Equipment(not radios and other valuable electronics)

Bullhorn, Airhorns, Signs, Radio accessories, antennae, etc.

Sanitation/Hygiene Supplies & Equipment

Contractor trash bags, water jugs(a few), zip-loc bags, hand sanitizer, TP, trash receptacles, paper goods(cups, paper towels, etc.), etc.

While this list is by no means complete, it is a representation of the types of things which might get stored in the container. The intent is to NOT store any gasoline/hazardous chemicals or valuable electronic items and generators in the container.

Hopefully this information will help you make you decision(s) regarding this issue. CV Ready is extremely appreciative of the support that CVWD has shown for the La Crescenta community and we look forward to working with the District wherever possible in the future.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Agenda Item No. 2

July 23, 2014

To: Honorable President and Members of the Board of Directors

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

Subject: Discussion of Professional Engineering Services for the Design of the Ocean View Reservoir Overflow/Drain Line, Project M-934

AGENDA ITEM

1. **Ocean View Reservoir Overflow/Drain Pipe, Project M-934** - Consideration and motion to authorize the General Manager to enter into an agreement with Civiltec Engineering to provide professional engineering services for the design of the replacement of overflow/drain pipe for Ocean View Reservoir at a cost not-to-exceed \$25,650.

BACKGROUND:

CVWD owns and operates a 3.6 MG concrete reservoir on Ocean View Blvd, just north of Conle Way. The reservoir was built in 1983 and replaced an open concrete reservoir which was built in 1939.

On June 23, 2014, the water level inside the concrete reservoir rose to the level of the overflow outlet, which is 30 feet above the reservoir bottom and discharges into the 14-inch overflow pipeline to the catch basin located at the intersection of Ocean View Blvd and Conle Way. The water went from the 14-inch pipeline into a 10-inch pipeline that connected to a storm drain manhole at the intersection of Ocean View Blvd and Foothill Blvd. The water inside the pipeline became pressurized either due to blockage or undersized pipe and the water went out of the pipe into the surrounding soil, which uplifted and damaged the existing asphalt/concrete (AC) pavement. Staff reported on this incident at the July 8, 2014 Board of Directors' meeting.

Staff met with the City of La Canada Flintridge (LCF) on July 10, 2014 to further discuss the situation and reported on the meeting at the Engineering Committee on July 18, 2014, which is shown in the attached staff report.

The Engineering Committee agreed with staff that the District should start the preliminary and final design of a new overflow/drain pipeline from Ocean View Reservoir.

DISCUSSION:

Staff contacted Civiltec Engineering to discuss preliminary hydraulic design and parameters for the new overflow/drain pipeline. Staff chose Civiltec to work on the preliminary and final design of the project since they are familiar with CVWD's hydraulic model, designed the previous 12-inch water main extension in 2008, and have experience designing storm drain systems in Los Angeles County.

Staff provided a request for proposal (see attached) to Civiltec for the design of overflow/drain pipeline using the topographic survey done in 2008 as the base map and Los Angeles County storm drain design criteria.

RECOMMENDATION:

Staff reviewed the proposal provided by Civiltec (see attached) and recommends to award a contract to Civiltec for the design of the new overflow/drain pipeline at a not-to-exceed cost of 26,650.

ENVIRONMENTAL REVIEW:

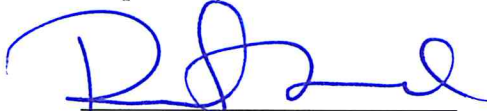
Staff is requesting that the Board find this project to be exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the CEQA Guidelines. This exemption covers the repair of existing facilities involving negligible or no expansion of existing use.

FUNDING AVAILABILITY:

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

Account Description	Amount
FY 14/15 Water CIP– Water Storage – Overflow & Drain System Upgrade	\$180,000
Engineering Proposal Cost	<\$25,650>
Amount Remaining in Water CIP – Water Storage – Overflow & Drain System Upgrade	\$154,350

Prepared by:


David S. Gould, P.E.
District Engineer

Submitted by:


Dennis Erdman
General Manager

Attachment:

1. Engineering Committee Information Item No.3 dated July 18, 2014
2. Request for Proposal
3. Civiltec's Proposal dated 7/18/14

CRESCENTA VALLEY WATER DISTRICT

STAFF REPORT

Information Item No. 3

July 18, 2014

To: Engineering Committee
From: David S. Gould, P.E. – District Engineer
Subject: Discussion of Ocean View Reservoir Overflow/Drain Pipe

INFORMATION ITEM:

Ocean View Reservoir Overflow/Drain Pipe – Review of Status for Ocean View Reservoir Overflow/Drain Pipe

BACKGROUND

CVWD owns and operates a 3.6MG concrete reservoir on Ocean View Blvd, just north of Conle Way. The reservoir was built in 1983 and replaced an open concrete reservoir which was built in 1939.

On June 23, 2014, the water level inside the concrete reservoir rose to the level of the overflow outlet, which is 30 feet above the reservoir bottom and discharges into the 14-inch overflow pipeline to the catch basin located at the intersection of Ocean View Blvd and Conle Way. The water went from the 14-inch pipeline into a 10-inch pipeline connected to a storm drain manhole at the intersection of Ocean View Blvd and Foothill Blvd. The water inside the pipeline became pressurized either due to blockage or undersized pipe and the water went out of the pipe into the surrounding soil, which uplifted and damaged the existing asphalt/concrete (AC) pavement.

CVWD has determined that the existing 10-inch overflow/drain pipeline should to be replaced from the intersection of Ocean View Blvd and Foothill Blvd to the intersection of Ocean View Blvd and Conle Way.

DISCUSSION:

Staff met with the City of La Canada Flintridge (LCF) on July 10, 2014 to further discuss the situation. Staff presented a modification to the option layout out in the Board Memo dated July 8, 2014. The option would be to install a 24-inch storm drain from the intersection of Ocean View Blvd and Foothill Blvd to 400 feet north of Foothill Blvd and re-pave the street, installation of a 12-inch HDPE pipe using the “pipe-bursting” method within the same alignment as the existing 10-inch pipe for the remaining part to the intersection of Ocean View Blvd and Conle Way, removal of the existing catch basin at the intersection of Ocean View Blvd and Conle Way, and tie into the existing 14-inch discharge line for the reservoir.

LCF expressed their concerns about this option as stated below:

1. Will a 12-inch pipe be able to handle the flow during an overflow event or draining of the reservoir?
2. Will the water from Ocean View Reservoir be considered an illicit discharge connection to the existing storm drain?
3. What is the time frame to replace the AC pavement?
4. Is it possible to install a catch basin at the end of the 24-inch storm drain line and 12-inch line connect to the catch basin.

We agreed to meet again within the next two weeks to further discuss these issues. LCF is going to check with their consultant on an illicit discharge relative to the NPDES and MS-4 permits. CVWD is going to check on flow and hydraulics of the 12-inch pipeline.

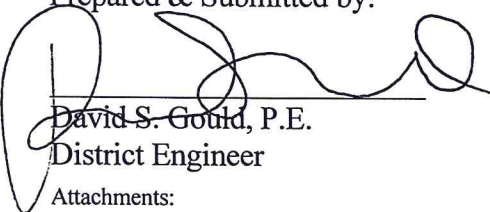
Staff contacted Civiltec Engineering to discuss preliminary hydraulic design and parameters for the new overflow/drain pipeline. Staff chose Civiltec to work on the preliminary and final design of the project since they are familiar with CVWD's hydraulic model, designed the previous 12-inch water main extension in 2008, and have experience designing storm drain systems in Los Angeles County.

Staff provided a request for proposal (see attached) to Civiltec for the design of overflow/drain pipeline using the topographic survey done in 2008 as the base map and Los Angeles County storm drain design criteria.

SUMMARY

Civiltec is working on the proposal, which should be available for the Engineering Committee meeting and is estimated to be about \$40,000. It is staff's recommendation to proceed with the design and request approval at the next Board meeting on July 23, 2014

Prepared & Submitted by:



David S. Gould, P.E.
District Engineer

Attachments:

1. Request for Proposal

g:\engineering committee\2014 ec memo\07-18-14 ecm memo - ov reservoir overflow.docx

REQUEST FOR PROPOSAL

PROFESSIONAL ENGINEERING SERVICES FOR DESIGN OF OCEAN VIEW RESERVOIR OVERFLOW/ DRAIN PIPELINE

PROJECT M-943

PROPOSAL DUE DATE: July 18, 2014

HISTORY

Crescenta Valley Water District (CVWD) is a County Water District established in 1950 and supplies potable water service and sewage collection service to approximately 32,000 residents in the unincorporated areas of La Crescenta and Montrose as well as portions of Glendale, and La Canada Flintridge (See attached map). The local community is primarily residential with some light commercial business along Foothill Boulevard and in the Montrose area.

BACKGROUND

CVWD owns and operates a 3.6 MG concrete reservoir on Ocean View Blvd, just north of Conle Way. The reservoir was built in 1983 and replaced an open concrete reservoir which was built in 1939.

On June 23, 2014, the water level inside the concrete reservoir rose to the level of the overflow outlet, which is 30 feet above the reservoir bottom and discharges into the 14-inch overflow pipeline to the catch basin located at the intersection of Ocean View Blvd and Conle Way. The water went from the 14-inch pipeline into a 10-inch pipeline that connected to a storm drain manhole at the intersection of Ocean View Blvd and Foothill Blvd. The water inside the pipeline became pressurized either due to blockage or undersized pipe and the water went out of the pipe into the surrounding soil, which uplifted and damaged the existing asphalt/concrete (AC) pavement.

CVWD has determined that the existing 10-inch overflow/drain pipeline has to be replaced with a new 24-inch and 12-inch pipeline from the intersection of Ocean View Blvd and Foothill Blvd to the intersection of Ocean View Blvd and Conle Way.

The District needs a professional engineering firm to prepare design plans and construction documents for installation of the new pipeline.

PROJECT TASKS

The District desires for a Consultant to conduct the following professional engineering services:

1. Prepare base maps based on previous topography and utility alignment from CVWD's Ocean View 12-inch pipeline project.
2. Prepare hydraulic calculations to verify the pipe size in Ocean View Blvd based on the reservoir overflow condition and reservoir draining condition.
3. Prepare design plans based on Los Angeles County, Public Works storm drain design standards.
4. Prepare Technical Specifications for the pipeline installation. CVWD will prepare the remaining portion of the Contract Bid packet.

PROPOSAL REQUIREMENTS:

1. Scope of Work

The proposal shall include a detailed list itemizing the tasks required to complete a scope of work addressing the study components outlined above. Each task shall include a detailed estimate of man-hours required to complete each task.

2. Budget and Proposal Fee Schedule

The proposal shall include a "Fee Schedule" outlining all applicable hourly rates and costs for services. The proposal shall provide a breakdown of fees associated with the tasks as specified above.

3. Schedule

The proposal shall include a schedule outlining the major tasks and milestone dates. CVWD is on a tight schedule and is planning to advertise for bids in September 2014 and award the contract in October 2014.

4. Consultant's Representative

The proposal shall name a responsible representative, an alternate, and all sub-consultants to perform the assigned tasks. The chosen Consultant's representative will remain in responsible charge of all duties from contract negotiations through project completion.

5. Deliverables

The selected consultant's final report will include recommendations and documentation of all the elements discussed in the scope of work, along with an executive summary.

The District will print all copies for distribution. The selected Consultant will provide electronic files and original hard copy for printing to CVWD.

ADDITIONAL INFORMATION

1. Professional Service Agreement

The selected Consultant shall be responsible for completing the specified services in accordance with the District's standard "Professional Services Agreement," which will be prepared by the District. Services specified in this agreement shall be taken directly from the Consultant's accepted proposal and from this "Request for Proposal", if applicable.

2. Insurance Requirements

The District will require employer's liability, comprehensive commercial liability insurance, and errors and omissions insurance coverage for at least \$1,000,000 and comprehensive automobile liability for at least \$1,000,000.

Also, we required that the District be named as additional insured on the policy and such insurance policy shall not be terminated or canceled without thirty (30) days prior written notice to the District.

3. District Reimbursements

The District normally reimburses consultants for the actual cost (plus 15%) for all outside expenses, including those for material costs authorized in advance by the District. Other reasonable expenses will be reimbursed where such costs have been advanced by Consultant and approved by the District.

5. District's Responsibilities

The District will provide the selected Consultant with reports, studies, plans, drawings, existing data, and other technical information, as available from CVWD that is pertinent to the proposed study.

PROPOSAL DUE DATE

One (1) copy of the proposal should be submitted as a PDF file via e-mail no later than 12:00 pm on July 18, 2014. The original proposals should be mailed to my attention at: Crescenta Valley Water District, 2700 Foothill Boulevard, La Crescenta, CA 91214.



General Civil, Municipal, Water and Wastewater Engineering,
Planning, Construction Management and Surveying
Monrovia Prescott Phoenix

PROFESSIONAL CIVIL ENGINEERING PROPOSAL

TO: David S. Gould, P.E. – Crescenta Valley Water District

FROM: W. David Byrum, P.E., Senior Vice-President

DATE: July 18, 2014

SUBJECT: Proposal to Provide Professional Civil Engineering Services for the Ocean View Reservoir Overflow/Drain Pipeline Project.



On June 23, 2014, the water level inside the Ocean View Reservoir rose to the level of the overflow outlet, which is 30 feet above the reservoir bottom, resulting in a discharge of water from the concrete reservoir. Overflow from the reservoir discharges into a 14-inch pipe which enters street right-of-way adjacent to the reservoir site and drains into a catch basin located at the intersection of Ocean View Boulevard and Conle Way, south of the site. Storm flows and overflow water collected by the catch basin are discharged into the existing storm drain system via a 10-inch pipe connected to a storm drain manhole at the intersection of Ocean View Boulevard and Foothill Boulevard. During the overflow that occurred the 10-inch pipeline became pressurized either due to an undetected blockage in the pipe or an exceedence of the capacity of the pipe. Water discharged out of the pipe into the surrounding soil, which caused damage to the existing asphaltic concrete (AC) pavement.

Civiltec engineering, inc. (Civiltec) is pleased to provide our proposal for the subject project. It is our understanding that the intent of the project is to replace the existing 10-inch pipe from the storm drain manhole at the intersection of Ocean View Blvd and Foothill Blvd to the catch basin at the intersection of Ocean View Blvd and Conle Way. The options for replacement of the pipe include either a new 24-inch RCP storm drain pipe that will be maintained by the City of La Canada, or a 12-inch HDPE pipe that will be installed via pipe bursting methods.

The Scope of Services and associated costs are identified as follows:

Task 1 Mapping Research: *Civiltec* will obtain record maps and any available record off-site substructure information from the County of Los Angeles Department of Public Works Land Records Information website and the City of La Canada. Assessor's parcel maps and property ownership information for the parcels fronting the limits of the project will be obtained from RealQuest property information search engine. The budget for this Task is \$900.00.

Crescenta Valley Water District
Mr. David Gould, P.E., District Engineer
Proposal to Provide Professional Civil Engineering Services
Ocean View Reservoir Overflow/Drain Pipeline Project
July 18, 2014
Page 2



- Task 2 Utility Research:** *Civiltec* will contact local utility companies to obtain record information concerning substructures existing within street right-of-way. The budget for this Task is \$900.00.
- Task 3 Base Map Preparation:** *Civiltec* will prepare base maps based on previous prepared topography, record mapping and utility information obtained from research, and utility alignment information obtained from CVWD's Ocean View 12-inch pipeline project. The budget for this Task is \$4,090.00.
- Task 4 Hydraulic Calculations:** *Civiltec* will prepare hydraulic calculations to verify the required pipe size in Ocean View Boulevard based on the reservoir overflow condition and the reservoir draining condition. The budget for this Task is \$4,120.00.
- Task 5 Prepare Storm Drain Plans:** *Civiltec* will prepare storm drain plans based on Los Angeles County Department of Public Works design standards. The budget for this Task is \$13,380.00.
- Task 6 Technical Specifications:** *Civiltec* will Prepare Technical Specifications for the pipeline installation. CVWD will prepare the remaining portion of the Contract Bid packet. The budget for this Task is \$2,260.00.

The total cost for these Tasks will not exceed **\$25,650.00** without written authorization from Crescenta Valley Water District.

PROJECT TEAM

The Principal Engineer for *Civiltec engineering, inc.* will be W. David Byrum, P.E., Senior Vice-President. Mr. Byrum will be assisted by Octavio A. Solorza, Associate, Project Manager, and the design and drafting staff of *Civiltec*.

SCHEDULE

Civiltec is available to commence on this project immediately and will coordinate with the District on an appropriate schedule. It is our understanding that CVWD is planning to advertise for bids in September 2014 and award the contract in October 2014.

INSURANCE

Civiltec maintains Statutory Workers' Compensation Insurance in an amount not less than \$1,000,000.00 per occurrence, General Liability Insurance in an amount not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate, Automobile Liability Insurance with a limit amount of not less than \$1,000,000.00 per occurrence, Umbrella Liability Insurance in the amount of \$5,000,000 each occurrence, and Professional Liability Insurance with a limit of not less than \$2,000,000.00 per claim.

Crescenta Valley Water District
Mr. David Gould, P.E., District Engineer
Proposal to Provide Professional Civil Engineering Services
Ocean View Reservoir Overflow/Drain Pipeline Project
July 18, 2014
Page 3



DISTRICT'S RESPONSIBILITIES

Crescenta Valley Water District will provide reports, studies, plans, drawings, existing data, and other technical information, as available from CVWD that is pertinent to the proposed project.

CLOSING REMARKS

We appreciate the opportunity to submit this proposal. We look forward to assisting Crescenta Valley Water District in the successful completion of this project. Please contact me directly with any questions or comments.

W:\2014\Proposals\PM14070.00 Ocean View Reservoir.docx

CRESCENTA VALLEY WATER DISTRICT

STAFF REPORT

Action Item No. 3

July 23, 2014

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: Discussion of the District's 2014 Updated Sewer System Management Plan

INFORMATION ITEM:

Review of 2014 Updated Sewer System Management Plan – Review of the 2014 updated Sewer System Management Plan (SSMP).

BACKGROUND

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Order No. 2006-003 which established the General Waste Discharge Requirements (WDRs) for all publicly owned or operated sewer systems within California. The WDRs require that the owners and operators of the sewer systems:

1. Report Sanitary Sewer Overflows (SSOs) to the SWRCB.
2. Develop and implement a Sewer System Management Plan (SSMP), which is a written document detailing how the District's sewer system is operated, maintained, repaired, and funded.
3. Submit a completed SSMP for approval and certified by the governing agency by August 2, 2009. This document must be recertified by the Board of Directors every five (5) years in order to comply with the WDR.

In July 2009, staff completed CVWD's SSMP and the plan was approved by the CVWD Board of Directors. This requirement was put into place to ensure that the governing Board is aware of the SSMP program and the potential impacts, such as budget needs and new ordinances.

The WDRs required that the SSMP be reviewed, audited, and updated internally by staff every two (2) years. The WDRs also stipulate that the SSMP be certified by the Board of Directors every five (5) years and resubmitted online at the California Integrated Water Quality System (CIWQS). August 2, 2014 is the first mandatory recertification date for the SSMP.

DISCUSSION:

In 2012, staff performed an internal audit on the SSMP to readjust cleaning and inspection schedules to better reflect the actual rate of cleaning and inspection. The emergency response plan was reviewed to reflect the response activities undertaken after the mudslides in 2010 caused a SSO on Canyonside due to a very heavy storm. Other minor changes such as updates to maps, organizational charts, and the design manual were made to better reflect the procedures occurring in the field. A summary of these changes can be found in the attached 2012 revisions summary.

In 2008, the SWRCB released draft changes to the monitoring and reporting requirements of the WDRs. After implementation of the original WDRs, SWRCB found that there were inconsistencies in the original order, and the current system resulted in far too many SSOs being reported to the California Office of Emergency Service (COES). These changes took effect on September, 9 2013. Adjustments were made to the emergency response plan at that time, and those changes are included in the 2014 audit.

The changes to the WDRs also required that information be included in the SSMP regarding the handling of large volume spills, defined as spills larger than 50,000 gallons. Water quality sampling information was added to the emergency response plan as well as information on how to develop a technical report for submittal to SWRCB after a large volume spill. These changes were implemented in 2013 and are shown in the attached 2014 audit summary.

The Engineering Committee met on Friday, July 18, 2014 to discuss the SSMP updates. At that time there were several corrections brought to the attention of Staff. Those corrections have since been incorporated into the SSMP. The Committee required additional time to review the document in order to develop further recommendations. After these changes are incorporated, the SSMP will require a review by legal counsel to ensure that all legal requirements of the law are met by the SSMP.

RECOMMENDATION:

After SSMP audits in 2012 and 2014, the SSMP was provided to the Engineering Committee on July 18, 2014 for review. It is staff's recommendation that the Board of Director's approve CVWD's Sewer System Management Plan after the revisions provided by the Engineering Committee and CVWD's legal counsel have been implemented.

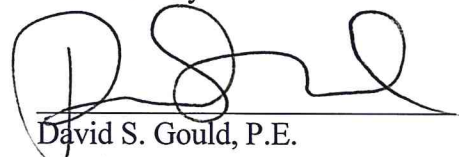
Special thanks to Christy Scott, Dennis Maxwell, Robert Wood, and Natalie Bellissimo for providing valuable input in developing the SSMP.

Prepared by:



Brook Yared, P.E.
Associate Engineer

Submitted by:



David S. Gould, P.E.
District Engineer

Attachments: Sewer System Management Plan

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CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 4
July 23, 2014

To: Honorable President and Members of the Board of Directors
From: David S. Gould, P.E. – District Engineer
Subject: Purchase of a New Truck with Valve Operating Equipment as part of FY 2014/15 Capital Outlay, Project C-946

ACTION ITEM:

1. **Purchase of a New Truck with Valve Operating Equipment, Project C-946** - Consideration and motion to authorize the General Manager to purchase a new vehicle from Galpin Ford, new valve operating equipment from E.H. Wachs and truck body modifications from California Truck Equipment Company at a total cost of \$83,143 as part of FY 2014/15 Capital Outlay.

BACKGROUND:

CVWD has as part of its vehicle fleet, a truck (Unit 24) which is equipped with mechanical valve operating equipment to open and close water valves during a shutdown or exercising valves.

Unit 24 - Ford F-250: Unit 24 was purchased in 1995 and has been in the District's fleet for 19 years. This vehicle was modified with a mechanical valve operator and is used by the water crews for valve maintenance. Unit 24 was outfitted with storage boxes and equipment used for tools needed for the valve exercise program.



Unit 24 with its mechanical valve operator and was planned to be replaced as part of the FY 2014/15 Capital Outlay budget due to age and increased maintenance costs.

In May 2014, the truck was damaged in a traffic accident and has been out of service since that time. At the present time, CVWD does not have the ability to turn valves with a mechanical valve operator for shutdowns. Crews have been working with Glendale Water and Power (GWP) to use their equipment during an emergency.

DISCUSSION:

Purchase of New Truck:

Staff prepared a request for quote (RFQ) for the purchase of a new F-350 utility truck and sent those RFQs to three (3) Ford dealerships within the Southern California area. The existing utility truck is an F-250 and includes an auxiliary electrical generator to run the valve actuator, which is another piece of equipment needing maintenance.

Staff researched combining the auxiliary electrical generator with the truck motor system and found that the F-350 has these capabilities, and was not available on the F-250. The F-350 truck motor system can also handle powering the valve actuator and thereby eliminating an additional motor for the valve actuator.

The District received the following bids for the purchase of a new vehicle:

FY 2014/15 Vehicle Replacement Bid Summary						
Unit	Make	Model	Budget	Galpin Ford	Rush Truck Center	Carmentia Ford
24	Ford	F-350	\$40,000	\$35,003	\$35,137	\$36,889

Galpin Ford of North Hills provided the lowest quote for Unit 24. Staff contacted these dealerships to get the approximate costs for taxes or any applicable fees for these vehicles and those are included in the bid summary.

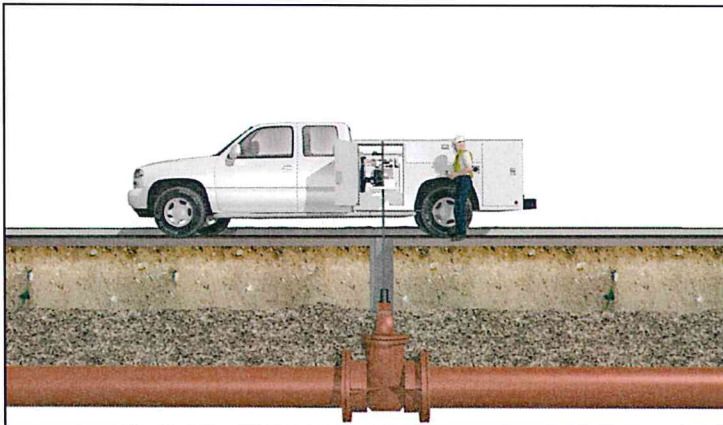
New Valve Operating Equipment:

The existing automated valve operator system was purchased in 1995 with the truck and reached the end of its useful life.

Staff researched companies who provide automated valve operator equipment within Southern California and found two companies; E.H. Wachs Company and Pacific Tek, Inc. Bryan Jones and Larry Byers met with representatives from both companies for a demonstration of the equipment.

After reviewing the equipment, ease of use and practicality for CVWD, it was decided to get a quote from E.H. Wachs Company for an “ERV-750” Automated Valve Operator.

The Wachs “ERV-750” Automated Valve Operator features hands-free operation with an automated extendable arm which produces a full 750 ft. lbs. of torque. The locking disc brake system holds the full torque of the machine while operating a 2-inch square steel tube telescopic valve key and mechanical lock system.



Valve Operating Equipment Bid Summary				
Unit	Make	Model	Budget	E.H. Wachs
24	Wachs	ERV-750	\$23,000	\$21,985

Truck Body Modifications:

The existing Unit 24 has built-in cabinets, truck bed, and other miscellaneous gear which were installed for the valve exercising program. The new F-350 will need to be modified with new storage cabinets, mounting of the valve operating equipment, safety features and other gear for use by CVWD. CVWD requested quotes from two (2) firms who provide truck body modifications as shown in the table below, California Truck Equipment Company (CTEC) provided the lowest quote.

Truck Body Modifications Bid Summary				
Unit	Make	Budget	CTEC	SE, Inc.
24	Ford	\$27,500	\$26,155	\$51,675

CVWD has worked in the past with CTEC on the new Utility Construction Truck (Unit 20) and CTEC has provided excellent service in the past.

Summary:

The budget was \$90,500 and the combined lowest quotes were 8.1% lower than the budget.

Total Cost for New Unit 24		
Bid Summary		
Unit 24	Budget	Lowest Quote
Truck – New F-350	\$40,000	\$35,003
Valve Operating Equipment	\$23,000	\$21,985
Truck Body Modifications	\$27,500	\$26,155
Total	\$90,500	\$83,143

Unit 24 also will be outfitted with additional gear such as directional lights and radio equipment for an additional cost of \$2,000.

Interim Condition:

Staff's discussion with Galpin Ford, E.H. Wachs Company and California Truck Equipment Company determined that the new Unit 24 could be delivered to CVWD in about 4 months, which is Dec. 2014.

In the interim period, staff looked into using old Unit 12 as a temporary replacement for Unit 24. Unit 12 was decommissioned last year but not sold. Staff obtained a quote of \$1,500 from Marathon Body to remove and re-install the existing valve operating equipment and storage boxes from Unit 24 to Unit 12. The work should be completed by next week and the old Unit 12 can be used until the new truck is received. Staff also looked into rental of a valve operating equipment trailer and that cost would be \$1,000 per week.

Salvage Value/Insurance Claim:

Staff has been working with ACWA/JPIA regarding Unit 24, which was involved in the accident. ACWA/JPIA has declared the truck a total loss and will be issuing a check for \$550 for replacement of the vehicle.

RECOMMENDATION:

It is staff's recommendation to authorize the General Manager to purchase the new truck, valve operating equipment, and the truck body modifications for a cost of \$83,143.

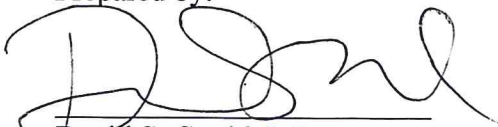
FUNDING AVAILABILITY:

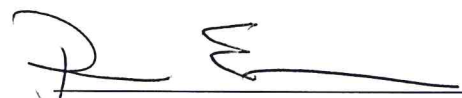
There are sufficient funds available in the following accounts for the project:

Account Description	Amount
FY 14/15 Water – Capital Outlay - Equipment	\$90,500
Purchase – F-350 Service Truck, Valve Operating Equipment & Truck Body Modifications	<\$83,143>
Additional Gear & Unit 12 truck body modification	<\$3,500>
Total costs for C-946	<\$86,643>
Estimate Amount from Insurance Claim	\$550
Amount Remaining in FY 14/15 Water – Capital Outlay - Equipment	\$4,407

Prepared by:

Submitted by:


David S. Gould, P.E.
District Engineer


Dennis Erdman
General Manager

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Agenda Item No. 5
July 23, 2014

To: Honorable President and Members of the Board of Directors
From: Dennis A. Erdman – General Manager
Subject: Discussion Regarding the District's Drug/Alcohol Policy

AGENDA ITEM

Discussion Regarding the District's Drug/Alcohol Policy – Discussion regarding the District's current Drug/Alcohol Policy.

In light of recent incidents involving District vehicles, President Bodnar has asked that a discussion of the District's current Drug/Alcohol Policy (copy enclosed) be placed on this agenda.

BACKGROUND:

The current Drug/Alcohol Policy is modeled after the ACWA/JPIA policy and modified to remove any Department of Transportation (DOT) requirements for random testing as the District does not have any equipment that would fall under those regulations.

During the collective bargaining session held in 2008, Management was advised by District legal counsel to remove the Discrimination/Sexual Harassment and Drug and Alcohol policies from the MOU and place those policies into the District's Rules and Regulations. Legal Counsel felt that these items are not something that should be subject to collective bargaining and both sides agreed to have these items moved. It was also agreed that whenever these policies were to be amended the Union would have a chance to meet and confer over any prospective changes.

In 2011, staff began the process of updating these policies and used the ACWA/JPIA template as the foundation for the new policy. Ms. Christy Scott was tasked with reviewing the ACWA policy and amending it to be more specific to the District's needs. These drafts were provided to Mr. Bunn and brought to the Policy Committee (Directors Tejeda and Erickson) for review and comments. All comments from Mr. Bunn were incorporated into the updated policies. The Committee was satisfied with the new policies and in early 2011 staff was directed to provide copies to the Union for their review.

On February 7, 2012 staff again brought this issue back to the Policy Committee (Directors Erickson and Ross) for one more review and support to bring back to the full Board for adoption. Staff informed the Committee that copies of the policies were supplied to the Union several months ago and no comments have been received. Under the recommendation of the Policy Committee to bring the updated policies to the full Board, this revised policy was adopted into the District's Rules and Regulations on February 21, 2012.

Prepared and submitted by:



Dennis A. Erdman
General Manager

CRESCENTA VALLEY WATER DISTRICT DRUG AND ALCOHOL POLICY

**Crescenta Valley Water District
2700 Foothill Blvd.
La Crescenta, CA 91214
818-248-3925**

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- A. Behavior/Incident Documentation Form**
- B. Search/Evidence (Discrepancy) Documentation Form**
- C. Collection Center Locations**

MODEL DRUG AND ALCOHOL PROGRAM

A. GENERAL POLICY

The District has a significant interest in ensuring the health and safety of its employees. It has an obligation to ensure that its employees do not present a safety risk to the general public. Substance abuse can affect job performance and employee and public safety. For these reasons, the District will be firm in identifying and disciplining those employees who do not voluntarily seek assistance and who continue to abuse alcohol or use controlled substances in violation of the following:

1. No District employee who is on duty or on standby for duty will:
 - a. Use, possess, or be under the influence of illegal or unauthorized drugs or other illegal mind-altering substances; or
 - b. Use or be under the influence of alcohol to any extent that would impede the employee's ability to perform his or her duties safely and effectively.
2. No employee will perform duties that, because of drugs taken under a legal prescription, cannot be performed without posing a threat to the health or safety of the employee or others. This includes medications that may impair the employee's ability to operate machinery or motor vehicles.
3. Employees will be subject to drug and alcohol testing when there is reasonable suspicion that the employee has violated the rules expressed in this program. In addition, when an employee has already been found in violation of this program through the adverse action or medical examination process under this policy, as a result of substance testing under this policy, or by the employee's own admission, the employee will be required to submit to periodic substance testing as a condition of remaining in or returning to District employment.

Employees will refer any questions regarding their rights and obligations under this policy to the District's General Manager.

B. SCOPE

The purpose of this policy is to protect District employees and the public from risks associated with alcohol abuse and controlled substances abuse. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transportation industry.

C. APPLICABILITY

This policy applies to all employees when they are on District property or when performing any District-related business.

Employees are subject to pre-employment, reasonable suspicion, and follow-up controlled substance and/or alcohol testing following a reasonable suspicion violation.

Visitors, vendors, and contracted employees violating this policy will not be permitted to conduct business on District property or projects and will be ordered off District property.

D. PROHIBITED SUBSTANCES

Prohibited substances addressed by this policy include the following:

1. Controlled substances (drugs) not legally prescribed including, but not limited to, marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine; and
2. Alcohol, which is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol.

E. PROHIBITED CONDUCT

1. Unlawfully manufacturing, distributing, dispensing, selling, possessing, or consuming a non-prescribed controlled substance on District premises, in District vehicles or while conducting or performing District business, regardless of location. This includes while operating or being responsible for the operation, custody or care of District equipment or property, on District property, or while subject to duty (i.e., standby duty).
2. Reporting to work or being on-call for work while impaired due to alcohol or drug use.

F. NOTIFYING THE DISTRICT OF CRIMINAL DRUG CONVICTION

All employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on or off District premises while conducting District business. A report of conviction must be made to the General Manager or designated employee within five days after conviction, as mandated by the Federal Drug-Free Workplace Act of 1988 and the California Drug-Free Workplace Act of 1990. Failure to report such convictions will subject the employee to discipline, up to and including dismissal.

G. PRESCRIPTION AND NON-PRESCRIPTION SUBSTANCES

Using or being under the influence of any legally obtained drug by an employee while performing District business, while on District property, or while on standby is prohibited if such use or influence may affect the safety of the employee, co-workers, members of the public, the employee's job performance, or the safe or efficient operation of the District's business.

An employee may continue to work, even though under the influence of a legal substance, if District management has determined that the employee does not pose a threat to their own safety or their co-workers and that the employee's job performance is not significantly affected by the legal drug. Otherwise, the employee may be re-assigned to an alternative position, if available, or be required to take a leave of absence or comply with other appropriate action as determined by the District.

H. VOLUNTARY ADMITTANCE

Employees who believe they may have a substance abuse problem are encouraged to take the initiative in voluntarily seeking assistance. Those voluntarily seeking help can make a confidential request for assistance to their supervisor or the General Manager. The employee will be referred to a SAP (Substance Abuse Professional) for evaluation and rehabilitation recommendations. Employees may use accumulated sick leave, vacation time, or compensatory time to participate in a rehabilitation program. The District will not be responsible for program costs.

Employees who admit to alcohol misuse or controlled substances use are not subject to disciplinary measures provided that the employee does not self-identify in order to avoid testing under the requirements of this program.

After approval from the SAP the employee may return to work and may be subject to unannounced follow-up testing, based on the SAP's recommendations for a specified period of time. Any employee failing to complete the program will be subject to termination.

NOTE: Health insurance plans may provide coverage for rehabilitation costs. Health benefits information can be obtained from the District's Human Resources contact.

I. SEARCHES

The District reserves the right to search all places under the common control of the District and to enlist the assistance of law enforcement personnel in connection with the enforcement of this policy.

J. PROPER APPLICATION OF THE POLICY

The District is dedicated to assuring fair and equitable application of this Substance Abuse Policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to their subordinates will be subject to disciplinary action, up to and including termination.

K. TESTING FOR PROHIBITED SUBSTANCES

Controlled substance testing will include marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). An initial controlled substance screen will be conducted on each specimen. For specimens that test above initial screening thresholds, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. This test will be considered positive if the controlled substance levels are above the minimum thresholds established in the DOT guidelines (49 CFR, Part 40).

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing (EBT) device operated by a trained Breath Alcohol Technician (BAT). If the initial test indicates an alcohol concentration of 0.02 or greater, a confirmation test will be performed to confirm the result of the initial test. An employee who has a confirmed alcohol concentration of 0.02 but less than 0.04 will be removed from their position for at least 24 hours. A breath alcohol concentration of 0.04 or greater will be considered a positive alcohol test.

Employees may be subject to the following circumstances:

a. Pre-Placement/Post Offer Controlled Substance (Drug) Testing

An applicant with the District will be required to undergo a drug screening analysis prior to employment. Any offer of employment will be conditioned upon compliance with this policy. The applicant will be requested to execute a consent form which includes a waiver and release. A positive test indicating the presence of controlled substances as defined in this policy may constitute disqualification of the applicant for the position for a period of six months.

b. Reasonable Suspicion Testing

All employees will be subject to urine and/or breath testing when there is a reason to believe that controlled substances or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances consistent with the effects of substance abuse, mere "hunches" are not sufficient to meet this standard. Examples of reasonable suspicion include, but are not limited to, the following:

- 1) A pattern of abnormal conduct or erratic behavior;
- 2) Adequate documentation of unsatisfactory work performance or on-the-job behavior;
- 3) Physical signs and symptoms consistent with prohibited substance use;
- 4) Occurrence of a serious accident that may have been caused by human error;
- 5) Fights (to mean physical contact), assaults and flagrant disregard or violations of established safety, security, or other operation procedures.

Reasonable suspicion determinations will be made by a manager who is trained to detect the signs and symptoms of controlled substance and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to prohibited substance abuse or misuse. The manager requesting an employee to submit to a drug or alcohol test based on reasonable suspicion must document facts constituting reasonable suspicion in writing (See **Appendix A – "Behavior / Incident Documentation Form"** and **Appendix B – "Search / Evidence (Discrepancy) Documentation Form"**).

Employees reasonably believed to be under the influence of drugs or alcohol will not be permitted to engage in further work.

A controlled substance test is considered positive when a verified confirmation test indicates specimens have concentrations of a particular class of drug above the specified concentration levels. Drug classes and threshold concentration levels are listed in the "Controlled Substance (Drug) Test" Definition Section of this policy.

An alcohol test is considered positive when a verified confirmation test indicates a breath alcohol content greater than 0.04. "Alcohol Concentration Level" is defined in the Definition Section of this policy.

c. Training

Managers will receive a minimum of 60 minutes of training on alcohol misuse and a minimum of 60 minutes of training on controlled substances use. The

training will be used by managers to determine whether reasonable suspicion exists to require an employee to undergo testing. The training will include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

d. Post Accident Testing

As soon as practicable following an accident involving an employee performing a safety sensitive function, that employee will be tested for alcohol and controlled substances if:

- 1) The accident involved a fatality; or
- 2) The driver receives a citation under state or local law for a moving traffic violation arising from an accident that involved, AND one of the following conditions:
 - (a) Injury requiring emergency medical treatment away from the scene; or
 - (b) One or more vehicles having to be towed from the scene.

An alcohol test will be administered within two hours following an accident, but no longer than eight hours following the accident. A controlled substance test will be administered within 32 hours following an accident. If alcohol and/or controlled substance tests cannot be administered within the allotted time, attempts to collect specimens must cease.

A manager should be notified immediately following an accident to ensure proper post-accident instructions. A manager will determine if a test is necessary, based on the criteria above.

An alcohol test is considered positive when a verified confirmation test indicates a breath alcohol content greater than 0.04. "Alcohol Concentration Level" is defined in the Definition Section of this policy. An alcohol concentration level of 0.02 or greater but less than 0.04 will result in removal from a safety sensitive position for at least 24 hours, and disciplinary action may be taken.

A controlled substance test is considered positive when a verified confirmation test indicates specimens having concentrations of a particular class of drug above the specified concentration levels. Drug classes and threshold concentration levels are listed in the "Controlled Substance (Drug) Test" Definition Section of this policy.

In the event of a positive non-prescription drug or alcohol test confirmation, the employee will be suspended from employment, pending agreement on rehabilitation procedures described in the Rehabilitation Section of this policy.

NOTE: Nothing in this section will be interpreted to require the delay of necessary medical attention for injured people following an accident. In addition, the driver is not prohibited from leaving the scene of an accident for

the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

L. REFUSAL TO SUBMIT

Any employee who refuses to submit to a drug or alcohol test immediately when requested by a manager will be treated in the same manner as an employee who has failed an alcohol or controlled substance test, as defined in this policy. Unless at the time of request, the employee acknowledges use of a prescribed drug and provides within 72 hours proof of a legal prescription.

An applicant who refuses to be tested will not be extended an offer of employment.

Attempts to alter or substitute the specimen provided will be deemed a refusal to take the drug test when required.

M. VIOLATION OF POLICY AND DISCIPLINARY CONSEQUENCES

An employee may be found to use illegal drugs or alcohol on the basis of any appropriate evidence including, but not limited to:

1. Direct observation;
2. Evidence obtained from an arrest or criminal conviction;
3. A verified positive test result; or
4. An employee's voluntary admission.

The District will refer an employee found to use illegal drugs or alcohol to the Substance Abuse Professional and may remove the employee from their position. Disciplinary action taken against an employee found to use illegal drugs or alcohol may include the full range of disciplinary actions, including termination.

The severity of the action chosen will depend on the circumstances of each case. At the discretion of the District, and as part of SAP counseling, an employee may return to duty if the employee's return would not endanger public health or safety.

The terms and conditions of the disciplinary consequences, if any, utilized by the District will not expand the rights and limitations of the employee under the "at will" provision of the employee handbook or the terms and conditions of any MOU between the District and the employee association.

A rehabilitation program may be available for those employees having a positive controlled substance and/or alcohol test. A second verified positive test under any circumstances might constitute cause for immediate termination. Failure to complete a treatment program provided by the Substance Abuse Professional (SAP) will be treated as a second positive test.

The employee will pay rehabilitation program costs and subsequent controlled substance and/or alcohol costs related to return-to-work and follow-up testing. When recommended by the SAP, participation in and completion of the rehabilitation program is mandatory. Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to sign a return-to-duty agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one year or longer than five years.

NOTE: Health insurance plans may provide coverage for rehabilitation costs. Health benefits information can be obtained from the District's Human Resources contact.

N. VOLUNTARY REFERRAL

A fundamental purpose of the District's Drug and Alcohol Policy is to assist employees who themselves are seeking treatment for drug use and/or alcohol abuse. For this reason, the District will not initiate disciplinary action against any employee who meets all three of these conditions:

1. Voluntarily identifies him/herself as a user of illegal drugs or alcohol prior to being identified through other means;
2. Obtains counseling or rehabilitation through an EAP; and
3. Thereafter refrains from using illegal drugs or alcohol.

This self-referral option allows any employee to step forward and identify him/herself as an illegal drug user for the purpose of entering a drug treatment program under the supervision of an SAP. In stepping forward, an employee may volunteer for a drug test as a means of identification. Although this self-identification test may yield a verified positive test result, such result will not subject an employee to discipline assuming the three conditions listed above are met.

O. EMPLOYEE RIGHTS

The sample collection process will include the opportunity for the employee to provide information about factors other than illegal drug use, such as taking prescribed medication that could cause a positive test result. At the employee's option, this information may be submitted in a sealed envelope to be opened only by the Medical Review Officer if the test result is positive.

Upon request, the employee will receive a full copy of any test results and related documentation of the testing process.

P. CONFIDENTIALITY

The District will maintain records of the circumstances and results of any employee testing under this policy. These records, and any other information pertaining to an

employee's drug or alcohol test, will be considered confidential and will be released only to:

1. The employee who was tested or other individuals designated in writing by that employee;
2. The Medical Review Officer; or
3. Individuals who need the records or information to:
 - a. Determine, or assist in determining, what action the District should take in response to the test results; or
 - b. Respond to appeals or litigation arising from the drug or alcohol test or related actions.

Q. REHABILITATION / RETURN-TO-DUTY

1. Rehabilitation

After a verified positive test result, a conference will be conducted between the employee and a Human Resources contact. If warranted, the employee will be requested to participate in a substance abuse rehabilitation program developed by a SAP. Details will be outlined in a Return-to-Duty Agreement.

Employees may use accumulated sick leave, vacation time, or compensatory time to participate in a rehabilitation program. Program costs and subsequent controlled substance and/or alcohol-testing costs will be paid by the employee. Failure to participate in and complete such a program may result in employment termination.

2. Return-to-Duty

Employees who have violated the prohibition set forth in this policy will be required to submit to a return-to-duty test before returning to their position. The test result must indicate an alcohol concentration of less than 0.02 and/or a verified negative result on a controlled substance test.

3. Follow-Up Testing

After the return-to-duty test, employees will be subject to unannounced follow-up testing. A SAP will determine the number and frequency of tests.

R. SPECIAL DUTIES AND RESPONSIBILITIES

1. Maintenance of Records

The District will maintain records of its alcohol misuse and controlled substances use prevention programs. The records will be maintained in a secure location with controlled access and separate from the employee's personnel file. The District will maintain the records in accordance with the following schedule:

One Year – Records of negative and cancelled controlled substances test results and alcohol test results with a concentration of less than 0.02.

Two Years – Records relating to the alcohol and controlled substances collection process.

Five Years – The following records will be maintained for a minimum of five years:

- a. Alcohol results indicating an alcohol concentration of 0.02 or greater;
- b. Records of verified positive controlled substances test results;
- c. Documentation of refusals to take required alcohol and/or controlled substances tests;
- d. Driver evaluation and referrals; and
- e. A copy of each annual calendar year summary.

S. DEFINITIONS

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl or isopropyl alcohol.

Alcohol Concentration means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this regulation. For example, 0.02 means 0.02 grams of alcohol in 210 liters of expired deep lung air. Blood tests will not be used to determine alcohol concentration, unless administered by on-site police or public safety officials in a post accident situation.

Applicant means any individual tentatively selected:

1. For employment with the District; or
2. For a Safety-Sensitive Position, and who has not, immediately prior to the selection, been subject to random testing.

Breath Alcohol Technician (BAT) means a person trained to operate the Evidential Breath Testing (EBT) device that the technician is using in the alcohol testing procedures. BATs are the only qualified personnel to administer the EBT tests.

Chain of Custody means the procedures to account for the integrity of each urine specimen by tracing its handling and storage from point of collection to final disposition.

Collection Site means a place designated by the District where individuals present themselves for the purpose of providing a specimen of either urine and/or breath.

Confirmation Test for alcohol testing means a second test, following a screening test with a result of 0.02 or greater that provides quantitative data of alcohol

concentration. For controlled substances testing, it means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test, in order to ensure reliability and accuracy. Gas Chromatography/Mass Spectrometry (GC/MS) is the only authorized confirmation method of cocaine, marijuana, opiates, amphetamines, and phencyclidine.

Consortium/Third-Party Administrator (C/TPA) is a service agent that provides or coordinates the provision of a variety of drug and alcohol testing services to employers. C/TPAs typically perform administrative tasks concerning the operation of the employer's drug and alcohol testing programs. This term includes, but is not limited to, groups of employers who join together to administer, as a single entity, the DOT drug and alcohol testing programs of its members.

Controlled Substance (Drug) Test is a method of detecting and measuring the presence of controlled substances, whether legal or illegal, in a person's body. A controlled substance test may be either an initial test or a confirmation test. An initial controlled substance test is designed to identify specimens having concentrations of a particular class of drug above a specific concentration level. It eliminates negative specimens from further consideration. A confirmation drug test is a second analytical procedure to detect the presence of a specific drug or its metabolite. The confirmation procedure is conducted independent of the initial test and uses a different technique and chemical principal in order to confirm reliability and accuracy.

Controlled substances will be tested under the Department of Health and Human Service guidelines. The cut-off concentrations below are for initial and confirmation drug tests:

Type of drug or metabolite	Initial test	Confirmation test
(1) Marijuana metabolites	50	
(i) Delta-9-tetrahydrocannabinol-9-carboxylic acid (THC) 50		15
(2) Cocaine metabolites (Benzoylecgonine)	300	
(3) Phencyclidine (PCP)	25	
(4) Amphetamines	1000	
(i) Amphetamine		500
(ii) Methamphetamine		500 (Specimen must also contain amphetamine at a concentration greater than or equal to 200 ng/mL.)
(5) Opiates metabolites	2000	
(i) Codeine		2000
(ii) Morphine		2000
(iii) 6-acetylmorphine (6-am)		10 (Test for 6-AM in the specimen. Conduct this test only when specimen contains morphine at a concentration greater than or equal to 2000 ng/mL.)

Department of Transportation (DOT) Guidelines means the controlled substances and alcohol testing procedures in all transportation industries (49 CFR, Part 40) and for the Federal Motor Carrier Safety Administration (49 CFR, Part 382).

Employee Assistance Program (EAP) means a counseling program that offers assessment, short-term counseling, and referral services to employees for a wide range of drug, alcohol, and mental health problems, and monitors the progress of employees while in treatment.

Evidential Breath Testing Device (EBT) means the device to be used for breath alcohol testing.

Medical Review Officer means the individual responsible for receiving laboratory results generated from the District's Drug and Alcohol Program who is a licensed physician with knowledge of substance abuse disorders and the appropriate medical training to interpret and evaluate all positive test results together with an individual's medical history and any other relevant biomedical information.

Illegal Drugs means a controlled substance included in Schedule I or II, as defined by section 802(6) of Title 21 of the United States Code, the possession of which is unlawful under chapter 13 of that Title. The term "illegal drugs" does not mean the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.

Performing Safety Sensitive Function means an employee is considered to be performing a safety sensitive function in any period in which they are actually performing, ready to perform, or immediately available to perform such functions.

Post Accident Alcohol and/or Controlled Substance Testing is testing performed on safety-sensitive employees following an accident involving a commercial motor vehicle where:

- 1) The accident involved a fatality; or
- 2) The driver receives a citation under state or local law for a moving traffic violation AND one of the following conditions:
 - (a) Injury requiring emergency medical treatment away from the scene; or
 - (b) One or more vehicles having to be towed from the scene.

Pre-Employment Controlled Substance Testing is conducted before applicants begin work, but after an offer to hire. It is also conducted when existing District employees are transferred to a safety sensitive position.

Random Controlled Substance and/or Alcohol Testing means a system of testing imposed without individualized suspicion that a particular individual is using illegal drugs. Testing is conducted on a random, unannounced basis for safety sensitive employees just before, during, or just after performing a safety sensitive function.

Reasonable Suspicion Controlled Substance and/or Alcohol Testing is conducted when a trained manager has a good faith belief based on specific, contemporaneous, and articulable facts or evidence that an employee may have violated the prohibitions set forth this policy.

Refusal to Submit means failing to provide an adequate breath or urine sample for testing without a valid medical explanation or engaging in conduct that clearly obstructs the testing process (i.e., verbal declarations, obstructive behavior, or physical absence resulting in the inability to conduct the test.)

Safety-Sensitive Employee is defined as an employee possessing a commercial drivers license and as a part of their job description may operate any of the following vehicles:

1. A vehicle with a gross vehicle weight rating (GVWR) of at least 26,001 pounds;
2. A vehicle with a gross combination weight of at least 26,001 pounds inclusive of a towed unit with a gross vehicle weight rating (GVWR) of more than 10,000 pounds;
3. A vehicle designed to transport 16 or more passengers, including the driver; or
4. A vehicle used to transport hazardous materials that requires placards.

Substance Abuse Professional (SAP) means a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker (with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders (the license alone does not authorize this), Certified Employee Assistance Professional (CEAP), or addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.

Trained Manager means a person in authority who received at least one hour of training on the signs and symptoms of alcohol abuse and at least one hour of training on the signs and symptoms of controlled substance abuse.

Model Drug and Alcohol Program

Appendices

- A. Behavior/Incident Documentation Form**
- B. Search/Evidence (Discrepancy) Documentation Form**
- C. Collection Center Locations**

Appendix A

Behavior/Incident Documentation Form

OBSERVED BEHAVIOR REASONABLE SUSPICION RECORD

PERSONNEL OFFICE USE ONLY

Employee Number _____

Location _____

Incident Number _____

EMPLOYEE NAME

DATE OBSERVED

ADDRESS OF INCIDENT:

Street

City

State

Zip Code

TIME OBSERVED

FROM _____ a.m. p.m.

TO _____ a.m. p.m.

Mark items that apply and describe specifics

1. **APPEARANCE:** normal _____ sleepy _____ tremors _____ clothing _____ cleanliness _____

Description: _____

2. **BEHAVIOR:** _____

normal _____ erratic _____ irritable _____ inappropriate gaiety _____ mood swings _____ lethargic _____

Description: _____

3. **SPEECH:** _____

Description: _____

4. **BODY ODORS:** _____

5. **INDICATIONS OF THE CHRONIC AND WITHDRAWAL EFFECTS OF CONTROLLED SUBSTANCES:**

☐ YES ☐ NO

EXPLAIN: _____

6. **OTHER OBSERVATIONS FOR REASONABLE SUSPICION:**

WITNESSED BY:

Signature Title Preparation Date Time a.m. p.m.

Signature Title Preparation Date Time a.m. p.m.

**THE ALCOHOL TEST MUST BE ADMINISTERED WITHIN EIGHT HOURS FOLLOWING A REASONABLE
SUSPICION DETERMINATION**

EMPLOYER RETAIN IN EMPLOYEE'S CONFIDENTIAL FILE

Appendix B

Search/Evidence (Discrepancy) Documentation Form

Search/Evidence (Discrepancy) Documentation Form

Department/work location: _____

Employee or subject name: _____

Date: _____ Time: _____

Investigated by: _____

Employed by: _____ Position: _____

Location of search: _____

Reason for search: ☐ Routine ☐ Periodic ☐ Contractual

☐ Reasonable suspicion (or cause)

Location of evidence or prohibited items: _____

Description of evidence, items or substances (continue on back, if necessary): _____

Were local authorities called? _____

Time: _____

Reporting supervisor's signature

Date

Witness' signature

Date

Employee's signature

Date

Appendix C

Verdugo Hills Medical Associates

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Agenda Item No. 6
July 23, 2014

To: Honorable President and Members of the Board of Directors
From: Dennis A. Erdman – General Manager
Subject: New State Water Conservation Regulations

AGENDA ITEM

Discussion of New State Water Conservation Regulations – Discussion and possible motion regarding the new State water conservation regulations.

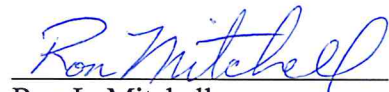
BACKGROUND:

On July 15, 2014 the State Water Resources Quality Control Board adopted new regulations pertaining to water conservation and usage for all of California. Staff is currently analyzing these new regulations and examining our policies to see what, if any, amendments need to be made and will provide a more complete report at the meeting on July 23, 2014.

RECOMMENDATION:

No recommendations at this time.

Prepared and submitted by:



Ron L. Mitchell
Secretary-Treasurer

info item

glendalenewspress.com/opinion/tn-gnp-letter-no-excuse-for-major-loss-of-water-20140708,0,4234436.story

Glendale News Press

Letter: No excuse for major loss of water

2:15 PM PDT, July 8, 2014

Re: "[Water main ruptures in Montrose](#)," July 2. More than 800,000 gallons of water lost? advertisement
I hope the crew and especially the crew chief/supervisor, lose their jobs for this inexcusable accident. In our drought predicament, this cannot happen. Also, let's bill the crew and supervisor for the full amount this water cost us.

Catherine Baida
Glendale



The Metropolitan Water District of Southern California

NEWS RELEASE

P. O. Box 54153, Los Angeles, California 90054-0153 • (213) 217-6485 • www.mwdh2o.com

Contact: Bob Muir, (213) 217-6930; (213) 324-5213, mobile

July 16, 2014

METROPOLITAN GENERAL MANAGER ISSUES STATEMENT ON PROPOSED STATEWIDE OUTDOOR WATER RESTRICTIONS

Jeffrey Kightlinger, general manager of the Metropolitan Water District of Southern California, issues the following statement on proposed outdoor water restrictions approved Tuesday by the State Water Resources Control Board:

“Asking all urban areas to implement their own outdoor water restrictions is a tailored, effective next step in managing this drought. Curbing outdoor water use can create the largest savings, particularly during the hot summer months. This is the right next step at the right time.

“The state board proposal respects the different local approaches to conservation management and reflects the seriousness of a drought that has yet to end. Metropolitan’s water reserves are adequate for the coming months, but a continued drought will prompt even greater restrictions.”

###

The Metropolitan Water District of Southern California is a cooperative of 26 cities and water agencies serving nearly 19 million people in six counties. The district imports water from the Colorado River and Northern California to supplement local supplies, and helps its members to develop increased water conservation, recycling, storage and other resource-management programs.



State Water Board Approves Emergency Regulation to Ensure Agencies and State Residents Increase Water Conservation

**For Immediate Release
July 15, 2014**

**Contact: George Kostyrko
(916) 341-7365**

In response to the ongoing severe drought, on Tuesday the State Water Resources Control Board approved an emergency regulation to ensure water agencies, their customers and state residents increase water conservation in urban settings or face possible fines or other enforcement.

The new conservation regulation is intended to reduce outdoor urban water use. The regulation, adopted by the State Water Board, mandates minimum actions to conserve water supplies both for this year and into 2015. Most Californians use more water outdoors than indoors. In some areas, 50 percent or more of daily water use is for lawns and outdoor landscaping.

Many communities and water suppliers have taken bold steps over the years and in this year to reduce water use; however, many have not and much more can and should be done statewide to extend diminishing water supplies.

With this regulation, all Californians will be expected to stop: washing down driveways and sidewalks; watering of outdoor landscapes that cause excess runoff; using a hose to wash a motor vehicle, unless the hose is fitted with a shut-off nozzle, and using potable water in a fountain or decorative water feature, unless the water is recirculated. The regulation makes an exception for health and safety circumstances.

Larger water suppliers will be required to activate their Water Shortage Contingency Plan to a level where outdoor irrigation restrictions are mandatory. In communities where no water shortage contingency plan exists, the regulation requires that water suppliers either limit outdoor irrigation to twice a week or implement other comparable conservation actions. Finally, large water suppliers must report water use on a monthly basis to track progress.

Local agencies could ask courts to fine water users up to \$500 a day for failure to implement conservation requirements in addition to their existing authorities and processes. The State Water Board could initiate enforcement actions against water agencies that don't comply with the new regulations. Failure to comply with a State Water Board enforcement order by water agencies is subject to up to a \$10,000 a day penalty.

"We are facing the worst drought impact that we or our grandparents have ever seen," said State Water Board Chair Felicia Marcus. "And, more important, we have no idea when it will end. This





Media Release

drought's impacts are being felt by communities all over California. Fields are fallowed; communities are running out of water, fish and wildlife will be devastated. The least that urban Californians can do is to not waste water on outdoor uses. It is in their self-interest to conserve more, now, to avoid far more harsh restrictions, if the drought lasts into the future. These regulations are meant to spark awareness of the seriousness of the situation, and could be expanded if the drought wears on and people do not act."

In addition to approving the emergency conservation regulation today, the State Water Board made a plea for water suppliers, communities and businesses to do even more. For example, water agencies are being asked to step up their programs to fix leaks and other sources of water loss, use more recycled water or captured stormwater, and find additional ways to incentivize demand reduction among their customers.

The new regulation was developed following two drought emergency declarations by Governor Brown. On January 17, Governor Edmund G. Brown Jr. issued a drought emergency proclamation following three dry or critically dry years in California.

The April 25 Executive Order issued by the Governor directs the State Water Board to adopt an emergency regulation as it deems necessary, pursuant to Water Code section 1058.5, to ensure that urban water suppliers implement conservation measures.

As drought conditions continue, the State Water Board may revisit this regulation and consider other measures to enhance conservation efforts throughout the state.

Following Board adoption, the regulation will likely go into effect on or about August 1, following submittal to the Office of Administrative Law. The emergency regulation remains in effect for 270 days, unless extended by the State Water Board due to ongoing drought conditions.

For more information on the proposals leading to this Board action, please visit the [Emergency Water Conservation](#) website.

Governor Brown has called on all Californians to reduce their water use by 20 percent and prevent water waste – visit [SaveOurH2O.org](#) to find out how everyone can do their part, and visit [Drought.CA.Gov](#) to learn more about how California is dealing with the effects of the drought.

INFO ITEM

glendalenewspress.com/news/tn-gnp-me-0718-lawsuit-filed-in-water-rate-flap-20140717,0,5077165.story

Glendale News Press

Lawsuit filed in water-rate flap

Officials want Willdan Financial Services to pay for lost revenue, other costs.

By Brittany Levine, brittany.levine@latimes.com

5:10 PM PDT, July 17, 2014

A financial consulting company that [miscalculated multiple years of water rates in 2012](#) advertisement should pay for its mistakes, which cost Glendale more than \$9.3 million, according to [a lawsuit city officials filed Wednesday](#) in Los Angeles Superior Court.

The \$9.3 million [includes \\$9 million in lost utility revenue](#), about \$108,000 paid to Willdan Financial Services to calculate the rates in the first place, roughly \$130,000 given to Bartle Wells, [another consultant, to fix the rates](#) and \$83,000 for the cost of sending new rate notices to customers.

The lawsuit, which [alleges professional negligence and breach of contract](#), was filed just days before the City Council is slated to review new water rates, which have angered customers who say they have lost trust in Glendale Water & Power.

The bungled rates — which overcharged some customers and undercharged others — were approved by multiple layers of city officials and no one caught the errors until months later.

"We are trying to rebuild that trust. We feel the same way that the people feel in a lot of ways. We feel very embarrassed by what happened," said Councilwoman Laura Friedman. "We are trying to make it right and we are trying to hold those responsible, responsible."

Willdan Financial Services had offered to update their water rates and pay for the administrative costs of sending customers notice in October 2012, but the Temecula company did not offer to reimburse Glendale for its lost revenue, according to court documents.

A message left for Crescent Wells, Willdan's senior vice president, was not returned by publication.

Willdan officials used bimonthly consumption data rather than monthly data when setting single-family and multifamily water rates and incorrectly calculated the cost of providing service to customers with fire lines greater than 4 inches, such as high-rise buildings.

As a result, Glendale Water & Power over-collected \$3.4 million from the fire-line customers, who officials plan to reimburse, and under-collected \$2.4 million and \$6.4 million from single-family and multi-family customers, respectively, according to a city report.

"They were hired to provide professional services and they have provided severely insufficient services," said Mayor Zareh Sinanyan. "To say that their rate plan was woefully inadequate would be the understatement of the century."

Glendale Water & Power General Manager Steve Zurn has said at past public meetings that utility staff didn't catch the consultant's mistakes because officials at the time didn't have the expertise to do so and were relying on Willdan Financial Service's calculations.

This time around, the city assembled a team of experts, including the city auditor, to review the new proposed rate structure.

"We're making sure that all the Ts are crossed and Is are dotted and that this rate plan is the appropriate rate plan and is the right one," Sinanyan said.

Under the proposed plan, Glendale Water & Power would hike rates, on average, by a compounded 21.8% over four years. The rate changes would differ depending on water use, customer type and meter size.

Monthly water bills for average single-family residences, five-unit multifamily complexes and commercial customers would increase by \$17.98, \$46.04 and \$16.67, respectively, by fiscal year 2017-18.

The City Council is set to meet at 6 p.m. on Tuesday at City Hall, 613 E. Broadway, to discuss the rates.

INFO ITEM

News Release - DRAFT



**Foothill Municipal Water District
4536 Hampton Road
La Cañada Flintridge, CA
(818) 790-4036**

Contact: Nina Jazmadarian
General Manager

FOR IMMEDIATE RELEASE

July 16, 2014

Foothill MWD Requests Customers to Comply with State Mandates

Foothill Municipal Water District (FMWD) asks customers in its service area to comply with approved State mandates to reduce water consumption through the reduction of irrigation to three days a week. The State Water Resources Control Board adopted emergency regulations that prohibit certain outdoor water uses and require urban water agencies to implement mandatory outdoor water use restrictions under their water shortage contingency plans. Fines of \$500 could be assessed by local agencies for violating the prohibitions. These restrictions are anticipated to go into effect around August 1, 2014.

“The largest use of water in our service area is for outdoor irrigation. Reducing irrigation to three days a week will help save water for the future should this drought continue into next year or multiple years,” said FMWD General Manager Nina Jazmadarian.

FMWD continues to offer rebates to assist customers in cutting water use. Rebates include a turf removal program, rotating nozzles, weather based irrigation

controllers and soil moisture sensor. Information about the rebates and pre-qualification requirements can be found at: <http://www.fmwd.com/Conservation.aspx>.

Foothill Municipal Water District provides imported water to Crescenta Valley Water District, La Cañada Irrigation District, Mesa Crest Water Company, Valley Water Company, Lincoln Avenue Water Company, Las Flores Water Company and Rubio Cañon Land & Water Association. Kinneloa Irrigation District, another retail agency, takes no water from Foothill.

--END—